



**Tampa
International
Airport**

**AVIATION AUTHORITY
REGULAR BOARD MEETING**

**Thursday, July 1, 2010
9:00 A.M.**

**Board Room
Level 3 at Tampa International Airport**

AGENDA

Any person who desires to appeal any decisions made at this meeting will need a record of the proceedings and for that purpose may need to ensure that a verbatim record of the proceeding is made which includes the testimony and evidence upon which the appeal is based. Any person requiring reasonable accommodations to attend any public meeting because of a disability or physical impairment must submit a written request to John Wheat, Interim Executive Director, Hillsborough County Aviation Authority, Post Office Box 22287, Tampa, FL 33622 or via facsimile at (813) 875-6670. Such request must be received at least 48 hours before the meeting. If you have any questions, please call (813) 870-8705.

TABLE OF CONTENTS

A. CALL TO ORDER 4

B. APPROVAL OF THE AGENDA 4

C. APPROVAL OF THE MINUTES - Regular Authority Meeting – May 6, 2010 and Special Board Meetings – June 11, 2010 and June 21, 2010 4

D. APPROVAL OF THE CONSENT AGENDA..... 4

 1. Amendment No. 7 to Lease and License Agreement for Commercial Fixed Base Operation, Atlas Aviation Tampa, Inc., Peter O. Knight Airport, Resolution No. 2010-1135

 2. Amendment No. 1 to Lease Agreement for Ground Area, Flight Express Service Corp., Tampa International Airport, Resolution No. 2010-114.....6

 3. Amendment No. 9 to In-Flight Kitchen Ground Lease, Sky Chefs, Inc., Tampa International Airport, Resolution No. 2010-1157

 4. Approval of Term Renewal Option, Automated Mail Consumer Service Agreement, ReturnKey Systems, Inc., Tampa International Airport9

 5. License Agreement for Use of Firearms/Training Facility, Hillsborough Community College, Tampa International Airport, Resolution No. 2010-87.....10

 6. Amendment No. 8 to Amendment and Restatement of Agreement for the Management and Operation of Fixed Base Operations, Signature Flight Support Corporation, Tampa International Airport, Resolution No. 2010-109.....11

 7. Aviation Support Ground Lease, Aircraft Service International, Inc., Tampa International Airport, Resolution No. 2010-11012

 8. Right of Use Agreement (Fiber Conduit Corridor), Pemco World Air Services, Inc., Tampa International Airport, Resolution No. 2010-108.....13

 9. Purchase Order(s), Plumbing Repair Parts, Best Plumbing Specialties, Inc., Warner Plumbing Supply Company of Florida, Inc., Total Maintenance Solutions, Ferguson Enterprises, Inc., W. W. Grainger, Inc., Tampa International Airport14

 10. Ratification of Natural Gas Services Purchase, Florida Power and Light Energy Services, Tampa International Airport15

 11. International Passport Advantage Agreement, Sole Source, FileNet P8 Electronic Records Management System Software Maintenance, International Business Machines Corporation, Tampa International Airport, Resolution No. 2010-117.....16

 12. Purchase Order(s) Ratification and Authorization, Sole Source, Repair Fire Pump Engines Red Hangar Rehabilitation, HCAA Project No. 5675 10, Florida Detroit Diesel-Allison, Tampa International Airport17

 13. Purchase Order(s), Maintenance Repair and Operation Electrical Equipment, State of Florida Department of Management Services Contract No. 450-000-07-1, Mayer Electric Supply Company Inc., Tampa International Airport18

TABLE OF CONTENTS (Continued)

E. POLICIES OR RULES FOR CONSIDERATION OR ACTION..... 19

 1. Update to Policy Manual, Revision to Policies for Approval: Policy P410, Procurement; and Policy P711, Administrative Procedures for CCNA19

F. UNFINISHED BUSINESS 20

 1. Perpetual Non-Exclusive Underground Easement (Phase 3 Warehouse Facility), Tampa Electric Company, Tampa International Airport, Resolution No. 2010-116.....20

 2. Renewal of Employee Group Insurances, Medical, Dental, Life and Long Term Disability21

 3. Agreement for Design Professional Services, Airside F Interior Finishes Refurbishment and Landside Shuttle Lobby Modifications for Airsides A and F and Related Work, HCAA Project Nos. 5570 10 and 5420 10, Post, Buckley, Schuh & Jernigan, Inc. dba PBS&J, Tampa International Airport, Resolution No. 2010-104.....22

 4. Agreement, Executive Search Consultant Services, SSI (U.S.), Inc., d/b/a Spencer Stuart, Tampa International Airport, Resolution No. 2010-105.....23

G. NEW BUSINESS..... 24

 1. Selection and Award of Firm to Provide Property Insurance Broker Services, Willis of Florida, Inc., Tampa International Airport, Resolution No. 2010-11124

 2. Selection and Award of Firm to Provide Liability Insurance Broker Services, Marsh USA, Inc., Tampa International Airport, Resolution No. 2010-112.....24

 2. Maintenance Contract, Rental Car Common Fuel System Management, Fuel Facility Management, Inc., Tampa International Airport, Resolution No. 2010-86.....26

 3. Construction Contract, Airfield and Roadway Rehabilitation, HCAA Project No. 5220 10, Ajax Paving Industries of Florida, LLC, Tampa International Airport, Resolution No. 2010-102 27

 4. Construction Contract, Pavement Rehabilitation, HCAA Project No. 5610 10, E.J. Breneman, L.P., Plant City Airport, Resolution No. 2010-10328

 5. Appointment of Airport Hearing Officer, Tampa International, Tampa Executive, Peter O. Knight and Plant City Airports, Resolution No. 2010-106.....29

 6. Purchase Order, Landside Main Switchgear Replacement, HCAA Project No. 4385 08, Tampa Electric Company, Inc., Tampa International Airport31

