

**MINUTES OF THE REGULAR MEETING OF THE  
SANFORD AIRPORT AUTHORITY  
TUESDAY, SEPTEMBER 4, 2012**

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**PRESENT:** Tim Donihi, Chairman  
Stephen P. Smith, Vice-Chairman  
U. Henry Bowlin, Secretary/Treasurer  
Tom Ball  
David L. Cattell  
Whitey Eckstein  
William R. Miller  
Clayton D. Simmons  
Tim M. Slattery  
Mayor Jeffrey C. Triplett, City Liaison  
Kenneth W. Wright, Airport Counsel

**ABSENT:** Commissioner Dick Van Der Weide, County Liaison

**STAFF PRESENT:** Larry A. Dale, President & CEO  
Diane Crews, Vice President of Administration  
Bryant W. Garrett, Vice President of Finance  
George Speake, Vice President of Operations & Maintenance  
Don Poore, Finance Manager  
Diana M. Muñiz-Olson, Executive Secretary

**OTHERS PRESENT:** Krysty Carr, S.E. Ramp Hangar Development  
David Doudney, Doudney Surveyors  
Michael Doudney, Doudney Surveyors  
Greg Dull, TBI  
Tracy Forrest, Winter Park Construction  
Jimmy Goff  
Shannon Gravitte, Mears Transportation Group  
Jim Hukeba, Renaissance Strategy Group, LLC  
Geoff Lane, Starport  
Bill McGrew, ATKINS  
Genean H. McKinnon, McKinnon & Associates  
Mike Mikkola, Executive Jet Design, Inc.  
Al Nygren, O.R. Colan Associates  
Jeremiah Owens, CPH Engineers, Inc.  
Jack Reynolds, JRA, Inc.  
Keith Robinson, TBI  
Kevin J. Spolski, Spolski Construction  
Craig Sucich, ATKINS

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

The meeting was called to order at 8:32 a.m.

Chairman Donihi welcomed the guests and recognized Diane Crews for receiving the Sertoma Humanitarian Award. He also noted that at the August Sertoma meeting, President Dale did a great presentation.

Pledge of Allegiance was said.

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

3. APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON AUGUST 7, 2012; AND MINUTES FROM THE JOINT MEETING HELD ON AUGUST 27, 2012

The minutes were corrected to reflect Board Member Bowlin was not present at the August 7, 2012 Board meeting. Motion by Board Member Ball, seconded by Board Member Bowlin, to approve the minutes of the regular August meeting held on Tuesday, August 7, 2012 as corrected. Vote taken, none opposed. Motion passed.

Motion by Board Member Smith, seconded by Board Member Bowlin, to approve the minutes of the joint meeting held on Monday, August 27, 2012. Vote taken, none opposed. Motion passed.

4. PRESIDENT'S REPORT

President Dale reported on the following:

- A. Florida Van Rental, Inc. – Staff recommended approval of tri-party non-concessionaire off-Airport car agreement between SAA, OSI, and Florida Van Rental, Inc. Keith Robinson stated Florida Van Rental contacted them wanting to do business off the Airport, and clarified this is the standard agreement. Two additional companies are interested as well. President Dale clarified it is a standard document and the language has not changed since it was reviewed by Counsel years ago. President Dale stated the Airport does an RFQ for car companies on the Airport. He clarified all concession agreements are tri-party agreements, and the Airport receives a fee from the service. Mr. Robinson stated OSI has their insurance certificates, and they do due diligence on the minimum standards. Motion by Board Member Simmons, seconded by Board Member Ball to approve the non-concessionaire tri-party agreement between

SAA, OSI, and Florida Van Rental, Inc., authorizing Chairman Donihi to sign on behalf of the Board. Vote taken, none opposed. Motion passed.

- B. Extension of Runway 9L-27R – Construction started August 6, 2012. There were delays during the first two weeks due to the rains. Aerials of the project were distributed. Foundation has been poured for the Runway 27R glideslope shelter, and the pond is being pumped. The dirt from the retention pond was good for the first 5-6 feet. The pond will be modified; the current one will be smaller and another one will be added at a different location. The pond will have to be dug deep enough to meet the SJRWMD requirements, and President Dale noted good (suitable) dirt from other areas will be used. Discussion ensued regarding the soil conditions and requirements. President Dale stated there is suitable soil for the first 6 feet at different locations. The Delphini property was bought in order to have additional options for the dirt.

