

Hillsborough County Aviation Authority
Regular Board Meeting

Thursday, 9:00 a.m.
November 7, 2019

A Regular Board Meeting and Board of Adjustment Public Hearing of the Hillsborough County Aviation Authority was convened in the Boardroom, Main Terminal Building, Level 3 at Tampa International Airport, Tampa, Florida, on Thursday, November 7, 2019.

Members present were: Robert I. Watkins, Gary Harrod, General Diehl and Commissioner Lesley "Les" Miller, Jr.

Aviation Authority staff members present were Chief Executive Officer Joseph W. Lopano, General Counsel Michael Stephens, Damian Brooke, Chris Minner, John Tiliacos, Al Illustrato, Janet Scherberger, Michael Kamprath, Scott Knight, Ann Davis, Violet Cummins, Teresa Howell, Adam Bouchard, James Tarro, Ed Haines, Laurie Noyes, Marcus Session, Rob Porter, Chief Vazquez, Randy Forister, Paul Ridgeway, Brett Fay, Elita McMillon, Wanda Dunnigan, Tom Thalheimer, Dan Johnson, Aimee Pidgeon, Jeff Siddle, Laura Tatem, Chris Reyes, Thomas Johnson, Tony Mantegna, Brian Washburn, Beth Zurenko, Dave Nicewinter, Amy Flack, Rosa Garcia and Frank Correa.

Chairman Watkins welcomed everyone to the November 7, 2019 Regular Board Meeting and Board of Adjustment Public Hearing of the Aviation Authority. Chairman Watkins advised the audience that Mayor Castor would not be in attendance. He asked anyone who had any propositions before the Board to see Violet Cummins, Board Services Administrator.

Everyone stood for the Pledge of Allegiance.

Chairman Watkins then called the Board of Adjustment Public Hearing to Order and called upon the Legal Affairs Department to open up the Hearing and give introductory remarks.

Mr. Kamprath opened the Hearing, provided a few brief remarks regarding the background of the Hearing, and then proceeded to ask Mr. Tony Mantegna, the Authority's Height Zoning and Land Use Manager, and the Petitioner, if present, to step forward and be sworn in by Chairman Watkins. Chairman Watkins administered the oath to Tony Mantegna. No Petitioner was present.

The first item in the Board of Adjustment Public Hearing was Airport Study No. 2019-106, The Tampa Downtown Invest, Ltd., requesting a variance to construct The Seasons Apartments, a 41 story residential apartment building with a 7 level parking and retail base, with a maximum height of 495' AMSL, on a site located at the block of Whiting St., Washington St., Pierce St., and Morgan St., Tampa, FL, Resolution No. 2019-118, presented by Tony Mantegna.

The Tampa Downtown Invest, Ltd. (Petitioner) is seeking to construct a 41 story residential apartment building with a 7 level parking and retail base, with maximum height of 495' AMSL, on a site located at the block of Whiting St., Washington St., Pierce St., and Morgan St., Tampa, FL. The nearest airport is Peter O. Knight Airport.

Notice of this hearing before the Board of Adjustment was provided on October 18, 2019.

Petitioner is requesting a variance to construct a 41 story residential apartment building with a 7 level parking and retail base.

The Petition was presented to the Airport Hearing Officer on September 19, 2019 and, based on testimony and evidence presented, the Hearing Officer found that approval of the variance, with required conditions, would have no effect on existing FAA restrictions, would not cause additional impacts or loss of utility to Peter O. Knight Airport, would not be contrary to the public interest, would do substantial justice, and was in accordance with the spirit of the Airport Zoning Regulations and Chapter 333, Florida Statutes.

The FAA's aeronautical study found that Petitioner's request would not be a hazard to air navigation provided certain conditions are met. Additionally, the FDOT did not identify any concerns with the request.

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) Mark and/or light the proposed structure in accordance with FAA Advisory Circular 70/7460-1 L, Change 2, Obstruction Marking and Lighting, red lights – Chapters 4, 5(Red) and 12; (2) E-file FAA Form 7460-2, Notice of Actual Construction or Alteration, with the FAA and Authority within five (5) days after construction reaches its greatest height; (3) Any glint/glare issues identified from this project must be mitigated by the Petitioner to the satisfaction of the Authority to avoid adverse impacts to aviation; and (4) Obtain a temporary permit from the Authority for any construction equipment exceeding 495' AMSL.

The variance will be valid until the FAA Determination of No Hazard to Air Navigation expires December 23, 2020, but if the FAA Determination of No Hazard 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. However, the Board of Adjustment may, but is not required to, review the record of the Hearing Officer's public hearing.

Upon motion of Gary Harrod, seconded by General Diehl, Airport Study No. 2019-106, The Tampa Downtown Invest, Ltd., requesting a variance to construct The Seasons Apartments, a 41 story residential apartment building with a 7 level parking and retail base, with a maximum height of 495' AMSL, on a site located at the block of Whiting St., Washington St., Pierce St., and Morgan St., Tampa, FL was unanimously approved by all members present; and the Airport Zoning Director or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2019-118.

