



Tampa International Airport

AVIATION AUTHORITY

REGULAR BOARD MEETING

Thursday, November 3, 2016

9:00 A.M.

Boardroom

Level 3 at Tampa International Airport

AGENDA

Any person who desires to appeal any decisions made at this meeting will need a record of the proceedings and for that purpose may need to ensure that a verbatim record of the proceeding is made which includes the testimony and evidence upon which the appeal is based. Any person requiring reasonable accommodations to attend any public meeting because of a disability or physical impairment must submit a written request to Joseph W. Lopano, Chief Executive Officer, Hillsborough County Aviation Authority, Post Office Box 22287, Tampa, FL 33622 or via facsimile at (813) 870-7868. Such request must be received at least 48 hours before the meeting. If you have any questions, please call (813) 870-8701.

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G. CONSENT ITEM

1. Amendment No. 1 to PASSUR Radar Network Agreement, PASSUR Aerospace, Inc., Tampa International Airport, Resolution No. 2016-103
-

I. Background:

PASSUR Aerospace, Inc. provides flight tracking data to airports and airlines around the world. The PASSUR Integrated Traffic Management software tracks all landings and takeoffs at Tampa International Airport and provides the Authority with various types of data such as aircraft landed weight information, runway use and gate use for each flight operation. The Authority currently uses the PASSUR Landing Fee Management Software Program as the primary data source and audit tool for ensuring the accuracy of self-reported monthly activity and landing fee reports submitted to the Authority by the airlines. The Authority currently collects more than \$16 million per year in landing fee revenue from the airlines.

On January 12, 2012, the Board authorized the sole source PASSUR Radar Network Agreement (Agreement) with PASSUR Aerospace, Inc. for the purchase of Landing Fee Audit and Billing Modules for the PASSUR Landing Fee Management Software Program. The initial term of the Agreement was January 9, 2012 through January 8, 2017, with two, one-year options to renew at the discretion of the Authority. The total not-to-exceed amount of the Agreement is \$430,000.

II. Proposal:

This Amendment No. 1 exercises the two, one-year renewal options of the Agreement, thereby revising the end date of the Agreement to January 8, 2019. It also modifies the Agreement by updating the payment schedule to support the Landing Fee Audit Module and adjusting the method of payment to require an invoice for services to be performed to be submitted on an annual basis. Lastly, it adjusts language in the Agreement which previously allowed PASSUR Aerospace, Inc. to automatically bill the Authority for the Billing Module to now state that the Authority will not be billed until the Authority has notified PASSUR Aerospace, Inc. that it intends to utilize the Billing Module. There is no change to the Board authorized not-to-exceed amount of the Agreement.

G1 (Continued)

III. Funding:

This item is included in the O&M Budget.

IV. Recommendation:

Management recommends adoption of Resolution No. 2016-103.

V. Resolution:

Resolution No. 2016-103 approves and authorizes the execution of Amendment No. 1 to PASSUR Radar Network Agreement at Tampa International Airport with PASSUR Aerospace, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. CONSENT ITEM

2. Change Order No. 9 to Design-Build Contract, Main Terminal and Airport Concession Redevelopment Program, HCAA Project Nos. 8100 14, 5760 11, 5920 13, 5880 14, 6305 15 and 8700 14, Skanska USA Building, Inc., Tampa International Airport, Resolution No. 2016-116

I. Background:

The Authority is currently in construction of the Main Terminal and Airport Concession Redevelopment Program. Several contracts have been awarded by the Board to Skanska USA Building, Inc. for the design and construction of these projects.

To date, the Board has approved the following:

Contract	Scope	Board Approved Date	Total Amount
Part 1 Agreement	All required planning and design	April 3, 2014	\$6,561,228.00
Part 2 Contract	Early enabling work	November 6, 2014	\$32,029,839.00
Part 2 Supplemental Contract A	Early enabling and construction components for the east side of the Main Terminal	January 8, 2015	\$22,871,010.00
Part 2 Supplemental Contract B	Remaining construction components to complete the projects	June 4, 2015	\$59,856,073.00
Total			\$121,318,150.00

G2 (Continued)

There have been eight change orders executed to date.

II. Proposal:

This Change Order No. 9 will be a no cost change to the Contract to change Contract language to simplify the process for payment of stored materials. The Authority may waive the requirement that payment will not be made on stored materials that will be installed within 60 days after delivery.

III. Funding:

This item is included in the Capital Budget.

IV. Recommendation:

Management recommends adoption of Resolution No. 2016-116.