 7. Regularly Scheduled Board Meetings – Time Change; November 2010 Board Meeting – Date Change32

H. PRESENTATIONS..... 33

 1. Compressed Natural Gas Fuel Station Development33

I. PERSONS WISHING TO BE HEARD..... 33

J. STAFF REPORTS 33

K. ADJOURNMENT 33

- A. **CALL TO ORDER**
- B. **APPROVAL OF THE AGENDA**
- C. **APPROVAL OF THE MINUTES** - Regular Authority Meeting – May 6, 2010 and Special Board Meetings – June 11, 2010 and June 21, 2010
- D. **APPROVAL OF THE CONSENT AGENDA**

D. CONSENT ITEM

1. Amendment No. 7 to Lease and License Agreement for Commercial Fixed Base Operation, Atlas Aviation Tampa, Inc., Peter O. Knight Airport, Resolution No. 2010-113
-

In 2004, the Authority entered into a lease and license agreement with Atlas Aviation Tampa, Inc. (Atlas) for commercial fixed base operations at Peter O. Knight Airport. The initial term of the agreement expires June 7, 2014 with one five-year renewal option, upon approval of the Executive Director, for a final termination date of June 7, 2019, if exercised. Atlas pays 60% of hangar rental receipts to the Authority. The agreement has been amended six times to reflect various changes in the facilities and operation of the FBO.

The Authority made significant improvements to Runway 3/21 at the Peter O. Knight Airport during the period of June 1, 2009 through July 3, 2009, requiring closing of the runway. As a result of that closure, Atlas incurred \$14,084 of operating losses for which it has requested reimbursement from the Authority. Authority staff recommends approving the reimbursement in the form of a credit that may be applied against future rent payments due from Atlas to the Authority.

This item amends the Atlas agreement to reimburse Atlas for revenue losses incurred as a result of the Authority's closure of Runway 3/21 in 2009.

Resolution No. 2010-113 approves and authorizes the execution of Amendment No. 7 to the Lease and License Agreement for Commercial Fixed Base Operation at Peter O. Knight Airport with Atlas Aviation Tampa, Inc.; and authorizes the Interim Executive Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2010-113.

D. CONSENT ITEM

2. Amendment No. 1 to Lease Agreement for Ground Area, Flight Express Service Corp., Tampa International Airport, Resolution No. 2010-114
-

Flight Express Service Corp. has had a ground lease with the Authority since June 8, 1995, used in support of its non-signatory air cargo operating agreement and activities at Tampa International Airport. That ground lease currently expires June 30, 2010. On June 4, 2009, the Authority extended Flight Express's non-signatory cargo air carrier operating agreement to expire September 30, 2010.

To provide adequate time for negotiation of a new lease agreement and to have the lease run concurrently with the operating agreement, Authority staff requests that the ground lease be extended to terminate September 30, 2010. At the termination of the agreement, fixed improvements become the property of the Authority.

This item authorizes the Interim Executive Director to execute an extension of the ground lease with Flight Express, Inc. to expire on September 30, 2010. No other changes are being made to the agreement.

Resolution No. 2010-114 approves and authorizes the Interim Executive Director to execute Amendment No. 1 to Lease Agreement for Ground Area at Tampa International Airport with Flight Express Service Corp.; and authorizes the Interim Executive Director or designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2010-114.

D. CONSENT ITEM

3. Amendment No. 9 to In-Flight Kitchen Ground Lease, Sky Chefs, Inc., Tampa International Airport, Resolution No. 2010-115
-

On May 5, 1988, the Authority entered into an in-flight kitchen ground lease with Marriott Corporation, predecessor to Sky Chefs, Inc., for the purpose of development of in-flight catering facilities and providing food catering services and products to airlines at the airport. The agreement has been amended from time to time to reflect various changes in site preparation terms, permitted services, mortgage rights, termination rights, and fees charged under the agreement; reduce the leased premises; revise the exhibit; adjust the rent; establish ingress and egress rights to the reduced premises; and return street lighting fixtures serving public parking to Authority's control with a rent credit to Sky Chefs for the electricity required to operate the street lights. The agreement terminates June 30, 2010 with no further renewal options.

The building was specifically designed to function as a flight kitchen. Sky Chefs has on-going contracts with airlines to provide in-flight food service through June 30, 2013. The agreement is a triple net lease and requires Sky Chefs to maintain the building and all improvements at no cost to the Authority. Maintenance to the roof, exterior wall, two return air units and truck lot were deferred and are now due. Sky Chefs has requested a three-year extension to the agreement to complete the deferred, required maintenance at a projected total cost of \$600,000 and fulfill their airline contracts. Sky Chefs will be required to post a separate security to the Authority in the amount of \$600,000 to guaranty its performance of the required maintenance repairs during the extension period. Sky Chefs also requested a 90-day early termination right; however, if Sky Chefs exercises this option, Sky Chefs is obligated to pay the Authority for any incomplete maintenance. Land rent will be based on the appraisal completed for the Continental Reservation Center that valued the land at \$1.05 per square foot. The increase in land rent will be stepped in over a two-year period. Land rent for the first year of the extension period will be \$140,328.54 annually (\$0.85 per square foot). Land rent for the second and third years of the extension period will be \$173,347.02 (\$1.05 per square foot).

This amendment extends the agreement for three years, through June 30, 2013; obligates Sky Chefs to perform specified maintenance on existing improvements at a total projected cost of \$600,000; requires a \$600,000 security guaranty for the satisfactory completing of the maintenance; establishes the annual rent for the remaining term beginning July 1, 2010; and provides a 90-day termination for Sky Chef with the obligation to pay Authority for any specified maintenance not completed prior to termination.

D3 Continued

Resolution No. 2010-115 approves and authorizes the execution of Amendment No. 9 to In-Flight Kitchen Ground Lease at Tampa International Airport with Sky Chefs, Inc.; and authorizes the Interim Executive Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2010-115.

D. CONSENT ITEM

4. Approval of Term Renewal Option, Automated Mail Consumer Service Agreement, ReturnKey Systems, Inc., Tampa International Airport
-

On April 6, 2006, by amendment to the self service luggage cart concession agreement with Smarte Carte, Inc., the Board authorized a 12-month test of an automated mail service of disallowed items. This test period was extended through June 30, 2007 by a second amendment to the Smarte Carte agreement approved by the Board on March 1, 2007. On June 7, 2007, the Board approved a negotiated sole source Automated Mail Consumer Service Agreement with ReturnKey Systems, Inc. to provide an automated mail service of disallowed items. The automated mail service allows travelers to mail prohibited items as an alternative to confiscation at security checkpoints.

