

Hillsborough County Aviation Authority
Regular Board Meeting

Thursday, 9:00 a.m.
December 5, 2024

A Regular Board Meeting was convened in the Boardroom, Level 4 of SkyCenter ONE, Tampa, Florida, on Thursday, December 5, 2024.

Members present were: Chairman Diehl, Gary Harrod, Robert Watkins, Mayor Castor and Commissioner Cohen.

Aviation Authority staff members present were CEO Joe Lopano, General Counsel Michael Stephens, Chris Minner, John Tiliacos, Damian Brooke, Smitha Radhakrishnan, Veronica Cintron, Elita McMillon, Jeff Siddle, Silvana Muro, Violet Cummins, Rob Porter, Brett Fay, Tony Conza, Scott Knight, Michael Kamprath, Beau Zimmer, Dan Johnson, Tara Camp, Dan Porter, James Hanney, John Mallory, Randy Forister, Josh Gillen, Laurie Noyes, Marcus Session, James Tarro, Kristopher Allen, April Kelly, Gina Dew, Joel Feldman, Paul Horst, Emily Nipps, Tony O'Brian, Melissa Solberg, Ben Robins, Chief Charlie Vazquez, Roop Johal, Nick D'Jimas, Robin Harris, Myles Parris, Matt Deloatche, Sierra LePore, and Matt Bauer.

Chairman Diehl welcomed everyone to the Regular Board Meeting of the Aviation Authority. He asked that anyone who would like to comment on propositions before the Board see Violet Cummins for a form.

The Pledge of Allegiance was recited.

Mr. Lopano announced that there would be no Attorney Client Closed Session at this meeting.

Chairman Diehl then asked for a Motion to Approve the Agenda.

Upon motion of Commissioner Cohen, seconded by Gary Harrod, the Agenda was unanimously approved by all Board Members present.

There were no Public Comments.

Chairman Diehl asked General Counsel Stephens if there were any abstentions from the Regular Board Meeting held on November 7, 2024 that needed to be read into the record. General Counsel Stephens replied that there were no abstentions from the November 7, 2024 Board Meeting and none were anticipated at this meeting.

Chairman Diehl asked if there were any additions or corrections to the Minutes of the Regular Board Meeting held on November 7, 2024.

Upon motion of Gary Harrod, seconded by Commissioner Cohen, the Minutes of the Regular Board Meeting held on November 7, 2024 were unanimously approved by all Board Members present.

Chairman Diehl then asked if there were any additions or corrections to the Minutes of the Special Board Meeting held on November 12, 2024.

Upon motion of Commissioner Cohen, seconded by Gary Harrod, the Minutes of the Special Board Meeting held on November 12, 2024 were unanimously approved by all Board Members present.

The Management Report was next.

Chris Minner provided the Performance Assessment Report. Mr. Minner referenced the significant challenges Tampa International Airport faced due to back-to-back hurricanes, resulting in an almost 1.6 million increase in passengers, a 20% decrease from the previous year. All of the domestic carriers saw a significant reduction. International travel had a positive gain, with a 4.8% increase in passenger numbers compared to last year, totaling nearly 100,000 additional passengers.

Despite Thanksgiving occurring a week later than the previous year, passenger activity at Tampa International Airport has rebounded with positive revenue results. Main Terminal sales increased by 3%, and Chick-Fil-A sales rose by 11%.

Commercial Parking had an increase in revenue of 17%, with 30% of holiday parking bookings made online. In other news, Spirit Airlines filed for prepackaged bankruptcy but remains in communication with the Authority, and no further cuts in their services are expected beyond those already planned.

The Tampa Bay region celebrated the 60th anniversary of the Tony Jannus Distinguished Aviation Society which honors leadership and supports aspiring aviation professionals. This year's honoree was Peter Ingram, former CEO of Hawaiian Airlines.