The second item in the Board of Adjustment Public Hearing was Airport Study No. 2019-107, The Tampa Downtown Invest, Ltd., requesting a variance to construct The Season Suites, a 27 story residential apartment building, with a maximum height of 341' AMSL, on a site located at the southeast corner of Whiting St. and Morgan St., Tampa, FL, Resolution No. 2019-119, presented by Tony Mantegna.

The Tampa Downtown Invest, Ltd. (Petitioner) is seeking to construct a 27 story residential apartment building, with a maximum height of 341' AMSL, on a site located at the southeast corner of Whiting St. and Morgan St., Tampa, FL. The nearest airport is Peter O. Knight Airport.

Notice of this hearing before the Board of Adjustment was provided on October 18, 2019.

Petitioner is requesting a variance to construct a 27 story residential apartment building.

The Petition was presented to the Airport Hearing Officer on September 19, 2019 and, based on testimony and evidence presented, the Hearing Officer found that approval of the variance, with required conditions, would have no effect on existing FAA restrictions, would not cause additional impacts or loss of utility to Peter O. Knight Airport, would not be contrary to the public interest, would do substantial justice, and was in accordance with the spirit of the Airport Zoning Regulations and Chapter 333, Florida Statutes.

The FAA's aeronautical study found that Petitioner's request would not be a hazard to air navigation provided certain conditions are met. Additionally, the FDOT did not identify any concerns with the request.

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) Mark and/or light the proposed structure in accordance with FAA Advisory Circular 70/7460-1 L, Change 2, Obstruction Marking and Lighting, red lights – Chapters 4, 5(Red) and 12; (2) E-file FAA Form 7460-2, Notice of Actual Construction or Alteration, and file with the FAA and the Authority within five (5) days after construction reaches its greatest height; (3) Any glint/glare issues identified from this project must be mitigated by the Petitioner to the satisfaction of the Authority to avoid adverse impacts to aviation; and (4) Obtain a temporary permit from the Authority for any construction equipment exceeding 341' AMSL.

The variance will be valid until the FAA Determination of No Hazard to Air Navigation expires December 23, 2020, but if the FAA Determination of No Hazard 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. However, the Board of Adjustment may, but is not required to, review the record of the Hearing Officer's public hearing.

Upon motion of Gary Harrod, seconded by General Diehl, Airport Study No. 2019-107, The Tampa Downtown Invest, Ltd., requesting a variance to construct The Seasons Suites, a 27 story residential apartment building, with a maximum height of 341' AMSL, on a site located at the southeast corner of Whiting St. and Morgan St., Tampa, FL was unanimously approved by all members present; and the Airport Zoning Director or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2019-119.

With no other petitions for variance to be presented, Mr. Kamprath closed the public hearing of the Board of Adjustment. Chairman Watkins adjourned the Board of Adjustment public hearing and proceeded to the Regular Board Meeting of the Aviation Authority.

Chairman Watkins called the Regular Board Meeting to Order.

Mr. Lopano informed the Board that at the October Board Meeting, General Counsel Stephens advised of the possibility of holding an Attorney-Client Closed Session at this meeting but that there was no need to hold the Attorney-Client Closed Session at this meeting.

Chairman Watkins then called for a motion to approve the Agenda for the meeting.

Upon motion of Gary Harrod, seconded by General Diehl, the Agenda was unanimously approved by all members present.

Next was the Election of Officers. Mr. Lopano recognized Chairman Watkins for his reappointment to the Aviation Authority Board.

Upon motion of Robert Watkins, seconded by General Diehl, Gary Harrod was elected Chairman by unanimous vote.

Upon motion of Gary Harrod, seconded by General Diehl, Robert Watkins was elected Vice Chairman by unanimous vote.

Upon motion of Gary Harrod, seconded by Robert Watkins, General Diehl was elected Treasurer by unanimous vote.

Upon motion of Gary Harrod, seconded by General Diehl, Mayor Castor was elected Secretary by unanimous vote.

Upon motion of Gary Harrod, seconded by General Diehl, Commissioner Miller was elected Assistant Secretary/Assistant Treasurer by unanimous vote.

This concluded the Election of Officers and the meeting was turned over to newly elected Chairman Harrod.

Mr. Lopano recognized Robert Watkins for his support and leadership as Chairman through the first 2 Phases of the Master Plan.

There were no Public Comments.

Chairman Harrod then asked General Counsel Stephens if there were any abstentions from the October 3, 2019 Board Meeting that needed to be read into the record. General Counsel Stephens stated there were no abstentions from the October 3, 2019 Board Meeting and he did not anticipate any abstentions at this meeting.

Chairman Harrod then called for a motion to approve the Minutes of the Regular Board Meeting of October 3, 2019. Upon motion of General Diehl, seconded by Robert Watkins, the Minutes of the Regular Board Meeting of October 3, 2019 were unanimously approved by all members present.

Chairman Harrod then called upon Mr. Lopano to present his Management Report.

Chris Minner began the Management Report with the Performance Assessment Report. Total passenger traffic increased 3.2% for the month of September. Fiscal year 2019 closed out with a total of 22,164,667 passenger which was up 5.5% versus fiscal year 2018.

International traffic for the month of September was up 15.3%. There were 1,168,523 passengers for the fiscal year which is a 19.3% increase over fiscal year 2018. This was the first time international traffic represented 5.3% of total traffic at Tampa International Airport. The month of September had a 67.9% increase in international traffic.

Total passenger operations for the month of September were down 2.7%. This was due to Silver Airways pulling out of the Palm Beach and Jacksonville markets. Also, Southwest Airlines was down 8.1% on its scheduled operations due to the 737 Max issues.

Cargo volume was down 5.1% for the month. FedEx volume was down 20% year over year due in part to the fact that they no longer carry items for Amazon. Also, Hurricane Dorian affected some of the cargo flow from September 2-3, 2019.

In current events, CAE USA held a celebration for their new headquarters on October 4th. The state of the art facility will bolster aviation and the defense industry and create 100 additional jobs. The project is expected to be completed in 2022.

Delta Airlines announced new nonstop flights to Seattle starting March 11th and Norwegian Airlines announced that they will increase their capacity in our market by 50%.

On October 9, artist Nick Cave and his partner Bob Faust made a presentation to a group of 350 people at Tampa International Airport. Nick Cave's art piece, Palimpsest, is displayed at the Rental Car Center.

On November 14th, it will be Spirit Day at Tampa International Airport when we celebrate inaugural flights that are being added to Newark, LaGuardia, and Indianapolis.

Social media covered Hiring Day. This coverage resulted in 172 applicants that came to the Airport. 70 applicants were hired on the spot. The one year countdown is on for Real ID and the Authority is getting the word out that as of October 1, 2020, U.S. travelers will need to have a compliant driver's license.

Traditional media continues had stories on the TPA All Access program. Coverage also included the Batman bust made out of Smarties candies at Dylan's Candy Bar at Airside A.

Mr. Minner concluded his presentation with an invitation to the Ground Breaking of SkyCenter One.

John Tiliacos was up next to present on the Medal of Honor Convention that Tampa hosted on October 22nd. The Medal of Honor is the highest and most prestigious award for valor and action against an enemy force and is bestowed upon an individual serving in the armed forces of the United States. There are 70 living Medal of Honor recipients and 47 came to Tampa for the Convention. Mr. Tiliacos thanked all who played a role in coordinating this event.

Mr. Tiliacos also reported on the FAA required Triennial Mass Casualty Exercise. On October 25th one of the most complex mass casualty exercises was conducted. Simulated exercises took place in three separate locations simultaneously; on the water in Tampa Bay, the Gandy Boat Ramp, and at Tampa International Airport. The effort involved more than a year of planning with more than 100 volunteers and 30 partners from both sides of the Bay.

Damian Brooke was next to give a summary of the full year 2019 financial results. The Authority finished the fiscal year just under 2.2 million passengers and operating revenues totaled \$271.7 million for the 12 month period. Food, beverage and retail revenues were up 10.2% and 17.9% respectively. Rental car revenues were up 6.6 year over year. Parking revenues were up 2.1%, due to a 3% increase in parking transactions. TNC fees totaled \$4.6 million for the year. 2019 represented the 7th year in a row of record revenues for the Authority.

Final expenses totaled \$139.7 million in 2019. The Authority finished the year \$1.1 million under budget. Personnel costs finished the year 1.4% of \$1.04 million under budget and contracted services finished the year at 7% over budget. There were some higher expenses tied to airport engineering and insurance consulting work, ABM's parking contract and some promotional advertising. Contractual maintenance finished the year about \$2 million and 7% under budget due to lower janitorial and office equipment expenses. Utilities finished the year about \$350,000 under budget.

Debt service totaled \$52.3 million for the year. It was just under \$1 million better than budget due to the forward placement and refunding work that was done late last year. The higher revenues and on target expenses resulted in a revenue sharing total of \$16.3 million, about \$3 million higher than budget. After the airline settlement, the Authority finished the year with a bottom line of \$63.4 million and cost per enplanement was \$4.94, which is about 4% lower than the 2019 budget.

This concluded Mr. Lopano's Management Report.

The Chairman then asked if anyone had any items they would like set aside for further consideration on the Consent Agenda. Hearing none, Chairman Harrod called for a motion to approve the items in the Consent Agenda.

Upon motion of Robert Watkins, seconded by General Diehl, the Consent Agenda was unanimously approved by all members present.

The following items were contained in the Consent Agenda.

CONSENT ITEM J1

Letter of Agreement for Temporary Use of Land for Non-NFL Events at Raymond James Stadium, Tampa Sports Authority, Tampa International Airport, Resolution No. 2019-120.

The Tampa Sports Authority (TSA) has requested authorization for temporary use of approximately 40 acres of land to the east of Tampa International Airport and west of Dale Mabry Highway, commonly known as Lots 11, 12, and 13 (Premises), for parking during non-NFL events held at Raymond James Stadium.

