



**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, December 3, 2020

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, December 3, 2020. 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, December 3, 2020
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. Recognition of New Board Member, Stacy White, and Special Election of Assistant Secretary/Assistant Treasurer to Fill Vacancy
2. 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, Frontier Airlines, Inc., Tampa International Airport, Resolution No. 2020-302
2. Agreement for Off-Airport Parking Concession, Safeway Parking, LLC, Tampa International Airport, Resolution No. 2020-311
3. Tampa International Airport Police Department License Agreement For The Firearms/Training Facility, Tampa International Airport, Resolution No. 2020-316
4. Authority Meeting Dates for Calendar Year 2021

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

1. Update to Policy Manual, Revisions to Policy for Approval: Section 300, Policy P310, Commercial Ground Transportation

2. Update to Policy Manual, Revisions to Rules and Regulations for Approval: Section 300, R340, Rules and Regulations for Tampa International Airport

I. COMMITTEE REPORTS

1. Committee Reports

J. UNFINISHED BUSINESS

1. Change Order No. 9, Construction Contract and Ratification of Change Orders Nos. 1-8, Checked Baggage System Upgrades and Optimization, HCAA Project No. 5991 14, Hensel Phelps Construction Co., Tampa International Airport, Resolution No. 2020-303

2. Amendment No. 1 to Reimbursable Agreement, SkyCenter Development Area, HCAA Project No. 8226 17, FAA Agreement No. AJW-FN-ESA-19-SO-002994-A1, Federal Aviation Administration, Tampa International Airport, Resolution No. 2020-314

K. NEW BUSINESS

1. Construction Contract, Airside F Air Handler Replacement, HCAA Project No. 5615 18, Bernhard MCC, LLC, Tampa International Airport, Resolution No. 2020-306

2. Contract, Main Terminal Elevator Modernization, HCAA Project No. 6780 21, Schindler Elevator Corporation, Tampa International Airport, Resolution No. 2020-307

3. Selection of Firm and Award of Contract, Financial Advisor Services, Frasca & Associates, LLC, Tampa International Airport, Resolution No. 2020-310

4. Supplemental Contract, IT Professional Services, utilizing GSA Contract No. GS-35F-0425P, Woolpert, Inc., Tampa International Airport, Resolution No. 2020-308

5. Purchase Orders, Information Technology Equipment and Software, utilizing GSA Contract No. GS-35F-303DA, Promark Technology, Inc., Tampa International Airport

6. Master Services Agreement, Consolidated On-line Domestic and International Airfare Data Services, LNRS Data Services Inc., Tampa International Airport, Resolution No. 2020-315

7. Concessions Contract for Vending Services, Compass Group USA, Inc. by and through its Canteen Division, Tampa International Airport, Resolution No. 2020-312

8. Selection of Firm and Award of Term, Group Life Insurance Benefits, Securian Life Insurance Company of America, Tampa International Airport

9. Selection of Firm and Award of Term, Long Term Disability Benefits, Standard Insurance Company, Tampa International Airport

L. STAFF REPORTS

1. Staff Reports

M. ADJOURNMENT

1. Adjournment



**Thursday, December 3, 2020
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	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

B. CALL TO ORDER

Subject	1. Call to Order
Meeting	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

C. APPROVAL OF THE AGENDA

Subject	1. Recognition of New Board Member, Stacy White, and Special Election of Assistant Secretary/Assistant Treasurer to Fill Vacancy
Meeting	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

The County Commissioner Authority Board seat serves at the pleasure of the Board of County Commissioners (BOCC) of Hillsborough County. The BOCC recently appointed Commissioner Stacy White to serve in that capacity. We congratulate and welcome Stacy White.

Pursuant to Policy P102, Election of Officers, in the event an officer vacancy occurs on the Board other than the normal expiration of term, there shall be a special election to fill that officer vacancy. Commissioner Lesley "Les" Miller, Jr. previously served as Assistant Secretary/Assistant Treasurer of the Board.

Considering the new vacancy of the Assistant Secretary/Assistant Treasurer position, the Board will now hold a special election to fill the Assistant Secretary/Assistant Treasurer position.

