

Hillsborough County Aviation Authority
Regular Board Meeting

Thursday, 9:00 a.m.
February 1, 2018

A Regular Board Meeting of the Hillsborough County Aviation Authority was convened in the Boardroom, Main Terminal Building, Level 3 at Tampa International Airport, Tampa, Florida, on Thursday, February 1, 2018.

Members present were: Robert I. Watkins, Gary Harrod, General Diehl, 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 Scherberger, Scott Knight, Michael Kamprath, Jeff Siddle, Elita McMillon, Ann Davis, Beth Zurenko, Violet Cummins, Laurie Noyes, Chief Charlie Vazquez, Police Officer Garcon, Police Officer Roz, Lloyd Tillmann, Laura Tatem, Teresa Howell, Kenneth Strickland, Tom Thalheimer, Melissa Soldberg, Irene Pierpont, Roop Johal, John Fiore, Karl Martin, Rob Porter, Adam Bouchard, Randy Forister, Dan Johnson, James Tarro and Paul Ridgeway.

Chairman Watkins welcomed everyone to the Regular Board Meeting of February 1, 2018 and read into the record that Commissioner Crist would not be in attendance due to a previously scheduled Hillsborough County Board of County Commissioners meeting.

He then asked everyone to stand for the Pledge of Allegiance.

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.

Mr. Lopano then reminded the Board that at the December 7, 2017 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 stated there were no Public Comments. Chairman Watkins then asked General Counsel Stephens if there were any abstentions from the December 7, 2017 Board Meeting that needed to be read into the record. General Counsel Stephens reported no abstentions to be read from the December 7, 2017 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 Board Meeting of December 7, 2017. Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the Minutes of the Regular Authority Board Meeting of December 7, 2017 were unanimously approved by all members present.

Chairman Watkins then called for a motion to approve the Minutes of the Special Board Meeting of December 20, 2017. Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the Minutes of the Special Board Meeting of December 20, 2017 were unanimously approved by all members present.

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

Mr. Lopano asked Chris Minner, Executive Vice President of Marketing and Communications, to begin with the Performance Assessment Report.

Mr. Minner started his report by mentioning ConnectTPA, the Authority's annual report, which covers 2017 and reviews the accomplishments this past year.

The first quarter traffic had very strong growth. The Authority was 8.3% higher on passenger traffic for the quarter than the previous year's quarter and 1.4% higher than what was budgeted for fiscal year 2018. International traffic was up 18.3% in November due in part to Icelandair who carried more than 2,500 passengers from Europe and Iceland.

Mr. Minner then turned to current events with news that Southwest Airlines launched their first transcontinental flight from Tampa. Delta also launched Salt Lake City flights. Frontier was up 136% in December with flights to Columbus, Nashville and Kansas City which were the last of Frontier's 11 city launch.

The Authority partnered with Visit St. Pete/Clearwater, Visit Tampa Bay and Visit Florida in support of the Icelandair Mid-Atlantic conference.

John Tiliacos was next and began his presentation stating that operations ran smoothly during Thanksgiving and Christmas. There was a focus on key areas which included security screening checkpoints, gate hold areas, restrooms and traffic flow. Average wait times for TSA Pre-check were 2 minutes. Average standard line wait times were 6 minutes and 99% of passengers waited less than 20 minutes to get through screening.

Mr. Tiliacos then called Chief Charlie Vasquez to the podium.

Chief Vasquez announced that Tampa International Airport Police Department received accreditation on November 1, 2017 from the Commission for Florida Law Enforcement Accreditation. Chief Vasquez acknowledged Captain Ann Williams and Laura Rozansky for their work in the process.

Chairman Watkins praised the Tampa Airport Police Department for obtaining the Accreditation.

Al Illustrato was up next and introduced Melissa Solberg to speak about the “Be Well” program.

Melissa Solberg, Sustainability Manager, reported that “Be Well” was launched last year and it is a health and wellness program designed to educate employees about health and well being and foster good practices within the Authority. She shared some of the initiatives associated with the program which include walking routes and maps, Wednesday wellness (which encourages employees to choose healthy snacks), and a “Be Flexible” group stretch for employees. An employee led Wellness Counsel had been formed to not only improve but to sustain the health and wellness of the employees.

