



**Tampa
International
Airport**

**AVIATION AUTHORITY
REGULAR BOARD MEETING
and
BOARD OF ADJUSTMENT HEARING**

**Thursday, November 3, 2011
9:00 A.M.**

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

DRAFT 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 Joseph W. Lopano, Chief Executive Officer, Hillsborough County Aviation Authority, Post Office Box 22287, Tampa, FL 33622 or via facsimile at (813) 875-6670. Such requests must be received at least 48 hours before the meeting. If you have any questions, please call (813) 870-8705.

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- A. **CALL TO ORDER**
- B. **PLEDGE OF ALLEGIANCE**
- C. **APPROVAL OF THE AGENDA**
- D. **APPROVAL OF THE MINUTES** - Regular Authority Meeting – September 1, 2011
 - 1. Abstentions from Previous Meeting
- E. **CEO REPORT**
- F. **APPROVAL OF THE CONSENT AGENDA**

F. CONSENT ITEM

1. Amendment No. 1 to Space Rental Agreement, Frontier Airlines, Inc., Tampa International Airport, Resolution No. 2011-163
-

Commencing October 1, 2010, Frontier Airlines, Inc. (Frontier) began operating under an Operating Agreement for Non-Signatory Passenger Air Carriers at Tampa International Airport. In support of those operations, Frontier and the Authority executed a Space Rental Agreement for its air carrier needs. The term commenced on January 1, 2011 and expires on September 30, 2015, with one five-year renewal option upon approval by letter from the Authority's Chief Executive Officer. If the renewal option is approved, the agreement will have a final termination date of September 30, 2020. The agreement provides for an annual rental rate adjustment, can be terminated by either party upon 30 days' written notice, and is contingent upon Frontier maintaining its non-signatory operating agreement.

Frontier currently leases 521 square feet of office space at a total annual rent of \$88,330.34, plus applicable tax. This amendment reduces the size of the office spaces from 521 to 502 square feet effective October 1, 2011 to November 16, 2011, and then further reduces to 288 square feet effective November 17, 2011 for a new annual rent of \$48,827.52, plus applicable tax. This represents a net decrease of \$39,502.82 for FY 2012.

This item authorizes the execution of Amendment No. 1 to the Space Rental Agreement with Frontier Airlines, Inc. under the terms and conditions stated above.

Resolution No. 2011-163 approves and authorizes the execution of Amendment No. 1 to Space Rental Agreement, Tampa International Airport, with Frontier Airlines, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2011-163.

F. CONSENT ITEM

2. Second Amendment to Shopping Center Lease, Tampa Westshore Associates Limited Partnership, Tampa International Airport, Resolution No. 2011-159

Second Amendment to Lease (Parcel E), Tampa Westshore Associates Limited Partnership, Tampa International Airport, Resolution No. 2011-160

The Authority and Tampa Westshore Associates Limited Partnership entered into that certain Shopping Center Lease dated September 10, 1998 (Shopping Center Lease) for the lease and development of approximately 109 acres within a 200-acre tract known as the Concorde property located adjacent to Tampa International Airport. The property was subsequently developed into International Plaza.

On June 14, 2001, the Authority entered into that certain ground lease with Concorde Companies for a carve out parcel from the Concorde property known as Parcel E (Parcel E Lease). The Parcel E Lease was amended in 2007 to certify certain factual representations as well as to clarify language relating to the permitted uses. In 2007, the Parcel E Lease was assigned by Concorde Companies to IP Land Associates LLC. In 2008, the Parcel E Lease was further assigned by IP Land Associates LLC to Tampa Westshore Associates Limited Partnership.

The terms and conditions of both the Shopping Center Lease and the Parcel E Lease require the Authority to consent to amendments required by a leasehold mortgagee provided the requested amendment does not result in a material change to each lease. A new leasehold mortgagee is requesting to modify both leases to incorporate additional notice provisions in the event of default by reason of the rejection of the leases pursuant to federal bankruptcy law or other similar state or federal law.

This item authorizes amendments to the Shopping Center Lease and the Parcel E Lease to incorporate the additional notice provisions requested by the leasehold mortgagee.

Resolution No. 2011-159 approves and authorizes the execution of the Second Amendment to Shopping Center Lease with Tampa Westshore Limited Partnership LLC; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

F2 (Continued)

Resolution No. 2011-160 approves and authorizes the execution of the Second Amendment to Lease (Parcel E) with Tampa Westshore Limited Partnership LLC; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2011-159 and Resolution No. 2011-160.