The term commenced July 1, 2007 and expires June 30, 2010, with two one-year options to renew at the sole option of the Authority. The Interim Executive Director recommends exercising the first one-year renewal option to extend the term to June 30, 2011 at the same terms and conditions.

This item approves a one-year option to renew the Automated Mail Consumer Service Agreement with ReturnKey Systems, Inc., extending the term to June 30, 2011.

The Board may act on this by motion; no resolution is required.

D. CONSENT ITEM

5. License Agreement for Use of Firearms/Training Facility, Hillsborough Community College, Tampa International Airport, Resolution No. 2010-87
-

The Tampa International Airport Police Department Firearms and Training Facility (Facility) was completed on April 28, 2006. On June 1, 2006, the Board granted the Executive Director the authority to execute a form license agreement for use of the Facility with various law enforcement agencies as the need arose.

The Hillsborough Community College (HCC), a non-law enforcement agency, has inquired about using the Facility to train students enrolled in its Criminal Justice Institute. These students are current members of the police academy and are in training to become sworn law enforcement officers.

Because the June 1, 2006 Board authorization only allowed the Executive Director to execute the form license agreement for use of the Facility with law enforcement agencies, a separate Board authorization is needed to allow the Interim Executive Director to execute the same form license agreement with HCC, a non-law enforcement agency. The license agreement grants HCC a license to use, in common with others, the firearms range, classroom, foyer area and restrooms located in the Facility at a rate of \$250.00 per day. The license agreement provides that only HCC students and Florida Criminal Justice Standards and Training Commission (CJSTC) Certified Instructors will be authorized to use the Facility. The license agreement is for a 12-month period which term may be extended by HCC subject to approval of the Authority's Executive Director. Either party may terminate the license agreement upon 30 days written notice to the other party. The Authority will have priority in use of the Facility at all times. The license agreement also requires HCC to indemnify and hold harmless the Authority to the fullest extent possible, as well as maintain specified insurance coverages uninterrupted through the term of the license agreement.

Resolution No. 2010-87 approves and authorizes the execution of the License Agreement for Use of Firearms/Training Facility, Tampa International Airport, with Hillsborough Community College; and authorizes the Interim Executive Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2010-87.

D. CONSENT ITEM

6. Amendment No. 8 to Amendment and Restatement of Agreement for the Management and Operation of Fixed Base Operations, Signature Flight Support Corporation, Tampa International Airport, Resolution No. 2010-109
-

Signature Flight Support Corporation provides fixed base operations at Tampa International Airport. Currently, the FBO is operated pursuant to an Amendment and Restatement of Agreement for the Management and Operation of Fixed Base Operations Agreement (FBO Agreement) that expires October 7, 2011.

The FBO Agreement has been amended seven times. In the fourth amendment, 198,247 square feet of additional hardstand parking apron was added to the agreement at an initial rental rate of \$.76 per square foot. The amendment required that the rate be adjusted in accordance with the Authority's rental rate policy to reflect its fair market value for the final year of the agreement, October 8, 2010 through October 7, 2011. The Authority obtained an appraisal of the Signature FBO facilities on December 21, 2009, which showed the fair market rental rate for the additional hardstand parking apron to be \$.75 per square foot. This change results in a decrease of \$1,982.47 annually to a new annual rent for the apron of \$148,685.25, payable in monthly installments of \$12,390.44.

This amendment adjusts the rental rate for additional hardstand parking area for the period of October 8, 2010 through October 7, 2011.

Resolution No. 2010-109 approves and authorizes the execution of Amendment No. 8 to the Amendment and Restatement of Agreement for the Management and Operation of Fixed Base Operations at Tampa International Airport with Signature Flight Support Corporation; and authorizes the Interim Executive Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2010-109.

D. CONSENT ITEM

7. Aviation Support Ground Lease, Aircraft Service International, Inc., Tampa International Airport, Resolution No. 2010-110
-

Aircraft Service International, Inc. (ASI) provides ground handling and into-plane fueling services to airlines at Tampa International Airport. Since 1972, ASI has maintained a ground lease with the Authority in support of, and contingent upon, its operating agreement for full service ground handling. In August 2005, the Authority granted ASI's request to exercise a five-year lease renewal option to September 30, 2010. The agreement was amended by the Board in March 2010 to remove two parcels on which ASI's operational facilities were located, replaced by two lease agreements approved by the Board for ASI's use of the Authority's newly constructed ground service equipment (GSE) facilities for the term of April 1, 2010 through September 30, 2015. The remaining three parcels in this agreement are located on the aircraft apron and used by ASI for the storage and dispensing of fuel. An above-ground fuel tank owned by ASI is located on each of two of the parcels; an underground fuel tank owned by the Authority is located on the third parcel and leased by ASI.

This item leases three parcels of land and one underground fuel tank to ASI for the term of October 1, 2010 through September 30, 2015, with one five-year renewal option upon approval of the Executive Director, running concurrently with and contingent upon ASI having an operating agreement for ground handling services with the Authority. The agreement may be terminated by either party, without cause, upon 180 days' written notice. The rental rate for the ground and surface improvements is established by an appraisal completed in December 2009 of similarly used property in the vicinity of the leased premises and is adjustable at the beginning of the term renewal option to 10% of the then current fair market value or based upon the prevailing rate for premises of comparable use, at the discretion of the Authority. The rental rate for the underground fuel storage tank is established by amortizing the cost of the underground fuel tank over the remaining useful life of the equipment (20 years) at a 5.5% rate of return. Total annual rent is \$7,337.63, payable in monthly installments of \$611.47, plus applicable taxes.

Resolution No. 2010-110 approves and authorizes the execution of the Aviation Support Ground Lease at Tampa International Airport with Aircraft Service International, Inc.; and authorizes the Interim Executive Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2010-110.

