

Hillsborough County Aviation Authority  
Regular Board Meeting

Thursday, 9:00 a.m.  
December 3, 2020

A Regular Board Meeting of the Hillsborough County Aviation Authority was held both in person and by electronic means of communications media technology.

Mr. Harrod welcomed everyone to the December 3, 2020 Regular Board Meeting of the Aviation Authority. Mr. Harrod thanked the Board Members for attending in person and welcomed the Authority's newest Board Member, Commissioner Stacy White.

Board Members present were: Gary Harrod, Robert Watkins, General Diehl, Commissioner Stacy White, and Mayor Jane Castor (arrived at 9:02 a.m.)

Authority staff members physically present were Chief Executive Officer Joseph W. Lopano, General Counsel Michael Stephens, Damian Brooke, Chris Minner, John Tiliacos, Michael Kamprath, Scott Knight, Elita McMillon, Veronica Cintron, Teresa Howell, Violet Cummins, Jeff Siddle, and James Tarro.

Authority staff members that appeared electronically were Barbara Grilli, Diane Dirocco, Dan Johnson, Guy Brown, Randy Forister, Kelly Deforest, Kate Webb, Ed Haines, John Mallory, Kevin Podsiad, Jon Vaden, Sabrina Kimball, Austin Barry, Carol Marino, Michelle Benjamin, Beth Zurenko, James Hanney, Dan Duncan, Brian Miles, Kryssie Phillips, Damaris Cordova, Mary Baltzell, Cheryl Hawkins, Scott Loper, Laurie Noyes, Kelly Abreu, Tony Conza, Michael Garcia, Laura Tatem, Tiffany Kennedy, Rianner Woodard, Chris Reyes, Marcus Session, Stephanie Pierce, Brett Fay, Melissa Solberg, Adam Bouchard, Tara Camp, Morgan Greif, Paul Ridgeway, Kristin Schmidt, Thomas Johnson, Mandi Schuler, Chief Charlie Vazquez, Rebecca Waterman, Don Fizell, Ann Davis, Roop Johal, Aimee Pidgeon, Danny Valentine, Danny Glennon, Stephanie Douglas, Rich Coudureir, Kerry Duris, Emily Nipps, Rayesha Cotton, Gina Evans, James Glaros, Bruce Sather, John Fiore, Brandon Taugner, Devon Barnett, Jacob Tyler, Tom Thalheimer and Joel Feldman.

The Pledge of Allegiance was recited.

Chairman Harrod called the meeting to Order.

Chairman Harrod announced that Commissioner Stacy White was assigned to serve on the Aviation Authority Board by the Hillsborough County Board of County Commissioners. The Board would need to fill the vacant position of Assistant Secretary/Assistant Treasurer position. Chairman Harrod asked General Counsel Stephens to lead the election.

General Counsel Stephens stated that Commissioner White had been duly sworn in pursuant to Florida Statute. He asked that an election be held to fill the vacancy of Assistant Secretary/Assistant Treasurer made vacant by the retirement of Commissioner Miller.

Robert Watkins nominated Commissioner White and General Diehl seconded the motion.

The Nomination of Commissioner Stacy White to the position of Assistant Secretary/Assistant Treasurer was unanimously approved by all members present.

Chairman Harrod then asked for a Motion to approve the Agenda.

Upon motion of Robert Watkins, seconded by Mayor Castor, that Agenda was unanimously approved by all Board members present.

Chairman Harrod then moved to Public Comments. Any person who attended in person would have the opportunity to address the Board. He reminded the public that provisions were made for any member of the public attending electronically and who desired to participate in the public comments portion of the meeting to have access to the meeting. Anyone wishing to be heard was instructed on the public notice for this meeting and on the Tampa International Airport website to email the Board Services Administrator at [publiccomments@tampaairport.com](mailto:publiccomments@tampaairport.com). The deadline for receiving public comments was at 8:00 a.m. on December 3, 2020. Any comments that were received by that deadline would be read by Legal Affairs. Emailed public comments would be afforded equal consideration as if the public comments were offered in person.

General Counsel Stephens stated that one emailed Public Comment was received and would be read into the record by Assistant General Counsel, Scott Knight.

Scott Knight read a Public Comment received from William B. Case, Managing Director with PFM Financial Advisors.

Mr. Case has served as the Authority's Financial Advisor for over 19 years. The first 9 with Fullerton and Friar and the second 10 with PFM and Mr. Ken Fullerton.

Mr. Case stated that PFM has guided the Authority through such events as 9/11 and the Great Recession. They have helped develop a debt program. In 2012 they were tasked with putting together a finance plan to meet the Authority's goals for the Master Plan. The Authority has also been able to achieve its goals of preserving its bond credit ratings and achieving Double A ratings.

During the Covid-19 Pandemic they have helped put the Authority in a good financial position. Mr. Case stated it is a time for stability and not the unknown.

He asked the Board to take this into consideration when making its decision.

This concluded Public Comments.

Chairman Harrod asked if there were any abstentions from the Regular Board Meeting held on November 5, 2020 that needed to be read into the record. General Counsel stated that there were no abstentions during the November 5, 2020 Board Meeting and none were anticipated at this meeting.

