



Tampa International Airport

AVIATION AUTHORITY

**REGULAR BOARD MEETING AND
BOARD OF ADJUSTMENT PUBLIC HEARING**

**Thursday, September 3, 2026
9:00 A.M.**

**Boardroom
Level 4 at SkyCenter ONE**

DRAFT 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, September 3, 2026
Aviation Authority Regular Board Meeting and Board of Adjustment
Public Hearing

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

A. PLEDGE OF ALLEGIANCE

1. Pledge of Allegiance

B. CALL TO ORDER (BOARD OF ADJUSTMENT)

1. Call To Order (Board of Adjustment)

C. BOARD OF ADJUSTMENT PUBLIC HEARING

1. Airport Study No. 2026-52, Lifsey Trust and ALV, requesting a variance to construct a mixed-use residential and commercial building, with a maximum height of 230' AMSL, located at 2425 N East Rocky Point Drive, Tampa, FL, Resolution No. 2026-113

D. CALL TO ORDER (REGULAR BOARD MEETING)

1. Call To Order (Regular Board Meeting)

E. APPROVAL OF THE AGENDA

1. Approval of the Agenda

F. PUBLIC COMMENTS

1. Public Comments

G. APPROVAL OF THE MINUTES

1. Approval of the Minutes

H. MANAGEMENT REPORT

1. Management Report

I. APPROVAL OF THE CONSENT AGENDA

1. Operating Agreement for Ground Handlers, Ramp Forge LLC, Tampa International Airport, Resolution No. 2026-110
2. North Cargo Building Space Rental Agreement, Ramp Forge LLC, Tampa International Airport, Resolution No. 2026-111
3. Ground Lease Agreement, LM Holland Holdings, LLC, Tampa International Airport, Resolution No. 2026-123

4. Construction Contract, TPF Seawall Rehabilitation, HCAA Project No. 7555 26, Central Florida Contractors Inc., Peter O. Knight Airport, Resolution No. 2026-117
5. Participating Addendum and Issuance of Purchase Orders, Cloud and Software Solutions Utilizing NASPO Contract No. LS4981, AskReply, Inc. DBA B2Gnow, Resolution No. 2026-122
6. Purchase Orders, PlaneSkate™ Aircraft Recovery Tools, Disabled Aircraft Tools, LLC., Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports
7. Purchase Orders, Disaster Recovery Consultants utilizing Harris County Department of Education Contract No. 23/027MF-01, Disaster Recovery Services, LLC
8. Selection of Firm and Award of Contract, Employee Insurance Benefits Brokerage Services, Gallagher Benefit Services, Inc., Resolution No. 2026-114
9. Selection of Firm and Award of Contract, Concessions Mystery Shopper Program, BARE Associates International, Inc., Tampa International Airport, Resolution No. 2026-115
10. Use and Permit Agreement for Transportation Network Company, Lyft, Inc., Tampa International Airport, Resolution No. 2026-120; Use and Permit Agreement for Transportation Network Company, Rasier-DC, LLC, Tampa International Airport, Resolution No. 2026-121
11. Purchase Orders, Motor Fuels - Tank Wagon Deliveries utilizing Orange County Board of County Commissioners Contract No. Y24-103, Palmdale Oil Company LLC.
12. Purchase Order, Business Automobile Insurance, Arthur J. Gallagher Risk Management Services, LLC, Tampa Executive, Peter O. Knight, Plant City, and Tampa International Airports
13. Purchase Order, Workers' Compensation and Employer's Liability Insurance, Arthur J. Gallagher Risk Management Services, LLC, Tampa Executive, Peter O. Knight, Plant City, and Tampa International Airports
14. Purchase Order, Airport Liability Insurance, Arthur J. Gallagher Risk Management Services, LLC, Tampa Executive, Peter O. Knight, Plant City, and Tampa International Airports
15. Purchase Order, Inland Marine – Hardware, Fine Arts, and Contractors Equipment Insurance, Arthur J. Gallagher Risk Management Services, LLC, Tampa Executive, Peter O. Knight, Plant City, and Tampa International Airports
16. Purchase Order, D&P Liability Insurance, Arthur J. Gallagher Risk Management Services, LLC, Tampa Executive, Peter O. Knight, Plant City, and Tampa International Airports
17. Contract for Special Legal Services, Adams & Reese, LLP, Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, Resolution No. 2026-124

J. POLICIES OR RULES FOR CONSIDERATION OR ACTION

1. Update to Policy Manual, Revisions to Policy for Approval: Section 400, Policy P450, Banking and Investments
2. Update to Policy Manual, Revisions to Policy for Approval: Section 600, Policy P601, Nepotism - Employee Fraternization
3. Update to Policy Manual, Revisions to Policy for Approval, Section 600, Policy P602, Discrimination, Harassment, Retaliation, and Bullying
4. Update to Policy Manual, Revisions to Policy for Approval: Section 600, Policy P603, Workplace Environment

5. Update to Policy Manual, Revisions to Policy for Approval: Section 600, Policy P643, Incentive Programs

6. Update to Policy Manual, Revisions to Policy for Approval: Section 800, Policy P820, Award of Concession Agreements

K. COMMITTEE REPORTS

1. Committee Reports

L. UNFINISHED BUSINESS

1. Capital and Operating Budget for Fiscal Year 2027, Tampa International Airport, Resolution No. 2026-116

M. NEW BUSINESS

1. Construction Contract, General Aviation (GA) Pavement Rehabilitation, HCAA Project No. 7515 26, C.W. Roberts Contracting Inc., Peter O. Knight, Plant City, and Tampa Executive Airports, Resolution No. 2026-118

2. Construction Contract, Airside E Passenger Boarding Bridge Replacement, HCAA Project No. 7460 26, AERO Bridgeworks, Inc., Tampa International Airport, Resolution No. 2026-119

3. Selection of Design-Build, Concessions Space Redevelopment and Airline Club Space Development, HCAA Project Nos. 8860 27 & 8865 27, Tampa International Airport

N. STAFF REPORTS

1. Staff Reports

O. ADJOURNMENT

1. Adjournment



Thursday, September 3, 2026
Aviation Authority Regular Board Meeting and Board of Adjustment
Public Hearing

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

A. PLEDGE OF ALLEGIANCE

Subject	1. Pledge of Allegiance
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Procedural

B. CALL TO ORDER (BOARD OF ADJUSTMENT)

Subject	1. Call To Order (Board of Adjustment)
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Procedural

C. BOARD OF ADJUSTMENT PUBLIC HEARING

Subject	1. Airport Study No. 2026-52, Lifsey Trust and ALV, requesting a variance to construct a mixed-use residential and commercial building, with a maximum height of 230' AMSL, located at 2425 N East Rocky Point Drive, Tampa, FL, Resolution No. 2026-113
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action

Background:

Lifsey Trust and ALV (Petitioner) is seeking to construct a mixed-use residential and commercial building, with a maximum height of 230' AMSL, located at 2425 N East Rocky Point Drive, Tampa, FL. The nearest airport is Tampa International Airport.

Notice of this Hearing before the Board of Adjustment was provided on August 12, 2026.

Proposal:

Petitioner is requesting a variance to construct a mixed-use residential and commercial building.

Operational Impact:

The Petition was presented to the Airport Hearing Officer on July 9, 2026 and, based on testimony and evidence presented, the Hearing Officer found that approval of the variance, with required conditions, would have no adverse effect on existing FAA restrictions, would not cause additional impacts or loss of utility to Tampa International Airport, would not be contrary to public interest, would avoid unnecessary hardship to the Petitioner's property, and would be in accordance with the spirit of the Airport Zoning Regulations and Chapter 333, Florida Statutes.

