



Tampa International Airport

AVIATION AUTHORITY

REGULAR BOARD MEETING

Thursday, April 4, 2024

9:00 A.M.

Boardroom

Level 4 at SkyCenter ONE

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 Violet Cummins, Board Services Administrator, Hillsborough County Aviation Authority, Post Office Box 22287, Tampa, FL 33622 or via email at vcummins@TampaAirport.com. Such request must be received at least 48 hours before the meeting. If you have any questions, please call (813) 870-7869.



Thursday, April 4, 2024
Aviation Authority Regular Board Meeting

AGENDA

9:00 A.M.

**Level 4 at SkyCenter ONE
Boardroom**

A. PLEDGE OF ALLEGIANCE

1. Pledge of Allegiance

B. CALL TO ORDER

1. Call to Order

C. APPROVAL OF THE AGENDA

1. Approval of the Agenda

D. PUBLIC COMMENTS

1. Public Comments

E. APPROVAL OF THE MINUTES

1. Approval of the Minutes

F. MANAGEMENT REPORT

1. Management Report

G. APPROVAL OF THE CONSENT AGENDA

1. Cargo Building Space Rental Agreement, Frontier Airlines, Inc., Tampa International Airport, Resolution No. 2024-39; Letter of Agreement, United Airlines, Inc. and Frontier Airlines, Inc., Tampa International Airport, Resolution No. 2024-40
2. Ratification of Change Order No. 4, Emergency Taxiway Repairs, Part 2 Contract for Design-Build Services, Air Cargo Expansion, HCAA Project No. 8240 19 and HCAA Project No. 7100 23, Asphalt Rehabilitation of R/W 1R-19L & 10-28 and Replacement of Miscellaneous Concrete Slabs, The Middlesex Corporation, Tampa International Airport, Resolution No. 2024-36
3. Construction Contract, Maintenance Contingency Fence Repair, HCAA Project No. 7250 24, J.E.B Management d/b/a Good Neighbor Fence Company, Tampa International Airport, Resolution No. 2024-34
4. Increase to Authorization, Delivery of Water Softener Salt, Ashberry Acquisition Company dba Ashberry Water Conditioning, Tampa International Airport
5. Warranty Service Contract for Baggage Handling System, Pteris Global USA Inc., Tampa International Airport, Resolution No. 2024-37
6. Increase to Authorization, Market Research and Insight Development, Brand Intuition, LLC dba Study Hall Research, Tampa International Airport

7. Authorization to Dispose of Surplus Property, Tampa International Airport

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

1. Amendment to Hillsborough County Aviation Authority Airport Concession Disadvantaged Business Enterprise (ACDBE) Policy and Program, Resolution No. 2024-38

I. COMMITTEE REPORTS

1. Report of Finance Committee Meetings held on March 13, March 20, and March 27, 2024 in the Aviation Authority Boardroom at SkyCenter One

J. UNFINISHED BUSINESS

1. Unfinished Business

K. NEW BUSINESS

1. Selection of Design-BUILDER, Replace Parking Revenue Control System Equipment, HCAA Project No. 7215 24, Tampa International Airport

2. Selection of Company and Award of Lease and License Agreement for Commercial Fixed Based Operator (FBO) for Tampa Executive Airport (VDF), Skyport Holdings Tampa, LLC, Tampa Executive Airport, Resolution No. 2024-35

L. STAFF REPORTS

1. Staff Reports

M. ADJOURNMENT

1. Adjournment



Thursday, April 4, 2024
Aviation Authority Regular Board Meeting

AGENDA
9:00 A.M.
Level 4 at SkyCenter ONE
Boardroom

A. PLEDGE OF ALLEGIANCE

Subject	1. Pledge of Allegiance
Meeting	Apr 4, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

B. CALL TO ORDER

Subject	1. Call to Order
Meeting	Apr 4, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

C. APPROVAL OF THE AGENDA

Subject	1. Approval of the Agenda
Meeting	Apr 4, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

D. PUBLIC COMMENTS

Subject	1. Public Comments
Meeting	Apr 4, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

Speakers are allowed 3 minutes total to comment on propositions before the Board. Speakers designated to speak on behalf of a group of 2 or more individuals are allowed 5 minutes total to comment on propositions before the Board.

