

Hillsborough County Aviation Authority  
Regular Board Meeting

Thursday, 9:00 a.m.  
March 1, 2018

A Regular Board Meeting of the Hillsborough County Aviation Authority was convened in the Boardroom, Main Terminal Building, Level 3 at Tampa International Airport, Tampa, Florida, on Thursday, March 1, 2018.

Members present were: Robert I. Watkins, Gary Harrod, General Diehl, 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, Scott Knight, Michael Kamprath, Jeff Siddle, Elita McMillon, Ann Davis, Beth Zurenko, Violet Cummins, Laurie Noyes, Chief Charlie Vazquez, Police Officer Garcon, Police Officer Dilley, Lieutenant Seifer, Lloyd Tillmann, Laura Tatem, Teresa Howell, Tom Thalheimer, Rob Porter, Adam Bouchard, Randy Forister, Dan Johnson, James Tarro, Danny Cooper, Brett Fay, Kari Goetz, Ed Haines, Cheryl Hawkins, Thomas Johnson, Dominic Macrone, Brian Washburn, Donald Snipes, Natalie Brown, Sergio Leon, Michael Rigau, Chris Brannon, Bruce Sather, Nick DiJimas, Joel Feldman, John Burkholder, Jason Watkins and Paul Ridgeway.

Chairman Watkins welcomed everyone to the Regular Board Meeting of March 1, 2018 and called the meeting to order.

He then asked everyone to stand for the Pledge of Allegiance.

Chairman Watkins advised the audience that anyone wishing to comment on propositions brought before the Board should see Violet Cummins, Board Services Administrator, for a form.

Mr. Lopano then reminded the Board that at the February 1, 2018 Board Meeting General Counsel Stephens had advised of the possibility of holding an Attorney-Client Closed Session at the February 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.

Chairman Watkins stated there were no Public Comments. Chairman Watkins then asked General Counsel Stephens if there were any abstentions from the February 1, 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 February 1, 2018 Board Meeting and he did not anticipate any from this Meeting.

Chairman Watkins then called for a motion to approve the Minutes of the Regular Board Meeting of February 1, 2018. Upon motion of Gary Harrod, seconded by Mayor Buckhorn, the Minutes of the Regular Authority Board Meeting of February 1, 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 with the announcement of the opening of the Rental Car Center and SkyConnect. The dedication and ribbon-cutting had Governor Rick Scott in attendance as well as the Consul General from Japan. There will be a commemorative plaque placed at the new facility to celebrate the day. Mr. Illustrato concluded with an acknowledgement and appreciation of key employees that were involved in the projects.

Chris Minner was next with his monthly Performance Assessment Report. There was a 10.2% increase in overall passenger traffic. Frontier had the biggest increase of 138% which reflects their new nonstop flights to Chicago, Trenton, Cleveland and Denver.

Southwest has been serving the Havana market for an entire full year. There is a continuing increase in Cuba traffic capacity which is up 48%.

The Marketing and Air Service Teams attended the Routes Americas Conference in Quito, Ecuador. They attended a total of 23 meetings with 19 airlines.

Southwest Airlines announced new daily nonstop flights to LAX starting August 7<sup>th</sup>. Michael Raucheisen, head of Communications for Icelandair travelled to Tampa to announce that Icelandair, will double its capacity with flights from 2 times a week to 4 times a week. The Authority Marketing & Air Service Development teams were first runner up and received an award at Routes 2017 for best air service marketing in the Western Hemisphere. Mr. Minner concluded by reporting on the total outreach numbers that were generated with the opening of the Rental Car Center and SkyConnect.

John Tiliacos was up next and recognized the Airport's first responders. Officer Brad Dilley was recognized with saving the life of a gentleman sitting on a ledge preparing to jump into traffic. AARF Paramedics Lt. Natalie Brown, Paramedic Sergio Leone, Firefighter Chris Brannon and Firefighter Michael Ragu were recognized with saving the life of a passenger who was having a heart attack.

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 then 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 G1

Space Rental Agreement, Sixt Rent A Car, LLC, Tampa International Airport, Resolution No. 2018-30.

