



Tampa International Airport

AVIATION AUTHORITY

REGULAR BOARD MEETING

Thursday, March 3, 2022

9:00 A.M.

Boardroom

Level 3 at Tampa International Airport

AGENDA

Any person who desires to appeal any decisions made at this meeting will need a record of the proceedings and for that purpose may need to ensure that a verbatim record of the proceeding is made which includes the testimony and evidence upon which the appeal is based. Any person requiring reasonable accommodations to attend any public meeting because of a disability or physical impairment must submit a written request to Joseph W. Lopano, Chief Executive Officer, Hillsborough County Aviation Authority, Post Office Box 22287, Tampa, FL 33622 or via facsimile at (813) 870-7868. Such request must be received at least 48 hours before the meeting. If you have any questions, please call (813) 870-8701.



**Thursday, March 3, 2022
Aviation Authority Regular Board Meeting**

**AGENDA
9:00 A.M.
Boardroom
Level 3 at Tampa International Airport**

A. PLEDGE OF ALLEGIANCE

1. Pledge of Allegiance

B. CALL TO ORDER

1. Call to Order

C. APPROVAL OF THE AGENDA

1. Approval of the Agenda

D. PUBLIC COMMENTS

1. Public Comments

E. APPROVAL OF THE MINUTES

1. Approval of the Minutes

F. MANAGEMENT REPORT

1. Management Report

G. APPROVAL OF THE CONSENT AGENDA

1. Maintenance Contract, Airfield Lighting and Control Monitoring System, Cooper Crouse-Hinds, LLC, Tampa International Airport, Resolution No. 2022-22
2. Maintenance Contract Extension, Terminal Automated People Mover Systems, Bombardier Transportation (Holdings) USA, Inc., Tampa International Airport, Resolution No. 2022-20
3. Authorization to Dispose of Surplus Property, Tampa International Airport
4. Use and Lease Agreement for Fuel Facilities and Pipeline, Alaska Airlines, Inc., Tampa International Airport, Resolution No. 2022-15
5. Use and Lease Agreement for Carrier Service Providers, Invicta Group Services Inc, d/b/a Invicta Air Charter, Tampa International Airport, Resolution No. 2022-25
6. Cargo Building Space Rental Agreement, Spirit Airlines, Inc., Tampa International Airport, Resolution No. 2022-27
7. Lease and Concession Contract for Automated Mail Service, Mail Safe Express, Inc., Tampa International Airport, Resolution No. 2022-18

8. Amendment No. 1 to Operating and Capital Budget Fiscal Year 2022, Tampa International, Peter O. Knight, Plant City and Tampa Executive Airports, Resolution No. 2022-28

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

1. Policies or Rules for Consideration or Action

I. COMMITTEE REPORTS

1. Report of Audit Committee Meeting held on February 24, 2022 in Authority Boardroom

J. UNFINISHED BUSINESS

1. Part 2 Supplemental Contract A for Design-Build Services, Monorail System Decommissioning and Moving Walkway Installation, HCAA Project No. 8315 20, Manhattan Construction Company, Tampa International Airport, Resolution No. 2022-16

2. Part 2 Contract for Design-Build Services, Air Cargo Expansion, HCAA Project No. 8240 19, The Middlesex Corporation, Tampa International Airport, Resolution No. 2022-17

K. NEW BUSINESS

1. Selection of Design Professional, Replace Airfield Perimeter Fence, HCAA Project No. 6800 22, Tampa International Airport

2. Purchase Order, East and West Vault Emergency Generator and Switch Replacement utilizing Sourcewell Contract No. 120617-Cat, HCAA Project No. 6935 22, Ring Power Corp., Tampa International Airport

3. Renewal of Property Insurance Coverage, Arthur J. Gallagher Risk Management Services, Inc., Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports

4. Employment Retention Incentives Program

L. STAFF REPORTS

1. Staff Reports

M. ATTORNEY-CLIENT CLOSED SESSION

1. Attorney-Client Closed Session

N. AMENDMENT NO. 2 TO CONTRACT FOR SPECIAL LEGAL SERVICES, HILL, WARD & HENDERSON, PA

1. Amendment No. 2 to Contract for Special Legal Services, Hill, Ward & Henderson, PA, Tampa International Airport, Resolution No. 2022-23

