



**AVIATION AUTHORITY
REGULAR BOARD MEETING**

IN PERSON AND ELECTRONIC MEETING

There will be limited in-person attendance, to include required Aviation Authority Board members and staff and first come public attendees, in the Boardroom at Tampa International Airport. All others can listen and view the meeting live in the following way: Go to Tampa International Airport website (www.tampaairport.com) and click on meeting link in box at top of main page

**Thursday, May 6, 2021
9:00 A.M.**

AGENDA

Provisions have been made for any member of the public desiring to participate to have access to the meeting. The public may access the meeting to participate, including offering public comments, as set forth above. Anyone who wishes to be heard during the meeting but that cannot attend in-person will be able to do so by emailing the Board Services Administrator at publiccomments@tampaairport.com. Such public comments must be received no later than 8:00 a.m. on Thursday, May 6, 2021. Individuals who are able to attend the meeting in-person and who wish to be heard during the meeting will be able to do so in accordance with the Aviation Authority normal public comment process. Individuals providing public comment, whether in-person or by email, will be required to provide their name, firm name and phone number in the body of the email. Additionally, if an individual has been designated to speak on behalf of a group of 2 or more individuals, they should include the name, firm name and phone number of all individuals designating the individual to speak on their behalf. E-mailed Public comments will be read by the General Counsel or designee during the Public Comments portion of the meeting. Individuals are allowed up to three (3) minutes to comment on propositions before the Board. Individuals designated to speak on behalf of a group of 2 or more individuals are allowed up to five (5) minutes to comment on propositions before the Board. Emailed public comments will be afforded equal consideration as if the public comments were offered in person.

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. In accordance with the Americans with Disabilities Act, persons needing special accommodations to participate in the meeting must submit a written request to Joseph W. Lopano, Chief Executive Officer, Hillsborough County Aviation Authority, Post Office Box 22287, Tampa, FL 33622 or by email at boardservicesadministrator@tampaairport.com. Such request must be received at least 48 hours before the meeting. If you have any questions, please call (813) 870-8701.



**Thursday, May 6, 2021
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. Space Rental Agreement, G2 Secure Staff, LLC, Tampa International Airport, Resolution No. 2021-43
2. Operating Agreement for Ground Handlers, G2 Secure Staff, LLC, Tampa International Airport, Resolution No. 2021-44
3. Space Rental Agreement, JET Aircraft Maintenance, Inc., Tampa International Airport, Resolution No. 2021-45
4. Operating Agreement for Ground Handlers, JET Aircraft Maintenance, Inc., Tampa International Airport, Resolution No. 2021-46
5. Space Rental Agreement, PrimeFlight Aviation Services, Inc., Tampa International Airport, Resolution No. 2021-49
6. Operating Agreement for Ground Handlers, PrimeFlight Aviation Services, Inc., Tampa International Airport, Resolution No. 2021-50
7. Operating Agreement for Ground Handlers, Star Collision, Inc., Tampa International Airport, Resolution No. 2021-47

8. Operating Agreement for Ground Handlers, Cuba Travel Services, Inc., Tampa International Airport, Resolution No. 2021-48

9. Contract for Special Legal Services, GrayRobinson, P.A., Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, Resolution No. 2021-33

10. Authorizing Resolution for Participation in the Florida Cooperative Liquid Assets Securities System (FL CLASS) and Florida Local Government Investment Trust (Florida Trust), Tampa International Airport, Resolution No 2021-39

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

1. Update to Policy Manual, Revisions to Policy Manual: Section 800, Policy P824, Peer to Peer Vehicle Sharing

I. COMMITTEE REPORTS

1. Committee Reports

J. UNFINISHED BUSINESS

1. Unfinished Business

K. NEW BUSINESS

1. Use and Permit Agreement for Peer-to-Peer Vehicle Sharing Concession, Turo Inc., Tampa International Airport, Resolution No. 2021-51