Beardall Avenue is closed and the cul-de-sacs have been completed. The fill material is being placed on the Runway and Taxiway. A pipe underneath Cameron Avenue had to be replaced. Continue to work on the piping installation. The three FAA shelters are expected to be received within the next 2-3 weeks. The conduit along Beardall Avenue has been installed. After all the delays, the project is almost on schedule now. The pavement, striping/signage, and ILS must be operational by April 1, 2013. Discussion ensued regarding the opening of Runway 27R. One of the provisions in the acquisition of the Adesa property is that the Authority will build a stabilized parking lot area. That as well was delayed due to the rains.

- C. Land Acquisition – Property acquisition is done, with the exception of one property for the RPZ (Fertakis). Offer has been made for the Fertakis property.
- D. T-Hangar Repairs – Repairs on two of the buildings are complete.
- E. Buildout – During the August meeting, the contract for the Orange Air buildout was awarded to the apparent lowest bidder, Bailey Construction. However, the construction company was not able to procure the public construction bond. For this reason, the Authority sent notice to Bailey Construction stating they are non-responsive. Motion by Board Member Eckstein, seconded by Board Member Smith, declaring Bailey Construction non-responsive and awarding the contract to the second lowest bidder McKee Construction (in the amount of \$223,502.00). Vote taken, none opposed. Motion passed.

Regarding the Synergy Wood Products buildout, the contract was awarded to Charles Edwards (in the amount of \$108,000.00). Motion by Board Member Smith, seconded by Board Member Ball to ratify contract with Charles Edwards for the Synergy Wood Products buildout. Vote taken, none opposed. Motion passed.

- F. Domestic Baggage Claim Improvements – Bid Opening was held on Friday, August 31 at 2:00 p.m. From the seven bidders, the apparent lowest qualified bidder is Mark Construction Company in the amount of \$1,071,000.00. President Dale stated he would like for Counsel to review the contract, along with the engineers. He also noted OSD will provide the funds and the Authority will pay them back with the PFCs. President Dale would like Counsel to review the agreement with OSD regarding the funding. The Authority can pledge the PFCs but cannot assign them; however, the PFCs will be the source of repayment. The agreement with OSD is at a rate of interest plus ½ %. President Dale stated he would like for the project to commence as soon as possible. Staff requests authorization to award bid and enter into contract with Mark Construction, contingent upon receiving funding from OSD and receiving the engineer's approval confirming the equipment meets specifications.

Counsel stated the Board can authorize President Dale to negotiate and enter into a contract. Motion by Board Member Ball, seconded by Board Member Smith, authorizing President Dale to negotiate a contract with Mark Construction Company. Under discussion. Board Member Slattery questioned if the Board will be giving President Dale a range of interest rates to aim for. President Dale noted it would be Prime plus ½ %. The motion was modified to include the OSD funding agreement, with a range of interest rate of Prime plus ½ %. Board Member Slattery stated the rate seemed high, but was sure President Dale would try to negotiate it down. Following discussion, vote taken, none opposed. Motion passed.

- G. Property Acquisition with Noise Mitigation Grant – Offers have been made on several properties, on a voluntary basis. Closing on the Center for Affordable Housing is anticipated this month.
- H. World Duty Free Group (formerly Alpha Retail) – President Dale stated Diane Crews has been under discussions with World Duty Free Group regarding leasing Building No. 515-4 located in the Airport Enterprise Center, located at 2830 Mellonville Avenue (effective December 1, 2012). The lease will be a 5 year term, at \$6.00 per square foot, with 3% increase per year. The tenant is requesting waiver of the personal guaranty, to include a clause for early termination with one-year written notice in the event they outgrow the facility. Ms. Crews noted they will be moving from OIA. Board Member Miller questioned if the Authority has a right of refusal to relocate them into another larger building if they outgrow this building. President Dale believes the company would prefer to stay at the Airport, and would work with the Authority. Board Member Ball questioned if staff would be able to negotiate more than the 3% rate. Board Member Slattery suggested a shorter term, since it is below rate. After discussion, Board Member Ball suggested the Board secure them as tenants, in consideration of the current market. Motion by Board Member Ball, seconded by Board Member Eckstein to approve a 5-year lease with World Duty Free Group for Building No. 515-4 as originally presented (inclusive of guaranty waiver and

termination clause). Vote taken, Board Member Slattery opposed. Motion passed with 8 votes.

- I. Wildlife Management – On August 28, 2012 the Airport sponsored the FWC Black Bear Workshop. Board Member Eckstein questioned if bears can be tranquilized, and noted he does not want them to be taken. President Dale clarified a trained wildlife biologist has to tranquilize them. Counsel noted the bear that was on Airport property was probably a young male. George Speake stated there was no trash related to the incident (the bear was not looking for food). Board Member Bowlin questioned if somebody can come and tranquilize the bear if there is a similar event in the future. President Dale stated the Authority has the contact information for the wildlife biologist that gave the workshop.

