



**AVIATION AUTHORITY
REGULAR BOARD MEETING**

**Thursday, October 1, 2009
8:00 A.M.**

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

DRAFT AGENDA

Florida law requires public agencies to provide accessibility to public meetings upon receipt of a written request by a person with a physical disability at least 48 hours prior to the meeting. Any person requiring accommodations to attend or participate in a meeting of the Hillsborough County Aviation Authority should contact the office of Louis E. Miller, Executive Director at Post Office Box 22287, Tampa, FL 33622 or via facsimile at (813) 875-6670. If you have any questions, please call (813) 870-8705.

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 3. Construction Contract, Upgrade Paging Systems Airsides A and E, HCAA Project No. 5540 10, Altel Systems Group, Inc., Tampa International Airport, Resolution No. 2009-1578

 4. Ground Lessor Estoppel Certificate, Corporate Center IV at International Plaza, Crescent Resources, LLC, IP4 Owner, LLC, Hillsborough County Aviation Authority, Resolution No. 2009-1569

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- A. **CALL TO ORDER**
- B. **APPROVAL OF THE AGENDA**
- C. **APPROVAL OF THE MINUTES** - Regular Authority Meeting – September 3, 2009
- D. **APPROVAL OF THE CONSENT AGENDA**

D. CONSENT ITEM

1. Amendment No. 6 to Lease and License Agreement for Commercial Fixed Base Operation, Atlas Aviation Tampa, Inc., Peter O. Knight Airport, Resolution No. 2009-163
-

In 2004, the Authority entered into a lease and license agreement with Atlas Aviation for commercial fixed base operations at Peter O. Knight (POK) Airport. The original term of the agreement expired June 7, 2009; however, Atlas Aviation requested, and the Authority's Executive Director approved, the exercise of a five-year renewal option terminating on June 7, 2014. The agreement has been amended to reduce the leasehold area; to provide Wi-Fi computer access for the general aviation manager with a monthly rent credit of \$25 to Atlas; to remove an annual audit requirement; to remove the requirement for fuel tank liability insurance; to substitute the Authority's standard environmental impairment language; to remove the Wi-Fi computer access requirement with the associated monthly rent credit; and to add the requirement for janitorial services for the common areas of the POK Airport for a monthly rent credit. On May 7, 2009, the Authority granted an exception to the Concession Policy, P820, to allow an amendment and extension of the agreement by adding a five-year renewal option, upon approval of the Executive Director, for a final termination date of June 7, 2019, if exercised; the amendment also decreased the percentage fee on the monthly hangar rent receipts that Atlas pays to the Authority from 63% to 60% effective October 1, 2009; added the newly constructed tie-down areas to the leased premises at a fair market rental rate for the period of June 8, 2009 through June 7, 2014; and clarified the method of subsequent premises rent adjustment.

The Authority has constructed a 10-bay fully enclosed t-hangar at the airport in the newly developed area east of taxiway G that is being added by this amendment to the leased premises effective upon the Certificate of Completion for the hangar. In addition, in accordance with the terms of the agreement, an appraisal of the leasehold property conducted to determine rental rates for the offices and tie down areas for the first term renewal option period of June 8, 2009 through June 7, 2014, recommended a variation in the structure of rental rates, with a rental rate for office areas of \$15.97 per square foot per year and a rental rate for tie down areas of \$300 per tie down per year during the first term renewal option period. Previously, rent was a slightly higher fixed fee for all space. The amendment is also needed to clarify that Atlas is responsible for payment of utilities for hangar A, its maintenance hangar, and to modify the list of offices in the description of leased premises.

D1 Continued

This item adds T-Hangar T to the leased premises; clarifies the responsibility for payment of utilities for Hangar A; adjusts the rental rate structure for offices and tie down areas in accordance with the appraisal; and modifies the list of offices in the leased premises description.

Resolution No. 2009-163 approves and authorizes the execution of Amendment No. 6 to the Lease and License Agreement for Commercial Fixed Base Operation at Peter O. Knight Airport with Atlas Aviation Tampa, Inc.; and authorizes the Executive Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2009-163.

