

Hillsborough County Aviation Authority
Regular Board Meeting

Thursday, 9:00 a.m.
November 7, 2024

A Regular Board Meeting was convened in the Boardroom, Level 4 of SkyCenter ONE, Tampa, Florida, on Thursday, November 7, 2024.

Members present were: Chairman Diehl, Gary Harrod, Robert Watkins, and Commissioner Cohen. Mayor Castor was not in attendance.

Aviation Authority staff members present were CEO Joe Lopano, General Counsel Michael Stephens, Chris Minner, John Tiliacos, Damian Brooke, Smitha Radhakrishnan, Veronica Cintron, Elita McMillon, Jeff Siddle, Silvana Muro, Violet Cummins, Rob Porter, Brett Fay, Tony Conza, Scott Knight, Michael Kamprath, Beau Zimmer, Dan Johnson, Tara Camp, Dan Porter, James Hanney, John Mallory, Randy Forister, Josh Gillen, Laurie Noyes, Marcus Session, James Tarro, Tom Thalheimer, Kristopher Allen, April Kelly, Dough Wycoff and Matt Bauer.

Chairman Diehl welcomed everyone to the Regular Board Meeting of the Aviation Authority. He asked that anyone who would like to comment on propositions before the Board see Violet Cummins for a form.

The Pledge of Allegiance was recited.

Mr. Lopano announced that there would be no Attorney Client Closed Session at this meeting.

Chairman Diehl then asked for a Motion to Approve the Agenda.

Upon motion of Gary Harrod, seconded by Commissioner Cohen, the Agenda was unanimously approved by all Board Members present.

There were no Public Comments.

Chairman Diehl asked General Counsel Stephens if there were any abstentions from the Regular Board Meeting held on October 3, 2024 that needed to be read into the record. General Counsel Stephens replied that there were no abstentions from the October 3, 2024 Board Meeting and none were anticipated at this meeting.

Chairman Diehl asked if there were any additions or corrections to the Minutes of the Regular Board Meeting held on October 3, 2024.

Upon motion of Commissioner Cohen, seconded by Robert Watkins, the Minutes of the Regular Board Meeting held on October 3, 2024 were unanimously approved by all Board Members present.

The Management Report was next.

Mr. Lopano began the Management Report by recognizing the Michael Stephens and John Tiliacos as the two finalists in the CEO selection process.

Chris Minner provided the Performance Assessment Report.

Total passenger traffic for the fiscal year was 25 million more passengers than a year ago which was a 8.5% increase. There were more than 1.4 million international passengers which was up 21% versus last year.

This year's World Routes took place in Bahrain. There were 28 meetings lined up but staff needed to return home early due to Hurricane Milton. All the meetings did take place through phone calls and Teams meetings.

A video was shown on Delta Airlines return of non stop flights to Amsterdam.

Air Service Development saw 5 new domestic nonstop routes for TPA which included American Airlines to New York (LGA), Breeze Airlines to Bangor, ME and Scranton, PA, Frontier Airlines to New York (JFK), and JetBlue to Providence, RI.

Tampa International Airport took home the ACI first place award for Partnering with Carriers.

In media activity, there were 9.3 billion impressions in October for an earned media value of \$110 million which exceeded the last fiscal year. There were almost 26,000 new followers for the month.

John Tiliacos gave an update on the damage from Hurricane Milton at Tampa International Airport and the General Aviation Airports.

Tampa International Airport provided space and support for the Division of Emergency Management to set up a base camp. Sleeping quarters with showers and bathroom facilities as well as a fully equipped kitchen and mess hall to accommodate 800 to 1,000 first responders from across the State were set up. The first responders deployed from this location to various areas across the region for search, rescue and recovery operations.

The Authority partnered with Belfour and arranged to have three 800 gallon fuel cells set up for employees who had a difficult time getting gas.

The FAA Tower Glass Replacement Project has been delayed due to Hurricanes Helene and Milton. The project duration has been extended from November through December 20, 2024.

Damian was next and provided the FY2024 full year financial performance.

The Authority barely missed budget by 15,000 passengers. Operating revenues totaled almost \$428 million and that is a little over \$19 million or just under 5% above budget. That is a full \$46 million higher than last year. O&M expenses totaled \$186.3 million for the fiscal year, which beat budget by a little over \$5 million or about 2.8%. The Authority was able to add just over \$100 million into its unrestricted reserves in 2024 bringing the end of the year total to just over \$440 million. Days cash on hand increased by more than 20% year over year, up to 863 days during the last fiscal year.

Both Mr. Harrod and Mr. Wakins inquired about the insurance coverage and cost of the hurricane damage from Hurricanes Helene and Milton. Michael Stephens replied that currently comprehensive damage assessment was ongoing but as soon as that information was known the information would be shared with the Board Members through Board Briefings.

This concluded the Management Report.

Chairman Diehl then moved on to the Consent Agenda.