F. CONSENT ITEM

3. Supplemental Lease No. 01 to Lease No. GS-04B-47850, United States of America, General Services Administration, Tampa International Airport, Resolution 2011-166
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On September 10, 2003, the Authority entered into a U.S. government lease for real property with the General Services Administration (GSA) for the lease of 2,475 square feet of space on the four airside for use as break rooms by Transportation Security Administration personnel for a term ending April 15, 2008. On January 10, 2008, the Authority approved a new lease with GSA for 2,684 square feet of break room space for a period of five years from April 16, 2008 to April 15, 2013, during which GSA may terminate the lease on 90 days written notice. The Authority has no provision for terminating the lease, but it can relocate a break room, if necessary, at its own expense, on 60 days written notice. The initial rental rate was \$28.29 per square foot per year, established based on commercial rates in the vicinity of the airport. The rate escalates at two and one-half percent each year throughout the term.

GSA has requested the use of an additional 875 square feet of storage space on Airside C. This amendment adds that square footage to the lease effective December 1, 2011 through the remainder of the term of the lease at the same rate as the break rooms' rent and will increase the total rent paid under this lease by \$22,377.09 from \$82,961.17 to \$105,338.26 for FY 2012.

Resolution No. 2011-166 approves and authorizes the execution of Supplemental Lease No. 01 to Lease No. GS-04B-47850, at Tampa International Airport with the United States of America, General Services Administration; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2011-166.

F. CONSENT ITEM

4. Letter of Agreement for Sale of Premium Brand Alcoholic Beverages in Delta Crown Clubroom, Delta Air Lines, Inc., Tampa International Airport, Resolution No. 2011-164
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Since July 22, 2010, Delta Air Lines, Inc. (Delta) has operated under an Airline-Airport Use and Lease Agreement with the Authority providing signatory passenger air carrier service at Tampa International Airport (Signatory Agreement). As a customer service to its passengers, Delta leases from the Authority a Club Room of approximately 7,530 square feet in which it provides food and beverages free of charge to its passengers. Delta has requested that it be permitted to sell premium brand alcoholic beverages to its passengers. Authority staff conducted research as to the uses permitted by other airports in airline club rooms in the United States and the payments those airports receive. Based on that research, Authority staff determined that an average percentage fee payment is 12% of gross receipts derived from the sale of the premium brand alcoholic beverages. The percentage fee revenue to the Authority is estimated to be \$1,080 per month and \$12,960 per year.

This Letter of Agreement (LOA) permits Delta to sell premium brand alcoholic beverages in its Club Room and provides for the payment of 12% of gross receipts from the sale of such beverages to the Authority on a monthly basis. The LOA becomes effective upon execution by both parties and terminates concurrently with Delta's Signatory Agreement. The LOA may be terminated by Delta or by the Authority's Chief Executive Officer or designee upon 30 days' written notice and is contingent upon Delta maintaining its Signatory Agreement.

Resolution No. 2011-164 approves and authorizes the execution of the Letter of Agreement for Sale of Premium Brand Alcoholic Beverages in Delta Crown Clubroom at Tampa International Airport with Delta Air Lines, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2011-164.

F. CONSENT ITEM

5. Operating Agreement for Non-Signatory Cargo Air Carriers, IBC Airways, Inc., Tampa International Airport, Resolution No. 2011-170
-

Air carriers providing regularly scheduled service at Tampa International Airport that have not executed an Airline-Airport Use and Lease Agreement with the Authority must have, at a minimum, an Operating Agreement for Non-Signatory Passenger Air Carrier or an Operating Agreement for Non-Signatory Cargo Air Carrier prior to commencing operations.

IBC Airways, Inc. (IBC) desires to provide excess checked baggage cargo air carrier service initially between Cuba and Tampa International Airport in support of regularly scheduled passenger service provided by Xael Charters, Inc., on an as-needed basis, with possible future additional routes. This Agreement is for a term commencing November 3, 2011 and ending September 30, 2015, concurrently with all other non-signatory air carrier operating agreements. Landing fees for FY11-12 for all non-signatory air carriers are \$1.477 per thousand pounds certificated gross landing weight and are adjusted at least annually in accordance with the terms and conditions of the agreement. The charges for the use of the airport's ticket counters, gates, common use facilities and hardstand aircraft parking are on a per use basis. All fees and charges may be adjusted without amendment to the agreement. If the airline has not operated under a similar agreement with 18 consecutive months of satisfactory performance, the agreement has a security for payment requirement that provides for the remittance of three months' estimated fees and charges. Both parties may terminate the agreement with 30 days' written notice, without cause. If additional space is required, a separate agreement will be brought to the Board for approval and execution.

This item authorizes the execution of the operating agreement with IBC for the term of November 3, 2011 through September 30, 2015 under the terms and conditions stated above.