Sixt Rent A Car, LLC (Sixt) is an off-airport rental car company based in Fort Lauderdale, Florida that will be occupying space in the new Rental Car Center. On June 4, 2015, the Board approved a Lease and Concession Contract for On-Airport Vehicle Concession at Tampa International Airport (Contract) with Sixt which provides for operational and office space. Sixt desires to lease additional Exclusive Use Support Space for storage and other operational needs.

This item approves and authorizes a Space Rental Agreement (Agreement) with Sixt to lease Room R337 in the Ready Return Area/North Core of the Rental Car Center at the rate of \$22.00 per square foot, which amount may be adjusted annually.

<u>Description</u>	<u>Sq. Ft.</u>	<u>Annual Rent</u>	<u>Monthly Rent</u>
Exclusive Use Support Space	404	\$8,888.00	\$740.67

The Agreement commences on March 1, 2018 and expires on September 30, 2023. Either party may terminate the Agreement upon 30 days' written notice. Sixt must provide a security deposit in the amount of \$2,222.01, equal to three months' rent.

Management recommended adoption of Resolution No. 2018-30.

Resolution No. 2018-30 approved and authorized execution of the Space Rental Agreement at Tampa International Airport with Sixt Rent A Car, LLC; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM G2

Space Rental Agreement, Fox Rent A Car, Inc., Tampa International Airport, Resolution No. 2018-31.

Fox Rent A Car Inc. (Fox) is an off-airport rental car company based in Los Angeles, California that will be occupying space in the new Rental Car Center. On June 4, 2015, the Board approved a Lease and Concession Contract for On-Airport Vehicle Concession at Tampa International Airport (Contract) with Fox which provides for operational and office space. Fox desires to lease additional Exclusive Use Support Space for storage and other operational needs.

This item approves and authorizes a Space Rental Agreement (Agreement) with Fox to lease Room R332 in the Ready Return Area/North Core of the Rental Car Center at the rate of \$22.00 per square foot, which amount may be adjusted annually.

<u>Description</u>	<u>Sq. Ft.</u>	<u>Annual Rent</u>	<u>Monthly Rent</u>
Exclusive Use Support Space	908	\$19,976.00	\$1,664.67

The Agreement commences on March 1, 2018 and expires on September 30, 2023. Either party may terminate the Agreement upon 30 days' written notice. Fox must provide a security deposit in the amount of \$4,994.01, equal to three months' rent.

Management recommended adoption of Resolution No. 2018-31.

Resolution No. 2018-31 approved and authorized execution of the Space Rental Agreement at Tampa International Airport with Fox Rent A Car, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM G3

Space Rental Agreement (Radio Base Station), Aircraft Service International, Inc. d/b/a Menzies Aviation, Tampa International Airport, Resolution No. 2018-23.

Aircraft Service International, Inc. d/b/a Menzies Aviation (ASI) operates at Tampa International Airport under an Operating Agreement for Ground Handlers (Full Service).

In support of those operations, ASI desires to lease space in the Lindberg Elevator Penthouse of the Long Term Parking Garage at Tampa International Airport for a radio base station unit and associated antenna (Radio Base Station). This item authorizes the lease of common use space in the Lindberg Elevator Penthouse of the Long Term Parking Garage at Tampa International Airport to ASI for the purpose of installing, maintaining and operating one Radio Base Station and associated

antennae. The term of the Agreement commences March 1, 2018 and expires September 30, 2020, concurrently with all other similar agreements. The Agreement is contingent upon ASI maintaining its Operating Agreement. The Agreement may be terminated without cause by either party upon 30 days' written notice. The annual rent is \$1,200.00, payable in monthly installments of \$100.00, plus sales tax.

Management recommended adoption of Resolution No. 2018-23.

Resolution No. 2018-23 approved and authorized execution of the Space Rental Agreement (Radio Base Station) at Tampa International Airport with Aircraft Service International, Inc. d/b/a Menzies Aviation; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

#### CONSENT ITEM G4

Consent to Assignment and Assumption Contract, Public Financial Management, Inc. and PFM Financial Advisors LLC, Tampa International Airport, Resolution No. 2018-28

On June 2, 2016, the Authority entered into a Financial Advisory Services Supplemental Contract (Contract) with Public Financial Management, Inc. (PFM) for financial advisory services. The initial term of the Agreement was June 2, 2016 through September 9, 2016 with two, one-year renewal options.

