

Hillsborough County Aviation Authority  
Regular Board Meeting

Thursday, 9:00 a.m.  
November 3, 2016

A regular 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, November 3, 2016.

Members present were: Robert I. Watkins, General Chip Diehl, Gary Harrod 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, Janet Zink, Scott Knight, Michael Kamprath, Jeff Siddle, Ed Haines, Elita McMillon, Ann Davis, Beth Zurenko, Gina Evans, Violet Cummins, Laurie Noyes, Aileen Rodriguez, Chief Paul Sireci, Police Officer Yost, Lloyd Tillman, David Gavenda, Irene Pierpont, Laura Tatem, Teresa Howell, Dominic Macrone, Rob Porter, Tony Conza, Marcus Sessions, Adam Bouchard, Carol Marino, Randy Forister and Marcus Session.

Chairman Watkins welcomed everyone to the Regular Board Meeting of November 3, 2016 and asked that everyone stand for the Pledge of Allegiance.

Chairman Watkins read a statement from Commissioner Crist advising that he would be absent from the Board meeting due to a personal illness.

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.

Chairman Watkins informed 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 October Board Meeting, General Counsel Stephens had advised of the possibility of holding an Attorney-Client Closed Session at this November 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 General Diehl, the Agenda was unanimously approved by all members present.

Chairman Watkins proceeded to the Public Comments section of the meeting and called on Paul Byrum to the podium.

Mr. Byrum, President of the Culbreth Isles Property Owners Association, was in attendance representing the residents of Culbreth Isles. He asked that a copy of his letter dated March 10, 2016 be included as part of the record for the meeting. Mr. Byrum discussed the noise, vibrations and intrusion from low altitude arrivals that are extremely uncomfortable and inconsistent with the noise abatement guidelines. The residents were pleased to receive notification that Taxiway J construction had been completed, but were dismayed by the number of deviations that occurred since that letter. According to the Tampa International Airport website, 90 deviations for the period of October 26 to November 1 were reported. This is after the construction had been completed. The residents are deeply concerned that the Authority might be putting the interests of a few airlines and private jet owners over the interests of the residents.

Chairman Watkins called on Harvey Parido.

Mr. Parido, resident of Culbreth Isles, stated that in addition to the noise and exhaust debris on his roof, the economic depreciation of residential properties is of great concern that doesn't seem to get much attention. He asked that the Noise Compatibility Program be properly measured and strictly enforced by the Aviation Authority.

Chairman Watkins called on John Faircloth.

Mr. Faircloth has lived in the Sunset Park Isles area for the past 18 or so years. He felt that the use of Taxiway J is not on an emergency basis and that the Policies for these runways are not being followed.

Chairman Watkins called on Stephanie Ferlita.

Ms. Ferlita lives on the east side of Westshore. She has owned her home since 2013. The noise impacts her and her family particularly during the hours of 6:00 to 8:00 p.m. She asked that the Board seriously consider the personal impact that these planes have on families, along with property values.

Chairman Watkins called on George Guerra.

Mr. Guerra attended this meeting in a representative capacity on behalf of Beach Park Isles Civic Association. He asked that a copy of correspondence from their President, Brett Fouraker, which was submitted in March of 2016, be made part of the record. He stated that like Ms. Ferlita, he has changed all the doors and windows in his house. He feels that Airport management has an

opportunity to correct this problem by enforcing the Noise Abatement Program and by ensuring that the airlines and jet operators comply with the Noise Abatement Program to alleviate the problem.

Chairman Watkins called on Mark Miller.

Mr. Miller is a resident of Beach Park. He also stated the level of noise disrupts the resident's ability to enjoy the outdoors and felt the solution to the excess deviations would ride on the enforcement of the Letter of the Airman, stricter verbiage and fines, if available.

Chairman Watkins called on John Few.

Mr. Few resides on South Treasure Drive, immediately in the landing pattern of 1 R. He gave prepared statements to the Board Services Administrator, Violet Cummins. Mr. Few felt that the current Letter to Airman was not strong enough and that there is an increased use of 1 R. He referenced a previous version of the Letter to Airman from 2000 that he felt had stronger language.