Chairman Harrod asked if there were any additions or corrections to the Minutes of the Regular Board Meeting held on November 5, 2020.

Commissioner White had a comment regarding the Minutes. He asked if someone from Staff could brief him on the reference to an appropriation for legal services. General Counsel Stephens agreed to do so.

Upon motion of Robert Watkins, seconded by General Diehl, the Minutes of the Regular Board Meeting held on November 5, 2020 were unanimously approved by all Board Members present.

Mr. Lopano's Management Report was next.

Chris Minner started with the Performance Assessment Report.

There were 773,000 passengers served in the month of October which represented a 55% decrease from a year ago. There were 1,030 international passengers in October which was about a 99% decrease from a year ago. Air carrier operations were down 45.3% versus a year ago.

Mr. Minner shared a slide on market resilience of daily passenger traffic in Tampa versus the national average. In the month of October the Authority was about 14% ahead of the recovery forecast for the month of October.

Mr. Minner then shared an updated route map marked with markets that are currently served (62), markets that will resume service in December (6), and markets that are currently suspended but will return in 2021 (4 domestic, 10 international).

Mr. Minner then gave an update on current events. There were 845 new followers on social media the previous month. Some of the top stories included a halt in operations due to tropical storm Eta, 40 new and resuming flights that came back in November, and also the reopening of the Hard Rock Café. Thanksgiving traffic and the COVID 19 testing program were also discussed.

John Tiliacos was next with a recap of Tropical Storm ETA. This Storm was extremely unpredictable which made it challenging to prepare for. The Storm shifted more than 150 miles between November 10 and November 11 which brought it very close to Tampa. Due to the rapidly changing forecast and highly unpredictable nature of this Storm a decision was made on the morning of November 11 to

suspend operations beginning at 3:00 p.m. and reopen the following morning at 8:00 a.m. Wind speeds of more than 45 miles per hour were experienced. The Storm Riders (made up of employees from various departments) remained at the Airport and rode out the Storm. There were 155 flight cancellations over the 17 hour period that operations were suspended. The Airport did a good job riding out the Storm and returning back to full service within a few hours of the Storm's passing.

Mr. Tiliacos next gave a recap on the concessions program. A focus was placed on buying local with Made in Tampa Bay signage displayed. Later this month, there will be an online trial for ordering and gate delivery from the restaurants and top retail products. The touchless experience will be provided by a company called Grab that has similar services in airports around the country.

The Thanksgiving Holiday period had significantly lower passenger volume. There were more than 391,000 customers served over the 10 day holiday period which was about 50% fewer than last year. There was a new single day passenger record since March with nearly 50,000 passengers traveling through TPA on Sunday, November 29th. The Remote Bag Check Service has also reopened at the Rental Car Center.

The COVID-19 passenger testing program has been extended through the end of the year. Through November 30th, Baycare has tested more than 7,700 passengers and over 1,400 passengers were processed the week leading up to Thanksgiving.

General Diehl inquired if the Airport worked with MacDill during the storm preparations and also inquired about the reintroduction of the Max airplanes at Tampa International Airport.

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 Mayor Castor, seconded by General Diehl, the Consent Agenda was unanimously approved by all Board members.

The following items were contained in the Consent Agenda.

#### Item G1

Space Rental Agreement, Frontier Airlines, Inc., Tampa International Airport, Resolution No. 2020-302.

Frontier Airlines, Inc. (Frontier) leased space at the Airport through an Airline-Airport Use and Lease Agreement (AAULA), which expired September 30, 2020.

As of October 1, 2020, all airlines operate at Tampa International Airport (Airport) under a Rates by Resolution, and any tenant wishing to lease space at the Airport is required to enter into a Space Rental Agreement (SRA) with the Authority.

This SRA has an initial one (1) year term, effective December 1, 2020 and terminating September 30, 2021, with five (5) separate one (1) year renewal options upon sixty (60) days written request prior to the expiration of the then existing term and written approval by the Authority’s CEO (Renewal Options). If all Renewal Options are exercised, this SRA will have a final termination date of September 30, 2026.

This SRA has standard terms, including, but not limited to, environmental, insurance, and indemnity.

Space Type	Square Footage	Rate	Annual Payments	Monthly Payments
Main Terminal - Ticketing Level	284	\$206.79	\$58,728.36	\$4,894.03
Main Terminal - Ticketing Kiosks	144	\$206.79	\$29,777.76	\$2,481.48
Main Terminal - Ticketing Counter	889	\$206.79	\$183,836.31	\$15,319.69
Airside - Gate and Hold Room	6,000	\$81.47	\$488,820.00	\$40,735.00
TOTAL			\$761,162.43	\$63,430.20

Management recommended adoption of Resolution No. 2020-302.

Resolution No. 2020-302 approved and authorized execution of Space Rental Agreement at Tampa International Airport with Frontier Airlines, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Item G2

Agreement for Off-Airport Parking Concession, Safeway Parking, LLC, Tampa International Airport, Resolution No. 2020-311.

Safeway Parking, LLC (Safeway) operates public parking lots in Tampa, St. Petersburg, Sarasota, and Miami. One of Safeway’s parking lots includes a valet operation at the Westshore Plaza, near Tampa International Airport (Airport). From this location, Safeway plans to offer off-site parking for Airport customers.

Safeway desires to execute an Agreement for Off-Airport Parking Concession (Agreement) with the Authority. An off-airport parking operator is defined in Policy P823 as an entity other than the Authority that is engaged in the business of operating parking facilities located off the Airport property and providing transportation to and from the Airport using the Airport’s roadway system. Safeway will not operate courtesy vehicles but rather its customers will be required to arrange for their own transportation between Safeway’s parking lot and the Airport.

This item approves and authorizes an Agreement with Safeway to operate an off-airport parking concession. The term of this Agreement is December 3, 2020 through September 30, 2021. The Authority may terminate this Agreement, with or without cause, upon 30 days written notice. In accordance with Authority Policy P823, Safeway will pay a privilege fee under the Agreement of eight and one-half percent (8.5%) of Gross Receipts.

Management recommended adoption of Resolution No. 2020-311.

Resolution No. 2020-311 approved and authorized execution of Agreement for Off-Airport Parking Concession at Tampa International Airport with Safeway Parking, LLC; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

### Item G3

Tampa International Airport Police Department License Agreement For The Firearms/Training Facility, Tampa International Airport, Resolution No. 2020-316.

The Tampa International Airport Police Department Firearms and Training Facility (Facility) was completed on April 28, 2006. The purpose of the Facility is to ensure that Airport Law Enforcement Officers and K-9 teams undergo required training on a regular basis. On June 1, 2006, the Authority Board granted the Chief Executive Officer the authority to execute an agreement known as Tampa International Airport Police Department License Agreement For The Firearms/Training Facility (Agreement) for use of the Facility by various law enforcement agencies in return for a fee paid by such law enforcement agencies.

The Tampa International Airport Police Department (TIAPD) periodically participates in joint training exercises with local law enforcement agencies at their training facilities at no charge to the Authority. In addition, TIAPD relies on the response and support of these agencies in the event of an emergency that may occur at Tampa International Airport. These agencies also provide various support services to TIAPD such as evidence analysis, bomb threat response, and investigation of a shooting and serious crimes at no charge to the Authority.

This item authorizes the Authority to reciprocate with such local agencies and gives the Chief Executive Officer or designee the ability to waive Facility usage fees in future Agreements as deemed appropriate. Such an Agreement is expected to be entered into with the Florida Department of Law Enforcement (FDLE) in the near future.

Management recommended adoption of Resolution No. 2020-316.

Resolution No. 2020-316 allowed the Chief Executive Officer or designee to waive Facility usage fees as deemed necessary in future Tampa International Airport Police Department License

Agreements For The Firearms/Training Facility; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Item G4

Authority Meeting Dates for Calendar Year 2021.

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

The following schedule is proposed for calendar year 2021:

Time: 9:00 a.m.

Location: Boardroom, HCAA Offices

Dates: Thursday, February 4  
Thursday, March 4  
Thursday, April 1  
Thursday, May 6  
Thursday, June 3  
Thursday, August 5  
Thursday, September 2  
Thursday, October 7  
Thursday, November 4  
Thursday, December 2

The Chief Executive Officer recommended approval of the proposed Authority meeting dates for calendar year 2021.

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

This concluded the Consent Agenda.

Chairman Harrod then moved on to Policies or Rules for Consideration or Action. The following items were discussed.

Item H1

Update to Policy Manual, Revisions to Policy for Approval: Section 300, Policy P310, Commercial Ground Transportation, presented by John Tiliacos.

Policy P310, Commercial Ground Transportation, governs the issuance or award of contracts or permits for commercial ground transportation services other than fixed route public transit at Tampa International Airport (Airport).

Special events such as the Super Bowl, NCAA events and conventions occur from time to time in the Tampa Bay area. In 2021, the Tampa Bay area will host Super Bowl LV. To meet the needs of the large influx of event attendees and guests, local ground transportation operators may be required to increase the size of their vehicle fleets by utilizing the vehicles fleets of other ground transportation providers. These other ground transportation providers may not have permits issued by the Authority or state/local government agencies or other agencies having jurisdiction over ground transportation.

Staff recommends revising Policy P310 to efficiently meet ground transportation needs for these special events by authorizing the Authority to enter into joint special event permits or other special permits, not to exceed ten (10) days in duration, with state or local government agencies or other agencies having jurisdiction over ground transportation, to allow non-permitted ground transportation operators at the Airport. The proposed revisions to Policy P310 will also authorize the Chief Executive Officer to enter into contracts, agreements or permits with state or local government agencies or other agencies having jurisdiction over ground transportation to provide further detail of required insurance, payment of Airport ground transportation fees, and other operational matters, in furtherance of such special event permits. An Agreement regarding a special event permit for Super Bowl LV is expected to be entered into with Hillsborough County in the near future.

The Chief Executive Officer recommended approval of the revisions to Policy P310, Commercial Ground Transportation.

Upon motion of Robert Watkins, seconded by Mayor Castor, the revisions to Policy P310, Commercial Ground Transportation, were unanimously approved by all Board Members present. No resolution was required.