E. APPROVAL OF THE MINUTES

Subject	1. Approval of the Minutes
Meeting	Apr 4, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

F. MANAGEMENT REPORT

Subject	1. Management Report
Meeting	Apr 4, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

G. APPROVAL OF THE CONSENT AGENDA

Subject	1. Cargo Building Space Rental Agreement, Frontier Airlines, Inc., Tampa International Airport, Resolution No. 2024-39; Letter of Agreement, United Airlines, Inc. and Frontier Airlines, Inc., Tampa International Airport, Resolution No. 2024-40
Meeting	Apr 4, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

Frontier Airlines, Inc. (Frontier) desires to lease Suite 1500 of the East Cargo Building in support of its air transportation business at Tampa International Airport (Airport).

On October 7, 2010, the Authority and United Airlines, Inc. (formerly known as Continental Airlines, Inc.) (United) entered into a Cargo Building Space Rental Agreement for Suite 1500 at the Airport (Agreement). The Agreement supported United's cargo business operations. The Agreement terminated October 31, 2013. United is required to continue to reimburse the Authority for Customer Improvements Rent (CIR) for Suite 1500 after termination of the Agreement until a replacement tenant is secured, at which time the reimbursement obligation passes to the new tenant.

To transfer payment of the CIR to Frontier, Frontier and United will enter into a Letter of Agreement (LOA) to clarify responsibility for repayment of the CIR to Authority under the Agreement during the time period that Frontier leases Suite 1500.

Proposal:

Staff recommends entering into a new Cargo Building Space Rental Agreement (SRA) with Frontier effective April 1, 2024 and terminating September 30, 2027. The Authority or Frontier may terminate the SRA upon 180 days' written notice.

Utilizing Fiscal Year 2024 rates, Frontier will lease Suite 1500 at \$9.15 per square foot and will pay an initial annual O&M Rent of \$1.95 per square foot. Starting October 1, 2024, O&M Rent will increase by 5.5% each year. The CIR will remain at \$965.92/month (amortized 30 years at 5.5%). The Rents under the SRA are as follows:

Suite No.	SF	Annual Warehouse Rent	Initial O&M Rent	Customer Improvements Rent	Total Initial Annual Payments
1500	7,680	\$70,272.00	\$14,976.00	\$11,591.04	\$96,839.04

Staff also recommends approval of the LOA commencing April 1, 2024 and terminating on September 30, 2027. Under the terms of the LOA, Frontier will assume the obligation for repayment of CIR during the Term of Frontier's SRA, but will not be responsible for repayment of CIR after termination of the SRA. Upon completion of the Term of the SRA or earlier termination of the LOA, United will retain the obligation to repay the outstanding balance of the CIR to the Authority. United's obligation will continue until the CIR is paid in full or until the Authority executes a subsequent Cargo Building Space Rental Agreement with a replacement tenant.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution Nos. 2024-39 and 2024-40.

Resolutions:

Resolution No. 2024-39 approves and authorizes execution of Cargo Building Space Rental Agreement at Tampa International Airport with Frontier Airlines, Inc.; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

Resolution No. 2024-40 approves and authorizes execution of Letter of Agreement at Tampa International Airport between United Airlines, Inc. and Frontier Airlines, Inc.; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	2. Ratification of Change Order No. 4, Emergency Taxiway Repairs, Part 2 Contract for Design-Build Services, Air Cargo Expansion, HCAA Project No. 8240 19 and HCAA Project No. 7100 23, Asphalt Rehabilitation of R/W 1R-19L & 10-28 and Replacement of Miscellaneous Concrete Slabs, The Middlesex Corporation, Tampa International Airport, Resolution No. 2024-36
Meeting	Apr 4, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

On March 3, 2022, the Board approved a Part 2 Contract for Design-Build Services for HCAA Project No. 8240 19, Air Cargo Expansion with The Middlesex Corporation in the amount of \$11,067,967.

On June 2, 2022, the Board approved Supplemental Contract A for Part 2 Contract for Design-Build Services with The Middlesex Corporation for the Project in the amount of \$60,526,345.

To date, the Chief Executive Officer has executed three Owner Direct Purchase Change Orders to the Part 2 Contract for Design-Build Services in the total deductive amount of \$4,688,628.70.

The current amount for the Part 2 Contract for Design-Build Services is \$66,905,683.30.