C. APPROVAL OF THE AGENDA

Subject	2. Approval of the Agenda
Meeting	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

D. PUBLIC COMMENTS

Subject	1. Public Comments
Meeting	Dec 3, 2020 - 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	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

F. MANAGEMENT REPORT

Subject	1. Management Report
Meeting	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

PRESENTATIONS

G. APPROVAL OF THE CONSENT AGENDA

Subject	1. Space Rental Agreement, Frontier Airlines, Inc., Tampa International Airport, Resolution No. 2020-302
Meeting	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

Frontier Airlines, Inc. (Frontier) leased space at the Airport through an Airline-Airport Use and Lease Agreement (AAULA), which expired September 30, 2020.

As of October 1, 2020, all airlines operate at Tampa International Airport (Airport) under a Rates by Resolution, and any tenant wishing to lease space at the Airport is required to enter into a Space Rental Agreement (SRA) with the Authority.

Proposal:

This SRA has an initial one (1) year term, effective December 1, 2020 and terminating September 30, 2021, with five (5) separate one (1) year renewal options upon sixty (60) days written request prior to the expiration of the then existing term and written approval by the Authority's CEO (Renewal Options). If all Renewal Options are exercised, this SRA will have a final termination date of September 30, 2026.

This SRA has standard terms, including, but not limited to, environmental, insurance, and indemnity.

Space Type	Square Footage	Rate	Annual Payments	Monthly Payments
Main Terminal - Ticketing Level	284	\$206.79	\$58,728.36	\$4,894.03
Main Terminal - Ticketing Kiosks	144	\$206.79	\$29,777.76	\$2,481.48
Main Terminal - Ticketing Counter	889	\$206.79	\$183,836.31	\$15,319.69
Airside - Gate and Hold Room	6,000	\$81.47	\$488,820.00	\$40,735.00
TOTAL			\$761,162.43	\$63,430.20

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2020-302.

Resolution:

Resolution No. 2020-302 approves and authorizes execution of Space Rental Agreement at Tampa International Airport with Frontier Airlines, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	2. Agreement for Off-Airport Parking Concession, Safeway Parking, LLC, Tampa International Airport, Resolution No. 2020-311
Meeting	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

Safeway Parking, LLC (Safeway) operates public parking lots in Tampa, St. Petersburg, Sarasota, and Miami. One of Safeway's parking lots includes a valet operation at the Westshore Plaza, near Tampa International Airport (Airport). From this location, Safeway plans to offer off-site parking for Airport customers.

Safeway desires to execute an Agreement for Off-Airport Parking Concession (Agreement) with the Authority. An off-airport parking operator is defined in Policy P823 as an entity other than the Authority that is engaged in the business of operating parking facilities located off the Airport property and providing transportation to and from the Airport using the Airport's roadway system. Safeway will not operate courtesy vehicles but rather its customers will be required to arrange for their own transportation between Safeway's parking lot and the Airport.

Proposal:

This item approves and authorizes an Agreement with Safeway to operate an off-airport parking concession. The term of this Agreement is December 3, 2020 through September 30, 2021. The Authority may terminate this Agreement, with or without cause, upon 30 days written notice. In accordance with Authority Policy P823, Safeway will pay a privilege fee under the Agreement of eight and one-half percent (8.5%) of Gross Receipts.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2020-311.

Resolution:

Resolution No. 2020-311 approves and authorizes execution of Agreement for Off-Airport Parking Concession at Tampa International Airport with Safeway Parking, LLC; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	3. Tampa International Airport Police Department License Agreement For The Firearms/Training Facility, Tampa International Airport, Resolution No. 2020-316
Meeting	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

The Tampa International Airport Police Department Firearms and Training Facility (Facility) was completed on April 28, 2006. The purpose of the Facility is to ensure that Airport Law Enforcement Officers and K-9 teams undergo required training on a regular basis. On June 1, 2006, the Authority Board granted the Chief Executive Officer the authority to execute an agreement known as Tampa International Airport Police Department License Agreement For The Firearms/Training Facility (Agreement) for use of the Facility by various law enforcement agencies in return for a fee paid by such law enforcement agencies.

The Tampa International Airport Police Department (TIAPD) periodically participates in joint training exercises with local law enforcement agencies at their training facilities at no charge to the Authority. In addition, TIAPD relies on the response and support of these agencies in the event of an emergency that may occur at Tampa International Airport. These agencies also provide various support services to TIAPD such as evidence analysis, bomb threat response, and investigation of a shooting and serious crimes at no charge to the Authority.

