

AVIATION AUTHORITY

REGULAR BOARD MEETING AND BOARD OF ADJUSTMENT PUBLIC HEARING

Thursday, December 7, 2023 9:00 A.M.

Boardroom
Level 4 at SkyCenter ONE

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 Violet Cummins, Board Services Administrator, Hillsborough County Aviation Authority, Post Office Box 22287, Tampa, FL 33622 or via email at vcummins@TampaAirport.com. Such request must be received at least 48 hours before the meeting. If you have any questions, please call (813) 870-7869.



Thursday, December 7, 2023 Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing

AGENDA 9:00 A.M. Level 4 at SkyCenter ONE Boardroom

A. PLEDGE OF ALLEGIANCE

1. Pledge of Allegiance

B. CALL TO ORDER (BOARD OF ADJUSTMENT HEARING)

1. Call to Order (Board of Adjustment Hearing)

C. BOARD OF ADJUSTMENT HEARING

1. Airport Study No. 2023-110, Cone & Graham, Inc., requesting variances for construction of thirteen roadway light poles, with maximum heights ranging from 25'-54' AMSL, located at SR60/SR589, Tampa, FL, Resolution No. 2023-132

D. CALL TO ORDER (REGULAR BOARD MEETING)

1. Call to Order (Regular Board Meeting)

E. APPROVAL OF THE AGENDA

1. Approval of the Agenda

F. ELECTION OF OFFICERS

1. Election of Officers

G. PUBLIC COMMENTS

1. Public Comments

H. APPROVAL OF THE MINUTES

1. Approval of the Minutes

I. MANAGEMENT REPORT

1. Management Report

J. APPROVAL OF THE CONSENT AGENDA

- 1. North Cargo Building Space Rental Agreement, PrimeFlight Aviation Services, Inc., Tampa International Airport, Resolution No. 2023-122
- 2. Letter of Agreement for Temporary Use of Land for Excess Automobile Parking, Tampa M Automotive Management, LLC, Tampa International Airport, Resolution No. 2023-123

- 3. Qualification of Firms and Issuance of Purchase Orders for Real Estate Appraisal Services, Tampa International Airport, Tampa Executive, Peter O. Knight, and Plant City Airports
- 4. Purchase Order, TYMCO Air Street Sweeper utilizing the Florida Sheriffs Association Contract for Heavy Equipment No. FSA23-EQU21.10, Container Systems & Equipment Company, Inc., Tampa International Airport
- 5. Authorization for Expenditure of Federal Forfeiture Funds, Tampa International Airport
- 6. Purchase Orders, Ammunition, Florida Bullet, Inc., Tampa International Airport
- 7. Supplemental Contract, utilizing Greater Orlando Aviation Authority Base Agreement for Construction Payment Application and Invoice Review and Audit Advisory Services, Talson International, LLC, Tampa International Airport, Resolution No. 2023-130
- 8. Authority Meeting Dates for Calendar Year 2024

K. POLICIES OR RULES FOR CONSIDERATION OR ACTION

1. Policies or Rules for Consideration or Action

L. COMMITTEE REPORTS

1. Committee Reports

M. UNFINISHED BUSINESS

1. Unfinished Business

N. NEW BUSINESS

1. New Business

O. STAFF REPORTS

1. Staff Reports

P. ADJOURNMENT

1. Adjournment



Thursday, December 7, 2023 Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing

AGENDA 9:00 A.M. Level 4 at SkyCenter ONE Boardroom

A. PLEDGE OF ALLEGIANCE

Subject 1. Pledge of Allegiance

Meeting Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment

Public Hearing

Access Public

Type Procedural

B. CALL TO ORDER (BOARD OF ADJUSTMENT HEARING)

Subject 1. Call to Order (Board of Adjustment Hearing)

Meeting Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment

Public Hearing

Access Public

Type Procedural

C. BOARD OF ADJUSTMENT HEARING

Subject 1. Airport Study No. 2023-110, Cone & Graham, Inc., requesting variances

for construction of thirteen roadway light poles, with maximum heights ranging from 25'-54' AMSL, located at SR60/SR589, Tampa, FL, Resolution

No. 2023-132

Meeting Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment

Public Hearing

Access Public

Type Action

Background:

Cone & Graham, Inc. (Petitioner) is seeking to construct thirteen roadway light poles, with maximum heights ranging from 25'-54' AMSL, located at SR60/SR589, Tampa, FL. The nearest airport is Tampa International Airport.

Notice of this Hearing before the Board of Adjustment was provided on November 15, 2023.

Proposal:

Petitioner is requesting variances to construct thirteen roadway light poles.

Operational Impact:

The Petition was presented to the Airport Hearing Officer on October 19, 2023 and, based on testimony and evidence presented, the Hearing Officer found that approval of the variances, with required conditions, would have no adverse effect on existing FAA restrictions, would not cause additional impacts or loss of utility to Tampa International Airport, would not be contrary to the public interest, would avoid unnecessary hardship to the Petitioner's property, and would be in accordance with the spirit of the Airport Zoning Regulations and Chapter 333, Florida Statutes.

The FAA's aeronautical studies found that the Petitioner's request would not be a hazard to air navigation provided certain conditions are met.

FDOT was provided the opportunity to review the Petition and found it to be consistent with Florida Statutes.

<u>Funding</u>:

N/A

Recommendation:

The Airport Hearing Officer recommends that the Board of Adjustment approve the variances to Airport Zoning Regulations requested by Petitioner with the following conditions: (1) Red Obstruction lighting required in accordance with FAA Advisory Circular 70/7460-1M; (2) E-File FAA Form 7460-2 with the FAA if the project is abandoned or within five (5) days after the construction reaches its greatest height; (3) The project is subject to requirements listed in the Federal Aviation Administration Aeronautical Studies attached to the Recommended Order with the exception that height limits are restricted to the heights shown on the point data sheets attached as Exhibits A & B; (4) Notify the Airport at least five (5) business days prior to starting construction at 813-870-7863 and provide Airport Study number; (5) Installation equipment (crane) exceeding 25' AMSL will require a separate permit by the Authority; (6) Any glint or glare issues identified from this project must be mitigated by the Petitioner to the satisfaction of the Authority to avoid adverse impacts to aviation; and (7) The Permit will be valid until the commencement of construction for Future Runway 17-35, at which time the structures will need to be re-evaluated for removal or new variances issued based on the Future Runway.

The variances will be valid until the FAA Determinations of No Hazard to Air Navigation expire on October 5, 2024, but if the FAA Determinations of No Hazard are extended by the FAA for no more than 18 months, the variances will also be extended one time, without further action of the Board of Adjustment, provided that no

changes in the proposed structures have occurred.

The Board of Adjustment may render its decision based on the findings and recommendations of the Hearing Officer. However, the Board of Adjustment may, but is not required to, review the record of the Hearing Officer's public Hearing.

Resolution:

Resolution No. 2023-132 approves and authorizes variances for Airport Study No. 2023-110, Cone & Graham, Inc., requesting variances for construction of thirteen roadway light poles, with maximum heights ranging from 25'-54' AMSL, located at SR60/SR589, Tampa, FL; and authorizes the Airport Zoning Director or designee to execute all other ancillary documents.

D. CALL TO ORDER (REGULAR BOARD MEETING)

Subject 1. Call to Order (Regular Board Meeting)

Meeting Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment

Public Hearing

Access Public

Type Procedural

E. APPROVAL OF THE AGENDA

Subject 1. Approval of the Agenda

Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing Meeting

Public Access

Type Action

F. ELECTION OF OFFICERS

Subject 1. Election of Officers

Meeting Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment

Public Hearing

Access Public

Type Procedural

As it relates to the governance of the Authority, Policy P102, Election of Officers, states that after a new member is appointed by the Governor of Florida or an existing member is re-appointed by the Governor of Florida, the Board will hold an election at the next regular meeting of the Authority and elect all of the officers. Officers will be elected by a majority vote of the membership of the Board. There is no restriction on successive terms for officer positions, except the Chairperson may not serve more than two successive terms as Chairperson.

The following officers will be elected by a majority vote of the membership of the Authority: Chairperson, Vice Chairperson, Secretary, Treasurer, and Assistant Secretary/Assistant Treasurer.

With the recent re-appointment of Robert Watkins to the Authority Board by the Governor of Florida, in accordance with the provisions of Authority Policy P102, it is necessary that the Authority Board proceed to reconstitute itself and elect new officers.

Authority Policy P104, Audit Committee, states that the Audit Committee will be comprised of the Treasurer, the Chairperson and one other member of the Board. Policy P104 further states that at the time an election is held for Board officers at a regular Board meeting in accordance with Policy P102, Election of Officers, the Board will also select the third member of the Audit Committee and hold an election for the Audit Committee Chairperson.

In accordance with the provisions of Authority Policy P104, it is necessary that the Authority Board proceed to select the third member of the Audit Committee and hold an election for the Audit Committee Chairperson.

Authority Policy P107, Finance Committee, states that the Finance Committee will be comprised of the Chairperson, Treasurer, and at least one other Board member as elected by the Board.

In accordance with the provisions of Authority Policy P107, Finance Committee, it is necessary that the Authority Board proceed to select the third member of the Finance Committee.

G. PUBLIC COMMENTS

Subject 1. Public Comments

Meeting Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment

Public Hearing

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.

H. APPROVAL OF THE MINUTES

Subject 1. Approval of the Minutes

Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing Meeting

Public Access

Type Action

I. MANAGEMENT REPORT

Subject 1. Management Report

Meeting Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment

Public Hearing

Access Public

Type Information

Subject 1. North Cargo Building Space Rental Agreement, PrimeFlight Aviation

Services, Inc., Tampa International Airport, Resolution No. 2023-122

Meeting Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment

Public Hearing

Access Public

Type Action (Consent)

Background:

PrimeFlight Aviation Services, Inc. (PrimeFlight) desires to lease Suite O of the North Cargo Building to conduct GSE-related business operations.

Proposal:

This North Cargo Building Space Rental Agreement (Agreement) is effective December 1, 2023 and terminates September 30, 2025. Either party may terminate the Agreement upon 60 days' written notice.

PrimeFlight will lease Cargo Building Space at \$7.39 per square foot and pay an annual O&M Rent at \$0.31 per square foot. Starting October 1, 2024, O&M Rent will increase by 5.5% each year. The Initial Rents are as follows:

FY24 December 1, 2023 - September 30, 2024				
Description	<u>Sq. Ft.</u>	<u>Rate</u>	<u>Annual</u>	<u>Monthly</u>
Suites - Warehouse Space Rent	5,040	\$7.39	\$37,245.60	\$3,103.80
Suites - O&M Rent	5,040	\$0.31	\$1,562.40	\$130.20
Total Rents	5,040		\$38,808.00	\$3,234.00

<u>Funding</u>:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2023-122.

Resolution:

Resolution No. 2023-122 approves and authorizes execution of North Cargo Building Space Rental Agreement at Tampa International Airport with PrimeFlight Aviation Services, Inc.; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

Subject 2. Letter of Agreement for Temporary Use of Land for Excess Automobile

Parking, Tampa M Automotive Management, LLC, Tampa International

Airport, Resolution No. 2023-123

Meeting Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment

Public Hearing

Access Public

Type Action (Consent)

Background:

In February 2023, the Authority entered into a Letter of Agreement (LOA) with Tampa M Automotive Management, LLC (Tampa M) for the temporary use of a vacant lot located at 4113 Columbus Drive for a period of one (1) year. Tampa M now desires to continue leasing the vacant lot for one (1) additional year.