The FAA's aeronautical study found that the Petitioner's request would not be a hazard to air navigation provided certain conditions are met.

FDOT was provided the opportunity to review the Petition and found it to be consistent with Florida Statutes.

Funding:

N/A

Recommendation:

The Airport Hearing Officer recommends that the Board of Adjustment approve the variance to Airport Zoning Regulations requested by Petitioner with the following conditions: (1) Red Obstruction lighting required in accordance with FAA Advisory Circular 70/7460-1M; (2) E-File FAA Form 7460-2 with the FAA if the project is abandoned, or at least ten (10) days prior to construction and within five (5) days after the construction reaches its greatest height; (3) Notify Tampa International Airport at least five (5) business days prior to starting construction at 813-870-7863; (4) Installation equipment (crane) exceeding 230' AMSL or installation of solar panels will require a separate permit by the Authority; (5) Any glint or glare issues identified from the project must be mitigated by the Petitioner to the satisfaction of the Authority to avoid adverse impacts to aviation; (6) Any height exceeding 230' AMSL will result in a substantial adverse effect and would warrant a

Determination of No Hazard to Air Navigation; (7) The property falls outside of the 65 DNL noise contour around Tampa International Airport and is a compatible use, but the Authority recommends a noise reduction level of at least 25 dB be incorporated into design; and (8) The Petitioner will be required to follow all conditions specified in the FAA Determination of No Hazard to Air Navigation to remain in compliance.

The variance will be valid until the FAA Determination of No Hazard to Air Navigation expires June 1, 2027, unless stayed, extended, revised, or terminated. If the FAA Determination of No Hazard to Air Navigation is extended by the FAA for no more than 18 months, the variance will also be extended one time, without further action of the Board of Adjustment, provided that no changes in the proposed structure have occurred.

The Board of Adjustment may render its decision based on the findings and recommendations of the Hearing Officer. The Board of Adjustment may, but it not required to, review the record of the Hearing Officer's public hearing.

Resolution:

Resolution No. 2026-113 approves and authorizes a variance for Airport Study No. 2026-52, Lifsey Trust and ALV, requesting a variance to construct a mixed-use residential and commercial building, with a maximum height of 230' AMSL, located at 2425 N East Rocky Point Drive, Tampa, FL; and authorizes the Airport Zoning Director or designee to execute all other ancillary documents.

D. CALL TO ORDER (REGULAR BOARD MEETING)

Subject	1. Call To Order (Regular Board Meeting)
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	

E. APPROVAL OF THE AGENDA

Subject	1. Approval of the Agenda
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action

F. PUBLIC COMMENTS

Subject**1. Public Comments**

Meeting

Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing

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.

G. APPROVAL OF THE MINUTES

Subject	1. Approval of the Minutes
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action

H. MANAGEMENT REPORT

Subject	1. Management Report
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Information

I. APPROVAL OF THE CONSENT AGENDA

Subject	1. Operating Agreement for Ground Handlers, Ramp Forge LLC, Tampa International Airport, Resolution No. 2026-110
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action (Consent)

Background:

Ground handling operators providing service at Tampa International Airport (Airport) must have, at a minimum, a ground handling operating agreement prior to commencing operations. Ramp Forge LLC (Ramp Forge) will provide GSE maintenance services for its customers, including United Airlines and Aircraft Services International, Inc.

Proposal:

The Operating Agreement for Ground Handlers (Agreement) grants Ramp Forge non-exclusive rights to provide ground handling services to air carriers at the Airport for the Term of September 1, 2026 through September 30, 2027. Either party may terminate the Agreement upon 30 days' written notice.

For the privilege of providing services at the Airport, Ramp Forge will pay Authority a percentage privilege fee (PPF) of five percent (5%) of gross receipts, payable in equal monthly installments. Gross receipts include the gross revenues from all sales made and services performed for cash, credit or otherwise, pursuant to Ramp Forge's ground handling operations at the Airport. Gross receipts exclude the retail value of fuel and oil and the related fuel service fee, costs for materials that are directly passed through to Ramp Forge's customer(s), sales and services performed off Airport to entities located off Airport, certain catering sales, and ferrying and diverted landings.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2026-110.

Resolution:

Resolution No. 2026-110 approves and authorizes execution of Operating Agreement for Ground Handlers at Tampa International Airport with Ramp Forge LLC; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

I. APPROVAL OF THE CONSENT AGENDA

Subject	2. North Cargo Building Space Rental Agreement, Ramp Forge LLC, Tampa International Airport, Resolution No. 2026-111
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action (Consent)

Background:

Ramp Forge LLC (Ramp Forge) desires to lease Suite F of the North Cargo Building to conduct GSE repair and maintenance related business operations. Ramp Forge will provide the services for United Airlines and Aircraft Services International, Inc.

Proposal:

The North Cargo Building Space Rental Agreement (Agreement) is effective September 1, 2026 and terminates September 30, 2027. Either party may terminate the Agreement upon 60 days' written notice.

Ramp Forge will lease Warehouse Space under the Agreement at \$8.07 per square foot and pay an annual O&M Rent at \$0.37 per square foot.

The first two months of Rents under the Agreement (9/1/2026 – 10/30/2026) will be abated as consideration for Ramp Forge making repairs to the existing Suite F.

The initial Rents are as follows:

<u>Description</u>	<u>Sq. Ft.</u>	<u>Rate</u>	<u>Annual</u>	<u>Monthly</u>
Suite F - Warehouse Space Rent	5,040	\$8.07	\$40,690.18	\$3,390.85
Suite F - O&M Rent	5,040	\$0.37	\$1,889.99	\$157.50
Total Rents	5,040		\$42,580.17	\$3,548.35

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2026-111.

Resolution:

Resolution No. 2026-111 approves and authorizes execution of North Cargo Building Space Rental Agreement at Tampa International Airport with Ramp Forge LLC; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

I. APPROVAL OF THE CONSENT AGENDA

Subject	3. Ground Lease Agreement, LM Holland Holdings, LLC, Tampa International Airport, Resolution No. 2026-123
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action (Consent)

Background:

LM Holland Holdings, LLC (LM) is a limited liability company created for the purpose of owning, constructing and operating a commercial event space with ancillary uses at Tampa International Airport (Airport).

Proposal:

Under the Ground Lease Agreement (Agreement), LM will lease one (1) parcel consisting of approximately 7.21 acres (Premises) at the Airport. LM will construct one (1) building on the Premises that will be used for operation and maintenance of a commercial event space and other related ancillary uses. The building will contain approximately 23,000 square feet and will provide improvements to support the commercial event space including, but not limited to, outdoor meeting areas, landscaping, utility connections, and parking areas.

The Agreement is effective upon Board signature and expires on the 30th anniversary of the Commencement Date. Upon termination of the Agreement, the improvements will revert to the Authority. LM will have the first right to enter into a new negotiated lease for the Premises, inclusive of the event space building. Ground Rent under the Agreement is \$1.97 per square foot of land and Ground Rent will increase annually by 3.30%. Ground Rent for the first year of the Agreement is \$619,413 plus applicable taxes. In addition, LM will owe Authority a Percentage Rent equal to 10% of Gross Receipts less the Ground Rent.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No 2026-123.

Resolution:

Resolution No. 2026-123 approves and authorizes execution of Ground Lease Agreement at Tampa International Airport with LM Holland Holdings, LLC; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

I. APPROVAL OF THE CONSENT AGENDA

Subject	4. Construction Contract, TPF Seawall Rehabilitation, HCAA Project No. 7555 26, Central Florida Contractors Inc., Peter O. Knight Airport, Resolution No. 2026-117
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action (Consent)

Background:

HCAA Project No. 7555 26 (Project) will rehabilitate the existing seawall along the east side of the airfield at Peter O. Knight Airport. The Project includes repairing and replacing seven (7) outfall pipes and associated headwalls, backfilling approximately forty-eight (48) identified washout locations with earth and flowable fill, and addressing both major and minor seawall failures by cleaning and treating exposed reinforcement, removing damaged concrete, installing tie-back supports and sheet piling, and constructing a new concrete cap. Additionally, areas of concrete spalling will be repaired by routing and cleaning cracks and filling the voids with trowel-applied mortar to restore the structural integrity of the seawall.

An Invitation to Bid was issued on April 14, 2026.

Proposal:

On May 21, 2026, six (6) Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Central Florida Contractors Inc.	\$999,685.17
Earthtech Enterprises, Inc.	\$1,459,605.00
Flores Construction Co.	\$2,085,700.00
Dickerson Infrastructure, Inc.	\$2,106,630.75
Concrete Protection & Restoration, LLC	\$2,719,353.00
YC Group, LLC	\$3,330,272.08

The lowest responsive and responsible Bidder is Central Florida Contractors Inc.

No specific goal for DBE participation was prescribed, and no DBE Goal 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.

Funding:

This item is included in the Capital Budget. Federal funding is also anticipated.

Recommendation:

Management recommends adoption of Resolution No. 2026-117.

Resolution:

Resolution No. 2026-117 approves and authorizes award and execution of Construction Contract for TPF Seawall Rehabilitation at Peter O. Knight Airport with Central Florida Contractors Inc. in the amount of \$999,685.17; authorizes staff to use Owner's Direct Purchase Program if appropriate; and authorizes the Chief Executive Officer or designee

I. APPROVAL OF THE CONSENT AGENDA

Subject	5. Participating Addendum and Issuance of Purchase Orders, Cloud and Software Solutions Utilizing NASPO Contract No. LS4981, AskReply, Inc. DBA B2Gnow, Resolution No. 2026-122
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action (Consent)

Background:

On June 3, 2021, the Board authorized the execution of a Supplemental Contract with and issuance of Purchase Orders to AskReply, Inc. DBA B2Gnow for Cloud Solutions public sector diversity compliance monitoring software utilizing NASPO Contract No. AR3088 for the period of June 3, 2021 through June 2, 2026. The B2GNow system is widely used by public agencies to manage DBE, ACDBE, SBE, and similar programs.

The Authority initially used the Cloud Solutions public sector diversity compliance monitoring software for its concessions contract compliance module, and later added the certification component based on the software's performance. The Cloud Solutions public sector diversity compliance monitoring software also supports the maintenance of certified business directories and program records. By using the Cloud Solutions public sector diversity compliance monitoring software, the Authority can efficiently share electronic certification records with other certifying agencies, making the process more efficient and aligning with applicable federal requirements including 49 CFR Parts 26 and 23.

The Authority requires continued use and support for the software including, but not limited to, licensing, software maintenance and support, updates, enhancements, and software upgrades.

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.

Proposal:

This item authorizes the execution of a Participating Addendum with and issuance of Purchase Orders to AskReply, Inc. DBA B2Gnow for cloud and software solutions utilizing NASPO Contract No. LS4981 for the Term of October 1, 2026 through September 30, 2036 in a maximum purchase authorization amount of \$570,000. Pricing under the Participating Addendum and Purchase Orders will be guaranteed under NASPO Contract No. LS4981 for the ten-year Term; however, the Participating Addendum may be terminated by the Authority at the end of each Authority fiscal year or upon 60 days' written notice without penalty.

Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of Resolution No. 2026-122.

Resolution:

Resolution No. 2026-122 approves and authorizes award and execution of Participating Addendum with and issuance of Purchase Orders to AskReply, Inc. DBA B2Gnow; authorizes the Chief Executive Officer or designee to execute all purchase documents; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

I. APPROVAL OF THE CONSENT AGENDA

Subject	6. Purchase Orders, PlaneSkate™ Aircraft Recovery Tools, Disabled Aircraft Tools, LLC., Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action (Consent)

Background:

The Authority currently relies on an external aircraft towing contractor whose response time can take up to four hours before arriving on-site.

PlaneSkate™ Aircraft Recovery Tools are engineered to clear disabled aircraft from an active runway in minimal time, significantly enhancing the ability to safely and efficiently remove disabled aircraft from active runways and taxiways. Having this capability in-house will substantially reduce runway closure durations, minimize operational disruptions, and improve airfield resiliency during aircraft incidents.

Disabled Aircraft Tools, LLC. is the sole source designer, manufacturer, and distributor of PlaneSkate™ Aircraft Recovery Tools.

Authority Policy P410 authorizes sole source purchases when no other authorized vendor can supply the required product or services.

On August 12, 2026, a Notice of Intent to Sole Source with Disabled Aircraft Tools, LLC. for PlaneSkate™ Aircraft Recovery Tools was publicly advertised. No Responses were received.

Proposal:

This item authorizes the issuance of Purchase Orders to Disabled Aircraft Tools, LLC. for the purchase of four (4) PlaneSkate™ Aircraft Recovery Tools in a maximum purchase authorization amount of \$160,000.

Funding:

This item is included in the Capital Equipment Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of Purchase Orders to Disabled Aircraft Tools, LLC. 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.

I. APPROVAL OF THE CONSENT AGENDA

Subject	7. Purchase Orders, Disaster Recovery Consultants utilizing Harris County Department of Education Contract No. 23/027MF-01, Disaster Recovery Services, LLC
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action (Consent)

Background:

Disaster recovery consulting services will be used to assist the Authority in conducting post-disaster impact assessments, recovery planning and coordination, documentation and claims support, identifying reimbursement and funding opportunities, and restoring operations and services.

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.

Proposal:

This item authorizes the issuance of Purchase Orders to Disaster Recovery Services, LLC for disaster recovery consulting services utilizing Harris County Department of Education Contract No. 23/027MF-01 for the Term of September 3, 2026 through May 16, 2027, with one (1), one-year renewal option, in a maximum purchase authorization of \$550,000. The renewal option will be approved at the discretion of the Chief Executive Officer, contingent upon approval of similar renewal options between Harris County Department of Education and Disaster Recovery Services, LLC.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of Purchase Orders to Disaster Recovery Services, LLC 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.

I. APPROVAL OF THE CONSENT AGENDA

Subject	8. Selection of Firm and Award of Contract, Employee Insurance Benefits Brokerage Services, Gallagher Benefit Services, Inc., Resolution No. 2026-114
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action (Consent)

Background:

On October 6, 2022, the Board authorized award and execution of a Contract for Employee Insurance Benefits Consulting Services to RSC Insurance Brokerage, Inc. (Gehring Group) for the Term of October 6, 2022 through October 5, 2026. Under the contract, Gehring Group assists with employee insurance benefits issues, analyzes data and prepares reports, places employee benefits insurance policies as needed, and assists with drafting new solicitation documents and the procurement process.

The Human Resources Department has identified the need to engage an insurance benefits broker to enhance the long-term sustainability of the Authority's Employee Benefits Program while ensuring the Authority's Employee Benefits Program remains competitive for employees and their families.