D. CONSENT ITEM

2. Amendment No. 1 to Ground Handling Operating Agreement (Limited Services), Integrated Airline Services, Inc., Tampa International Airport, Resolution No. 2009-166
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On April 9, 2009, the Authority amended its Airline-Airport Use and Lease Agreements with signatory air carriers to, among other things, extend the agreements by one year to permit the airline industry to begin to recover from the downturn in the economy and from the impacts associated with high fuel costs. The Authority concurrently amended the non-signatory air carrier agreements to provide those companies with the same opportunity for economic recovery and to facilitate the administration and coordination of facilities and resources at the airport. Therefore, Authority staff recommends extending the ground handler operating agreement with Integrated Airline Services, Inc. (IAS) for a period of one year to coincide with the extension of the non-signatory air carrier agreements.

This item extends IAS's ground handling operating agreement for a period of one year to terminate on September 30, 2010. No other changes are being made to the agreement.

Resolution No. 2009-166 approves and authorizes the execution of Amendment No. 1 to Ground Handling Operating Agreement (Limited Services) at Tampa International Airport with Integrated Airline Services, Inc.; and authorizes the Executive Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2009-166.

D. CONSENT ITEM

3. Construction Contract, Upgrade Paging Systems Airsides A and E, HCAA Project No. 5540 10, Altel Systems Group, Inc., Tampa International Airport, Resolution No. 2009-157
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The Airside A and E paging systems were manufactured by Innovative Electronic Designs, Inc. (IED), and installed in 1995 and 2002, respectively. Some of the components for the Airside A paging system have now become obsolete and require upgrades, while components of the Airside E paging system have not been integrated with the Landside Terminal paging system. Altel Systems Group, Inc. is the master certified contractor for the west coast of Florida for IED systems and is the only contractor authorized by IED to complete this work. Authority Policy P410 authorizes sole source agreements when the nature of the work is highly specialized or proprietary.

This sole source construction contract was negotiated with Altel Systems Group, Inc. for the design, installation, and integration of highly specialized and proprietary hardware and software upgrades to the paging systems for Airside A and Airside E, for a not to exceed price of \$366,555. Authority staff has confirmed that Altel Systems Group, Inc. is a sole-source provider for the required work. The total budget for HCAA Project No. 5540 10 is \$425,000.

DBE participation was not prescribed due to the proprietary nature of this contract.

Resolution No. 2009-157 approves and authorizes the award and execution of the Construction Contract for Upgrade Paging Systems at Airside A and E at Tampa International Airport with Altel Systems Group, Inc.; and authorizes the Executive Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2009-157.

D. CONSENT ITEM

4. Ground Lessor Estoppel Certificate, Corporate Center IV at International Plaza, Crescent Resources, LLC, IP4 Owner, LLC, Hillsborough County Aviation Authority, Resolution No. 2009-156
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The Authority entered into that certain ground lease (Lessor) with Concorde Companies (Lessee) dated June 14, 2001, and recorded July 16, 2001, in Official Records Book 10942 at Page 0342, of the public records of Hillsborough County, Florida, as amended on April 6, 2006, and recorded May 10, 2006, in Official Records Book 16455 at Page 344, of the public records of Hillsborough County, Florida, as assigned to Crescent Resources, LLC (Lessee), by Ground Lease Assignment recorded May 10, 2006, in Official Records Book 16455, page 361, of the public records of Hillsborough County, Florida.

Paragraph 22 of said Lease, Estoppel Certificates, states that the Authority will execute, acknowledge and deliver statements in writing certifying certain factual representations regarding the existence of the lease agreement including the payment amounts monthly, whether the agreement is in default, or has been modified, and other matters with respect to the Lease as the requesting party may reasonably request.

Crescent Resources, LLC has requested the execution of a Ground Lessor Estoppel Certificate certifying to these facts for purposes of lease assignment. Crescent Resources, LLC filed Chapter 11 bankruptcy protection on June 10, 2009, with a pre-petition balance owed to the Authority of \$1,394.90 for lease payments on Corporate Center IV office building. An Order has been entered by the court to allow the assignment of this lease to IP4 Owner, LLC with a required full cure payment to the Authority of \$1,394.90. The new owner is comprised mainly of Eola Capital, a real estate investment group headquartered in Orlando, with numerous holdings in the Tampa Bay area. This item authorizes the execution of the Ground Lessor Estoppel Certificate for Corporate Center IV at International Plaza certified to IP4 Owner, LLC, a Delaware limited liability company.

Resolution No. 2009-156 authorizes execution of the Ground Lessor Estoppel Certificate.

