

**MINUTES OF THE REGULAR MEETING OF THE  
SANFORD AIRPORT AUTHORITY  
TUESDAY, JANUARY 6, 2009**

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**PRESENT:**                   **G. Geoffrey Longstaff, Chairman**  
                                  **Clyde H. Robertson, Jr., Vice Chairman**  
                                  **Tim Donihi, Secretary/Treasurer**  
                                  **Whitey Eckstein**  
                                  **Colonel Charles H. Gibson**  
                                  **William R. Miller – left at 8:48 a.m.**  
                                  **Brindley B. Pieters**  
                                  **John A. Williams**  
                                  **Brett Renton, Airport Counsel**  
                                  **Michael McLean, County Liaison**

**ABSENT:**                   **David L. Cattell**  
                                  **Comm. Jack T. Bridges, City 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**  
                                  **Diana M. Muñiz-Olson, Executive Secretary**

**OTHERS PRESENT:**     **Krysty Carr, S.E. Ramp Development**  
                                  **David Doudney**  
                                  **Tracy Forrest, S.E. Ramp Development**  
                                  **Larry Gouldthorpe, TBI**  
                                  **Jeff Grigham**  
                                  **Geoff Lane, Starport**  
                                  **Kelly Leary, McDirmit Davis & Co., LLC**  
                                  **Al Nygren, O.R. Colan Associates**  
                                  **Stan Poloski**  
                                  **Jack Reynolds, JRA, Inc.**  
                                  **Sandeep Singh, AVCON**  
                                  **Kevin Spolski, Spolski Construction**  
                                  **Bob Tunis, City of Sanford Economic Dev. Director**

**1. INTRODUCTION OF GUESTS AND CALL TO ORDER**

The meeting was called to order at 8:35 a.m.

## 2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

## 3. APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON DECEMBER 2, 2008

Motion by Board Member Williams, seconded by Board Member Robertson, to approve the minutes from the regular meeting held on Tuesday, December 2, 2008. Motion passed.

## 4. AUDIT REPORT FY 2007-2008

Kelly Leary, from McDirmit Davis & Co., LLC, presented the Financial Statements for the years ended September 30, 2008 and 2007. Total liabilities decreased by \$6 million, while capital assets increased. Operating income before depreciation increased by \$767,152.00; terminal revenue increased as well. Only two recommendations were made: 1) Backups be performed to an offsite location to prevent total data loss in the event of a disaster; and 2) Two employees be required to approve adding a new employee to payroll to avoid the possibility of paying a fictitious employee.

President Dale clarified new hires are approved by him and the vice presidents.

Chairman Longstaff stated it was a clean audit without reoccurring problems. Ms. Leary stated every year they see more and more improvements (in the audit).

Motion by Board Member Eckstein, seconded by Secretary/Treasurer Donihi, to accept Audit Report/Financial Statements and Management letter for the years ended September 30, 2008 and 2007. Motion passed.

Chairman Longstaff noted that Board Member Miller is the Corporate Representative of the Airport for the Jett Aire trial and needed to leave the meeting to attend the trial. The previous day, the jury had been selected and the opening statements were done.

## 5. PRESIDENT'S REPORT

President Dale reported on the following:

- A. Jett Aire Lawsuit - President Dale discussed the jury selection process.
- B. Extension of Runway 9R-27L – ILS and GPS approach on Runway 9R is expected to be published on January 15, 2009. The declared distances documentation will be redone as instructed by Terry Washington; this is

fundable through the AIP program. The plans have been sent to the FAA Airports District Office for approval.

- C. Extension of Runway 9L-27R – The Benefit Cost Analysis (BCA) has been approved. Still working on the draft Environmental Assessment (EA). Mr. Reynolds stated the draft should be ready for the state clearinghouse by the end of the week or beginning of next week. Design grant will not be received until the FAA approves the EA. This is a \$20 million project, with \$5 million in grant for land acquisition. Property appraisals (of the properties to be acquired) are done.
- D. Overlay of Runway 9L-27R – Resumed work the previous night. Work is slower on the second course, and 325 feet were done. They expect to pave approximately 300-350 feet a night. So far 22,175 tons have been paved. Started night-time operations for the removal of gopher tortoises. This is a 210-calendar days project. The main runway is expected to be done by the end of February 2009.
- E. Parking Lot C – The pre-bid conference took place on December 10, 2008. There were eight responders to the bid. Bid opening was extended from January 7, 2009 to January 14, 2009 at 2:00 p.m.