Damian Brooke was next to report on the First Quarter financial performance. Passenger traffic was up more than 8% year over year for the first three months the 2018 fiscal year. Operating revenues totaled just over \$57.7 million for the three months which exceeded budget by about \$2.3 million at 4.2% with passenger related revenues of 9.1% versus the same period last year. Parking and ground transportation finished almost \$1.3 million better than budget. Rental cars finished the quarter exceeding budget by 6.6%. Concession revenues finished the quarter at approximately \$237,000 below budget.

Operating expenses totaled \$30.6 million for the period which beat the first quarter expense budget by \$1.2 million. The other expense category variance of \$259,000 was driven by the combination of lower than expected spend in dues and subscriptions and the Authority contingency expense not being utilized during the first quarter.

The Authority generated \$11.8 million on its bottom line during the first three months of the fiscal year. That is \$2.6 million or about 28.1% higher than expected. The higher traffic, higher revenue sharing and lower than expected operating expenses resulted in airline costs finishing the quarter at \$5.34 per enplaned passenger which is \$0.30 or 5.3% lower than expected.

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 G1

Amendment No. 1 to Ground Lease Agreement, Randhir of Tampa, LLC, Tampa International Airport, Resolution No. 2018-02

Randhir of Tampa, LLC (Randhir) owns a warehouse adjacent to the northern boundary of the Authority owned railroad spur line corridor. Since October 8, 2010, Randhir's storm water drainage pond had been encroaching on Authority property without the knowledge and consent of the Authority. On May 7, 2015, Randhir and the Authority entered into a Ground Lease Agreement (Agreement) for the Authority land on which their drainage pond was encroaching. The Agreement leases Randhir approximately 7,605 square feet of land at \$0.54 per square foot per year. The initial term of the Agreement was retroactive from October 8, 2010 through May 31, 2020 with one 5-year renewal option. On August 5, 2015, Randhir exercised the five year renewal option thereby extending the Agreement until May 31, 2025. Randhir desires to further extend the term of the Agreement until May 31, 2040.

Amendment No. 1 updates certain administrative and federally mandated provisions and extends the term of the Agreement for 15 years or until May 31, 2040. For the term June 1, 2020 through May 31, 2025, the rent will be adjusted to the current appraised fair market rental value. Beginning June 1, 2025, the rent will be adjusted to the current appraised fair market rental value for the first renewal year and will then be subsequently increased 3% annually throughout the remaining term of the Agreement. This Amendment No. 1 also provides that the Agreement may be terminated by Authority upon 365 days' written notice to Randhir, after June 1, 2025, should the Authority desire to use the Premises for a use other than storm water drainage and/or retention. Randhir may terminate the Agreement if not in default of any terms or in the payment of any rents or other charges, with or without cause, upon 90 days' written notice to Authority.

Management recommended adoption of Resolution No. 2018-02.

Resolution No. 2018-02 approved and authorized the execution of Amendment No. 1 to Ground Lease Agreement at Tampa International Airport with Randhir of Tampa, LLC; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM G2

Amendment No. 2 to Contract for Special Legal Services, Gordon Rees Scully Mansukhani, LLP, Tampa International Airport, Resolution No. 2018-05.

On June 9, 2017, a Contract for Special Legal Services (Contract) was executed with Gordon Rees Scully Mansukhani, LLP for procurement related legal services in a total not-to-exceed amount of \$40,000. The initial term of the Contract is June 9, 2017 through June 8, 2019, with one, one-year renewal option at the discretion of the Authority General Counsel. The Authority may cancel the Contract with 30 days advance written notice.

On August 31, 2017, Amendment No. 1 was executed authorizing an increase in the total not-to-exceed amount of the Contract to \$80,000.

This Amendment No. 2 authorizes an increase in the total not-to-exceed amount of the Contract to \$150,000. Gordon Rees Scully Mansukhani, LLP will continue to represent the Authority with regard to ongoing legal matters related to procurement services.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2018-05.

Resolution No. 2018-05 approved and authorized execution of Amendment No. 2 to the Contract for Special Legal Services at Tampa International Airport with Gordon Rees Scully Mansukhani, LLP; and authorized the General Counsel or his designee to execute all other ancillary documents.