Resolution No. 2011-170 approves and authorizes the execution of the Operating Agreement for Non-Signatory Cargo Air Carrier with IBC Airways, Inc. at Tampa International Airport; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2011-170.

F. CONSENT ITEM

6. Oracle Public Sector Technical Support Services Agreement, Sole Source, Oracle America, Inc., Tampa International Airport, Resolution No. 2011-169
-

In 1998, the Authority implemented an Oracle financial management system to provide software support to the Authority's general ledger, accounts receivable, accounts payable, project accounting, purchasing and inventory functions.

Annually, the Authority procures Oracle software maintenance and support services providing 24 hour telephone support, seven days a week. The Oracle Public Sector Technical Support Services Agreement (Agreement) allows for maintenance and technical support renewals for a three year period.

Authority Policy P410 authorizes sole source purchases when no other vendor can supply the required product or services. Authority staff has confirmed that Oracle America, Inc. is the sole provider for maintenance and support services of Oracle software.

This Oracle Public Sector Technical Support Services Agreement provides for Oracle software maintenance and support services for the period December 1, 2011 through November 30, 2014, for a total amount not-to-exceed \$450,000 or approximately \$150,000 per year.

Resolution No. 2011-169 approves and authorizes the execution of the Oracle Public Sector Technical Support Services Agreement at Tampa International Airport with Oracle America, Inc.; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2011-169.

F. CONSENT ITEM

7. Easement (Natural Gas Utility - Relocation - Taxiway B Project), Tampa Electric Company d/b/a Peoples Gas System, Tampa International Airport, Resolution No. 2011-161

Release of Easement (Natural Gas Utility - Relocation - Taxiway B Project), Tampa Electric Company d/b/a Peoples Gas System, Tampa International Airport, Resolution No. 2011-162

In 2010, the Taxiway B rehabilitation and bridge project required the relocation of a section of natural gas pipeline owned by Tampa Electric Company d/b/a/ Peoples Gas System (TPG). The subject facilities were located within an existing easement granted by the Authority. As a condition of service, TPG requires an easement to the land comprising the relocated facilities. Accordingly, TPG's easement rights to the abandoned segment of the pipeline must be released.

This item grants TPG a perpetual non-exclusive utility easement over land consisting of 13,313 square feet to accommodate the relocated segment of the gas line together with the right of ingress, egress and access on, in, over, under, across and through the easement property. The use of the easement property for this purpose will not interfere with the operation and maintenance of the airport. Inasmuch as the easement serves an airport use, monetary consideration for the easement rights as well as an FAA release of property is not required. This item further releases TPG's easement rights to the abandoned segment of the pipeline consisting of approximately 14,410 square feet.

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 Chief Executive Officer to execute all documents necessary to complete the transaction.

Resolution No. 2011-161 approves and authorizes the disposition of real property in the form of an easement and authorizes the Chief Executive Officer to execute the Easement (Natural Gas Utility – Relocation – Taxiway B Project) at Tampa International Airport with Tampa Electric Company d/b/a/ Peoples Gas System; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

F7 (Continued)

Resolution No. 2011-162 approves and authorizes the disposition of real property in the form of a release of easement and authorizes the Chief Executive Officer to execute the Release of Easement (Natural Gas Utility – Relocation – Taxiway B Project) at Tampa International Airport with Tampa Electric Company d/b/a/ Peoples Gas System; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2011-161 and Resolution No. 2011-162.

F. CONSENT ITEM

8. Purchase Order(s), Maintenance Repair and Operation (MRO) Supplies, State of Florida, Department of Management Services Contract No. 450-000-11-ACS, W.W. Grainger, Inc., Tampa International Airport
-

The Authority's Maintenance Department performs various repairs, replacement and refurbishment projects needed to maintain, repair and operate facilities. This includes use of: abrasives, adhesives, sealants and tape; electronics, appliances, batteries and fasteners; fleet and vehicle maintenance; heating, ventilation, air conditioning and refrigeration products; and hardware, hydraulics, lubrication, machining, material handling, motors, outdoor equipment, painting, plumbing, pneumatics, power tools, power transmission, pumps, raw materials, safety, security, test instruments and welding.

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

This item authorizes the purchase of MRO supplies utilizing the State of Florida, Department of Management Services Contract No. 450-000-11-ACS with W.W. Grainger, Inc., at the individual prices set forth in the State of Florida, Department of Management Services Contract No. 450-000-11-ACS, in an annual amount not-to-exceed \$100,000. This purchase order will be in effect from November 3, 2011 through February 28, 2014. The current contract between the State of Florida, Department of Management Services and W.W. Grainger, Inc. runs through February 28, 2014.

