

Hillsborough County Aviation Authority
Regular Board Meeting and Board of Adjustment Public Hearing

Thursday, 9:00 a.m.
June 7, 2018

A Regular Board Meeting of the Hillsborough County Aviation Authority and Board of Adjustment Public Hearing were convened in the Boardroom, Main Terminal Building, Level 3 at Tampa International Airport, Tampa, Florida, on Thursday, June 7, 2018.

Members present were: Robert I. Watkins, General Diehl, Gary Harrod, Commissioner Victor Crist and Mayor Bob Buckhorn.

Aviation Authority staff members present were Chief Executive Officer Joseph W. Lopano, General Counsel Michael Stephens, Al Illustrato, Damian Brooke, Chris Minner, John Tiliacos, Janet Scherberger, Michael Kamprath, Jeff Siddle, Elita McMillon, Ann Davis, Beth Zurenko, Violet Cummins, Chief Charlie Vazquez, Police Officer Garcon, Police Officer Richards, Lloyd Tillmann, Laura Tatem, Teresa Howell, Adam Bouchard, James Tarro, Brett Fay, Kari Goetz, Ed Haines, Dominic Macrone, Tony Mantegna, Danny Cooper, Gina Evans, Dan Johnson, Scott Knight, Randy Forister, Paul Ridgeway, Joe Benjamin and Shannon Seifer.

Chairman Watkins welcomed everyone to the Regular Board Meeting and Board of Adjustment Public Hearing of June 7, 2018. Chairman Watkins advised the audience that if anyone wished to comment on propositions brought before the Board they should see Violet Cummins, Board Services Administrator, for a form. He then asked everyone to stand for the Pledge of Allegiance.

Chairman Watkins then called the Board of Adjustment Public Hearing to Order and called upon the Legal Department to open up the Hearing and give introductory remarks.

Mr. Kamprath opened the Hearing, provided a few brief remarks regarding the background of the Hearing, and then proceeded to ask Mr. Tony Mantegna, the Authority's Height Zoning and Land Use Manager, and the Petitioner, if present, to step forward and be sworn in by Chairman Watkins. Chairman Watkins administered the oath to Tony Mantegna and Petitioners Rick Coles, Daniel Mora and Kim Madison.

Mr. Mantegna proceeded to present a petition for variance on Airport Study No. 2018-15, Palace Florida Properties, LP, requesting a variance to construct a mixed use residential and commercial development consisting of two towers with 418 residential units connected by parking and retail space, with a maximum height of 314' AMSL, on a site located at 899 Old Water Street, Tampa, FL 33602, Resolution No. 2018-63.

Palace Florida Properties, LP (Petitioner) is seeking to construct a mixed use residential and commercial development consisting of two towers with 418 residential units connected by parking and retail space, with a maximum height of 314' AMSL, on a site located at 899 Old Water Street, Tampa, FL 33602. The nearest airport is Peter O. Knight.

Notice of this hearing before the Board of Adjustment was provided on May 18, 2018.

Petitioner is requesting a variance to construct a mixed use residential and commercial development consisting of two towers with 418 residential units connected by parking and retail space.

The petition was presented to the Airport Hearing Officer on April 27, 2018 and, based on testimony and evidence presented, 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 Peter O. Knight Airport, would not be contrary to the public interest, would do substantial justice, and was in accordance with the spirit of the Airport Zoning Regulations and Chapter 333, Florida Statutes.

The FAA's aeronautical study found that Petitioner's request would not be a hazard to air navigation provided certain conditions are met. Additionally, the FDOT did not identify any concerns with the request.

The Airport Hearing Officer recommended that the Board of Adjustment approve the variance to Airport Zoning Regulations requested by Petitioner with the following conditions: (1) Mark/Light the structure in accordance with FAA Advisory Circular 70/7460-1 L, Change 1, Obstruction Marking and Lighting, red lights – Chapters 4, 5 (Red) and 12; (2) E-file FAA Form 7460-2, Notice of Actual Construction or Alteration, within five days after construction reaches its greatest height; (3) Notify the Airport at least three (3) business days prior to commencement of construction; (4) Submit to the Authority a post survey within five (5) days of the structure reaching its greatest height; (5) The project is subject to requirements listed in FAA Aeronautical Studies with the exception that the maximum height of the structure shall not exceed 314' AMSL; (6) Provide an executed Avigation Easement that will be negotiated with the Authority to provide controlling airspace in connection with Section 3.05 of the Airport Zoning Regulations; (7) Occupants and/or owners of units in the development must be informed that the structure is in close proximity of Peter O. Knight Airport and will be subject to noise and aircraft operating within the Airport Traffic Pattern for Runway 18-36; (8) Any glint/glare issues identified prior to or during construction must be mitigated to the satisfaction of the Authority to avoid adverse impacts to aviation; and (9) A temporary permit is required for any construction equipment that exceeds the heights specified in the FAA Determination of No Hazard.