Proposal:

On April 20, 2026, a Request for Proposals for Employee Insurance Benefits Brokerage Services was issued.

On May 21, 2026, eleven (11) Responses were received.

Responses from the following firms met the minimum qualifications, were evaluated by staff, and are listed in order of technical ranking:

1. Gallagher Benefit Services, Inc.
2. The Baldwin Insurance Group, Inc.
3. Digital Insurance, LLC
4. Aon Consulting, Inc.
5. HUB Public Risk, Inc.
6. Gelin Benefits Group
7. Gehring Group, Brown & Brown Public Sector

Alliant Insurance Services, Inc., Mercer Health & Benefits LLC, USI Insurance Services LLC, and Weatherford Insurance LLC were found non-responsive for failing to meet minimum qualifications.

The Term of the Contract for Employee Insurance Benefits Brokerage Services (Contract) is October 6, 2026 through October 5, 2029, with two (2), one-year renewal options at the discretion of the Chief Executive Officer. The maximum purchase authorization amount of the Contract, including renewal options, is \$600,000. The Authority may cancel the Contract with thirty (30) days' written notice.

Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of Resolution No. 2026-114.

Resolution:

Resolution No. 2026-114 approves the ranking; authorizes award and execution of Contract for Employee Insurance Benefits Brokerage Services at Tampa International Airport with Gallagher Benefit Services, Inc.; approves rejection of Responses received from Alliant Insurance Services, Inc., Mercer Health & Benefits LLC, USI Insurance Services LLC, and Weatherford Insurance LLC; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

I. APPROVAL OF THE CONSENT AGENDA

Subject	9. Selection of Firm and Award of Contract, Concessions Mystery Shopper Program, BARE Associates International, Inc., Tampa International Airport, Resolution No. 2026-115
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action (Consent)

Background:

The Airport Concessions program includes sixty-six (66) locations with thirty-four (34) food and beverage locations and thirty-two (32) retail locations in addition to duty-free passenger service locations.

The Authority uses mystery shopper services to assess concession locations and ensure they reflect the Authority's service standards. This helps maintain a first-class customer experience across retail, food and beverage service, and passenger amenity service industries, while supporting a clean, attractive, and pleasant atmosphere.

On December 2, 2021, the Board authorized award and execution of a Contract for Concessions Mystery Shopper Program to Elite CX Solutions, LLC dba Elite CXS for the Term of December 2, 2021 through December 1, 2024, with one (1), two-year renewal option.

Proposal:

On May 26, 2026, a Request for Proposals for Concessions Mystery Shopper Program (Solicitation) was issued. The scope of work under the Solicitation includes developing evaluation forms; recruiting, training, and certifying shoppers; scheduling shoppers and shops; creating a program guide for Airport concessionaires; and submitting results and findings to the Authority, including images of all receipts from individual shopping activities.

On June 19, 2026, six (6) Responses to the Solicitation were received. Responses from the following firms met the minimum qualifications, were evaluated by staff, and are listed in order of technical ranking:

1. BARE Associates International, Inc.
2. CXE, Inc
3. Elite CXS
4. Nsite Inc.
5. Peter J. Crosa & Co, LLC

The Response received from Express Services, Inc. was found non-responsive for failing to meet minimum qualifications.

This item authorizes execution of a Contract for Concessions Mystery Shopper Program (Contract) with BARE Associates International, Inc. The Term of the Contract is December 2, 2026 through December 1, 2029, with two (2), one-year renewal options at the discretion of the Chief Executive Officer. The maximum purchase authorization amount of the Contract, including renewal options, is \$700,000. The Authority may terminate the Contract with or without cause by providing thirty (30) days written notice.

Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of Resolution No. 2026-115.

Resolution:

Resolution No. 2026-115 approves the ranking; authorizes award and execution of Contract for Concessions Mystery Shopper Program at Tampa International Airport with BARE Associates International, Inc.; approves rejection of Response received from Express Services, Inc.; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

I. APPROVAL OF THE CONSENT AGENDA

Subject	10. Use and Permit Agreement for Transportation Network Company, Lyft, Inc., Tampa International Airport, Resolution No. 2026-120; Use and Permit Agreement for Transportation Network Company, Rasier-DC, LLC, Tampa International Airport, Resolution No. 2026-121
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action (Consent)

Background:

Lyft, Inc. (Lyft) and Rasier-DC, LLC (Uber) each currently have a Use and Permit Agreement for Transportation Network Company (Agreement) which expires on September 30, 2026. As Transportation Network Companies (TNCs), the companies provide pre-arranged rides to customers at Tampa International Airport (Airport) through digital networks.

Proposal:

This item provides for separate new Agreements with Lyft and Uber to continue providing pre-arranged rides to customers at the Airport. The Agreements commence on October 1, 2026 and expire on September 30, 2029. The Authority may terminate the Agreements upon thirty (30) days written notice. Lyft will pay a Monthly Fee consisting of the greater of 1/12 of the set Minimum Annual Privilege Fee (MAPF) of \$717,767, or a per-trip monthly fee consisting of the number of pick-ups multiplied by a \$6.50 Per-Trip Fee per pick up. Uber will pay a Monthly Fee consisting of the greater of 1/12 of the set MAPF of \$996,448, or a per-trip monthly fee consisting of the number of pick-ups multiplied by a \$6.50 Per-Trip Fee per pick up.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution Nos. 2026-120 and 2026-121.

Resolutions:

Resolution No. 2026-120 approves and authorizes execution of Use and Permit Agreement for Transportation Network Company at Tampa International Airport with Lyft, Inc.; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

Resolution No. 2026-121 approves and authorizes execution of Use and Permit Agreement for Transportation Network Company at Tampa International Airport with Rasier-DC, LLC; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents

I. APPROVAL OF THE CONSENT AGENDA

Subject	11. Purchase Orders, Motor Fuels - Tank Wagon Deliveries utilizing Orange County Board of County Commissioners Contract No. Y24-103, Palmdale Oil Company LLC.
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action (Consent)

Background:

The Authority purchases unleaded and diesel fuel to support the operational needs of various departments.

On November 9, 2023, the Board authorized the issuance of Purchase Orders to Palmdale Oil Company LLC., utilizing Lee County BOCC Contract No. B200480ANB, for the purchase of motor fuels for the Term of November 9, 2023 through September 20, 2024, with three (3), one-year renewal options at the discretion of the Chief Executive Officer, contingent upon approval of similar renewal options exercised by Lee County BOCC. Lee County BOCC did not exercise the final one-year renewal option.

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.

Proposal:

This item authorizes the issuance of Purchase Orders to Palmdale Oil Company LLC. for the purchase of unleaded and diesel fuel utilizing Orange County Board of County Commissioners Contract No. Y24-103 for the Term of September 21, 2026 through April 6, 2029 in a maximum purchase authorization amount of \$1,500,000.

All fuel pricing is based on a markup of base prices from the Oil Price Information Service (OPIS) Tampa Rack Average at the Taft terminal. This is necessary because long-term fixed contract pricing is not suitable for this highly volatile commodity. The fixed markup will remain firm for the entire Term of the Purchase Orders.

Funding:

This item is included in the O&M and Capital Budgets.

Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of Purchase Orders to Palmdale Oil Company LLC. 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.