2. Amendment No. 3 to Contract for Special Legal Services, Greenberg Traurig, P.A., Tampa International Airport, Resolution No. 2021-40

3. Job Order Contracting (JOC) Services utilizing Indefinite Quantity Construction Contracts through Sourcewell, Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, Resolution No. 2021-35

4. Selection of Firm and Award of Contract, Temporary Air Traffic Consulting Services for Special Events, John-Wayne Air Cavalry, LLC, Tampa International, Tampa Executive, Peter O. Knight, and Plant City Airports, Resolution No. 2021-38

5. Support Services and Spare Parts Contract, IER 720 Skylane and Shuttle Lobby Application, IER Inc, Tampa International Airport, Resolution No. 2021-41

L. STAFF REPORTS

1. Staff Reports

M. ADJOURNMENT

1. Adjournment



**Thursday, May 6, 2021
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	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

B. CALL TO ORDER

Subject	1. Call to Order
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

C. APPROVAL OF THE AGENDA

Subject	1. Approval of the Agenda
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

D. PUBLIC COMMENTS

Subject	1. Public Comments
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

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	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

F. MANAGEMENT REPORT

Subject	1. Management Report
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

G. APPROVAL OF THE CONSENT AGENDA

Subject	1. Space Rental Agreement, G2 Secure Staff, LLC, Tampa International Airport, Resolution No. 2021-43
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

G2 Secure Staff, LLC (G2) leases office space from the Authority through a Space Rental Agreement (SRA) in support of its ground handling operations at Tampa International Airport. G2 entered into its current SRA with the Authority on September 7, 2017 and the term expires on September 30, 2021.

Proposal:

This new SRA has a six (6) year term effective from October 1, 2021 through September 30, 2027. Either party may terminate the SRA upon thirty (30) days' written notice.

Utilizing Fiscal Year 2021 rates, this new SRA leases ticket counter and ticket counter office space at \$217.13 per square foot. This new SRA provides for an annual rental rate adjustment.

Tenant	Ticketing Level	Total Annual	Total Monthly
G2	98 SF \$21,278.74	\$21,278.74	\$1,773.23

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2021-43.

Resolution:

Resolution No. 2021-43 approves and authorizes execution of Space Rental Agreement at Tampa International Airport with G2 Secure Staff, LLC; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	2. Operating Agreement for Ground Handlers, G2 Secure Staff, LLC, Tampa International Airport, Resolution No. 2021-44
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

Ground handling operators providing service at Tampa International Airport (Airport) must have, at a minimum, an Operating Agreement for Ground Handlers prior to commencing operations.

G2 Secure Staff, LLC (G2) entered into an Operating Agreement for Ground Handlers with the Authority to provide ground handling services to its customers on May 1, 2016 and the term expires on September 30, 2021.

Proposal:

This new Operating Agreement for Ground Handlers grants G2 non-exclusive rights to provide ground handling services to air carriers at the Airport for the term of October 1, 2021 through September 30, 2027.

For the privilege of providing such services at the Airport, G2 will pay 5% of gross receipts, paid monthly. Gross receipts include the gross revenues from all sales made and services performed for cash, credit or otherwise, pursuant to G2's ground handling operations at the Airport. Gross receipts exclude the retail value of fuel and oil and the related fuel service fee, costs for materials that are directly passed through to G2's customers, sales and services performed off-airport to entities located off the Airport, certain catering sales, and ferrying and diverted landings. Either party may terminate the Operating Agreement for Ground Handlers upon 30 days' written notice.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2021-44.

Resolution:

Resolution No. 2021-44 approves and authorizes execution of Operating Agreement for Ground Handlers at Tampa International Airport with G2 Secure Staff, LLC; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	3. Space Rental Agreement, JET Aircraft Maintenance, Inc., Tampa International Airport, Resolution No. 2021-45
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

JET Aircraft Maintenance, Inc. (JET) leases office space from the Authority through a Space Rental Agreement (SRA) in support of its ground handling operations at Tampa International Airport. JET entered into its current SRA with the Authority on October 1, 2010 and the term expires on September 30, 2021.