The variance will be valid unless the FAA Determination of No Hazard to Air Navigation expires, is revised, or is terminated. The FAA Determination of No Hazard will expire September 30, 2019

unless construction has started and continues on a reasonable schedule. If the FAA Determination of No Hazard is extended by the FAA for no more than 18 months, the variance will also be extended one time, without further action of the Board of Adjustment, provided that there are no changes in the proposed structure.

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.

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the variance for Airport Study No. 2018-15 to Palace Florida Properties, LP to construct a mixed use residential and commercial development consisting of two towers with 418 residential units connected by parking and retail space, with a maximum height of 314' AMSL, on a site located at 899 Old Water Street, Tampa, FL 33602 was unanimously approved by all members present; and the Airport Zoning Director or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2018-63.

With no other petitions for variance to be presented, Mr. Kamprath closed the public hearing of the Board of Adjustment. Chairman Watkins adjourned the Board of Adjustment Public Hearing and proceeded to the Regular Board Meeting of the Aviation Authority.

Mr. Lopano reminded the Board that at the May 3, 2018 Board Meeting General Counsel Stephens had advised of the possibility of holding an Attorney-Client Closed Session at this June meeting. Mr. Lopano informed the Board that there would be no need to hold that Closed Session.

Chairman Watkins then called for a motion to approve the Agenda for the Meeting.

Upon motion by Mayor Buckhorn, seconded by Gary Harrod, the Agenda was unanimously approved by all members present.

There were no Public Comments.

Chairman Watkins then asked General Counsel Stephens if there were any abstentions from the May 3, 2018 Board Meeting that needed to be read into the record. General Counsel Stephens reported there were no abstentions to be read in the record from the May 3, 2018 Board Meeting and he did not anticipate any at this Meeting.

Chairman Watkins then called for a motion to approve the Minutes of the Regular Board Meeting of May 3, 2018. Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the Minutes of the Regular Authority Board Meeting of May 3, 2018 were unanimously approved by all members present.

Chairman Watkins then called upon Mr. Lopano to present his Management Report.

Al Illustrato began the Management Report by announcing the results of the United Way Suncoast Campaign. This year Dominic Macrone and Al Illustrato co-chaired the Campaign and the members of the Marketing team were recognized for their efforts. Mr. Illustrato thanked all of the sponsors for their support and donations.

Over the past 14 years the Airport has donated nearly \$1 million to the United Way. This year the employees gave over \$46,000 which is a 16% increase and 97% of the Leadership Team participated. Last year the Authority rated 21 out of the 100 most generous workplaces. This year the Authority raised a total of \$146,004.

Mr. Illustrato introduced Suzanne McCormick, President and CEO of United Way Suncoast.

Suzanne McCormick thanked the Authority for its participation. She relayed how United Way helps the community and shared a story of a young lady from Cuba that attended Leto High School four years ago without knowing a word of English. Because of her participation in some of the programs that United Way provides she graduated and will be starting USF this summer.

Chris Minner was next with the Performance Assessment Report. Total passenger traffic for the month of April was 4.3% and the average load factor was 86.4%. The three main carriers had a 93% average load factor. International passenger traffic was up about 1%. West Jet and Lufthansa had a 95.5% and 92.4% load factor respectively.

Chris Minner reported his Marketing Team attended Jumpstart which is an Air Service Development Conferences. Based on conversations that took place at the Conference, the Authority anticipates some new air service over the couple of weeks.

On May 15th the Authority hosted "Investment That Matters: Keeping America's Airports Competitive" during Infrastructure Week. This was a cooperative effort with ACI of North America and Building America's future and it focused on the capital development needs of America's airports with specific focus on the Passenger Facility Charge.

Mr. Minner spoke of the recent TSA reimbursement announcement. In 2002, the Authority installed an in-line baggage system but was not reimbursed for the cost as other airports were. TSA will soon reimburse the Authority \$15.9 million for post 9/11 security upgrades. Mr. Minner thanked Janet Scherberger and Gina Evans for their efforts.

Mr. Damian Brooke was up next and provided an update on the Authority's Procurement Department by recognizing Joe Benjamin. Mr. Benjamin one the of the Authority's Capital

Procurement Agents and was just awarded the George H Wolf service award from the Florida Association of Public Procurement Officials (FAPPO). He is the former head of FAPPO and has spent 21 years working with the City of Tampa as well as with Plant City and Orange County.

This concluded Mr. Lopano's Management Report.

The Chairman then asked if anyone had any items they would like set aside for further consideration on the Consent Agenda. Hearing none, Chairman Watkins called for a motion to approve the items in the Consent Agenda.

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the Consent Agenda was unanimously approved by all members present.

The following items were contained in the Consent Agenda.

CONSENT ITEM I1

Contract for Special Legal Services, GrayRobinson, P.A., Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, Resolution No. 2018-50.

GrayRobinson, P.A. has previously provided advice and counsel in the areas of local government, labor and employment, intellectual property, and other general legal matters for the Authority.

Authority Policy P500 authorizes the utilization of non-Authority attorneys without obtaining three quotes or advertisement based upon such factors as needed services, experience, qualifications, geographic location, length of services, and efficiencies.

Authorize execution of a Contract for Special Legal Services for general legal services with GrayRobinson, P.A. for a two-year period beginning June 7, 2018 and continuing through June 6, 2020 with one, one-year renewal option at the discretion of the Authority General Counsel. The total not-to-exceed amount for the term of the Contract, including the renewal option, is \$150,000.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2018-50.

Resolution No. 2018-50 approved and authorized execution of the Contract for Special Legal Services at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports with GrayRobinson, P.A.; and authorized the General Counsel or his designee to execute all other ancillary documents.

CONSENT ITEM 12

Agreement to Host the Florida Airports Council's 2018 Annual Conference and Exposition, Florida Airports Council, Tampa International Airport, Resolution No. 2018-65.

In October 2016, the Board approved Resolution No. 2016-99 authorizing execution of Agreement to Host the Florida Airports Council's 2018 Annual Conference and Exposition (Conference) and approving the not-to-exceed expenditure of \$125,000 for Host-related expenses.

As Host of the Conference, Authority responsibilities include, but are not limited to, developing a Conference theme, logo, session topics and speakers, selection of venue and sponsorship of the Monday Night Event.

Current advance reservations indicate that there will be over 400 attendees at the 2018 Conference. Past years of the Conference have averaged 380 advanced reservations for the same time period. The 2018 Conference is shaping up to be one of the most well attended Conferences in recent years, with several excursion opportunities, including a tour of the new SkyConnect and Rental Car Center, already sold out.

Accordingly, staff is requesting an increase of \$35,000 to the previous Board-approved not-to-exceed expenditure amount of \$125,000 for Host-related expenses. This would bring the total not-to-exceed expenditure authorization for Host-related expenses to \$160,000.

St. Pete-Clearwater International Airport, the co-host for the 2018 Conference, is also investigating options to contribute additional funds.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2018-65.

Resolution No. 2018-65 approved and authorized an increase to the not-to-exceed expenditure amount for Host-related expenses to \$160,000; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM 13

Operating Agreement for Ground Handlers, Textron Ground Support Equipment, Inc., Tampa International Airport, Resolution No. 2018-43.

Ground handling operators providing service at Tampa International Airport must have, at a minimum, a ground handling operating agreement. Textron Ground Support Equipment, Inc.

(Textron) has requested to provide preventative maintenance, breakdown repairs, and parts support for ground services equipment for Textron's customers.

This item grants to Textron the non-exclusive right to provide ground handling services to non-signatory air carriers at Tampa International Airport for the term of June 7, 2018 through September 30, 2020. For the privilege of providing ground handling services to non-signatory air carriers, Textron will pay to the Authority five percent (5%) of Textron's monthly Gross Receipts, payable in equal monthly installments. Gross Receipts include the gross revenues from all sales made and services performed for cash, credit or otherwise, pursuant to Textron's ground handling operations at the Airport. Gross Receipts exclude the retail value of fuel and oil and the related fuel service fee; gross revenues for all services provided to signatory air carriers and entities located off-Airport; certain catering sales; and ferrying and diverted landings. Either party may terminate the Agreement upon 30 days' written notice.

Management recommended adoption of Resolution No. 2018-43.

Resolution No. 2018-43 approved and authorized execution of the Operating Agreement for Ground Handlers at Tampa International Airport with Textron Ground Support Equipment, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM I4

Operating Agreement for Ground Handlers, Global Aviation Services USA, Inc., Tampa International Airport, Resolution No. 2018-53.

Ground handling operators providing service at Tampa International Airport must have, at a minimum, a ground handling operating agreement prior to commencing operations. Global Aviation Services USA, Inc. (Global USA) has requested to provide preventative maintenance, breakdown repairs, and parts support for ground services equipment for American Airlines.

This item grants to Global USA the non-exclusive right to provide ground handling services to non-signatory air carriers at Tampa International Airport for the term of July 1, 2018 through September 30, 2020. For the privilege of providing ground handling services to non-signatory air carriers, Global USA will pay to the Authority the greater of a minimum annual privilege fee of \$12,000 or a percentage privilege fee (PPF) of five percent (5%) of gross receipts, payable in equal monthly installments. Gross Receipts include the gross revenues from all sales made and services performed for cash, credit or otherwise, pursuant to Global USA's ground handling operations at the Airport. Gross Receipts exclude the retail value of fuel and oil and the related fuel service fee; gross revenues for all services provided to signatory air carriers and entities located off-Airport; certain catering sales; and ferrying and diverted landings. Either party may terminate the Agreement upon 30 days' written notice.