D. CONSENT ITEM

8. Right of Use Agreement (Fiber Conduit Corridor), Pemco World Air Services, Inc., Tampa International Airport, Resolution No. 2010-108
-

The Authority and Pemco World Air Services, Inc. (Pemco) have entered into separate facility and ground lease agreements for aircraft maintenance hangars known as T1 Blue Hangar and T2 Red Hangar. To accommodate communication and data sharing between the hangars, Pemco is requesting to construct an underground fiber optic cable connection between the hangars along Authority-owned property that parallels West Shore Boulevard.

This item grants Pemco a non-exclusive right to use Authority-owned property located parallel to the western boundary of West Shore Boulevard for the purpose of placing, constructing, operating, maintaining, repairing, replacing and removing underground fiber optic installations and necessary appurtenances required to provide fiber optic connectivity between T1 Blue Hangar and T2 Red Hangar. The term of the agreement commences on July 1, 2010 and terminates October 23, 2023, concurrently with the T1 and T2 hangar leases. The agreement will automatically terminate in the event one or both of the hangar leases terminates earlier in accordance with terms and conditions of the leases. The Authority reserves the right to require relocation of the fiber optic facilities at Pemco's expense for any airport or aviation project. Inasmuch as the right of use serves an aviation purpose, monetary consideration is not required.

Resolution No. 2010-108 approves and authorizes the Interim Executive Director to execute the Right of Use Agreement (Fiber Optic Corridor) at Tampa International Airport with Pemco World Air Services, Inc.; and authorizes the Interim Executive Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2010-108.

D. CONSENT ITEM

9. Purchase Order(s), Plumbing Repair Parts, Best Plumbing Specialties, Inc., Warner Plumbing Supply Company of Florida, Inc., Total Maintenance Solutions, Ferguson Enterprises, Inc., W. W. Grainger, Inc., Tampa International Airport
-

Sealed bids were solicited by public advertisement for the purchase of 31 different plumbing repair parts for general repairs at Tampa International Airport. The bids were solicited on an item by item basis.

Bids were opened publicly at 2:00 p.m. on May 26, 2010 in the offices of the Authority. Bids were received from Best Plumbing Specialties, Inc., Warner Plumbing Supply Company of Florida, Inc., Total Maintenance Solutions, Ferguson Enterprises, Inc., and W. W. Grainger, Inc.

After reviewing the bids, it is the recommendation of staff that the 31 different plumbing repair parts be purchased based upon the lowest bid price submitted from the five bidders for each individual plumbing repair part. The bid prices for each plumbing repair part are for a one year period with an option to extend the contract period one additional year upon mutual agreement of the Authority and the bidder. Bid prices may be adjusted after June 30, 2011 upon written notification from the product manufacturer of a product price increase and acceptance by the Authority.

This item authorizes the purchase of plumbing repair parts from Best Plumbing Specialties, Inc., Warner Plumbing Supply Company of Florida, Inc., Total Maintenance Solutions, Ferguson Enterprises, Inc., and W. W. Grainger, Inc. for a two year period commencing July 1, 2010 and ending June 30, 2012, in a combined amount not to exceed \$150,000.

The Interim Executive Director recommends the Board award and authorize the issuance of the purchase order(s) to Best Plumbing Specialties, Inc., Warner Plumbing Supply Company of Florida, Inc., Total Maintenance Solutions, Ferguson Enterprises, Inc., and W.W. Grainger, Inc., and authorize the Interim Executive Director or his designee to execute all other ancillary documents.

The Board may act on this by motion; no resolution is required.

D. CONSENT ITEM

10. Ratification of Natural Gas Services Purchase, Florida Power and Light Energy Services, Tampa International Airport
-

On December 10, 2009, the Board approved the issuance of purchase order(s) to Infinite Energy, Inc. (Infinite) to provide natural gas services at Tampa International Airport, for the period of January 1, 2010 through December 31, 2013, utilizing the State of Florida Department of Management Services Contract No. 405-215-04-1, in an annual amount not to exceed \$110,000.

The change of natural gas service providers from Florida Power and Light Energy Services (FPL) to Infinite did not occur on January 1, 2010 because it was discovered that the Authority's former Purchasing Manager had, without Board or Executive Director approval, extended the previous contract for the purchase of natural gas services with FPL until August 31, 2010. The change of natural gas services providers from FPL to Infinite is now scheduled for September 1, 2010. Infinite was informed of the extended FPL contract and approved the delay in the change of natural gas service providers to September 1, 2010.

This item ratifies and authorizes the purchase of natural gas services from Florida Power and Light Energy Services for the period January 1, 2010 through August 31, 2010 in an amount not to exceed \$73,000.

The Interim Executive Director recommends the Board ratify the issuance of the purchase of Natural Gas Services to Florida Power and Light Energy Services, and authorize the Interim Executive Director or his designee to execute all other ancillary documents.

The Board may act on this by motion; no resolution is required.

D. CONSENT ITEM

11. International Passport Advantage Agreement, Sole Source, FileNet P8 Electronic Records Management System Software Maintenance, International Business Machines Corporation, Tampa International Airport, Resolution No. 2010-117
-

The Authority has been using FileNet electronic records management system software since 1999 to archive, search and retrieve electronic records. International Business Machines Corporation (IBM) acquired FileNet in 2006.

Annually, the Authority procures FileNet software maintenance and support services to ensure ongoing operation of the software. Due to the proprietary nature of the software, the maintenance and support services can only be provided by the original software manufacturer, IBM. The current software support and maintenance agreement with IBM expires on July 31, 2010.

Authority Policy P410 authorizes sole source purchases when no other vendor can supply the required product or service.

This item authorizes the execution of the International Passport Advantage Agreement with IBM to provide FileNet software support and maintenance for the period August 1, 2010 through July 31, 2013, and authorizes the issuance of purchase orders to IBM in an annual amount not to exceed \$50,000.