V. Resolution:

Resolution No. 2016-116 authorizes execution of Change Order No. 9 to Design-Build Contract for Main Terminal and Airport Concession Redevelopment Program at Tampa International Airport with Skanska USA Building, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. CONSENT ITEM

3. Operating Agreement for Non-Signatory Cargo Air Carriers, Atlas Air, Inc., Tampa International Airport, Resolution No. 2016-112
-

I. Background:

Cargo air carriers providing regularly scheduled service at Tampa International Airport that have not executed an Airline-Airport Use and Lease Agreement with the Authority must have, at a minimum, an Operating Agreement for Non-Signatory Cargo Air Carriers prior to commencing operations. Atlas Air, Inc. (Atlas) desires to provide cargo air service in preparation for future possible operations. No flights are scheduled at this time.

II. Proposal:

The Operating Agreement is for a term commencing November 3, 2016 and ending September 30, 2020, concurrently with all other non-signatory cargo air carrier operating agreements. Either party may terminate the Operating Agreement with 30 days written notice, without cause. Atlas will pay landing fees for FY17 at the rate of \$1.720 per thousand pounds of gross landing weight, adjusted at least annually in accordance with the terms of the Operating Agreement. All fees and charges may be adjusted without amendment to the Operating Agreement. A security payment of \$50,224.00, equal to three months' estimated fees and charges, is required. Any charges for incidental use of the Airport's hardstand aircraft parking area will be on a per use basis.

III. Funding:

N/A

IV. Recommendation:

Management recommends adoption of Resolution No. 2016-112.

V. Resolution:

Resolution No. 2016-112 approves and authorizes the execution of the Operating Agreement for Non-Signatory Cargo Air Carriers at Tampa International Airport with Atlas Air, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. CONSENT ITEM

4. Use and Lease Agreement for Carrier Service Providers, ViajeHoy, LLC d/b/a Havana Air, Tampa International Airport, Resolution 2016-110

I. Background:

On November 1, 2016, ViajeHoy, LLC d/b/a Havana Air (Havana Air), a Carrier Service Provider, began providing twice weekly passenger air service between Havana and Tampa International Airport, initially under an agreement with Eastern Air Lines Group, Inc. who has an Operating Agreement for Non-Signatory Passenger Air Carriers with the Authority. In support of those passenger air service operations, Havana Air requires authorization to provide limited passenger services and lease ticket counter office space.

II. Proposal:

This Agreement commences November 1, 2016 and terminates concurrently with other use and lease agreements on September 30, 2020. The Agreement authorizes Havana Air to provide passenger check-in and ticketing, prepare clearance documents, collect fees for oversized cargo and baggage, furnish linguists for the assistance of passengers, and contract with an air carrier operating under a signatory or non-signatory operating agreement with the Authority. The Agreement also leases 170 square feet of ticket level office space to Havana Air at the square footage and rates listed below:

<u>Space Description</u>	<u>Sq. Ft.</u>	<u>Rate</u>	<u>Annual</u>	<u>Monthly</u>
Ticket Counter Office	170	\$207.44	\$35,264.80	\$2,938.73

The Agreement provides for an annual rental rate adjustment and may be terminated by either party upon 30 days' written notice. A payment security of \$8,816.19 is also required.

III. Funding:

N/A

IV. Recommendation:

Management recommends adoption of Resolution No. 2016-110.

G4 (Continued)

V. Resolution:

Resolution No. 2016-110 approves and authorizes the execution of the Use and Lease Agreement for Carrier Service Providers at Tampa International Airport with ViajeHoy, LLC d/b/a Havana Air; and authorizes the Chief Executive Officer or his designee to execute all other Ancillary documents.

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

1. Update to Policy Manual, Revisions to Policy for Approval: Section 1200, Policy P1202, Air Service Incentive Program
-

I. Background:

Policy P1202, Air Service Incentive Program, was approved by the Board on June 20, 2011. The Policy establishes an Air Service Incentive Program (ASIP) that supports the Authority's active recruitment of both passenger and cargo airlines for new air service to domestic and international destinations. The program is currently set to expire on November 3, 2016.

The proposed revisions reflect recommendations of Internal Audit Department Project #2015-02, a review of the ASIP conducted by Ailevon Pacific Aviation Consulting, LLC, and observations of the actual ASIP implementation and operation by Authority staff in the Air Service Development, Marketing, Real Estate, and Finance departments.