Proposal:

This item authorizes the Authority to reciprocate with such local agencies and gives the Chief Executive Officer or designee the ability to waive Facility usage fees in future Agreements as deemed appropriate. Such an Agreement is expected to be entered into with the Florida Department of Law Enforcement (FDLE) in the near future.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2020-316.

Resolution:

Resolution No. 2020-316 allows the Chief Executive Officer or designee to waive Facility usage fees as deemed necessary in future Tampa International Airport Police Department License Agreements For The Firearms/Training Facility; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	4. Authority Meeting Dates for Calendar Year 2021
Meeting	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

As required by State Law, it is necessary for the Authority to adopt a meeting schedule for the upcoming year.

Proposal:

The following schedule is proposed for calendar year 2021:

Time:	9:00 a.m.
Location:	Boardroom, HCAA Offices
Dates:	Thursday, February 4 Thursday, March 4 Thursday, April 1 Thursday, May 6 Thursday, June 3 Thursday, August 5 Thursday, September 2 Thursday, October 7 Thursday, November 4 Thursday, December 2

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends approval of the proposed Authority meeting dates for calendar year 2021.

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

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	1. Update to Policy Manual, Revisions to Policy for Approval: Section 300, Policy P310, Commercial Ground Transportation
Meeting	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

Policy P310, Commercial Ground Transportation, governs the issuance or award of contracts or permits for commercial ground transportation services other than fixed route public transit at Tampa International Airport (Airport).

Proposal:

Special events such as the Super Bowl, NCAA events and conventions occur from time to time in the Tampa Bay area. In 2021, the Tampa Bay area will host Super Bowl LV. To meet the needs of the large influx of event attendees and guests, local ground transportation operators may be required to increase the size of their vehicle fleets by utilizing the vehicles fleets of other ground transportation providers. These other ground transportation providers may not have permits issued by the Authority or state/local government agencies or other agencies having jurisdiction over ground transportation.

Staff recommends revising Policy P310 to efficiently meet ground transportation needs for these special events by authorizing the Authority to enter into joint special event permits or other special permits, not to exceed ten (10) days in duration, with state or local government agencies or other agencies having jurisdiction over ground transportation, to allow non-permitted ground transportation operators at the Airport. The proposed revisions to Policy P310 will also authorize the Chief Executive Officer to enter into contracts, agreements or permits with state or local government agencies or other agencies having jurisdiction over ground transportation to provide further detail of required insurance, payment of Airport ground transportation fees, and other operational matters, in furtherance of such special event permits. An Agreement regarding a special event permit for Super Bowl LV is expected to be entered into with Hillsborough County in the near future.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends approval of the revisions to Policy P310, Commercial Ground Transportation.

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

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	2. Update to Policy Manual, Revisions to Rules and Regulations for Approval: Section 300, R340, Rules and Regulations for Tampa International Airport
Meeting	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

Policy P340, Rules and Regulations, requires the Board to adopt rules and regulations, pursuant to legal requirements, governing the use of each of the airports in its airport system. These Board-adopted rules and regulations are set forth in R340, Rules and Regulations for Tampa International Airport, which was last revised in February 2019.

Proposal:

Staff recommends revising R340, Rules and Regulations for Tampa International Airport, as follows:

- Subsection 3.8, Crash Reports - add requirement to report crashes to Airport Police.
- Subsection 4.1, First Amendment Activities - expand language to state that any first amendment activity must not be misrepresented as being representative of the Authority.
- Subsection 5.2, Fueling Operations - add language addressing availability of a remote fueling option during irregular operations, in coordination with Airport Operations. Will align language of Rules and Regulations with existing Authority Standard Procedure.
- Subsection 7.5, Vehicle Operations on Air Operations and Movement Areas - add language setting forth expectation that drivers will operate vehicles per the requirements outlined in the Airport Ground Operations Manual.
- Subsection 7.6, Public Parking - clarify language regarding abandoned vehicles, improperly parked vehicles, vehicles posing a safety/security risk, and the Authority's right to remove vehicles.
- Subsection 7.10, Impound of Motor Vehicles in Employee Parking Lots - clarify language on using Employee Parking Lots for vehicle storage, removal of vehicle warning notices, and the ability of the Authority to remove unauthorized vehicles.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends the Board approve the Revisions to R340, Rules and Regulations for Tampa International Airport.