Communications achieved a significant milestone by surpassing 400,000 followers on social media. Overall, the Airport's media presence resulted in nearly 300 million impressions and an earned media value of \$4.6 million.

John Tiliacos next reported on the Thanksgiving Holiday period. Tampa International Airport welcomed over 920,000 passengers during this time maintaining numbers similar to the previous year. The busiest day saw 93,000 passengers. Airlines performed well with improved on-time performance and minimal flight cancellations. TSA also had short average wait times for screenings.

All three General Aviation Airports underwent a successful annual safety inspection with no discrepancies reported.

A new satellite-based ground surveillance system has been introduced at Tampa International Airport, enhancing air traffic controllers' situational awareness by providing real-time tracking of aircraft and vehicles on the airfield.

This concluded the Management Report.

Chairman Diehl then moved on to the Consent Agenda.

Upon motion of Commissioner Cohen, seconded by Gary Harrod, the Consent Agenda was unanimously approved by all Board Members present.

The following items were contained in the Consent Agenda.

Item G1

Ground Lease Agreement for North Parcel, Vandenberg Hangars, LLC, Tampa Executive Airport, Resolution No. 2024-142.

On December 1, 2022, the Authority and Vandenberg Hangars, LLC (Company) entered into a Ground Lease Agreement at Tampa Executive Airport (Airport) to construct a hangar. Company desires to lease an additional .4501 acres of unimproved real property at the Airport to construct another new hangar for aircraft storage and related ancillary uses.

Under the Ground Lease Agreement for North Parcel (Agreement), Company will lease approximately .4501 acres of land (Premises) containing no less than 5,000 square feet of hangar space (North Parcel) at the Airport for aircraft storage and maintenance. The Agreement is effective upon Board signature and expires on the 30th anniversary of the Commencement Date. Upon termination of the Agreement, the hangar reverts to the Authority. Company will have the first right to enter into a new lease for the Premises, including the North Parcel. Ground rent under the Agreement is \$0.30 per square foot of land for the first year of the Agreement and will increase annually by 3.09%. Every 5 years ground rent will be adjusted based on the current fair market value, but the adjusted ground rent will not be less than the previous year's ground rent. In addition, Company will pay its proportionate share of rent for the existing detention pond at a rate of \$0.05 per square foot. The combined annual rent for the first year of the Agreement will be \$6,863.50 with monthly payments of \$571.96, plus applicable taxes.

Management recommended adoption of Resolution No. 2024-142.

Resolution No. 2024-142 approved and authorized execution of Ground Lease Agreement for North Parcel at Tampa Executive Airport with Vandenberg Hangars, LLC; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item G2

Ground Lease Agreement for South Parcel, Vandenberg Hangars, LLC, Tampa Executive Airport, Resolution No. 2024-143.

On December 1, 2022, the Authority and Vandenberg Hangars, LLC (Company) entered into a Ground Lease Agreement at Tampa Executive Airport (Airport) to construct a hangar. Company desires to lease an additional .4501 acres of unimproved real property at the Airport to construct another new hangar for aircraft storage and related ancillary uses.

Under the Ground Lease Agreement for South Parcel (Agreement), Company will lease approximately .4501 acres of land (Premises) containing no less than 5,000 square feet of hangar space (South Parcel) at the Airport for aircraft storage and maintenance. The Agreement is effective upon Board signature and expires on the 30th anniversary of the Commencement Date. Upon termination of the Agreement, the hangar reverts to the Authority. Company will have the first right to enter into a new lease for the Premises, including the South Parcel. Ground rent under the Agreement is \$0.30 per square foot of land for the first year of the Agreement and will increase annually by 3.09%. Every 5 years ground rent will be adjusted based on the current fair market value, but the adjusted ground rent will not be less than the previous year's ground rent. In addition, Company will pay its proportionate share of rent for the existing detention pond at a rate of \$0.05 per square foot. The combined annual rent for the first year of the Agreement will be \$6,863.50 with monthly payments of \$571.96, plus applicable taxes.