On September 14, 2016, the first of the two renewal options was exercised by the Chief Executive Officer, extending the expiration date of the Contract to September 9, 2017. On May 18, 2017, the remaining one-year renewal option was exercised by the Chief Executive Officer, extending the expiration date of the Contract to September 9, 2018.

PFM has requested that the Authority approve an assignment of the Contract to PFM Financial Advisors LLC. PFM and PFM Financial Advisors LLC are affiliated companies. PFM Financial Advisors LLC will continue to provide the same services that were previously provided by PFM under the Contract and PFM Financial Advisors LLC will be represented under the Contract by the same personnel that have worked with the Authority in the past. All other terms and conditions of the Contract will remain in effect.

Staff recommended the Board consent to the assignment of the Contract from PFM to PFM Financial Advisors LLC.

Management recommended adoption of Resolution No. 2018-28.

Resolution No. 2018-28 approved and authorized execution of the Consent to Assignment and Assumption Contract at Tampa International Airport between Public Financial Management, Inc. and

PFM Financial Advisors LLC; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

#### CONSENT ITEM G5

Operating Agreement for Ground Handlers, ISS Facility Services, Inc., Tampa International Airport, Resolution No. 2018-24.

Ground handling operators providing service at Tampa International Airport (Airport) must have, at a minimum, a ground handling operating agreement prior to commencing operations. ISS Facility Services, Inc. (ISS) has requested that it be authorized to provide aircraft cabin cleaning and janitorial services for ISS's customers.

This item grants to ISS the non-exclusive right to provide interior cabin cleaning and janitorial services to air carriers at the Airport for the term of April 1, 2018 through September 30, 2020. Initially, ISS will provide services for American Airlines, so no privilege fee will be remitted per the signatory airline agreement with American Airlines. However, should ISS provide services to a non-signatory airline, ISS will be required to remit 5% of monthly gross receipts. Gross receipts include ISS's gross revenues from all sales made and services performed for cash, credit or otherwise at the Airport, excluding gross receipts from signatory air carriers at the Airport. Either party may terminate the Agreement upon 30 days' written notice.

Management recommended adoption of Resolution No. 2018-24.

Resolution No. 2018-24 approved and authorized execution of the Operating Agreement for Ground Handlers at Tampa International Airport with ISS Facility Services, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

#### CONSENT ITEM G6

Renewal of Property Insurance Coverage, Arthur J. Gallagher Risk Management Services, Inc., Tampa International Airport, Peter O. Knight, Tampa Executive and Plant City Airports.

The current carriers for the Authority's property insurance program are Lexington Insurance Company (property) and Lloyds of London (terrorism), both of whom have A ratings by AM Best (a rating firm reporting on the financial stability of insurers). The current program covers all Authority property at its four airports and will expire on April 1, 2018. Arthur J. Gallagher Risk Management Services (Gallagher), the Authority's property insurance broker, marketed the current program to 25 available carriers as well as solicited possible changes to improve coverage and maximize premium dollars.

Gallagher recommended the Authority renew with the incumbent carriers, Lexington Insurance Company and Lloyds of London, for the same coverages as the expiring program with the exception of several improvements to the Nuclear, Chemical, Biological, and Radiological coverage. There will be a 5% deductible for Named Wind and \$250,000 for all other perils.

The renewal premium is \$2,480,769, an increase of \$596,129 from last year's premium. The increased premium reflects an overall rate increase of 4% due to current market conditions as well as increased property values due to the new Rental Car Center and other infrastructure improvements. The total insured value of the program will increase from \$2.15 billion to \$2.71 billion. The renewal quote from the incumbent carriers was the most competitive. Quotes and indications from other carriers marketed ranged from rate increases of 14% to 76% over the expiring premium.

Staff and the Authority's insurance consultant, Siver Insurance Consultants, have reviewed the proposed property insurance program and recommend the Authority accept Gallagher's property insurance renewal at a total cost of \$2,480,769.

This item is included in the FY2018 O&M Budget.

The Chief Executive Officer recommended the Board authorized Gallagher to bind the property insurance coverage listed above for the 12-month policy period beginning April 1, 2018 at a total cost of \$2,480,769.

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

#### CONSENT ITEM G7

Purchase Order, Law Enforcement Equipment utilizing National Purchasing Partners Contract No. VH11630, Axon Enterprise, Inc., Tampa International Airport.