Upon motion of Gary Harrod, seconded by Commissioner Cohen, the Consent Agenda was unanimously approved by all Board Members present.

The following items were contained in the Consent Agenda.

Item G1

Interlocal Agreement, Traffic Signal Maintenance and Operation Services, City of Tampa, Tampa International Airport, Resolution No. 2024-119.

The Authority has maintained an Interlocal Agreement with the City of Tampa for the maintenance and operation services of traffic signals at Tampa International Airport since 1985. The current Interlocal Agreement expires on January 20, 2025.

This item authorizes the execution of a new Interlocal Agreement with the City of Tampa for the maintenance and operation services of traffic signals at Tampa International Airport for a five-year Term beginning January 21, 2025 and ending January 20, 2030, with one, five-year renewal option by mutual agreement between the City of Tampa and the Authority Chief Executive Officer, in a maximum purchase authorization amount, including the renewal option, of \$550,000 based on a projected three percent (3%) escalation each year of the Interlocal Agreement. Either party may

terminate the Interlocal Agreement, in whole or in part, with or without cause, upon furnishing the other party at least 180 days' written notice of such termination.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2024-119.

Resolution No. 2024-119 approved and authorized execution of Interlocal Agreement for Traffic Signal Maintenance and Operation Services at Tampa International Airport with the City of Tampa; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item G2

Purchase Orders, Flooring Materials with Related Supplies and Services utilizing Sourcewell Contract No. 061323, Shaw Integrated and Turf Solutions Inc., Tampa International Airport.

The Authority's Capital and O&M Budgets provide for the purchase of various flooring materials including, but not limited to, carpet tile, ceramic tile, wood, resilient, and broadloom carpet, as well as related supplies and services.

The Authority previously utilized Sourcewell Contract No. 080819 which expired on October 11, 2024.

Replacement flooring is anticipated to be needed at several airside, including boarding bridges, TSA, and tenant spaces, due to the scheduled bi-annual replacement of walk-off carpet and tile.

Authority Policy P410 authorizes the utilization of federal, state, local, or multi-state cooperative purchasing contracts to purchase goods and services without obtaining three quotes or advertisement.

This item authorizes the issuance of Purchase Orders to Shaw Integrated and Turf Solutions Inc. for the purchase of flooring materials, supplies, and services utilizing Sourcewell Contract No. 061323 for the Term of November 7, 2024 through August 9, 2027, with up to three additional, one-year renewal options at the discretion of the Chief Executive Officer contingent upon similar renewals from Sourcewell, in a maximum purchase authorization amount of \$975,000.

This item is included in the Capital and O&M Budgets.

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders to Shaw Integrated and Turf Solutions Inc. and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

The Board acted on this by motion; no resolution was required.

Item G3

Purchase Orders, Electrical Testing and Repair Services utilizing Lee County BOCC Contract No. RFP200466BJB, Circuit Breaker Sales, LLC., Tampa International Airport.

Tampa International Airport has approximately 66 circuit breakers throughout the four airside that require cleaning, lubricating, adjusting, and testing by a certified technician to remain in compliance. The Authority currently utilizes Lee County BOCC Contract No. RFP200466BJB to perform this service.

Authority Policy P410 authorizes the utilization of federal, state, local or multi-state cooperative purchasing contracts to purchase goods and services without obtaining three quotes or advertisement.

This item authorizes the issuance of Purchase Orders to Circuit Breaker Sales, LLC. for cleaning, lubricating, adjusting, and testing Authority-supplied circuit breakers utilizing Lee County BOCC Contract No. RFP200466BJB for the Term of November 7, 2024 through April 20, 2027 in a maximum purchase authorization amount of \$250,000.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders to Circuit Breaker Sales, LLC. and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

The Board acted on this by motion; no resolution was required.

Item G4

Purchase Orders, Consulting and Other Related Services utilizing The Interlocal Purchasing System Contract No. 230601, Plante & Moran, PLLC, Tampa International Airport.

The Internal Audit Department needs to temporarily augment internal capacity in areas of staff oversight, audit execution, annual report tasks, audit committee meeting and reporting tasks, and other administrative responsibilities.

Authority Policy P410 authorizes the utilization of federal, state, local or multi-state cooperative purchasing contracts to purchase goods and services without obtaining three quotes or advertisement.

This item authorizes the issuance of Purchase Orders to Plante & Moran, PLLC for consulting and other related services utilizing The Interlocal Purchasing System Contract No. 230601 for the Term of November 7, 2024 through August 31, 2028, with one, one-year renewal option, in a maximum purchase authorization amount of \$200,000.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders to Plante & Moran, PLLC and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

The Board acted on this by motion; no resolution was required.

Item G5

Authorization to Dispose of Surplus Property, Tampa International Airport.

The following property has been determined to be surplus and serves no useful function or the continued use is uneconomical or inefficient.