The Term of the Letter of Agreement (LOA) will be November 7, 2019 through November 6, 2022, with two, one-year options. Should the Authority at any time during the Term require the use of all of the Premises, the Authority will deliver to TSA written notice of its intent to terminate the LOA and such termination will take effect 60 days from the date of delivery of the written notice. Should the Authority at any time during the Term require the use of less than all of the Premises, the LOA will be amended by letter from the Authority's Chief Executive Officer to identify the remaining Premises that will be included in the LOA. The LOA may be terminated by TSA, with or without cause, if TSA is not in default of any of the terms and conditions of the LOA or in the payment of any fees or other charges to the Authority, upon 30 days' written notice to the Authority. TSA may utilize the Premises for those non-NFL events listed on Exhibit B to the LOA. Should additional events be scheduled for which the Premises are required, Exhibit B will be revised by letter from TSA. TSA will provide Authority a copy of each revision of Exhibit B. As consideration for the use of the Premises, TSA agrees to pay to the Authority 40% of the rate charged to the customer and \$2.00 for each space used by its employees.

Management recommended adoption of Resolution No. 2019-120.

Resolution No. 2019-120 approved and authorized execution of the Letter of Agreement for Temporary Use of Land for Non-NFL Events at Raymond James Stadium at Tampa International Airport with the Tampa Sports Authority; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM J2

Re-Appointment of Authority Representative to Hillsborough County Metropolitan Planning Organization's Board – Joseph W. Lopano, Resolution No. 2019-121; Re-Appointment of Authority Alternate Representative to Hillsborough County Metropolitan Planning Organization's Board – Janet Scherberger, Resolution No. 2019-122.

The Authority is a member of the Hillsborough County Metropolitan Planning Organization (MPO) and as such is responsible for designating a representative to serve as a voting member on the MPO Board. On August 6, 2015, the Authority Board re-appointed Joseph W. Lopano, Authority Chief Executive Officer, to serve as a voting member to represent the Authority on the MPO Board. Mr. Lopano's term of office as a member representative of the Authority on the MPO Board recently expired and it is necessary to re-appoint him for an additional four year term.

Additionally, the Authority Board can appoint an alternate member who may vote at any MPO meeting that such alternate member attends in place of a regular voting member. On August 6, 2015, the Authority Board appointed Janet Zink, n/k/a Janet Scherberger, to serve as an alternate member to represent the Authority as a voting member at any MPO Board meeting she attended in place of Mr. Lopano, the regular voting member of the Authority. Ms. Scherberger's term of office as an

alternate member representative of the Authority on the MPO Board recently expired and it is also necessary to re-appoint her for an additional four year term.

It is staff's recommendation that Joseph W. Lopano be re-appointed to serve on the MPO Board as a voting member to represent the Authority and that Janet Scherberger be appointed as an alternate member to represent the Authority as a voting member at any MPO Board meeting that she attends in place of Mr. Lopano, the regular voting member of the Authority.

Management recommended adoption of Resolution Nos. 2019-121 and 2019-122.

Resolution No. 2019-121 approved and authorized execution of a letter to the Hillsborough County Metropolitan Planning Organization re-appointing Joseph W. Lopano to serve as a voting member to represent the Hillsborough County Aviation Authority on the Metropolitan Planning Organization's Board; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2019-122 approved and authorized execution of a letter to the Hillsborough County Metropolitan Planning Organization re-appointing Janet Scherberger (f/k/a Janet Zink) as the alternate member to represent the Hillsborough County Aviation Authority on the Metropolitan Planning Organization's Board; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM J3

Authorization for Expenditure of Federal and State 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 and State 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 and State 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.

Authorize the expenditure of Federal and State forfeiture funds to be used by the Tampa International Airport Police Department in an amount not-to-exceed \$41,274.50 for the purchase of firearms and other related equipment.

This item is included in the Federal and State Forfeiture Funds Budget.

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

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

CONSENT ITEM J4

Purchase Order(s), Fieldwork Survey Services utilizing Jacksonville Aviation Authority ITB No. 17-02-46204, Global Resource Management, Inc., Tampa International Airport.

On August 4, 2011, the Board authorized participation in the Airport Service Quality (ASQ) Survey offered by Airports Council International (ACI). The ASQ is the only international survey program intended to measure passengers' satisfaction while traveling through airports in order to better understand passenger needs and identify areas for improvement. The ASQ uses a uniform methodology across all airports to allow for benchmarking of scores amongst airports and analysis of industry standards for outstanding service.

On December 20, 2017, the Vice President of Procurement authorized utilization of Jacksonville Aviation Authority ITB No. 17-02-46204 awarded to Global Resource Management, Inc. (GRM) to perform fieldwork services related to ASQ surveys.

This item provides the Authority with the continuation of onsite surveys of departing passengers through GRM, an authorized ACI World Business Partner, utilizing Jacksonville Aviation Authority ITB No. 17-02-46204.

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.

Authorize the issuance of purchase orders to GRM for fieldwork survey services utilizing Jacksonville Aviation Authority ITB No. 17-02-46204 for the period of January 1, 2020 through December 31, 2021 in a total not-to-exceed amount of \$102,720.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorized the issuance of purchase orders to Global Resource Management, Inc., and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

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

CONSENT ITEM J5

Purchase Order(s), Furniture, utilizing The Interlocal Purchasing System (TIPS) Contract No. 180305, Tampa International Airport.