Management recommended adoption of Resolution No. 2018-53.

Resolution No. 2018-53 approved and authorized execution of the Operating Agreement for Ground Handlers at Tampa International Airport with Global Aviation Services USA, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM 15

Use and Lease Agreement for Fuel Facilities and Pipeline, Deutsche Lufthansa AG, Tampa International Airport, Resolution No. 2018-55.

In 1970, the Authority entered into a lease and pipeline license agreement with several of the signatory airlines then serving Tampa International Airport for the construction of a jet fuel storage facility and pipeline distribution system to the airside buildings. The airlines collectively financed and operated the fuel system. The agreement had a thirty-year term that ended on September 30, 1999. At the end of the term, the fuel system became the property of the Authority.

On November 4, 1999, the Board directed the Authority to enter the into Use and Lease Agreements for Fuel Facilities and Pipeline directly with the airlines for the operation and maintenance of the fuel system for a twenty-year term from October 1, 1999 to September 30, 2019. The agreements include provisions for the storage, sale and distribution of aviation fuels and facilities for refueling aircraft on the ramps and airplane loading aprons. Airlines that have executed the agreements include JetBlue, Air Canada, American, British Airways, Continental, Delta, Northwest, Southwest, Spirit, United, and US Airways.

Under the terms of the agreements, the airlines currently pay to the Authority total annual payments of \$1,935,594.24, payable in monthly installments of \$161,299.52, comprised of the following:

- Annual land rent of \$20,740.20, payable monthly at \$1,728.35;
- Annual base rent for the fuel facilities of \$375,278.88, payable monthly at \$31,273.24;
- Annual rent for the amortized cost of the East Cargo expansion of \$334,776.24, payable monthly at \$27,898.02;
- Annual rent for the amortized cost to expand the fuel line to the FedEx Ramp of \$53,989.32, payable monthly at \$4,499.11;
- Annual rent for the amortized cost to install the secondary containment of the fuel tanks of \$445,400.88, payable monthly at \$37,116.47; and
- Annual rent for the amortized cost to upgrade the fuel facilities of \$705,408.72, payable monthly at \$58,784.06.

This item authorizes Deutsche Lufthansa AG (Lufthansa) to participate in the Use and Lease Agreement for Fuel Facilities and Pipeline (Agreement) under the same terms and conditions as all other airlines that have executed similar agreements. Specifically, Lufthansa is allowed to participate in the benefits of utilizing the Authority's fuel facilities provided at Tampa International Airport. The fuel facilities include provisions for the storage, sale, and distribution of aviation fuels and other petroleum products and for other purposes incidental thereto, including but not limited to, facilities for refueling aircraft upon the ramps and airplane loading aprons of the Airport through the use of underground fueling systems, apparatus, equipment, and facilities. Lufthansa will hire an agent to provide services required in connection with the delivery of aircraft fuel through the fueling facilities. Lufthansa and its agent are parties to a separate agreement outlining the duties and responsibilities of the agent.

The term of this Agreement is retroactive to October 1, 1999 and terminates on September 30, 2019.

Management recommended adoption of Resolution No. 2018-55.

Resolution No. 2018-55 approved and authorized execution of the Use and Lease Agreement for Fuel Facilities and Pipeline at Tampa International Airport with Deutsche Lufthansa AG; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM 16

Purchase Order, Technology Solutions with Related Equipment and Accessories utilizing National Joint Powers Alliance Contract No. 100614-CDW, CDW Government, LLC, Tampa International Airport.

The Information Technology (ITS) Department is seeking to purchase a software asset management system that will provide a real-time, scheduled inventory of software on all Authority-owned devices to include installation, updates and usage of software. Snow License Manager is a central platform providing a unified view of all software and hardware assets, license entitlements and application usage metrics. Data is collected daily as a result of continuous, automatic monitoring and cataloging of all devices. This will enable the ITS Department to create effective license positions by tracking software license expenditures, monitoring usage of deployed licenses and identifying opportunities to reduce licensing and support costs. CDW Government, LLC is an authorized reseller for Snow License Manager, including implementation, entitlements, and training.

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

Authorize the issuance of purchase orders to CDW Governmental, LLC for the purchase of Snow License Manager, including, implementation, entitlements, and training, utilizing National Joint Powers Alliance Contract No. 100614-CDW, for the term June 7, 2018 through November 18, 2018, for a total not-to-exceed amount of \$235,454, which includes three years of software support. Although the term of the National Joint Powers Alliance Contract expires on November 18, 2018, it is the intent of the ITS Department to issue a purchase order to pay for the three years of software support in advance of such expiration in order to obtain discount pricing.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of purchase orders to CDW Government, LLC and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

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

CONSENT ITEM 17

Purchase Order, Gas, Natural – Supply and Manage (CO-OP) utilizing Pinellas County Board of County Commissioners ITB No. 167-0264-B(LN), Interconn Resources, LLC, Tampa International Airport.