On December 4, 2017, the Authority purchased Taser non-lethal cartridge remote firing systems (Taser) and related equipment utilizing National Purchasing Partners Contract No. VH11630 in a total amount not to exceed \$100,000. The current contract term is October 28, 2015 through October 28, 2018 with three, one-year renewal options. The Tampa International Airport Police Department uses Tasers for public and officer safety. The need for additional Tasers and related equipment has been identified due to an increase in department personnel.

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 Axon Enterprise, Inc. for additional Tasers and related equipment utilizing National Purchasing Partners Contract No. VH11630 for the period of March 1, 2018 through October 28, 2018, with three, one-year renewal options at the discretion of

the Chief Executive Officer or designee, in the total not-to-exceed amount of \$150,000, including any renewal options.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorized the issuance of purchase orders to Axon Enterprise, Inc. and authorized 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 G8

Purchase Order, Delivery of Water Softener Salt, Ashberry Acquisition Company dba Ashberry Water Conditioning, Tampa International Airport.

The Authority has a continued need for the purchase and delivery of bagged solar salt and bulk chipped salt to multiple locations at Tampa International Airport for the treatment of water utilized in the chiller cooling towers. A low bid solicitation for the delivery of water softener salt was advertised on December 29, 2017. The bid was based on estimated quantities of bulk and bagged salt.

On January 30, 2018 one bid was received, publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Eight-Year Bid Amount</u>
Ashberry Acquisition Company dba Ashberry Water Conditioning	\$515,118.89

There was no W/MBE goal prescribed for this solicitation.

The term of the award is March 1, 2018 through February 28, 2023 with three, one-year renewal options at the discretion of the Chief Executive Officer. Purchase orders will be issued during the term of the award in a total not-to-exceed amount of \$620,000, including renewal options. This not-to-exceed amount also considers additional quantities for new facilities coming online over the term of the award, including the renewal options.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of purchase orders to Ashberry Acquisition Company dba Ashberry Water Conditioning and authorized 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 then proceeded to Policies and Rules for Consideration or Action.

The first and only item under Policies and Rules for Consideration or Action was the Amendment to the Hillsborough County Aviation Authority Airport Concessions Disadvantaged Business Enterprise (ACDBE) Policy and Program, Resolution No. 2018-13 presented by Elita McMillon.

As a condition of receiving federal funds authorized for airport development from the United States Department of Transportation (USDOT), the Authority has signed an assurance that it will comply with 49 CFR Part 23 to ensure that Airport Concessions Disadvantaged Business Enterprises (ACDBEs) have an equal opportunity to receive and participate in concession opportunities at Tampa International Airport (Airport).

ACDBE regulations require the Authority to establish two separate overall ACDBE goals to cover a three-year period: one for car rental concessions and another for concessions other than car rental. The goal for car rental concessions was established by the Board in February 2015 for fiscal years 2015 through 2017 as 8.0% of the total expenditure on goods and services at the Airport. The goal for concessions other than car rental for fiscal years 2015 through 2017 was established by the Board in January 2014 at 24.1% of total gross receipts.

This item amends Attachments 3 and 4 to the Hillsborough County Aviation Authority ACDBE Policy and Program to establish the Authority's overall three-year ACDBE goal for fiscal years 2018 through 2020 as 7.7% of the total expenditure on goods and services by car rental concessions at the Airport and 25.3% of total gross receipts generated by concessions other than car rental, based on the methodology provided in the ACDBE regulations. This item also updates Authority personnel titles in both the ACDBE Policy and Program and Attachment 1 to the ACDBE Policy and Program. ACC, Inc. and Ken Weeden & Associates, Inc. assisted with the development of the three-year ACDBE goals. Both firms are ACDBE certified. The Federal Aviation Administration (FAA) has approved both ACDBE goals for fiscal years 2018 through 2020.

Management recommended adoption of Resolution No. 2018-13.

Upon motion of Mayor Buckhorn, seconded by General Diehl, the amendment to the Hillsborough County Aviation Authority Airport Concessions Disadvantaged Business Enterprise (ACDBE) Policy and Program 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. 2018-13.

This concluded the Policies and Rules for Consideration or Action Agenda items and Chairman Watkins asked General Diehl to present the Audit Committee Report.

General Diehl reported that the Audit Committee met on February 5, 2018. He began his presentation with extending a thank you to Chairman Watkins, the Internal Audit Department, Joe Lopano and the Finance Department. General Diehl stated that the Board Members each received a copy of the results of the external audit. The Authority was issued an unmodified, clean opinion. The State Audit issued their final report in December 2017. There were 12 recommendations. Many of the recommendations had already been implemented and there is ongoing work being done by the Audit Department.

This concluded Committee Reports. There was no Unfinished Business, so Chairman Watkins moved on to New Business.

The first item in New Business was the Selection of Design-Builder, Main Terminal Curbside Expansion, New Energy Plant and Related Work, HCAA Project Nos. 8200 18, 8205 18, 8900 18, 8230 18, 8240 19 and 8245 19, Tampa International Airport, 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 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
- Demolition and reconstruction of a section of the walkway connecting the Main Terminal to the Marriott Hotel
- Renovation/reconstruction to portions of the Main Terminal Transfer Level

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.

Four responses were received and evaluated by staff.

The order of technical ranking is as follows:

1. Hensel Phelps Construction Co.
2. Clark Construction Group, LLC
3. Suffolk Construction Company, Inc.
4. Kiewit Infrastructure South Co.

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. A W/MBE goal of at least 19% of the dollar amount earned on the contract for construction was prescribed. The percentages proposed by all respondents for the amount earned on design will meet or exceed the W/MBE goal requirements and will be incorporated into the Part 1 Contract. All respondents assured that they will meet the W/MBE goal for construction.

This item is included in the Capital Budget.

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

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the firms listed above were unanimously approved by all members present and staff was authorized to negotiate a contract; no resolution was required.

The second item under New Business was the Selection of Design Professional, Airsides Restroom Refurbishment, HCAA Project No. 5450 18, Tampa International Airport, presented by Jeff Siddle.

This project will refurbish the public restrooms and accompanying companion restrooms at Airsides A and E to enhance maintainability, improve the overall appearance of the restroom facilities, and provide a new layout with larger stalls.

On November 15, 2017, a request for qualifications for design professional services entitled Airsides Restroom Refurbishment at Tampa International Airport was issued.

Four responses were received and evaluated by staff.

The order of technical ranking is as follows:

1. Michael Baker International, Inc.
2. Borrelli + Partners, Inc.
3. Rowe Architects Incorporated
4. Design Styles Architecture, Inc.

A W/MBE goal of at least 11% of the dollar amount earned on the contract for the design of the project was prescribed. The percentages proposed by all respondents for the amount earned on design will meet or exceed the W/MBE goal requirements and will be incorporated into the contract.

This item is included in the Capital Budget.

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

Upon motion of Gary Harrod, seconded by Mayor Buckhorn, the firms listed above were unanimously approved by all members present and staff was authorized to negotiate a contract; no resolution was required.

The third item in New Business was the Landscape Maintenance Services Contract, Ameripride Pest Control Services, Inc., dba Prime-Scape Services, Tampa International Airport, Resolution No. 2018-26, presented by Paul Ridgeway.

This Landscape Maintenance Services Contract (Contract) provides for right of way mowing and landscape bed maintenance at three Tampa International Airport locations: Cargo Road, Hoover Blvd. and Spruce/O'Brien Streets.

A low bid solicitation for Landscape Maintenance Services was advertised on December 6, 2017.

On Wednesday, January 17, 2018 bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Ameripride Pest Control Services, Inc., dba Prime-Scape Services	\$67,275.00
Premier Lawn Maintenance, LLC	\$84,100.00
Deere-Scape, LLC	\$92,486.68

Landscape Maintenance Professionals, Inc.	\$133,205.16
Blue Spruce, Inc.	\$183,216.00
Greenturf Services, Inc.	\$189,700.00
TCC Enterprises	\$207,980.00

There was no W/MBE expectancy for this Contract.

The lowest responsive and responsible bidder is Ameripride Pest Control Services, Inc., dba Prime-Scape Services.

The term of the Contract is for the period of April 2, 2018 through April 1, 2019, with two, one-year renewal options at the discretion of the Chief Executive Officer. The Contract amount for the first year is \$67,275. An annual increase or decrease based on a Consumer Price Index for labor and materials is incorporated into the Contract beginning in year two and continuing for the balance of the term, including renewal options.