Proposal:

Several of the slabs located on Taxiway C have experienced accelerated levels of deterioration consisting of settlement, cracking, and spalling which is creating foreign object debris (FOD). The deterioration could not be temporarily repaired until an upcoming replacement project that is scheduled for Fall 2024.

In accordance with Authority Policy P410, Procurement, emergency purchases may be made for situations threatening the safety of employees or passengers, the operations of the airport, or loss of airport property. The pavement condition required taxiway closure and was a potential safety issue for aircraft operations. As such, an emergency procurement was determined necessary by the CEO's designee, the Executive Vice President of Operations and Customer Service. Any emergency purchase in excess of \$100,000 must be presented to the Board for ratification at the next possible Board meeting.

On January 2, 2024, the Executive Vice President of Operations and Customer Service authorized The Middlesex Corporation, which has a concrete subcontractor doing work on the Project, to proceed with emergency repairs to twelve areas of Taxiway C. The repairs consisted of the complete removal and replacement of the slabs located on Taxiway C.

Change Order No. 4 to the Part 2 Contract for Design-Build Services was for the emergency taxiway repairs and is in the amount of \$192,163.20, bringing the total Part 2 Contract for Design-Build Services amount to \$67,097,843.50. Change Order No. 4 was executed by the Chief Executive Officer on March 27, 2024.

A DBE participation of at least 12.8% of the dollar amount earned on the design phase of the Project and at least 21.5% of the dollar amount earned on the construction phase of the Project is included in the Part 2 Contract for Design-Build Services.

The substantial completion date will change from December 30, 2023 to January 16, 2024.

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2024-36.

Resolution:

Resolution No. 2024-36 ratifies Change Order No. 4 to Part 2 Contract for Design-Build Services, HCAA Project No. 8240 19, Air Cargo Expansion and HCAA Project No. 7100 23, Asphalt Rehabilitation of R/W 1R-19L & 10-28 and Replacement of Miscellaneous Concrete Slabs at Tampa International Airport with The Middlesex Corporation; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	3. Construction Contract, Maintenance Contingency Fence Repair, HCAA Project No. 7250 24, J.E.B Management d/b/a Good Neighbor Fence Company, Tampa International Airport, Resolution No. 2024-34
Meeting	Apr 4, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

This Project includes enclosing two (2) Authority owned properties along Air Cargo Road in the Drew Park area (approximately 11 acres) with 6' fencing to help prevent trespassing and dumping.

An Invitation to Bid was issued on January 18, 2024.

Proposal:

On February 28, 2024, Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
J.E.B Management d/b/a Good Neighbor Fence Company	\$123,405.50
Cardinal Fence, LLC	\$133,574.00
Chosen Industries, LLC	\$158,737.50
Fence Builders, Inc.	\$273,887.50

The lowest responsive and responsible Bidder is J.E.B Management d/b/a Good Neighbor Fence Company.

There was no W/MBE goal for this Contract.

Per Authority Policy P410, staff may authorize use of the Owner's Direct Purchase Program with respect to construction materials and supplies, if appropriate.

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2024-34.

Resolution:

Resolution No. 2024-34 approves and authorizes award and execution of Construction Contract for Maintenance Contingency Fence Repair at Tampa International Airport with J.E.B Management d/b/a Good Neighbor Fence Company in the amount of \$123,405.50; authorizes staff to use Owner's Direct Purchase Program if appropriate; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	4. Increase to Authorization, Delivery of Water Softener Salt, Ashberry Acquisition Company dba Ashberry Water Conditioning, Tampa International Airport
Meeting	Apr 4, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

On March 1, 2018, the Authority entered into a Contract with Ashberry Acquisition Company dba Ashberry Water Conditioning for delivery of bagged solar salt and bulk chipped salt for the treatment of water utilized in the chiller cooling towers. The maximum purchase authorization for the Term of the Contract, including renewal options, is \$620,000.

The Term of the Contract is March 1, 2018 through February 28, 2023, with three one-year renewal options at the discretion of the Chief Executive Officer. Two of the one-year renewal options have been exercised.

The remaining purchase authorization from the previously approved maximum purchase authorization amount is approximately \$23,000.

Salt usage has increased due to Master Plan construction of the new Central Utility Plant, Blue Express Curbsides, the Central Maintenance Facility, the SkyCenter Atrium, and the Rental Car Center plant. Usage is anticipated to increase again upon completion of the Red Express Curbsides construction.