Proposal:

Staff recommends approval of this LOA for Temporary Use of Land for Excess Automobile Parking with Tampa M for the lease of approximately 2 acres of unimproved land located at 4113 Columbus Drive for storage of excess new cars. The LOA will have a Commencement Date of February 1, 2024 and terminate on January 31, 2025. Either party may terminate the LOA with 30 days' written notice. Monthly rent paid by Tampa M under the LOA will be \$8,929.80, for a total annual rent of \$107,157.60, plus applicable sales tax. The rent will increase by CPI on October 1, 2024.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2023-123.

Resolution:

Resolution No. 2023-123 approves and authorizes execution of Letter of Agreement for Temporary Use of Land for Excess Automobile Parking at Tampa International Airport with Tampa M Automotive Management, LLC; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

Subject 3. Qualification of Firms and Issuance of Purchase Orders for Real Estate

Appraisal Services, Tampa International Airport, Tampa Executive, Peter O.

Knight, and Plant City Airports

Meeting Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment

Public Hearing

Access Public

Type Action (Consent)

Background:

The Authority purchases real estate appraisal services on an as-needed basis.

Proposal:

On July 11, 2023, a Request for Qualifications for Real Estate Appraisal Services at Tampa International Airport, Tampa Executive, Peter O. Knight, and Plant City Airports was issued.

On August 16, 2023, nine (9) responses to the Request for Qualifications were received. Respondents were directed to respond to all applicable categories. Seven (7) companies responded to Category 1 and seven (7) companies responded to Category 2. Responses from the following firms were selected by staff for inclusion on the Qualified Company List:

<u>Category 1, Aeronautical Properties, on Airport properties, including FBO properties</u>

- ABS Aviation Consultancy, Inc. dba Airport Business Solutions
- BBG, Inc. dba BBG Valuation, Inc.
- CBRE, Inc.
- Cushman and Wakefield Regional, Inc.
- Lee Pallardy, Inc.
- · Pinel & Carpenter, Inc.
- Slack, Johnston & Magenheimer, Inc.

Category 2, Commercial Properties, Non-Aeronautical Properties, on or off Airport

- American Acquisition Group, LLC
- BBG, Inc. dba BBG Valuation, Inc.
- CBRE, Inc.
- Cushman & Wakefield Regional, Inc.
- Lee Pallardy, Inc.
- Pinel & Carpenter, Inc.
- Tropical Valuation Advisory, LLC

Each qualified firm in a category is eligible to submit fee quotes for real estate appraisal services. The Term of Qualification is December 7, 2023 through December 6, 2028. The aggregate maximum authorization purchase amount of \$1,000,000 encompasses all firms and all categories.

No specific expectancy for W/MBE participation was established.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize the qualification of firms as listed above, authorize the issuance of Purchase Orders as necessary to firms on the Qualified Company List, and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

Subject 4. Purchase Order, TYMCO Air Street Sweeper utilizing the Florida Sheriffs

Association Contract for Heavy Equipment No. FSA23-EQU21.10, Container

Systems & Equipment Company, Inc., Tampa International Airport

Meeting Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment

Public Hearing

Access Public

Type Action (Consent)

Background:

The Authority's FY24 Capital Equipment Budget provides for the purchase of an assortment of vehicles and equipment for the Maintenance Department.

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:

Staff requests authorization for the issuance of a Purchase Order to Container Systems & Equipment Company, Inc. for the purchase of a TYMCO Air Street Sweeper utilizing the Florida Sheriffs Association Contract for Heavy Equipment No. FSA23-EQU21.10 in a maximum purchase authorization amount of \$185,000.

Funding:

This item is included in the Capital Equipment Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of a Purchase Order to Container Systems & Equipment Company, Inc. and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

Subject 5. Authorization for Expenditure of Federal Forfeiture Funds, Tampa

International Airport

Meeting Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment

Public Hearing

Access Public

Type Action (Consent)

Background:

Under provisions of the U.S. Department of Treasury Guide to Equitable Sharing for Foreign Countries and Federal, State and Local Law Enforcement Agencies (Guide), Federal forfeiture funds shared with local law enforcement agencies must be expended for law enforcement purposes.