CONSENT ITEM G3

Amendment No. 4 to Agreements for On-Airport Car Rental Concession, Avis Budget Car Rental, LLC; DTG Operations, Inc.; Enterprise Leasing Company of Florida, LLC; The Hertz Corporation, Tampa International Airport, Resolution Nos. 2018-18, 2018-19, 2018-20 and 2018-21.

On January 7, 2010, the Board approved separate Agreements for On-Airport Car Rental Concession (Agreements) with Avis Budget Car Rental, LLC (Avis Budget), DTG Operations, Inc. (DTG), Enterprise Leasing Company of Florida, LLC (Enterprise), and The Hertz Corporation (Hertz). Avis Budget, Enterprise, and Hertz have new Lease and Concession Contracts for occupying space in the new Rental Car Center which were approved by the Board on June 4, 2015. Those Contracts will commence when the Rental Car Center opens to the public on or about February 14, 2018. DTG did not require a Contract as they will be operating under Hertz's Contract.

The existing Agreements will terminate upon opening of the Rental Car Center. It is necessary to extend the term of these Agreements in order for the rental car companies to decommission their existing facilities at the Main Terminal, which will not be completed prior to the current termination date of the Agreements.

This Amendment No. 4 changes the expiration date of the Agreements to April 15, 2018, deletes required rents, fees and other payments effective February 14, 2018 as these will be provided for in the new contracts, and adds that the failure of the rental car companies to remove their personal property by April 15, 2018 will constitute transfer of title of such property to the Authority.

Management recommended adoption of Resolutions Nos. 2018-18, 2018-19, 2018-20 and 2018-21.

Resolution No. 2018-18 approved and authorized execution of Amendment No. 4 to the Agreements for On-Airport Car Rental Concession at Tampa International Airport with Avis Budget Car Rental, LLC; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2018-19 approved and authorized execution of Amendment No. 4 to the Agreements for On-Airport Car Rental Concession at Tampa International Airport with DTG Operations, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2018-20 approved and authorized execution of Amendment No. 4 to the Agreements for On-Airport Car Rental Concession at Tampa International Airport with Enterprise Leasing Company of Florida, LLC; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2018-21 approved and authorized execution of Amendment No. 4 to the Agreements for On-Airport Car Rental Concession at Tampa International Airport with The Hertz Corporation; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM G4

Authorization to Establish and Administer Authority Bank Accounts and Investments, Tampa International Airport, Resolution No. 2018-17

Policy P450, Banking and Investments, authorizes the Chief Executive Officer or his designees to deposit, spend and invest Authority funds as allowed by applicable law and the Trust Agreement. Standard Procedure S450.01 sets forth the procedures regarding the establishment and administration of Authority bank accounts, including segregation of duties and internal controls.

Banks and investment firms require annual updated resolutions naming the positions authorized to conduct banking and investing on behalf of the Authority.

This item authorizes the Chief Executive Officer, the Executive Vice President of Finance and Procurement, and the Senior Manager of Administration, each individually, to establish and administer accounts, execute banking agreements, deposit funds and designate and authorize individuals to execute wire transfers and the transfer of funds for all Authority depository accounts as well as other accounts established in accordance with the Trust Agreement, as supplemented and amended, and within Florida law. Additionally, the Chief Executive Officer and the Executive Vice President of Finance and Procurement, each individually, are authorized to execute investment services agreements, establish investment accounts, sign checks, authorize the deposit or transfer of funds for all investment accounts as well as other accounts established in accordance with the Trust Agreement, as supplemented and amended, and within Florida law, purchase and sell investments, and sell, assign and endorse for transfer certificates representing stocks, bonds or other securities registered in the name of the Authority.

Management recommended adoption of Resolution No. 2018-17.

Resolution No. 2018-17 approved and authorized the Chief Executive Officer and the Executive Vice President of Finance and Procurement to conduct banking and investing on behalf of the Authority and authorized the Senior Manager of Administration to conduct banking on behalf of the Authority.

CONSENT ITEM G5

Increase in Not-to-Exceed Authorization Amount, Capital Improvement Program Executive Advisor Services Agreement, Paslay Management Group, L.P., Tampa International Airport, Resolution No. 2018-07.