Management recommends adoption of Resolution No. 2009-156.

D. CONSENT ITEM

5. Metropolitan Planning Organization (MPO) Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement, Resolution No. 2009-167
-

The federal government requires each metropolitan area, as a condition to the receipt of federal capital or operating assistance, to have a continuing, cooperative and comprehensive transportation planning process with the operators of publicly owned transit systems. Therefore, in 2004, the Board authorized the execution of an Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (JPA) with the Florida Department of Transportation, the Tampa Bay Regional Planning Council, the Hillsborough Area Regional Transit Authority, the Tampa Port Authority, the Tampa-Hillsborough Expressway Authority, and the Hillsborough County Aviation Authority.

A new JPA, with similar terms, has been presented by the Metropolitan Planning Organization (MPO) for execution by the Authority. The parties to the JPA pledge their intention to cooperatively participate in the planning and programming of transportation improvements within this Metropolitan Area. This cooperation facilitates a coordinated, comprehensive transportation planning process to assure that highway facilities, mass transit rail systems, air transportation and other facilities will be properly located and developed in relation to the overall plan of community development.

The JPA will have a term of five years and will automatically renew at the end of five years for another five year term.

Any party to this Agreement may withdraw after giving 90 days notice.

The Executive Director recommends approval of the MPO Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement.

Resolution No. 2009-167 approves and authorizes the execution of the Metropolitan Planning Organization (MPO) Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement; and authorizes the Executive Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2009-167.

D. CONSENT ITEM

6. Purchase Order(s), Microsoft Software Licenses, State of Florida Department of Management Services Contract No. 252-001-09-1, SHI International Corporation, Tampa International Airport
-

Microsoft® Software has been the standardized E-Mail and desktop office software for the Authority since 1997.

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 issuance of purchase order(s) to SHI International Corporation to provide Microsoft software licenses for the period October 1, 2009 through March 31, 2012 utilizing the State of Florida Department of Management Services Contract No. 252-001-09-1, in a total amount not to exceed \$150,000.

The Executive Director recommends the Board authorize the issuance of the purchase order(s) to SHI International Corporation, and authorize the 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

7. Purchase Order(s), Oracle Software Maintenance, GSA Services Contract No.GS-35F-0009T, Oracle USA, Inc., Tampa International Airport
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In 1998, the Authority implemented an Oracle financial management system providing software for 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. Due to the proprietary nature of the software, the maintenance and support can only be provided by the original software manufacturer, Oracle USA, Inc.

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 issuance of purchase order(s) to Oracle USA, Inc. to provide Oracle software maintenance for the period October 20, 2009 through October 31, 2010, utilizing the GSA Services Contract No.GS-35F-0009T, in a total amount not to exceed \$87,000.

The Executive Director recommends the Board authorize the issuance of the purchase order(s) to Oracle USA, Inc. and authorize the 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

8. Purchase Order(s), Computer and Related Hardware, Western States Contracting Alliance Agreement No. B27160, PCs, Laptops and Monitors, State of Florida Department of Management Services Contract No. 250-040-08, Dell Marketing, L.P., Tampa International Airport
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Dell Marketing, L.P. (Dell) computer hardware and related items, such as monitors, laptops, PCs and disk drives, have been the standardized computer equipment for the Authority for several years.

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 issuance of purchase order(s) to Dell Marketing, L.P. to provide direct from manufacturer computer hardware, PCs, laptops, monitors and related hardware for the period October 1, 2009 through September 30, 2010 utilizing the Western States Contracting Alliance Agreement No. B27160 and the State of Florida Department of Management Services Contract No. 250-040-08, in a total amount not to exceed \$350,000.

The Executive Director recommends the Board authorize the issuance of the purchase order(s) to Dell Marketing, L.P., and authorize the 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

9. Purchase Order(s), Information Technology Research and Advisory Services, State of Florida Management Services Contract No. 973-501-09-ACS, Gartner, Inc., Tampa International Airport
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Access to information technology (IT) research and advisory services from a recognized source of IT industry information is required in order to ensure continued compliance with industry best practices and to provide technical support in the management, development and implementation of future technology projects and processes. Gartner, Inc. is the recognized private and public sector worldwide leader in the research, development, implementation and management of technology resources due to its in-depth knowledge and range of expertise. The intended subscription with Gartner provides the Authority with unlimited access to Gartner research documents and unlimited telephone consultation with Gartner analysts.