The Authority uses natural gas to power the five heating, ventilation and air conditioning system boilers for the Main Terminal. The Authority is currently purchasing natural gas utilizing the Hillsborough County Sheriff's Office Contract No. 123-0180-B (LN) which expires on July 31, 2018.

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

Authorize the issuance of purchase orders to Interconn Resources, LLC for the purchase of natural gas at Tampa International Airport utilizing Pinellas County Board of County Commissioners ITB No. 167-0264-B (LN) for the period of August 1, 2018 through June 30, 2022, in the total not-to-exceed amount of \$305,000.

This item is included in the O&M budget.

The Chief Executive Officer recommended the Board authorize the issuance of purchase orders to Interconn Resources, LLC and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

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

CONSENT ITEM 18

Purchase Order, General Purpose Commercial Information Technology Equipment, Software and Services utilizing GSA Contract No. GS-35F-0119Y, Carahsoft Technology Corporation, Tampa International Airport.

The Authority is in need of a document management system that allows internal and external collaboration. Box is a cloud content management system that enables users to access documents anywhere there is an Internet connection, provides a common platform empowering users to securely and easily share documents with individuals internal and external to the Authority regardless of file size, and allows for the consolidation of existing applications, services, and file locations.

In August 2017, the Authority's Information Technology Department initiated a limited pilot by deploying Box to several departments within the organization in an effort to test and confirm whether Box would meet the Authority's needs. After a successful pilot, the Authority's Information Technology Department is prepared to deploy Box across the Authority and standardize this platform for content collaboration both internally and externally.

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

Authorize the issuance of purchase orders to Carahsoft Technology Corporation for the purchase of Box, a cloud content management system, utilizing GSA Contract No. GS-35F-0119Y for the period of June 7, 2018 through June 6, 2021 in the total not-to-exceed amount of \$525,000.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of purchase orders to Carahsoft Technology Corporation and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

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

This concluded the Consent Agenda. Chairman Watkins proceeded to Policies and Rules for Consideration or Action.

There were three items in the Policies and Rules for Consideration or Action. The first item was the Update to Policy Manual, Revisions to Policy for Approval: Section 400, Policy P410, Procurement, presented by Ed Haines.

Policy P410, Procurement, establishes guidelines for the procurement of construction, improvements, repairs, or work of any nature, as well as equipment, materials, supplies, and services.

Staff recommended revising Policy P410 to add Invitation to Negotiate (ITN) as a Competitive Selection Process alternative when a solicitation is complex and negotiations may be necessary to receive the best value for the Authority. The ITN process is the same as the Request for Proposals and Request for Qualifications processes with regard to advertisement, minimum qualifications, technical evaluations and scoring. However, under the ITN process, the Board approves a recommended short list of the most qualified respondent(s) to enter into negotiations with, which negotiations can be either exclusive or concurrent. The negotiated contract most favorable to the Authority would then be brought back to the Board for approval and award.

The Chief Executive Officer recommended approval of the revisions to Policy P410, Procurement.

Upon motion of Gary Harrod, seconded by Mayor Buckhorn, the Update to Policy Manual, Revisions to Policy for Approval: Section 400, Policy P410, Procurement, was unanimously approved by all members present; no resolution was required.

The second item under Policies and Rules for Consideration or Action was the Update to Policy Manual, Revisions to Policy for Approval: Section 400, Policy P411, Selection of Professional Services for CCNA, presented by Ed Haines.

Policy P411, Selection of Professional Services for CCNA, establishes guidelines for the selection of development related professional services firms, including design-build firms for professional services and the Consulting Engineer, pursuant to the Consultant's Competitive Negotiation Act (CCNA).

Policy P411 currently states that the Authority will employ or retain a licensed design professional to serve on the technical evaluation committee for evaluations of professional services firms, including design-build firms. Policy P411 is revised to state that when design-build firms are evaluated and selected on the basis of qualifications, the Authority will assign a licensed design professional to the design-build projects in conformance with State statute.

The Chief Executive Officer recommended the Board approve the revisions to Policy P411, Selection of Professional Services for CCNA.

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the Update to Policy Manual, Revisions to Policy for Approval: Section 400, Policy P411, Selection of Professional Services for CCNA; no resolution was required.

The third item under Policies and Rules for Consideration or Action was the Update to Policy Manual, Revisions to Policy for Approval: Section 600, Policy P643, Awards Programs, presented by Al Illustrato.