O. ADJOURNMENT

1. Adjournment



Thursday, March 3, 2022
Aviation Authority Regular Board Meeting

AGENDA
9:00 A.M.
Boardroom
Level 3 at Tampa International Airport

A. PLEDGE OF ALLEGIANCE

Subject	1. Pledge of Allegiance
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

B. CALL TO ORDER

Subject	1. Call to Order
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

C. APPROVAL OF THE AGENDA

Subject	1. Approval of the Agenda
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

D. PUBLIC COMMENTS

Subject	1. Public Comments
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Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
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Access	Public
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Type	Information
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Speakers are allowed 3 minutes total to comment on propositions before the Board. Speakers designated to speak on behalf of a group of 2 or more individuals are allowed 5 minutes total to comment on propositions before the Board.

E. APPROVAL OF THE MINUTES

Subject	1. Approval of the Minutes
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

F. MANAGEMENT REPORT

Subject	1. Management Report
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

G. APPROVAL OF THE CONSENT AGENDA

Subject	1. Maintenance Contract, Airfield Lighting and Control Monitoring System, Cooper Crouse-Hinds, LLC, Tampa International Airport, Resolution No. 2022-22
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

On October 4, 2018, the Board approved a Construction Contract with American Infrastructure Services, Inc. for Airfield Lighting Control System Replacement, Project No. 8800 16/6160 15. A low bid solicitation was advertised on July 18, 2018 that allowed for the procurement and installation of a new Airfield Lighting Control and Monitoring System (ALCMS). The ALCMS allows the Air Traffic Control Tower to turn on or off various sections of the airfield runways or taxiways and provides the ability to control the ALCMS from the airfield lighting vault. Cooper Crouse-Hinds, LLC is the manufacturer of the ALCMS utilized at Tampa International Airport.

On April 28, 2021, a Notice of Intent to Sole Source with Cooper Crouse-Hinds, LLC for the purpose of providing maintenance, support, and services for the ALCMS was publicly advertised. No responses were received.

Authority Policy P410 authorizes sole source purchases when no other authorized vendor can supply the required goods and services.

Proposal:

This item authorizes execution of a Maintenance Contract with Cooper Crouse-Hinds LLC for the purchase of maintenance, support, and services for the ALCMS for the period of March 3, 2022 through March 2, 2027 for a maximum purchase authorization of \$216,731. This item also authorizes up to \$50,000 of Extra Work over the Term of the Maintenance Contract.

This Contract may be terminated by the Authority with or without cause upon thirty (30) days written notice.

Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of Resolution No. 2022-22.

Resolution:

Resolution No. 2022-22 approves and authorizes execution of Maintenance Contract at Tampa International Airport with Cooper Crouse-Hinds LLC; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	2. Maintenance Contract Extension, Terminal Automated People Mover Systems, Bombardier Transportation (Holdings) USA, Inc., Tampa International Airport, Resolution No. 2022-20
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

The Authority has a full-service Maintenance Contract for the 16 shuttles serving the airside terminals with Bombardier Transportation (Holdings) USA, Inc. The Maintenance Contract had an initial Term of April 1, 2015 until March 31, 2020. Two one-year renewal options have previously been exercised, extending the Maintenance Contract Term to March 31, 2022.

Authority Policy P410, Procurement, authorizes the standardization of purchases based on evaluated criteria such as product performance, consistency of manufacturer(s), life cycle costs, design life, and maintainability. In 2019, the Authority standardized Bombardier Transportation Systems for the APM systems and associated equipment for the Main Terminal complex.

The Authority is currently in negotiations with Bombardier Transportation (Holdings) USA, Inc. on a new Maintenance Contract.

Proposal:

This item authorizes an extension to the Maintenance Contract with Bombardier Transportation (Holdings) USA, Inc. to continue full-service maintenance of this proprietary equipment for a maximum authorization amount of \$300,000. This extension will extend the Maintenance Contract until April 30, 2022. All other terms and conditions of the Maintenance Contract will remain the same.

Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of Resolution No. 2022-20.