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 issuance of a purchase order to Gartner, Inc. to provide technology research and advisory services for the period of October 1, 2009 through September 30, 2010, utilizing the State of Florida Management Services Contract No. 973-501-09-ACS in an amount not to exceed \$35,500.

The Executive Director recommends the Board authorize the issuance of the purchase order(s) to Gartner, Inc., and authorize the 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. Purchase Order(s), CISCO Systems, Inc., Hardware, Software and Professional Services, Hillsborough County Board of County Commissioners Bid No. P-0201-08(JB), Coleman Technologies, Inc., Tampa International Airport
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CISCO Systems, Inc. (Cisco) hardware and related software have been the standardized networking equipment and software for the Authority since 1996.

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 item authorizes the issuance of purchase order(s) to Coleman Technologies, Inc. to provide Cisco hardware, software and professional services for the period October 1, 2009 through September 30, 2010 utilizing the Hillsborough County Board of County Commissioners Bid No. P-0201-08(JB), in a total amount not to exceed \$350,000.

The Executive Director recommends the Board authorize the issuance of the purchase order(s) to Coleman Technologies, Inc., and authorize the 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. Purchase Order, FileNet P8 Electronic Records Management System Software Maintenance, International Business Machines Corporation (IBM), Tampa International Airport
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The Authority has been using FileNet document management software to archive, search and retrieve electronic records since 1999. International Business Machines Corporation (IBM) acquired FileNet in 2006.

In June 2008, the Authority approved the upgrade of the FileNet system to IBM's P8 Electronic Records Management System, HCAA Project No. 4505-08. This upgrade included one year of software maintenance by IBM, which expired on July 31, 2009.

Annually, the Authority procures FileNet software maintenance and telephone technical support services to ensure ongoing operation of the software. Due to the proprietary nature of the software, the maintenance and support can only be provided directly by the software manufacturer, IBM.

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

This item authorizes the issuance of a purchase order to IBM for the sole source purchase of FileNet P8 Electronic Records Management System software maintenance and support for the period August 1, 2009 through July 31, 2010, in an amount not to exceed \$32,000.

The Executive Director recommends the Board authorize the issuance of the purchase order to IBM, and authorize the 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

12. Purchase Order(s), Ratification and Authorization, Telecommunications Infrastructure Cabling and Connectivity, HCAA Project No. 5390 10 - Shared Tenant Services – Tenant Implementation Plan, HCAA Project No. 5395 09; Electronic Visual Information Displays Upgrade and Replacement-Phase III, State of Florida, Department of Management Services, State Technology Office Contract No. DMS 08/09-031K, Tampa International Airport
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HCAA Project No. 5390 10 - Shared Tenant Services (STS) – Tenant Implementation Plan provides for the purchase and construction of cabling and connectivity for new users of the Authority's STS offerings at the airport. This cable infrastructure is required for the implementation of STS and will provide a path for internet and telecommunications connectivity from the tenant's operational space to the closest Authority communications room. The budget for HCAA Project No. 5395-10 is \$795,500.

HCAA Project No. 5395 09, Electronic Visual Information Displays (EVIDS) Upgrade and Replacement-Phase III, provides for the purchase and construction of cabling and connectivity for the deployment of flight information monitors and associated personal computers (PCs) to each airside gate. In response to requests received from the Airside A airlines to have their flight information monitors operational by November 2009, a purchase order was issued to the State of Florida, Department of Management Services, State Technology Office in September 2009, totaling \$11,783.55, to purchase and construct cabling and connectivity for the Airside A gates. The remaining airside will be cabled and operational no later than March 2010. The budget for HCAA Project No. 5395 09 is \$860,500.

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 ratifies the issuance of a purchase order to the State of Florida, Department of Management Services, State Technology Office, for the purchase and construction of cabling and connectivity associated with HCAA Project No. 5395 09 in the amount of \$11,783.55, authorizes the issuance of purchase order(s) for the purchase and construction of additional cabling and connectivity associated with HCAA Project No. 5395 09 in a total amount not to exceed \$60,000, and authorizes the issuance of purchase order(s) for the purchase and construction of cabling and connectivity associated with HCAA Project No. 5390 10 in a total

D12 Continued

amount not to exceed \$300,000, utilizing the State of Florida, Department of Management Services, State Technology Office Contract No. DMS 08/09-031K. The work under the purchase order(s) will be performed by Verizon Business Network Services, Inc. on behalf of Verizon Select Services, Inc., contracted and coordinated by the State of Florida, Department of Management Services, State Technology Office.