Description	QTY	Year Purchased	Asset Tag
E450 SHUTTLE BUS	1	2012	12500
F-150 ½ TON PICK UP TRUCK	3	2005, 2008, 2012	107484, 124813, 100340
PUSH MOWER	3	N/A	N/A
15' FLEX-WING CUTTER	1	2016	703031
7X20 LANDSCAPE TRAILER	1	2009	121879
HEAVY-LOAD ELECTRIC CART	1	2018	211747
GAS GOLF CART	1	2016	706010
THERMAL IMAGER	1	2017	600011

Designate the above property as surplus and authorize disposal in accordance with Chapter 274, Florida Statutes. Surplus property will be publicly advertised and auctioned at Tampa Machinery Auction, Inc., Royal Auction Group, Bay Area Auction Services, or GovDeals.com, an internet-based auction system.

The Chief Executive Officer recommended the Board designate the above property as surplus and authorize disposal in accordance with Chapter 274, Florida Statutes.

The Board acted on this by motion; no resolution was required.

There were no Policies or Rules for Consideration or Action. Chairman Diehl proceeded to Committee Reports.

Item I1

Report of Finance Committee Meeting Held on October 30, 2024, presented by Chairman Diehl.

The Finance Committee met on Wednesday, October 30 to discuss the selection of the next Aviation Authority CEO. Finance Committee Members General Chip Diehl, Robert Watkins, and Gary Harrod were in attendance. Board Members Mayor Jane Castor and Hillsborough County Commissioner Harry Cohen also attended the Meeting. Additionally, Michael Bell and Johnny Schumacher from the executive recruitment firm assisting the Board with the selection process, Korn Ferry, attended the Meeting.

Mr. Bell led the Meeting with a presentation that covered an overview of the CEO selection process thus far, including the timeline, candidate success criteria, and key takeaways from the Board Member interviews conducted in September. After the presentation, Finance Committee Members discussed their preferred candidates and whether to advance a recommendation to the full Board of one, two, or all four finalists. Following a discussion, the Finance Committee voted to recommend John Tiliacos and Michael Stephens as the top two finalists to the full Board.

There was no Unfinished Business. Chairman Diehl proceeded to New Business.

The following item was contained in New Business.

Item K1

Construction Contract, Short Term Parking Garage Level 4 and Ramps Rehabilitation & Departure Drive Rehabilitation, HCAA Project Nos. 7120 23 & 7265 24, Restocon Corporation, Tampa International Airport, Resolution No. 2024-121, presented by Jeff Siddle.

This Project consists of rehabilitation of Level 4 & Level 5 of the Short Term Parking Garage, the Entry and Exit Ramps for the Short Term Parking Garage, and the Red and Blue Departure Drives at Tampa International Airport. The drive lanes area of Short Term Parking Garage Level 4 will be repaired, waterproofed, and the entire area will be re-striped. Overhead concrete repairs will be performed on Level 5. The entire area of the Short Term Parking Garage Entry and Exit Ramps will be repaired, waterproofed, and re-striped. The entire area of the Blue Departure Drive will be repaired, waterproofed, and re-striped. The entirety of the expansion joints on the Red Departure Drive will be replaced.

An Invitation to Bid was issued on July 31, 2024.

On October 14, 2024, three (3) Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Restocon Corporation	\$3,494,552.00
Concrete Protection & Restoration, LLC	\$3,744,320.00
Gutknecht Construction Company*	\$4,418,625.84

*Gutknecht Construction Company was deemed non-responsive for failing to meet the prescribed W/MBE Goal.

The lowest responsive and responsible Bidder is Restocon Corporation.

A W/MBE Goal participation rate of 4% was prescribed and a W/MBE Goal participation rate of at least 5.5% is incorporated into the Contract.

Per Authority Policy P410, staff may authorize use of the Owner's Direct Purchase Program with respect to construction materials and supplies, if appropriate.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2024-121.

Upon motion of Gary Harrod, seconded by Commissioner Cohen, Construction Contract for Short Term Parking Garage Level 4 and Ramps Rehabilitation & Departure Drive Rehabilitation, HCAA Project Nos. 7120 23 & 7265 24, at Tampa International Airport with Restocon Corporation in the amount of \$3,494,552.00 was unanimously approved by all Board Members present; rejection of the Bid received from Gutknecht Construction Company was approved as non-responsive; staff was authorized to use Owner's Direct Purchase Program if appropriate; and the Chief Executive Officer or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2024-121.

This concluded New Business. Staff Reports were next.

Jeff Siddle gave an update on Master Plan Phase 2. He gave a look ahead at the work being done on the Red Side Express Curbs as well as a report on the project budget.

Before adjourning the meeting, General Counsel Stephens requested an Attorney-Client Closed Session be held at the December 2024 Board Meeting to discuss pending litigation and strategy related to litigation expense and to seek the Board's direction.

With no further business to be brought before the Board, Chairman Diehl adjourned the meeting.

Arthur F. Diehl III, Chairman

Jane Castor, Secretary