## Item H2

Update to Policy Manual, Revisions to Rules and Regulations for Approval: Section 300, R340, Rules and Regulations for Tampa International Airport, presented by John Tiliacos.

Policy P340, Rules and Regulations, requires the Board to adopt rules and regulations, pursuant to legal requirements, governing the use of each of the airports in its airport system. These Board-adopted rules and regulations are set forth in R340, Rules and Regulations for Tampa International Airport, which was last revised in February 2019.

Staff recommends revising R340, Rules and Regulations for Tampa International Airport, as follows:

- Subsection 3.8, Crash Reports - add requirement to report crashes to Airport Police.



- Subsection 4.1, First Amendment Activities - expand language to state that any first amendment activity must not be misrepresented as being representative of the Authority.
- Subsection 5.2, Fueling Operations - add language addressing availability of a remote fueling option during irregular operations, in coordination with Airport Operations. Will align language of Rules and Regulations with existing Authority Standard Procedure.
- Subsection 7.5, Vehicle Operations on Air Operations and Movement Areas - add language setting forth expectation that drivers will operate vehicles per the requirements outlined in the Airport Ground Operations Manual.
- Subsection 7.6, Public Parking - clarify language regarding abandoned vehicles, improperly parked vehicles, vehicles posing a safety/security risk, and the Authority's right to remove vehicles.
- Subsection 7.10, Impound of Motor Vehicles in Employee Parking Lots - clarify language on using Employee Parking Lots for vehicle storage, removal of vehicle warning notices, and the ability of the Authority to remove unauthorized vehicles.

The Chief Executive Officer recommended the Board approve the Revisions to R340, Rules and Regulations for Tampa International Airport.

Upon motion of Robert Watkins, seconded by Mayor Castor, revisions to R340, Rules and Regulations for Tampa International Airport, were unanimously approved by all Board Members present. No resolution was required.

This concluded Policies or Rules for Consideration or Action. There were no Committee Reports so Chairman Harrod moved on to Unfinished Business.

The following items were contained in Unfinished Business.

#### Item J1

Change Order No. 9, Construction Contract and Ratification of Change Orders Nos. 1-8, Checked Baggage System Upgrades and Optimization, HCAA Project No. 5991 14, Hensel Phelps Construction Co., Tampa International Airport, Resolution No. 2020-303, presented by Jeff Siddle.

On April 5, 2018, the Board awarded Hensel Phelps Construction Co. a Construction Contract for the Checked Baggage System Upgrades and Optimization Project in the amount of \$36,994,000. This Project includes construction of new checked baggage inspection systems (CBIS) for Airsides A and C, including removal of the existing CBIS in the Main Terminal that currently serves Airsides A and C. Also included in the scope of the Project is construction of remote baggage check-in functionality at the new Rental Car Center. This work is necessary to enhance capacity, replace equipment at the end of its life, and to comply with the most recent version of TSA's Planning Guidelines and Design Standards.

In accordance with Policy P410, Procurement, the Chief Executive Officer has previously approved eight change orders to the Contract. They are as follows:

<u>Change Order</u>	<u>Date</u>	<u>Amount</u>	<u>Description</u>
1	5/11/18	\$71,941.00	Addition of Builder's Risk Policy.
2	7/10/19	\$108,326.00	Relocation of existing electrical conduit at Airside C.
3	8/8/19	\$9,386.00	Extended Substantial Completion Date by thirteen (13) Calendar Days for relocation of conduit.
4	8/16/19	\$100,000.00	Resolution of multiple clashes between new and existing work. Revisions to Sections 00700 and 01370 to reflect current Authority boilerplate for construction contract documents.
5	10/2/19	\$11,058.00	Relocation of existing communication boxes.
6	10/3/19	\$226,497.00	Flipped the power turn and Q belt drives to clear a walking path behind High Speed Diverters (HSD). Replaced pushers with HSDs. Installed new section of catwalk. Added eighty four (84) Calendar Days.
7	1/15/20	\$23,790.00	West Bag Check Wall Opening, Mezzanine Steel Conflicts with Existing Catwalk, Demolition, Wall Partition Conflict with Existing Electrical Conduits, FRP Height and Attachment Methods, and Existing Motor SA1-18 Clash with New Catwalk 137.
8	8/12/20	\$608,680.00	Structural improvements at A-sort. Added one hundred fifty three (153) Calendar Days.

The eight previous change orders increased the Contract amount by \$1,159,678.00 and added two hundred fifty (250) Calendar Days.

Staff recommends execution of Change Order No. 9 in the amount of \$921,293.44, resulting in a new total Contract amount of \$39,074,971.44, and increasing the Substantial Completion date by 270 days. The Contract amount is being increased with Change Order No. 9 for additional time and cost related to design modifications which are needed to complete the Project.

The W/MBE goal as a result of this Change Order No. 9 will be revised to 9.2%.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2020-303.

Upon motion of Robert Watkins, seconded by General Diehl, Change Order No. 9 to Construction Contract for Checked Baggage System Upgrades and Optimization, HCAA Project No. 5991 14 at Tampa International Airport with Hensel Phelps Construction Co. in the amount of \$921,293.44 was unanimously approved by all Board Members present; previous Change Order Nos. 1-8 was ratified with Hensel Phelps Construction Co. for Checked Baggage System Upgrades and Optimization, HCAA Project No. 5991 14; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-303.