Proposal:

Staff requests that the Board increase the previously approved maximum purchase authorization amount by \$125,000 for a new maximum purchase authorization amount of \$745,000 as a result of additional facilities coming online over the remaining Term of the Contract which will require the use of water softener salt.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize an increase of \$125,000 to the previously approved maximum purchase authorization amount of \$620,000, for a new maximum purchase authorization amount of \$745,000 and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

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

G. APPROVAL OF THE CONSENT AGENDA

Subject	5. Warranty Service Contract for Baggage Handling System, Pteris Global USA Inc., Tampa International Airport, Resolution No. 2024-37
Meeting	Apr 4, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

On April 5, 2018, the Authority entered into a Construction Contract with Hensel Phelps Construction Co. for HCAA Project No. 5991 14, Checked Baggage System Upgrades and Optimization. Hensel Phelps Construction Co. entered into a subcontract with Pteris Global USA Inc. for the parts and installation of the upgraded checked baggage system. As part of the subcontract, Pteris Global USA Inc. was required to train Authority staff to repair the checked baggage system. Pteris Global USA Inc. will reimburse the Authority for warranty work performed by Authority personnel.

Proposal:

This item authorizes execution of a Warranty Service Contract for Baggage Handling System with Pteris Global USA Inc. for the Main Terminal Conveyor IDs and electrical wiring of all systems, A-Sort Conveyor IDs and electrical wiring of all subsystems, and Airside C Conveyor IDs and electrical wiring of all subsystems. The Term of the Warranty Service Contract is through the Warranty End Date for each Conveyor subsystem as stated in the Warranty Service Contract. The Authority may cancel the Warranty Service Contract following 30 days written notice to Pteris Global USA Inc.

W/MBE participation was not prescribed due to the proprietary nature of this Warranty Service Contract.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2024-37.

Resolution:

Resolution No. 2024-37 approves and authorizes award and execution of Warranty Service Contract for Baggage Handling System at Tampa International Airport with Pteris Global USA Inc.; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	6. Increase to Authorization, Market Research and Insight Development, Brand Intuition, LLC dba Study Hall Research, Tampa International Airport
Meeting	Apr 4, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

On November 4, 2021, the Authority entered into a Market Research and Insight Development Contract (Contract) with Brand Intuition, LLC d/b/a Study Hall Research (Study Hall Research) to provide market research and insight development services including conducting various Authority research projects designed to gauge consumer sentiment and provide data-driven insights in support of the Authority's strategic initiatives at Tampa International Airport. The Term of the Contract is November 4, 2021 through November 3, 2024, with two discrete, one-year renewal options at the discretion of the Chief Executive Officer. The maximum purchase authorization amount for the Term of the Contract, including renewal options, is \$500,000.

In December 2022, the Contract was amended to include the ACI ASQ customer satisfaction survey field work in the scope of work; however, no additional funds were added to the maximum purchase authorization amount. Study Hall Research has performed the ACI ASQ customer satisfaction survey field work and met the complex program requirements. Based on Study Hall Research's performance, staff desires to utilize Study Hall Research to perform ACI ASQ customer satisfaction survey field work for the remainder of the Contract and requires additional funding authorization to enable that work.

Proposal:

Staff requests that the Board increase the previously approved maximum purchase authorization amount by \$400,000 for a new maximum purchase authorization amount of \$900,000. This increase would fund additional future research projects and the continued annual cost of the ACI ASQ customer satisfaction survey field work through the end of the Contract.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends that the Board authorize an increase of \$400,000 to the previously approved maximum purchase authorization amount of \$500,000, for a new maximum purchase authorization amount of \$900,000 and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

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

G. APPROVAL OF THE CONSENT AGENDA

Subject	7. Authorization to Dispose of Surplus Property, Tampa International Airport
Meeting	Apr 4, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

The following property has been determined to be surplus and serves no useful function, or the continued use is uneconomical or inefficient.

Description	QTY	Year Purchased	Asset Tag
F-150 TRUCK	1	2012	124811
F-150 TRUCK	1	2012	124838
210 STREET SWEEPER TRUCK	1	2014	127536
FORKLIFT	1	1968 (est.)	UNKNOWN
F-550 BUCKET TRUCK	1	2004	100342
CHEVROLET TAHOE POLICE CRUISER	1	2019	702837
CNG TRANSIT BUS	1	2013	UNKNOWN

Proposal:

Authorize disposal of the above-referenced surplus equipment in accordance with Chapter 274, Florida Statutes. Surplus property will be publicly advertised and auctioned at Tampa Machinery Auction, Inc., Royal Auction Group, Bay Area Auction Services, or GovDeals.com, an internet-based auction system.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends the Board authorize the disposal of surplus equipment in accordance with Chapter 274, Florida Statutes.