Resolution No. 2010-117 approves and authorizes the Interim Executive Director to execute the sole source International Passport Advantage Agreement with IBM for FileNet software support and maintenance at Tampa International Airport; authorizes the issuance of purchase orders to IBM for software support and maintenance; and authorizes the Interim Executive Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2010-117.

D. CONSENT ITEM

12. Purchase Order(s) Ratification and Authorization, Sole Source, Repair Fire Pump Engines Red Hangar Rehabilitation, HCAA Project No. 5675 10, Florida Detroit Diesel-Allison, Tampa International Airport
-

HCAA Project No. 5675 10, Red Hangar Rehabilitation, includes refurbishment of the existing fire suppression system in the Red Hanger facility. The eight Detroit Diesel pump engines that maintain the water pressure for the fire suppression system in the Red Hangar facility required complete servicing, repairs, inspection and testing as part of the project. Florida Detroit Diesel-Allison is the State of Florida factory authorized Detroit Diesel distributor for engine repair and warranty services.

The cost for the pump engine refurbishment was originally estimated to be less than \$30,000. After further inspection and testing by Florida Detroit Diesel-Allison, it was determined that the refurbishment cost would exceed \$30,000. The work was necessary due to the need of the design engineers to accurately determine the fire pump capacity so they could properly design the new foam fire suppression system within the aggressive time frame to bid the first phase of the red hangar refurbishment.

Authority Policy P410 authorizes sole source purchases when no other vendor can supply the required product or service.

This item ratifies the issuance of purchase orders in the amount of \$30,997 to Florida Detroit Diesel-Allison for repairs to the eight Detroit Diesel pump engines, and authorizes the issuance of future purchase order(s) to Florida Detroit Diesel-Allison for additional repairs, if necessary, in an amount not to exceed \$40,000.

The Interim Executive Director recommends the Board ratify the issuance of the previous purchase orders to Florida Detroit Diesel-Allison in the amount of \$30,997; authorize the issuance of future purchase order(s) to Florida Detroit Diesel-Allison in an additional amount not to exceed \$40,000; and authorize the Interim Executive Director or his designee to execute all other ancillary documents.

The Board may act on this by motion; no resolution is required.

D. CONSENT ITEM

13. Purchase Order(s), Maintenance Repair and Operation Electrical Equipment, State of Florida Department of Management Services Contract No. 450-000-07-1, Mayer Electric Supply Company Inc., Tampa International Airport
-

The Authority Maintenance Department performs various repair, replacement and refurbishment projects requiring electrical equipment.

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

This item authorizes the purchase of maintenance repair and operation electrical equipment utilizing the State of Florida Department of Management Services Contract No. 450-000-07-1 with Mayer Electric Supply Company Inc., commencing July 1, 2010 and extending through the end of the contract term on November 13, 2012, in a total amount not to exceed \$200,000.

The Interim Executive Director recommends the Board authorize the issuance of the purchase order(s) to Mayer Electric Supply Company Inc., and authorize the Interim Executive Director or his designee to execute all other ancillary documents.

The Board may act on this by motion; no resolution is required.

E. POLICIES OR RULES FOR CONSIDERATION OR ACTION

1. Update to Policy Manual, Revision to Policies for Approval: Policy P410, Procurement; and Policy P711, Administrative Procedures for CCNA
-

At the March 4, 2010 Board meeting, the Board directed General Counsel to monitor the Authority's procurement processes. In furtherance of that direction, at the April 1, 2010 meeting, General Counsel advised the Board of some suggested changes to the Authority's existing procurement policies. The Board directed General Counsel to bring the changes back to the Board in the form of policy revisions.

Policy P410, Procurement, is revised to more clearly explain the procurement requirements for purchases (1) exceeding \$30,000, (2) between \$15,000 and \$30,000, and (3) under \$15,000, as well as to clarify procurement requirements for sole source purchases, government contract pricing purchases, and emergency purchases. Additionally, the policy was revised to include a cone of silence applicable to all Authority competitive procurement processes to be imposed beginning with advertisement and ending with selection by the Board.

The Authority's procurement standard procedures were also revised to provide more detail to staff on implementing the revised Policy P410.

In addition, during the review of existing procurement policies, Planning and Development staff proposed revisions to Policy P711, Administrative Procedures for CCNA, a policy specific to Planning and Development. The policy was revised to more clearly define when a request for proposals will be used versus a request for qualifications. A request for proposals will be used for design-build, criteria based selections and a request for qualifications will be used for qualifications based selections. Additionally, the policy was revised to reflect that all technical evaluation committee meetings will be noticed and open to the public.

The Interim Executive Director recommends approval of the revisions to Policy P410, Procurement, and Policy P711, Administrative Procedures for CCNA.

The Board may act on this by motion; no resolution is required.

F. UNFINISHED BUSINESS

1. Perpetual Non-Exclusive Underground Easement (Phase 3 Warehouse Facility), Tampa Electric Company, Tampa International Airport, Resolution No. 2010-116
-

In 2009, the Authority developed a 10.5 acre tract along West Shore Boulevard with a 34,375 square foot pre-engineered steel building known as the Phase 3 Warehouse facility. The project reached substantial completion in October 2009. The building serves as the Authority's central receiving office and provides storage for surplus construction materials and large inventory items. As part of the development, it was necessary to extend electrical service to serve the project area. As a condition of service, Tampa Electric Company (TECO) requires an easement right for the extended service lines, as is the case with all other electrical service on the airport.

This item grants Tampa Electric Company a non-exclusive perpetual easement over land consisting of approximately 15,857 square feet for the purpose of placing, constructing, operating, maintaining, replacing and removing underground installations required to provide electric power utility service to the Phase 3 Warehouse facility at Tampa International Airport. The use of the easement property for this purpose will not interfere with the operation, maintenance or future development of the airport. Inasmuch as the easement serves an exclusive airport use, monetary consideration for the easement rights as well as an FAA release of property is not required. The agreement may be terminated by the Authority in the event TECO uses the electrical facilities or the easement property to provide electrical service to property not owned by the Authority or at such time as the electrical facilities are no longer used to provide electrical service to Authority-owned property.