As part of the Main Terminal Curbside Expansion project, a new enclosed pedestrian bridge will be constructed to allow passengers easy access between the new Blue Side Express lanes and the new vertical circulation building (VCB). Additionally, passengers will utilize the new pedestrian bridge to access the Long Term Parking Garage (LTPG) from the Main Terminal Transfer level. In order to make way for the pedestrian walkway and the VCB connection, the Authority Offices located in Suite B on the Main Terminal Transfer Level will be relocated.

Because the new Authority SkyCenter Office Building and Tenant Improvements will not be completed in time for relocation of Suite B staff, temporary facilities will be constructed on the Red Side Arrival in the former Red Side Rental Car Area within the Authority Service Building.

The purpose of this authorization is to purchase the furniture that will be utilized in the temporary Suite B facilities. This furniture will be relocated to the SkyCenter Office Building once the Tenant Improvements are complete and staff moves.

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.

Authorize the use of The Interlocal Purchasing System (TIPS) Contract No. 180305 for the issuance of purchase orders for the purchase of furniture at Tampa International Airport in a total not-to-exceed amount of \$40,000.

This item is included in the Capital Budget.

The Chief Executive Officer recommended the Board award and authorize the issuance of purchase orders, and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

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

CONSENT ITEM J6

Purchase Order(s), Furniture, utilizing State of Florida Contract Nos. 425-001-12-1 and 56120000-19-ACS, Tampa International Airport.

As part of the Main Terminal Curbside Expansion project, a new enclosed pedestrian bridge will be constructed to allow passengers easy access between the new Blue Side Express lanes and the new vertical circulation building (VCB). Additionally, passengers will utilize the new pedestrian bridge to access the Long Term Parking Garage (LTPG) from the Main Terminal Transfer level. In order to make way for the pedestrian walkway and the VCB connection, the Authority Offices located in Suite B on the Main Terminal Transfer Level will be relocated.

Because the new Authority SkyCenter Office Building and Tenant Improvements will not be completed in time for relocation of Suite B staff, temporary facilities will be constructed on the Red Side Arrival in the former Red Side Rental Car Area within the Authority Service Building.

The purpose of this authorization is to purchase the furniture that will be utilized in the temporary Suite B facilities. This furniture will be relocated to the SkyCenter Office Building once the Tenant Improvements are complete and staff moves.

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.

Authorize the use of State of Florida Contract Nos. 425-001-12-1 and 56120000-19-ACS for the issuance of purchase orders for the purchase of furniture at Tampa International Airport in a total combined not-to-exceed amount of \$570,000.

This item is included in the Capital Budget.

The Chief Executive Officer recommended the Board award and authorize the issuance of purchase orders, and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

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

Chairman Harrod then proceeded to Policies or Rules for Consideration or Action.

The following items were included in Policies or Rules for Consideration or Action.

ITEM K1

The first item was Update to Policy Manual, Revision to Policy for Approval: Section 100, Policy P104, Audit Committee, presented by Laura Tatem.

Policy P104, Audit Committee, establishes a policy governing the Audit Committee of the Authority. The current composition of the Audit Committee is the Treasurer and Chairman of the Board of Directors.

Section 218.391, Florida Statutes, sets forth the procedures for selecting an auditor to conduct the annual financial audit. Section 218.391 was revised effective July 1, 2019.

For purposes of external auditor selection, the revised language:

- references an Auditor Selection Committee (ASC) rather than an Audit Committee,
- requires at least three members be on the ASC,
- requires at least one member of the ASC to be a member of the governing body and serve as chair of the ASC, and
- prohibits employees from serving on the ASC.

Previously, the Statute was silent to the number of selection committee members and the composition of the selection committee. The revised language does allow employees to serve in an advisory capacity to the ASC.

Staff proposes Policy P104, Audit Committee, be revised to add one additional member of the Board of Directors to the Audit Committee and to state that the Audit Committee will serve as the ASC for purposes of selecting the external auditor to conduct the Authority's annual financial audit.

These proposed revisions were discussed and approved during the September 11, 2019 Audit Committee meeting.

The Chief Executive Officer recommended approval of the revisions to Policy P104, Audit Committee.

Upon motion of Robert Watkins, seconded by General Diehl, update to Policy Manual, Revision to Policy for Approval: Section 100, Policy P104, Audit Committee, was unanimously approved by all members present; no resolution was required.

ITEM K2

The second item in Policies or Rules for Consideration or Action was update to Policy Manual, Revision to Policy for Approval: Section 400, Policy P403, Annual External Audit, presented by Laura Tatem.

Policy P403, Annual External Audit, in conjunction with Section 218.39, Florida Statutes, directs the Authority to retain an independent Certified Public Accountant to perform an annual

financial audit. Section 218.391, Florida Statutes, which sets forth the procedures for selecting an auditor to conduct the annual financial audit, was revised effective July 1, 2019.