Several Board members and Lloyd Tillmann, Director of Operations, had a lengthy discussion regarding the deviations, causes of the deviations and pilots requesting use of Runway 1 R, and the various Letters to Airmen. It was agreed that a report on the statistical summary of landings on 1 R year-over year be included in the Board packet before each Board meeting and that this issue be added to the agenda for the December Board Meeting.

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 October 6, 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 October 6, 2016.

Upon motion of Gary Harrod, seconded by Mayor Buckhorn, the Minutes of the Regular Authority Board Meeting of October 6, 2016 were unanimously approved by all members present.

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

Mr. Lopano asked Michael Stephens, General Counsel, to start the Management Reports.

Mr. Stephens introduced Marcus Session as the Authority's new Assistant Vice President of Information Technology. Mr. Session joins the Authority from the University of South Florida, he

brings 16 years of progressive IT experience, is a graduate of the University of South Florida and holds a Masters in Information Systems and Technology. Mr. Session was welcomed by a round of applause.

Next Chris Minner, Vice President of Marketing, gave the monthly Performance Assessment Report. Mr. Minner reported that total traffic for the month was up 2/10ths of a percent on an essentially flat capacity for September. The numbers are expected to be relatively flat through the end of the calendar year. On the international side, the numbers were up 26% year-over-year. Southwest Airlines have announced the inaugural date for their new daily scheduled nonstop flights to Havana, Cuba. Finally, on Halloween, the Authority was delighted to inaugurate Frontier's new flights to Cincinnati. This becomes the 7<sup>th</sup> nonstop market for Tampa International Airport.

Damian Brooke next updated the Board on the full-year FY2016 traffic and financial results. The Authority successfully finished this challenging year with a performance that exceeded all expectations. The final passenger traffic figure represented a 2.4% increase over 2015 levels and it came in about 3/10% or about 58,000 passengers greater than budget. The domestic market grew by about 1 ½% or about 1.6% year-over-year. International traffic continued its double-digit year-over-year growth up 23.4% for the 12 month period. For 2017, the Authority is projecting continued growth and expects to surpass its all-time passenger record.

On the revenue side, the Authority finished with all-time record operating revenues; generating almost \$213 million which was up 3.3% or about \$6.6 million versus 2015. That beat the 2016 budget by almost 1%. Airline generated revenue such as landing fees and terminal rentals totaled \$58.6 million in 2016. Parking generated just over \$70 million for the year. Rental car revenues were down about 4.6% year-over-year.

Food and beverage and retail concession businesses increased about 2.2% year-over-year. Cargo revenues increased by about 15% year-over-year. The general aviation business grew by about 3 ½% primarily due to growth at Tampa Executive Airport with Skyport Holdings. Commercial area rentals were up about 12% year-over-year.

On the expense side, the Authority finished the fiscal year beating the Authority's expense budget by approximately \$1.4 million. Personnel cost came in approximately 1% higher than 2016 budget levels primarily due to lower than normal vacancy rates. Non-personnel costs came in 3.2% lower than budgeted, contracted-services came in almost 4% below budget, and contractual maintenance came in 4.7% below budget. After airline settlement, the Authority will generate \$39.9 million. The Authority's cost for enplanement came in dead on the budget number of \$5.02

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 PASSUR Radar Network Agreement, PASSUR Aerospace, Inc., Tampa International Airport, Resolution No. 2016-103

PASSUR Aerospace, Inc. provides flight tracking data to airports and airlines around the world. The PASSUR Integrated Traffic Management software tracks all landings and takeoffs at Tampa International Airport and provides the Authority with various types of data such as aircraft landed weight information, runway use and gate use for each flight operation. The Authority currently uses the PASSUR Landing Fee Management Software Program as the primary data source and audit tool for ensuring the accuracy of self-reported monthly activity and landing fee reports submitted to the Authority by the airlines. The Authority currently collects more than \$16 million per year in landing fee revenue from the airlines.

On January 12, 2012, the Board authorized the sole source PASSUR Radar Network Agreement (Agreement) with PASSUR Aerospace, Inc. for the purchase of Landing Fee Audit and Billing Modules for the PASSUR Landing Fee Management Software Program. The initial term of the Agreement was January 9, 2012 through January 8, 2017, with two, one-year options to renew at the discretion of the Authority. The total not-to-exceed amount of the Agreement is \$430,000.