Management recommended adoption of Resolution No. 2024-143.

Resolution No. 2024-143 approved and authorized execution of Ground Lease Agreement for South Parcel at Tampa Executive Airport with Vandenberg Hangars, LLC; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item G3

Approval for Demolition and Disposal, Building 1300 Garage, 6530 Tampa Executive Airport Road, Tampa Executive Airport, Resolution No. 2024-144; Approval for Demolition and Disposal, 2401 Taxi Thru Shade Hangar, 6210 Tampa Executive Airport Road, Tampa Executive Airport, Resolution No. 2024-145; Approval for Demolition and Disposal, 4200 Shade Hangar, 845 Severn Avenue, Peter O. Knight Airport, Resolution No. 2024-146.

Under Board Policy P852, Land Disposition, a building or structure permanently affixed to real property may be demolished or otherwise disposed of only upon approval of the Board by Resolution.

The 2401 Taxi Thru Shade Hangar located at 6210 Tampa Executive Airport Road at Tampa Executive Airport and the 4200 Shade Hangar located at 845 Severn Avenue at Peter O. Knight Airport were significantly damaged due to Hurricane Helene and Hurricane Milton. Demolition of all or a portion of each Shade Hangar is required.

The Building 1300 Garage located at 6530 Tampa Executive Airport Road, Tampa Executive Airport was struck and damaged during a recent roadway paving project. The south wall was pushed inward, compromising the roof of the Garage. The Garage has been deemed unrepairable and must be demolished.

This item requests that all or a portion of the following structures be demolished:

Building 1300 Garage, 6530 Tampa Executive Airport Road, Tampa Executive Airport

2401 Taxi Thru Shade Hangar, 6210 Tampa Executive Airport Road, Tampa Executive Airport

4200 Shade Hangar, 845 Severn Avenue, Peter O. Knight Airport

This item will be funded through a combination of current capital funds and insurance claims.

Management recommended adoption of Resolution Nos. 2024-144, 2024-145 and 2024-146.

Resolution No. 2024-144 approved and authorized demolition and disposal of all or a portion of Building 1300 Garage at Tampa Executive Airport; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Resolution No. 2024-145 approved and authorized demolition and disposal of all or a portion of 2401 Taxi Thru Shade Hangar at Tampa Executive Airport; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Resolution No. 2024-146 approved and authorized demolition and disposal of all or a portion of 4200 Shade Hangar at Peter O. Knight Airport; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item G4

Wetland Mitigation Credit Purchase and Sale Agreement, HCAA Project No. 7280 24, Fox Branch Mitigation Holdings, LLC, Plant City Airport, Resolution No. 2024-124.

The Hillsborough County Aviation Authority (Authority) has developed a plan that involves trimming, clearing, or removal of tree species within Runway Protection Zones (RPZ) and operational airspace at Plant City Airport (PCM) as required by Federal Aviation Administration (FAA) regulations. In the wetland areas, it is in the best interest of the Authority to clear the trees down to the ground level in areas. By clearing the trees down to ground level, the time between required trimmings will be greatly increased and the safety of the approaches will be improved. This removal of the forested component of the wetland areas will lower the quality of the wetland measured by the Uniform Mitigation Assessment Method (UMAM), which is how wetland quality is assessed in Florida. Tree trimming at PCM will require compensatory mitigation for wetland impacts.

This Project consists of the purchase of appropriate State of Florida (State) and Hillsborough County Environmental Protection Commission (HCEPC) Mitigation Credits to offset approximately 0.5 to 1.5 units of UMAM State and Hillsborough County freshwater forested credits for Authority projects within the Southwest Florida Water Management District’s Hillsborough River Basin and located within the physical confines of Hillsborough County. PCM is located within the Hillsborough River Watershed. Researching the FDEP mitigation database, there are three permitted mitigation banks within the Hillsborough River Watershed located within Hillsborough County.