This item also authorizes the Chief Executive Officer or designee to approve up to \$10,000 of Extra Work over the term of the Contract, including the renewal options.

The Authority may cancel the Contract immediately and without notice for cause, and may terminate without cause at any time upon 30 days written notice.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2018-26.

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the Landscape Maintenance Services Contract at Tampa International Airport with Ameripride Pest Control Services, Inc., dba Prime-Scape Services was unanimously approved by all members present; the Chief Executive Officer or his designee was authorized to approve up to \$10,000 of Extra Work over the term of the Landscape Maintenance Services Contract, including the renewal options; and the Chief Executive Officer or his designee were authorized to execute all other ancillary documents by adoption of Resolution No. 2018-26.

The fourth item under New Business was the Maintenance Contract for Schindler Elevator Corporation Elevators, Escalators and Moving Walks, Schindler Elevator Corporation, Tampa International Airport, Resolution No. 2018-12, presented by Paul Ridgeway.

The current five-year Maintenance Contract for Elevators and Escalators with Schindler Elevator Corporation expires March 31, 2018. It provides for maintenance and repair services of 84 elevators, 28 escalators and 9 dumbwaiters at the current annual price of \$1,468,416.00.

Pursuant to Authority Standard Procedure S410.20, Standardization Program and at the request of the Maintenance department, the Authority's Standardization Committee met on December 14, 2017 and was presented with a Request to Standardize Services for the maintenance of Schindler Elevator Corporation Elevators, Escalators and Moving Walks by Schindler Elevator Corporation. The Request was approved by the Standardization Committee. A Notice of Standardization of Services and Intent to Negotiate a Contract was publicly noticed on December 20, 2017. No responses were received.

This new Maintenance contract will incorporate additional Schindler equipment acquired through the completion of the Master Plan Phase 1 construction projects. The additional new equipment includes 22 elevators, 22 escalators and 8 moving walks.

This item authorizes execution of a Maintenance Contract with Schindler Elevator Corporation for the maintenance of Schindler Elevator Corporation elevators, escalators and moving walks for the period of March 1, 2018 through February 28, 2023 with one, five-year renewal option at the discretion of the Chief Executive Officer. The negotiated amount for the first year of the Maintenance Contract is \$2,137,140. The annual cost will increase by \$56,124 in the second year due to the new equipment no longer being under warranty. In addition, an annual adjustment of 3.5% is incorporated into the Maintenance Contract for the balance of the term including the five-year renewal option. This Maintenance Contract includes a provision for Schindler Elevator Corporation to perform Extra Work beyond normal corrective and preventive maintenance as necessary. Extra Work may be ordered utilizing the Extra Work provision. This item authorizes the Chief Executive Officer or designee to approve up to \$500,000 of Extra Work over the ten-year term of the Maintenance Contract, inclusive of the renewal option.

The Authority may terminate the Maintenance Contract by giving thirty days written notice.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2018-12.

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the Maintenance Contract for Schindler Elevator Corporation Elevators, Escalators, and Moving Walks at Tampa International Airport with Schindler Elevator Corporation was unanimously approved by all members present; the Chief Executive Officer or designee was authorized to approve up to \$500,000 of Extra Work over the term of the Contract; and the Chief Executive Officer or his designee were authorized to execute all other ancillary documents by adoption of Resolution No. 2018-12.

The fifth item under New Business was the PROPworks® Software Support, Maintenance, and Consultant Services Contract, Amadeus Airport IT Americas, Inc., Tampa International Airport, Resolution No. 2018-03, presented by Marcus Session.

In November 1997, the Authority entered into a software support and maintenance agreement for PROPworks®, a comprehensive software application that supports Airport tenant management, billing, property, and revenue related information. PROPworks® is integrated with the Authority's Oracle Financial system.

On April 7, 2011, the Board approved and authorized execution of a sole source Software Support and Maintenance Agreement and Consultant Services Agreement for PROPworks® for a term of April 1, 2011 through March 31, 2016 with two, one-year renewal options to renew at the sole discretion of the Authority's Board for a not-to-exceed amount of \$432,500. On February 4, 2016, the Authority Board exercised the two, one-year renewal options and increased the not-to-exceed amount to \$605,500.