On March 7, 2013, the Board authorized award and execution of a Capital Improvement Program Executive Advisor Services Agreement (Agreement) with Paslay Management Group, L.P. to provide consulting services to the Authority for the Authority's Capital Improvement Program. The Agreement is for the term March 7, 2013 through March 6, 2018 with a five year not-to-exceed authorization amount of \$500,000.

On January 16, 2018, the Chief Executive Officer, in accordance with the terms and conditions of the Agreement, approved the Agreement's two, one-year renewal options, thereby extending the term of the Agreement to March 6, 2020.

Staff requests the Board authorize an increase to the Agreement not-to-exceed authorization amount of \$225,200, for a new total Agreement not-to-exceed authorization amount of \$725,200.

This item is included in the Capital Budget.

The Chief Executive Officer recommended the Board authorize the increase of \$225,200 to the total not-to-exceed authorization amount of the Agreement.

Resolution No. 2018-07 approved and authorized an increase to the total not-to-exceed authorization amount of the Capital Improvement Program Executive Advisor Services Agreement in the amount of \$225,200 for a new total Agreement not-to-exceed authorization amount of \$725,200; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM G6

Maintenance Contract for Emergency Generators, Ring Power Corporation, Tampa International Airport, Resolution No. 2018-04.

In September 2012, a Notice of Intent to Sole Source and award a sole source contract with Ring Power Corporation was publicly advertised. No responses were received.

On February 7, 2013, the Board authorized a five-year, full-service maintenance contract with Ring Power Corporation for the period of February 7, 2013 through February 6, 2018 with an annual cost for maintenance of \$25,688.68. The contract also included a provision for Extra Work or repairs as required, up to \$50,000 annually, over the term of the contract.

On May 10, 2017, a Notice of Intent to Sole Source with Ring Power Corporation for the continued maintenance of Caterpillar emergency generators was publicly advertised. No responses were received. Support and maintenance for the Caterpillar emergency generators and the proprietary components can only be provided by Ring Power Corporation. 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 Maintenance Contract with Ring Power Corporation for the maintenance of Caterpillar emergency generators for the period of February 7, 2018 through February 6, 2023 with one, five-year renewal option at the discretion of the Chief Executive Officer. The cost for maintenance and load bank testing of the emergency generators is estimated at \$25,000 annually. Contract pricing may be adjusted no more than 5% by mutual agreement of the parties at the time of renewal. Additionally, this Maintenance Contract includes an Extra Work provision to allow for additions, deletions or revisions in the work being performed by Ring Power Corporation. This item authorizes the Chief Executive Officer or designee to approve up to \$250,000 of Extra Work over the term of the Maintenance Contract including the renewal option. The Authority may terminate the Maintenance Contract by giving thirty days written notice.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2018-04.

Resolution No. 2018-04 approved and authorized the execution of Maintenance Contract for Emergency Generators at Tampa International Airport with Ring Power Corporation; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM G7

Operating Agreement for Non-Signatory Passenger Air Carriers, Air Transat A.T., Inc., Tampa International Airport, Resolution No. 2018-01.

Passenger air carriers providing regularly scheduled service at Tampa International Airport that have not executed an Airline-Airport Use and Lease Agreement with the Authority must have, at a minimum, an Operating Agreement for Non-Signatory Passenger or Cargo Air Carriers prior to commencing operations.

This Operating Agreement for Non-Signatory Passenger Air Carriers with Air Transat A.T., Inc. (Air Transat) is for a term commencing February 1, 2018 and ending September 30, 2020, concurrently with all other non-signatory air carrier operating agreements. Either party may terminate this Operating Agreement with 30 days' written notice, without cause. Air Transat will pay landing fees for FY18 at the rate of \$1.626 per thousand pounds of gross landing weight, adjusted at least annually. All fees and charges may be adjusted without amendment to this Operating Agreement. Initial payment security of \$5,000.00 is required. All charges for use of the Airport's facilities will be on a per use basis.

Management recommended adoption of Resolution No. 2018-01.

Resolution No. 2018-01 approved and authorized execution of the Operating Agreement for Non-Signatory Passenger Air Carriers at Tampa International Airport with Air Transat A.T., Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM G8

Operating Agreement for Ground Handlers, LGSTX Services, Inc., Tampa International Airport, Resolution No. 2018-22.

Ground handlers at Tampa International Airport (Airport) must have, at a minimum, a ground handling operating agreement prior to commencing operations.

LGSTX Services, Inc. (LGSTX) desires to perform ground handling services at the Airport for a term commencing February 1, 2018 through September 30, 2020. For the privilege of

providing services at the Airport, LGSTX will pay to the Authority the greater of a minimum annual privilege fee of \$12,000 or a percentage privilege fee of five percent (5%) of gross receipts, payable in equal monthly installments. For the privilege of providing services to signatory air carriers at the Airport, no privilege fee will be remitted, per the Authority's signatory airline agreement. Gross receipts include the gross revenues from all sales made and services performed for cash, credit or otherwise, pursuant to LGSTX's ground handling operations at the Airport. Gross receipts exclude the retail value of fuel and oil and the related fuel service fee, gross revenues that LGSTX receives for all services provided to signatory air carriers, certain catering sales, and ferrying and diverted landings. Either party may terminate the Agreement upon 30 days' written notice.

Management recommended adoption of Resolution No. 2018-22.

Resolution No. 2018-22 approves and authorizes execution of the Operating Agreement for Ground Handlers at Tampa International Airport with LGSTX Services, Inc.; 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 first item and only item under Unfinished Business was Contract for Design Professional Services, Taxiway A and MRO Taxilane Extension, HCAA Project Nos. 8220 18 and 8825 18, AECOM Technical Services, Inc., Tampa International Airport, Resolution No. 2018-06 presented by Jeff Siddle.

On December 7, 2017, the Board approved negotiations with the number one ranked firm, AECOM Technical Services, Inc., for design professional services pursuant to a Contract for Design Professional Services for North Air Cargo Apron Expansion, Taxiway A and MRO Taxilane Extension. This Contract will provide for the design of the new Taxiway A and the MRO Taxilane Extension at Tampa International Airport. An award for the design of the North Air Cargo Apron Expansion may be brought to the Board at a later date.

This Contract will commence on February 1, 2018 and will remain in effect until one year after final acceptance of the last constructed project. This Contract provides for design professional services, including construction administration services, direct and reimbursable expenses, and resident inspection services in the not-to-exceed amount of \$7,563,623.00.

A W/MBE goal of at least 6% of the dollar amount earned on the Contract for the design of the New Taxiway A project was prescribed. The proposed W/MBE percentage of 36.2% for the dollar amount earned on design will meet or exceed the W/MBE goal requirements and will be incorporated into the Contract. No W/MBE goal was prescribed for the MRO Taxilane Extension.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2018-06.

Upon Motion of Mayor Buckhorn, seconded by Gary Harrod the Contract for Design Professional Services for Taxiway A and MRO Taxilane Extension, HCAA Project Nos. 8220 18 and 8825 18 at Tampa International Airport with AECOM Technical Services, Inc. was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2018-06.

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

The first item under New Business was the Selection of Design-Builder, Widen and Rehabilitate the George J. Bean Parkway and New Economy Parking Road Exit, HCAA Project Nos. 8235 18 & 6535 19, Tampa International Airport presented by Jeff Siddle.

The 2012 Master Plan Update studied, modeled and identified airport-wide roadway improvements that are recommended for the Authority to keep pace with forecasted growth and maintain an acceptable level-of-service for its roadway network. Some of the proposed improvements are also necessary to facilitate the Main Terminal Curbside Expansion project.

Included in Phase II of the 2012 Master Plan Update is the Widen and Rehabilitate the George J. Bean Parkway (Parkway) and New Economy Parking Road Exit Project, consisting of parkway and roadway improvements that include the addition of a 2-lane Economy Parking Road Exit, reconfiguration of the existing exit onto the Parkway from the Airport Service Road, widening of the Inbound and Outbound Parkway, widening and realignment of the Parkway around the Main Terminal area, and milling and resurfacing of the Parkway, service roads and roadways entering and exiting the Main Terminal Parking Garages.

On September 6, 2017, a request for qualifications entitled Widen and Rehabilitate the George J. Bean Parkway and New Economy Parking Road Exit at Tampa International Airport was issued.

Five responses were received and four responses were evaluated by staff.

Prince Contracting, LLC withdrew from the selection process due to their proposed Program Director unexpectedly ending his employment with the firm.

The order of technical ranking is as follows:

1. Cone & Graham, Inc.
2. Kimmins Contracting Corp
3. Pepper Contracting Services, Inc.
4. Superior Construction Company Southeast, LLC

A W/MBE goal of at least 10% of the dollar amount earned on the contract for the design phase of the Project was prescribed. A W/MBE goal of at least 15% of the dollar amount earned on the contract for construction was prescribed. The percentages proposed by all respondents for the amount earned on design will meet or exceed the W/MBE goal requirements and will be incorporated into the resulting contract. All respondents assured that they will meet the W/MBE goal for construction.

This item is included in the Capital Budget.

The Chief Executive Officer recommended ranking the order of firms as listed above.

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the Selection of Design-Builder, Widen and Rehabilitate the George J. Bean Parkway and New Economy Parking Road Exit, HCAA Project Nos. 8235 18 & 6535 19, Tampa International Airport was approved as listed above; no resolution was required.

The second item under New Business was the Short-Listing of Respondents, Gateway Development Area Office Building, HCAA Project No. 8226 17, Tampa International Airport, presented by Chris Minner.

Identified in the 2012 Master Plan Update were deficiencies in the curbside capacity at the Main Terminal. Expansion is needed on all curbside levels at the Main Terminal to support the 20 year growth projections. To enable this expansion, the Authority's Administrative Offices Building and other facilities located on the Red and Blue sides of the Main Terminal must be removed.

Included in Phase II of the Master Plan is the Gateway Development Area Office Building project consisting of the construction of an office building and parking garage in the Gateway Development Area. The financing, design and construction will be provided by the selected developer. The Authority will lease approximately 97,000 s.f. of office space from the selected developer. The Authority intends to purchase the office building and parking garage from the selected developer either 3 or 5 years after occupancy.

On October 12, 2017, a request for proposals entitled Gateway Development Area Office Building at Tampa International Airport was issued. The request for proposals specified a two-step process with Step 1 ranking respondents based on qualifications. The three highest ranked respondents in Step 1 will then be short-listed and invited to participate in Step 2 of the request for proposals. Step 2 will require the short-listed respondents to submit detailed proposals for the design and construction of the office building and parking garage.

Five responses to the request for proposals were received and evaluated by staff for Step 1. The order of technical ranking for the Step 1 short-list is as follows:

1. VanTrust Real Estate, LLC
2. BTV Aviation Development, LLC
3. Lincoln Property Company of Florida, Inc.
4. GPPEJ Florida LLC
5. Foundry Commercial, LLC

Staff recommends the Board establish the short-list of the three highest ranked respondents for invitation to participate in Step 2 of the request for proposals.

A W/MBE goal of at least 10% of the dollar amount earned on the contract for the design and construction of the Project was prescribed. All respondents assured that they will meet the W/MBE goal for design construction.

This item is included in the Capital Budget.

The Chief Executive Officer recommended the short-listing of firms as listed above.

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the Short-Listing of Respondents, Gateway Development Area Office Building, HCAA Project No. 8226 17, Tampa International Airport was approved as listed above; no resolution was required.

The third item under New Business was the Selection of Firm and Award of Contract, Grease Drainage System Preventative Maintenance, Property Maintenance Unlimited, Inc. dba GreaseCorp Tampa International Airport, Resolution No. 2018-09, presented by Paul Ridgeway.

There are 42 grease traps and grease interceptors located at various areas throughout Tampa International Airport. These grease traps and grease interceptors are inspected and pumped in accordance with City of Tampa Grease Ordinance 2006-288. An Invitation to Bid was advertised on December 1, 2017 for Grease Drainage System Preventative Maintenance pumping services.

On December 27, 2017, bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Five Year Bid Amount</u>
Property Maintenance Unlimited, Inc. dba GreaseCorp	\$514,605
*FCS Incorporated	\$571,375
Greenwave Oil Recovery LLC	\$644,859
Averett Septic Tank Co., Inc.	\$752,520
Cliff Berry Inc.	\$1,561,151

*FCS Incorporated was deemed non-responsive for failing to meet Authority bid submission requirements.

The lowest responsive and responsible bidder is Property Maintenance Unlimited, Inc. dba GreaseCorp (GreaseCorp).

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

The term of the Contract is February 1, 2018 through January 31, 2023 in a total not-to-exceed amount of \$514,605. The Contract includes a provision for GreaseCorp to perform Extra Work beyond the normal required scheduled services. This item authorizes the Chief Executive Officer or designee to approve up to \$100,000 of Extra Work over the term of the Contract.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2018-09.

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the Contract for Grease Drainage System Preventative Maintenance at Tampa International Airport with Property Maintenance Unlimited, Inc. dba GreaseCorp was unanimously approved by all members present; the bid of FCS Incorporated as non-responsive for failing to meet Authority bid requirements was rejected; up to \$100,000 of Extra Work over the term of the Contract was approved; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2018-09.

The fourth item under New Business Award of Agreements, Agreement for Operation of Taxicab Services at Tampa International Airport Main Terminal, Gulfcoast Transportation, Inc. and West Coast Transportation Services, Inc. dba Yellow Cab, Tampa International Airport, Resolution Nos. 2018-10 and 2018-11, presented by Laurie Noyes.

On July 21, 2017, a Request for Information was issued for Operation of Taxicab Services at Tampa International Airport (Airport) and three (3) responses were received. Gulfcoast Transportation, Inc. (United) and West Coast Transportation Services, Inc. dba Yellow Cab met the minimum qualifications and participated in agreement negotiations with Authority staff. Addis Car Service, Inc. did not meet the minimum qualifications of having a minimum of sixty (60) taxicabs licensed and/or permitted to pick up passengers in Hillsborough County.

On June 1, 2017, the Board approved the phased implementation of ground transportation vehicle per-trip fees, which included taxicab companies. The taxicab companies will pay a per-trip fee based on each instance in which a taxicab picks-up one or more customers from the Airport's Main Terminal as recorded by the new Automatic Vehicle Identification (AVI) system currently being installed.

This item authorizes execution of an Agreement for Operation of Taxicab Services at Tampa International Airport Main Terminal (Agreement) with United and West Coast Transportation Services, Inc. dba Yellow Cab to provide taxicab services from the Airport's Main Terminal for the period of March 1, 2018 through February 28, 2021, with one (1), two (2)-year renewal option at the discretion of the Authority Chief Executive Officer. The Agreement also provides for compliance with any changes arising from the change in oversight of taxicab companies from the Hillsborough County Public Transportation Commission to the Hillsborough County Board of County Commissioners.

The companies will pay the Authority, on a monthly basis, the greater of 1/12 of the \$100,000 Minimum Annual Privilege Fee (MAPF) or the total per-trip fee for that month as reported by each company. The monthly per-trip fee is calculated by multiplying the number of trips made by each company's taxicabs each month by the set per-trip fee of \$3.00 per-trip for the first year of the Agreement, \$4.00 per-trip for the second year of the Agreement, and \$5.00 per-trip for the third and subsequent renewal years of the Agreement. At the end of each Agreement year, the Authority will analyze the MAPF versus the amount of per-trip fees paid during that Agreement year. If the company's cumulative payments during the Agreement year exceed the total annual per-trip fees due to the Authority, the Authority will credit the company the overpayment amount. Beginning with the second year of the Agreement and for each year of the Agreement thereafter, the MAPF will be equal to eighty-five percent (85%) of the fee payable by each company to the Authority for the previous year.

The Agreement also allows the taxicab companies to provide emergency taxicab services as requested by the Authority at an hourly rate of \$40 per taxicab.

Both taxicab companies have agreed to provide ACDBE participation equal to or greater than 10% of the total number of taxicab trips dispatched from the Airport.

Management recommended adoption of Resolution Nos. 2018-10 and 2018-11.

Upon motion of Gary Harrod, seconded by Mayor Buckhorn, the Agreement for Operation of Taxicab Services at Tampa International Airport Main Terminal with Gulf Coast Transportation, Inc. was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2018-10.

Upon motion of Gary Harrod, seconded by Mayor Buckhorn, the Agreement for Operation of Taxicab Services at Tampa International Airport Main Terminal with West Coast Transportation Services, Inc. dba Yellow Cab was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2018-11.

The final item in New Business was the Lease and Concession Contract, Cole Enterprises LTD., Inc., Tampa International Airport, Resolution No. 2018-15, presented by Laurie Noyes.

Cole Enterprises, LTD., Inc. (Cole) has operated a Barbershop at Tampa International Airport (Airport) since January 1972. On April 7, 1994, the Authority and Cole formalized the Barbershop operation with the Board's approval of a License Agreement for Operation of Barbershop Concession (Agreement). The original term of the Agreement was for five years, expiring June 30, 1999. The License Agreement was amended six times, extending the term and adding satellite shoe shine kiosks in the Main Terminal. On August 1, 2015, the Barbershop was closed to allow for construction of Phase 1 of the Master Plan in the Main Terminal, but the Main Terminal Shoe Shine kiosk remained open.

Policy P820, Award of Concessions Agreements, allows for negotiation with an existing operator when it is determined by the Chief Executive Officer (CEO) to be in the best interests of the public. Shoe shine services are an amenity which enhances the passenger experience and supports the high level of customer service offered at the Airport. This service was included as an option under three spa services solicitations released in 2014 and 2015. However, none of the responses to those solicitations included shoe shine services. In an effort to keep this passenger service available, the Authority entered into negotiations with Cole.

This item authorizes execution of the Lease and Concession Contract (Contract) between the Authority and Cole for the period of March 1, 2018 through September 30, 2021, with two, one-year renewal options at the sole discretion of the CEO or designee. The Authority may terminate the Contract with 30 days advance written notice.

Under the terms of the Contract, Cole will pay the Authority Premises Rent starting at \$41 per square foot, with a 2% increase each year. In addition, Cole will pay a Privilege Fee equal to 10% of annual sales over \$60,000.

There was no ACDBE expectancy for this Contract. However, Cole is an ACDBE certified firm.

Management recommends adoption of Resolution No. 2018-15.

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the Lease and Concession Contract at Tampa International Airport with Cole Enterprises LTD., Inc. was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption to Resolution No. 2018-15.

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

Al Illustrato began the Staff Reports with the announcement that the Rental Car Center will open on February 14, 2018. Mr. Illustrato provided a glimpse back to when the project started in 2015 as well as when occupancy was obtained. He walked through the work being done at the Main Terminal Station, Economy Garage, and Rental Car Center.

The rental car companies are working on their tenant space in the customer service lobby in the ready return area. Clean up and punch list work is being completed. All of the sign structures are in place and currently covered up. On the evening of February 13th, cars will be returned to the Main Terminal after midnight and the signs will be switched over. The Rental Car Center will begin operating at 2:00 or 3:00 a.m.

Mr. Illustrato discussed the Owner Controlled Insurance Program. There have been 5.5 million man hours worked thus far and there was about \$1.9 million in claims costs. There is about a \$0.36 lost cost per work. The industry standard of good is between \$0.36 and \$0.49.

The Women and Minority Contracting goal was at \$122.8 million. The Authority paid out \$157.1 million and the program is on pace to conclude at over \$180 million.

Not much had changed on the budget. About \$13.8 million in unallocated contingency was utilized in December. Currently the Authority is at approximately \$13.6 million. More contingency money will be used going forward as the Authority is trying to work through some cost issues with the contractors.

Mr. Illustrato next reported on Master Plan Phase 2. Kimmins Contracting will do the work of demolishing the garage and a guaranteed maximum price for the construction contract should be brought for Board consideration at the June Board Meeting. The design of the Gateway Development area will be submitted by Stantec Gresham in June. The bidding will start in June and a construction contract should be awarded in the fall timeframe.

This concluded Mr. Illustrato's report.

Laurie Noyes next presented an update to the concessions redevelopment program. Since her last update 13 locations have opened and the program is more than 85% complete. In November, the program was featured by Airport Revenue News in regards to its local flavor and sense of place. The 10th job fair had over 275 positions that needed to be filled.

Laurie reported on all of the new openings individually by Airside location as well as provided a glimpse at what was to come in the upcoming quarter.

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 10:02 a.m.

Robert I. Watkins, Chairman

Victor D. Crist, Secretary