The Executive Director recommends the Board ratify the issuance of the previous purchase order to the State of Florida, Department of Management Services, State Technology Office; authorize the issuance of the future purchase order(s) to the State of Florida, Department of Management Services, State Technology Office; and authorize the 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. Authorization to Dispose of Equipment, Tampa International Airport

The following equipment have been determined to be surplus and obsolete, serves no useful function or the continued use is uneconomical or inefficient (surplus).

<u>Description</u>	<u>Asset No.</u>	<u>Condition</u>	<u>Acquisition Date</u>
1998 Chevrolet Pickup Truck	106054	Poor	1998
Knapheide Utility Body	106126	Poor	1998
Tommy Lift Liftgate	106127	Poor	1998
1999 Chevrolet Lumina	103074	Poor	1999
20' Alamo Rotary Mower	106018	Poor	1980
72" Toro Riding Mower	106114	Poor	1993

This item establishes the above equipment as surplus and authorizes the disposal of the equipment. The equipment will be publicly advertised and auctioned at Tampa Machinery Auction or on GovDeals.com, an Internet-based auction system.

The Executive Director recommends the Board designate the above equipment as surplus and authorize the disposal of the equipment by public auction in accordance with Chapter 274, Florida Statutes.

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

D. CONSENT ITEM

14. Planned Authority Travel

In accordance with Authority Policy P220, approval of the following Authority travel is requested:

1. PURPOSE: Attend ACI World Board, Executive Committee and General Assembly meetings
October/November, 2009

TRAVELER: Louis E. Miller

PLACE: Kuala Lumpur, Malaysia

METHOD OF TRAVEL: Airline Coach Fare

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

E. POLICIES OR RULES FOR CONSIDERATION OR ACTION

1. Amendment No. 13 to Hillsborough County Aviation Authority Disadvantaged Business Enterprise Policy and Program for Projects Funded by the United States Department of Transportation, Resolution No. 2009-161
-

The Authority receives federal financial assistance from the U.S. Department of Transportation (USDOT). As a condition of receiving this assistance, the Authority has signed an assurance that it will take all necessary and reasonable steps under 49 CFR Part 26 to ensure non-discrimination in the award and administration of DOT-assisted contracts. Such compliance includes the establishment of a Disadvantaged Business Enterprise (DBE) Program to ensure that small business concerns owned and controlled by socially and economically disadvantaged individuals, referred to by Congress as DBEs, will have the maximum opportunity to compete for and participate in the performance of contracts involving federal funding. In accordance with 49 CFR Part 26, the Authority's DBE program was established in 1992 and has been amended several times to address changes in federal policy and to revise the annual goal.

Annually, the Authority establishes an overall DBE goal for federally funded projects. The Authority will receive federal funding for four projects in fiscal year 2010, October 1, 2009 to September 30, 2010. These projects are for ticket and baggage claim curbside modernization, airfield and roadway rehabilitation, both at Tampa International Airport, RPZ tree trimming at Tampa Executive Airport and to rehabilitate hangar A, B and C taxilanes and terminal apron at Plant City Airport. DBE subcontracting opportunities have been established specifically for these four projects and the goal is 15.34%.

This Thirteenth Amendment establishes the overall annual goal for FY 2010 as 15.34%. Other changes include adjusting the gross receipts cap for DBE eligibility from \$20.41 million to \$22.41 million, adding six counties to the Authority's certifying area for the Florida Unified Certification Program, and adding reference to the on-line business and supplier registration.

Resolution No. 2009-161 approves and authorizes the execution of Amendment No. 13 to Hillsborough County Aviation Authority Disadvantaged Business Enterprise Policy and Program for Projects Funded by the United States Department of Transportation; and authorizes the Executive Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2009-161.