Proposal:

This new SRA will have a six-year term effective from October 1, 2021 through September 30, 2027.

Utilizing Fiscal Year 2021 rates, this new SRA leases airside building (ramp operations) space at \$85.54 per square foot. This new SRA provides for an annual rental rate adjustment.

Tenant	Ramp Level	Total Annual	Total Monthly
JET	83 SF Office Airside A	\$7,099.82	\$591.65

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2021-45.

Resolution:

Resolution No. 2021-45 approves and authorizes execution of Space Rental Agreement at Tampa International Airport with JET Aircraft Maintenance, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	4. Operating Agreement for Ground Handlers, JET Aircraft Maintenance, Inc., Tampa International Airport, Resolution No. 2021-46
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

Ground handling operators providing service at Tampa International Airport (Airport) must have, at a minimum, an Operating Agreement for Ground Handlers prior to commencing operations.

JET Aircraft Maintenance, Inc. (JET) entered into an Operating Agreement for Ground Handlers (Limited Service) (Agreement) with the Authority to provide ground handling services to its customers on October 1, 2010. The Agreement expires on September 30, 2021.

Proposal:

This new Agreement grants JET non-exclusive rights to provide ground handling services to air carriers at the Airport for the term of October 1, 2021 through September 30, 2027.

For the privilege of providing services at the Airport, JET will pay Authority a percentage privilege fee (PPF) of five percent (5%) of gross receipts, payable in equal monthly installments. Gross receipts include the gross revenues from all sales made and services performed for cash, credit or otherwise, pursuant to JET's ground handling operations at the Airport. Gross receipts exclude the retail value of fuel and oil and the related fuel service fee, costs for materials that are directly passed through to JET's customers, sales and services performed off Airport to entities located off Airport, certain catering sales, and ferrying and diverted landings. Either party may terminate the Agreement upon 30 days' written notice.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2021-46.

Resolution:

Resolution No. 2021-46 approves and authorizes execution of Operating Agreement for Ground Handlers at Tampa International Airport with JET Aircraft Maintenance, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	5. Space Rental Agreement, PrimeFlight Aviation Services, Inc., Tampa International Airport, Resolution No. 2021-49
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

PrimeFlight Aviation Services, Inc. (PrimeFlight) leases office space from the Authority through a Space Rental Agreement (SRA) in support of its ground handling operations at Tampa International Airport. PrimeFlight entered into its current SRA with the Authority on July 15, 2018 and the term expires on September 30, 2021.

Proposal:

This new SRA has a six (6) year term, effective October 1, 2021 through September 30, 2027.

Utilizing Fiscal Year 2021 rates, this new SRA leases airside building (ramp operations) space at \$85.54 per square foot. This new SRA provides for an annual rental rate adjustment.

Tenant	Ramp Level	Total Annual	Total Monthly
PrimeFlight	272 SF, Airside C (Suite 3397B)	\$23,266.88	\$1,938.91

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2021-49.

Resolution:

Resolution No. 2021-49 approves and authorizes execution of Space Rental Agreement at Tampa International Airport with PrimeFlight Aviation Services, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	6. Operating Agreement for Ground Handlers, PrimeFlight Aviation Services, Inc., Tampa International Airport, Resolution No. 2021-50
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

Ground handling operators providing service at Tampa International Airport (Airport) must have, at a minimum, an Operating Agreement for Ground Handlers prior to commencing operations.

PrimeFlight Aviation Services, Inc. (PrimeFlight) entered into an Operating Agreement for Ground Handlers (Agreement) with the Authority to provide ground handling services to its customers on January 1, 2018. The Agreement expires on September 30, 2021.

Proposal:

This new Agreement grants PrimeFlight non-exclusive rights to provide ground handling services to air carriers at the Airport for the term of October 1, 2021 through September 30, 2027.