I. APPROVAL OF THE CONSENT AGENDA

Subject	12. Purchase Order, Business Automobile Insurance, Arthur J. Gallagher Risk Management Services, LLC, Tampa Executive, Peter O. Knight, Plant City, and Tampa International Airports
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action (Consent)

Background:

The Authority's current Business Automobile Insurance policy expires on October 1, 2026.

Arthur J. Gallagher Risk Management Services, LLC (Gallagher), the Authority's insurance broker, approached two (2) insurance companies, including the incumbent carrier, American Southern Insurance Company, requesting quotes for the Authority's Business Automobile coverage for the renewal period of October 1, 2026 to October 1, 2027. Obsidian Specialty Company (Metis) provided 4 options.

Proposal:

The following premium quote was received:

Metis	\$248,500
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Gallagher and Siver Insurance Consultants, the Authority's insurance consulting firm, recommend accepting the quote of \$248,500 from Metis. This moves the Authority's Comprehensive/Collision deductible from the current \$1,000 for passenger vehicles and \$5,000 for fire rescue vehicles to \$25,000 per occurrence, subject to a \$200,000 maximum. After that the Automobile Liability deductible drops to \$0, and the Automobile Property Damage (APD) deductible drops to \$1,000 per claim. The proposed premium of \$248,500 received from Metis is a decrease of \$153,538 or 38.19% from the expiring premium of \$402,038. The annualized premium includes all mid-term changes. The premium decrease is due to switching carriers, program restructuring, current market conditions, and favorable loss history. Additional premiums may be paid or refunded during the Term of the policy as vehicles are added or deleted from the Authority's fleet.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of a Purchase Order to Arthur J. Gallagher Risk Management Services, LLC for the purchase of Business Automobile insurance policy with Metis; authorize additional premiums to be paid when additional vehicles are added to the Authority's fleet; and authorize the Chief Executive Officer or designee to execute and sign applications, policies, endorsements, certificates, and all other ancillary documents required in connection with the procurement, management, and administration of Business Automobile insurance coverage.

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

I. APPROVAL OF THE CONSENT AGENDA

Subject	13. Purchase Order, Workers' Compensation and Employer's Liability Insurance, Arthur J. Gallagher Risk Management Services, LLC, Tampa Executive, Peter O. Knight, Plant City, and Tampa International Airports
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action (Consent)

Background:

The Authority's current Workers' Compensation and Employer's Liability policy expires on October 1, 2026.

Arthur J. Gallagher Risk Management Services, LLC (Gallagher), the Authority's workers' compensation broker, approached the incumbent carrier, Florida Municipal Insurance Trust (FMIT), requesting quotes for Florida statutory Workers' Compensation benefits and Employer's Liability coverage at \$1,000,000 for each accident for the renewal period of October 1, 2026 to October 1, 2027. Based on advice from Gallagher, the Authority did not seek proposals for competing, alternative programs this year due to market stability, favorable renewal terms with the incumbent, and no coverage reductions.

Proposal:

The following premium quote was received:

FMIT	\$1,069,582
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FMIT offered renewal pricing with the same experience modification factor of 1.16 as the expiring policy. In addition, per the 2-year rate lock terms negotiated last year, FMIT used the same class rates as the expiring policy. The premium increase of \$63,460 from the expiring policy premium of \$1,006,122 is primarily driven by a 3% increase in payroll within a higher-rated employee classification, rather than changes in market conditions or claims experience. FMIT, as a governmental trust, continues to provide flexibility in its rates and can propose lower premiums and deductibles than standard insurance companies can propose.

Gallagher and Siver Insurance Consultants, the Authority's insurance consulting firm, recommend accepting FMIT's proposed quote of \$1,069,582 for a fully insured, non-deductible program. The proposed premium represents a 6.31% increase from the expiring policy premium of \$1,006,122.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of a Purchase Order to Arthur J. Gallagher Risk Management Services, LLC for the purchase of Workers' Compensation and Employer's Liability insurance policy with FMIT; authorize the payment of additional premiums resulting from payroll audits, if needed; and authorize the Chief Executive Officer or designee to

execute and sign applications, policies, endorsements, certificates, and all other ancillary documents required in connection with the procurement, management, and administration of Workers' Compensation and Employer's Liability insurance coverage.

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

I. APPROVAL OF THE CONSENT AGENDA

Subject	14. Purchase Order, Airport Liability Insurance, Arthur J. Gallagher Risk Management Services, LLC, Tampa Executive, Peter O. Knight, Plant City, and Tampa International Airports
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action (Consent)

Background:

The Authority's current Airport Liability Insurance policy expires on October 1, 2026.

Arthur J. Gallagher Risk Management Services, LLC (Gallagher), the Authority's liability insurance broker, approached the incumbent primary carrier, Global Aerospace, Inc. (Global), and the incumbent excess carrier, AIG/National Union Fire Insurance Company (AIG), and requested quotes for the Authority's Airport Liability coverage for the renewal period of October 1, 2026 to October 1, 2027. Based on advice from Gallagher, the Authority did not seek proposals for competing, alternative programs this year due to market stability, favorable renewal terms with the incumbent, and no coverage reductions.

Proposal:

The following premium quote was received:

Global/AIG \$500 million	\$498,806
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Gallagher and Siver Insurance Consultants, the Authority's insurance consulting firm, recommend accepting the proposed quote of \$498,806 for the \$500 million coverage from Global and AIG. The proposed premium of \$498,806 for primary coverage from Global and excess coverage from AIG is the same as the expiring premium.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of a Purchase Order to Arthur J. Gallagher Risk Management Services, LLC for the purchase of an Airport Liability insurance policy with Global Aerospace, Inc. and AIG/National Union Fire Insurance Company and authorize the Chief Executive Officer or designee to execute and sign applications, policies, endorsements, certificates, and all other ancillary documents required in connection with the procurement, management, and administration of Airport Liability insurance coverage.

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

I. APPROVAL OF THE CONSENT AGENDA

Subject	15. Purchase Order, Inland Marine – Hardware, Fine Arts, and Contractors Equipment Insurance, Arthur J. Gallagher Risk Management Services, LLC, Tampa Executive, Peter O. Knight, Plant City, and Tampa International Airports
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action (Consent)

Background:

The Authority's current Inland Marine – Hardware, Fine Arts, and Contractors Equipment Insurance policy expires on October 1, 2026.

Arthur J. Gallagher Risk Management Services, LLC (Gallagher), the Authority's insurance broker, approached the incumbent carrier, XL Specialty Insurance Company (XL Specialty), and requested quotes for the Authority's Inland Marine – Hardware, Fine Arts, and Contractors Equipment insurance coverage for the renewal period of October 1, 2026 to October 1, 2027.

Proposal:

The following premium quote was received:

XL Specialty	\$119,732
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This year, the Authority conducted a deep dive into the exposures reported for Inland Marine. The increase of \$12,843 over the expiring premium of \$106,889 is primarily exposure-driven rather than market-driven. The increase is attributable to a 15% (\$4 million) increase in the insured value for Electronic Data Processing (EDP) equipment. Maintaining a separate Inland Marine – Hardware, Fine Arts, and Contractors Equipment Insurance policy for scheduled equipment continues to provide significant coverage advantages over relying solely on the master property insurance program. The Inland Marine – Hardware, Fine Arts, and Contractors Equipment Insurance policy provides dedicated limits for scheduled assets, helping preserve property program capacity in the event of a loss, while also offering lower deductibles and coverage specifically designed for high-value equipment, EDP equipment, and fine arts. Maintaining this separate coverage enhances financial protection and improves claims outcomes for critical business assets.