The proposed revisions to Policy P403 align the Policy with the revised Statute by referencing the Auditor Selection Committee (ASC) and citing to Chapter 473, Florida Statutes, regarding the licensure of the audit firm. The ASC will evaluate the responses to the Request for Proposals from qualified firms and present their ranking and recommendation of the top ranked firms to the Board for selection.

These proposed revisions were discussed and approved during the September 11, 2019 Audit Committee meeting.

The Chief Executive Officer recommended approval of the revisions to Policy P403, Annual External Audit.

Upon motion of General Diehl, seconded by Robert Watkins, update to Policy Manual, Revision to Policy for Approval: Section 400, Policy P403, Annual External Audit was unanimously approved by all members present; no resolution was required.

General Counsel Stephens stated that with the adoption of Policy P104, there was a requirement to add an additional member to the Audit Committee.

Mr. Watkins clarified that per the Policy, the Audit Committee was made up of two members designated by their office which are the Treasurer and Chairman which meant the current Audit Committee was comprised of Chairman Harrod and General Diehl.

Upon motion of General Diehl, seconded by Commissioner Miller, Robert Watkins was elected to the Audit Committee by unanimous vote.

There were no Committee Reports, so Chairman Harrod moved to Unfinished Business. The following items were discussed in Unfinished Business.

ITEM N1

The first item in Unfinished Business was the Part 2 Supplemental Contract A for Design-Build Services, Main Terminal Curbside Expansion, New Energy Plant and Related Work, HCAA Project Nos. 8200 18, 8205 18, 8900 18, 8230 18 and 8240 19, Hensel Phelps Construction Co., Tampa International Airport, Resolution No. 2019-113, presented by Jeff Siddle.

The Main Terminal Curbside Expansion, New Energy Plant and Related Work Program (Program) is part of Phase 2 of the Master Plan and includes expansion of the Curbsides incorporating new elevated and at-grade lanes and vertical circulation buildings for both the Blue and Red sides,

renovations to portions of the Main Terminal transfer level and Authority offices, construction of a new Central Utility Plant, concessions loading dock, FAA parking lot, and demolition of the Administration Building.

On October 4, 2017, a request for qualifications entitled Main Terminal Curbside Expansion, New Energy Plant and Related Work at Tampa International Airport was issued.

On March 1, 2018, the Board approved negotiations with the number one ranked firm, Hensel Phelps Construction Co.

On June 7, 2018, the Board approved a Part 1 Design-Build Contract for \$25,262,708 for the design of the Program.

On June 6, 2019, the Board approved Amendment No. 1 to the Part 1 Design-Build Contract for \$4,031,477 for additional design services for the Program and a Part 2 Contract for Design-Build Services for \$31,535,723 for construction of the early enabling work.

The total combined Program Contract amount to date is \$61,629,908.

This Part 2 Supplemental Contract A provides for construction of the following:

Blue Side Vertical Circulation Building and Site Development
Central Utility Plant/Electric Service Building
FAA Parking Lot

The not-to-exceed amount for this Part 2 Supplemental Contract A will be \$119,492,571, bringing the total combined Program Contract amount to date to \$181,122,479.

This Part 2 Supplemental Contract A will incorporate a W/MBE participation of at least 17.1% for design and 19.0% for construction.

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. 2019-113.

Upon motion of Robert Watkins, seconded by General Diehl, Part 2 Supplemental Contract A for Design-Build Services, Main Terminal Curbside Expansion, New Energy Plant and Related Work, HCAA Project Nos. 8200 18, 8205 18, 8900 18, 8230 18 and 8240 19 at Tampa International Airport with Hensel Phelps Construction Co. was unanimously approved by all members present; staff was

authorized to use Owner's Direct Purchase Program, if appropriate; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2019-113.

ITEM N2

The second item in Unfinished Business was the Part 1 Contract for Design-Build Services, SkyCenter Authority Offices Interior Fit Out Including AOC, ICC, NOC and Data Center, HCAA Project No. 8226 17, DPR Construction, A General Partnership, Tampa International Airport, Resolution No. 2019-114, presented by Jeff Siddle.

As part of the Authority's Master Plan Phase 2 Program, the curbsides located at the Main Terminal will be expanded. In order to make room for this expansion, the Authority's Administrative Offices building will be demolished and a new office building and parking garage will be constructed by a third-party developer. The SkyCenter Authority Offices Interior Fit Out Including Airport Operations Center (AOC), Incident Command Center (ICC), Network Operations Center (NOC) and Data Center Project will design and construct the interior office improvements for the Authority's space in the new office building.

On April 5, 2019, a request for qualifications entitled SkyCenter Authority Offices Interior Fit Out Including AOC, ICC, NOC and Data Center at Tampa International Airport was issued.

On September 5, 2019, the Board approved negotiations with the number one ranked firm, DPR Construction, A General Partnership.

This item awards the Part 1 Contract for Design-Build Services to DPR Construction, A General Partnership for design of the Project in the not-to-exceed amount of \$3,482,803 for basic services and reimbursable expenses.

This Part 1 Contract for Design-Build Services will commence on November 7, 2019. Substantial completion of the Project is anticipated in Summer 2022.