The Chief Executive Officer recommends the Board authorize the issuance of purchase order(s) to W.W. Grainger, Inc. and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

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

F. CONSENT ITEM

9. Purchase Order(s), Marathon Software Support, Four Points Technology, Tampa International Airport
-

Sealed bids for Marathon Software Support at Tampa International Airport were invited by public advertisement.

The marathon software enables the flight information display system data software to continue to operate during times when it encounters an error that would normally cause the system to fail. This ensures greater availability of the flight information display system.

On September 26, 2011, bids were publicly opened and read aloud as follow:

<u>Company Name</u>	<u>Bid Amount</u>
Four Points Technology	\$44,999.97
American Wordata, Inc.	\$50,657.34

This item authorizes the purchase of Marathon Software Support from Four Points Technology in the amount of \$44,999.97.

The Chief Executive Officer recommends the Board authorize the issuance of a purchase order to Four Points Technology and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

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

F. CONSENT ITEM

10. Purchase Order(s), Construction, Industrial, Agricultural and Lawn Equipment, State of Florida, Department of Management Services Contract No. 760-000-10-1, John Deere Company – A Division of Deere & Company (C&CE Division), Quality Mowers, Creel Tractor Company, M & M Lawn Mowers, Everglade Tractor/Highland Tractor, Peter O. Knight, Tampa Executive and Tampa International Airports

The fiscal year 2012 budget provides for the purchase of an assortment of construction, industrial, agricultural and lawn 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.

The following equipment is budgeted for purchase during fiscal year 2012:

<u>Equipment</u>	<u>Quantity</u>	<u>Total Price</u>
Field Tractor	2	\$130,000.00
Rotary Mower	1	\$ 25,000.00
Riding Mower	1	\$ 20,000.00
All Terrain Vehicle	2	\$ 17,000.00
Chain Saw	9	\$ 4,700.00
Weedeater	7	\$ 2,800.00
Stick Edger	6	\$ 2,400.00
Backpack/Hand Held Blower	7	\$ 2,400.00
Pole Saw	2	\$ 1,800.00
Push Mower	3	\$ 1,800.00
Hedge Trimmer	2	\$ 800.00
Total		\$208,700.00

F10 (Continued)

This item authorizes the issuance of purchase order(s) to John Deere Company – A Division of Deere & Company (C&CE Division), Quality Mowers, Creel Tractor Company, M & M Lawn Mowers and Everglade Tractor/Highland Tractor for the purchase of assorted construction, industrial, agricultural and lawn equipment utilizing the State of Florida, Department of Management Services Contract No. 760-000-10-1, at the individual prices set forth in the State of Florida, Department of Management Services Contract No. 760-000-10-1, in a total amount not-to-exceed \$208,700.00.

The Chief Executive Officer recommends the Board authorize the issuance of the purchase order(s) to John Deere Company – A Division of Deere & Company (C&CE Division), Quality Mowers, Creel Tractor Company, M & M Lawn Mowers and Everglade Tractor/Highland Tractor; and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

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

F. CONSENT ITEM

11. Purchase Order(s), Police Camera Systems, HCAA Project No. 5665 12, Houston-Galveston Area Council, Interlocal Contract for Cooperative Purchasing, L-3 Communications Mobile-Vision, Inc., Tampa International Airport, Resolution No. 2011-154
-

The police camera systems project will provide installation and maintenance of L-3 Mobile-Vision Flashback 2 Digital Color Camera Systems in seven of the airport police patrol vehicles. One airport police patrol vehicle has an older system that does not have the capability to perform a wireless transfer and back-end server storage for recorded video files. The new cameras will be used for wireless transfer and storage of recorded video files and ensure uniformity of video equipment in all patrol vehicles. The L3 Mobile-Vision Flashback 2 Digital Color Camera System is deployed and utilized in all three districts of the Tampa Police Department. The System uses the latest technology to record video and audio. The files are then transferred wirelessly to a storage server each time the patrol vehicle comes within range of the wireless network and can be retrieved and placed on a DVD for submission as evidence.

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

This item authorizes the issuance of purchase order(s) to L-3 Communications Mobile-Vision Inc., utilizing the Houston-Galveston Area Council, Interlocal Contract for Cooperative Purchasing, in an amount not-to-exceed \$47,743.22.

Resolution No. 2011-154 approves and authorizes the issuance of the purchase order(s) to L-3 Communications Mobile-Vision, Inc.; authorizes the execution of the Interlocal Contract for Cooperative Purchasing with the Houston-Galveston Area Council; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Management recommends the adoption of Resolution No. 2011-154.