E. POLICIES OR RULES FOR CONSIDERATION OR ACTION

2. Amendment No. 2 to Revised Hillsborough County Aviation Authority Airport Concession Disadvantaged Business Enterprise Policy and Program, Resolution No. 2009-162
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The Authority receives federal financial assistance from the U.S. Department of Transportation (USDOT). As a condition of receiving this assistance, the Authority has signed an assurance that it will comply with 49 CFR Part 23 to ensure, to the maximum extent practicable, that ACDBEs have an equal opportunity to receive and participate in concessions opportunities at Tampa International Airport. The Authority's revised ACDBE policy and program approved by the Board in October 2008 established expected goals for rental car and non-rental car concession agreements for fiscal years 2009 through 2011. The Authority establishes two separate overall ACDBE goals; one for car rental concessions and one for all other concessions. The overall goals cover a three-year period.

The current three year rental car goal is 4.65% of the gross receipts generated by rental car companies at the airport through the purchase of goods and services. The current three-year overall non-rental car concession goal is 23.33% of gross receipts.

This amendment to the ACDBE policy and program adjusts the gross receipts cap for ACDBE eligibility for non-car rental concession companies from \$47.78 million to \$52.47 million and from \$63.71 million to \$69.67 million for car rental companies, averaged over the previous three fiscal years. The other major change includes the addition of procedures for reconsideration of a denial of certification.

The current ACDBE goals will remain the same.

Resolution No. 2009-162 approves and authorizes the execution of Amendment No. 2 to Revised Hillsborough County Aviation Authority Airport Concession Disadvantaged Business Enterprise Policy and Program, Revised October 1, 2009; and authorizes the Executive Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2009-162.

F. UNFINISHED BUSINESS

1. Construction Contract, Automated Surface Observing System (ASOS) Relocation at Runway 36L, HCAA Project No. 5195 06, ITran Partners, Inc., Tampa International Airport, Resolution No. 2009-158

Sealed bids for the Automated Surface Observing System (ASOS) relocation at runway 36L at Tampa International Airport were invited by public advertisement.

This project provides for the relocation of the ASOS approximately 550 feet to the north from it's current location near the southeast corner of runway 36L, to eliminate interference with its sensors created by recent construction of elevated flyover bridges. As the design of the flyover bridges required coordination with the Authority to transition from the George Bean Parkway, a decision was made to include this project under project 5195 06, widen and rehabilitate the George Bean Parkway.

On September 2, 2009, bids were publicly opened and read aloud as follows:

<u>Bidders</u>	<u>Bid Amount</u>
ITran Partners, Inc.	\$ 63,455
The New Florida Industrial Electric, Inc.*	\$ 87,467
R.M. Williams Construction, Inc.	\$ 114,910
Kalemeris Construction, Inc.	\$ 158,850
Engineer's Estimate	\$ 84,632
Total Project Budget	\$ 18,166,000
This Portion of Project Budget	\$ 194,500

*Non-Responsive Bid. The New Florida Industrial Electric, Inc. failed to meet the Authority's W/MBE requirements and did not submit evidence of good faith effort to attain required W/MBE participation.

The lowest responsive bidder is ITran Partners, Inc.

A W/MBE expectancy of 5.58% was prescribed. A W/MBE expectancy of at least 6.86% for ITran Partners, Inc. is incorporated into the contract.

F1 Continued

Resolution No. 2009-158 approves and authorizes the award and execution of the Construction Contract for the Automated Surface Observing System (ASOS) Relocation at Runway 36L at Tampa International Airport with ITran Partners, Inc.; approves the rejection of the bid from The New Florida Industrial Electric, Inc.; and authorizes the Executive Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2009-158.

F. UNFINISHED BUSINESS

2. Amendment No. 2 to Consulting Services Agreement, North Terminal Conceptual Design, HCAA Project No. 8500 09, William Nicholas Bodouva & Associates, Architects & Planners, P.C., Tampa International Airport, Resolution No. 2009-159
-

On October 2, 2008, the Authority entered into an agreement with William Nicholas Bodouva & Associates, Architects & Planners, P.C. (Bodouva) to provide consulting services for the north terminal conceptual design and related work at Tampa International Airport in the not to exceed amount of \$13,190,000.00.

Bodouva will develop the conceptual and schematic design of the ultimate 50+ gate build-out of the north terminal complex. Under the agreement, Bodouva will provide professional design services related to the conceptual design of the new north terminal complex at Tampa International Airport. The scope of services will include, but not be limited to, airport, airfield, airspace, terminal facilities, ground transportation, parking, roadway and utility infrastructure planning, program cost estimating and scheduling.