Gallagher and Siver Insurance Consultants, the Authority's insurance consulting firm, recommend purchasing the Inland Marine Insurance – Hardware, Fine Arts, and Contractors Equipment Insurance from XL Specialty at the proposed quote of \$119,732. The proposed total premium of \$119,732 from XL Specialty is 12.02% more than the expiring premium of \$106,889.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of a Purchase Order to Arthur J. Gallagher Risk Management Services, LLC for the purchase of Inland Marine – Hardware, Fine Arts, and Contractors Equipment Insurance policy with XL Specialty Insurance Company and

authorize the Chief Executive Officer or designee to execute and sign applications, policies, endorsements, certificates, and all other ancillary documents required in connection with the procurement, management, and administration of Inland Marine – Hardware, Fine Arts, and Contractors Equipment insurance coverage.

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

I. APPROVAL OF THE CONSENT AGENDA

Subject	16. Purchase Order, D&P Liability Insurance, Arthur J. Gallagher Risk Management Services, LLC, Tampa Executive, Peter O. Knight, Plant City, and Tampa International Airports
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action (Consent)

Background:

The Authority's current D&P Liability policy expires on October 1, 2026.

Arthur J. Gallagher Risk Management Services, LLC (Gallagher), the Authority's liability insurance broker, approached the incumbent panel, Lloyd's Syndicate-Travelers, Resilience/Homeland Insurance Company of New York (Resilience), and Great American Fidelity Insurance Company (Great American), requesting quotes for the Authority's D&P Liability coverage for the renewal period of October 1, 2026 to October 1, 2027. Based on advice from Gallagher, the Authority did not seek proposals for competing, alternative programs this year due to market stability, favorable renewal terms with the incumbent, and no coverage reductions.

Proposal:

The following premium quotation was received:

Lloyd's Syndicate-Travelers	\$155,000
Resilience	\$49,600
Great American	<u>\$39,280</u>
Total	\$243,880

Gallagher and Siver Insurance Consultants, the Authority's insurance consulting firm, recommend accepting the quote of \$155,000 from Lloyd's Syndicate-Travelers, \$49,600 from Resilience, and \$39,280 from Great American. The proposed premium is .24% higher than the expiring premium of \$243,300. Gallagher has advised the Authority that the D&P Liability insurance market is stabilizing, but as AI and new threats emerge, the market is evolving. In today's cybersecurity environment, carriers expect insureds to continually improve their security posture each year. For the last five years, the Authority has made cybersecurity a priority. It is recommended that the Authority continue to improve its cybersecurity readiness to secure favorable renewals in the future.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends that the Board authorize the issuance of a Purchase Order to Arthur J. Gallagher Risk Management Services, LLC for the purchase of the D&P Liability policy with Lloyd's Syndicate-Travelers, Resilience/Homeland Insurance Company of New York, and Great American Fidelity Insurance Company, and authorize the Chief Executive Officer or designee to execute and sign applications, policies, endorsements, certificates, and all other ancillary documents required in connection with the procurement, management, and administration of D&P insurance coverage.

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

I. APPROVAL OF THE CONSENT AGENDA

Subject	17. Contract for Special Legal Services, Adams & Reese, LLP, Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, Resolution No. 2026-124
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action (Consent)

Background:

Adams & Reese, LLP has previously provided advice and counsel in the area of environmental law and other related matters for Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports.

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

Proposal:

This item authorizes execution of a Contract for Special Legal Services (Contract) for environmental law and related legal matters with Adams & Reese, LLP for a three-year period beginning October 1, 2026 and continuing through September 30, 2029, with two, one-year renewal options at the discretion of the Chief Executive Officer or designee. The maximum purchase authorization amount for the Term of the Contract, including the renewal options, is \$500,000.

Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of Resolution No. 2026-124.

Resolution:

Resolution No. 2026-124 approves and authorizes execution of Contract for Special Legal Services at Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports with Adams & Reese, LLP; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

J. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	1. Update to Policy Manual, Revisions to Policy for Approval: Section 400, Policy P450, Banking and Investments
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action

Background:

Policy P450, Banking and Investments, assures the proper deposit of funds received by the Authority and provides for the establishment and administration of Authority bank accounts and investments. Investment of the Authority's surplus funds is governed by Section 218.415, Florida Statutes.

Proposal:

Staff recommends revising Policy P450 to further align with Section 218.415, Florida Statutes by including the following additional authorized investments:

- Highly rated Securities & Exchange Commission registered money market funds
- Savings accounts in qualified public depositories as defined in the Florida Security of Public Deposits Act, Chapter 280, Florida Statutes

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends approval of the revisions to Policy P450, Banking and Investments.

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

J. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	2. Update to Policy Manual, Revisions to Policy for Approval: Section 600, Policy P601, Nepotism - Employee Fraternization
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action

Background:

Policy P601, Nepotism - Employee Fraternization ensures that the Authority complies with the restrictions on employment of relatives in public business, as required by Florida Law and sound business practice.

Proposal:

Staff recommends revising Policy P601 to establish management's right to take appropriate corrective action where an actual or perceived conflict arises from a covered relationship. This includes, but is not limited to, reassignment of duties, changes in reporting relationships, transfer, recusal from employment decisions, and termination of employment.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends the Board approve the revisions to Policy P601, Nepotism – Employee Fraternization.

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

J. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	3. Update to Policy Manual, Revisions to Policy for Approval, Section 600, Policy P602, Discrimination, Harassment, Retaliation, and Bullying
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action
Recommended Action	.

Background:

Policy P602 establishes a policy to prevent discrimination, harassment, retaliation, and bullying.

Proposal:

Staff recommends revising Policy P602 to provide clear expectations for workplace conduct across both physical and virtual work environments, strengthen retaliation protections, and reaffirm employees' obligation to promptly report conduct that may violate the Policy. These revisions reinforce the Authority's commitment to maintaining a respectful and professional workplace.

The proposed Policy revisions expand and clarify the scope of prohibited conduct to recognize that discrimination, harassment, retaliation, and bullying are unacceptable regardless of work location and work modality. The revised Policy extends these prohibitions beyond the traditional workplace and other work-related settings, such as business travel, meetings, and social events, to include remote work environments and electronic communications, including email, messaging platforms, social media, and video conferencing.

The proposed Policy revisions also include specific guidance regarding retaliation and reporting. The revised Policy prohibits retaliation against any individual who, in good faith, reports a concern, participates in an investigation, files a complaint, or otherwise exercises rights protected by law or Authority Policy. Further revisions state that any employee who engages in retaliation will be subject to disciplinary action, up to and including termination.

Finally, the proposed Policy revisions state employees' duty to promptly report conduct that they experience, witness, or become aware of that may violate Policy P602.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends approval of the revisions to Policy P602, Discrimination, Harassment, Retaliation, and Bullying.

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

J. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	4. Update to Policy Manual, Revisions to Policy for Approval: Section 600, Policy P603, Workplace Environment
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action

Background:

Policy P603 establishes guidelines for workplace activity and the workplace environment.

Proposal:

Staff recommends revising Policy P603 to reinforce the Authority's commitment to maintain a healthy, safe, and secure work environment for all employees.

Pursuant to the Florida Clean Indoor Air Act, smoking is prohibited in an enclosed indoor workplace. The proposed Policy revisions incorporate existing language in the Florida Clean Indoor Air Act which defines smoking to include electronic or vapor cigarettes/devices and other nicotine dispensing devices.

The proposed Policy revisions also further define prohibited examples of workplace violence and clarify reporting expectations. Prohibited conduct includes, but is not limited to, physical assault or battery, threats of violence, intimidation or coercion, harassing or stalking behavior, possession of weapons in violation of law or Authority Policy, destruction of Authority property, and any conduct that causes a reasonable fear of injury to persons or property. Employees have a duty to report threats, violent acts, or suspicious behavior to management or law enforcement when appropriate.

Additional revisions to the Policy include updated guidance regarding employee conduct and workplace expectations. Employees are expected to communicate professionally, respectfully, and honestly with coworkers, supervisors, customers, vendors, and others. Employees are also required to promptly review and comply with official Authority communications, Policies, Standard Procedures, Operating Directives, and work-related instructions.

The Dress and Appearance section of the Policy has been updated to provide that the Authority will reasonably accommodate dress and grooming practices as required by law.

The Policy is also revised to state that employees have a duty to comply with all provisions of the Policy and violations of the Policy may result in corrective action, disciplinary action, or termination of employment, subject to applicable laws, regulations, collective bargaining agreements, and Authority Policies and Standard Procedures.

Finally, proposed revisions state that the Policy applies to conduct occurring on Authority property, during Authority business, while working remotely, during work-related travel, and through electronic communications and virtual work platforms.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends approval of the revisions to Policy P603, Workplace Environment.

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

J. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	5. Update to Policy Manual, Revisions to Policy for Approval: Section 600, Policy P643, Incentive Programs
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action

Background:

Policy P643, Incentive Programs, establishes a policy to provide financial incentive programs for employees that reward employee innovation, employee longevity, overall organizational performance, and continuous years of service.

Policy P643 currently provides for financial award recognition for employee longevity through the annual Employee Service Awards, adoption of employee suggestions, the Employee Incentive Program (EIP), and the Take Flight recognition award for employees who suggest viable improvements in the operation of the Authority.

Proposal:

Staff recommends revising Policy P643 to allow the Chief Executive Officer, in accordance with applicable procedures and budgetary considerations, to provide incentive awards for employees pursuant to the Ideas Take Flight Recognition Program, Employee Service Awards, EIP, and Years of Service Recognition.

The proposed Policy revisions strengthen and clarify the Authority's employee recognition framework by more clearly defining each financial incentive and outlining the associated program details.

The proposed revisions rename the Take Flight recognition award as the Ideas Take Flight Recognition Program and expand eligibility to recognize employees and teams whose measurable contributions exceed normal job expectations while demonstrating the Authority's core values of Vision, Excellence, Community, Teamwork, and Hospitality. As a result of the expanded award criteria, a separate employee suggestion award is no longer necessary and has been removed. Funding for the Ideas Take Flight Recognition Program will not exceed the stated line item in the annual Human Resources budget.

In addition, the proposed revisions consolidate all employee recognition incentives into a single governing Policy by formally incorporating the Years of Service Recognition incentive. This program is currently administered through the long-established Standard Procedure S611.11, Years of Service Recognition. The Years of Service Recognition incentive offers compensation-based recognition to employees in acknowledgment of their continuous years of service. The amounts are included as a line item in the annual budget under Salaries and Wages.

Finally, administrative revisions providing clarity and more detail have been made to the other incentive programs referenced in the Policy, EIP and Employee Service Awards.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends approval of the revisions to Policy P643, Incentive Programs.

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

J. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	6. Update to Policy Manual, Revisions to Policy for Approval: Section 800, Policy P820, Award of Concession Agreements
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action

Background:

Policy P820, Award of Concession Agreements, governs the selection and award of concession agreements and defines the various concession lines of business. Policy P820 was significantly updated in 2012 prior to the Airport Concessions Redevelopment Plan to establish concession goals and add a Concession Master Plan.

Due to the diversification of concession lines of business over time, Policy P820 now requires updates to allow for variation in the planning and operation of different concessions lines of business.

Proposal:

Staff recommends revising Policy P820 to more closely reflect current and anticipated concession lines of business. The proposed updates include the addition of Common Use Lounges and Online Products & Services, the aggregation of ground transportation lines of business, and the deletion of parking facilities and public shuttle service, which are no longer concession lines of business.

Staff also recommends removing the current concession goals that apply to all concession agreements and instead allowing staff to tailor concession goals and strategic planning to each concession lines of business.

Additionally, staff recommends revising Policy P820 to allow the Chief Executive Officer or designee to determine the use of associated facilities or converting space to other uses or privileges upon the expiration or termination of concession agreements. Any resulting agreements will come to the Board for approval.

Lastly, Policy P820 will be revised to update the ACDBE requirements to include small business participation.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends approval of the revisions to Policy P820, Award of Concession Agreements.

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

K. COMMITTEE REPORTS

Subject	1. Committee Reports
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Reports

L. UNFINISHED BUSINESS

Subject	1. Capital and Operating Budget for Fiscal Year 2027, Tampa International Airport, Resolution No. 2026-116
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action

Background:

Fiscal Year (FY) 2027 marks the continuation of the most transformational period in the 55-year history of Hillsborough County Aviation Authority (Authority). Significant investments will shape the Authority's growth over the next four years to include greater airside capacity, new operating technologies, and infrastructure to support Advanced Air Mobility and enhanced regional connectivity. The Authority enters this new era from a position of strength, with some of the highest credit ratings in the airport industry and reserve levels projected to exceed \$525 million at the end of FY 2026.

The Authority projects it will finish FY 2026 with operating revenues of approximately \$491.7 million, which is \$1.22 million or 0.2% less than the FY 2026 Budget. Operating expenses are projected to total approximately \$220.9 million, finishing the year \$0.9 million or 0.4% lower than the FY 2026 Budget. Funds available for capital improvement & reserves are projected to total approximately \$173.1 million, which is \$1.3 million or 0.8% better than the FY 2026 Budget.

The Authority projects it will generate more than \$173.1 million on its pre-capital bottom line for FY 2026 and \$181.8 million in FY 2027. As a result, unrestricted cash reserves will total approximately \$525.5 million at the end of FY 2026. The Authority is expected to generate an additional \$98.6 million in reserves from operations in FY 2027. The Authority's FY 2027 end-of-year unrestricted reserve balance is expected to total \$601.7 million.

On July 22, 2026, the Authority met with representatives of the airlines serving Tampa International Airport to review the proposed FY 2027 Capital and Operating Budget. In accordance with the terms of the Authority's revenue bond trust indenture, the proposed FY 2027 Capital and Operating Budget has also been reviewed and approved by Ricondo & Associates, the Authority's Airport Consultant.

Proposal:

For FY 2027, passenger traffic is projected to reach 25 million passengers. Operating revenues are expected to total \$540.1 million for FY 2027, an increase of approximately \$48.4 million or 9.9% compared to projected FY 2026 levels. Operating expenses are expected to total \$240.5 million for FY 2027, an increase of \$19.6 million or 8.9% compared to projected FY 2026 levels.

After revenue sharing back to airlines of \$3.1 million and annual debt service of \$123.8 million, the proposed FY 2027 Capital and Operating Budget projects the Authority will generate \$184.7 million towards capital improvements, the annual air service incentive plan, and reserves. The Authority will utilize \$78.9 million of those funds towards the FY 2027 Capital Improvement Program, which consists of 32 separate projects totaling more than \$312.4 million, \$4.4 million towards capital equipment, and the remainder will be transferred to reserves.