Regarding eagles, Mr. Speake reported that a wildlife biologist will come to the Airport to do a study on the eagles' homing signals. The study is being funded by the FAA. Legal Counsel, Kenneth W. Wright, noted the reason FWC took the bears and eagles off the endangered list is because the program has succeeded. Currently there are more eagles in Florida than there were in the entire lower 48 states in the 70's, second only to Alaska. Counsel further noted President Dale has been a leader in the State on wildlife management in airports, particularly as it relates to eagles. President Dale stated the Authority continues to cut down the candidate trees; it is a never ending battle. Discussion ensued regarding wildlife management. Mayor Triplett questioned if any complaints have been received regarding the propane cannons. Mr. Speake noted some complaints were received from an article that was published, before the cannons were even received and used.

- J. Abandonment of Leased Premises – Skyblue Aviation Group, Inc., the tenant at Building No. 517, located at 1250 East 26<sup>th</sup> Place, did not pay for August and moved out. Staff requested authorization to file suit against the tenant and guarantor. Motion by Board Member Slattery, seconded by Board Member Ball to file suit against tenant and guarantor. Vote taken, none opposed. Motion passed.
- K. Attorneys' Fees – Distribution and discussion of attorneys' fees. Chairman Donihi requested a breakdown only of the General Representation bill.
- L. Noise Exposure Map Compliance Determination – The FAA approved the new Noise Exposure Maps after determining they are in compliance with 14CFR Part 150. Notice was published in the Federal Register on August 22, 2012.
- M. Article – Distribution of Orlando Business Journal article published on the August 10-16, 2012 edition, regarding Airport improvements.

- N. Kudos – Letter of Appreciation from Academy for Kids for Officer Mike Robbins and Canine Poeki for their presentation.
- O. Training – The Airport Commissioners Public Policy and Leadership Academy is scheduled for October 28 – 30, 2012. Arrangements have been made for the Board members that have confirmed their attendance. Board members interested in attending need to contact Diane Crews or Diana M. Muñoz-Olson.
- P. Aerials – Distribution of aerials during the Runway Expansion brief.
- Q. Year-to-date Financial Statements – Bryant Garret briefed the Board on the financial report. Board Member Slattery questioned if there are any areas in the budget that are making more than projected. Mr. Garrett stated the CFCs and parking revenue are performing slightly above. He believes at the end of the year the budget surplus would be about the same as the previous year, approximately \$1.5 million. He noted we are slightly above budget on the force account revenue.
- R. Allegiant – The airline keeps record of discrepancies for their airports, and SFB continues to score higher performance than other airports.

5. COUNSEL'S REPORT

None

6. TBI REPORT

TBI Director of Finance Keith Robinson reported on the following:

A. Monthly Statistics for August 2012

- i. Total traffic  
August 2012 – **169,000** passengers
- ii. Percentage  
Total traffic is up 4% compared to August 2011. Year-to-date traffic is up 13% compared to 2011. International traffic continues to remain down compared to August 2011. UK traffic is down 9% compared to August 2011.

B. Miscellaneous Updates

- i. Allegiant – Mr. Robinson stated the airline has four new destinations: Lansing, MI; Columbus, OH; Harrisburg, PA; and St. Louis/MidAmerica, IL. The 166 seat conversion will be completed by November 2012.

[Out of order after concession item] Board Member Eckstein noted the Hawaii destination is doing fantastic for Allegiant and distributed the airline's stock information. Board Member Slattery asked Board Member Eckstein if he was concerned that the airline was growing too fast. Board Member Eckstein clarified if a destination does not generate money, Allegiant will drop the destination. He noted the airline has a good business plan.

Board Member Miller noted Frontier Airlines announced two new cities. He would like to see the effect this will have on Allegiant and its performance in the new cities, as Frontier Airlines has moved to some of the destinations Allegiant services. Mr. Robinson stated TBI recognized what Frontier is doing, and noted Allegiant is aware of it as well and they are not shying away. President Dale stated Allegiant has contingency markets if needed.