II. Proposal:

Staff recommends modifications to the current ASIP in direct support of the Authority's five-year strategy, including:

1. Extending international short-haul and domestic ASIP benefits for a period of two-years from launch of service (up from one year);
2. Prorating potential ASIP benefits for new carrier and/or destination domestic service for less than daily and/or seasonal service;
3. Modifying current verbiage contained within the Policy for the purpose of clarifying specific ASIP provisions/requirements;
4. Simplifying air carrier reporting requirements to facilitate greater air carrier utilization;
5. Replacing requirement that air carrier repay financial incentives received with language that eliminates Authority's obligation to provide incentives to air carrier in the event that air carrier fails to meet all ASIP obligations; and
6. Extension of the ASIP and associated benefits through November 4, 2021.

H1 (Continued)

III. Funding:

The ASIP is funded by Authority financial reserves.

IV. Recommendation:

The Chief Executive Officer recommends the Board approve the revisions to Policy P1202, Air Service Incentive Program.

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

I. **COMMITTEE REPORTS**

1. Report of Audit Committee Meeting held on October 17, 2016 in the Aviation Authority Boardroom
-

The Audit Committee met on October 17, 2016 with all members in attendance. The Committee listened to a presentation from Authority staff regarding the criteria and assessment of the Request for Proposals for Construction Auditing Co-Sourcing. Committee Members asked questions of Authority staff. The meeting culminated with a unanimous decision to recommend the top ranked firm of R.W. Block Consulting, Inc. to the Board.

J. UNFINISHED BUSINESS

1. Contract for Design Professional Services, Runway 4-22 and Other Pavement Rehabilitation, HCAA Project No. 6310 17, American Infrastructure Development, Inc., Peter O. Knight Airport, Resolution No. 2016-107
-

I. Background:

On October 6, 2016, the Board approved negotiations with the number one ranked firm, American Infrastructure Development, Inc., for design professional services pursuant to a Contract for Design Professional Services for Runway 4-22 and Other Pavement Rehabilitation (Contract). The Contract will provide for the design to remove, rehabilitate and reconstruct runway, taxiway, taxi lane and apron asphalt pavements at Peter O. Knight Airport.

II. Proposal:

This Contract will commence on November 3, 2016 and will remain in effect until one year after final acceptance of the constructed project. This Contract provides for design professional services, including construction administration services, direct and reimbursable expenses, and resident inspection services in the not-to-exceed amount of \$964,000.00.

A DBE goal of at least 6.3% of the dollar amount earned on the Contract was prescribed. For design and construction administration services, a DBE goal of 59.5% of the amount earned will be incorporated into this Contract. In the event resident inspection services are assigned, the DBE goal will increase to 67.1%.

American Infrastructure Development, Inc. is a certified DBE.

III. Funding:

This item is included in the Capital Budget.

IV. Recommendation:

Management recommends adoption of Resolution No. 2016-107.

J1 (Continued)

V. Resolution:

Resolution No. 2016-107 authorizes execution of the Contract for Design Professional Services for Runway 4-22 and Other Pavement Rehabilitation, HCAA Project No. 6310 17, at Peter O. Knight Airport with American Infrastructure Development, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

J. UNFINISHED BUSINESS

2. Contract for Design Professional Services, Automated Transit System (ATS) Design Professional, Lea & Elliott, Inc., Tampa International Airport, Resolution No. 2016-98
-

- I. Background:

On September 1, 2016, the Board approved negotiations with the number one ranked firm, Lea & Elliott, Inc., for design professional services pursuant to a Contract for Design Professional Services for Automated Transit System (ATS) Design Professional (Contract). The Contract will provide for the technical expertise required to support the Authority in the operation, maintenance and/or replacement of its Automated Transit Systems.

- II. Proposal:

The term of the Contract is November 3, 2016 through November 2, 2021 with two five-year renewal options at the discretion of the Chief Executive Officer and is for a total not-to-exceed amount of \$17,930,000. This amount is the anticipated budget for the initial five (5) year term.

No specific expectancy for W/MBE participation was established; however, in the event the Authority directs Lea & Elliott, Inc. to perform construction administration, inspection or implementation services for a construction project, the Authority will require a minimum 8.0% participation by W/MBEs for that work effort.

- III. Funding:

This item is included in the Capital Budget.

- IV. Recommendation:

Management recommends adoption of Resolution No. 2016-98.

- V. Resolution:

Resolution No. 2016-98 authorizes execution of the Contract for Design Professional Services for Automated Transit System (ATS) Design Professional at Tampa International Airport with Lea & Elliott, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

1. Selection of Firm and Award of Contract, Parking Revenue Consultant, DAA USA International, Inc., Tampa International Airport, Resolution No. 2016-106
-

I. Background:

The Authority has four public parking options: Short Term Parking Garage, Long Term Parking Garage, Valet Parking and Economy Parking Garage. Together, they generate nearly \$70 million dollars in annual revenue for the Authority.

The Authority is seeking a qualified consulting firm to provide consultant services in the design of a strategic parking plan with the goal of evolving the parking operations at Tampa International Airport from an “operational focused” model to a customer centric “commercial parking management” model.

The awarded Parking Revenue Consultant will assist the Authority in researching, analyzing, developing, and recommending opportunities to implement technology and augment existing parking products to fortify the largest revenue producer for the Authority. The awarded Parking Revenue Consultant will provide consulting services on an on-call, as-needed basis. The goals and objectives of the consulting services are as follows:

- Reposition parking products to provide enhanced features and additional product options.
- Improve parking operational efficiencies to increase space turn over, enhance capital planning and preventative maintenance, and reduce operational costs, if possible.
- Optimize revenue while maximizing customer service, quality, and value.

II. Proposal:

On June 29, 2016, a request for proposals was issued for a Parking Revenue Consultant at Tampa International Airport.

Three responses were received and evaluated by staff. All three responses met the minimum qualifications requirements and were evaluated against the evaluation criteria in the request for proposals. The firms are listed below in order of technical ranking:

K1 (Continued)

1. DAA USA International, Inc. (*Recommended Award*)
2. InterVISTAS, Inc.
3. LeighFisher, Inc.

No specific expectancy for W/MBE participation was established.

The term of the Parking Revenue Consultant Services Contract is November 3, 2016 through November 2, 2019 with two, one-year renewal options at the discretion of the Chief Executive Officer. The total not-to-exceed amount for the five year term of the Contract is \$1,000,000.

III. Funding:

This item is included in the O&M Budget.

IV. Recommendation:

The Chief Executive Officer recommends the ranking listed above.

V. Resolution:

Resolution No. 2016-106 approves the ranking; authorizes award and execution of the Parking Revenue Consultant Services Contract at Tampa International Airport with DAA USA International, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

2. Selection of Firm and Award of Contract, Construction Auditing Co-Sourcing for Internal Audit Department, R.W. Block Consulting, Inc., Tampa International Airport, Resolution No. 2016-104
-

I. Background:

The Authority Internal Audit Department requires assistance in performing audit work over the first phase of the Master Plan. Such audit work will consist of co-sourced construction auditing services in support of the Authority Capital Improvement Program.

II. Proposal:

On August 10, 2016, a request for proposals was issued for Construction Auditing Co-Sourcing for Internal Audit Department at Tampa International Airport.

Eight responses were received and five responses were evaluated by staff. The responses received from Carr, Riggs & Ingram, LLC, Hoar Program Management, LLC, and Plante & Moran, PLLC were deemed non-responsive for failing to meet the W/MBE requirements. The following firms are listed in order of technical ranking:

1. R.W. Block Consulting, Inc. (*Recommended Award*)
2. RSM US LLP
3. Protiviti, Inc.
4. Experis US, Inc.
5. Baker Tilly Virchow Krause, LLP

On October 17, 2016, the Audit Committee met and concurred with Staff's ranking above.

A W/MBE expectancy participation rate of at least 5.0% of the dollar amount earned on the Contract was prescribed and a W/MBE expectancy participation rate of at least 5.0% is incorporated into the Contract.

The number one ranked firm, R.W. Block Consulting, Inc., is a certified W/MBE firm.

K2 (Continued)

The term of the Contract is for the period of November 3, 2016 through November 2, 2019 with one (1), two (2)-year renewal option at the discretion of the Chief Executive Officer. The total not-to-exceed amount for the Contract, including the renewal option, is \$700,000. The Authority may terminate the Contract by giving thirty (30) days written notice.

III. Funding:

This item is included in the Capital Budget.

IV. Recommendation:

The Audit Committee recommends ranking the firms in the order listed above, rejection of the responses received from Carr, Riggs & Ingram, LLC, Hoar Program Management, LLC and Plante & Moran, PLLC, and award to the top ranked firm.

V. Resolution:

Resolution No. 2016-104 approves the ranking; approves rejection of the responses received from Carr, Riggs & Ingram, LLC, Hoar Program Management, LLC, and Plante & Moran, PLLC for failing to meet the W/MBE requirements; authorizes award and execution of the Contract for Construction Auditing Co-Sourcing for Internal Audit Department at Tampa International Airport with R.W. Block Consulting, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

3. Selection of Firm and Award of Contract, Federal Governmental Affairs Consulting and Lobbying Services, Alcalde & Fay, Ltd. Inc, Tampa International Airport, Resolution No. 2016-105
-

I. Background:

On December 6, 2012, the Board awarded a contract for Federal Governmental Affairs Consulting Services to Van Scoyoc Associates, Inc. The term of that contract was December 6, 2012 through December 31, 2015 with two, one-year renewal options at a not-to-exceed amount of \$500,000 for the initial three years of the contract. The contract was amended to exercise the first one-year renewal option. The \$500,000 not-to-exceed amount was not changed.