This Amendment No. 1 exercises the two, one-year renewal options of the Agreement, thereby revising the end date of the Agreement to January 8, 2019. It also modifies the Agreement by updating the payment schedule to support the Landing Fee Audit Module and adjusting the method of payment to require an invoice for services to be performed to be submitted on an annual basis. Lastly, it adjusts language in the Agreement which previously allowed PASSUR Aerospace, Inc. to automatically bill the Authority for the Billing Module to now state that the Authority will not be billed until the Authority has notified PASSUR Aerospace, Inc. that it intends to utilize the Billing Module. There is no change to the Board authorized not-to-exceed amount of the Agreement.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2016-103.

Resolution No. 2016-103 approved and authorized the execution of Amendment No. 1 to PASSUR Radar Network Agreement at Tampa International Airport with PASSUR Aerospace, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM G2

Change Order No. 9 to Design-Build Contract, Main Terminal and Airport Concession Redevelopment Program, HCAA Project Nos. 8100 14, 5760 11, 5920 13, 5880 14, 6305 15 and 8700 14, Skanska USA Building, Inc., Tampa International Airport, Resolution No. 2016-116

The Authority is currently in construction of the Main Terminal and Airport Concession Redevelopment Program. Several contracts have been awarded by the Board to Skanska USA Building, Inc. for the design and construction of these projects.

To date, the Board has approved the following:

Contract	Scope	Board Approved Date	Total Amount
Part 1 Agreement	All required planning and design	April 3, 2014	\$6,561,228.00
Part 2 Contract	Early enabling work	November 6, 2014	\$32,029,839.00
Part 2 Supplemental Contract A	Early enabling and construction components for the east side of the Main Terminal	January 8, 2015	\$22,871,010.00
Part 2 Supplemental Contract B	Remaining construction components to complete the projects	June 4, 2015	\$59,856,073.00
Total			\$121,318,150.00

There have been eight change orders executed to date.

This Change Order No. 9 will be a no cost change to the Contract to change Contract language to simplify the process for payment of stored materials. The Authority may waive the requirement that payment will not be made on stored materials that will be installed within 60 days after delivery.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2016-116.

Resolution No. 2016-116 authorized execution of Change Order No. 9 to Design-Build Contract for Main Terminal and Airport Concession Redevelopment Program at Tampa International Airport with Skanska USA Building, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

### CONSENT ITEM G3

Operating Agreement for Non-Signatory Cargo Air Carriers, Atlas Air, Inc., Tampa International Airport, Resolution No. 2016-112

Cargo 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 Cargo Air Carriers prior to commencing operations. Atlas Air, Inc. (Atlas) desires to provide cargo air service in preparation for future possible operations. No flights are scheduled at this time.

The Operating Agreement is for a term commencing November 3, 2016 and ending September 30, 2020, concurrently with all other non-signatory cargo air carrier operating agreements. Either party may terminate the Operating Agreement with 30 days written notice, without cause. Atlas will pay landing fees for FY17 at the rate of \$1.720 per thousand pounds of gross landing weight, adjusted at least annually in accordance with the terms of the Operating Agreement. All fees and charges may be adjusted without amendment to the Operating Agreement. A security payment of \$50,224.00, equal to three months' estimated fees and charges, is required. Any charges for incidental use of the Airport's hardstand aircraft parking area will be on a per use basis.

Management recommended adoption of Resolution No. 2016-112.

Resolution No. 2016-112 approved and authorized the execution of the Operating Agreement for Non-Signatory Cargo Air Carriers at Tampa International Airport with Atlas Air, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM G4

Use and Lease Agreement for Carrier Service Providers, ViajeHoy, LLC d/b/a Havana Air, Tampa International Airport, Resolution 2016-110

On November 1, 2016, ViajeHoy, LLC d/b/a Havana Air (Havana Air), a Carrier Service Provider, began providing twice weekly passenger air service between Havana and Tampa International Airport, initially under an agreement with Eastern Air Lines Group, Inc. who has an Operating Agreement for Non-Signatory Passenger Air Carriers with the Authority. In support of those passenger air service operations, Havana Air requires authorization to provide limited passenger services and lease ticket counter office space.