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

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	1. Amendment to Hillsborough County Aviation Authority Airport Concession Disadvantaged Business Enterprise (ACDBE) Policy and Program, Resolution No. 2024-38
Meeting	Apr 4, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

As a condition of receiving federal grant funds for airport development from the United States Department of Transportation, the Authority has signed an assurance that it will comply with 49 CFR Part 23 to ensure that Airport Concession Disadvantaged Business Enterprises (ACDBEs) have an equal opportunity to 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 goal for concessions other than car rental and one goal for car rental concessions. The current goal for concessions other than car rental established by the Authority for Fiscal Years 2021 through 2023 is 25.2% of gross receipts generated by non-car rental concessions. The current goal for car rental concessions for Fiscal Years 2021 through 2023 is 2.2% of the total expenditures on goods and services at the Airport. The Board approved both goals on September 2, 2021.

Proposal:

This item amends Attachments 3 and 4 to the Hillsborough County Aviation Authority ACDBE Policy and Program to establish the Authority's new overall three-year ACDBE goals for Fiscal Years 2024 through 2026 as 26.9% of the gross receipts generated by concessions other than car rental and 2.8% of the total expenditure on goods and services for car rental concessions, based on the methodology provided in the ACDBE regulations. The Federal Aviation Administration has approved both goals for Fiscal Years 2024 through 2026. This item also amends the ACDBE Policy and Program to update the Authority staff responsible for various administrative duties, and updates organizational charts, personnel titles, and other miscellaneous items.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2024-38.

Resolution:

Resolution No. 2024-38 approves and authorizes Amendment to Hillsborough County Aviation Authority Airport Concession Disadvantaged Business Enterprise Policy and Program; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

I. COMMITTEE REPORTS

Subject	1. Report of Finance Committee Meetings held on March 13, March 20, and March 27, 2024 in the Aviation Authority Boardroom at SkyCenter One
Meeting	Apr 4, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Reports

The Finance Committee met on March 13, March 20, and March 27, 2024 in the Authority Boardroom with all Finance Committee members in attendance. In addition to Authority staff, Authority Board Member County Commissioner Harry Cohen and external consultant John Streitmatter, with the Leadership Research Institute, were in attendance at all three meetings. Mayor Jane Castor attended the March 20, 2024 meeting.

Each meeting focused on components of the CEO selection process. At the March 13, 2024 meeting, the Finance Committee reviewed the previous CEO selection process in 2010, a draft decision process and workflow, proposed roles, future Authority challenges and opportunities, Authority values and strategic objectives, and examples of CEO success criteria. The March 20, 2024 meeting focused on developing success criteria for the CEO position based on Authority priorities. The success criteria were finalized at the March 27, 2024 meeting.

The next Finance Committee meeting is scheduled to follow this Board meeting.

Motion to Amend

At the February 1, 2024 Board Meeting, the Board voted 4-0 to make the Finance Committee the CEO Selection Committee, to focus the CEO search initially on the four Authority Executive Vice Presidents, and to have Board Member Gary Harrod lead the process. At the March 7, 2024 Board Meeting, Board Member Robert Watkins made a Motion to Amend the prior decision and instead have an independent search firm lead the CEO selection process. That Motion was tabled until today's Board Meeting when the entire Board would be present to discuss and vote on the Motion.

The Board will now discuss and vote on Board Member Watkin's Motion to Amend.

J. UNFINISHED BUSINESS

Subject	1. Unfinished Business
Meeting	Apr 4, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

K. NEW BUSINESS

Subject	1. Selection of Design-Builder, Replace Parking Revenue Control System Equipment, HCAA Project No. 7215 24, Tampa International Airport
Meeting	Apr 4, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority is responsible for public and employee parking facilities at Tampa International Airport (Airport). The existing Parking Revenue Control System (PARCS) Equipment at the Airport was installed in 2017. In order to continue to provide a highly reliable system, the Authority plans to replace and/or upgrade all PARCS Equipment, including back-office equipment, prior to the end of its service life.