#### Item J2

Amendment No. 1 to Reimbursable Agreement, SkyCenter Development Area, HCAA Project No. 8226 17, FAA Agreement No. AJW-FN-ESA-19-SO-002994-A1, Federal Aviation Administration, Tampa International Airport, Resolution No. 2020-314, presented by Jeff Siddle.

Due to construction in the SkyCenter Development Area, it has become necessary for the Federal Aviation Authority (FAA) to modify the Runway 1L Localizer antenna system.

On April 25, 2019, the FAA submitted a Reimbursable Agreement to the Authority with a cost of \$258,975.24 to perform the design and construction for the modification. It was the FAA's intent to perform all work with their own forces. Management recommended including a 25% contingency of \$64,743.76 to be used if the FAA exceeded its cost estimate, for a maximum purchase authorization of \$323,719.00. The Reimbursable Agreement will end once the work has been completed and final costs have been determined, and the Reimbursable Agreement will not extend more than five years beyond execution by the FAA.

On June 6, 2019, the Board approved and authorized execution of the Reimbursable Agreement for SkyCenter Development Area, HCAA Project No. 8226 17, FAA Agreement No. AJW-FN-ESA-19-SO-002994-A1 at Tampa International Airport with the FAA in the amount of \$258,975.24, with a maximum purchase authorization amount of \$323,719.00.

On November 4, 2020, the FAA advised the Authority that due to COVID-19 they will not be able to complete the proposed construction using their own forces. The FAA has provided an additional cost of \$156,221.12. The additional cost includes the use of a non-FAA contractor and items that were inadvertently omitted by the FAA from the original Reimbursable Agreement. As this cost exceeds the 25% contingency of \$64,743.76 included in the Reimbursable Agreement, management recommends increasing the maximum purchase authorization for the Reimbursable Agreement by \$195,277.00 from \$323,719.00 to \$518,996.00. This increase will be for the additional cost of \$156,221.12 and a 25% contingency of \$39,055.88 if the FAA exceeds its revised cost estimate.

This item is included in the Master Plan Capital Budget.

Management recommended adoption of Resolution No. 2020-314.

Upon motion of Robert Watkins, seconded by Mayor Castor, Amendment No. 1 to Reimbursable Agreement for SkyCenter Development Area, HCAA Project No. 8226 17, FAA Agreement No. AJW-FN-ESA-19-SO-002994-A1 at Tampa International Airport with the Federal Aviation Administration in the amount of \$156,221.12 was unanimously approved by all Board Members present; a maximum purchase authorization in the amount of \$518,996.00 was authorized for Reimbursable Agreement for SkyCenter Development Area; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-314.

This item concluded Unfinished Business. Chairman Harrod proceeded to New Business. The following items were contained in New Business.

Item K1

Construction Contract, Airside F Air Handler Replacement, HCAA Project No. 5615 18, Bernhard MCC, LLC, Tampa International Airport, Resolution No. 2020-306, presented by Jeff Siddle.

This Project consists of the replacement of six (6) air handlers at Airside F that have reached the end of their useful lives with new built-in-place, high efficiency units with variable frequency drives and upgraded controls and auxiliary equipment. A low bid solicitation was advertised on September 16, 2020.

On October 28, 2020, bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Bernhard MCC, LLC	\$1,898,155.00
Airstron, Inc.	\$2,075,000.00
*Kirlin Florida, LLC	\$2,487,617.00

\* Kirlin Florida, LLC was deemed non-responsive for failing to attend the Mandatory Pre-Bid Conference and the Mandatory Site Inspection.

The lowest responsive and responsible bidder is Bernhard MCC, LLC.

There was no W/MBE goal prescribed for this Project.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2020-306.

Upon motion of Robert Watkins, seconded by Mayor Castor, Construction Contract for Airside F Air Handler Replacement at Tampa International Airport with Bernhard MCC, LLC in the amount of

\$1,898,155.00 was unanimously approved by all Board Members present; the bid received from Kirlin Florida, LLC was rejected as non-responsive; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-306.

#### Item K2

Contract, Main Terminal Elevator Modernization, HCAA Project No. 6780 21, Schindler Elevator Corporation, Tampa International Airport, Resolution No. 2020-307, presented by Jeff Siddle.

Included in the FY21 CIP is HCAA Project No. 6780 21, Main Terminal Elevator Modernization. This Project will rehabilitate the twenty-four traction elevators in the Main Terminal, including new controls, drives, door equipment, doors, and signal fixtures.

Authority Policy P410, Procurement, authorizes the standardization of purchases based on evaluated criteria such as product performance, consistency of manufacturer(s), life cycle costs, design life, and maintainability. In 2017, the Authority standardized Schindler Elevator Corporation for the maintenance of Schindler Elevator Corporation manufactured elevators, escalators and moving sidewalks.

The proposed Contract with Schindler Elevator Corporation is for the rehabilitation of the twenty-four traction elevators in the Main Terminal. The Contract amount is \$7,205,560. The Contract duration will be 932 days.