F. CONSENT ITEM

12. Purchase Order(s), Plumbing Repair Parts, Best Plumbing Specialties, Inc., Ferguson Enterprises, Inc., Tampa International Airport

Sealed bids for Plumbing Repair Parts at Tampa International Airport were invited by public advertisement.

On September 30, 2011, bids were publicly opened and read aloud. Bids were received from Best Plumbing Specialties, Inc., Ferguson Enterprises, Inc., and BAAD, Inc. The bids submitted included a price for 13 different plumbing repair parts sought.

After reviewing the bids, it is the recommendation of staff to award item by item based upon the lowest bid price submitted from the bidders for each plumbing repair part listed below. The bid prices are for a one year period and a second year increase based on the consumer price index (CPI) or 5%, whichever is less.

<u>Company Name</u>	<u>Part Description</u>	<u>Price/Part</u>
Best Plumbing Specialties, Inc.	670-55-20 Sensor	\$135.00
Best Plumbing Specialties, Inc.	670-55-35 Renewal Kit	\$9.36
Best Plumbing Specialties, Inc.	670-55-88 Diaphragm Kit	\$9.44
Best Plumbing Specialties, Inc.	670-55-141 Sensor	\$176.64
Best Plumbing Specialties, Inc.	670-55-142 Solenoid	\$107.88
Best Plumbing Specialties, Inc.	670-55-167 Diaphragm Kit	\$9.44
Best Plumbing Specialties, Inc.	670-55-169 Flush Valve	\$210.00
Best Plumbing Specialties, Inc.	670-55-173 Piston Valve	\$29.69
Ferguson Enterprises, Inc.	670-55-158 Sensor	\$97.00
Ferguson Enterprises, Inc.	670-55-159 Solenoid	\$59.00
Ferguson Enterprises, Inc.	670-55-160 Faucet	\$296.00
Ferguson Enterprises, Inc.	670-55-176 Faucet	\$295.00
Ferguson Enterprises, Inc.	670-55-177 Module	\$92.00

This item authorizes the purchase of plumbing repair parts from Best Plumbing Specialties, Inc. and Ferguson Enterprises, Inc. for a two year period in a total amount not-to-exceed \$150,000.

F12 (Continued)

The Chief Executive Officer recommends the Board award and authorize the issuance of the purchase order(s) to Best Plumbing Specialties, Inc. and Ferguson Enterprises, Inc., and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

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

F. CONSENT ITEM

13. Purchase Order(s), Airfield Reflective Media (Glass Beads), Flex-O-Lite, Inc. Division of PQ Corporation, Tampa International Airport
-

Sealed bids for Airfield Reflective Media (Glass Beads) were invited by public advertisement.

On September 23, 2011, bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Per Pound Bid Amount</u>
Flex-O-Lite, Inc. Division of PQ Corporation	\$1.48 per pound including freight
Swarco Industries, Inc.	\$1.85 per pound including freight

This item authorizes the purchase of Airfield Reflective Media (Glass Beads) from Flex-O-Lite, Inc. Division of PQ Corporation, in the amount of \$1.48 per pound including freight, for a two-year period with an annual amount not-to-exceed \$44,400.

The Chief Executive Officer recommends the Board authorize the issuance of the purchase order to Flex-O-Lite, Inc. Division of PQ Corporation and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

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

G. POLICIES OR RULES FOR CONSIDERATION OR ACTION

1. Update to Policy Manual, Revision to Policies for Approval: Policy P104, Board Committees; Policy P105, Board Member Orientation; Policy P120, Chief Executive Officer; Policy P123, Executive Organization; Policy P132, Board Meeting Agenda; Policy P135, Quorum; Policy P136, Voting; Policy P137, Resolutions and Motions; Policy P138, Signing of Documents; Policy P152, Individual Liability; Policy P153, Authorized Pronouncements; Policy P200, Public Records; Policy P201, Records Retention; Policy P220, Travel Expenses; Policy P221, Advertising and Promotion; Policy P250, Insurance Coverage; Policy P270, Authority Use of Information Technology; Policy P271, Information Security; Policy P401, Trustee; Policy P402, Airport Consultant; Policy P403, Independent Certified Public Account (CPA); Policy P404, Investment Bankers; Policy P405, Financial Advisor; Policy P410, Procurement; Policy P411, Outside Contractual Services; Policy P412, Continuing Contracts; Policy P430, Annual Budget; Policy P450, Banking and Investments; Policy P470, Performance Management; Policy P511, Protest of Actions or Decisions; Policy P512, Bid Protests; Policy P710, Retention of Development Related Professional Services; Policy P711, Administrative Procedures for CCNA; Policy P712, Consulting Engineer; Policy P722, Change Orders, Construction Change Directives and Amendments