Previously, a decision was made to include the new cargo service road with the taxiway B rehabilitation and bridge project. The cargo service road will run west from the new Cargo and GSE facilities through a tunnel underneath the north end of runway 18L/36R's object free area, then west along the south side of the future north terminal development, then turn south under the new taxiway B bridge and into the existing terminal area. Because the new cargo service road location and design must match with the future north terminal development and the taxiway B development, staff determined it would be more beneficial to the Authority to include the design of the cargo service road under the north terminal conceptual design agreement with Bodouva. Work order #4 in the amount of \$415,000 was issued for the design of the cargo service road and to provide a design criteria package that will be used to obtain bids from design-builders. Work order #4 was not included in the original scope of work for the north terminal conceptual design project and will be paid under the taxiway B rehabilitation and bridge project. As such, an amendment to the agreement is necessary.

To date, the Executive Director has approved one amendment to the agreement. That amendment changed the scope of the original agreement to exceed the 30% completion requirement for the design of taxiway B rehabilitation and bridge and prepare a design criteria package to obtain bids from design-builders. The taxiway B rehabilitation and bridge project was accelerated and design was completed past the 30% requirement in order to meet ARRA award requirements. Amendment no. 1 resulted in an increase of \$568,050.37, which will be paid under the taxiway B project. Amendment no. 1 revised the total not to exceed amount of

F2 Continued

the agreement to \$13,758,050.37. The W/MBE also decreased from 9.00% to 8.63% as a result of amendment no. 1.

This amendment no. 2 adds an additional \$415,000.00 to the not to exceed sum of the agreement for ongoing consulting related services for the north terminal conceptual design work, in this case the design of the cargo service road. The total revised agreement amount is \$14,173,050.37.

D/W/MBE participation of 8.63% will decrease to 8.38% as a result of amendment no. 2.

Resolution No. 2009-159 approves and authorizes the execution of Amendment No. 2 to the Consulting Services Agreement, North Terminal Conceptual Design at Tampa International Airport with William Nicholas Bodouva & Associates, Architects & Planners, P.C.; and authorizes the Executive Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2009-159.

G. NEW BUSINESS

1. Selection and Award of firm to provide Employee Assistance Program, Resolution No. 2009-165
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On October 2, 2003, the Board awarded an agreement for professional services to Total Employee Assistance and Management, Inc. (TEAM) for TEAM to provide an employee assistance program (EAP) for the Authority's employees. The term of the agreement was January 1, 2004 through December 31, 2006. On March 2, 2006, the Board approved an extension to the term of the agreement through December 31, 2009. TEAM receives a capitation fee of \$3.85 per month and an annual administration fee of 15% based on the annual cost of the EAP program. TEAM's annual compensation can not exceed \$40,000.

Five companies submitted proposals in response to a request for proposals to provide an employee assistance program. A proposal from TEAM did not provide information documenting it met the minimum qualifications and was non-responsive and therefore not evaluated. Staff's evaluation of the proposals was based on the company's qualifications and experience; the proposed program design; the company's overall management plan; the proposed cost; and interviews. Results of the evaluation are in the attached scoring matrix. The following are the firms in order of technical ranking:

Horizon Health
Corporate Care Works
CIGNA Behavioral Health

There was no prescribed W/MBE participation on the contract; however Corporate Care Works is a certified W/MBE.

This item approves the rank order of the firms as listed above and authorizes the Executive Director to execute an Agreement for Professional Services with Horizon Health. The term of the agreement is January 1, 2010 through December 31, 2012, with two one-year options to renew at the sole option of the Authority. The Authority may terminate the agreement, without cause, by giving 30 days written notice. As compensation for providing the employee assistance program, the Authority will pay Horizon Health \$1.53 per employee per month. The rate is guaranteed for three years.

G1 Continued

Resolution No. 2009-165 approves the ranking; authorizes the Executive Director to execute an Agreement for Professional Services with Horizon Health; approves the rejection of the proposal submitted by Total Employee Assistance and Management, Inc.; and authorizes the Executive Director or his designee to execute all other ancillary documents.

Management recommends adoption of Resolution No. 2009-165.

H. **PERSONS WISHING TO BE HEARD**

I. **PRESENTATIONS** - None

J. **STAFF REPORTS**

K. **ADJOURNMENT**