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

I. COMMITTEE REPORTS

Subject	1. Committee Reports
Meeting	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Reports

J. UNFINISHED BUSINESS

Subject **1. Change Order No. 9, Construction Contract and Ratification of Change Orders Nos. 1-8, Checked Baggage System Upgrades and Optimization, HCAA Project No. 5991 14, Hensel Phelps Construction Co., Tampa International Airport, Resolution No. 2020-303**

Meeting Dec 3, 2020 - Aviation Authority Regular Board Meeting

Access Public

Type Action

Background:

On April 5, 2018, the Board awarded Hensel Phelps Construction Co. a Construction Contract for the Checked Baggage System Upgrades and Optimization Project in the amount of \$36,994,000. This Project includes construction of new checked baggage inspection systems (CBIS) for Airsides A and C, including removal of the existing CBIS in the Main Terminal that currently serves Airsides A and C. Also included in the scope of the Project is construction of remote baggage check-in functionality at the new Rental Car Center. This work is necessary to enhance capacity, replace equipment at the end of its life, and to comply with the most recent version of TSA's Planning Guidelines and Design Standards.

In accordance with Policy P410, Procurement, the Chief Executive Officer has previously approved eight change orders to the Contract. They are as follows:

<u>Change Order</u>	<u>Date</u>	<u>Amount</u>	<u>Description</u>
1	5/11/18	\$71,941.00	Addition of Builder's Risk Policy.
2	7/10/19	\$108,326.00	Relocation of existing electrical conduit at Airside C.
3	8/8/19	\$9,386.00	Extended Substantial Completion Date by thirteen (13) Calendar Days for relocation of conduit.
4	8/16/19	\$100,000.00	Resolution of multiple clashes between new and existing work. Revisions to Sections 00700 and 01370 to reflect current Authority boilerplate for construction contract documents.
5	10/2/19	\$11,058.00	Relocation of existing communication boxes.
6	10/3/19	\$226,497.00	Flipped the power turn and Q belt drives to clear a walking path behind High Speed Diverters (HSD). Replaced pushers with HSDs. Installed new section of catwalk. Added eighty four (84) Calendar Days.
7	1/15/20	\$23,790.00	West Bag Check Wall Opening, Mezzanine Steel Conflicts with Existing Catwalk, Demolition, Wall Partition Conflict with Existing Electrical Conduits, FRP Height and Attachment Methods, and Existing Motor SA1-18 Clash with New Catwalk 137.
8	8/12/20	\$608,680.00	Structural improvements at A-sort. Added one hundred fifty three (153) Calendar Days.

The eight previous change orders increased the Contract amount by \$1,159,678.00 and added two hundred fifty (250) Calendar Days.

Proposal:

Staff recommends execution of Change Order No. 9 in the amount of \$921,293.44, resulting in a new total Contract amount of \$39,074,971.44, and increasing the Substantial Completion date by 270 days.

The Contract amount is being increased with Change Order No. 9 for additional time and cost related to design modifications which are needed to complete the Project.

The W/MBE goal as a result of this Change Order No. 9 will be revised to 9.2%.

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2020-303.

Resolution:

Resolution No. 2020-303 approves and authorizes execution of Change Order No. 9 to Construction Contract for Checked Baggage System Upgrades and Optimization, HCAA Project No. 5991 14 at Tampa International Airport with Hensel Phelps Construction Co. in the amount of \$921,293.44; ratifies previous Change Order Nos. 1-8 with Hensel Phelps Construction Co. for Checked Baggage System Upgrades and Optimization, HCAA Project No. 5991 14; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

J. UNFINISHED BUSINESS

Subject	2. Amendment No. 1 to Reimbursable Agreement, SkyCenter Development Area, HCAA Project No. 8226 17, FAA Agreement No. AJW-FN-ESA-19-SO-002994-A1, Federal Aviation Administration, Tampa International Airport, Resolution No. 2020-314
Meeting	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

Due to construction in the SkyCenter Development Area, it has become necessary for the Federal Aviation Authority (FAA) to modify the Runway 1L Localizer antenna system.

On April 25, 2019, the FAA submitted a Reimbursable Agreement to the Authority with a cost of \$258,975.24 to perform the design and construction for the modification. It was the FAA's intent to perform all work with their own forces. Management recommended including a 25% contingency of \$64,743.76 to be used if the FAA exceeded its cost estimate, for a maximum purchase authorization of \$323,719.00. The Reimbursable Agreement will end once the work has been completed and final costs have been determined, and the Reimbursable Agreement will not extend more than five years beyond execution by the FAA.

On June 6, 2019, the Board approved and authorized execution of the Reimbursable Agreement for SkyCenter Development Area, HCAA Project No. 8226 17, FAA Agreement No. AJW-FN-ESA-19-SO-002994-A1 at Tampa International Airport with the FAA in the amount of \$258,975.24, with a maximum purchase authorization amount of \$323,719.00.

Proposal:

On November 4, 2020, the FAA advised the Authority that due to COVID-19 they will not be able to complete the proposed construction using their own forces. The FAA has provided an additional cost of \$156,221.12. The additional cost includes the use of a non-FAA contractor and items that were inadvertently omitted by the FAA from the original Reimbursable Agreement. As this cost exceeds the 25% contingency of \$64,743.76 included in the Reimbursable Agreement, management recommends increasing the maximum purchase authorization for the Reimbursable Agreement by \$195,277.00 from \$323,719.00 to \$518,996.00. This increase will be for the additional cost of \$156,221.12 and a 25% contingency of \$39,055.88 if the FAA exceeds its revised cost estimate.

Funding:

This item is included in the Master Plan Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2020-314.

Resolution:

Resolution No. 2020-314 approves and authorizes execution of Amendment No. 1 to Reimbursable Agreement for SkyCenter Development Area, HCAA Project No. 8226 17, FAA Agreement No. AJW-FN-ESA-19-SO-002994-A1 at Tampa International Airport with the Federal Aviation Administration in the amount of \$156,221.12; authorizes a maximum purchase authorization in the amount of \$518,996.00 for Reimbursable Agreement for

SkyCenter Development Area; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	1. Construction Contract, Airside F Air Handler Replacement, HCAA Project No. 5615 18, Bernhard MCC, LLC, Tampa International Airport, Resolution No. 2020-306
Meeting	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

This Project consists of the replacement of six (6) air handlers at Airside F that have reached the end of their useful lives with new built-in-place, high efficiency units with variable frequency drives and upgraded controls and auxiliary equipment. A low bid solicitation was advertised on September 16, 2020.

Proposal:

On October 28, 2020, bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Bernhard MCC, LLC	\$1,898,155.00
Airstron, Inc.	\$2,075,000.00
*Kirlin Florida, LLC	\$2,487,617.00

* Kirlin Florida, LLC was deemed non-responsive for failing to attend the Mandatory Pre-Bid Conference and the Mandatory Site Inspection.

The lowest responsive and responsible bidder is Bernhard MCC, LLC.

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

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2020-306.

Resolution:

Resolution No. 2020-306 approves and authorizes award and execution of Construction Contract for Airside F Air Handler Replacement at Tampa International Airport with Bernhard MCC, LLC in the amount of \$1,898,155.00; approves rejection of bid received from Kirlin Florida, LLC as non-responsive; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	2. Contract, Main Terminal Elevator Modernization, HCAA Project No. 6780 21, Schindler Elevator Corporation, Tampa International Airport, Resolution No. 2020-307
Meeting	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

Included in the FY21 CIP is HCAA Project No. 6780 21, Main Terminal Elevator Modernization. This Project will rehabilitate the twenty-four traction elevators in the Main Terminal, including new controls, drives, door equipment, doors, and signal fixtures.

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 2017, the Authority standardized Schindler Elevator Corporation for the maintenance of Schindler Elevator Corporation manufactured elevators, escalators and moving sidewalks.

Proposal:

The proposed Contract with Schindler Elevator Corporation is for the rehabilitation of the twenty-four traction elevators in the Main Terminal. The Contract amount is \$7,205,560. The Contract duration will be 932 days.

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

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2020-307.

Resolution:

Resolution No. 2020-307 approves and authorizes award and execution of Contract for Main Terminal Elevator Modernization at Tampa International Airport with Schindler Elevator Corporation in the amount of \$7,205,560; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject **3. Selection of Firm and Award of Contract, Financial Advisor Services, Frasca & Associates, LLC, Tampa International Airport, Resolution No. 2020-310**

Meeting Dec 3, 2020 - Aviation Authority Regular Board Meeting

Access Public

Type Action

Background:

Board Policy P405, Financial Advisor, requires the Authority to retain the services of a qualified financial advisor. The services sought include assistance with bond and other debt transactions and special services, including on-going financial analysis; insight for future financing and finance-related initiatives; the development, negotiation, and selection during solicitations for the underwriters, trustee and bond counsel; and other functions normally contemplated to be within the scope of duties of a fully qualified financial advisor.

Proposal:

On September 6, 2020, a Request for Proposals for Financial Advisor Services at Tampa International Airport was issued.

Two responses were received and evaluated by staff. The following firms are listed in order of technical ranking:

1. Frasca & Associates, LLC
2. PFM Financial Advisors LLC

The term of the Contract for Financial Advisor Services (Contract) is December 3, 2020 through December 2, 2025, with two, one-year renewal options at the discretion of the Chief Executive Officer. The maximum purchase authorization for the seven-year term, including the renewal options, is \$500,000 for special project services. The Contract includes special services fees as shown in the table below:

<u>Category</u>	<u>Hourly Rate</u>
Principal Advisor	\$350.00
Director	\$300.00
Senior Managing Consultant	\$250.00
Senior Analyst	\$200.00
Analyst	\$200.00

The Fixed Rate Transaction Fee for the seven-year term of the Contract, including renewal options, is \$1.00 per \$1,000 of par value for \$0-\$200,000,000 financing, \$0.30 per \$1,000 of par value for \$200,000,000-\$400,000,000 financing, and \$0.20 per \$1,000 of par value for \$400,000,000 or greater financing.

The Authority may cancel the Contract with or without cause by giving thirty (30) days written notice.

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

Funding:

Special services under this item are included in the O&M Budget. Debt transaction fees under this item are funded from the proceeds of the bonds or other debt at the time of the issuance of the bonds or other debt.

Recommendation:

Management recommends adoption of Resolution No. 2020-310.

Resolution:

Resolution No. 2020-310 approves the ranking; authorizes award and execution of Contract for Financial Advisor Services at Tampa International Airport with Frasca & Associates, LLC; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	4. Supplemental Contract, IT Professional Services, utilizing GSA Contract No. GS-35F-0425P, Woolpert, Inc., Tampa International Airport, Resolution No. 2020-308
Meeting	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority's Information Technology Services Department is in need of IT professional services on an as-needed basis to support Autodesk, Esri®, and Cityworks® software in support of several Authority departments, including, Planning and Development, Operations, and Maintenance.

Services needed include, but are not limited to, installation of software patches and bug fixes to prevent service interruption, responding to and investigating software malfunctions, spatial and non-spatial data updates, system upgrades or enhancements, business process workflow improvements, web application development, strategic planning, policy development, geospatial data governance, and system integration. These services are available through GSA Contract No. GS-35F-0425P. A Supplemental Contract will provide for the inclusion of statutorily required and other contract language.

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 advertising.

Proposal:

This item authorizes the execution of a Supplemental Contract, to include statutorily required and other contract language, and issuance of purchase orders to Woolpert, Inc. for the purchase of IT professional services utilizing GSA Contract No. GS-35F-0425P, for the period of December 3, 2020 through November 6, 2024 in a maximum purchase authorization amount of \$500,000.

Funding:

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

Recommendation:

Management recommends adoption of Resolution No. 2020-308.

Resolution:

Resolution No. 2020-308 approves and authorizes execution of a Supplemental Contract and issuance of purchase orders to Woolpert, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	5. Purchase Orders, Information Technology Equipment and Software, utilizing GSA Contract No. GS-35F-303DA, Promark Technology, Inc., Tampa International Airport
Meeting	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority uses two solutions, NetBackup and DataDomain, to perform data backups and cloud storage of the Authority's, Common Use Passenger Processing Systems, and the Parking and Revenue Controls Systems' environment. Currently, there is a need for additional storage capacity, which will increase cloud storage costs due to high overhead with virtual appliances. This purchase authorization provides a mechanism to procure an enterprise backup software solution to consolidate existing backup software and equipment in order to increase efficiencies while decreasing storage costs.

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 item authorizes the issuance of purchase orders to Promark Technology, Inc., for an enterprise backup software solution utilizing GSA Contract No. GS-35F-303DA for the term of December 3, 2020 through May 3, 2021, with one, discrete five-year renewal option at the discretion of the Chief Executive Officer or designee, contingent upon approval of the renewal option between Promark Technology, Inc. and GSA, in the maximum purchase authorization of \$500,000, including the renewal option.

Funding:

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

Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of purchase orders to Promark Technology, Inc. and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

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

K. NEW BUSINESS

Subject	6. Master Services Agreement, Consolidated On-line Domestic and International Airfare Data Services, LNRS Data Services Inc., Tampa International Airport, Resolution No. 2020-315
Meeting	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

On February 2, 2017, the Board authorized execution of a sole source subscription agreement with Diio, LLC for on-line domestic and international airfare data service for the period of March 1, 2017 through February 1, 2018, with three, one-year renewal options at the discretion of the Chief Executive Officer or designee, in a total not-to-exceed amount of \$240,000, including the renewal options. On September 5, 2018, the Authority exercised the three, one-year renewal options. In March 2019, the Authority was notified by Reed Business Information Inc. that effective December 31, 2018, it had merged with Diio, LLC. In accordance with the Certificate of Merger, Reed Business Information Inc. was the surviving entity and subsequently changed its name to LNRS Data Services Inc.

On November 11, 2020, a Notice of Intent to Sole Source with LNRS Data Services Inc. for the continued use of Diio Mi on-line domestic and international airfare subscription service was publicly advertised. Diio Mi is a proprietary on-line domestic and international airfare subscription service which collects flight and market performance data such as carrier reported traffic and fare and operating costs from the U.S. Department of Transportation and other sources. The data is then consolidated into a single database. This data service is critical to the Authority's continued ability to attract international carriers to the Tampa Bay market. 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.

Proposal:

This item authorizes execution of a Master Services Agreement with LNRS Data Services Inc. for consolidated on-line domestic and international airfare data services for the period of March 1, 2021 through February 28, 2026 in the maximum purchase authorization of \$435,000.

Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of Resolution No. 2020-315.

Resolution:

Resolution No. 2020-315 approves and authorizes execution of Master Services Agreement at Tampa International Airport with LNRS Data Services Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	7. Concessions Contract for Vending Services, Compass Group USA, Inc. by and through its Canteen Division, Tampa International Airport, Resolution No. 2020-312
Meeting	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

Compass Group USA, Inc. by and through its Canteen Division (Compass) has an existing Concessions Contract for Vending Services with the Authority to provide vending services at Tampa International Airport (Airport). The current Concessions Contract will expire on December 31, 2020. The vending services are provided via twenty-four (24) vending machines. Six (6) vending machines are in locations accessible to the public at the Ground Transportation Center and the Cell Phone Waiting Lot and eighteen (18) vending machines are in non-public locations, such as Authority breakrooms. The vending services in the non-public locations offer convenient snack and beverage selections, including healthy products, to Authority employees at affordable prices.

Policy P820, Award of Concession Agreements, allows for negotiations with an existing operator to be used when, upon anticipated expiration of the full term of an agreement or to facilitate development of the Airport, it is determined by the Chief Executive Officer to be in the best interest of the public and Authority to negotiate a new agreement with the current concessionaire for continued operation of all or part of the given concession privilege. In order to allow uninterrupted vending services during the transition to SkyCenter One, the Authority entered into negotiations with Compass as the existing operator.

Proposal:

The Chief Executive Officer and staff consider it to be in the Authority's best interests to enter into a new Concessions Contract for Vending Services (Contract) with Compass to provide vending services to Authority for non-public locations of the Airport and public locations in the Ground Transportation Center and Cell Phone Waiting Lot. The Contract will commence on January 1, 2021 and will expire on December 31, 2022, unless terminated sooner. The Contract may be terminated by either party, with or without cause, upon 30 days' written notice.

Under this Contract, Compass will pay to the Authority a monthly Privilege Fee of fifteen percent of monthly Gross Receipts for the six machines located in locations accessible to the public at the Ground Transportation Center and the Cell Phone Waiting Lot.

This Contract does not have a specific Airport Concessions Disadvantaged Business Enterprise (ACDBE) goal established; however, Compass is required to make good faith efforts to contract with ACDBE firms in the performance of the Contract.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2020-312.