Authority Standard Procedure S440.14 requires expenditures from Federal forfeiture funds to be made only after approval from Legal Affairs and the Authority Board. Legal Affairs has reviewed this request and agrees with the expenditures.

Proposal:

Authorize the expenditure of Federal forfeiture funds to be used by the Tampa International Airport Police Department in a maximum purchase authorization amount of \$150,000 to purchase two 2024 Ford F-150 Police Responders and Enforcement One Outfit Kits.

<u>Funding</u>:

This item is included in the Federal Forfeiture Funds Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize the expenditure of Federal forfeiture funds and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

Subject 6. Purchase Orders, Ammunition, Florida Bullet, Inc., Tampa International

Airport

Meeting Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment

Public Hearing

Access Public

Type Action (Consent)

Background:

The Public Safety and Security Department has an ongoing need for the purchase of duty and training ammunition. SinterFire, Speer and Federal Law Enforcement ammunitions are manufactured by SinterFire and Vista Outdoor. Florida Bullet, Inc. is the only factory-authorized law enforcement distributor for these ammunition brands in Florida.

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

On November 15, 2023, a Notice of Intent to Sole Source with Florida Bullet, Inc. at Tampa International Airport was publicly advertised. No responses were received.

Proposal:

Staff requests authorization for the issuance of Purchase Orders to Florida Bullet, Inc. for the purchase of ammunition for the Public Safety and Security Department for the Term of December 7, 2023 through December 6, 2028 in a maximum purchase authorization amount of \$300,000.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of Purchase Orders to Florida Bullet, Inc. and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

Subject 7. Supplemental Contract, utilizing Greater Orlando Aviation Authority

Base Agreement for Construction Payment Application and Invoice Review

and Audit Advisory Services, Talson International, LLC, Tampa

International Airport, Resolution No. 2023-130

Meeting Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment

Public Hearing

Access Public

Type Action (Consent)

Background:

On October 23, 2023, the Authority issued a Purchase Order to Talson International, LLC in the amount of \$37,000 for a risk assessment/governance review.

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:

Talson International, LLC will conduct additional specific project audits of construction or professional services agreements that address contract compliance and risk-based areas as determined by and in coordination with the Authority's Internal Audit Department. The audits will review performance components including, but not limited to, contract deliverables, calculations of fees and invoices, and other contractor and subcontractor responsibilities. Additionally, general technical support will be available to the Internal Audit Department as needed.

This item authorizes the execution of a Supplemental Contract with Talson International, LLC to perform miscellaneous audit services on construction and professional service contracts utilizing Greater Orlando Aviation Authority Base Agreement for Construction Payment Application and Invoice Review and Audit Advisory Services for the Term of December 7, 2023 through December 26, 2027 in a maximum purchase authorization amount of \$408,800.

Funding:

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

Recommendation:

Management recommends adoption of Resolution No. 2023-130.

Resolution:

Resolution No. 2023-130 approves and authorizes award and execution of Supplemental Contract at Tampa International Airport with Talson International, LLC; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

Subject 8. Authority Meeting Dates for Calendar Year 2024

Meeting Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment

Public Hearing

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 2024:

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

<u>Funding</u>:

N/A

Recommendation:

The Chief Executive Officer recommends approval of the proposed Authority meeting dates for calendar year 2024.

K. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject 1. Policies or Rules for Consideration or Action

Meeting Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment

Public Hearing

Access Public

Type Action

L. COMMITTEE REPORTS

Subject 1. Committee Reports

Meeting Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment

Public Hearing

Access Public

Type Reports

M. UNFINISHED BUSINESS

Subject 1. Unfinished Business

Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing Meeting

Public Access

Type Action

N. NEW BUSINESS

Subject 1. New Business

Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing Meeting

Public Access

Type Action

O. STAFF REPORTS

Subject 1. Staff Reports

Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing Meeting

Public Access

Type Information

P. ADJOURNMENT

Subject 1. Adjournment

Dec 7, 2023 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing Meeting

Public Access

Procedural Type