Resolution:

Resolution No. 2022-20 approves and authorizes extension of Maintenance Contract, Terminal Automated People Mover Systems, at Tampa International Airport with Bombardier Transportation (Holdings) USA, Inc. until April 30, 2022 in the maximum authorization amount of \$300,000; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	3. Authorization to Dispose of Surplus Property, Tampa International Airport
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

The following property has been determined to be surplus and serves no useful function or the continued use is uneconomical or inefficient:

Description	QTY	Year Purchased	Asset Tag
Chevrolet Tahoe	1	2016	701763
Ford E-450 Shuttle Bus	1	2012	124995
John Deere Front Loader w/Mower Deck	1	2010	123338
ARE Fiberglass Truck Topper	1	N/A	N/A
Wooden Highchairs	24	N/A	N/A
60' GPU Cable	1	N/A	N/A
Water Buffalo Trailer w/Pressure Washer	1	N/A	N/A
APC Kiosks	11	2014	702054, 702047, 702053, 702057, 702052, 702055, 702050, 702051, 702048, 702049, and 702056

Proposal:

Designate the above property as surplus and authorize disposal in accordance with Chapter 274, Florida Statutes. Surplus property will be publicly advertised and auctioned at Tampa Machinery Auction, Inc., Bay Area Auction Services, or on GovDeals.com, an internet-based auction system.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends the Board designate the above property as surplus and authorize disposal in accordance with Chapter 274, Florida Statutes.

The Board may act on this by motion; no resolution is required.

G. APPROVAL OF THE CONSENT AGENDA

Subject	4. Use and Lease Agreement for Fuel Facilities and Pipeline, Alaska Airlines, Inc., Tampa International Airport, Resolution No. 2022-15
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

In 1970, the Authority entered into a lease and pipeline license agreement with several of the signatory airlines then serving Tampa International Airport for the construction of a jet fuel storage facility and pipeline distribution system to the airside buildings. The airlines collectively financed and operated the fuel system. The agreement had a thirty-year term that ended on September 30, 1999. At the end of the term, the fuel system became the property of the Authority.

On November 4, 1999, the Authority entered into a Use and Lease Agreement for Fuel Facilities and Pipeline (Agreement) with airlines (Tampa Fuel Committee) for the operation and maintenance of the fuel system for a twenty five year term beginning October 1, 1999 and ending September 30, 2024.

Since that time, the Authority has entered into Agreements, retroactive to September 30, 1999, with Deutsche Lufthansa AG, Edelweiss Air, Southwest Airlines, and United Parcel Service Inc. The final termination date for the Agreements is September 30, 2024.

Proposal:

Staff recommends entering into an Agreement with Alaska Airlines, Inc. for the Term of March 3, 2022 to September 30, 2024. The Agreement includes provisions for the storage, sale and distribution of aviation fuels and facilities for refueling aircraft on the ramps and airplane loading aprons. The Agreement will provide for the following Rents to be paid to the Authority:

Description of Rent	Annual Payment	Monthly Payment
Ground Rent for Demised Premises*	\$181,955.12	\$15,162.93
Fuel Storage Facilities Rent	\$394,042.82	\$32,836.90
Expansion of System – East Cargo to Emery	\$334,776.24	\$27,898.02
Expansion of System – East Cargo to FedEx	\$53,989.32	\$4,499.11
Secondary Containment for Fuel Storage Tanks	\$445,400.88	\$37,116.74
Bulk Fuel Storage Facility Upgrades	\$777,331.32	\$64,777.61
EFSO Project	\$202,164.36	\$16,847.03
TOTAL	\$2,389,660.06	\$199,138.34

*Annual Ground Rent for Demised Premises escalates every year by 2.15%.

Expansions to the fuel system rent were valued at the total project cost and amortized over the expected life of the improvement at a previously negotiated interest.

The Agreement also approves and ratifies the Memo of Understanding between the Tampa Fuel Committee and the Authority dated August 27, 2020 (MOU). Payments for the Truck Rack Project under that MOU will be added to the above Rents table.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2022-15.

Resolution:

Resolution No. 2022-15 approves and authorizes execution of Use and Lease Agreement for Fuel Facilities and Pipeline at Tampa International Airport with Alaska Airlines, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	5. Use and Lease Agreement for Carrier Service Providers, Invicta Group Services Inc, d/b/a Invicta Air Charter, Tampa International Airport, Resolution No. 2022-25
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

Invicta Group Services, Inc, d/b/a Invicta Air Charter (Invicta Air Charter) is a Miami based carrier service provider that offers charter passenger air service between Cuba and the United States under a general license from the Office of Foreign Assets Control of the U.S. Department of the Treasury. In order to receive authorization to provide limited passenger services and commence operations between Tampa International Airport (Airport) and Cuba, Invicta Air Charter must enter into a Use and Lease Agreement for Carrier Service Providers (Agreement) with the Authority, and the Agreement must include a provision for Invicta Air Charter to lease space at the Airport in support of its operations. Invicta Air Charter will service the routes through its agreement with Swift Air, LLC.

Proposal:

This Agreement authorizes Invicta Air Charter to provide passenger check-in, ticketing and related passenger services; to prepare clearance documents for passengers, cargo and baggage as may be required by all governmental agencies; to collect fees for oversized cargo and baggage; to furnish linguists for the assistance of passengers speaking a foreign language; and to arrange and contract with companies authorized by the Authority for the provision of passenger air carrier services for departing aircraft, but not to directly provide passenger air carrier services. The Agreement is effective March 1, 2022 and expires September 30, 2027. Either party may terminate the Agreement upon thirty (30) days' written notice.

Utilizing Fiscal Year 2022 rates, the Agreement leases 62 square feet of ticket level counter office space at \$248.79 per square foot to Invicta Air Charter.

Space Description	Sq. Ft.	Rate	Annual	Monthly
Ticket Counter Office	62	\$248.79	\$15,424.98	\$1,285.42

The Agreement provides for an annual rental rate adjustment. A payment security of \$3,856.26 is also required.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2022-25.

Resolution:

Resolution No. 2022-25 approves and authorizes execution of Use and Lease Agreement for Carrier Service Providers at Tampa International Airport with Invicta Group Services, Inc, d/b/a Invicta Air Charter; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	6. Cargo Building Space Rental Agreement, Spirit Airlines, Inc., Tampa International Airport, Resolution No. 2022-27
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

Spirit Airlines, Inc. (Spirit) desires to lease Suite 1700 of the East Cargo Building in support of its air transportation business at Tampa International Airport.

Proposal:

This Cargo Building Space Rental Agreement (Agreement) is effective March 1, 2022 and terminates September 30, 2027. Either party may terminate the Agreement upon 180 days' written notice.

Spirit will lease Cargo Building Space at \$9.15 per square foot and pay an annual O&M Rent at \$1.75 per square foot. Starting October 1, 2022, O&M Rent will increase by 5.5% each year. The initial Rents are as follows:

Company	Suite No.	SF	Annual Cargo Building Rent	Annual O&M Rent	Total Annual Payments
Spirit	1700	12,546	\$114,795.90	\$21,955.50	\$136,751.40

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2022-27.

Resolution:

Resolution No. 2022-27 approves and authorizes execution of Cargo Building Space Rental Agreement at Tampa International Airport with Spirit Airlines, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	7. Lease and Concession Contract for Automated Mail Service, Mail Safe Express, Inc., Tampa International Airport, Resolution No. 2022-18
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

On May 3, 2012, the Authority entered into a sole source contract with Mail Safe Express, Inc. for automated mail service. Mail Safe Express, Inc. provides a service that allows confiscated items to be mailed by passengers, for a fee, to a location outside of Tampa International Airport through automated mail equipment located at the security checkpoints.

On May 3, 2017, the Authority entered into another sole source contract with Mail Safe Express, Inc. for automated mail service. The Term was May 3, 2017 through May 2, 2020, with two (2), one year renewal options at the sole discretion of the Chief Executive Officer or designee. The two (2), one year renewal options were exercised, revising the end date of the contract to May 2, 2022. Mail Safe Express, Inc. currently pays the Authority fourteen percent (14%) of its annual gross receipts which equated to \$6,627 in revenue for Fiscal Year 2021.

Proposal:

On January 23, 2022, a Notice of Intent to Sole Source with Mail Safe Express, Inc. for Automated Mail Service at Tampa International Airport 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.

This item authorizes execution of the Lease and Concession Contract (Contract) for Automated Mail Service with Mail Safe Express, Inc. for the Term of May 3, 2022 through May 2, 2025 with two (2), one year renewal options. Mail Safe Express, Inc. will pay the Authority eleven percent (11%) of its annual gross receipts. The Authority may cancel the Contract with thirty (30) days' written notice to Mail Safe Express, Inc.

Due to the nature of this work, there is no ACDBE expectancy for this Contract.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2022-18.

Resolution:

Resolution No. 2022-18 approves and authorizes execution of Lease and Concession Contract for Automated Mail Service at Tampa International Airport with Mail Safe Express, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	8. Amendment No. 1 to Operating and Capital Budget Fiscal Year 2022, Tampa International, Peter O. Knight, Plant City and Tampa Executive Airports, Resolution No. 2022-28
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

In September 2021 the Board approved the Authority's original Fiscal Year 2022 Operating and Capital Budget. Per Authority Policies P123 and P610, as part of the regular Budget approval process, the Board adopts the Authority's salary ranges for the upcoming year and the Board authorizes the CEO to adjust salaries during the Fiscal Year.

Proposal:

This item seeks approval of Amendment No. 1 to Operating and Capital Budget for Fiscal Year 2022, resulting in the Authority publishing a new version of the Fiscal Year 2022 Budget book with the following addition:

	MINIMUM	MAXIM
Exempt and Non-Exempt Salary Bands	\$ 27,300	\$ 466,217
Pay Grades 1 - 5: Trades, Administrative, Technical, Professional	\$ 27,300	\$ 104,949
Pay Grade 6: Manager	\$ 70,639	\$ 150,864
Pay Grade 7: Senior Manager	\$ 76,593	\$ 165,951
Pay Grade 8: Director	\$ 95,741	\$ 207,438
Pay Grade 9: Vice President	\$ 138,824	\$ 300,785
Pay Grade 10: Executive Vice President	\$ 215,177	\$ 466,217

Funding:

This item is included in the Fiscal Year 2022 Operating and Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2022-28.

Resolution:

Resolution No. 2022-28 approves and adopts Amendment No. 1 to the Operating and Capital Budget for Fiscal Year 2022.

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	1. Policies or Rules for Consideration or Action
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

I. COMMITTEE REPORTS

Subject	1. Report of Audit Committee Meeting held on February 24, 2022 in Authority Boardroom
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Reports

The Audit Committee met on February 24, 2022 in the Authority Boardroom with all members in attendance. The minutes of the August 19, 2021 Audit Committee Meeting were approved. The Director of Internal Audit provided Internal Audit Department updates regarding the status of the Fiscal Year 2022 audit plan, other tasks and projects in progress, upcoming internal and external assessments, and the status of recommendations not yet implemented. The Authority's external auditors, RSM US, presented the results of the Fiscal Year 2021 external financial audit. RSM US issued unmodified opinions on the financial statements and the four required compliance reports.

J. UNFINISHED BUSINESS

Subject	1. Part 2 Supplemental Contract A for Design-Build Services, Monorail System Decommissioning and Moving Walkway Installation, HCAA Project No. 8315 20, Manhattan Construction Company, Tampa International Airport, Resolution No. 2022-16
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

This Project will install moving walkways on Level 4 in the Long Term Parking Garage (LTPG) aligned with the existing elevator cores. Access to the Main Terminal from Level 4 in the LTPG will be across the new pedestrian bridge.

In addition, this Project will remove all portions of the existing monorail system, maintenance facility, guideway, equipment and other apparatus associated with the monorail system infrastructure. This will increase the number of parking spaces in both the Short Term Parking Garage (STPG) and the LTPG.

On October 30, 2019, a Request for Qualifications entitled Monorail System Decommissioning and Moving Walkway Installation at Tampa International Airport was issued.

On March 5, 2020, the Board approved negotiations with the number one ranked firm, Manhattan Construction Company.

On June 4, 2020, the Board approved a Part 1 Contract for Design-Build Services in the maximum purchase authorization amount of \$2,288,048 for design of the Project.

On August 5, 2021, the Board approved a Part 2 Contract for Design-Build Services in the maximum purchase authorization amount of \$14,137,731 for construction of the moving walkway portion of the Project.

Proposal:

The scope of work of this Part 2 Supplemental Contract A for Design-Build Services will include decommissioning of the monorail, the demolition and removal of all related infrastructure, and the reconfiguration of the affected parking spaces in the STPG and LTPG.

The maximum purchase authorization for this Part 2 Supplemental Contract A for Design-Build Services will be \$14,878,596, bringing the total combined Project Contract amount-to-date to \$31,304,375.

This Part 2 Supplemental Contract A for Design-Build Services will incorporate a W/MBE participation of 23.2% for design and 12.0% for construction.

Per Authority Policy P410, staff may authorize use of the Owner's Direct Purchase Program with respect to construction materials and supplies, if appropriate.

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2022-16.

Resolution:

Resolution No. 2022-16 approves and authorizes execution of Part 2 Supplemental Contract A for Design-Build Services, Monorail System Decommissioning and Moving Walkway Installation, HCAA Project No. 8315 20 at Tampa International Airport with Manhattan Construction Company; authorizes staff to use Owner's Direct Purchase Program, if appropriate; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

J. UNFINISHED BUSINESS

Subject	2. Part 2 Contract for Design-Build Services, Air Cargo Expansion, HCAA Project No. 8240 19, The Middlesex Corporation, Tampa International Airport, Resolution No. 2022-17
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

Due to rapid growth in air cargo service at Tampa International Airport, the Authority is planning the development of new air cargo facilities. This Project provides for the development of a site for an air cargo operator on the east side of the airfield adjacent to the existing air cargo area. The new Air Cargo Expansion includes cargo facilities, site development, taxilanes, taxiways, aircraft parking aprons, ground service equipment storage areas, roadway access improvements, pump station relocation, and aircraft fueling infrastructure.

On June 6, 2018, a Request for Qualifications entitled Air Cargo Expansion at Tampa International Airport was issued.

On October 4, 2018, the Board approved negotiations with the number one ranked firm, The Middlesex Corporation.

On December 6, 2018, the Board awarded a Part 1 Contract for Design-Build Services for \$3,469,950 for design of the Project. The Part 1 Contract for Design-Build Services only included the design for the south Air Cargo Expansion area to the west of the FedEx air cargo facility.

On August 1, 2019, the Board awarded Amendment No. 1 to the Part 1 Contract for Design-Build Services for \$448,870 for additional design services.

On January 23, 2020, the CEO awarded Amendment No. 2 to the Part 1 Contract for Design-Build Services for \$170,312 for additional design services for Taxiway E-1.

On February 3, 2022, the Board awarded Amendment No. 3 to the Part 1 Contract for Design-Build Services for \$536,523 for additional design services.

Proposal:

This Part 2 Contract for Design-Build Services provides for the early procurement of the new UPS pre-engineered metal building.

The maximum purchase authorization amount of this Part 2 Contract for Design-Build Services will be \$11,067,967, bringing the total combined Project Contract amount-to-date to \$15,693,622.

It is anticipated that a Part 2 Supplemental Contract A for Design-Build Services for the remaining construction work will be brought to the Board for award in June 2022.

The Part 2 Contract for Design-Build Services will incorporate a DBE participation of at least 9.2% of the dollar amount earned on the design phase of the Project and at least 11.2% of the dollar amount earned on the construction phase of the Project.

Per Authority Policy P410, staff may authorize use of the Owner's Direct Purchase Program with respect to construction materials and supplies, if appropriate.

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2022-17.

Resolution:

Resolution No. 2022-17 approves and authorizes execution of Part 2 Contract for Design-Build Services, Air Cargo Expansion, HCAA Project No. 8240 19 at Tampa International Airport with The Middlesex Corporation; authorizes staff to use Owner's Direct Purchase Program, if appropriate; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	1. Selection of Design Professional, Replace Airfield Perimeter Fence, HCAA Project No. 6800 22, Tampa International Airport
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

This Project will replace the existing airfield perimeter fence at Tampa International Airport with a new airfield perimeter fence including wildlife exclusion barriers and access control upgrades.

Proposal:

On November 4, 2021, a Request for Qualifications entitled Replace Airfield Perimeter Fence at Tampa International Airport was posted.

Two (2) responses were received and evaluated by staff.

The order of technical ranking is as follows:

1. C&S Engineers, Inc.
2. Mead and Hunt, Inc.

A DBE goal of at least 10.0% of the dollar amount earned on the Contract for the design phase of the Project was prescribed. The percentages proposed by all qualified respondents for the amount earned on design will meet or exceed the DBE goal requirements and will be incorporated into the resulting Contract.

Funding:

This item is included in the Capital Budget.

Recommendation:

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

The Board may request presentations from the firms prior to the vote and may vote either by motion or by clear indication, to rank firms in order of preference and authorize staff to negotiate a contract; no resolution is required.

K. NEW BUSINESS

Subject	2. Purchase Order, East and West Vault Emergency Generator and Switch Replacement utilizing Sourcewell Contract No. 120617-Cat, HCAA Project No. 6935 22, Ring Power Corp., Tampa International Airport
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

HCAA Project No. 6935 22 replaces the generators and automated transfer switches in the east and west airfield lighting vaults that have reached the end of their service life.

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.

Proposal:

Authorize the issuance of a purchase order to Ring Power Corp. for the purchase of two (2) diesel generators and automated transfer switches utilizing Sourcewell Contract No. 120617-Cat with a maximum purchase authorization amount of \$595,368, which includes a \$54,000 contingency.

Funding:

This item is included in the Capital Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of a purchase order to Ring Power Corp., and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

The Board may act on this by motion; no resolution is required.

K. NEW BUSINESS

Subject	3. Renewal of Property Insurance Coverage, Arthur J. Gallagher Risk Management Services, Inc., Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority's property insurance program is currently insured by AIG Specialty Insurance Company of American International Group (AIG) for the All Other Perils coverage, and AIG, ACE American Insurance Company (Chubb), National Fire & Marine Ins. Co. (Berkshire), Columbia Casualty Co. (CNA) and Lloyds of London on a quota share basis for the \$75 million of Named Wind and Flood insurance limits. This insurance covers approximately \$2.99 billion in insured values at Tampa International Airport and the three general aviation airports. The current property insurance program will expire April 1, 2022. This renewal proposal was marketed to 11 direct insurance carriers and over 24 insurance markets via wholesaler by Arthur J. Gallagher Risk Management Services, Inc. (Gallagher).

Proposal:

Due to ongoing extreme weather-related losses in 2021, including a deep winter freeze, floods, severe thunderstorms, tornadoes, heatwaves, wildfires, a major hurricane, civil commotion, the ongoing global pandemic and related economic fallout, the property insurance market continues to be challenging. AIG will lead the recommended renewal property insurance program with 50% of the coverage. The remainder of the program includes various other markets (ACE American Ins. Co., Star Surplus Lines Ins. Co., National Fire & Marine Ins. Co., Lloyds of London, Indian Harbor Ins. Co., Homeland Ins. Co. of NY, Scottsdale Insurance Co., and Great American and Columbia Casualty Co.). Lloyds of London will continue to provide the recommended Terrorism coverage, which includes both standard property losses and Nuclear, Chemical, Biological and Radiological losses caused by certified and non-certified acts of "terrorism".

This renewal has the same coverage as the expiring policies of \$500 million for All Other Perils, \$75 million Named Wind, \$75 million Flood, \$100 million of Terrorism, and \$5 million for Nuclear, Chemical, Biological, and Radiological coverage. The Named Wind and Special Flood Hazard Area coverage is subject to a 5% deductible, applied per unit of insurance (i.e. per building/structure) with a \$250,000 per occurrence minimum deductible.

Continental Casualty Company will continue to provide the recommended Equipment Breakdown coverage which will remain the same as the expiring policy at \$200 million with a deductible at \$100,000 per occurrence.

The total cost of the property insurance program, including all surcharges and assessments, recommended by Gallagher is \$4,326,753, which is an increase of \$500,261 (13.07%) over last year. This proposed renewal property program had the best terms and pricing over any of the alternatives.

Authority staff and the Authority's insurance consultant, Siver Insurance Consultants, have reviewed the proposed property insurance program and recommend the Authority accept Gallagher's property insurance renewal at a total cost of \$4,326,753.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize Arthur J. Gallagher Risk Management Services, Inc. to bind the property program listed above for the 12-month policy period beginning April 1, 2022, and authorize the payment of appraisals, additional property premiums, taxes, fees and/or assessments invoiced throughout the policy period for newly acquired, revalued, or other property added to the policy after renewal.

The Board may act on this by motion; no resolution is required.

K. NEW BUSINESS

Subject	4. Employment Retention Incentives Program
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

Under Policy P610, the Chief Executive Officer may enter into an employment agreement with an employee for a term not exceeding three years, subject to Board approval. Employment agreements may be used as a tool to increase competitiveness in attracting and retaining highly qualified personnel.

Proposal:

To assist with leadership continuity, the Chief Executive Officer requests Board approval to enter into employment agreements with employees effective January 1, 2022 and ending December 31, 2024. Such employment agreements, with financial retention considerations, will support maintenance of critical senior leadership and other personnel through a period of recovery and change and enhance the Authority's competitiveness in the industry.

As an incentive to remain employed for the three-year term, the employment agreements will provide for a deferred compensation benefit of up to 20 percent of the employee's salary, which will fully vest and become non-forfeitable at the end of the Term of the employment agreement provided the employee has remained employed by the Authority.

In the event the employment agreement is terminated early for convenience, the deferred compensation benefit will become immediately vested and non-forfeitable in an amount prorated to the date of separation, and the Authority will pay the employee a termination payment in an amount equal to the employee's monthly salary including benefits, times the number of months until the end of the Term of the employment agreement, not to exceed 20 weeks' worth of salary and benefits. In the event the employment agreement is terminated early by the employee or the employee is discharged for good and just cause, any and all entitlements under the employment agreement will be forfeited.

Funding:

Costs associated with the employment agreements will be paid from the O&M Budget.

Recommendation:

The Chief Executive Officer recommends approval to establish an Employment Retention Incentives Program.

The Board may act on this by motion; no resolution is required.

L. STAFF REPORTS

Subject

1. Staff Reports

Meeting

Mar 3, 2022 - Aviation Authority Regular Board Meeting

Access

Public

Type

Reports

M. ATTORNEY-CLIENT CLOSED SESSION

Subject	1. Attorney-Client Closed Session
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Private
Type	Discussion

N. AMENDMENT NO. 2 TO CONTRACT FOR SPECIAL LEGAL SERVICES, HILL, WARD & HENDERSON, PA

Subject	1. Amendment No. 2 to Contract for Special Legal Services, Hill, Ward & Henderson, PA, Tampa International Airport, Resolution No. 2022-23
Meeting	Mar 3, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

On May 7, 2020, the Board approved ratification of the previously executed Special Legal Services Contract (Contract) with Hill, Ward & Henderson, PA for legal services with regard to Ad Valorem Tax Exemption law and related legal matters in a total not-to-exceed amount of \$250,000. The initial term of the Contract is April 9, 2020 through April 8, 2022 with one, one-year renewal option. The Authority may cancel the Contract with 30 days advance written notice.

On November 5, 2020, the Board approved Amendment No. 1 authorizing an increase of \$200,000 to the Contract for a total maximum purchase authorization amount of \$450,000.

Authority Policy P500 authorizes the utilization of non-Authority attorneys without obtaining three quotes or advertisement based upon such factors as needed services, experience, qualifications, geographic location, length of services, and efficiencies.

Proposal:

This Amendment No. 2 authorizes an increase of \$200,000 to the Contract for a new total maximum purchase authorization amount of \$650,000 and exercises the one, one-year renewal option for the period of April 9, 2022 through April 8, 2023. Hill, Ward & Henderson, PA will continue to represent the Authority with regard to Ad Valorem Tax Exemption law and related legal matters.

Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of Resolution No. 2022-23.

Resolution:

Resolution No. 2022-23 approves and authorizes execution of Amendment No. 2 to Contract for Special Legal Services at Tampa International Airport with Hill, Ward & Henderson, PA; and authorizes the General Counsel or designee to execute all other ancillary documents.

O. ADJOURNMENT

Subject

1. Adjournment

Meeting

Mar 3, 2022 - Aviation Authority Regular Board Meeting

Access

Public

Type

Procedural