Policy P643, Awards Programs, provides all Authority employees with financial rewards for the improved success of the Authority.

Management recommended revising Policy P643 to remove a specific maximum dollar amount for the Employee Incentive Program and instead allow the Chief Executive Officer to award employees up to 15% of their base salary for each fiscal year based on Authority annual fiscal performance. Any award to the Chief Executive Officer under the Employee Incentive Program will be determined by the Board.

Management also recommended revising the title of Policy P643 to Incentive Programs.

The Chief Executive Officer may fund such financial rewards either through Authority reserves or through the Authority's Operating Budget.

The Chief Executive Officer recommended the Board approve the revisions to Policy P643, Awards Programs.

Gary Harrod moved the motion and it was seconded by Mayor Buckhorn.

Mayor Buckhorn then inquired if there were going to be metrics assigned to the criteria for which an award would be given. Mr. Illustrato replied that the Authority currently has strategic objectives in place and under those fall various goals each calendar year. The goals are measurable in every category.

The Update to Policy Manual, Revisions to Policy for Approval: Section 600, Policy P643, Awards Programs was approved in a 4 to 1 vote. Board Member Commissioner Crist voted no. No Resolution was required.

There were no Committee Reports so the Chairman proceeded to Unfinished Business.

The first item in Unfinished Business was Part 1 Contract for Design-Build Services, Main Terminal Curbside Expansion, New Energy Plant and Related Work, HCAA Project Nos. 8200 18, 8205

18, 8900 18, 8230 18 and 8310 19, Hensel Phelps Construction Co., Tampa International Airport, Resolution No. 2018-57, presented by Jeff Siddle.

The 2012 Master Plan Update studied, modeled and identified Airport-wide roadway improvements that are recommended for the Authority to keep pace with forecasted growth and maintain an acceptable level-of-service for its roadway network.

This Program is part of Phase II of the Master Plan Update and includes expansion of the Curbsides incorporating new elevated and at-grade lanes and vertical circulation buildings for both the Blue and Red sides.

The Blue side curb expansion consists of:

- Demolition of the blue side rental car customer service building, rental car pedestrian walkways entering the Main Terminal Ticketing Level, and water fountain plazas on the Baggage Claim Level
- Modifications to the Short Term Parking Garage entry plaza, parking access revenue control system and associated roadways
- Renovation/reconstruction to portions of the Main Terminal Transfer Level, Authority Offices and pedestrian walkways from the Main Terminal Transfer Level to the Long Term Parking Garage

The Red side curb expansion consists of:

- Construction of a new Energy Plant
- Replacement of Main Terminal loading dock and other related support facilities
- Replacement of the FAA parking lot
- Demolition of the existing Authority Administrative Building and Energy Plant
- Renovation/reconstruction to portions of the Main Terminal Transfer Level

This Program also includes replacement of the existing ceilings on the arrival and departure curbside drives for the Red and Blue sides. The design effort for this work will not start until after the Board approves the FY19 capital budget.

On October 4, 2017, a request for qualifications entitled Main Terminal Curbside Expansion, New Energy Plant and Related Work at Tampa International Airport was issued.

On March 1, 2018, the Board approved negotiations with the number one ranked firm, Hensel Phelps Construction Co.

This item awards the Part 1 Contract for Design-Build Services to Hensel Phelps Construction Co. for design of the Program in the not-to-exceed amount of \$25,262,708 for basic services and reimbursable expenses.

This Part 1 Contract for Design-Build Services will commence on June 7, 2018. Substantial completion of the Program is anticipated in early 2023.

A W/MBE goal of at least 17% of the dollar amount earned on the Contract for the design phase of the Program was prescribed. This Part 1 Contract for Design-Build Services will incorporate a W/MBE participation of at least 17.1% of the dollar amount earned on the design phase of the Program.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2018-57.

Gary Harrod moved the motion and it was seconded by Mayor Buckhorn.

Mr. Harrod inquired if the Airport will continue to have the existing 4 lanes of drop-off and pick-up when construction starts. Mr. Siddle replied these would remain and that it will not be disruptive as to stop operations. However, there may be times during the middle of the night where there may be some closures to entrances and exits to drive lanes.

The Part 1 Contract for Design-Build Services, Main Terminal Curbside Expansion, New Energy Plant and Related Work, HCAA Project Nos. 8200 18, 8205 18, 8900 18, 8230 18 and 8310 19 at Tampa International Airport with Hensel Phelps Construction Co. was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2018-57.

The second item under Unfinished Business was the Amendment No. 1 to Part 1 Contract for Design-Build Services, Airport Security Systems Replacement, HCAA Project Nos. 8805 17 & 6495 17, HCBeck, Ltd. d/b/a The Beck Group, Tampa International and Tampa Executive Airports, Resolution No. 2018-58, presented by Jeff Siddle.