A W/MBE goal of at least 15.3% of the dollar amount earned on the Contract for the design phase of the Project was prescribed. This Part 1 Contract for Design-Build Services will incorporate a W/MBE participation of at least 23.6% of the dollar amount earned on the Contract for the design phase of the Project.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2019-114.

Upon motion of Robert Watkins, seconded by General Diehl, the Part 1 Contract for Design-Build Services, SkyCenter Authority Offices Interior Fit Out Including AOC, ICC, NOC and Data Center, HCAA Project No. 8226 17 at Tampa International Airport with DPR Construction, A General Partnership was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2019-114.

ITEM N3

The third item in Unfinished Business was the Contract for Continuing Environmental Engineering Consulting Services, Aptim Environmental & Infrastructure, LLC, Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports, Resolution No. 2019-115, presented by Jeff Sidle.

On September 5, 2019, the Board approved negotiations with the number one ranked firm Aptim Environmental & Infrastructure, LLC for environmental engineering consulting services. The Contract for Continuing Environmental Engineering Consulting Services (Contract) is intended to provide comprehensive, continuing environmental engineering consulting services consistent with all Federal, State and Local environmental regulations.

The proposed scope of work under the Contract will include design professional and consultant services for CIP and O&M projects for FY 20 through FY 24.

The term of the Contract is for the period of November 7, 2019 through November 6, 2022, with two discrete one-year renewal options at the discretion of the Chief Executive Officer, in a total not-to-exceed amount of \$4,000,000, including the renewal options.

A W/MBE goal of at least 10% of the dollar amount earned on the Contract was prescribed. A W/MBE goal of at least 10% will be incorporated into the Contract.

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

Management recommended adoption of Resolution No. 2019-115.

Upon motion of Commissioner Miller, seconded by Robert Watkins, the Contract for Continuing Environmental Engineering Consulting Services at Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports with Aptim Environmental & Infrastructure, LLC was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2019-115.

The Chairman then proceeded to New Business.

ITEM 01

The first item in New Business was the Construction Contract, Economy Parking Garage – North Levels 1, 2, 3 & Exit Ramp Rehabilitation, HCAA Project No. 6585 19, Matcon Construction Services, Inc., Tampa International Airport, Resolution No. 2019-116, presented Jeff Siddle.

The Economy Parking Garage – North Levels 1, 2, 3 & Exit Ramp Rehabilitation Project (Project) consists of repairing, cleaning and restriping the parking area of the Economy Parking Garage – North Levels 1, 2, 3 & Exit Ramp. The Project also includes sealing and the replacement of pavement markings at the Exit Ramp.

A low bid solicitation was advertised on August 7, 2019.

On September 18, 2019, bids were publicly opened and read aloud as follows:

Company Name	Bid Amount
Matcon Construction Services, Inc.	\$395,340.00
Restocon Corporation	\$493,275.97
D&M Construction Group, Inc. d/b/a Foresight Construction Group, Inc.	\$646,335.00
Innovative Masonry Restoration LLC	\$1,083,745.00

A W/MBE Goal participation rate of 14% was prescribed and a W/MBE Goal participation rate of at least 87.5% is incorporated into this Contract.

The lowest responsive and responsible bidder is Matcon Construction Services, Inc., a certified W/MBE firm.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2019-116.

Upon motion of Commissioner Miller, seconded by General Diehl, Construction Contract for Economy Parking Garage – North Levels 1, 2, 3 & Exit Ramp Rehabilitation, HCAA Project No. 6585 19 at Tampa International Airport with Matcon Construction Services, Inc. in the amount of \$395,340.00 was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2019-116.

ITEM 02

Purchase Order, Tampa Electric Company (TECO), Widen and Rehabilitate George J. Bean Parkway, HCAA Project No. 8235 18, Tampa International Airport, presented by Jeff Siddle.

As part of the Widen and Rehabilitate George J. Bean Parkway Project (Project), it is necessary to modify the current TECO roadway lighting throughout the George J. Bean Parkway and to relocate the high voltage conduit line and switchgear south of Taxiway J in order to accommodate construction of the Project. This work will include replacement of light heads on existing poles, permanently removing light poles, adding new light poles, relocating existing light poles and associated power feed directional bores, and the relocation of high voltage conduit line and switchgear.

Authorize a purchase order for a total not-to-exceed amount of \$462,000 to Tampa Electric Company.

This item is included in the Capital Budget.

Upon motion of Robert Watkins, seconded by General Diehl, the Purchase Order to Tampa Electric Company for a total not-to-exceed amount of \$462,000 was unanimously approved by all members present, and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents. No resolution was required.

ITEM 03

The third item in New Business was Supplemental Contract, Software Products and Services utilizing NASPO Contract No. AR2488, SHI International, Tampa International Airport, Resolution No. 2019-110, was presented by Marcus Session.

The Authority's intranet is currently hosted on premise and needs a major upgrade. It is also desired to migrate the upgraded intranet to a cloud based solution. In addition, the records of the Authority are also hosted on premise utilizing an outdated repository system. Furthermore, a large number of the records are stored as image non-searchable files. It is desired to migrate the Authority records to a cloud based solution and, where necessary, convert the files to a searchable format.

