

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
TUESDAY, JANUARY 9, 2018
8:30 A.M.**

PRESENT: Tim M. Slattery, Chairman
William R. Miller, Secretary/Treasurer
U. Henry Bowlin
Tom Green
Frank S. Ioppolo, Jr.
Clayton D. Simmons
Stephen P. Smith
Brett Renton, Airport Counsel

ABSENT: Jennifer T. Dane, Vice Chairman
Commissioner Brenda Carey, County Liaison
Clyde H. Robertson, Jr., Board Director
Mayor Jeff Triplett, City Liaison

STAFF PRESENT: Diane Crews, President & CEO
Don Poore, Chief Financial Officer
Jerry Crocker, IT Manager
Thomas Fuehrer, SAPD Chief
Lori Hunt, Executive Assistant
Jacqueline Lauterbach, Leasing Manager
Al Nygren, Property Manager
Lauren Rowe, Communications Director
Rachel Walker, Finance Manager

OTHERS PRESENT: Dave Cattell, NAI Realvest
Kelly Cohen, Southern Strategy
Mark Galvin, Hilltop Security
Cranston Harris, Walbridge Aldinger LLC
Geoff Lane, Constant Aviation
Dave Logan, AWW
Megan Minter, NAI Realvest
Jeremiah Owens, CPH Engineers
Paul Partyka, NAI Realvest
Greg Smith, MillionAir
Kevin Spolski, Spolski Construction
Bob Turk, Economic Development Manager, City of Sanford

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND INTRODUCTION OF GUESTS

The meeting was called to order at 8:30 a.m. followed by the Pledge of Allegiance and introduction of guests.

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

3. APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON DECEMBER 5, 2018

Motion by Board Director Smith, seconded by Board Director Bowlin, to approve the Minutes of the Regular Meeting held on December 5, 2017. Vote was taken, none opposed. Motion passed.

4. LIAISON REPORTS

A. Seminole County

Commissioner Carey was absent.

B. City of Sanford

Mayor Triplett was absent.

COMMITTEE REPORTS

A. EDAC

Chairman Slattery asked Board Director Green, Chairman of the EDAC to update the Board regarding the last EDAC meeting.

Chairman Green stated EDAC met Friday, January 5th, to discuss two items: Zyscovich Phase 1 Report and Constant Aviation's proposed expansion. EDAC reviewed the entire Zyscovich report, made some suggested changes and ultimately made a recommendation to the Board for today's meeting. Chairman Green suggested moving this item from the Consent Agenda to the Discussion Agenda. There were no recommendations from EDAC regarding Constant Aviation, the Committee agreed to have President Crews discuss this item with Constant Aviation.

5. COMMENTS FROM THE PUBLIC

None.

6. PRESIDENT'S REPORT

President Crews wished everyone Happy New Year. President Crews referred to the construction update in the President's Report: Terminal Expansion is on hold pending approval from the FAA; they can take until February 13th to present their final decision.

FIS Inbound Baggage Claim is an ongoing project. Last month she reported the project should be completed by January 1st although the project is running behind. They are actually in liquidated damages right now. Anticipating the project will be finished this month, it's 95% complete. RIM Runway Incursion Mitigation Project is on today's Consent Agenda, bid opening was December 21st. Taxiway Romeo Rehab Project is underway as of yesterday; GFL Construction is the contractor for the project.

George Speake updated the Board on Aviation Day which was held on December 9th. Mr. Speake recognized Board Directors Bowlin, Smith and Ioppolo who attended. The event was in conjunction with Seminole County Public Schools and Seminole State College. The idea was to educate kids and young adults about careers in aviation. Participants included our engineering firms, maintenance tenants, CE Avionics, airplanes both antique and modern that people could go on and look around. Speakers included Joe Kittinger and Shaesta Waiz. Ms. Waiz spoke at Goldsboro Elementary School and Seminole State College the day before. There was an estimated 2000 kids, total 2500 people in attendance; project was very well received and we are hoping for another 1000 to attend next year.

Don Poore presented the Financials.

Lauren Rowe updated the Board on media coverage.

November 2017 Property Management Report – NAI Realvest: Paul Partyka updated the Board on leasing and property management.

President Crews introduced Kelly Cohen, Southern Strategy Group, the lobbying firm that the Airport and City have partnered to engage as a legislative and economic development lobbyist. Kelly Cohen introduced herself to the Board and stated she is proud to be part of the team. Discussion ensued regarding a Board Director overnight trip to Tallahassee. It was determined Ms. Cohen would try to facilitate a Board Director trip to Tallahassee. Discussion ensued regarding hosting a reception for Transportation Secretary Mike Dew.

President Crews updated the Board on upcoming community involvement.

7. COUNSEL'S REPORT

Brett Renton wished everyone a Happy New Year.

8. AIRPORTS WORLDWIDE REPORT

Dave Logan updated the Board he stated December 23rd was busiest travel day. Facilities and Allegiant performed very well, Allegiant had only three cancellations which were nominal compared to last year and two of those were due to weather issues up line. Mr. Logan stated AWW offices have officially been moved to the 2nd floor Welcome Center/Rental Car building. Parking operations experienced an all-time parking record: 1600 cars in grass lot during peak travel day December 26th which is 7-8% higher than last year. He noted Uber does not appear to have affected parking.

9. CHAIRMAN'S REPORT

Chairman Slattery wished everyone a Happy New Year.