There was no W/MBE goal prescribed for this Contract.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2020-307.

Upon motion of Robert Watkins, seconded by Mayor Castor, the Contract for Main Terminal Elevator Modernization at Tampa International Airport with Schindler Elevator Corporation in the amount of \$7,205,560 was unanimously approved by all Board Members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-307.

#### Item K3

Selection of Firm and Award of Contract, Financial Advisor Services, Frasca & Associates, LLC, Tampa International Airport, Resolution No. 2020-310, presented by Damian Brooke.

Board Policy P405, Financial Advisor, requires the Authority to retain the services of a qualified financial advisor. The services sought include assistance with bond and other debt transactions and

special services, including on-going financial analysis; insight for future financing and finance-related initiatives; the development, negotiation, and selection during solicitations for the underwriters, trustee and bond counsel; and other functions normally contemplated to be within the scope of duties of a fully qualified financial advisor.

On September 6, 2020, a Request for Proposals for Financial Advisor Services at Tampa International Airport was issued.

Two responses were received and evaluated by staff. The following firms are listed in order of technical ranking:

1. Frasca & Associates, LLC
2. PFM Financial Advisors LLC

The term of the Contract for Financial Advisor Services (Contract) is December 3, 2020 through December 2, 2025, with two, one-year renewal options at the discretion of the Chief Executive Officer. The maximum purchase authorization for the seven-year term, including the renewal options, is \$500,000 for special project services. The Contract includes special services fees as shown in the table below:

<u>Category</u>	<u>Hourly Rate</u>
Principal Advisor	\$350.00
Director	\$300.00
Senior Managing Consultant	\$250.00
Senior Analyst	\$200.00
Analyst	\$200.00

The Fixed Rate Transaction Fee for the seven-year term of the Contract, including renewal options, is \$1.00 per \$1,000 of par value for \$0-\$200,000,000 financing, \$0.30 per \$1,000 of par value for \$200,000,000-\$400,000,000 financing, and \$0.20 per \$1,000 of par value for \$400,000,000 or greater financing.

The Authority may cancel the Contract with or without cause by giving thirty (30) days written notice.

There was no W/MBE goal prescribed for this Contract.

Special services under this item are included in the O&M Budget. Debt transaction fees under this item are funded from the proceeds of the bonds or other debt at the time of the issuance of the bonds or other debt.

Management recommended adoption of Resolution No. 2020-310.

Upon motion of Robert Watkins, seconded by Mayor Castor, the Contract for Financial Advisor Services at Tampa International Airport with Frasca & Associates, LLC was unanimously approved by all Board Members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-310.

#### Item K4

Supplemental Contract, IT Professional Services, utilizing GSA Contract No. GS-35F-0425P, Woolpert, Inc., Tampa International Airport, Resolution No. 2020-308, presented by Michael Stephens.

The Authority's Information Technology Services Department is in need of IT professional services on an as-needed basis to support Autodesk, Esri®, and Cityworks® software in support of several Authority departments, including, Planning and Development, Operations, and Maintenance.

Services needed include, but are not limited to, installation of software patches and bug fixes to prevent service interruption, responding to and investigating software malfunctions, spatial and non-spatial data updates, system upgrades or enhancements, business process workflow improvements, web application development, strategic planning, policy development, geospatial data governance, and system integration. These services are available through GSA Contract No. GS-35F-0425P. A Supplemental Contract will provide 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, to include statutorily required and other contract language, and issuance of purchase orders to Woolpert, Inc. for the purchase of IT professional services utilizing GSA Contract No. GS-35F-0425P, for the period of December 3, 2020 through November 6, 2024 in a maximum purchase authorization amount of \$500,000.

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

Management recommended adoption of Resolution No. 2020-308.

Upon motion of Robert Watkins, seconded by Mayor Castor, the Supplemental Contract and issuance of purchase orders to Woolpert, Inc. was unanimously approved by all Board Members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-308.

#### Item K5

Purchase Orders, Information Technology Equipment and Software, utilizing GSA Contract No. GS-35F-303DA, Promark Technology, Inc., Tampa International Airport, presented by Michael Stephens.

The Authority uses two solutions, NetBackup and DataDomain, to perform data backups and cloud storage of the Authority's, Common Use Passenger Processing Systems, and the Parking and Revenue Controls Systems' environment. Currently, there is a need for additional storage capacity, which will increase cloud storage costs due to high overhead with virtual appliances. This purchase authorization provides a mechanism to procure an enterprise backup software solution to consolidate existing backup software and equipment in order to increase efficiencies while decreasing storage costs.

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

This item authorizes the issuance of purchase orders to Promark Technology, Inc., for an enterprise backup software solution utilizing GSA Contract No. GS-35F-303DA for the term of December 3, 2020 through May 3, 2021, with one, discrete five-year renewal option at the discretion of the Chief Executive Officer or designee, contingent upon approval of the renewal option between Promark Technology, Inc. and GSA, in the maximum purchase authorization of \$500,000, including the renewal option.

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

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

Upon motion of Robert Watkins, seconded by General Diehl, the issuance of Purchase Orders to Promark Technology, Inc. was unanimously approved by all Board Members present and the Chief Executive Officer or designee was authorized to execute all other ancillary documents. No resolution was required.