For the privilege of providing services at the Airport, PrimeFlight will pay Authority a percentage privilege fee (PPF) of five percent (5%) of gross receipts, payable in equal monthly installments. Gross receipts include the gross revenues from all sales made and services performed for cash, credit or otherwise, pursuant to PrimeFlight's ground handling operations at the Airport. Gross receipts exclude the retail value of fuel and oil and the related fuel service fee, costs for materials that are directly passed through to PrimeFlight's customers, sales and services performed off Airport to entities located off Airport, certain catering sales, and ferrying and diverted landings. Either party may terminate the Agreement upon 30 days' written notice.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2021-50.

Resolution:

Resolution No. 2021-50 approves and authorizes execution of Operating Agreement for Ground Handlers at Tampa International Airport with PrimeFlight Aviation Services, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	7. Operating Agreement for Ground Handlers, Star Collision, Inc., Tampa International Airport, Resolution No. 2021-47
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

Ground handling operators providing service at Tampa International Airport (Airport) must have, at a minimum, an Operating Agreement for Ground Handlers prior to commencing operations.

Star Collision, Inc. (Star) entered into an Operating Agreement for Ground Handlers (Agreement) with the Authority to provide ground handling services to its customers on September 3, 2020. The Agreement expires on September 30, 2021.

Proposal:

This new Agreement grants Star non-exclusive rights to provide ground handling services to air carriers at the Airport for the term of October 1, 2021 through September 30, 2027.

For the privilege of providing services at the Airport, Star will pay Authority a percentage privilege fee (PPF) of five percent (5%) of gross receipts, payable in equal monthly installments. Gross receipts include the gross revenues from all sales made and services performed for cash, credit or otherwise, pursuant to Star's ground handling operations at the Airport. Gross receipts exclude the retail value of fuel and oil and the related fuel service fee, costs for materials that are directly passed through to Star's customers, sales and services performed off Airport to entities located off Airport, certain catering sales, and ferrying and diverted landings. Either party may terminate the Agreement upon 30 days' written notice.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2021-47.

Resolution:

Resolution No. 2021-47 approves and authorizes execution of Operating Agreement for Ground Handlers at Tampa International Airport with Star Collision, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	8. Operating Agreement for Ground Handlers, Cuba Travel Services, Inc., Tampa International Airport, Resolution No. 2021-48
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

Ground handling operators providing service at Tampa International Airport (Airport) must have, at a minimum, an Operating Agreement for Ground Handlers prior to commencing operations.

Cuba Travel Services, Inc. (CTS) entered into an Operating Agreement for Ground Handlers (Agreement) with the Authority to provide ground handling services to its customers on March 5, 2020. The Agreement expires on September 30, 2021.

Proposal:

This new Agreement grants CTS the non-exclusive right to provide ground handling services to air carriers at the Airport for the term of October 1, 2021 through September 30, 2027.

For the privilege of providing services at the Airport, CTS will pay a percentage privilege fee (PPF) of five percent (5%) of gross receipts, payable in equal monthly installments. Gross receipts include the gross revenues from all sales made and services performed for cash, credit or otherwise, pursuant to CTS' ground handling operations at the Airport. Gross receipts exclude the retail value of fuel and oil and the related fuel service fee, costs for materials that are directly passed through to CTS' customers, sales and services performed off Airport to entities located off Airport, certain catering sales, and ferrying and diverted landings. Either party may terminate the Agreement upon 30 days' written notice.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2021-48.

Resolution:

Resolution No. 2021-48 approves and authorizes execution of Operating Agreement for Ground Handlers at Tampa International Airport with Cuba Travel Services, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	9. Contract for Special Legal Services, GrayRobinson, P.A., Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, Resolution No. 2021-33
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

The Legal Affairs Department is in need of general legal services for Tampa International Airport and the three general aviation airports. GrayRobinson, P.A. has previously provided advice and counsel in the area of Labor and Employment Law and other related matters for Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports.