10. CONSENT AGENDA

- A. Consider approval of Addendum C to Lease No. 2015-01 with JUSTIN BLINN for Building No. 529, located at 2990 Cameron Ave. (Residential).
- B. Consider approval of Addendum I to Lease No. 2008-39 with MARY SMITH for Building No. 300-S, located at 3106 Rudder Cr., (Residential).
- C. Consider approval of Addendum C to Lease No. 2014-27 with RICHARD AND KRISTY MEEKS for Building No. 524, located at 3880 Moores Station Road, (Residential).
- D. Consider approval of Addendum O to Lease No. 2003-01 with DONALD AND LAURA NOLETTE for Building No. 299, located at 3114 Rudder Cr. (Residential).
- E. Consider approval of Addendum B to Lease No. 2012-40 with WORLD DUTY FREE US, INC. for Building No. 515-4 and 515-8, located at 2806 and 2830 S. Mellonville Ave., Sanford, FL (Commercial Bldg.).
- F. Consider approval of official bid tabulation and authorization to award Contract for RIM & Hot Spot project to Kobo Utility Construction Corp.
- G. [Withdrawn] Consider approval of Ground Transportation Pre-Arranged Permit for January 1, 2018 – December 31, 2018.
- H. Consider approval of First Amendment to Employment Agreement for President & CEO.
- I. Consider approval of Addendum D to Lease No. 2013-01 with VERTICAL AVIATION TECHNOLOGIES, INC. for Building No. 424, Located at 1600 Hangar Rd., Sanford, FL (Hangar).
- J. [Moved to Discussion Agenda] Consider recommendation of Economic Development Advisory Committee to approve Zyscovich Architects Presentation Task 1 as modified.
- K. Consider approval of Lease No. 2018-001 with ALLEGIANT AIR, LLC. for Building No. 517 located at 1250 E. 26th Place (Hangar).

Motion by Board Director Ioppolo, seconded by Board Director Smith to approve Consent Agenda items A through K minus items G (Withdrawn) & J (moved to Discussion Agenda). Vote taken, none opposed. Motion passed.

11. DISCUSSION AGENDA

- J. [**Moved from Consent Agenda**] Consider recommendation of Economic Development Advisory Committee to approve Zyscovich Architects Presentation Task 1 as modified.

Tom Green, Chairman EDAC stated the Committee and several Board Directors went through the Zyscovich Presentation, and came up with suggested changes that were distributed to the entire Committee and Board Directors. The final deliverable Phase 1, EDAC recommends for approval at the Board level. In addition Zyscovich provided requested sample deliverables for Phase 2. Chairman Green recommended the Board approve Phase 1 subject to final changes, and discuss going forward with Phase 2.

Board Director Ioppolo stated having been through the EDAC meeting and having worked with staff and Zyscovich leading up to the report, from his perspective he was very pleased with what we got in this section.

Chairman Slattery stated he felt it is important to continue moving forward, Zyscovich met the deadlines and delivered what we asked for, and he was ready to begin phase 2. Discussion ensued regarding the fees paid for Phase 1 and what is remaining for Phase 2. President Crews clarified the total contract was \$250,000 and \$115,000 is remaining.

Board Director Green requested the property in front of the Allegiant Training Facility be outlined, including depths of the parcel. He felt it would be important to a developer. At this point in time we have highlighted strengths, weaknesses and broken down parcels with potential uses. For that price he felt we've gotten a good deliverable. Board Director Green suggested going on to the next phase that it include some pricing elements: ground lease pricing compared against competitive airports to ours and similarly situated airports as part of the recommendation. He stated what we are trying to get to is a deliverable that the development community or a tenant can look at and articulate, see true opportunity, how big the piece of land is, what is the lease price and does it make economic sense.

Board Director Ioppolo amended his motion to accept the report provided that we improve the description of the land adjacent to the Allegiant Training Facility with additional detail, and some additional detail with respect to the rail line. Board Director Simmons seconded the friendly amendment.

Motion by Board Director Ioppolo, seconded by Board Director Simmons, to accept the Visioning and Planning Report of Zyscovich, Lambert, AVCON, Crotty dated January 5, 2018 as it has been revised, submitted and recommended by EDAC, provided that additional detail is added to the description of the land adjacent to the Allegiant Training

Facility and to the rail line, along with approval to commence Phase 2. Vote was taken, none opposed. Motion passed.

12. PRESENTATION OF NOVUS AGENDA SOFTWARE

Jerry Crocker, IT Director, and Brian Logan, IT Technician, gave a presentation of Novus Agenda Software to the Board Directors. This is the program that was chosen to produce a “paperless agenda”.

13. COMMENTS FROM THE PUBLIC

Kevin Spolski informed the Board that in December the simulator was installed at the Allegiant Training Facility. Mr. Spolski stated the simulator weighs 22,000 pounds and goes 40’ in the air. The first phase building which is 46,000 square feet is sized to house four A320 full motion airbus simulators. Once they get to a stage several years from now, the facility was designed to mirror itself to the southwest to add another 46,000 square feet where ultimately they can have 8-10 A320 airbus simulators at that time. Mr. Spolski informed the Board that his company, Spolski Construction, was also hired to redo the campus for L3, including exterior, parking lots and buildings. This shows L3’s investment of several million dollars into the facilities.

President Crews informed the Board she is working with L3 on a Letter of Intent for their properties that she is hoping to bring to the Board in February.

Discussion ensued regarding L3 their growth opportunities and change of aircraft. Discussion ensued regarding L3’s recent request to the DRC for a new 20,000 gallon tank for jet fuel and the location of the proposed tank. Discussion ensued regarding re-locating L3’s existing fuel tank and proposed new fuel tank.

14. OTHER BUSINESS

15. REMINDER OF NEXT BOARD MEETING (FEBRUARY 6, 2018)

16. ADJOURNMENT

There being no further business, the meeting adjourned at 10:07 a.m.

Respectfully submitted,

Diane H. Crews, President & CEO
/lh