The Authority's security systems are currently comprised of an Access Control System (ACS), Video Management System (VMS), and associated network infrastructure, including video storage. While the maintenance of both the ACS and VMS is kept up-to-date, many of the hardware components are reaching the end of their useful life.

The scope of work for this Program includes the development of a Security Master Plan, an implementation strategy based on agreed upon recommendations of the Security Master Plan, and all design, fabrication and construction services necessary to complete the agreed upon recommendations of the Security Master Plan.

On August 3, 2017, the Board awarded the Part 1 Design-Build Contract for development of a Security Master Plan for the Program to HCBeck, Ltd. d/b/a The Beck Group in the not-to-exceed amount of \$804,658.

This Amendment No. 1 to the Part 1 Contract for Design-Build Services provides for the design of security system upgrades for Tampa International Airport under HCAA Project No. 8805 17 and for a new access control system for Tampa Executive Airport under HCAA Project No. 6495 17.

The not-to-exceed amount for this Amendment No. 1 will be \$1,782,158, bringing the total combined Part 1 Design-Build Contract amount to date to \$2,586,816.

Amendment No. 1 will change the DBE goal from 73.5% to 47.3%.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2018-58.

Upon motion of Commissioner Crist, seconded by Gary Harrod, Amendment No. 1 to Part 1 Contract for Design-Build Services for Airport Security Systems Replacement at Tampa International and Tampa Executive Airports with HCBeck, Ltd. d/b/a The Beck Group was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2018-58.

The third and last item under Unfinished Business was the Part 2 Design-Build Contract, Demolition of Red Side Rental Car Garage and Airside D Shuttle Guideway, HCAA Project No. 8830 17, Kimmins Contracting Corp., Tampa International Airport, Resolution No. 2018-59, presented by Jeff Siddle.

The Red Side Rental Car Garage (Garage) was constructed in 2005 to enhance customer pick-up of rental cars on the Red Side of Tampa International Airport's Main Terminal. With the new Rental Car Center opening in February 2018, the Garage is no longer needed and is incompatible with the 2012 Master Plan's future Main Terminal curbside expansion project. Additionally, the remaining segment of the Airside D Shuttle Guideway has been deemed incompatible for future use.

This Project will demolish the Garage, the remaining segment of the existing Airside D Shuttle Guideway, and decommission the Red Side Rental Car Office Area.

On June 1, 2017, a request for qualifications entitled Demolition of Red Side Rental Car Garage and Airside D Shuttle Guideway at Tampa International Airport was issued.

On September 7, 2017, the Board approved negotiations with the number one ranked firm, Kimmins Contracting Corp.

On December 7, 2017, the Board approved the Part 1 Contract for design of the Project in the amount of \$1,037,732.

This Part 2 Design-Build Contract provides for pre-demolition work that must be completed prior to the Guaranteed Maximum Price (GMP) being finalized.

This Part 2 Design-Build Contract will consist of the following pre-demolition work elements:

- Disconnect all electric service from the Garage and the Airside D Shuttle Guideway
- Disconnect and drain the existing fire protection system
- Disconnect all water lines from the Garage
- Relocate Frontier fiber optic line
- Provide a video inspection of the existing sanitary sewer line
- Complete asbestos abatement work

Also included in the Part 2 Design-Build Contract are Kimmins' General Conditions and the design professional's construction administration fees through the completion of the Project.

The not-to-exceed amount for this Part 2 Design-Build Contract will be \$1,460,115.

This Part 2 Design-Build Contract will incorporate a W/MBE participation of at least 17.1% for design and 15% for construction.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2018-59.

Upon motion of Gary Harrod, seconded by Mayor Buckhorn, the Part 2 Design-Build Contract, Demolition of Red Side Rental Car Garage and Airside D Shuttle Guideway, HCAA Project No. 8830 17 at Tampa International Airport with Kimmins Contracting Corp. was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2018-59.

This concluded Unfinished Business. Chairman Watkins next moved to New Business.

The first item under New Business was the Selection of Design Professional, Aircraft Visual Docking Guidance System, HCAA Project No. 6400 18, Tampa International Airport, presented by Jeff Siddle.

This Project will provide an Advanced Aircraft Visual Docking Guidance System for airline gates at Airsides A, C, E and F, which will allow aircraft to park and deplane when Tampa International Airport's Precision Lightning Warning System has alarmed and the ramp areas have been closed to personnel. The Authority currently has two similar units located at gates F88 and F90 that were installed as part of a past project. This Project will install up to fifty additional units at most gates throughout Airsides A, C, E and F.

On February 7, 2018, a request for qualifications for design professional services entitled Aircraft Visual Docking Guidance System at Tampa International Airport was issued.

Three responses were received and evaluated by staff.