The Authority is in need of continued support for PROPworks®, including, but not limited to, software updates, upgrades, enhancements, development of custom reports, training, and security patches.

On December 8, 2017, a Notice of Intent to Sole Source with Amadeus Airport IT Americas, Inc. for continued software support, maintenance, and consultant services of the PROPworks® software was advertised. PROPworks® software is proprietary and distributors or third party providers are not permitted to offer software support, maintenance or consultant services.

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 the PROPworks® Software Support, Maintenance, and Consultant Services Contract with Amadeus Airport IT Americas, Inc. for the period of April 1, 2018 through March 31, 2023, with two, one-year renewal options at the discretion of the Chief Executive Officer or designee. The total not-to-exceed amount of the Contract, including the renewal options, is \$800,000.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2018-03.

Upon motion of Gary Harrod, seconded by Mayor Buckhorn, the PROPworks® Software Support, Maintenance, and Consultant Services Contract at Tampa International Airport with Amadeus Airport IT Americas, Inc. was unanimously approved by all members present; and the Chief

Executive Officer or his designee were authorized to execute all other ancillary documents by adoption of Resolution No. 2018-03.

The sixth item under New Business was the Technical Support Services Contract for EASE™, Amadeus Airport IT Americas, Inc., Tampa International Airport, Resolution No. 2018-25, presented by Marcus Session.

On January 8, 2015, the Board awarded a Contract to Air-Transport IT Services, Inc. for implementation and maintenance of the Extended Airline System (EASE™) software suite. The award included software and hardware for Authority-controlled gates at the airside and check-in ticket counters on the ticketing level of the Main Terminal as part of Phase I of the Common/Shared Use Passenger Processing System. The total not-to-exceed amount was \$1,831,032 with substantial completion of the work within 216 days after issuance of the Notice to Proceed.

On January 6, 2016, a Notice of Intent to Sole Source with Air Transport IT Services, Inc. for implementation and maintenance of EASE™ software suite was advertised. Air-Transport IT Services, Inc. is the sole authorized provider of EASE™ software and as such is the sole authorized provider for software implementation, maintenance, support, and consulting services.

On June 2, 2016, the Board awarded a Contract to Air-Transport IT Services, Inc. for the expansion of EASE™ software suite to additional counters and gates as part of Phase II of the Common/Shared Use Passenger Processing System. The total not-to-exceed amount was \$1,293,644 with substantial completion of the work within 216 days after issuance of the Notice to Proceed. On April 21, 2017, Air Transport IT Services, Inc. changed its name to Amadeus Airport IT Americas, Inc.

The Authority is in need of continued support for EASE™ including, but not limited to, hardware and software support, enhancements, and on-site technical support.

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 Technical Support Services Contract for EASE™ with Amadeus Airport IT Americas, Inc. for a period of March 1, 2018 through February 28, 2023, with two, one-year renewal options at the discretion of the Chief Executive Officer or designee. The total not-to-exceed amount of the Contract, including the renewal options, is \$1,800,000.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2018-25.

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the Technical Support Services Contract for EASE™ at Tampa International Airport with Amadeus Airport IT Americas, Inc. was



unanimously approved by all members present; and the Chief Executive Officer or his designee were authorized to execute all other ancillary documents by adoption of Resolution No. 2018-25.

The next item under New Business was the Purchase Order, General Purpose Commercial Information Technology Equipment, Software and Services utilizing GSA Contract No. GS-35F-0119Y, Contender Solutions through Carahsoft Technology Corporation, Tampa International Airport presented by Marcus Session.

In June 2015, the Information Technology Services (ITS) Department implemented a new cloud-based IT Services Management Solution (ServiceNOW) on a trial basis with Contender Solutions through GSA Contract No. GS-35F-0119Y which was awarded to Carahsoft Technology Corporation (Carahsoft). Carahsoft is the authorized distributor of ServiceNOW and Contender Solutions is the authorized reseller. ServiceNOW was implemented at a cost of \$99,700 and included the subscription service, licenses, and assistance with implementation. ServiceNOW provides the Authority with a consolidated IT Service Management tool to manage IT requests, incidents, problems and changes.