Board Member Pieters questioned the size of the parking lot. President Dale clarified there were 150 existing spaces and 208 will be added.

- F. Hudson Group – Hudson Group is planning \$3.6 million in improvements. Bonds have been received for two of the projects. Phase 1 includes The Hudson News Gift Store and Euro Café.
- G. Alpha Retail Buildout – Dunbar Construction is doing buildout.
- H. Energy Savings Program – There has been a 38% decrease in energy costs in December 2008 compared to December 2007, equating to \$38,000.00 for the month. Even though traffic has increased in the domestic terminal, there was a 29% decrease in energy costs.
- I. TSA Pole Barn – Project has been completed.
- J. Attorneys' Fees – Distribution and discussion of December's attorneys' fees.
- K. County Liaison – President Dale introduced Commissioner Michael McLean as the new County Liaison to the Board.
- L. Building Leases – Even with the Sheriff's departure, the Airport has 92% occupancy.

Board Member Eckstein questioned if there were any new tenants. Two of the seven consent agenda items are new tenants; another one is relocating to another building. President Dale stated Ms. Crews is getting more leasing inquiries now.

Board Member Robertson questioned if tenants were paying. President Dale stated the tenants were paying, but clarified some were struggling. Board Member Robertson questioned if there was a policy in place. President Dale stated the staff does its best to work with the tenants.

Chairman Longstaff stated he is encouraged with the 92% occupancy; most landlords would want to have that. President Dale commended Diane Crews and her staff for the work they do.

M. Wildlife Management – The wildlife assessment data collection was completed. Henry Curry submitted the draft assessment report to USDA APHIS Wildlife Service in Gainesville. Once approved by USDA, the report will be submitted to FAA. The Authority will then update the Airport's Wildlife Hazard Management Plan and submit it to the various agencies for permitting. The agencies will make recommendations and then the final draft will have to be approved by the Board and the FAA.

N. Property Status Report – To be discussed under Counsel's Report.

O. Azul Airlines – President Dale clarified that for now, Azul only does domestic flights. Board Member Eckstein stated he was aware they only did domestic flights; however, he believes it might be a great opportunity in the future. The Airport needs to be proactive and get them interested in Sanford. Mr. Gouldthorpe stated that some airlines cannot do international flights immediately, they have to do it step by step; however, he will look into this.

P. Airport Lease – A new lease has been prepared. The City Commission will see the draft on January 26, 2009.

Q. FAA Southern Region Congressional Interest Newsletter – Staff has aggressively looked for grants. The Airport is #8 in the Southern Region for FY 2008 AIP funding with \$14,696,791.00 in grants.

R. Orlando Business Journal 2009 Book of Lists – Allegiant Air showed as #13 Busiest Commercial Air Carrier in Central Florida. Mr. Gouldthorpe invited all to listen to Allegiant Air's 4<sup>th</sup> quarter webcast on January 27, 2009 at 1:00 p.m.

## 6. COUNSEL'S REPORT

In regards to the Brown case, mediation will take place on January 14, 2009. Pre-trial is scheduled for February 3, 2009. The two-week trial is set for February 16-27, 2009.

In regards to the Zaccour property, Counsel is trying to finalize the deal. The other attorney had problems locating the individual (owner).

In regards to the Kondraki case, trial is set for late June.

In regards to ACI, the Motion to Enforce Settlement will be done on Wednesday, January 7, 2009.

President Dale stated in regards to the JC Robinson estate, the land needs to go through probate.

Chairman Longstaff questioned how many properties would be needed for the expansion, and President Dale indicated on the map the necessary properties.

Secretary/Treasurer Donihi questioned if there was any update on the hotel lease. Counsel stated the Board would wait until the Commencement Date of payment (September 2009).

## 7. TBI REPORT

TBI President Larry Gouldthorpe reported on the following:

### A. Monthly Statistics for December 2008

- i. International traffic total  
December 2008 – **9,072** passengers
- ii. Domestic traffic total  
December 2008 – **107,937** passengers
- iii. Total traffic total  
December 2008 – **119,049** passengers
- iv. International Year-to-date total  
December 2008 – **762,371** passengers
- v. Domestic Year-to-date total  
December 2008 – **1,071,670** passengers
- vi. Total Year-to-date total  
December 2008 – **1,840,453** passengers
- vii. Percentage  
International traffic is down 65% compared to December 2007. Domestic traffic is up 22% compared to December 2007 (record month). Total traffic is up 2% compared to December 2007. Year-to-date international

traffic is down 18%. Year-to-date domestic traffic is up 27%. Year-to-date total traffic is up 3%.