A Board Workshop was held on October 20, 2011 where the Board received copies of revisions to the following policies for discussion:

Policy P104 Board Committees
Policy P105 Board Member Orientation
Policy P120 Chief Executive Officer
Policy P123 Executive Organization
Policy P132 Board Meeting Agenda
Policy P135 Quorum
Policy P136 Voting
Policy P137 Resolutions and Motions
Policy P138 Signing of Documents
Policy P152 Individual Liability
Policy P153 Authorized Pronouncements
Policy P200 Public Records
Policy P201 Records Retention

G1 (Continued)

Policy P220 Travel Expenses
Policy P221 Advertising and Promotion
Policy P250 Insurance Coverage
Policy P270 Authority Use of Information Technology
Policy P271 Information Security
Policy P401 Trustee
Policy P402 Airport Consultant
Policy P403 Independent Certified Public Accountant (CPA)
Policy P404 Investment Bankers
Policy P405 Financial Advisor
Policy P410 Procurement
Policy P411 Outside Contractual Services
Policy P412 Continuing Contracts
Policy P430 Annual Budget
Policy P450 Banking and Investments
Policy P470 Performance Management
Policy P511 Protest of Actions or Decisions
Policy P512 Bid Protests
Policy P710 Retention of Development Related Professional Services
Policy P711 Administrative Procedures for CCNA
Policy P712 Consulting Engineer
Policy P722 Change Orders, Construction Change Directives and Amendments

The Chief Executive Officer and relevant Authority staff will entertain questions or discussion, if any, on the proposed revisions.

The Chief Executive Officer recommends revising Policies P104, Board Committees; Policy P105, Board Member Orientation; Policy P120, Chief Executive Officer; Policy P123, Executive Organization; Policy P132, Board Meeting Agenda; Policy P135, Quorum; Policy P136, Voting; Policy P137, Resolutions and Motions; Policy P138, Signing of Documents; Policy P152, Individual Liability; Policy P153, Authorized Pronouncements; Policy P200, Public Records; Policy P201, Records Retention; Policy P220, Travel Expenses; Policy P221, Advertising and Promotion; Policy P250, Insurance Coverage; Policy P270, Authority Use of Information Technology; Policy P271, Information Security; Policy P401, Trustee; Policy P402, Airport Consultant; Policy P403, Independent Certified Public Account (CPA); Policy P404, Investment Bankers; Policy P405, Financial Advisor; Policy P410, Procurement; Policy P411, Outside Contractual Services; Policy P412, Continuing Contracts; Policy P430,

G1 (Continued)

Annual Budget; Policy P450, Banking and Investments; Policy P470, Performance Management; Policy P511, Protest of Actions or Decisions; Policy P512, Bid Protests; Policy P710, Retention of Development Related Professional Services; Policy P711, Administrative Procedures for CCNA; Policy P712, Consulting Engineer; and Policy P722, Change Orders, Construction Change Directives and Amendments.

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

H. UNFINISHED BUSINESS

1. Agreement for Consulting Services, Master Plan Update 2012 and Common Use Passenger Processing System – Master Plan, HCAA Project Nos. 5860 12 and 5505 11, In Support of the Previously Approved FY 11 and FY 12 Budgets, HNTB Corporation, Tampa International Airport, Resolution No. 2011-155
-

On September 1, 2011, the Board directed staff to negotiate with the firm of HNTB Corporation for an agreement to provide consulting services for the master plan update 2012 and common use passenger processing system (CUPPS) – master plan at Tampa International Airport.

With the delay of the north terminal, the master plan update 2012 will enable the Authority to develop a program of projects that will enhance the existing terminals ability to meet future demand, provide flexible expansion alternatives, accommodate expanded international service, address aviation related and business development options, and provide a new and creative approach to future planning while achieving the highest level of customer service.

A real estate analysis will address the airport's intra-modal needs for transportation internal to the airport operations, facility infrastructure and future growth needs. Associated with this intra-modal focus is an external interface with other multi-modal transportation services and infrastructure that may be established in the future or are currently available. On-airport land use recommendations for the South Development Area (property near Spruce Street) and the Eastside Development Area (property in Drew Park) will be re-evaluated to determine highest and best use of airport property. Once facility requirements for the terminal complex and aviation related facilities have been met, it is the goal of the Authority to have an inventory of residual parcels that can be developed to generate revenue.

The CUPPS master plan will identify, evaluate and recommend facility requirements to enhance capacity of the terminal complex, including space, functional, revenue and contractual ramifications.