- ii. Concessions – In preparation for 2013, SSP is doing surveys on their food/beverage offerings to get input from the passengers and their preference.
- iii. Airport Logo – Greg Dull briefed the Board on the proposed logo. President Dale clarified the Airport will not have to change the logo at the entrance. Board Member Eckstein noted the “We are SFB” makes it look cluttered, and suggested it be removed. Board Member Slattery noted he would prefer to have “Sanford” for the “S” on SFB. He believes “Simpler” seems demeaning, and suggested “Sanford” be used instead. President Dale clarified OSI will use this logo to market to the airlines, to identify SFB. Counsel noted “Simpler” is the big attraction to SFB; it is a simpler process, in contrast to MCO. Board Member Bowlin suggested the “SFB” be moved to the back of the sentence. President Dale questioned if the Board cared if OSI used this logo (for marketing purposes). Board Member Simmons noted they are in the aviation industry and they market to the airlines, “SFB” needs to be in their marketing material. Following discussion, motion by Board Member Miller, seconded by Board Member Simmons, to approve the new logo as is. Vote taken, none opposed. Motion passed.

## 7. LIAISON REPORTS

### City of Sanford

Mayor Triplett stated the Student Museum in the Historic District has teamed up with UCF, and UCF will take over the maintenance and cost of the preservation school.

Phase 2 of the Riverwalk will start in November 2012. The project will go from Downtown to the hospital on one side, and from I-4 to the Central Florida Zoo on the

other. The Zoo and the hospital are talking about doing a shelter on their respective sides.

The City is looking at golf cart ordinances as part of their Go Green initiative. Mayor Triplett noted the City has installed vehicle charging stations, and now they are doing their due diligence regarding the requirements for golf carts. Initially, the carts will be used in Downtown Sanford/River Front area.

### Seminole County

None

## 8. CHAIRMAN'S REPORT

Chairman Donihi reported on the following:

- A. Board Training Session – Chairman Donihi stated the training session at the end of the meeting will discuss Revenue Diversion.

President Dale's evaluations – The 2012 Performance Evaluation Summary was distributed. Chairman Donihi reminded the Board that the final score was 4.67 out of 5; he then recommended the Board give President Dale the 3% increase given to all employees, and a 15% bonus at his current salary. The Chairman discussed the basis of his recommendation. Motion by Board Member Ball, seconded by Board Member Smith, to give President Dale the 3% increase given to all employees, and a 15% bonus at his current salary. Under Discussion.

Board Member Slattery commented he would like to see staff, or at least the executive staff, be rewarded for their performance as well in the future. He further stated he would like the Board to think about measurable performance goals for the executive, to be developed over time. Board Member Slattery commented President Dale does an excellent job, but he believes if the Board implements some goals it can better justify the higher percentage. Chairman Donihi noted the second page of the report shows the goals and measurable performance standards on which the 15% bonus was determined and asked Board Member Slattery if he had any specific recommendations. Board Member Slattery stated he does not have any at this time, but reiterated they can be developed over time. Board Member Simmons questioned if in previous years the Chairman has done an industry sampling to see where the compensation stands in comparison with other airports. President Dale clarified the Human Resources Department does that. Ms. Crews stated it is based on a small sampling of other airports; we are just above the mean. President Dale noted that being the CEO of a growing airport, trying to get the funding to build the infrastructure needed for capacity, is difficult for somebody that does not have the experience. He hoped the Board would look at those aspects, not only the salary comparison. Board Member Eckstein stated many Fortune 500



companies have a budget committee that handle these things. He suggested in the future, the Chairman and the Secretary/Treasurer have a budget committee to put the recommendation together. President Dale clarified when two or more Board members attend a meeting it must be publicly advertised.

Following discussion, vote taken, none opposed. Motion regarding President Dale's salary increase and bonus passed.

9. CONSENT AGENDA

- A. Consider approval of Addendum B to Lease No. 2010-27 with KELLER OUTDOOR, INC. for Building No. 531, located at 3575 Marquette Avenue (Residence).

Staff recommends approval of Addendum B to Lease No. 2010-27 with KELLER OUTDOOR, INC. for Building No. 531, located at 3575 Marquette Avenue (Residence). Addendum B extends the lease term for one (1) additional year, effective September 1, 2012. The annual rental rate has increased from \$12,600.00 to \$12,900.00; the monthly payment has increased from \$1,050.00 to \$1,075.00.

- B. Consider approval of Addendum A to Lease No. 2011-33 with DONNA LOADER and MICHAEL LOADER for Building No. 302, located at 2836 Aileron Circle (Residence).

Staff recommends approval of Addendum A to Lease No. 2011-33 with DONNA LOADER and MICHAEL LOADER for Building No. 302, located at 2836 Aileron Circle (Residence). Addendum A extends the lease term for one (1) additional year, effective September 1, 2012. The annual rental rate remains \$9,900.00; the monthly payment is \$825.00.

Motion by Board Member Miller, seconded by Board Member Ball, to approve Consent Agenda Items A and B. Vote taken, none opposed. Motion passed.

10. DISCUSSION AGENDA

None

11. COMMENTS FROM THE PUBLIC

None

12. OTHER BUSINESS

None

13. REMINDER OF NEXT BOARD MEETING (OCTOBER 2, 2012)

14. ADJOURN FOR BREAK

The meeting was adjourned for a break at 10:19 a.m.

15. RECONVENE FOR TRAINING

The meeting reconvened from break at 10:29 a.m.

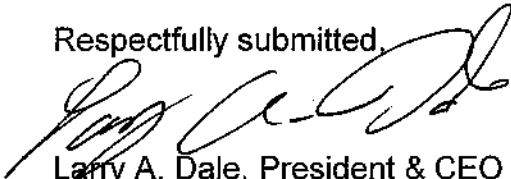
16. BOARD TRAINING: Airport Industry Familiarization and Training for Part-Time Policy Makers [by Airport Cooperative Research Program] – (Financial – Sections 16-17)

President Dale briefed the Board on the PowerPoint training presentation.

17. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:23 a.m.

Respectfully submitted,



Larry A. Dale, President & CEO  
/dmm



SANFORD AIRPORT AUTHORITY  
1200 Red Cleveland Boulevard  
Sanford, Florida 32773  
(407) 585-4001 • Fax (407) 585-4045  
www.orlandosanfordairport.com

August 21, 2012

Via email: [legals@mysanfordherald.com](mailto:legals@mysanfordherald.com)

The Sanford Herald  
P. O. Box 1657  
Sanford, Florida 32772 1657

Attn: Patti, Legal Classified

Please publish the following Public Notice one (1) time in the **Sunday edition (August 26, 2012) of the Sanford Herald Classifieds.** Please confirm receipt of this advertisement by email to [dmuniz@osaa.net](mailto:dmuniz@osaa.net).

**PUBLIC NOTICE**

SANFORD AIRPORT AUTHORITY

**Notice is hereby given that the Sanford Airport Authority will conduct its September meeting on Tuesday, September 4, 2012, at 8:30 a.m., at the Sanford Airport Authority Executive Offices Board Room, A.K. Shoemaker Domestic Terminal, 1200 Red Cleveland Boulevard, Sanford, Florida. Information may be obtained by contacting the executive offices during normal business hours at (407) 585-4002.**

Please take notice that if any person decides to appeal any decision made by the Sanford Airport Authority with respect to any matter considered at the meeting or hearing scheduled herein, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based, per Section 286.0105, Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the executive offices 48 hours in advance of the meeting at (407) 585-4002.

**Larry A. Dale**  
President & CEO

Certified proof of publication and invoice should be sent to:

Attn: Diana M. Muñiz-Olson  
Sanford Airport Authority  
1200 Red Cleveland Boulevard  
Sanford, FL 32773

Please do not hesitate to call me at (407) 585-4002 if you have any questions.

Sincerely,

Diana M. Muñiz-Olson  
Executive Assistant

# PUBLIC NOTICE

## **BOARD MEETING**

The regular meeting of the Sanford Airport Authority for September will be held on Tuesday, September 4, 2012, at 8:30 a.m., at the Sanford Airport Authority Executive Offices Board Room, A.K. Shoemaker Domestic Terminal, 1200 Red Cleveland Boulevard, Sanford, Florida. Information may be obtained by contacting the executive offices during normal business hours at (407) 585-4002.

## **SANAC**

The Sanford Airport Noise Abatement Committee (SANAC) scheduled to be held on Tuesday, September 11, 2012, has been cancelled. Information may be obtained by calling (407) 585-4006.

## **USER GROUP**

The Airport User Group meeting is held quarterly. The next scheduled meeting will be held on Tuesday, October 9, 2012. Information may be obtained by calling (407) 585-4006.

## **DESIGN REVIEW COMMITTEE (DRC)**

The Sanford Airport Design Review Committee (DRC) meeting scheduled for Wednesday, September 5, 2012, has been cancelled. Information may be obtained by calling (407) 585-4002.

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Please take notice that if any person decides to appeal any decision made by the Sanford Airport Authority with respect to any matter considered at the meeting or hearing scheduled herein, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based, per Section 286.0105, Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the executive offices 48 hours in advance of the meeting at (407) 585-4002.

Larry A. Dale  
President & CEO