Resolution:

Resolution No. 2020-312 approves and authorizes execution of Concession Contract for Vending Services at Tampa International Airport with Compass Group USA, Inc. by and through its Canteen Division; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	8. Selection of Firm and Award of Term, Group Life Insurance Benefits, Securian Life Insurance Company of America, Tampa International Airport
Meeting	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

On June 2, 2016, the Board awarded Standard Insurance Company the right to provide group life insurance benefits for the plan year of August 1, 2016 through July 31, 2017, with up to four, one-year renewal options exercised at the discretion of the Chief Executive Officer. The Authority currently provides Basic Life Insurance and AD&D. The current annual premium paid by the Authority for Basic Life Insurance and AD&D is \$34,048.98. The current plan includes basic, dependent, and supplemental life insurance for Authority employees and retirees.

Proposal:

On June 10, 2020, an Invitation to Negotiate was issued for Group Life Insurance Benefits for Authority employees. The scope of work includes providing basic, dependent, and supplemental life insurance benefits for Authority employees and retirees, dedicated personnel for support, enrollment, implementation and claims handling, and staff training in all online procedures.

On July 31, 2020, four responses were received. Responses from the following firms met the minimum qualification requirements, were evaluated by staff, and are listed in order of technical ranking:

1. Securian Life Insurance Company
2. Standard Insurance Company
3. Unum Life Insurance Company

Life Insurance Company of North America was found non-responsive for failing to meet minimum qualifications.

No specific expectancy for W/MBE participation was established.

After review of the three responses against the evaluation criteria in the Invitation to Negotiate, the technical evaluation committee recommended negotiations with the top ranked firm, Securian Life Insurance Company.

This Award to Securian Life Insurance Company includes a basic, dependent and supplemental life insurance program for Authority employee with the ability for retirees to purchase basic and dependent life insurance at the full premium rate. The initial term of the Award is from February 1, 2021 through July 21, 2024, with two discrete, one-year renewal options exercised at the discretion of the Chief Executive Officer based on acceptability of the cost, coverage, service, company stability, and market conditions. Based on the current number of participants and proposed premium rates, the estimated annual premium rate is \$17,835.18.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends ranking the firms in the order listed above, award to the top ranked firm, and rejection of the response from Life Insurance Company of North America as non-responsive for failing to meet minimum qualifications. This item also authorizes 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	9. Selection of Firm and Award of Term, Long Term Disability Benefits, Standard Insurance Company, Tampa International Airport
Meeting	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

On June 2, 2016, the Board awarded Life Insurance Company of North America the right to provide long term disability benefits for the plan year of August 1, 2016 through July 31, 2017, with up to four, one-year renewal options exercised at the discretion of the Chief Executive Officer. The Authority currently provides long term disability benefits for the Plan 1 – Core Plan. The amount paid in FY2020 based on the number of employees was \$243,637.94.

Proposal:

On June 10, 2020, an Invitation to Negotiate was issued for Long Term Disability Benefits for Authority employees. The scope of work includes dedicated personnel to assist in implementation and claims handling, ongoing account support, and claims support.

On July 31, 2020, three responses were received. Responses from the following firms met the minimum qualification requirements, were evaluated by staff, and are listed in order of technical ranking:

1. Standard Insurance Company
2. Unum Life Insurance Company

Life Insurance Company of North America was found non-responsive for failing to meet minimum qualifications.

No specific expectancy for W/MBE participation was established.

After review of the two responses against the evaluation criteria in the Invitation to Negotiate, the technical evaluation committee recommended negotiations with the top ranked firm, Standard Insurance Company.

This Award includes long-term disability benefits to be provided to employees with a Plan 1 – Core Plan paid by the Authority and a Plan 2 – Buy-Up Plan paid by employees. The initial term of the Award is from February 1, 2021 through July 31, 2024, with two discrete, one-year renewal options exercised at the discretion of the Chief Executive Officer based on acceptability of the cost, coverage, service, company stability, and market conditions. Based on the current number of participants and proposed premium rates, the estimated annual premium rate is \$217,005.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends ranking the firms in the order listed above, award to the top ranked firm, and rejection of the response from Life Insurance Company of North America as non-responsive for failing to meet minimum qualifications. This item also authorizes 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.

L. STAFF REPORTS

Subject	1. Staff Reports
Meeting	Dec 3, 2020 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

M. ADJOURNMENT

Subject **1. Adjournment**

Meeting Dec 3, 2020 - Aviation Authority Regular Board Meeting

Access Public

Type Procedural
