

**MINUTES
SANFORD AIRPORT AUTHORITY JOINT MEETING
WITH CITY OF SANFORD
MONDAY, AUGUST 13, 2018
4:00 P.M.**

SAA BOARD

PRESENT:

**Tim M. Slattery, Chairman
William R. Miller, Secretary/Treasurer
U. Henry Bowlin
Clayton D. Simmons
Stephen P. Smith**

SAA BOARD

ABSENT:

**Jennifer T. Dane, Vice Chair
Tom Green
Frank S. Ioppolo, Jr.
Clyde H. Robertson, Jr.**

CITY OF SANFORD COMMISSION

PRESENT:

**Mayor Jeffrey C. Triplett
Comm. Patrick Austin
Comm. Velma H. Williams
Comm. Art Woodruff**

SAA STAFF

PRESENT:

**Diane Crews, President & CEO
George Speake, Executive Vice President & COO
Don Poore, CFO
Lori Hunt, Executive Assistant
Rachel Walker, Finance Manager**

CITY OF SANFORD

STAFF PRESENT:

**Norton Bonaparte, City Manager
William Colbert, City Attorney
Pat Lee, Acting City Clerk
Cynthia Lindsay, Finance Director
Craig Radzak, Fire Chief
Bob Turk, Economic Development Director
Tia Warner, Deputy City Clerk**

OTHERS PRESENT:

**Larry Griffin, Sanford Herald
Daniel Lewis, Law Offices of Daniel R. Lewis**

1. CALL TO ORDER OF JOINT MEETING

The joint meeting was called to order at 4:02 p.m. by Mayor Triplett; who then turned over the floor to Chairman Slattery.

2. CALL TO ORDER OF SAA BOARD MEETING

The SAA Board meeting was called to order at 4:02 p.m. by Chairman Slattery.

3. ADVERTISEMENT OF JOINT MEETING WITH CITY OF SANFORD

President Crews confirmed the meeting was properly advertised. (Copies attached)

4. AGENDA ITEMS

- A. Consider acceptance of Federal Aviation Administration Grant for Airport Improvement Program (AIP) Project No. 3-12-0069-078-2018, Construct Apron (=/- 31,066 square yards) in the amount of \$4,371,699.

Chairman Slattery explained we have accepted a second year of a three-year grant in the amount of \$4,371,699 and need to formally approve and accept the grant. Chairman Slattery entertained a motion.

Motion by Board Director Smith, seconded by Board Director Simmons to approve item A for \$4,371,699. Vote taken, none opposed. Motion passed.

- B. Consider Approval of Sanford Airport Authority Board of SAA Comprehensive Annual Budget Fiscal Year 2018-2019 (October 1, 2018- September 30, 2019).

Motion by Board Director Smith, seconded by Board Director Bowlin, to approve the SAA Comprehensive Annual Budget Fiscal Year 2018-2019, and submittal to the City Commission for approval. Being there were no comments from the public, vote was taken, none opposed. Motion passed unanimously.

5. OTHER BUSINESS

None

6. ADJOURNMENT OF SAA MEETING

There being no further business, Chairman Slattery adjourned the SAA meeting at 4:04 p.m. and turned over the floor to Mayor Triplett.

7. CONTINUATION OF JOINT MEETING

The joint meeting was reopened at 4:04 p.m. by Mayor Triplett. Mayor Triplett asked President Crews to present the budget to the Commission.

President Crews updated Mayor Triplett and Commission of highlights from the last year: In 2017 we had 2,922,446 passengers and would have met the goal of 3 million apart from Hurricane Irma. With regards to total number of passengers, SFB ranks 77th busiest airport in the US out of 553 commercial service airports. Top 14% of all the airports in the country for number of passengers. For total number of

operations, SFB ranks 29th busiest in the U.S., 5th busiest in the State of Florida, 7th busiest in the FAA eight state southern region.

She noted several airport events of the past year including: November 3 celebration of 75th Anniversary of Commissioning of NAS Sanford which was November 3, 1942; December 9th first annual Aviation Day in partnership with Seminole County Public Schools and Seminole State College, 2500 attendees. Second Aviation Day will be held January 26, 2019. Further, on May 2, 2018, Terminal Expansion began, \$60,500,000 debt incurred and retirement of all other commercial debt. Terminal Expansion debt will be paid off with Passenger Facility Charges (PFC's). One remaining FDOT \$1.4 million-dollar loan is in the process of being paid off.

New contract with the private company that manages our terminals, approved late 2017 and implementation is an ongoing effort.

On November 26, 2018, Allegiant MD80's are scheduled to cease regular service and 2 spares will be retained through the end of December.

The Zyscovich Master Plan for commercial properties was completed and will be distributed to Commission, as well as meetings scheduled with City/County Economic Development and others to help develop available commercial properties. NAI Realvest is taking the plan and properties to market.

A professional Salary Survey was conducted to make sure positions were at market rate, and some positions were brought up to minimum as reflected in the budget.

A redevelopment plan for the Airport Commerce Park was brought forward in Zyscovich Master Plan, and the Airport has started a sinking fund of \$15,000 per week and contributing half of any surplus every year into that as well.

8. PUBLIC HEARING – SANFORD AIRPORT AUTHORITY FISCAL YEAR 2017-2018 BUDGET

President Crews briefed the City Commission on the SAA Comprehensive Annual Budget Fiscal Year 2018-2019.

President Crews referenced the summary page: total estimated revenue a little over \$15 million, up 10.61%. Commerce Park, Airfield and Aviation Revenues up. Ground Transportation with a substantial increase due to TNC companies at airport.

Expenses: increased 5.77% total \$11,634,915. Estimated funds surplus to fund capital projects \$3,389,271. Added to Grant Revenues - \$30,527,555 to apply to both Grant-Funded & Non-Grant Funded Capital. Total Capital Expenditures: \$29,527,420 gives us fund surplus \$1,000,136 which is just about what we must have to satisfy our lender for our debt ratio coverage which is \$1 million dollars.

Mayor Triplett made an inquiry regarding the Marketing Advertising Community Relations line item \$150,000 which reflects a 42% increase. President Crews responded it is earmarked for specific marketing for airline service development and

she couldn't provide any more details at this time. She stated she would be willing to speak one on one with each of the Commissioners to provide more details.

Mayor Triplett referenced money in the past spent by the City, County and Airport regarding retention issues, and putting money aside for other airlines to come in, was there money set aside this year for that. President Crews replied SAA has money in the budget and understood the City does also. Right now, we are working with an airline that may or may not meet the criteria for the incentives with the City and the County. More information should be available in the next couple of weeks.

President Crews referenced expenses: office and administrative increased 92%, most of that increase is due to rental of cars opposed to purchasing them, they are now being leased through Enterprise Fleet Leasing. We budget for the rental and the cars that are turned in are sold and that offsets the rental charge. She noted that this year we made a few dollars and expect to break even next year. Travel budget increased for herself and the Board.

Commissioner Woodruff inquired status of developing a fire station on Airport property. President Crews responded she had spoken with the FAA and a couple of issues arose. 1) she referenced the Seminole County Fire Station on Airport property and found out that the fire station had never been approved by the FAA. That station was constructed before her time. 2) the FAA stated if you have one fire station existing on airport property, you don't need two. President Crews addressed Chief Radzak and informed him she needed updated statistics to bolster her request to the FAA.

Mayor Triplett noted for the Commission that he has been in discussions with President Crews, Executive VP George Speake, City Manager Bonaparte and Assistant City Manager Tom George regarding moving the City Public Works Department to Airport property along with the new Fire Station. This would be like, in-kind or shared cost on the maintenance facility.

Norton Bonaparte addressed the Commission regarding Commissioner Velma Williams' request at a prior Joint meeting for an improved airport entrance located at Airport Boulevard and Sanford Avenue. Mr. Bonaparte commended the Airport, President Crews and Larry Dale for providing an enhanced entrance.

Chairman Slattery updated the Commission at our last Board meeting, we discussed at length the possibility of air show on Airport property and a night airshow above Lake Monroe, and the SAA Board voted favorably. Discussion ensued regarding: night show logistics, company contracted, inclusion of the City of Sanford, using local vendors, preliminary discussions, Thunderbirds first year and Blue Angels second year, to be held March/April 2020, noise impact, community awareness.

Discussion ensued regarding the FDOT discussions that have taken place regarding a slip ramp off 417/Airport Boulevard. In the Zyscovich Master Plan, the slip ramp was noted as the primary need to improve access to the Airport. Discussion with FDOT Secretary Mike Dew was held at the end of May and with local District Secretary Mike Shannon last week. Everyone is working through the Turnpike Authority to accomplish this, along with that will come widening of Airport Boulevard

and we will take the opportunity to enhance the entrance wall feature. Lobbyist is working on this for the City and SAA.

Motion by Commissioner Austin, seconded by Commissioner Williams, to accept the SAA Comprehensive Annual Budget Fiscal Year 2018-2019. Vote was taken, none opposed. Motion passed unanimously.

Mayor Triplett thanked the SAA Board and staff for their time and service. Commissioner Williams thanked the SAA Board.

9. OTHER BUSINESS

None.

10. ADJOURNMENT OF JOINT MEETING

There being no further business, Mayor Triplett adjourned the joint meeting at 4:29 p.m.

Respectfully submitted,



Diane H. Crews, President & CEO

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