An Invitation to Bid was issued on September 25, 2024.

On October 30, 2024, Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount (price per 0.01 UMAM Functional Gain)</u>
Fox Branch Mitigation Holdings, LLC	\$1,050
Bio-Tech Consulting, LLC	\$1,250
Southern States Land & Timber, LLC	\$1,999

The lowest responsive and responsible Bidder is Fox Branch Mitigation Holdings, LLC.

Staff recommends awarding a Wetland Mitigation Credit Purchase and Sale Agreement to Fox Branch Mitigation Holdings, LLC in the maximum purchase authorization amount of \$157,500 (1.5 units of UMAM freshwater forested credits).

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2024-124.

Resolution No. 2024-124 approved and authorized execution of Wetland Mitigation Credit Purchase and Sale Agreement, HCAA Project No. 7280 24, at Plant City Airport with Fox Branch Mitigation

Holdings, LLC in the maximum purchase authorization amount of \$157,500; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item G5

Purchase and Sale Agreement for Wetland Mitigation Credit, HCAA Project No. 7280 24, Bullfrog Creek Mitigation Bank, LLC, Tampa International Airport and Tampa Executive Airport, Resolution No. 2024-125.

The Hillsborough County Aviation Authority (Authority) has developed a plan that involves trimming, clearing, or removal of tree species within Runway Protection Zones (RPZ) and operation airspace at Tampa International Airport (TPA) and Tampa Executive Airport (VDF) as required by Federal Aviation Administration (FAA) regulations. In certain wetland areas, it has been decided to clear the trees down to the existing ground level where it is beneficial to the Authority or required by Southwest Florida Water Management District (SWFWMD) due to tree mortality. By clearing the trees down to ground level, the time between required trimmings will be greatly increased and the safety of the approaches will be improved. This removal of the forested component of the wetland areas will lower the quality of the wetland measured by the Uniform Mitigation Assessment Method (UMAM), which is how wetland quality is assessed in Florida. One UMAM credit is the ecological equivalent of one acre of land that has been restored to optimal wetland function. The UMAM is a standardized procedure that assesses the ecological functions of wetlands and surface waters. Clearing within wetlands at TPA and VDF will require compensatory mitigation for wetland impacts.

TPA and VDF are located within the Tampa Bay Basin. There are three permitted mitigation banks within the Tampa Bay Basin located within Hillsborough County. Of those three, only Bullfrog Creek Mitigation Bank, LLC has palustrine forested credits available within the Tampa Bay Basin located within the boundaries of Hillsborough County.

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

On September 18, 2024 and September 25, 2024, a Notice of Intent to Sole Source with Bullfrog Creek Mitigation Bank, LLC for the purchase of palustrine forested mitigation credits was advertised. No Responses were received.

Staff recommends authorizing the Chief Executive Officer to execute a Purchase and Sale Agreement for Wetland Mitigation Credit with Bullfrog Creek Mitigation Bank, LLC for 1.5 units of UMAM freshwater forested credits in a maximum purchase authorization amount of \$600,000.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2024-125.

Resolution No. 2024-125 approved and authorized the Chief Executive Officer to execute a Purchase and Sale Agreement for Wetland Mitigation Credit, HCAA Project No. 7280 24, at Tampa International Airport and Tampa Executive Airport with Bullfrog Creek Mitigation Bank, LLC in the maximum purchase authorization amount of \$600,000; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item G6

Purchase Orders, HVAC Products, Installation, Labor Based Solutions, and Related Products and Services utilizing Omnia Partners Contract No. 3341, Trane US, Inc., Tampa International Airport.

The Authority utilizes suppliers for various HVAC products and services to include, but not be limited to, air conditioner parts, portable units, and repairs.

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.