In accordance with the Authority's land disposition procedures, a resolution is required for the disposition of real property. A resolution is also necessary to authorize the execution of all documents necessary to complete the transaction.

Resolution No. 2010-116 approves and authorizes the disposition of real property located at Tampa International Airport in the form of an easement; approves and authorizes the Interim Executive Director to execute the Perpetual Non-Exclusive Underground Easement (Phase 3 Warehouse Facility) with Tampa Electric Company; and authorizes the Interim Executive Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2010-116.

F. UNFINISHED BUSINESS

2. Renewal of Employee Group Insurances, Medical, Dental, Life and Long Term Disability

The group insurances (medical, dental, life insurance and long term disability) available to employees have a plan year of August 1 through July 31. Below are the proposed renewal rates for the various insurances. All rates went into effect August 1, 2009. The dental and long term disability rates are guaranteed for 2 years and the life insurance rates are guaranteed for 3 years. This year's initial increase to medical rates was 18%. After reviewing the current medical plan designs with Gallagher Benefit Services, the Authority's insurance agent, co-pay levels and out of pocket expenses on both the HMO and PPO will be modified beginning on the renewal date. These changes will provide a lower increase to 10%.

<u>Provider</u>	<u>Coverage</u>	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Change</u>
Aetna	Medical			
	PPO/Single	\$ 637.53	\$ 702.96	10%
	PPO/EE + 1	\$ 1422.28	\$ 1568.26	10%
	PPO/Family	\$ 2052.16	\$ 2262.78	10%
	HMO/Single	\$ 458.44	\$ 504.96	10%
	HMO/EE + 1	\$ 937.51	\$ 1032.66	10%
	HMO/Family	\$ 1395.90	\$ 1537.57	10%
Cigna	Dental			
	Single	\$ 27.32	\$27.32	0%
	Family	\$ 40.83	\$40.83	0%
Hartford	Life (Basic)	\$.14 per \$1000	\$.14 per \$1000	0%
	Life (Dependent)	\$1.67	\$1.67	0%
Reliance Standard	Long Term Disability	\$0.77	\$0.77	0%

Gallagher Benefit Services has reviewed the proposed rates and based on claims experience has verified that the rates and plan designs are appropriate and competitive in the marketplace.

Management recommends that the Board adopt the renewal rates provided above for the plan year August 1, 2010 through July 31, 2011.

The Board may act on this by motion; no resolution is required.

F. UNFINISHED BUSINESS

3. Agreement for Design Professional Services, Airside F Interior Finishes Refurbishment and Landside Shuttle Lobby Modifications for Airsides A and F and Related Work, HCAA Project Nos. 5570 10 and 5420 10, Post, Buckley, Schuh & Jernigan, Inc. dba PBS&J, Tampa International Airport, Resolution No. 2010-104
-

On May 6, 2010, the Board directed staff to negotiate with the firm of Post, Buckley, Schuh & Jernigan, Inc. dba PBS&J for an agreement to provide design professional services for the airside F interior finishes refurbishment and landside shuttle lobby modifications for airside A and F and related work projects at Tampa International Airport.

These projects include the refurbishment of interior finishes in airside F, the removal of the ramp at Gate 76 and new construction in the existing ramp area, general refurbishment, demolition and construction of restrooms in the Federal Inspection Services area, as well as the modification of the main terminal departure level shuttle lobby ceilings for airside A and F.

This agreement will commence on July 1, 2010 and will remain in effect until one year after final acceptance of the constructed project. This agreement provides for design professional services, including construction administration services, in the lump sum amount of \$491,145 and direct and reimbursable expenses in the not to exceed amount of \$43,100, bringing the total agreement amount to \$534,245.

The total project budget is \$4,076,000.

W/MBE participation of at least 18.00% was prescribed for the airside F interior finishes refurbishment project and a W/MBE expectancy of at least 22.86% is incorporated into this agreement.

W/MBE participation of at least 19.32% was prescribed for the landside shuttle lobby modifications for airside A and F and related work and a W/MBE expectancy of at least 41.86% is incorporated into this agreement.

Resolution No. 2010-104 approves and authorizes the award and execution of the Agreement for Design Professional Services for Airside F Interior Finishes Refurbishment and Landside Shuttle Lobby Modifications for Airsides A and F and Related Work at Tampa International Airport with Post, Buckley, Schuh & Jernigan, Inc. dba PBS&J; and authorizes the Interim Executive Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2010-104.

F. UNFINISHED BUSINESS

4. Agreement, Executive Search Consultant Services, SSI (U.S.), Inc., d/b/a Spencer Stuart, Tampa International Airport, Resolution No. 2010-105
-

On June 21, 2010, at a Special Board Meeting, after a complete evaluation of interested firms, the Board directed General Counsel to negotiate with the firm of SSI (U.S.), Inc., d/b/a Spencer Stuart (Spencer Stuart), for an agreement to provide executive search consultant services for the recruitment of an Executive Director at Tampa International Airport.

Under the terms of the Agreement, Spencer Stuart will work with all members of the Authority's Board and coordinate with Authority's General Counsel to provide comprehensive executive search services, including, but not limited to, developing qualifications/criteria required of Executive Director candidates, developing, designing and implementing strategies for the recruitment of Executive Director candidates, recruitment of Executive Director candidates, screening of Executive Director candidates, coordinating and assisting with interviews of Executive Director candidates, and assisting with negotiation of a contract with the selected Executive Director candidate. This Agreement provides for compensation to Spencer Stuart for performance under the Agreement in the amount of \$70,000.00, with additional allowable direct costs (such as copies, postage, travel) upon approval of General Counsel.

Resolution No. 2010-105 approves and authorizes the execution of the Executive Search Consultant Services Agreement at Tampa International Airport with SSI (U.S.), Inc., d/b/a Spencer Stuart.

Management recommends adoption of Resolution No. 2010-105.