On December 3, 2015, the Board authorized the issuance of purchase orders to Contender Solutions through Carahsoft utilizing GSA Contract No. GS-35F-0119Y for the term of December 4, 2015 through December 19, 2016 in a total amount not-to-exceed \$150,000. Contender Solutions has provided additional licenses to accommodate new staff, customization of both internal and external email notifications, customizations to meet Authority needs for reporting incidents and services requests, and additional professional services as needed under the previously approved purchase orders.

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 Contender Solutions through Carahsoft for the annual ServiceNOW subscription service and licenses utilizing GSA Contract No. GS-35F-0119Y for the period of March 1, 2018 through December 19, 2021 for a total not-to-exceed amount of \$1,227,000.

This item is included in the O&M Budget.

Upon motion of Gary Harrod, seconded by Mayor Buckhorn, the issuance of Purchase Orders to Contender Solutions through Carahsoft Technology Corporation was unanimously approved by all members present; and Chief Executive Officer or his designee were authorized to execute all other ancillary documents.

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

The eighth and final item under New Business was the Agreement for Services, Sabre Corporation, Tampa International Airport, Resolution No. 2018-29, presented by Damian Brooke.

In December 2017 the Authority entered into an Agreement for Services with Sabre Corporation for \$48,000 to provide consulting services to evaluate existing and future gate capacity at Tampa International Airport. That Agreement for Services terminated upon completion of services. Sabre Corporation is one of the largest systems and solutions providers to the aviation industry, and provides many of the world's airlines and airports with their internal commercial and operations related systems. Sabre Corporation leveraged its proprietary Sabre AirCentre Gate Planner product to model existing and future gate requirements for Tampa International Airport based on current and projected airline schedules.

Based on the output from the original gating analysis, the Authority is in need of additional consulting services to analyze additional gating scenarios.

On February 8, 2018, a Notice of Intent to Sole Source with Sabre Corporation for consulting services was advertised. Sabre Corporation is the developer of the proprietary Sabre AirCentre Gate Planner system which was utilized in the initial gating analysis. 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 an Agreement for Services with Sabre Corporation for the period of March 1, 2018 through April 30, 2019. The total not-to-exceed amount of project-specific Work Orders under the Agreement for Services is \$150,000.00.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2018-29.

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the Agreement for Services at Tampa International Airport with Sabre Corporation was unanimously approved by all members present; the Chief Executive Officer or designee was authorized to approve project-specific Work Orders up to a not-to-exceed amount of \$150,000 over the term of the Agreement for Services; and the Chief Executive Officer or his designee were authorized to execute all other ancillary documents by adoption of Resolution No. 2018-29.

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

Al Illustrato began the Staff Reports with a recap of the Master Plan Phase 1 Construction Update. He reported on the recent progress with MTAC in February as well as a look ahead to March through May. Some of the work included the completion work on the Airside F North Shuttle and the

start of Airside South Shuttle, continued refurbishment of perimeter areas, and completion of final concessions white box construction at Airside F.

Mr. Illustrato also reported on the Program Budget. There is about \$500,000 more in unallocated contingency due to various cost savings and reconciliation within the projects. There will be a budget adjustment with the Reclaim project and Staff will work with the contractors for final completion and cost reconciliation.

Mr. Illustrato next did a Master Plan 2 Update which included the demolition of the Red Side Rental Car Garage, Cross Field Taxiway A, Curbside Expansion, Central Energy Plant Replacement, Roadway Expansion and Gateway Development Area projects.

Chris Minner was up next to give an Office Building update. He discussed the goals and gave an overview of some of the amenities the new office building will have. Step 1 of the RFP has been completed with a short list of respondents that were approved at the February 1, 2018 Board Meeting. Mr. Minner discussed Step 2 of the RFP process which covered the evaluation criteria.

After Mr. Minner concluded with his report, Mayor Buckhorn commented that he would look to Mr. Harrod for his expertise and guidance. He asked that Mr. Harrod be included in the process. Commissioner Crist and Chairman Watkins relayed similar sentiments.

Chairman Watkins then thanked General Diehl for his service on the Audit Committee. He spoke of the Authority receiving a clean audit.

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

With no other business to be brought before the Board, the Regular Board meeting adjourned at 9:56 a.m.

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Robert I. Watkins, Chairman

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Victor D. Crist, Secretary