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:

Authorize execution of a Contract for Special Legal Services in the area of general legal services with GrayRobinson, P.A. for a two-year period beginning June 7, 2021 and continuing through June 6, 2023 with one, one-year renewal option at the discretion of the Chief Executive Officer. The total maximum purchase authorization amount for the term of the Contract, including the renewal option, is \$250,000.

Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of Resolution No. 2021-33.

Resolution:

Resolution No. 2021-33 approves and authorizes execution of Contract for Special Legal Services at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports with GrayRobinson, P.A.; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	10. Authorizing Resolution for Participation in the Florida Cooperative Liquid Assets Securities System (FL CLASS) and Florida Local Government Investment Trust (Florida Trust), Tampa International Airport, Resolution No 2021-39
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

Authority Policy P450, Banking & Investments, identifies authorized Authority investments, including, but not limited to, U.S. Treasuries, Commercial Paper, Certificates of Deposit, and State of Florida Local Government Surplus Trust Fund or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act. The Authority currently invests in the State of Florida Local Government Surplus Trust Fund (FL Prime) and intends to further diversify its investment portfolio with higher interest-earning, more-liquid intergovernmental investment pools including the Florida Cooperative Liquid Assets Securities System (FL CLASS) and the Florida Local Government Investment Trust (Florida Trust).

Proposal:

An authorizing resolution by the Board is required to participate in the intergovernmental investment pools FL CLASS and Florida Trust.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2021-39.

Resolution:

Resolution No. 2021-39 authorizes the Authority to participate in Florida Cooperative Liquid Assets Securities System (FL CLASS) and Florida Local Government Investment Trust (Florida Trust) and authorizes the Chief Executive Officer, the Executive Vice President of Finance and Procurement, the Vice President of Finance, and the Director of Financial Planning & Analysis to transmit funds for investment in Florida Cooperative Liquid Assets Securities System (FL CLASS) and Florida Local Government Investment Trust (Florida Trust), withdraw funds from time to time, issue letters of instruction, and take all other actions deemed necessary or appropriate for the investment of Authority funds.

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	1. Update to Policy Manual, Revisions to Policy Manual: Section 800, Policy P824, Peer to Peer Vehicle Sharing
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

On August 1, 2019, the Board approved Policy P824, Peer to Peer Vehicle Sharing, to provide for the operation of peer-to-peer and similar vehicle sharing at Tampa International Airport (Airport). Under Policy P824, "Peer-to-Peer Vehicle Sharing" refers to an arms-length, remote, or web-enabled transaction where a vehicle owner allows a third party to use the vehicle owner's vehicle(s) for a period of time for a fee. This includes, but is not limited to, online vehicle platforms that connect vehicle owners with customers seeking to book the vehicle(s), with the vehicle owners either delivering a private vehicle to the customer or picking up the customer at the Airport.

The current Policy establishes the transaction location, establishes fees and charges based upon a percentage of gross receipts, and provides a framework for enforcement for failure to comply with the Policy.

Proposal:

Staff recommends revising Policy P824 to require that all Peer-to-Peer Vehicle Sharing Platforms (as defined in the Policy) deriving any income from any transactions must enter into a concession agreement with the Authority. In addition, the Policy is revised to state that Peer-to-Peer Vehicle Sharing deliveries or pick-ups will take place at areas designated in such concession agreement. Additionally, fees due to the Authority for the right to conduct business will be established in the concession agreement, with such fees including a percentage of the gross receipts derived from any income from any transactions and the renting of an appropriate number of designated parking spaces in areas assigned by the Authority.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends approval of the revisions to Policy P824, Peer to Peer Vehicle Sharing.