Mr. Gouldthorpe stated the numbers were positive considering the loss of an airline (Excel Airways). During 2008, Allegiant passed the 1 million mark.

Mr. Gouldthorpe expects some challenges in 2009 due to the recession in Europe, but is optimistic about Allegiant's performance.

#### B. Airlines/Tour Operators Update

- i. Allegiant Air – In February, Allegiant Air will inaugurate new services to: Grand Rapids, MI; Owensboro, KY; and Columbia, SC.

Gulfport-Biloxi, MS, was cancelled; and Lansing, MI was replaced with Grand Rapids, MI.

Allegiant Air will be sending another base aircraft at the end of February, for a total of eleven stationed at the Airport.

#### C. Miscellaneous Updates

- i. Holiday Parking Program – All parking spaces were filled to capacity during the Christmas holiday, and an additional 800 cars had to be parked on the grass area.
- ii. Hudson News projects – TBI would like to do a grand opening event once the projects are finalized.

### 8. LIAISON REPORTS

#### City of Sanford

None.

#### Seminole County

Being this is his first attendance as County Liaison, Commissioner Michael McLean stated he is looking forward to being part of the meeting. He believes the Airport is not only a vital economic engine for Seminole County, but for Central Florida as well. He briefed the Board on the Seminole Way Initiative and its impact on the Airport. As Chair of the State of the County Luncheon Committee, Commissioner McLean asked those present to consider sponsoring a table at the luncheon.

Secretary/Treasurer Donihi invited those present to attend the next PBAS Issues meeting. The topic of discussion will be the possibilities for growth in South Orlando.

9. CHAIRMAN'S REPORT

None

10. CONSENT AGENDA

- A. Consider approval of Addendum A to Lease No. 2007-31 with ACOUSTICFAB, INC. for Building No. 515-2, located at 2842 South Mellonville Avenue (Warehouse/Office).

Staff recommends approval of Addendum A to Lease No. 2007-31 with ACOUSTICFAB, INC. for Building No. 515-2, located at 2842 South Mellonville Avenue (Warehouse/Office). Addendum A extends the lease term for seven (7) additional months, effective December 1, 2008. The lease consists of 1,500 square feet of office and warehouse space at \$7.90 per square foot. The rental rate for the seven months is \$6,912.50; the monthly payment is \$987.50, exclusive of taxes.

- B. Consider approval of Lease No. 2008-35 with CONIFER, LLC for Building No. 515-8/9, located at 2800-2806 South Mellonville Avenue (Warehouse/Office).

Staff recommends approval of Lease No. 2008-35 with CONIFER, LLC for Building No. 515-8/9, located at 2800-2806 South Mellonville Avenue (Warehouse/Office). The lease shall have a one (1) year term, commencing on January 1, 2009. The lease consists of 2,940 square feet of office and warehouse space at \$5.25 per square foot. The annual rental rate is \$15,435.00; the monthly payment is \$1,286.25, exclusive of taxes.

Note: The tenant produces pine stakes for surveying/construction industries.

- C. Consider approval of Lease No. 2008-40 with FIXIT, LLC for Building No. 318, located at 1650 Hangar Road (Warehouse/Office).

Staff recommends approval of Lease No. 2008-40 with FIXIT, LLC for Building No. 318, located at 1650 Hangar Road (Warehouse/Office). The lease shall have a one (1) year term, commencing on December 1, 2008. The lease consists of 1,020 square feet of office and warehouse space at \$9.06 per square foot. The annual rental rate is \$9,241.20; the monthly payment is \$770.10, exclusive of taxes.

Note: The tenant does aircraft maintenance.

- D. Consider approval of Addendum A to Lease No. 2007-33 with MEDIATECH, INC. for Building No. 132, located at 2805 Carrier Avenue (Warehouse/Office).

Staff recommends approval of Addendum A to Lease No. 2007-33 with MEDIATECH, INC. for Building No. 132, located at 2805 Carrier Avenue (Warehouse/Office).

Addendum A extends the lease term for one (1) additional year, effective January 1, 2009. The lease consists of 2,152 square feet of office and warehouse space at \$6.90 per square foot. The annual rental rate is \$14,848.80, an increase of \$430.40; the monthly payment is \$1,237.40, exclusive of taxes.