This item authorizes the issuance of Purchase Orders to Trane US, Inc. for HVAC products, installation, labor based solutions, and related products and services utilizing Omnia Partners Contract No. 3341 for the Term of December 5, 2024 through August 31, 2027, with one, five-year renewal option, in a maximum purchase authorization amount of \$450,000.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders to Trane US, Inc. and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

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

Item G7

Authorization for Expenditure of Federal Forfeiture Funds, Tampa International Airport.

Under provisions of the U.S. Department of Treasury Guide to Equitable Sharing for Foreign Countries and Federal, State, and Local Law Enforcement Agencies (Guide), Federal forfeiture funds shared with local law enforcement agencies must be expended for law enforcement purposes. The Florida Contraband Forfeiture Act (FCFA) authorizes law enforcement agencies to use the proceeds collected under the FCFA for authorized law enforcement purposes as well.

Authority Standard Procedure S440.14 requires expenditures from Federal forfeiture funds to be made only after approval from Legal Affairs and the Authority Board. Legal Affairs has reviewed this request and agrees with the expenditures.

This item authorizes the expenditure of Federal forfeiture funds to be used by the Tampa International Airport Police Department to support community events and conferences, including items such as, but not limited to, challenge coins, K9 cards, pens, pencils, bells, mini cars, and sunglasses, in a maximum purchase authorization amount of \$10,000.

This item is included in the Federal Forfeiture Funds Budget.

The Chief Executive Officer recommended the Board authorize the expenditure of Federal forfeiture funds and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

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

Item G8

Use and Permit Agreement for Off-Airport Rental Car Concession, Dash Financial Group, LLC d/b/a DFG Rent A Car, Tampa International Airport, Resolution No. 2024-133.

Dash Financial Group, LLC d/b/a DFG Rent A Car (DFG) is a Tampa, Florida based rental car company.

DFG desires to execute a Use and Permit Agreement for Off-Airport Rental Car Concession (Agreement) at Tampa International Airport (Airport). Off-airport rental car companies do not occupy space in the Rental Car Center and operate their off-airport rental car business from locations near the Airport.

This item approves and authorizes an Agreement with DFG to operate an off-airport rental car concession. The Term the Agreement is December 5, 2024 through September 30, 2026. The Authority may terminate the Agreement, with or without cause, upon thirty (30) days written notice. In accordance with Authority Policy P822, DFG will pay a privilege fee of nine percent (9%) of Gross Receipts. DFG will also pay a vehicle per-trip fee of \$4.50 for courtesy vehicles through the Authority's Automated Vehicle Identification system and a Transportation Facility Charge of \$2.00 per rental transaction day.

The Agreement provide for DFG to account for reporting non-airport business, which is exempt from inclusion in Gross Receipts.

Management recommended adoption of Resolution No. 2024-133.

Resolution No. 2024-133 approved and authorized execution of Use and Permit Agreement for Off-Airport Rental Car Concession at Tampa International Airport with Dash Financial Group, LLC d/b/a DFG Rent A Car; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item G9

Authority Meeting Dates for Calendar Year 2025.

As required by State Law, it is necessary for the Authority to adopt a meeting schedule for the upcoming year.

The following schedule is proposed for calendar year 2025:

Time:	9:00 a.m.
Location:	Boardroom Level 4 at SkyCenter One
Dates:	Monday, February 3 Thursday, March 6 Thursday, April 3 Thursday, May 1 Thursday, June 5 Thursday, August 7 Thursday, September 4 Thursday, October 2 Thursday, November 6 Thursday, December 4

The Chief Executive Officer recommended approval of the proposed Authority meeting dates for calendar year 2025.

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

There were no Policies or Rules for Consideration or Action or Committee Reports. Chairman Diehl proceeded to Unfinished Business.

The following items were contained in Unfinished Business.

Item J1

Award of Part 1 Contract for Design-Build Services, Airside E Roof Replacement, HCAA Project No. 8525 25, HCBeck LTD, d/b/a The Beck Group, Tampa International Airport, Resolution No. 2024-13, presented by Jeff Siddle.

The Airside E Terminal Building (Building) was constructed in 2001. The bulk of the Building's roof system is comprised of standing seam metal roof that drains to gutters along the edges of the Building. As a result of the current degradation of the Building's roof system and ongoing efforts to maintain it, the Authority's consultant provided a recommendation to replace the existing roof system to achieve an acceptable level of watertight construction. The purpose of this Project is to replace the original roof, gutters, and other roof system accessories. The replacement is essential to maintain operations of the Building and extend its useful life.

On June 12, 2024, a Request for Qualifications entitled Airside E Roof Replacement at Tampa International Airport was issued.

On October 3, 2024, the Board approved negotiations with the number one ranked firm, HCBeck LTD, d/b/a The Beck Group.

This item awards the Part 1 Contract for Design-Build Services to HCBeck LTD, d/b/a The Beck Group for the design of HCAA Project No. 8525 25, Airside E Roof Replacement, in a maximum purchase authorization amount of \$1,980,738 for basic services and reimbursable expenses.

The Part 1 Contract for Design-Build Services will commence on December 5, 2024. Substantial completion of the Project is anticipated on October 8, 2027.

A W/MBE Goal of at least 10% of the dollar amount earned on the Part 1 Contract for Design-Build Services for the design phase of the Project was prescribed. The Part 1 Contract for Design-Build Services will incorporate a W/MBE participation of at least 11.1% of the dollar amount earned on the design phase of the Project.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2024-134.

Upon motion of Robert Watkins, seconded by Gary Harrod, Part 1 Contract for Design-Build Services, Airside E Roof Replacement, HCAA Project No. 8525 25, at Tampa International Airport with HCBeck LTD, d/b/a The Beck Group was unanimously approved by all Board Members present; and the Chief Executive Officer or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2024-134.

Item J2

Award of Part 2 Contract for Design-Build Services, Airside D Development Program & Westside Checked Baggage Screening System Relocation and Upgrades, HCAA Project Nos. 8500 23 & 8515 24, Hensel Phelps Construction Co., Tampa International Airport, Resolution No. 2024-135, presented by Jeff Siddle.

Airside D is necessary for Tampa International Airport (Airport) to accommodate up to 35 million annual passengers. Airside D is being designed to accommodate departure and arrival passenger functions for both domestic and international operations.

The scope of work for HCAA Project No. 8500 23, Airside D Development Program (Program) includes, at a minimum, the following work elements at the Airport:

- State of the art 16 gate, 3-level domestic and international airside terminal
- Transportation Security Administration Security Screening Checkpoint
- TSA Checked Baggage Inspection System and Checked Baggage Reconciliation Area
- U.S. Customs and Border Protection facilities
- Common building spaces, restrooms, and circulation corridors
- Shuttle Station for connectivity to the Main Terminal
- New automated people mover system and guideway
- New ramp, hydrant fuel system, and passenger boarding bridges
- Baggage handling system with connections to the Main Terminal
- Airline relocations
- Modifications to the Main Terminal Ticket Level

The scope of work for HCAA Project No. 8515 24, Westside Checked Baggage Screening System Relocation and Upgrades, includes the design and construction of new checked baggage screening facilities for Airsides E and F.

On October 12, 2022, a Request for Qualifications entitled Airside D Development Program at Tampa International Airport was issued.

On May 4, 2023, the Board approved negotiations with the number one ranked firm, Hensel Phelps Construction Co.

On August 3, 2023, the Board awarded a Part 1 Contract for Design-Build Services to Hensel Phelps Construction Co. in the amount of \$74,149,546 for the design of the Program.

On September 4, 2024, the Board approved and authorized Amendment No. 1 to Part 1 Contract for Design-Build Services to Hensel Phelps Construction Co. in the amount of \$3,994,740, bringing the total combined Program Contract amount-to-date to \$78,144,286.

The Part 2 Contract for Design-Build Services will include enabling work for Airside D consisting of installing security fencing around the Airside D construction site, developing a contractor complex to serve as project offices for the contractors and the Authority, concrete removal, miscellaneous civil and underground utility work, and construction administration services for the design team and general conditions for Hensel Phelps Construction Co. through June 2026. The final Part 2 Contract for Design-Build Services Guaranteed Maximum Price (GMP) will be established in a subsequent Supplemental Part 2 Design-Build Contract.

The not-to-exceed amount for the Part 2 Contract for Design-Build Services will be \$91,066,666 for the enabling package, bringing the total combined not-to-exceed Program Contract amount-to-date to \$169,210,952.

The Part 2 Contract for Design-Build Services will incorporate a DBE participation of 20.5% for design and 13% for construction.

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

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2024-135.

Upon motion of Robert Watkins, seconded by Gary Harrod, Part 2 Contract for Design-Build Services, Airside D Development Program & Westside Checked Baggage Screening System Relocation and Upgrades, HCAA Project Nos. 8500 23 & 8515 24 at Tampa International Airport with Hensel Phelps Construction Co. was unanimously approved by all Board Members present; staff was authorized to use Owner's Direct Purchase Program, if appropriate; and the Chief Executive Officer or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2024-135.

Chairman Diehl proceeded to New Business.

The following items were contained in New Business.

Item K1

Construction Contract, Tree Trimming for Protection of Runway Surfaces, HCAA Project No. 7280 24, SFM Landscape Services, LLC, Tampa International, Tampa Executive, Plant City and Peter O. Knight Airports, Resolution No. 2024-139, presented by Jeff Siddle.

This Project includes trimming or removal of trees that are obstructions in the Runway Protection Zone (RPZ), approach, departure, primary, and transitional surfaces (Surfaces) at Tampa International, Tampa Executive, Peter O. Knight, and Plant City Airports.

It is the Authority’s responsibility to monitor and remove trees that become obstructions to the Surfaces on airport property as well as off-airport private property to maintain the utility and approach minimums for the various runways. Tree trimming was last performed in 2019 at all airports. While several areas were cleared to the ground in 2019, some areas both on and off airport property were only trimmed. This Project will address those trees that have grown into the Surfaces since the last project, including trees outside of airport property.

An Invitation to Bid was issued on August 27, 2024.

On November 8, 2024, one (1) Bid was publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
SFM Landscape Services, LLC	\$2,734,040

The lowest responsive and responsible Bidder is SFM Landscape Services, LLC.

A W/MBE Goal participation rate of 9.5% was prescribed and a W/MBE Goal participation rate of at least 9.5% is incorporated into the Construction 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.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2024-139.

Upon motion of Robert Watkins, seconded by Commissioner Cohen, Construction Contract for Tree Trimming for Protection of Runway Surfaces, HCAA Project No. 7280 24, at Tampa International, Tampa Executive, Peter O. Knight, and Plant City Airports with SFM Landscape Services, LLC in the amount of \$2,734,040 was unanimously approved by all Board Members present; staff was authorized to use Owner’s Direct Purchase Program, if appropriate; and the Chief Executive Officer or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2024-139.

Item K2

Selection of Firm and Award of Contract, Janitorial Services at SkyCenter One, Flagship Aviation Services LLC, Tampa International Airport, Resolution No. 2024-131, presented by Tony O’Brian.

Janitorial services for SkyCenter One are currently being provided by ServiceOne Building Maintenance, Inc. through a contract that was originally procured by Avison Young Property Management and was assumed as part of the purchase of SkyCenter One. That contract expires on December 31, 2024. Janitorial services include nightly janitorial cleaning, a day maid, and a day porter/maintenance helper. The Authority is reimbursed by tenants of SkyCenter One for their portion of the janitorial services.

On August 12, 2024, a Request for Proposals was issued for Janitorial Services at SkyCenter One.

On September 12, 2024, fifty (50) Responses were received and evaluated by staff.

In accordance with the Request for Proposals, the six highest-ranked firms were short-listed and invited to participate in interviews. After the interviews were complete, the short-listed firms were ranked as follows in order of technical ranking:

1.	Flagship Aviation Services LLC
2.	Owens, Renz & Lee Co., Inc. dba Owens Realty Services
3.	LGC Global Energy FM LLC
4.	D&A Building Services, Inc.
5.	Encompass Onsite LLC
6.	ServiceOne Building Maintenance, Inc.

No specific expectancy for W/MBE participation was established.

This item authorizes the execution of a Contract for Janitorial Services at SkyCenter One (Contract) with Flagship Aviation Services LLC for the Term of January 1, 2025 through December 31, 2027, with two (2) one (1) year renewal options at the sole discretion of the Chief Executive Officer. The maximum purchase authorization amount under the Contract is \$2,700,000 for the Term of the Contract, including the renewal options and any desired extra work.

This item is included in the O&M Budget. A portion of the expense is reimbursed by SkyCenter One tenants through the property budget.

Management recommended adoption of Resolution No. 2024-131.

Upon motion of Robert Watkins, seconded by Gary Harrod, all Board Members present unanimously approved the ranking; the Contract for Janitorial Services at SkyCenter One with Flagship Aviation Services LLC was approved; and the Chief Executive Officer or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2024-131.

Item K3

CEO Transition, Tampa International Airport, presented by Elita McMillon and Michael Bell.

After selecting Michael Stephens as the successful candidate for the Chief Executive Officer at a Special Board Meeting on November 12, 2024, the Board directed Michael Bell (with Korn Ferry) to work with Chairman Diehl to negotiate a Contract with Michael Stephens and bring a Chief Executive Officer transition plan back to the Board for approval.

Michael Bell discussed the Chief Executive Officer transition timetable. Mr. Lopano will stay in place as the Chief Executive Officer until the end of his term, which is April 5, 2025. Mr. Stephens would then assume the CEO role on that same day. Over the next several months, Mr. Lopano will introduce Mr. Stephens to key stakeholders and transfer knowledge on key issues and initiatives and Mr. Stephens is preparing a 100-day action plan. After the transition, Mr. Lopano will make himself available for some period for consultation, either to the Board or to Mr. Stephens, as needed.

Robert Watkins discussed the need for clear evaluation criteria for the new CEO's performance, and that it should be established prior to formal Contract negotiations. Elita McMillon confirmed that HR would work on updating these criteria.

During a discussion about establishing criteria for the new CEO's performance evaluation, Commissioner Cohen suggested two approaches: either having individual conversations with each Board member or holding a Board workshop to review the criteria. Mr. Watkins and Chairman Diehl were both in support of holding a Board workshop.

Mayor Castor proposed a combination of both methods: gathering individual thoughts in advance and then discussing them as a group to save time. There was also discussion of assigning a single Board member to negotiate the new CEO's contract. Mayor Castor was in support of Gary Harrod taking on this role.

Mr. Harrod agreed to take the lead on behalf of the Board in negotiating the new CEO's contract. He proposed that the Board first agree on the financial terms of the new contract, then develop the criteria for evaluating the new CEO's performance. He mentioned the goal of having the contract with the new CEO ready by the February 2025 Board Meeting.

Upon motion of Commissioner Cohen, seconded by Mayor Castor, the Board approved Gary Harrod taking the lead role in negotiating the new CEO contract with a goal of the contract being brought back to the Board in February and performance criteria being brought back at a future date.

This concluded New Business.

There were no Staff Reports.

Before adjourning the meeting, General Counsel Stephens requested an Attorney-Client Closed Session be held at the February 2025 Board Meeting to discuss pending litigation and strategy related to litigation expense and to seek the Board's direction.

With no further business to be brought before the Board, Chairman Diehl adjourned the meeting.

Arthur F. Diehl III, Chairman

Jane Castor, Secretary