#### Item K6

Master Services Agreement, Consolidated On-line Domestic and International Airfare Data Services, LNRS Data Services Inc., Tampa International Airport, Resolution No. 2020-315, presented by Chris Minner.

On February 2, 2017, the Board authorized execution of a sole source subscription agreement with Diio, LLC for on-line domestic and international airfare data service for the period of March 1, 2017



through February 1, 2018, with three, one-year renewal options at the discretion of the Chief Executive Officer or designee, in a total not-to-exceed amount of \$240,000, including the renewal options. On September 5, 2018, the Authority exercised the three, one-year renewal options. In March 2019, the Authority was notified by Reed Business Information Inc. that effective December 31, 2018, it had merged with Diio, LLC. In accordance with the Certificate of Merger, Reed Business Information Inc. was the surviving entity and subsequently changed its name to LNRS Data Services Inc.

On November 11, 2020, a Notice of Intent to Sole Source with LNRS Data Services Inc. for the continued use of Diio Mi on-line domestic and international airfare subscription service was publicly advertised. Diio Mi is a proprietary on-line domestic and international airfare subscription service which collects flight and market performance data such as carrier reported traffic and fare and operating costs from the U.S. Department of Transportation and other sources. The data is then consolidated into a single database. This data service is critical to the Authority's continued ability to attract international carriers to the Tampa Bay market. No responses were received.

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

This item authorizes execution of a Master Services Agreement with LNRS Data Services Inc. for consolidated on-line domestic and international airfare data services for the period of March 1, 2021 through February 28, 2026 in the maximum purchase authorization of \$435,000.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2020-315.

Upon motion of Mayor Castor, seconded by Robert Watkins, the Master Services Agreement at Tampa International Airport with LNRS Data Services Inc. was unanimously approved by all Board Members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-315.

#### Item K7

Concessions Contract for Vending Services, Compass Group USA, Inc. by and through its Canteen Division, Tampa International Airport, Resolution No. 2020-312, presented by John Tiliacos.

Compass Group USA, Inc. by and through its Canteen Division (Compass) has an existing Concessions Contract for Vending Services with the Authority to provide vending services at Tampa International Airport (Airport). The current Concessions Contract will expire on December 31, 2020. The vending services are provided via twenty-four (24) vending machines. Six (6) vending machines are in locations accessible to the public at the Ground Transportation Center and the Cell Phone Waiting Lot and

eighteen (18) vending machines are in non-public locations, such as Authority breakrooms. The vending services in the non-public locations offer convenient snack and beverage selections, including healthy products, to Authority employees at affordable prices.

Policy P820, Award of Concession Agreements, allows for negotiations with an existing operator to be used when, upon anticipated expiration of the full term of an agreement or to facilitate development of the Airport, it is determined by the Chief Executive Officer to be in the best interest of the public and Authority to negotiate a new agreement with the current concessionaire for continued operation of all or part of the given concession privilege. In order to allow uninterrupted vending services during the transition to SkyCenter One, the Authority entered into negotiations with Compass as the existing operator.

The Chief Executive Officer and staff consider it to be in the Authority's best interests to enter into a new Concessions Contract for Vending Services (Contract) with Compass to provide vending services to Authority for non-public locations of the Airport and public locations in the Ground Transportation Center and Cell Phone Waiting Lot. The Contract will commence on January 1, 2021 and will expire on December 31, 2022, unless terminated sooner. The Contract may be terminated by either party, with or without cause, upon 30 days' written notice.

Under this Contract, Compass will pay to the Authority a monthly Privilege Fee of fifteen percent of monthly Gross Receipts for the six machines located in locations accessible to the public at the Ground Transportation Center and the Cell Phone Waiting Lot.

This Contract does not have a specific Airport Concessions Disadvantaged Business Enterprise (ACDBE) goal established; however, Compass is required to make good faith efforts to contract with ACDBE firms in the performance of the Contract.

Management recommended adoption of Resolution No. 2020-312.

Upon motion of Robert Watkins, seconded by Mayor Castor, the Concessions Contract for Vending Services at Tampa International Airport with Compass Group USA, Inc. by and through its Canteen Division was unanimously approved by all Board Members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-312.

#### Item K8

Selection of Firm and Award of Term, Group Life Insurance Benefits, Securian Life Insurance Company of America, Tampa International Airport, presented by Michael Stephens.

On June 2, 2016, the Board awarded Standard Insurance Company the right to provide group life insurance benefits for the plan year of August 1, 2016 through July 31, 2017, with up to four, one-

year renewal options exercised at the discretion of the Chief Executive Officer. The Authority currently provides Basic Life Insurance and AD&D. The current annual premium paid by the Authority for Basic Life Insurance and AD&D is \$34,048.98. The current plan includes basic, dependent, and supplemental life insurance for Authority employees and retirees.

On June 10, 2020, an Invitation to Negotiate was issued for Group Life Insurance Benefits for Authority employees. The scope of work includes providing basic, dependent, and supplemental life insurance benefits for Authority employees and retirees, dedicated personnel for support, enrollment, implementation and claims handling, and staff training in all online procedures.