The cost for the Master Plan Update 2012 project will be in a not-to-exceed amount of \$1,435,023 for basic services and a not-to-exceed amount of \$114,930 for direct and reimbursable expenses. The cost for the CUPPS – Master Plan project will be in a not-to-exceed amount of \$641,392 for basic services and a not-to-exceed amount of \$59,986 for direct and reimbursable expenses. The total combined agreement amount is \$2,251,331.

H1 (Continued)

A DBE goal of at least 17.00% of the dollar amount earned under the Master Plan Update 2012 project was prescribed. A DBE goal of 17.49% will be incorporated into the agreement with HNTB Corporation.

There will not be a DBE or W/MBE requirement for the CUPPS – master plan.

The total budget for the master plan update 2012 is \$1,754,000. The total budget for the CUPPS – master plan is \$920,100. The total combined budget is \$2,674,100.

Resolution No. 2011-155 approves and authorizes the execution of the Agreement for Consulting Services for the Master Plan Update 2012 and Common Use Passenger Processing System – Master Plan at Tampa International Airport with HNTB Corporation; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2011-155.

H. UNFINISHED BUSINESS

2. Use and Lease Agreement for Carrier Service Providers, Island Travel & Tours, Ltd., Co., Tampa International Airport, Resolution No. 2011-147

Commencing November 6, 2011, Carrier Service Provider Island Travel & Tours, Ltd., Co. (Island Travel) will provide passenger air service between Cuba and Tampa International Airport initially under an agreement with SGB Sky King, Inc. operating at Tampa International Airport under a non-signatory passenger air carrier operating agreement with the Authority. In support of those passenger air service operations, it is necessary for Island Travel to be authorized to provide limited passenger services and to lease ticket counter office space.

This agreement authorizes Island Travel to provide passenger check-in and ticketing, to prepare clearance documents, to collect fees for oversized baggage, to furnish linguists for the assistance of passengers, and to contract with an air carrier operating under a signatory or non-signatory agreement with the Authority to provide passenger air carrier service. The agreement also leases 62 square feet of ticket level office space at \$169.54 per square foot for a term commencing November 1, 2011 and terminating concurrently with other space rental agreements on September 30, 2015, with one five-year renewal option upon approval by letter from the Authority's Chief Executive Officer or designee. If the renewal option is approved, the agreement will have a final termination date of September 30, 2020. The agreement provides for an annual rental rate adjustment and may be terminated by either party upon 30 days' written notice.

<u>Space Description</u>	<u>Sq. Ft.</u>	<u>Rate</u>	<u>Annual</u>	<u>Monthly</u>
Ticket Counter Office	62	\$169.54	\$10,511.48	\$875.96

This item authorizes a Use and Lease Agreement with Island Travel under the terms and conditions stated above.

Resolution No. 2011-147 approves and authorizes the execution of the Use and Lease Agreement for Carrier Service Providers at Tampa International Airport with Island Travel & Tours, Ltd., Co.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2011-147.

I. NEW BUSINESS

1. Construction Contract, CCTV Enhancement and Expansion and Parking Facilities Security Enhancements, HCAA Project Nos. 5230 09 and 5231 11, In Support of the Previously Approved FY 09 and FY 11 Budgets, G4S Technology LLC, Tampa International Airport, Resolution No. 2011-157

Sealed bids for the CCTV enhancement and expansion and parking facilities security enhancements projects at Tampa International Airport were invited by public advertisement.

These projects will enhance the airport's existing video surveillance system of critical security areas. This will be done by replacing the airport's existing analog digital video recording system with network video recorders, encoding the airport's 250 existing analog CCTV cameras to a digital signal and adding approximately 458 new fixed and pan-tilt-zoom internet protocol megapixel cameras to the passenger screening checkpoints and baggage screening areas. This will provide the ability to remotely view monitored areas and search archived video at these areas. Additional cameras for the parking facilities, public assistance telephones and signage are also included in these projects. Finally, the scope also includes all necessary work to increase the existing CCTV coverage to the extent determined by the Authority.

On September 14, 2011, bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
SiteSecure, Inc. ^{1,2}	\$6,432,956.00
Integrated Systems of Florida, Inc. ^{1,2}	\$6,436,745.49
G4S Technology LLC	\$6,455,890.00
SimplexGrinnell LP ²	\$6,570,339.00
Pelican Electrical Group, Inc.	\$6,725,000.00
Engineer's Estimate	\$7,131,605.00
Project Construction Budget including Contingencies	\$8,370,571.00

I1 (Continued)

¹Non-responsive. SiteSecure, Inc. failed to meet the Authority's W/MBE requirements and did not submit evidence of good faith efforts to attain required participation. Integrated Systems of Florida, Inc. failed to meet the Authority's requirement for the bidder to be a "General Contractor licensed in the State of Florida or an Electrical Contractor licensed in the State of Florida", as stated in Addendum No. 1, dated August 28, 2011, Question 2; the Instructions to Bidders, Section 00100-8; and the Bid Form, Section 00300-4.