Non-Signatory & Signatory Proposed Fiscal Year 2027 Fees & Charges October 1, 2026-September 30, 2027		
	NON-SIGNATORY RATE	SIGNATORY RATE
LANDING FEES:	\$3.130/1000 lbs. CMGLW	\$2.978/1000 lbs. CMGLW
JOINT USE FEES:		
Terminal:	\$3.59 per enplanement	\$3.41 per enplanement
Airside:	\$1.51 per enplanement	\$1.44 per enplanement
AVERAGE TERMINAL BUILDING RENTAL RATES:	\$368.87 per sq. ft./year	\$351.30 per sq. ft./year
AIRSIDE BUILDINGS RENTAL RATE:	\$181.87 per sq. ft./year	\$173.21 per sq. ft./year
PER USE TICKET COUNTER FEE (HCAA) (PER POSITION):	\$54.20	\$51.60
PASSENGER TRANSFER SYSTEM (PTS) FEE:	\$2.15 per enplanement	\$2.05 per enplanement
PER USE GATE FEE (HCAA):		
Commuter:	\$149.60	\$142.50
Narrow Body:	\$299.30	\$285.00
Wide Body:	\$448.90	\$427.50
AIRCRAFT PARKING FEES BY CLASSIFICATION (Per Use Per Day):		
Commuter:	\$31.70	\$30.10
Narrow Body:	\$114.40	\$108.80
Wide Body:	\$171.60	\$163.20
CARGO AIRCRAFT PARKING APRON FEE (Per use > 2 hours per day):		
Up to 12,500 lbs. CMGLW	\$13.00	\$12.60
12,501 lbs. to 220,000 lbs. CMGLW	\$70.00	\$66.00
Over 220,000 lbs. CMGLW	\$139.00	\$132.00
BAG HANDLING SYSTEM FEE	\$1.07 per enplanement	\$1.02 per enplanement
TERMINAL SUPPORT FEE (HCAA)	\$0.0957 per enplanement	\$0.0910 per enplanement
OTHER PER USE FEES (HCAA)	FEE	
FIS (Federal Inspection Service Facility):	\$6.00 per deplaned post-cleared international passenger	
Curbside per use:	\$45.57 per position per flight	\$43.40 per position per flight
HCAA International Club Room:	\$105.00/4-hour period	\$100.00/4-hour period
	\$26.25/additional hour	\$25.00/additional hour
	\$210.00 – Maximum Daily Fee	\$200.00 – Maximum Daily Fee
SERVICE	FEE	
PFC (Passenger Facility Charge)	\$4.50 less \$0.11 collection compensation per enplaned passenger	

The Authority seeks approval of the FY 2027 Capital and Operating Budget in accordance with Authority Policy P430, Annual Budget.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2026-116.

Resolution:

Resolution No. 2026-116 adopts the Capital and Operating Budget for Fiscal Year 2027 and establishes the estimated airline rates and charges.

M. NEW BUSINESS

Subject	1. Construction Contract, General Aviation (GA) Pavement Rehabilitation, HCAA Project No. 7515 26, C.W. Roberts Contracting Inc., Peter O. Knight, Plant City, and Tampa Executive Airports, Resolution No. 2026-118
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action

Background:

HCAA Project No. 7515 26 will provide pavement rehabilitation at Peter O. Knight, Plant City, and Tampa Executive Airports to address cracking, weathering, and ponding. These issues collectively pose risks of Foreign Object Debris (FOD) generation and impaired drainage.

An Invitation to Bid was issued on June 4, 2026.

Proposal:

On July 23, 2026, four (4) Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
C.W. Roberts Contracting, Inc.	\$1,891,604.20
Hubbard Construction Company	\$1,892,825.00
Preferred Materials, Inc.	\$2,023,490.56
Ajax Paving Industries of Florida, LLC.	\$2,391,067.25

The lowest responsive and responsible Bidder is C.W. Roberts Contracting, Inc.

An SBE Goal participation rate of 7% was prescribed. An SBE Goal of 7.8% 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.

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2026-118.

Resolution:

Resolution No. 2026-118 approves and authorizes award and execution of Construction Contract for General Aviation (GA) Pavement Rehabilitation at Peter O. Knight, Plant City, and Tampa Executive Airports with C.W. Roberts Contracting, Inc. in the amount of \$1,891,604.20; 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.

M. NEW BUSINESS

Subject	2. Construction Contract, Airside E Passenger Boarding Bridge Replacement, HCAA Project No. 7460 26, AERO Bridgeworks, Inc., Tampa International Airport, Resolution No. 2026-119
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action

Background:

HCAA Project No. 7460 26 will replace thirteen (13) passenger boarding bridges at Airside E with corrugated metal bridges, including equipment and associated improvements.

An Invitation to Bid was issued on June 10, 2026.

Proposal:

On August 3, 2026, two (2) Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
AERO Bridgeworks, Inc.	\$28,796,890.50
Foresight Construction Group, Inc.	\$34,463,459.00

The lowest responsive and responsible Bidder is AERO Bridgeworks, Inc.

No specific goal for DBE participation was prescribed, and no DBE participation goal 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.

Funding:

This item is included in the Capital Budget. Federal funding is also anticipated.

Recommendation:

Management recommends adoption of Resolution No. 2026-119.

Resolution:

Resolution No. 2026-119 approves and authorizes award and execution of Construction Contract for Airside E Passenger Boarding Bridge Replacement at Tampa International Airport with AERO Bridgeworks, Inc. in the amount of \$28,796,890.50; 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.

M. NEW BUSINESS

Subject	3. Selection of Design-Builder, Concessions Space Redevelopment and Airline Club Space Development, HCAA Project Nos. 8860 27 & 8865 27, Tampa International Airport
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Action

Background:

The current concessions leases at Tampa International Airport (Airport) are set to expire between 2028 and 2031, with most ending in 2031. To prepare for future redevelopment, the Authority completed a Terminal Concessions Modification Feasibility Study which identified opportunities to repurpose, expand, and create new concessions areas in the Main Terminal and at Airsides A, C, D, E and F. HCAA Project Nos. 8860 27 & 8865 27 will revamp concessions space to improve the passenger experience, wayfinding, and revenue generation throughout the Airport and develop new club spaces at Airsides A and C.

Proposal:

On April 30, 2026, a Request for Qualifications for Concessions Space Redevelopment and Airline Club Space Development at Tampa International Airport was issued.

On July 7, 2026, six (6) Responses were received. Two (2) Responses were evaluated by staff.

The order of technical ranking is as follows:

1. Manhattan Construction Company LLC
2. Balfour Beatty Construction, LLC

The Responses received from Leopardo Construction, Inc., Loadstar LLC, DBA Parrish Bowls LLC, Structure Tone Southwest, LLC, and The Weitz Company, LLC were found non-responsive for failing to meet minimum qualifications.

An SBE goal of at least 12% of the dollar amount earned on the contract for the design phase of the Projects was prescribed. An SBE goal of at least 7% of the dollar amount earned on the contract for construction was prescribed. The percentage proposed by the two responsive Respondents for the amount earned on design will meet or exceed the SBE goal requirements and will be incorporated into the Part 1 Contract. The two responsive Respondents also assured that they will meet the SBE goal for construction.

Funding:

This item is included in the Capital Budget.

Recommendation:

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

The Board may request information 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.

N. STAFF REPORTS

Subject	1. Staff Reports
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Information

O. ADJOURNMENT

Subject	1. Adjournment
Meeting	Sep 3, 2026 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing
Access	Public
Type	Procedural