Proposal:

On November 8, 2023, a Request for Qualifications entitled Parking Revenue Control System (PARCS) at Tampa International Airport was issued.

One (1) Response was received and evaluated by staff.

The order of technical ranking is as follows:

1. Manhattan Construction Company

A W/MBE goal of at least 10% of the dollar amount earned on the contract for the design phase of the Project was prescribed. A W/MBE goal of at least 9.5% of the dollar amount earned on the contract for the construction phase of the Project was prescribed. The percentages proposed by the qualified Respondent for the amount earned on design will meet or exceed the W/MBE goal requirements and will be incorporated into the resulting contract. The qualified Respondent has assured that it will meet the W/MBE goal for construction.

Funding:

This item is included in the Capital Budget.

Recommendation:

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

The Board may request presentations from the firms prior to the vote and may vote, either by motion or by clear indication, to rank firms in order of preference and authorize staff to negotiate a contract; no resolution is required.

K. NEW BUSINESS

Subject	2. Selection of Company and Award of Lease and License Agreement for Commercial Fixed Based Operator (FBO) for Tampa Executive Airport (VDF), Skyport Holdings Tampa, LLC, Tampa Executive Airport, Resolution No. 2024-35
Meeting	Apr 4, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

Fixed Based Operators provide essential services that foster, encourage, promote, and develop general aviation and related aeronautical activities including, but not limited to, tie-down and hangar storage, sale and dispensing of aviation fuel, ramp service, aircraft maintenance, flight training, aircraft rental, and emergency service to disabled aircraft.

The Authority currently contracts with Skyport Holdings Tampa, LLC to provide FBO services at Tampa Executive Airport for a Term ending May 31, 2024.

Proposal:

On October 31, 2023, an Invitation to Negotiate for Fixed Base Operator (FBO) for Tampa Executive Airport (VDF) was issued seeking a qualified, experienced FBO to provide services at VDF.

On December 27, 2023, two (2) Responses were received and evaluated by staff as follows:

1. Atlas Aviation Tampa, Inc. DBA Atlas Aviation
2. Skyport Holdings Tampa, LLC

After review of the two (2) qualified Responses against the evaluation criteria in the Invitation to Negotiate, the technical evaluation committee recommended concurrent negotiations with both firms. After concluding negotiations, the negotiation committee recommended award to Skyport Holdings Tampa, LLC as the firm providing the overall best value to the Authority.

No specific expectancy for W/MBE participation was established.

This item authorizes the execution of a Lease and License Agreement for Commercial Fixed Base Operator (FBO) for Tampa Executive Airport (VDF) with Skyport Holdings Tampa, LLC (Skyport). The initial Term of the Lease and License Agreement is five (5) years commencing on June 1, 2024 and ending May 31, 2029. If Skyport has completed required Company's Improvements as outlined in the Lease and License Agreement prior to June 1, 2027, the Authority may elect to renew the Lease and License Agreement for one (1), fifteen (15) year renewal option. The Authority thereafter has the ability to renew for one (1), additional ten (10) year period upon written request by Skyport and approval by the Authority CEO or designee. Such renewals will be effective by letter without the need for formal amendment to the Lease and License Agreement. If both renewal options are exercised, the Lease and License Agreement will have a final termination date of May 31, 2054. The rents and fees paid by Skyport under the Lease and License Agreement are as follows:

<u>Rent or Fee Type</u>	<u>Amount</u>
Fuel Farm Rental	\$870/mo. or \$0.10/gal. w/Annual Rent Adjustment of 3.1%
Premises Rent	\$3,956.25/mo. w/Annual Rent Adjustment of 3.1%
Hangar and Tie-Down Space Rent	60% to Authority
Office Space Rent	88% of the office space rental receipts from the operation of Office Space at VDF
Private Event Rent	25% to Authority
Automobile Rental	10% to Authority
Utilities Rent	\$3,840/mo.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2024-35.

Resolution:

Resolution No. 2024-35 approves the ranking; approves and authorizes award and execution of Lease and License Agreement for Commercial Fixed Base Operator (FBO) for Tampa Executive Airport (VDF) with Skyport Holdings Tampa, LLC; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

L. STAFF REPORTS

Subject	1. Staff Reports
Meeting	Apr 4, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

M. ADJOURNMENT

Subject	1. Adjournment
Meeting	Apr 4, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural