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

I. COMMITTEE REPORTS

Subject	1. Committee Reports
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Reports

J. UNFINISHED BUSINESS

Subject	1. Unfinished Business
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action, Reports

K. NEW BUSINESS

Subject	1. Use and Permit Agreement for Peer-to-Peer Vehicle Sharing Concession, Turo Inc., Tampa International Airport, Resolution No. 2021-51
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

Turo Inc. (Turo) is a peer-to-peer vehicle sharing company. Through its website, mobile application, or other platform, Turo accepts reservations connecting private vehicle owners with customers seeking to reserve private vehicle(s), with the private vehicle owner either delivering the private vehicle to the customer or picking up the customer at Tampa International Airport (Airport).

Proposal:

This item authorizes execution of a Use and Permit Agreement for Peer-to-Peer Vehicle Sharing Concession (Agreement) at the Airport with Turo. The Agreement commences upon Board approval and continues for a one (1) year term, expiring May 5, 2022. The Authority may terminate the Agreement upon thirty (30) days written notice. Under the Agreement and in accordance with Authority Policy P824, Peer to Peer Vehicle Sharing, Turo will pay the Authority a privilege fee of six and one half percent (6.5%) of gross receipts from business generated at the Airport, plus a monthly fee of \$1,520.83 as compensation for the use of five (5) parking spaces in the Economy Parking Garage.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2021-51.

Resolution:

Resolution No. 2021-51 approves and authorizes execution of Use and Permit Agreement for Peer-to-Peer Vehicle Sharing Concession at Tampa International Airport with Turo Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	2. Amendment No. 3 to Contract for Special Legal Services, Greenberg Traurig, P.A., Tampa International Airport, Resolution No. 2021-40
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

On December 5, 2019, the Board approved a Special Legal Services Contract (Contract) with Greenberg Traurig, P.A. for legal services with regard to commercial law and related legal matters, including the ongoing Turo litigation, in a total not-to-exceed amount of \$150,000. The initial term of the Contract was December 5, 2019 through December 4, 2020 with one, two-year renewal option at the discretion of Authority General Counsel or Assistant General Counsel. The one, two-year renewal option was previously exercised, extending the Contract through December 4, 2022. The Authority may cancel the Contract with 30 days advance written notice.

The Contract has previously been amended to increase the total maximum purchase authorization to \$725,000.

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. 3 authorizes an increase of \$125,000 to the Contract for a new total maximum purchase authorization amount of \$850,000. Greenberg Traurig, P.A. will continue to represent the Authority with regard to commercial law and related legal matters, including the ongoing Turo litigation.

Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of Resolution No. 2021-40.

Resolution:

Resolution No. 2021-40 approves and authorizes execution of Amendment No. 3 to Contract for Special Legal Services at Tampa International Airport with Greenberg Traurig, P.A.; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	3. Job Order Contracting (JOC) Services utilizing Indefinite Quantity Construction Contracts through Sourcewell, Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, Resolution No. 2021-35
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority has routine miscellaneous small to medium size maintenance and construction projects with time constraints or limited competition. To provide an additional resource, a Job Order Contracting (JOC) solution utilizing cooperative contracts through Sourcewell has been identified.

In June 2016, the Board authorized use of Indefinite Quantity Construction Contracts through Sourcewell for maintenance and construction projects for amounts greater than \$100,000 for the term June 2, 2016 through June 1, 2021 with a maximum purchase authorization of \$5,000,000. In August 2018, the Board authorized an increase to the maximum purchase authorization by \$5,000,000, for a new total maximum purchase authorization of \$10,000,000. As of April 22, 2021, \$8,258,744.92 has been awarded.

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:

This new authorization approves the issuance of Authority contracts to contractors that have been awarded indefinite quantity contracts by Sourcewell for miscellaneous small to medium size maintenance and construction projects for amounts greater than \$100,000 for the term June 2, 2021 through June 1, 2026, with a maximum purchase authorization of \$10,000,000. Additionally, this item authorizes the Chief Executive Officer or designee to issue such Authority contracts.

Funding:

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

Recommendation:

Management recommends adoption of Resolution No. 2021-35.

Resolution:

Resolution No. 2021-35 approves and authorizes utilization of Indefinite Quantity Construction Contracts through Sourcewell at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports in the maximum purchase authorization of \$10,000,000; authorizes the Chief Executive Officer or his designee to issue such contracts; and authorizes the Chief Executive officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	4. Selection of Firm and Award of Contract, Temporary Air Traffic Consulting Services for Special Events, John-Wayne Air Cavalry, LLC, Tampa International, Tampa Executive, Peter O. Knight, and Plant City Airports, Resolution No. 2021-38
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority holds events that require temporary air traffic consulting services for enhanced safety during times of increased traffic. For example, Sun 'n Fun and Planes Trains & Automobiles are annual events that bring a significant increase in air traffic to Plant City Airport.

These temporary air traffic consulting services have previously been procured on an as needed basis utilizing purchase orders due to the low cost of such services. With an increase in demand for these services, a formal Request for Proposals was issued in order to lock in pricing for a longer term. On January 13, 2021, a Request for Proposals was issued for Temporary Air Traffic Consulting Services for Special Events at Tampa International Airport, Peter O. Knight Airport, Tampa Executive Airport, and Plant City Airport (Airports).

Proposal:

On February 11, 2021, one response was received and evaluated by staff. The following firm is listed in order of technical ranking:

1. John-Wayne Air Cavalry, LLC

No specific expectancy for W/MBE participation was established.

The initial term of the Contract for Temporary Air Traffic Consulting Services for Special Events (Contract) is for the period of May 6, 2021 through May 5, 2026 with five discrete, one-year renewal options at the discretion of the Chief Executive Officer. The maximum purchase authorization for the term of the Contract, including renewal options, is \$383,000. The maximum purchase authorization includes \$100,000 for future unknown events. The Authority may cancel the Contract with or without cause by giving thirty (30) days written notice.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends the ranking listed above and award to the top ranked firm.

Resolution:

Resolution No. 2021-38 approves the ranking; authorizes award and execution of Contract for Temporary Air Traffic Consulting Services for Special Events at Tampa International, Plant City, Peter O. Knight, and Tampa Executive Airports with John-Wayne Air Cavalry, LLC; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	5. Support Services and Spare Parts Contract, IER 720 Skylane and Shuttle Lobby Application, IER Inc, Tampa International Airport, Resolution No. 2021-41
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

On May 2, 2019, the Authority Board approved the initiation of a Proof of Concept for a biometric security screening system. Currently, the Authority has procured and installed 4 IER E-Gates at each of the entrances of Shuttle A, C, E and F. Exit Bio-Metrics E-Gates will be installed in the near future at Gates A1, A11, C30, E72, E73, E65, F83, F85, F87, F88, and F90, respectively.

The respective software and hardware has been procured through an existing government contract. However, maintenance and support services, including spare parts, are custom to match the required configuration, which varies from airport to airport. Custom products and services cannot be added as a line item to a national government contract.

On January 27, 2021, a Notice of Intent to Sole Source with IER, Inc for the maintenance and support of IER Shuttle Lobby Application, including the supply of spare parts for Skylane IER 720, was publicly advertised. No responses were received.

IER, Inc is the manufacturer and owner of all intellectual property rights of the E-gates and Shuttle Lobby Application, as required in the existing shuttle entrance E-Gates and soon to be installed Exit Biometric E-Gates.

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

Proposal:

Authorize execution of the Support Services and Spare Parts Contract for IER 720 Skylane and Shuttle Lobby Application with IER, Inc for the period of May 6, 2021 through May 5, 2026 in the maximum purchase authorization of \$505,500.

Funding:

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

Recommendation:

Management recommends adoption of Resolution No. 2021-41.

Resolution:

Resolution No. 2021-41 approves and authorizes execution of Support Services and Spare Parts Contract for IER 720 Skylane and Shuttle Lobby Application at Tampa International Airport with IER, Inc; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

L. STAFF REPORTS

Subject	1. Staff Reports
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information, Reports

M. ADJOURNMENT

Subject	1. Adjournment
Meeting	May 6, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural
