

Hillsborough County Aviation Authority
Regular Board Meeting
Board of Adjustment Public Hearing

Thursday, 9:00 a.m.
February 2, 2017

A Regular Board Meeting of the Hillsborough County Aviation Authority and Board of Adjustment Public Hearing was convened in the Boardroom, Main Terminal Building, Level 3 at Tampa International Airport, Tampa, Florida, on Thursday, February 2, 2017.

Members present were: Robert I. Watkins, Gary Harrod, Commissioner Victor Crist and Mayor Bob Buckhorn.

Aviation Authority staff members present were Chief Executive Officer Joseph W. Lopano, General Counsel Michael Stephens, Al Illustrato, Damian Brooke, Chris Minner, John Tiliacos, Janet Zink, Scott Knight, Michael Kamprath, Jeff Siddle, Ed Haines, Elita McMillon, Ann Davis, Beth Zurenko, Gina Evans, Violet Cummins, Laurie Noyes, Chief Paul Sireci, Police Officer Jack Schafer, Lloyd Tillmann, Laura Tatem, Teresa Howell, Dominic Macrone, Rob Porter, Marcus Session, Adam Bouchard, Randy Forister, Kari Goetz, Fire Chief Danny Olegario, Brian Washburn, Dan Johnson, Tony Mantegna, James Tarro and Joel Feldman.

Chairman Watkins welcomed everyone to the Regular Board Meeting of February 2, 2017 and the Board of Adjustment Public Hearing and advised that General Diehl would not be in attendance. Chairman Watkins advised the audience that anyone wishing to comment on propositions brought before the Board should see Violet Cummins, Board Services Administrator, for a form. He then asked everyone to stand for the Pledge of Allegiance.

Chairman Watkins called the Board of Adjustment Hearing to order and called upon Michael Kamprath, Assistant General Counsel, to open 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 and Petitioner Gregory Roth.

Mr. Mantegna proceeded to present the a petition for variance on Airport Study No. 2016-87, Request for Variance, Bohler Engineering, requesting a variance to construct a twenty-four story

residential building, with a maximum height of 301' AMSL, located at 3401 Bayshore Boulevard, Tampa, FL, Resolution No. 2017-14.

Bohler Engineering (Petitioner) was requesting a variance to construct a twenty-four story residential building, with a maximum height of 301' AMSL, on a site located at 3401 Bayshore Blvd, Tampa, FL. The nearest airport is Peter O. Knight.

Notice of this hearing before the Board of Adjustment was provided on January 13, 2017.

Petitioner was requesting a variance to construct a twenty-four story residential building.

The Petition was presented to the Airport Hearing Officer on November 10, 2016 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, would not be contrary to the public interest, will do substantial justice, and is 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 concern with the request.

The Airport Hearing Officer recommended that the Board of Adjustment approve the variance to Airport Zoning Regulations requested by Petitioner with the following conditions: (1) the structure must be marked/lighted in accordance with FAA Advisory Circular 70/7460-1 L, Obstruction Marking and Lighting, flags/red lights – Chapters 4, 5 (Red), & 12; (2) Petitioner must E-file FAA Form 7460-2, Notice of Actual Construction or Alteration, within five (5) days after construction reaches its greatest height; and (3) Petitioner must obtain a temporary permit from the Authority for use of a crane, not to exceed 391' AMSL.

The variance will be valid until the FAA Determination of No Hazard to Air Navigation expires on March 27, 2018, 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 building have occurred.

The Board of Adjustment was advised they may render their decision based on the findings and recommendations of the Hearing Officer. Additionally they may, but are not required to, review the record of the Hearing Officer's public hearing.

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, a variance for Airport Study No. 2016-87, Bohler Engineering, to construct a twenty-four story residential building, with a maximum

height of 301' AMSL, on a site located at 3401 Bayshore Blvd, 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. 2017-14.

Proceeding the vote, Mr. Harrod asked if the variance included MacDill Airforce Base. Mr. Mantegna replied that the Authority does not have jurisdiction over MacDill's airspace and that it would be the responsibility of both the FAA and the military.

With no other petitions for variance to be presented, Mr. Kamprath closed the public hearing of the Board of Adjustment. The hearing adjourned at 9:08 a.m.

Chairman Watkins proceeded to call the Regular Board meeting of February 2, 2017 to order and advised the audience that all members had received a copy of the Agenda prior to the meeting and had a chance to review it in advance. Before proceeding he informed the audience that Mr. Lopano had something to share with the Board.

Mr. Lopano reminded the Board that at the December Board Meeting General Counsel Stephens had advised of the possibility of holding an Attorney-Client Closed Session at the February meeting. Mr. Lopano informed the Board that there would be no need to hold that Closed Session.

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

Upon motion by Mayor Buckhorn, seconded by Gary Harrod, the Agenda was unanimously approved by all members present.

Chairman Watkins proceeded to the Public Comments section of the meeting and called Bill Yanger to the podium.

Mr. Bill Yanger, Principal of Yanger Law Group, introduced himself. He and his wife have resided at 210 S. Treasure Dr. for the past 10 years. Since Taxiway J was completed on October 24th there have been 1,015 jet landings on Runway 1R and these numbers do not include the National College Football Championship Game as those numbers were not yet released. There were also 207 jet departures on 19L for the same period of time.

Mr. Yanger discussed how Mayor Buckhorn had previously asked the question of when the number of landings would go down to typical numbers absent construction. He noted that Mr. Watkins also inquired at the December Board Meeting who the Authority needed to talk to regarding asking the Tower to inform pilots that Runway 1R was a Noise Sensitive Runway. At the December Board Meeting, Mr. Fox from the FAA said that he would get that information to Mr. Lopano. In addition, Mr. Yanger mentioned that Commissioner Crist requested that the Authority get together

with the congressional delegation and Mr. Lopano said that would happen. Mr. Yanger finished by saying there did not seem to be any improvement and requested that the administration take action.

Chairman Watkins called on Mr. Louis Minardi.

Mr. Minardi introduced himself as the President of Yellow Cab Company. He asked the Authority to look at the study on ridesharing that was recently done for the Airport. Mr. Minardi said that fees are being paid by Yellow Cab, United Cab and Supershuttle while ridesharing companies are not paying any fees. Mr. Minardi asked to utilize current technology to keep track of the cars that pick up passengers and would like to work with the Airport in creating a fairer marketplace for ridesharing and taxi cab companies.

Commissioner Crist inquired if under the current system the cab companies pay a fee based on the number of travelers every month regardless if they are utilizing the cabs. Commissioner Crist asked if Mr. Minardi was willing to adjust the fees so that the Authority would break even and not lose revenue they were earning now. Mr. Minardi requested that a formula be created that would make it fair and equitable for everyone. Commissioner Crist responded that when he was Chairman of the PTC and Uber & Lyft were legalized an audit provision was created and audits would be done on a semiannual basis. He asked if Mr. Minardi and his colleagues would be in agreement to a similar audit to which Mr. Minardi agreed. Mr. Minardi concluded that he would talk with administration on how to move forward.

This concluded the Public Comments and Chairman Watkins then asked General Counsel Stephens if there were any abstentions that needed to be read into the record. General Counsel Stephens reported no abstentions to be read from the December 7, 2016 Board Meeting and he did not anticipate any from this Meeting.

Chairman Watkins then called for a motion to approve the Minutes of the Regular Authority Board Meeting of December 7, 2016.

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the Minutes of the Regular Authority Board Meeting of December 7, 2016 were unanimously approved by all members present.

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

Mr. Lopano asked Chris Minner, Vice President of Marketing, to start the Management Reports with the Performance Assessment Report.

Mr. Minner reported that during the month of December more than 1.6 million passengers were served which closed out the calendar year up 0.6%. Internationally, there was double digit

growth for the third year in a row with more than 72,000 passengers being served, which was 18.4% for the year.

Mr. Minner also reported that JD Power and Associates ranked Tampa International among the top airports for customer satisfaction in North America. Further, Southwest Airlines launched flights to Havana during the month of December as well as announcing that they will have flights to LaGuardia this summer. Mr. Minner reported that Gary Kelly, CEO of Southwest Airlines, was recently awarded the Tony Jannus Award for leadership in aviation. Mr. Minner concluded his presentation with news that Delta and Spirit Airlines are both launching flights to Boston later this month.

Damian Brooke was next to report on the first quarter financial results for October to December 2016. For the quarter the Airport served just over 4.7 million passengers which matched the 2016 passenger traffic levels for the same period. For the period passenger traffic on domestic services was down about 1/10% year over year with the international market up 3%. There is slow anticipated growth through March 2017 followed by increased capacity beginning in April and May.

Operating revenues for the period totaled \$52.9 million which exceeded budget by over a quarter million. This was in part due to better than budget performance in the Airside rentals, concessions and cargo revenue drivers which offset the lower than budgeted revenues in parking and Main Terminal rental areas.

Operating expenses for the quarter totaled \$28.7 million which is 5.8% or \$1.8 million better than budget performance for the quarter. Personnel cost came in \$490,000 under budget. There was a \$65,000 savings directly related to direct placement refunding which was completed last October. After revenue sharing estimates for airline settlement, the Authority finished the first months of fiscal year 2017 generating almost \$9.4 million to the bottom line, which exceeded budget by \$1.6 million or 20.9%. Cost per enplanement for the carriers came in at \$5.46 which was 3 cents or 1/2% higher than budget.

John Tiliacos was next to report on the College Football National Championship Game that Tampa hosted on January 9th. There were 74,512 spectators at Raymond James Stadium which is an all-time record for the stadium. Some highlights included 319 general aviation aircraft parked at Tampa International. January 10th, the day after the game, was the busiest air-traffic day since March 2007 with 910 operations. Delta Airlines operated 10 extra flights, three team charters and handled more than 8,000 passengers the day after the game, which was 70% more than Delta handles on a routine day.

Commissioner Crist commented that staff did a wonderful job. He addressed the Mayor regarding the significant impact this event had and that it was even more cost effective than previous Super Bowls.

Mr. Lopano called upon Adam Bouchard, Noise Monitoring Officer, to deliver his monthly noise report. The Airport in December and January handled just shy of 30,000 jet landings. The Noise Monitoring office estimates 920 of these nearly 30,000 jet operations deviated from the Voluntary Noise Program, resulting in a compliance rate of 97%.

Three events impacted the noise sensitive runway over the past two months. The runway was closed on December 7th, 8th and 12th for required twice yearly rubber removal. On Christmas Eve, an inbound aircraft to the West noise preferred runway experienced a mechanical event which resulted in damage to the West runway. The West Runway was closed for 3 ½ hours and 51 aircraft were diverted to the noise sensitive runway. Lastly, the National Football Championship occurred with the impacts as previously discussed by Mr. Tiliacos. The Authority began communicating 2 months ahead of time that it anticipated a significant increase in operations during the National Championship period. An estimated 100 jet aircraft landed on the East runway on January 9th. Nearly all of these landings were assigned to the noise sensitive runway for landing by air-traffic control. Absent the deviations of these three events, compliance since December would be just shy of 99%.

The Noise Monitoring Office has created a handout that is being provided to corporate jet pilots by the fixed base operators at the Airport. At the Board's request a letter was sent to both the congressional delegation and FAA Administrator, Michael Huetra and the Authority is waiting a reply. A request was also previously made to outline potential impacts to the Airport's West Noise Preferred Runway that are projected for this year. The Airport's Planning and Development group anticipates 1 significant airfield development project slated for the fall with potential impact to the Airport's West Runway for closures over a two-week period.

Mayor Buckhorn thanked Mr. Bouchard and said that the numbers are moving in the right direction. The Mayor wanted to confirm that the neighbors are notified of scheduled maintenance in advance of the maintenance occurring and when additional traffic was anticipated. Mr. Bouchard replied that scheduled closures of a few hours are communicated two days ahead of time. Closures that require a greater period of time are communicated several months ahead of time during Community Noise Consortium Meetings and via letter and email that is sent leading up to the closure.

A brief discussion took place as Mr. Bouchard answered additional questions the Mayor had on a pilot's rationale for using the Noise Sensitive Runway and the percentage of deviations that are commercial versus corporate.

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 Watkins then called for a motion to approve the items in the Consent Agenda.

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the Consent Agenda was unanimously approved by all members present.

The following items were contained in the Consent Agenda.

CONSENT ITEM I1

Consent to Assignment and Assumption Contract, ABM Parking Services, Inc. and ABM Aviation, Inc. d/b/a ABM Parking Services, Tampa International Airport, Resolution No. 2017-16.

On April 5, 2012, the Board awarded a Parking Facilities and Shuttle Service Management Agreement (Agreement) to Ampco Parking, Inc. d/b/a Ampco Airport to provide day-to-day management and operation of the parking facilities and shuttle bus services at Tampa International Airport. The initial term of the Agreement is May 1, 2012 through June 30, 2017 with three, one-year options to renew at the sole option of the Authority's Board.

In February 2012, Ampco Parking, Inc. d/b/a Ampco Airport changed its name to ABM Parking Services, Inc.

Effective January 1, 2017, ABM Parking Services, Inc. merged with ABM Industry Groups, LLC and assigned the Agreement to ABM Aviation, Inc. d/b/a ABM Parking Services.

Staff recommended the Board consent to assignment of the Agreement from ABM Parking Services, Inc. to ABM Aviation, Inc. d/b/a ABM Parking Services.

Management recommended the adoption of Resolution No. 2017-16.

Resolution No. 2017-16 approved and authorized execution of the Consent to Assignment and Assumption Contract at Tampa International Airport between ABM Parking Services, Inc. and ABM Aviation, Inc. d/b/a ABM Parking Services; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM I2

Amendment No. 1 to Parking Facilities and Shuttle Service Management Agreement, ABM Aviation, Inc. d/b/a ABM Parking Services, Tampa International Airport, Resolution No. 2017-07.

On April 5, 2012 the Board awarded a Parking Facilities and Shuttle Service Management Agreement (Agreement) to Ampco Parking, Inc. d/b/a Ampco Airport to provide day-to-day management and operation of the parking facilities and shuttle bus services at Tampa International Airport. The initial term of the Agreement is May 1, 2012 through June 30, 2017 with three, one-year

options to renew at the sole option of the Authority Board. The total five year projected cost of the Agreement is \$27,542,442 and includes a fixed annual management fee and a fixed shuttle bus maintenance fee for each of the five years. The Agreement also includes a reimbursable approved operating cost.

In February 2012, Ampco Parking, Inc. d/b/a Ampco Airport changed its name to ABM Parking Services, Inc.

ABM Parking Services, Inc. recently merged with ABM Industry Groups, LLC and assigned the Agreement to ABM Aviation, Inc. d/b/a ABM Parking Services. A separate item under this Agenda seeks the Board's consent to such assignment.

This Amendment No. 1 recognizes the name change from Ampco Parking Inc. d/b/a Ampco Airpark to ABM Aviation, Inc. d/b/a ABM Parking Services; exercises one, one-year renewal option, thereby revising the expiration date of the Agreement to June 30, 2018; authorizes the remaining renewal options to be approved at the discretion of the Chief Executive Officer or designee; authorizes an increase of the annual management fee from \$354,658 to \$356,416; and changes the annual fixed shuttle bus maintenance fee of \$121,316 to a not-to-exceed annual amount of \$312,000, or \$26,000 per month as a result of the use and maintenance requirements for the 16 Economy Shuttle Buses. The Authority intends to cease utilizing the Economy Shuttle Buses when the ConRac opens.

This item is included in the O&M Budget.

Management recommended the adoption of Resolution No. 2017-07.

Resolution No. 2017-07 approved and authorized execution of Amendment No. 1 to Parking Facilities and Shuttle Service Management Agreement at Tampa International Airport with ABM Aviation, Inc. d/b/a ABM Parking Services; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM I3

Groundwater Use Regulation, Tampa International Airport, Resolution No. 2017-15.

The Authority has been working closely with the Florida Department of Environmental Protection (FDEP) to complete the environmental rehabilitation of Authority-owned property where certain underground contaminants have been identified. Authority and FDEP staff are able to streamline FDEP's institutional control requirements through the Authority's promulgation of a Groundwater Use Regulation for Tampa International Airport. The Groundwater Use Regulation codifies a condition that is already in place and is not expected to change in the future. The source

of water for human consumption at Tampa International Airport is the regional public water system, which is currently provided by the City of Tampa or Hillsborough County. The Groundwater Use Regulation requires that all buildings or facilities used for human occupancy that require a water distribution system must be connected to the regional public water system. The goal of the Groundwater Use Regulation is that the groundwater under Tampa International Airport is not a source of water for human consumption. FDEP has approved the form and content of the Groundwater Use Regulation. FDEP has instructed the Authority to promulgate the Groundwater Use Regulation and provide a copy of the Groundwater Use Regulation along with a map of Tampa International Airport that identifies the area of coverage. The promulgation of this Groundwater Use Regulation is expected to result in site closure at a reduced cost to the Authority while ensuring protection of human health and the local environment.

To complete site rehabilitation and fulfill the requirements of FDEP in a more streamlined and cost-effective way it is necessary to promulgate this Groundwater Use Regulation.

Management recommended adoption of Resolution No. 2017-15.

Resolution No. 2017-15 approved and authorized promulgation of a Groundwater Use Regulation; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM I4

License and Maintenance Agreement, Azteca Systems, LLC, Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports, Resolution No. 2017-08.

The Information Technology Department is seeking to purchase an asset management software system that will integrate directly with the current Authority geographic information system, allow for the management of airfield and terminal assets, capture maintenance workflows in a centralized location, and which has been approved by the FAA for use in the FAR Part 139 Self-Inspection processing support of a paperless inspection and maintenance process. Cityworks Asset Management System Software (Cityworks) is the only known solution that meets all of these requirements.

On November 2, 2016, a Notice of Intent to Sole Source with Azteca Systems, LLC for the purchase of Cityworks was publicly advertised. No responses were received. Cityworks licensing, maintenance and support services are considered proprietary and can only be provided by Azteca Systems, LLC. 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 License and Maintenance Agreement with Azteca Systems, LLC for the purchase of Cityworks Asset Management System Software for the period of February 3, 2017 through February 2, 2020. The total not-to-exceed amount of the License and Maintenance Agreement is \$225,000.

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

Management recommended adoption of Resolution No. 2017-08.

Resolution No. 2017-08 approved and authorized the execution of License and Maintenance Agreement at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports with Azteca Systems, LLC; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM 15

Purchase Order, General Purpose Commercial Information Technology Equipment, Software, and Services utilizing GSA Contract No. GS-35F-0682R, Geographic Information Services, Inc., Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports.

The Authority requires IT consulting services for the implementation of Cityworks Asset Management System Software (Cityworks Software) provided by Azteca Systems, Inc. Cityworks Software will assist in managing the lifecycle of airfield and terminal assets and has been approved by the FAA for use in the FAR Part 139 Self-Inspection process, supporting a paperless inspection and maintenance process. Additional IT consulting services are needed for on-going support of the current enterprise geographical information system which provides on premises and online mapping and reporting of land and buildings.

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 Geographic Information Services, Inc. for IT consulting services utilizing GSA Contract No. GS-35F-0682R for the period of February 2, 2017 through June 21, 2020, for a total not-to-exceed amount of \$1,030,000.

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

The Chief Executive Officer recommended the Board authorize the issuance of purchase orders to Geographic Information Services, Inc. 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 16

Master Services Agreement, SITA Information Networking Computing USA, Inc., Tampa International Airport, Resolution No. 2017-06.

On May 1, 2014, the Board authorized the issuance of a sole source purchase order to SITA Information Networking Computing USA, Inc. in the not-to-exceed amount of \$400,000 for the purchase of ten (10) Phase 3 Visa Waiver Automated Passport Control kiosks, including installation, site implementation, and training. On September 19, 2014, the Authority purchased an additional kiosk that is ADA compliant.

Staff recommends execution of a Master Services Agreement with SITA Information Networking Computing USA, Inc. to allow for the purchase of additional kiosks, software, software upgrades, spare parts, maintenance, and the continued support of previously purchased kiosks.

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 SITA Information Networking Computing USA, Inc., incorporating previous purchases and associated support and authorizing the purchase of additional kiosks, software, software upgrades, support, spare parts, and maintenance, for the period of February 2, 2017 through February 1, 2020, with two, one-year renewal options at the discretion of the Chief Executive Officer or designee. The total not-to-exceed amount of the Master Services Agreement, including all renewal options, is \$500,000.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2017-06.

Resolution No. 2017-06 approved and authorized the execution of the Master Services Agreement at Tampa International Airport with SITA Information Networking Computing USA, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM 17

Purchase Order, Exterior Dynamic Signage Replacement utilizing Florida Department of Transportation ITB-DOT-15/16-9005-GH, HCAA Project No. 6375 17, Daktronics, Inc., Tampa International Airport.

In 2004, dynamic signage was installed in eight locations along George J. Bean Parkway. These dynamic signs are now obsolete and are no longer supported by the manufacturer. This project will provide updated dynamic signage along George J. Bean Parkway.

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 a purchase order to Daktronics, Inc. for the purchase of eight (8) exterior dynamic signs utilizing the Florida Department of Transportation ITB-DOT-15/16-9005-GH in the total not to exceed amount of \$621,400.

This item is included in the Capital Budget.

The Chief Executive Officer recommended the Board authorize the issuance of a purchase order to Daktronics, Inc. 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 18

Purchase Order, Police Rated, Administrative, Utility Vehicles, Trucks & Vans utilizing Florida Sheriffs Association Contract No. FSA16-VEH24.0, Hub City Ford, Tampa International Airport.

The Authority's fiscal year 2017 equipment budget provides for the purchase of an assortment of vehicles and equipment for the Maintenance Department.

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 a purchase order to Hub City Ford for six (6) pickup trucks utilizing the Florida Sheriffs Association Contract No. FSA16-VEH24.0 for the term of February 2, 2017 through September 30, 2017 in a total not-to-exceed amount of \$174,000.

This item is included in the Capital Budget.

The Chief Executive Officer recommended the Board authorized the issuance of a purchase order to Hub City Ford 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 19

Space Rental Agreement, United Airlines, Inc., Tampa International Airport, Resolution No. 2017-01.

United Airlines, Inc. (United) currently operates at Tampa International Airport under an Airline-Airport Use and Lease Agreement with the Authority (Signatory Agreement). In support of those operations, it is necessary for United to temporarily lease certain space at the Airside A Ramp Level for its maintenance personnel.

United desires to lease 166 sq. ft. of Airside A Ramp Level space at the FY 2017 non-signatory rate indicated below:

<u>Description</u>	<u>Sq. Ft.</u>	<u>FY 17 Rate</u>	<u>Annual Rent</u>	<u>Monthly Rent</u>
Airside A Ramp Level Space	166	\$89.59	\$14,871.94	\$1,239.33

The Space Rental Agreement commences February 1, 2017 and terminates concurrently with all other space rental agreements on September 30, 2020. Either party may terminate the Space Rental Agreement upon 30 days' written notice.

Management recommended adoption of Resolution No. 2017-01.

Resolution No. 2017-01 approved and authorized execution of the Space Rental Agreement at Tampa International Airport with United Airlines, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM I10

Subscription Agreement, Consolidated On-line Domestic and International Airfare Data Service, Diiio, LLC, Tampa International Airport, Resolution No. 2017-09.

On September 6, 2012, the Board authorized the issuance of a sole source purchase order to Diiio, LLC in an annual amount not-to-exceed \$40,000 for consolidated on-line domestic and international airfare data service. A Subscription Agreement in furtherance of the purchase order was later entered into. This data service is critical to the Authority's continued ability to attract international carriers to the Tampa Bay market. Staff requires additional data service, to include domestic fare and market size data which provides ticket settlement and revenue forecasting of single routes. A new Subscription Agreement is required due to the increase in cost of the additional modules.

Diiio, LLC provides 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.

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 Subscription Agreement with Diiio, 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.

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

Management recommended adoption of Resolution No. 2017-09.

Resolution No. 2017-09 approved and authorized the execution of the Subscription Agreement at Tampa International Airport with Diiio, LLC; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM I11

Tampa Bay Trade & Protocol Council Services Agreement, Tampa International Airport, Resolution No. 2017-11.

The Tampa Bay Trade & Protocol Council Services Agreement (Agreement) between the Greater Tampa Chamber of Commerce, including, Hillsborough County, City of Tampa, Tampa Bay Convention & Visitors Bureau, Inc., the University of South Florida Board of Trustees, and the University of Tampa, funds and supports the operation of the Tampa Bay Trade & Protocol Council.

Management recommended execution of the Agreement for a term of October 1, 2016 through September 30, 2019. Under the Agreement, the Authority Marketing Department will annually provide \$50,000 to the Tampa Bay Trade & Protocol Council.

The Marketing Department has allocated \$50,000 to the Tampa Bay Trade & Protocol Council for every year of this Agreement.

Management recommended adoption of Resolution No 2017-11.

Resolution No 2017-11 approved and authorized execution of Tampa Bay Trade & Protocol Council Services Agreement; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

This concluded the Consent Agenda. As there were no Policies and Rules for Consideration or Action or Committee Reports, Chairman Watkins proceeded to Unfinished Business.

The only item under Unfinished Business was Amendment No. 6 to Agreement for Consulting Services, Master Plan Update 2012 and Common Use Passenger Processing System – Master Plan, HCAA Project Nos. 5860 12 and 5505 11, HNTB Corporation, Tampa International Airport, Resolution No. 2017-12, presented by Jeff Siddle.

On November 3, 2011, the Board approved an Agreement for Consulting Services for the Master Plan Update 2012 and Common Use Passenger Processing System (CUPPS) - Master Plan with HNTB Corporation (HNTB).

The cost for the Master Plan Update 2012 project including CUPPS was a not-to-exceed amount of \$2,076,415 for basic services and a not-to-exceed amount of \$174,916 for direct and reimbursable expenses. The total combined Agreement amount is \$2,251,331.

A DBE goal of 17.49% was incorporated into the Agreement for the Master Plan Update 2012. There was not a DBE or W/MBE requirement for the CUPPS – Master Plan.

In accordance with Policy P410, Procurement, the Chief Executive Officer approved four amendments to the Agreement (Nos. 1, 2, 3, and 5) and the Board approved one amendment to the Agreement (No. 4). They are as follows:

Amend. No.	Amount	CEO or Board Approval	Description
1	\$0.00	CEO	Changed Project Manager
2	\$53,407.22	CEO	Provided additional renderings, analyses and additional Public Meeting efforts
3	\$57,524.16	CEO	Provided an animation
4	\$453,656.62	Board	Review and validation of Phases 2 and 3 to the 2012 Master Plan
5	\$118,391.70	CEO	Additional studies, analyses, roadway planning and airline meetings in support of the 2012 Master Plan validation

The total Agreement amount is currently \$2,934,310.70. The DBE goal is currently 12.14%.

Additional efforts are required for the 2012 Master Plan Phase 2 and 3 validation study being prepared by HNTB. The Authority requested that HNTB provide additional coordination with Authority staff and airlines, prepare additional reports, provide additional deliverables, prepare and attend meetings and support the Authority as necessary with respect to the following:

- Provide new and revised terminal configurations based on input from preliminary meeting with airlines
- Generate white paper on gate forecasting process
- Assess relocating airlines to other airside and determine gate capacity impacts
- Break down the Master Plan gated flight schedule into individual airline flight schedules
- Determine gate requirements with aggressive towing and irregular operations
- Create Aircraft Remain Over Night graphics to show distance from gates to aprons
- Provide support documentation for the Passenger Facility Charge Application
- Coordinate cost estimating with Authority Consultants
- Attend additional workshop meetings with staff and airlines and prepare associated documentation
- Provide additional documentation for Alternative Terminal Planning Study report

The not-to-exceed amount for Amendment No. 6 will be \$499,990.30, bringing the total combined Agreement amount to date to \$3,434,301.00.

Amendment No. 6 will change the DBE goal for the Master Plan Update 2012 to 9.9%.

This item is being funded from reserves.

Management recommended adoption of Resolution No. 2017-12.

Upon motion of Mayor Buckhorn and seconded by Gary Harrod, the execution of Amendment No. 6 to Agreement for Consulting Services for Master Plan Update 2012 and Common Use Passenger Processing System – Master Plan, HCAA Project Nos. 5860 12 and 5505 11, at Tampa International Airport with HNTB Corporation was unanimously approved by all members present; and the Chief Executive Officer or his designee were authorized to execute all other ancillary documents by adoption of Resolution No. 2017-12.

This item concluded Unfinished Business and Chairman Watkins moved on to New Business.

The only item under New Business was the CUSS Contract, Common Use Self Service, HCAA Project No. 6331 15, Air-Transport IT Services, Inc., Tampa International Airport, Resolution No. 2017-10, also presented by Jeff Siddle.

This project will provide for Common Use Self Service (CUSS) at Tampa International Airport's new Consolidated Rental Car Facility (ConRAC). CUSS allows passengers to check-in, check baggage, print a boarding pass or change a reservation without using the airline ticket counter or interacting with airline personnel. A single CUSS kiosk can be used by several different participating airlines and provides the passenger with an easier and faster passage through the Airport. This project will improve the overall passenger experience and help improve passenger flow through the ConRAC.

The Authority has recently implemented Air-Transport IT Services, Inc.'s Extended Airline System Environment (EASE™) software suite to allow for the common/shared use of ticket counter and gate resources for passenger processing. EASE™ software will be used for this project. This software is proprietary and must be procured from Air-Transport IT Services, Inc.

On October 5, 2016, a Notice of Intent to Sole Source with Air-Transport IT Services, Inc. for implementation and maintenance of their EASE™ software suite was publicly advertised. 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. Procurement has determined that this is a sole source purchase.

The proposed Contract with Air-Transport IT Services, Inc. is for ten CUSS kiosks as well as implementation and configuration of the new CUSS software and equipment for eight common use baggage check-in workstations utilizing the EASE™ software. Training and maintenance support for

the first year following completion are also included in the Contract. The Contract amount is \$568,810.00.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2017-10.

Gary Harrod moved the motion and Mayor Buckhorn seconded.

Mr. Harrod then had questions on how the common use kiosks would work and Mr. Siddle and Mr. Lopano gave a brief overview. Chairman Watkins also wanted to ensure that there would be enough space at the ConRac to accommodate the conveyor belt and Mr. Siddle confirmed that there is an area set aside especially for this activity.

The motion that was previously on the floor awarding the Contract for Common Use Self Service at Tampa International Airport with Air-Transport IT Services, Inc. in the amount of \$568,810.00 and authorizing its execution was approved by all members present; and the Chief Executive Officer or his designee were authorized to execute all other ancillary documents by adoption of Resolution No. 2017-10.

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

Al Illustrato began the Staff Reports with an update on the Master Plan. He announced that the Authority is about one year out to completion and informed the Board on performance against goals. The Board approved budget at \$971,860, which also included about \$19.3 million in program contingency, is back on track. The Authority expenditures to date are about \$560 million and the Authority is tracking to complete within that Program budget as of today.

The Concessions Distribution Center was completed last January. Taxiway J Bridge is complete, including the space under the Bridge for the Automated People Mover to go through. October is the timeframe for completion of the South Terminal Support Area roadways and the ConRAC. Austin Commercial has had some challenges meeting schedule milestones which has delayed Mitsubishi. The APM infrastructure should be completed in early 2018.

OCIP is on track with the loss costs for man-hour of .27 is in a very good range. The Authority is on track to exceed the goal for minority contracting. Soon the reception area to the Executive suites will be closed off and will temporarily relocate. The Authority has a little over \$8 million in project by project contingency unallocated and almost \$12.9 million in overall program contingency. There is about \$21 million to be able to handle things that could come up over the next several months.

This concluded Mr. Illustrato's report.

Laurie Noyes presented the update for the concessions redevelopment program. This month marks one year since the Authority opened its first new concessions. In the past 12 months, 25 locations with a primary focus on food and beverages have been opened. Collectively these locations have generated more than \$26 million in sales. The Authority hosted five concessions job fairs with over 1,700 attendees and concessionaires expect to hire an additional 590 employees in the next quarter. There are an additional 32 locations currently under construction. Over the next six months, the food and beverage programs on Airsides A and F and all of the remaining 44 locations will be under construction or open.

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

With no other business to be brought before the Board, the Regular Board meeting adjourned at 10:11 a.m.

Robert I. Watkins, Chairman

Victor D. Crist, Secretary