SHI International is an authorized distributor of cloud based solutions and professional services to support these migrations to the cloud, file conversion and the necessary on-going hosting support. These cloud solutions and services are available through NASPO Contract No. AR2488. A Supplemental Contract provides for the inclusion of statutorily required and other contract language.

Authority Policy P410 authorizes the utilization of federal, state, local or multi-state cooperative purchasing contracts to purchase goods and services without obtaining three quotes or advertising.

This item authorizes the execution of a Supplemental Contract with SHI International to include statutorily required and other contract language and issuance of purchase orders to SHI International for the purchase of cloud software products, migration and other technical services, as well as on-going hosting services, utilizing NASPO Contract No. AR2488, for the period of November 7, 2019 through November 6, 2024 in a total not-to-exceed amount of \$1,000,000.

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

Management recommended adoption of Resolution No. 2019-110.

Upon motion of Commissioner Miller, seconded by General Diehl, Supplemental Contract with and issuance of purchase orders to SHI International was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2019-110.

ITEM 04

The fourth item in New Business was Purchase Order(s), Data Storage, Cloud, Converged, Data Protection and Technology Solutions utilizing National Cooperative Purchasing Alliance Contract Nos. 01-42 and 01-82, Dell Marketing L.P. and EMC Corporation, Tampa International Airport, presented by Marcus Session.

The Authority's Information Technology Services Department routinely purchases equipment, software and related services to support the Authority's information technology needs. Dell Marketing L.P. and EMC Corporation provide solutions including, but not limited to, data storage, software and services, maintenance and support, laptops, monitors, computers, servers, and printers. These solutions are available through National Cooperative Purchasing Alliance Contract Nos. 01-42 and 01-82.

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 issuance of purchase orders to Dell Marketing L.P., utilizing National Cooperative Purchasing Alliance Contract No. 01-42, and EMC Corporation, utilizing National Cooperative Purchasing Alliance Contract No. 01-82, for the purchase of equipment, software and related services for the period of November 7, 2019 through November 6, 2021 with two, discrete one-year renewal options at the discretion of the Chief Executive Officer, contingent upon approval

of similar renewal options exercised by the National Cooperative Purchasing Alliance, in a total aggregate not-to-exceed amount of \$6,000,000, including the renewal options.

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

Upon motion of Commissioner Miller, seconded by General Diehl, the Purchase Orders to Dell Marketing L.P. and EMC Corporation were unanimously approved all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents. No resolution was required.

ITEM 05

The fifth item in New Business was the Teamsters Local 79 Labor Contract, Tampa International Airport, Resolution No. 2019-123, presented by Wanda Dunnigan.

On August 28, 2019, Authority representatives and Teamsters Local 79 representatives completed bargaining for a new Labor Contract which covers Authority employees in Maintenance, Airport Operations Center, Guest Services, and Property Control. The term for the current Labor Contract is October 1, 2016 through September 30, 2019.

The term of this Labor Contract is for a period of three (3) years, beginning on October 1, 2019 and terminating on September 30, 2022. The new Labor Contract provides for an increase to the employee shift differential for those individuals whose work day begins after 2:00 pm. Shift differential has not been increased since 2008 when it was set at \$1.05 per hour. Shift differential will increase to \$1.35 per hour with the approval of this Labor Contract. This Labor Contract also includes updates consistent with current Authority processes.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2019-123.

Upon motion of Commissioner Miller, seconded by General Diehl, Teamsters Local 79 Labor Contract at Tampa International Airport was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2019-123.

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

Al Illustrato gave a brief Master Plan Phase 2 update.

Mr. Illustrato reported that Kimmins Contracting has taken about 50 – 60 loads of concrete rubble and debris off the property. The majority of work will be done by the Thanksgiving timeframe. Total completion is expected around January 2020.

Mr. Illustrato took some time to explain the work being done by Hensel Phelps at the new cell phone lot and central atrium.

GLF Construction is working on the bridge foundations at Crossfield Taxiway A as well as airfield lighting work and signs.

Cone & Graham has been working overnight on Maintenance of Traffic (MOT) devices as part of the roadway expansion. They are creating new lanes so that motorists are out of the way for the bridge work that needs to be done by the Post Office and then the subsequent widening of the rest of the Parkway.

Costs are trending higher for some of the vertical work. About 70% of the overall construction contract value is now under and 30% more construction value still needs to be bid in the future. Some of the cost trends are increasing but a lot of the work is already under contract.

This concluded Mr. Illustrato's report.

Mr. Lopano extended an invitation to the Groundbreaking.

Mr. Stephens requested an Attorney-Client Closed Session be held at the December 2019 Board Meeting to discuss pending litigation and to seek the Board's direction in terms of settlement and strategy.

With no further business to be brought before the Board, the Regular Board meeting adjourned at 10:13 a.m.

Gary W. Harrod, Chairman

Lesley "Les" Miller, Jr.
Assistant Secretary/Assistant Treasurer