- E. Consider approval of Addendum F to Lease No. 2003-01 with DONALD and LAURA NOLETTE for Building No. 299, located at 3114 Rudder Circle (Residential).

Staff recommends approval of Addendum F to Lease No. 2003-01 with DONALD and LAURA NOLETTE for Building No. 299, located at 3114 Rudder Circle (Residential). Addendum F extends the lease term for one (1) additional year, effective January 1, 2009. The annual rental rate is \$9,600.00; the monthly payment is \$800.00, exclusive of taxes.

- F. Consider approval of Addendum B to Lease No. 2006-38 with O.R. COLAN ASSOCIATES OF FLORIDA, LLC for Building No. 515-3, located at 2836 Mellonville Avenue (Office space).

Staff recommends approval of Addendum B to Lease No. 2006-38 with O.R. COLAN ASSOCIATES OF FLORIDA, LLC for Building No. 515-3, located at 2836 Mellonville Avenue (Office space). Addendum B extends the lease term for one (1) additional year, effective January 1, 2009. The office consists of 1,500 square feet at \$8.50 per square foot. The annual rental rate is \$12,750.00, an increase of \$390.00; the monthly payment is \$1,062.50, exclusive of taxes.

- G. Consider approval of Lease No. 2008-39 with STEPHEN and MARY SMITH for Building No. 300-S, located at 3106 Rudder Circle (Residential).

Staff recommends approval of Lease No. 2008-39 with STEPHEN and MARY SMITH for Building No. 300-S, located at 3106 Rudder Circle (Residential). The lease shall have a one (1) year term, commencing on January 1, 2009. The annual rental rate is \$9,600.00; the monthly payment is \$800.00, exclusive of taxes.

Motion by Board Member Eckstein, seconded by Board Member Robertson, to approve Consent Agenda Items A through G. Motion passed.

## 11. DISCUSSION AGENDA

- A. Consider approval of Sanford Airport Authority Employee Handbook revision, effective January 6, 2009.

Staff recommends approval of the Sanford Airport Authority Employee Handbook revision, effective January 6, 2009.



Board Member Eckstein questioned why excessive tardiness/absence was not defined. President Dale clarified the issue had been discussed with Counsel and that it was determined Department heads would consider specific patterns and take action accordingly.

Motion by Secretary/Treasurer Donihi, seconded by Board Member Williams, to approve the Sanford Airport Authority Employee Handbook revision, effective January 6, 2009. Motion passed.

12. COMMENTS FROM THE PUBLIC

None

13. OTHER BUSINESS

None

14. REMINDER OF NEXT BOARD MEETING (TUESDAY, FEBRUARY 3, 2009)

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:09 a.m.

Respectfully submitted,

Larry A. Dale, President & CEO  
/dmm



SANFORD AIRPORT AUTHORITY  
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Sanford, Florida 32773  
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December 16, 2008 Via email: [legals@mysanfordherald.com](mailto:legals@mysanfordherald.com)

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

Attn: Legal Classified

Please publish the following Public Notices one (1) time in the Sunday edition (**December 21, 2008**) of the Seminole 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 January meeting on Tuesday, January 6, 2009, 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. Muñoz-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. Muñoz-Olson  
Executive Assistant

# **PUBLIC NOTICE**

## **BOARD MEETING**

The regular meeting of the Sanford Airport Authority will be held on Tuesday, January 6, 2009, 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) meeting will be held on Tuesday, January 13, 2009, at 9:00 a.m., in the Sanford Airport Authority Executive Offices Board Room, A. K. Shoemaker Domestic Terminal, 1200 Red Cleveland Boulevard, Sanford, Florida. Scheduling and information is available by contacting the Vice President of Operations at (407) 585-4006.

## **USER GROUP**

The Airport User Group meeting will be held on Tuesday, January 13, 2009, at 10:00 a.m., in the Sanford Airport Authority Executive Offices Board Room, A. K. Shoemaker Domestic Terminal, 1200 Red Cleveland Boulevard, Sanford, Florida. Scheduling and information is available by contacting the Vice President of Operations at (407) 585-4006.

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

The Sanford Airport Design Review Committee (DRC) meeting scheduled for Wednesday, January 7, 2009, has been cancelled. Information may be obtained by calling (407) 585-4000.

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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