II. Proposal:

On July 15, 2016, a request for proposals was issued for Federal Governmental Affairs Consulting and Lobbying Services at Tampa International Airport. The top priorities under the Contract include representing the Authority with key federal lawmakers and agencies to advance the Authority federal legislative agenda as well as assisting in identifying grants and other funding mechanisms available to the Authority.

Five responses were received and evaluated by staff. The responses met the minimum qualifications requirements and were evaluated against the evaluation criteria in the request for proposals. The firms are listed below in order of technical ranking:

1. Alcalde & Fay, Ltd. Inc
2. Squire Patton Boggs (US) LLP
3. Van Scoyoc Associates, Inc.
4. Smith Dawson & Andrews, Inc.
5. Becker & Poliakoff, P.A.

No specific expectancy for W/MBE participation was established.

The term of this Contract is January 1, 2017 through December 31, 2019 with two, one-year renewal options at the discretion of the Chief Executive Officer. The total not-to-exceed amount for the five year term of the Contract is \$600,000.

The Authority may cancel the Contract by giving thirty (30) days written notice.

K3 (Continued)

III. Funding:

This item is included in the O&M Budget.

IV. Recommendation:

The Chief Executive Officer recommends the ranking listed above.

V. Resolution:

Resolution No. 2016-105 approves the ranking; authorizes award and execution of the Contract for Federal Governmental Affairs Consulting and Lobbying Services at Tampa International Airport with Alcalde & Fay, Ltd. Inc; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

4. State Legislative Services Consulting Contract utilizing Port Tampa Bay RFP No. P-007-16, The Advocacy Group at Cardenas Partners, LLC, Tampa International Airport, Resolution No. 2016-108
-

I. Background:

On August 16, 2016, pursuant to Port Tampa Bay RFP No. P-007-16, Port Tampa Bay was authorized to enter into negotiations and execute a contract with The Advocacy Group at Cardenas Partners, LLC. The RFP contained provisions allowing any Hillsborough County public entity to utilize the RFP and negotiate their own contract with The Advocacy Group at Cardenas Partners, LLC.

The Authority is seeking a firm to provide consulting and lobbying services related to state governmental affairs, including but not limited to, serving as a liaison for the Authority with key state legislators, legislative staff and executive agencies, identifying grant funding and appropriation sources, and advocating on behalf of the Authority on specific bills and issues of interest and benefit to the Authority.

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.

II. Proposal:

This item authorizes execution of a State Legislative Services Consulting Contract for consulting and lobbying services related to state governmental affairs with The Advocacy Group at Cardenas Partners, LLC utilizing Port Tampa Bay RFP No. P-007-16 for the period of November 3, 2016 through September 9, 2017 with two, one-year renewal options at the discretion of the Chief Executive Officer. The Contract will be for a total not to exceed amount of \$80,000 annually, including any renewal options.

The Authority may cancel the Contract by giving thirty (30) days written notice.

III. Funding:

This item is included in the O&M Budget.

K4 (Continued)

IV. Recommendation:

Management recommends adoption of Resolution No. 2016-108.

V. Resolution:

Resolution No. 2016-108 approves and authorizes execution of the State Legislative Services Consulting Contract at Tampa International Airport with The Advocacy Group at Cardenas Partners, LLC; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

5. Amendment Number Three, Re-Stated Employment Contract, Resolution No. 2016-115
-

I. Background:

During the August Board meeting, the Authority Board moved to open up a renegotiation of the Re-Stated Employment Contract for Authority Chief Executive Officer, Joe Lopano. The Board instructed Chairman Watkins to lead the renegotiation on the behalf of the Board.

II. Proposal:

The renegotiation has been completed and before the Board today is the proposed Amendment Number Three to the Re-Stated Employment Contract of Mr. Lopano. This Amendment Number Three contains material changes to Mr. Lopano's term of employment, compensation and retirement provisions.

III. Resolution:

Resolution Number 2016-115 authorizes execution of Amendment Number Three, Re-Stated Employment Contract, effective November 3, 2016.

L. **PRESENTATIONS** - None

M. **STAFF REPORTS**

N. **ADJOURNMENT**