G. NEW BUSINESS

1. Selection and Award of Firm to Provide Property Insurance Broker Services, Willis of Florida, Inc., Tampa International Airport, Resolution No. 2010-111

Selection and Award of Firm to Provide Liability Insurance Broker Services, Marsh USA, Inc., Tampa International Airport, Resolution No. 2010-112

On March 31, 2010, a request for proposals (RFP) was issued to firms desiring to provide insurance broker services for property and/or liability coverage to the Hillsborough County Aviation Authority. Both companies will also assist the Authority in its operation of related risk management programs. The Authority currently contracts with Arthur J. Gallagher & Co. to provide property insurance broker services and with AON Risk Services, Inc. of Florida to provide liability insurance broker services. Both firms will continue to service the current placed coverages until their respective contracts terminate on September 30, 2010.

Proposals were received from five firms. Aon Risk Services, Inc. of Florida, BB&T Insurance Services, Inc., Marsh USA Inc. and Willis of Florida, Inc. proposed on both property and liability insurance broker services. Arthur J. Gallagher Risk Management Services, Inc. proposed only on property insurance broker services. The proposals were reviewed by a staff technical evaluation committee. All proposals received met the minimum qualifications as set forth in the RFP.

Staff's review of the proposals was based on the firm's qualifications and experience, the account manager's qualifications and experience, the service team's qualifications and experience, the services provided by the firm and the approach to servicing the account, the fee structure and interviews and references. Following are the three highest ranked firms in order of technical ranking:

Property Coverage

1. Willis of Florida, Inc.
2. Marsh USA Inc.
3. Arthur J. Gallagher Risk Management Services, Inc.*

* A bid protest was received from Arthur J. Gallagher Risk Management Services, Inc. challenging the evaluation criteria used. In accordance with the Authority's Bid Protest Policy P512, the protest was reviewed by appropriate staff and the Interim Executive Director. It is the recommendation of the Interim Executive Director that the protest be denied as it is without merit.

G1 Continued

Liability Coverage

1. Marsh USA Inc.
2. Willis of Florida, Inc.
3. AON Risk Services, Inc. of Florida

A DBE or W/MBE goal was not prescribed for these contracts as no subcontracting opportunities of value were identified.

This item selects and awards the Property Insurance Broker Services Agreement to Willis of Florida, Inc. for an annual all inclusive fixed fee of \$35,000 and selects and awards the Liability Insurance Broker Services Agreement to Marsh USA, Inc for an annual all inclusive fixed fee of \$55,000. Both broker service agreements are for a three year term commencing July 1, 2010 and ending September 30, 2013. The fees are payable in quarterly installments. The Authority may terminate the agreements with or without cause upon 30 days notice.

Resolution No. 2010-111 approves and authorizes the selection, award and execution of the Property Insurance Broker Services Agreement with Willis of Florida, Inc. at Tampa International Airport; and authorizes the Interim Executive Director or his designee to execute all other ancillary documents.

Resolution No. 2010-112 approves and authorizes the selection, award and execution of the Liability Insurance Broker Services Agreement with Marsh USA, Inc. at Tampa International Airport; and authorizes the Interim Executive Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2010-111 and Resolution No. 2010-112.

G. NEW BUSINESS

2. Maintenance Contract, Rental Car Common Fuel System Management, Fuel Facility Management, Inc., Tampa International Airport, Resolution No. 2010-86
-

On November 12, 2009, the Board approved Resolution No. 2009-175 awarding a Phase I Fuel Management Consultant Services Agreement to Fuel Facility Management, Inc. for consulting services to the Authority in support of the Long Term Parking Garage Rental Car Expansion, HCAA Project No. 8025 10. The resolution also provided that a separate Phase II agreement could be negotiated with Fuel Facility Management, Inc. for operation and maintenance of the common fueling system to run concurrently with the next five-year car rental concession agreement.

This five-year negotiated maintenance contract with Fuel Facility Management, Inc. begins August 15, 2010 and terminates on September 30, 2015. The contract term coincides with the present term of the rental car agency lease agreements and may be extended, upon agreement by both parties, to match any extension of the associated rental car agency lease agreements. The contractor will be responsible for fuel flowage to include negotiation of fuel pricing, ordering fuel, reconciliation of the fuel inventory, coordination of fuel deliveries and providing consumption reports to the fuel suppliers and individual car rental agencies. The contract cost includes first year start-up costs of approximately \$17,000 and recurring annual costs of approximately \$313,500 for management fees and variable reimbursable operating expenses. The contract also contains a provision for extra work beyond that which was originally contemplated in the contract. This item authorizes the Interim Executive Director or his designee to approve up to \$30,000 of extra work annually.

DBE participation was not prescribed in the contract due to the specialized nature of these services; however, Fuel Facility Management, Inc. is a certified W/MBE contractor.

Resolution No. 2010-86 approves and authorizes the award and execution of the Maintenance Contract for Rental Car Common Fuel System Management at Tampa International Airport with Fuel Facility Management, Inc.; and authorizes the Interim Executive Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2010-86.

G. NEW BUSINESS

3. Construction Contract, Airfield and Roadway Rehabilitation, HCAA Project No. 5220 10, Ajax Paving Industries of Florida, LLC, Tampa International Airport, Resolution No. 2010-102

Sealed bids for the airfield and roadway rehabilitation project at Tampa International Airport were invited by public advertisement.

This project provides for the rehabilitation of the asphalt pavements for runway 18L-36R, runway 9-27, taxiway T and the airport service road from the economy garage to Westshore Boulevard; construction of a new asphalt bike path from the economy garage to O'Brien Street; sealcoat of the shoulders and blast pads for runway 18R-36L and a section of the adjacent taxiways; and airfield guidance sign face replacement and pavement markings for the re-designation of all three runways.

On May 13, 2010, bids were publicly opened and read aloud as follows:

<u>Bidders</u>	<u>Bid Amount</u>
Ajax Paving Industries of Florida, LLC	\$5,259,606.00
Tampa Pavement Constructors, Inc.	\$5,590,622.20
R.E. Purcell Construction Co., Inc.	\$5,677,634.20
APAC-Southeast, Inc.	\$6,388,368.30
The Lane Construction Corporation	\$6,584,122.00
Engineer's Estimate	\$6,359,321.00
Total Project Budget	\$8,345,400.00

The lowest responsive bidder is Ajax Paving Industries of Florida, LLC.