This Agreement commences November 1, 2016 and terminates concurrently with other use and lease agreements on September 30, 2020. The Agreement authorizes Havana Air to provide passenger check-in and ticketing, prepare clearance documents, collect fees for oversized cargo and baggage, furnish linguists for the assistance of passengers, and contract with an air carrier operating under a signatory or non-signatory operating agreement with the Authority. The Agreement also leases 170 square feet of ticket level office space to Havana Air at the square footage and rates listed below:

<u>Space Description</u>	<u>Sq. Ft.</u>	<u>Rate</u>	<u>Annual</u>	<u>Monthly</u>
Ticket Counter Office	170	\$207.44	\$35,264.80	\$2,938.73

The Agreement provides for an annual rental rate adjustment and may be terminated by either party upon 30 days' written notice. A payment security of \$8,816.19 is also required.

Management recommended adoption of Resolution No. 2016-110.

Resolution No. 2016-110 approved and authorized the execution of the Use and Lease Agreement for Carrier Service Providers at Tampa International Airport with ViajeHoy, LLC d/b/a Havana Air; and authorized the Chief Executive Officer or his designee to execute all other Ancillary documents.

This concluded the Consent Agenda, Chairman Watkins moved on to Policies and Rules for Consideration or Action.

The first item under Policies and Rules for Consideration or Action was an update to the Policy Manual, Revisions to Policy for Approval: Section 1200, Policy P1202, Air Service Incentive Program, presented by Chris Minner.



Policy P1202, Air Service Incentive Program, was approved by the Board on June 20, 2011. The Policy established an Air Service Incentive Program (ASIP) that supports the Authority's active recruitment of both passenger and cargo airlines for new air service to domestic and international destinations. The program is currently set to expire on November 3, 2016.

The proposed revisions reflect recommendations of Internal Audit Department Project #2015-02, a review of the ASIP conducted by Ailevon Pacific Aviation Consulting, LLC, and observations of the actual ASIP implementation and operation by Authority staff in the Air Service Development, Marketing, Real Estate, and Finance departments.

Staff recommended modifications to the current ASIP in direct support of the Authority's five-year strategy, including:

1. Extending international short-haul and domestic ASIP benefits for a period of two-years from launch of service (up from one year);
2. Prorating potential ASIP benefits for new carrier and/or destination domestic service for less than daily and/or seasonal service;
3. Modifying current verbiage contained within the Policy for the purpose of clarifying specific ASIP provisions/requirements;
4. Simplifying air carrier reporting requirements to facilitate greater air carrier utilization;
5. Replacing requirement that air carrier repay financial incentives received with language that eliminates Authority's obligation to provide incentives to air carrier in the event that air carrier fails to meet all ASIP obligations; and
6. Extension of the ASIP and associated benefits through November 4, 2021.

The ASIP is funded by Authority financial reserves.

The Chief Executive Officer recommended the Board approve the revisions to Policy P1202, Air Service Incentive Program.

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

Upon motion of General Diehl, seconded by Gary Harrod, the update to the Policy Manual, Revisions to Policy for Approval: Section 1200, Policy P1202, Air Service Incentive Program was unanimously approved by all members present.

This concluded Policies or Rules for Consideration or Action and Chairman Watkins moved on to Committee Reports and called upon General Diehl.

General Diehl reported that the Audit Committee met on October 17, 2106 with all members in attendance. The Committee discussed the criteria and the assessment of the Request for Proposal that was included in New Business for the Construction Auditing Co-Sourcing. Further discussion would come under New Business. General Diehl thanked Laura Tatum and her team.

This concluded the Committee Report and Chairman Watkins announced that the meeting was running a bit long and called a short break at 10:18 am.

Chairman Watkins called the meeting to order at 10:30 am and proceeded to Unfinished Business.

The first item under Unfinished Business was the Contract for Design Professional Services, Runway 4-22 and Other Pavement Rehabilitation, HCAA Project No. 6310 17, American Infrastructure Development, Inc., Peter O. Knight Airport, Resolution No. 2016-107, presented by Jeff Siddle.

On October 6, 2016, the Board approved negotiations with the number one ranked firm, American Infrastructure Development, Inc., for design professional services pursuant to a Contract for Design Professional Services for Runway 4-22 and Other Pavement Rehabilitation (Contract). The Contract will provide for the design to remove, rehabilitate and reconstruct runway, taxiway, taxi lane and apron asphalt pavements at Peter O. Knight Airport.