On July 31, 2020, four responses were received. Responses from the following firms met the minimum qualification requirements, were evaluated by staff, and are listed in order of technical ranking:

1. Securian Life Insurance Company
2. Standard Insurance Company
3. Unum Life Insurance Company

Life Insurance Company of North America was found non-responsive for failing to meet minimum qualifications.

No specific expectancy for W/MBE participation was established.

After review of the three responses against the evaluation criteria in the Invitation to Negotiate, the technical evaluation committee recommended negotiations with the top ranked firm, Securian Life Insurance Company.

This Award to Securian Life Insurance Company includes a basic, dependent and supplemental life insurance program for Authority employee with the ability for retirees to purchase basic and dependent life insurance at the full premium rate. The initial term of the Award is from February 1, 2021 through July 21, 2024, with two discrete, one-year renewal options exercised at the discretion of the Chief Executive Officer based on acceptability of the cost, coverage, service, company stability, and market conditions. Based on the current number of participants and proposed premium rates, the estimated annual premium rate is \$17,835.18.

This item is included in the O&M Budget.

The Chief Executive Officer recommended ranking the firms in the order listed above, award to the top ranked firm, and rejection of the response from Life Insurance Company of North America as non-responsive for failing to meet minimum qualifications. This item also authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Upon motion of Robert Watkins, seconded by Commissioner White, the top rank firm and award of term to Securian Life Insurance Company was unanimously approved by all Board Members present; the response received from the Life Insurance Company of North America was rejected as non-responsive for failing to meet minimum qualifications; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents. No resolution was required.

#### Item K9

Selection of Firm and Award of Term, Long Term Disability Benefits, Standard Insurance Company, Tampa International Airport, presented by Michael Stephens.

On June 2, 2016, the Board awarded Life Insurance Company of North America the right to provide long term disability benefits for the plan year of August 1, 2016 through July 31, 2017, with up to four, one-year renewal options exercised at the discretion of the Chief Executive Officer. The Authority currently provides long term disability benefits for the Plan 1 – Core Plan. The amount paid in FY2020 based on the number of employees was \$243,637.94.

On June 10, 2020, an Invitation to Negotiate was issued for Long Term Disability Benefits for Authority employees. The scope of work includes dedicated personnel to assist in implementation and claims handling, ongoing account support, and claims support.

On July 31, 2020, three responses were received. Responses from the following firms met the minimum qualification requirements, were evaluated by staff, and are listed in order of technical ranking:

1. Standard Insurance Company
2. Unum Life Insurance Company

Life Insurance Company of North America was found non-responsive for failing to meet minimum qualifications.

No specific expectancy for W/MBE participation was established.

After review of the two responses against the evaluation criteria in the Invitation to Negotiate, the technical evaluation committee recommended negotiations with the top ranked firm, Standard Insurance Company.

This Award includes long-term disability benefits to be provided to employees with a Plan 1 – Core Plan paid by the Authority and a Plan 2 – Buy-Up Plan paid by employees. The initial term of the Award is from February 1, 2021 through July 31, 2024, with two discrete, one-year renewal options exercised at the discretion of the Chief Executive Officer based on acceptability of the cost, coverage,

service, company stability, and market conditions. Based on the current number of participants and proposed premium rates, the estimated annual premium rate is \$217,005.

This item is included in the O&M Budget.

The Chief Executive Officer recommended ranking the firms in the order listed above, award to the top ranked firm, and rejection of the response from Life Insurance Company of North America as non-responsive for failing to meet minimum qualifications. This item also authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Upon motion of Robert Watkins, seconded by Mayor Castor, the ranking of Standard Life Insurance Company as the top ranked firm was unanimously approved by all Board Members present; the response from the Life Insurance Company of North America was rejected as non-responsive for failing to meet minimum qualifications; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents. No resolution was required.

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

Jeff Siddle began the Staff Report with an update on SkyCenter One. The preparation work for the remote curb and atrium is expected to be done in early February 2021.

The 1.5 mile trail is near completion. The fountain in front of SkyCenter One was originally installed at the Airport but has been relocated and repurposed. Mr. Siddle talked about the rooftop terrace and the progression of work within SkyCenter One.

JE Dunn, who is the contractor for SkyCenter One, should have their work completed by May or June 2021.

The taxiway is in its final stages of work. The project is ahead of schedule with a forecasted completion date in early April.

Cone & Graham is doing the roadway expansion. This project is also trending ahead of schedule.

The pedestrian bridge in the circulation space is nearing completion. Artwork will be installed and the last existing pedestrian bridge will be demolished to complete the construction of the full vertical circulation building.

The budget is at \$543,786 and the commitments that have been made are a little over 74%.

This concluded Staff Reports.

Before adjourning the meeting, Mr. Stephens requested an Attorney-Client Closed Session be held at the February 2021 Board Meeting to discuss pending litigation and to seek the Board's direction in terms of settlement and strategy.

Chairman Harrod reminded everyone that the 2021 Board Meeting Schedule was approved at this Board Meeting. The next Board Meeting will take place on February 4, 2021. With no further business to be brought before the Board Chairman Harrod adjourned the meeting.

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Gary W. Harrod, Chairman

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Jane Castor, Secretary