A DBE expectancy of 11.54% was prescribed. A DBE expectancy of at least 12.30% for Ajax Paving Industries of Florida, LLC is incorporated into the contract.

Resolution No. 2010-102 approves and authorizes the award and execution of the Construction Contract for the Airfield and Roadway Rehabilitation at Tampa International Airport with Ajax Paving Industries of Florida, LLC; and authorizes the Interim Executive Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2010-102.

G. NEW BUSINESS

4. Construction Contract, Pavement Rehabilitation, HCAA Project No. 5610 10, E.J. Breneman, L.P., Plant City Airport, Resolution No. 2010-103

Sealed bids for the pavement rehabilitation project at Plant City Airport were invited by public advertisement.

This project provides for the rehabilitation of the existing asphalt pavement aprons and taxiways by sealing existing cracks, repairing failed pavement areas, applying an asphalt emulsion slurry seal and repainting the pavement markings.

On May 25, 2010, bids were publicly opened and read aloud as follows:

<u>Bidders</u>	<u>Bid Amount</u>
E.J. Breneman, L.P.	\$123,505.60
Roadway Management, Inc.	\$148,468.00
Tampa Pavement Constructors, Inc.	\$207,470.00
Engineer's Estimate	\$201,510.00
Total Project Budget	\$369,100.00

The lowest responsive bidder is E.J. Breneman, L.P.

A DBE expectancy of 7.84% was prescribed. A DBE expectancy of at least 8.00% for E.J. Breneman, L.P. is incorporated into the contract.

Resolution No. 2010-103 approves and authorizes the award and execution of the Construction Contract for the Pavement Rehabilitation at Plant City Airport with E.J. Breneman, L.P.; and authorizes the Interim Executive Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2010-103.

G. NEW BUSINESS

5. Appointment of Airport Hearing Officer, Tampa International, Tampa Executive, Peter O. Knight and Plant City Airports, Resolution No. 2010-106
-

On April 1, 2010, the Board adopted new Airport Zoning Regulations. Under the regulations, the Airport Board of Adjustment has the power and duty to hear and decide appeals, petitions for special exceptions, petitions for variances, petitions to declare an existing nonconforming use an airspace hazard and petitions to declare an existing use abandoned or torn down. The regulations provide that the initial Board of Adjustment will consist of the Authority's Board members. The regulations also allow the Authority Board to establish such rules of procedure to assist the Board of Adjustment in carrying out its obligations, including the creation of a hearing officer or hearing master position. On May 6, 2010, the Board adopted Rules of Procedure for the Board of Adjustment and created the Hearing Officer position.

The Hearing Officer is delegated the power to conduct public hearings. The Hearing Officer is to receive and analyze the submission of evidence and testimony at an open public hearing and to provide findings and recommendations on the same to the Board of Adjustment. Under the rules, the Authority Board will appoint one Hearing Officer from among three or more persons recommended by the Executive Director for a term not to exceed two years. The Hearing Officer must have a degree in law and have been licensed to practice law for at least seven years. The Hearing Officer may not hold other appointive or elective office or position in government or be an employee of the Authority or other government agency in Hillsborough County. It is proposed the Hearing Officer be compensated in the amount of \$100 per hour.

The Hearing Officer position was advertised in the *Tampa Tribune*, the *St. Petersburg Times*, and the *Florida Bar News*. Resumes documenting qualifications were due June 25 and were reviewed by Legal staff and the Interim Executive Director. The Interim Executive Director recommends the Board appoint one person as Hearing Officer from the following three candidates:

1. Donald D. Conn, Tampa
2. Karen Z. Consalo, Orlando
3. Stephen W. Thompson, Bradenton

G5 Continued

Resolution No. 2010-106 appoints an Airport Hearing Officer effective July 1, 2010, for a term of two years at a rate of \$100 per hour; approves and authorizes the Interim Executive Director to execute an Agreement for Services; and authorizes the Interim Executive Director or his designee to execute all other ancillary documents.

Management recommends the adoption of Resolution No. 2010-106.

G. NEW BUSINESS

6. Purchase Order, Landside Main Switchgear Replacement, HCAA Project No. 4385 08, Tampa Electric Company, Inc., Tampa International Airport
-

Tampa Electric Company is the sole authorized provider for electric service on the Airport. HCAA Project No. 4385 08, Landside Main Switchgear Replacement, requires certain electrical work to be completed by Tampa Electric Company, specifically the replacement of the connections from Tampa Electric Company's equipment to the new switchgear.

Authority Policy P410 authorizes sole source purchases when no other vendor can supply the required product or services. Authority Standard Procedure S410.06 provides the procedure for the procurement of sole source materials, supplies and services.

This item authorizes the issuance of a purchase order to Tampa Electric Company for accomplishment of electrical service connection work associated with the landside main switchgear replacement project for an estimated cost not to exceed \$175,000. Tampa Electric Company will invoice the Authority based upon actual charges. The total project budget is \$1,561,700.

The Interim Executive Director recommends the Board authorize the issuance of the purchase order to Tampa Electric Company, and authorize the Interim Executive Director or his designee to execute all other ancillary documents.

The Board may act on this by motion; no resolution is required.

G. NEW BUSINESS

7. Regularly Scheduled Board Meetings – Time Change; November 2010 Board Meeting – Date Change
-

Regular board meeting dates and times are approved in the months prior to the January board meeting. The current Authority regular board meetings are scheduled to begin at 8:00 a.m. The Interim Executive Director suggested a time change to 9:00 a.m. Additionally, attendance problems have arisen requiring the November 11, 2010 meeting to be changed to November 4, 2010.

Staff recommends that all future Authority regular board meetings begin at 9:00 a.m. and the November 2010 regular board meeting be moved from November 11, 2010 to November 4, 2010.

The Board may act on this by motion; no resolution is required.

H. PRESENTATIONS

1. Compressed Natural Gas Fuel Station Development

I. PERSONS WISHING TO BE HEARD

J. STAFF REPORTS

K. ADJOURNMENT