This Contract will commence on November 3, 2016 and will remain in effect until one year after final acceptance of the 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 \$964,000.00.

A DBE goal of at least 6.3% of the dollar amount earned on the Contract was prescribed. For design and construction administration services, a DBE goal of 59.5% of the amount earned will be incorporated into this Contract. In the event resident inspection services are assigned, the DBE goal will increase to 67.1%.

American Infrastructure Development, Inc. is a certified DBE.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2016-107.

Upon Motion of Gary Harrod, seconded by Mayor Buckhorn, the execution of the Contract for Design Professional Services for Runway 4-22 and Other Pavement Rehabilitation, HCAA Project No. 6310 17, at Peter O. Knight Airport with American Infrastructure Development, 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. 2016-107.

The second item under Unfinished Business was Contract for Design Professional Services, Automated Transit System (ATS) Design Professional, Lea & Elliott, Inc., Tampa International Airport, Resolution No. 2016-98, presented by Jeff Siddle.

On September 1, 2016, the Board approved negotiations with the number one ranked firm, Lea & Elliott, Inc., for design professional services pursuant to a Contract for Design Professional Services for Automated Transit System (ATS) Design Professional (Contract). The Contract will provide for the technical expertise required to support the Authority in the operation, maintenance and/or replacement of its Automated Transit Systems.

The term of the Contract is November 3, 2016 through November 2, 2021 with two five-year renewal options at the discretion of the Chief Executive Officer and is for a total not-to-exceed amount of \$17,930,000. This amount is the anticipated budget for the initial five (5) year term.

No specific expectancy for W/MBE participation was established; however, in the event the Authority directs Lea & Elliott, Inc. to perform construction administration, inspection or implementation services for a construction project, the Authority will require a minimum 8.0% participation by W/MBEs for that work effort.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2016-98.

Upon Motion of Gary Harrod, seconded by Mayor Buckhorn, the execution of the Contract for Design Professional Services for Automated Transit System (ATS) Design Professional at Tampa International Airport with Lea & Elliott, 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. 2016-98.

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

The first item in New Business was Selection of Firm and Award of Contract, Parking Revenue Consultant, DAA USA International, Inc., Tampa International Airport, Resolution No. 2016-106, presented by Laurie Noyes, Director of Concessions.

The Authority has four public parking options: Short Term Parking Garage, Long Term Parking Garage, Valet Parking and Economy Parking Garage. Together, they generate nearly \$70 million dollars in annual revenue for the Authority.

The Authority is seeking a qualified consulting firm to provide consultant services in the design of a strategic parking plan with the goal of evolving the parking operations at Tampa International Airport from an “operational focused” model to a customer centric “commercial parking management” model.

The awarded Parking Revenue Consultant will assist the Authority in researching, analyzing, developing, and recommending opportunities to implement technology and augment existing parking products to fortify the largest revenue producer for the Authority. The awarded Parking Revenue Consultant will provide consulting services on an on-call, as-needed basis. The goals and objectives of the consulting services are as follows:

- Reposition parking products to provide enhanced features and additional product options.
- Improve parking operational efficiencies to increase space turn over, enhance capital planning and preventative maintenance, and reduce operational costs, if possible.
- Optimize revenue while maximizing customer service, quality, and value.

On June 29, 2016, a request for proposals was issued for a Parking Revenue Consultant at Tampa International Airport.

Three responses were received and evaluated by staff. All three responses met the minimum qualifications requirements and were evaluated against the evaluation criteria in the request for proposals. The firms are listed below in order of technical ranking:

1. DAA USA International, Inc. (*Recommended Award*)
2. InterVISTAS, Inc.
3. LeighFisher, Inc.

No specific expectancy for W/MBE participation was established.

The term of the Parking Revenue Consultant Services Contract is November 3, 2016 through November 2, 2019 with two, one-year renewal options at the discretion of the Chief Executive Officer. The total not-to-exceed amount for the five year term of the Contract is \$1,000,000.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the ranking listed above.

Upon motion of Gary Harrod, seconded by General Diehl, the Board approved the ranking; unanimously approved the award and execution of the Parking Revenue Consultant Services Contract

at Tampa International Airport with DAA USA International, Inc.; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2016-106.

The next item under New Business, the Selection of Firm and Award of Contract, Construction Auditing Co-Sourcing for Internal Audit Department, R.W. Block Consulting, Inc., Tampa International Airport, Resolution No. 2016-104, presented by Laura Tatem.

The Authority Internal Audit Department requires assistance in performing audit work over the first phase of the Master Plan. Such audit work will consist of co-sourced construction auditing services in support of the Authority Capital Improvement Program.

On August 10, 2016, a request for proposals was issued for Construction Auditing Co-Sourcing for Internal Audit Department at Tampa International Airport.

Eight responses were received and five responses were evaluated by staff. The responses received from Carr, Riggs & Ingram, LLC, Hoar Program Management, LLC, and Plante & Moran, PLLC were deemed non-responsive for failing to meet the W/MBE requirements. The following firms are listed in order of technical ranking:

1. R.W. Block Consulting, Inc. (*Recommended Award*)
2. RSM US LLP
3. Protiviti, Inc.
4. Experis US, Inc.
5. Baker Tilly Virchow Krause, LLP

On October 17, 2016, the Audit Committee met and concurred with Staff's ranking above.

A W/MBE expectancy participation rate of at least 5.0% of the dollar amount earned on the Contract was prescribed and a W/MBE expectancy participation rate of at least 5.0% is incorporated into the Contract.

The number one ranked firm, R.W. Block Consulting, Inc., is a certified W/MBE firm.

The term of the Contract is for the period of November 3, 2016 through November 2, 2019 with one (1), two (2)-year renewal option at the discretion of the Chief Executive Officer. The total not-to-exceed amount for the Contract, including the renewal option, is \$700,000. The Authority may terminate the Contract by giving thirty (30) days written notice.

This item is included in the Capital Budget.

The Audit Committee recommended ranking the firms in the order listed above; rejection of the responses received from Carr, Riggs & Ingram, LLC, Hoar Program Management, LLC and Plante & Moran, PLLC; and award to the top ranked firm.

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the award and execution of the Contract for Construction Auditing Co-Sourcing for Internal Audit Department at Tampa International Airport with R.W. Block Consulting, Inc. was unanimously approved by all members present; the rejection of the responses received from Carr, Riggs & Ingram, LLC, Hoar Program Management, LLC, and Plante & Moran, PLLC for failing to meet the W/MBE requirements was approved; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2016-104.

The third item under New Business, Selection of Firm and Award of Contract, Federal Governmental Affairs Consulting and Lobbying Services, Alcalde & Fay, Ltd. Inc., Tampa International Airport, Resolution No. 2016-105, presented by Gina Evans.

On December 6, 2012, the Board awarded a contract for Federal Governmental Affairs Consulting Services to Van Scoyoc Associates, Inc. The term of that contract was December 6, 2012 through December 31, 2015 with two, one-year renewal options at a not-to-exceed amount of \$500,000 for the initial three years of the contract. The contract was amended to exercise the first one-year renewal option. The \$500,000 not-to-exceed amount was not changed.

On July 15, 2016, a request for proposals was issued for Federal Governmental Affairs Consulting and Lobbying Services at Tampa International Airport. The top priorities under the Contract include representing the Authority with key federal lawmakers and agencies to advance the Authority federal legislative agenda as well as assisting in identifying grants and other funding mechanisms available to the Authority.

Five responses were received and evaluated by staff. The responses met the minimum qualifications requirements and were evaluated against the evaluation criteria in the request for proposals. The firms are listed below in order of technical ranking:

1. Alcalde & Fay, Ltd. Inc.
2. Squire Patton Boggs (US) LLP
3. Van Scoyoc Associates, Inc.
4. Smith Dawson & Andrews, Inc.
5. Becker & Poliakoff, P.A.

No specific expectancy for W/MBE participation was established.

The term of this Contract is January 1, 2017 through December 31, 2019 with two, one-year renewal options at the discretion of the Chief Executive Officer. The total not-to-exceed amount for the five year term of the Contract is \$600,000.

The Authority may cancel the Contract by giving thirty (30) days written notice.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the ranking listed above.

Upon motion of Gary Harrod, seconded by Mayor Buckhorn, award and execution of the Contract for Federal Governmental Affairs Consulting and Lobbying Services at Tampa International Airport with Alcalde & Fay, 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 of Resolution No. 2016-105.

The fourth item under New Business was the State Legislative Services Consulting Contract utilizing Port Tampa Bay RFP No. P-007-16, The Advocacy Group at Cardenas Partners, LLC, Tampa International Airport, Resolution No. 2016-108, presented by Gina Evans.

On August 16, 2016, pursuant to Port Tampa Bay RFP No. P-007-16, Port Tampa Bay was authorized to enter into negotiations and execute a contract with The Advocacy Group at Cardenas Partners, LLC. The RFP contained provisions allowing any Hillsborough County public entity to utilize the RFP and negotiate their own contract with The Advocacy Group at Cardenas Partners, LLC.

The Authority is seeking a firm to provide consulting and lobbying services related to state governmental affairs, including but not limited to, serving as a liaison for the Authority with key state legislators, legislative staff and executive agencies, identifying grant funding and appropriation sources, and advocating on behalf of the Authority on specific bills and issues of interest and benefit to the Authority.

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 authorized execution of a State Legislative Services Consulting Contract for consulting and lobbying services related to state governmental affairs with The Advocacy Group at Cardenas Partners, LLC utilizing Port Tampa Bay RFP No. P-007-16 for the period of November 3, 2016 through September 9, 2017 with two, one-year renewal options at the discretion of the Chief Executive Officer. The Contract will be for a total not to exceed amount of \$80,000 annually, including any renewal options.

The Authority may cancel the Contract by giving thirty (30) days written notice.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2016-108.

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, execution of the State Legislative Services Consulting Contract at Tampa International Airport with The Advocacy Group at Cardenas Partners, LLC was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2016-108.

The fifth and last item under New Business was Amendment Number Three, Re-Stated Employment Contract, Resolution No. 2016-115, presented by Michael Stephens.

During the August Board meeting, the Authority Board moved to open up a renegotiation of the Re-Stated Employment Contract for Authority Chief Executive Officer, Joe Lopano. The Board instructed Chairman Watkins to lead the renegotiation on the behalf of the Board.

The renegotiation has been completed and before the Board today was the proposed Amendment Number Three to the Re-Stated Employment Contract of Mr. Lopano. This Amendment Number Three contains material changes to Mr. Lopano's term of employment, compensation and retirement provisions.

Upon motion of Gary Harrod, seconded by General Diehl, execution of Amendment Number Three, Re-Stated Employment Contract, effective November 3, 2016 was unanimously approved by all members present by adoption of Resolution Number 2016-115.

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

Al Illustrato began the Staff Reports with an update on the Master Plan. As mentioned at the previous Board meeting, the SkyConnect portion of the work is extremely complicated and some interim contractual milestones have been missed. All parties are reorganizing to attempt to accelerate some work in order to keep on track and on-time for completion.

Out of 428 steel girders, only a handful are left to install. When this is completed Mitsubishi will begin installing parts and components to have the people mover operational. In November, December and January the Authority will commence with Operation Alpha, which is a term used for the process of setting the steel beams installed across the Airside A shuttle guideway. In November the shuttle should be completed for Airside C and the Sikorsky elevators will be completed.



Mr. Illustrato ended his presentation with a financial slide. There has been virtually no change since last month, but due to some challenging work with the MTAC Program with Skanska, there will be some increase in contingency use over the coming weeks and months. The Authority is now in the process of assessing with Skanska the risk going forward.

Laurie Noyes next gave the Board a Concessions Redevelopment Program update. Since August 10 new locations have been opened, bringing the total to 22 new locations open and operating. Collectively these now account for more than 40% of the Authority's monthly concession sales. On the Main Terminal the Food Court was opened in September. Airside E will open a Food Court in January. The Authority is limiting closings and openings through the holidays, which puts the Authority on pace with the remaining locations to average nearly one opening per week next year. Ms. Noyes' next update will be in February 2017.

Mr. Lopano stated that the Authority hosted Friends of TPA, a group of former Board Members, this month.

Before adjourning Mr. Stephens requested an Attorney-Client Closed Session be held at the December 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 11:03 a.m.

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Robert I. Watkins, Chairman

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Victor D. Crist, Secretary