The order of technical ranking is as follows:

1. T. Y. Lin International
2. Burns Engineering, Inc.
3. AERO Systems Engineering, Inc.

A W/MBE goal for the design phase of the Project was not prescribed; however, all respondents proposed W/MBE participation. The percentage proposed by the successful respondent for the amount earned on design will be incorporated into the resulting Contract.

This item is included in the Capital Budget.

The Chief Executive Officer recommended ranking the order of firms as listed above.

Gary Harrod moved the motion and it was seconded by Mayor Buckhorn.

Mr. Harrod had some additional questions regarding how the Advanced Aircraft Visual Docking Guidance System operates which were answered by Mr. Siddle.

The motion to rank firms in order of preference was unanimously approved by all members present; and staff was authorized to negotiate a contract. No resolution was required.

The final item under New Business was the Maintenance Contract for Fire Alarms Systems, Johnson Controls Fire Protection LP, Tampa International and Tampa Executive Airports, Resolution No. 2018-62, presented by Paul Ridgeway.

The Simplex Grinnell LP fire alarm system was installed during the renovations of the Authority Communications Center in 1990. The hardware and software for this complex system of over 9000 devices has been consistently upgraded since its initial installation, creating a very customized and

proprietary fire alarm system. On June 13, 2017, Simplex Grinnell LP officially changed its name to Johnson Controls Fire Protection LP (Johnson Controls). The current Maintenance Contract with Johnson Controls provides support of the fire alarm system and repair and replacement of failed alarm system control panels and computer equipment. In addition, the current Maintenance Contract provides for maintenance of the system software and a two-hour response time on a 24-hour basis to fire alarm system malfunctions throughout the Main Terminal, Airside Terminals, Rental Car Center, parking garages, and other facilities at Tampa International Airport, as well as additional system devices at Tampa Executive Airport. The term of the current Maintenance Contract is August 1, 2013 through July 31, 2018 in the amount of \$305,000, plus \$250,000 of Extra Work.

On March 23, 2018, a Notice of Intent to Sole Source and award of a sole source contract to Johnson Controls for Fire Alarms Systems Maintenance was publicly advertised. No responses were received. Support and maintenance for the fire alarms system and the proprietary components can only be provided by Johnson Controls.

Authority Policy P410 authorizes sole source purchases when no other authorized vendor can supply the required equipment, materials, supplies or services.

This item authorizes execution of a Maintenance Contract (Contract) with Johnson Controls for the maintenance of fire alarms systems for the period of August 1, 2018 through July 31, 2023 with one, five-year renewal option at the discretion of the Chief Executive Officer. The initial cost for maintenance of the fire alarms systems is \$48,524 per year and escalates to \$59,217 at expiration of new equipment warranties during the first year of the Contract. Contract pricing may be adjusted not more than 5% by mutual agreement of the parties at the time of renewal. Additionally, this Contract includes an Extra Work provision to allow for additions, deletions or revisions in the work being performed by Johnson Controls. This item authorizes the Chief Executive Officer or designee to approve up to \$125,000 of Extra Work over the term of the Contract, including the renewal option. The Authority may terminate the Contract by giving thirty days written notice.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2018-62.

Upon motion of Gary Harrod, seconded by Mayor Buckhorn, the Maintenance Contract for Fire Alarms Systems at Tampa International and Tampa Executive Airports with Johnson Controls Fire Protection LP was unanimously approved by all members present; the Chief Executive Officer or his designee was authorized to approve up to \$125,000 of Extra Work over the term of the Contract; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2018-62.

This item concluded New Business and Chairman Watkins proceeded to Staff Reports.

Al Illustrato gave a brief Master Plan update. Mr. Illustrato reported that there is still quite a bit of work to go on the shuttle systems for A, F and E. Shops at Bayshore are under construction. Creative Contractors continues dismantling the old rental car equipment and the Authority should be able to reclaim one of the levels by the end of the year.

On the budget slide presented, unallocated contingency was about \$700,000 greater than last month. APM and Rental Car Center were able to reconcile some costs allowing the Authority to put money back into our contingency.

In the June to August timeframe, AECOM will submit 60% design documents for Cross Field Taxiway A; Cone and Graham will be submitting their 15% design documents for the Roadway Expansion; and Stantec/Gresham will submit their 100% design documents for the SkyCenter site preparation, remote commercial curb, atrium and pedestrian bridge.

This concluded Staff Reports.

Before adjourning the meeting, Mr. Stephens requested an Attorney-Client Closed Session be held at the August Board Meeting to discuss pending litigation and to seek the Board's direction in terms of settlement and strategy.

Chairman Watkins reminded the Board that there would be no Board meeting in July. The next schedule meeting would take place on August 2, 2018. With no further business to be brought before the Board, the Regular Board meeting adjourned at 9:52 a.m.

Robert I. Watkins, Chairman

Victor D. Crist, Secretary