²Bid protests were received from SiteSecure, Inc., Integrated Systems of Florida, Inc. and SimplexGrinnell LP. In accordance with the Authority's Bid Protest Policy P512, the protests were reviewed by appropriate staff and the Chief Executive Officer. It is the recommendation of the Chief Executive Officer that the protests be denied as they are without merit.

The lowest responsive bidder is G4S Technology LLC.

A DBE goal of 2.96% was prescribed for the CCTV enhancement and expansion project and a W/MBE expectancy of 11.25% was prescribed for the parking facilities security enhancements project. A DBE goal of at least 7.91% for the CCTV enhancement and expansion project and a W/MBE expectancy of at least 23.70% for the parking facilities security enhancements project for G4S Technology LLC are incorporated into the contract.

Resolution No. 2011-157 approves and authorizes the award and execution of the Construction Contract for the CCTV Enhancement and Expansion and Parking Facilities Security Enhancements at Tampa International Airport with G4S Technology LLC; approves the rejection of bids from SiteSecure, Inc. and Integrated Systems of Florida, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2011-157.

J. PRESENTATIONS - None

K. PERSONS WISHING TO BE HEARD

L. STAFF REPORTS

M. ADJOURNMENT

N. BOARD OF ADJUSTMENT HEARING

1. Airport Study No. 2011-35, Metropolitan Life Insurance Company, requesting a variance for a temporary construction crane at maximum operating height to 277 feet above mean sea level, 4010 Boy Scout Blvd., Tampa, FL, Resolution No. 2011-171
-

Metropolitan Life Insurance Company (Petitioner) is requesting a variance to the Airport Zoning Regulations to utilize a crane to construct a building in the Westshore area. The crane will have a maximum operating height of 277' above mean sea level on a site located at 4010 Boy Scout Blvd., Tampa, FL. The nearest airport is Tampa International Airport.

The FAA's aeronautical study found that the Petitioner's request would not be a hazard to air navigation provided certain conditions are met.

The Authority staff agrees with the FAA's Determination of No Hazard to Air Navigation for Temporary Structure.

The petition was presented to the Airport Hearing Officer on September 15, 2011 & October 19, 2011 and, based on testimony and evidence presented, the Hearing Officer found that existing buildings in close proximity to Petitioner's proposed structure are reasonably close to the height of Petitioner's proposed structure. The Hearing Officer found that approval of the variance, with required conditions, would have no effect on existing FAA restrictions, would not cause additional impacts or loss of utility to Tampa International Airport, would not be contrary to the public interest, would do substantial justice, and is in accordance with the spirit of the Airport Zoning Regulations and Chapter 333, Florida Statutes.

The Airport Hearing Officer recommends that the Board of Adjustment approve the variance to Airport Zoning Regulations for construction of the proposed structure with the following conditions: The Petitioner must (1) mark and/or light the proposed temporary construction crane in accordance with FAA Advisory Circular 70/7460-1K Change 2, Obstruction Marking and Lighting, flags/red lights-Chapters 3 (Marked), 4, 5(Red), & 12; (2) notify the FAA, Tampa Operations and the Tampa Air Traffic Control Tower at least 4 business days prior to the temporary construction crane being erected and again when the crane is removed from the site; in addition, provide contact information for the onsite operator in the event that Tampa Air Traffic Control requires immediate lowering of the temporary construction crane; (3) lower the temporary crane when not in use and from sunset to sunrise; and (4) A Notice to

N1 (Continued)

Airman (NOTAM) must be issued by the FAA before the temporary construction crane is erected.

The variance will be valid until the expiration date of the FAA Determination of No Hazard to Air Navigation for Temporary Structure on February 16, 2013, but if the Determination of No Hazard is extended by the FAA for no more than 18 months, then the variance will also be extended one time, provided that no changes in the proposed structure have occurred, without further action of the Board of Adjustment.

Notice of this hearing before the Board of Adjustment was provided on October 14, 2011. The Board of Adjustment may render its decision based on the findings and recommendations of the Hearing Officer. However, the Board of Adjustment may, but is not required to, review the record of the Hearing Officer's public hearing.

Resolution No. 2011-171 approves and authorizes a variance for Airport Study No. 2011-35 to Metropolitan Life Insurance Company for a temporary construction crane at maximum operating height of 277 feet above mean sea level, on a site located at 4010 Boy Scout Blvd., Tampa, FL; and authorizes the Airport Zoning Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2011-171.

O. **BOARD OF ADJUSTMENT HEARING ADJOURNMENT**