

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
WEDNESDAY, NOVEMBER 1, 2006**

PRESENT: **G. Geoffrey Longstaff, Chairman**
 Clyde H. Robertson, Jr., Vice Chairman
 Whitey Eckstein, Secretary/Treasurer
 Tim Donihi
 Colonel Charles H. Gibson
 William R. Miller
 John A. Williams
 Comm. Velma Williams, City Liaison – *on behalf of Mayor Kuhn*
 Comm. Randy Morris, County Liaison
 Richard A. Burt, Airport Counsel

ABSENT: **Mayor Linda Kuhn, City Liaison**
 Brindley B. Pieters

STAFF PRESENT: **Larry A. Dale, President & CEO**
 Diane Crews, Vice President of Administration
 Jack Dow, Vice President of Operations & Maintenance
 Bryant W. Garrett, Vice President of Finance
 Andrew Van Gaale, Director of Special Affairs
 Diana M. Muñiz-Olson, Lease Manager

OTHERS PRESENT: **Lori Duda, PBS&J**
 Tracy Forrest, Winter Park Construction
 Larry Gouldthorpe, OSI
 Bill McGrew, PBS&J
 Genean McKinnen, Alamo/National
 Doug Norman, HTA
 Jack Reynolds, JRA, Inc.
 Keith Robinson, OSI
 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 8:34 a.m. Chairman Longstaff congratulated Secretary/Treasurer Eckstein whose son, David, was named the 2006 World Series Most Valuable Player.

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

3. APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON TUESDAY, OCTOBER 10, 2006.

Motion by Board Member Gibson, seconded by Board Member Williams, to approve the minutes from the regular meeting held on Tuesday, October 10, 2006.

Motion passed.

4. POSITION DESCRIPTION

Motion by Board Member Donihi, seconded by Board Member Williams, to approve the position description for SAA Board Chairman, as attached.

Motion passed.

Secretary/Treasurer Eckstein commented the enabling legislation outlines the Vice President of Operations as responsible for law enforcement; he believed the Vice President of Finance was the acting police chief. President Dale confirmed Bryant Garrett is the acting police chief; however, the enabling legislation was done before the airport had a security department and it needs to be updated.

5. ELECTION OF OFFICERS

Chairman Longstaff turned the meeting over to Counsel for election of officers.

Counsel opened the nomination for Chairman for 2006-2007. Nomination by Board Member Robertson, second by Board Member Eckstein, for Board Member Longstaff to remain as Chairman. Nominations were closed as motioned by Board Member Eckstein, second by Board Member Williams. Board Member Longstaff was unanimously re-elected Chairman.

Counsel turned the meeting back to Chairman Longstaff to conduct elections for the office of Vice Chairman and Secretary/Treasurer.

Chairman Longstaff opened the floor for nominations for Vice Chairman for 2006-2007. Nomination by Board Member Eckstein, second by Board Member Williams for Board Member Robertson, to remain as Vice Chairman. Nomination by Board Member Robertson, second by Board Member Miller, for Board Member Williams to serve as Vice Chairman. Board Member Williams declined the position. Nominations were closed as motioned by Board Member Williams, second by Board Member Gibson. Board Member Miller opposed the closing. Board Member Robertson was re-elected Vice Chairman by a 4-1 vote, with Board Member Miller voting in opposition.

Chairman Longstaff opened the floor for nominations for Secretary/Treasurer for 2006-2007. Nomination by Board Member Gibson, second by Board Member Robertson, for Board Member Eckstein to remain as Secretary/Treasurer. Board Member Eckstein declined the position. Nomination by Board Member Miller, second by Board Member Williams, for Board Member Donihi to serve as Secretary/Treasurer. Nominations were closed as motioned by Board Member Williams, second by Board Member Eckstein. Board Member Donihi was unanimously elected Secretary/Treasurer.

6. PRESIDENT'S REPORT

President Dale reported on the following:

- A. SIS road / Parking Garage – Road is progressing as scheduled. Parking garage is significantly behind schedule. The revenue equipment has been delayed. Board Member Miller stated he had questioned the situation when informed the bridge would not be completed simultaneously with the parking garage. In his opinion, the equipment could have been ordered ahead of time and stored until needed. He found it frustrating and disappointing that the delays were not discussed in detail previously. The board deserves an accounting for those two delays. Constructions meetings take place every Friday to discuss issues; President Dale briefs the Board every month. President Dale stated he had been told the equipment had been ordered and had arrived; he was later told it had not been ordered. It seems the revenue equipment will not be installed until January 2007.

Board Member Miller wondered if the airport could be compensated for damages. The contractor was given nine (9) days for upgrades; however, effective November 11, 2006 they would have to pay the airport \$2,500.00 daily in liquidated damages.

Chairman Longstaff wondered if it would be open for traffic. President Dale stated he had discussed different options with Larry Gouldthorpe, and that it would likely be open by Thanksgiving. The contractor claims it would be functional by November 17, 2006.

Commissioner Morris wondered if the airport had expressed to the contractor their dissatisfaction. President Dale stated a letter from the engineer expressing the airport's dissatisfaction would be mailed on the day of the meeting. Comments expressing previous dissatisfaction have been made and recorded during the construction meetings. OSI and SAA had determined the structure had to be operational no later than November 17, 2006. The contractor must reach substantial completion in order to not get penalized. Counsel stated for it to fall under the definition of substantial completion, the contractor must finish the structure to a point it can be used for the purpose for which it was built. Mr. Gouldthorpe stated he was concerned most of all about the safety of the public.

President Dale commented the contractor is seriously behind. He requested a recovery plan but has not received it yet. He commented the bond is from a reputable bonding company.

Board Member Miller requested to be given weekly status updates. He wondered how long ago President Dale realized this was a defaulting contractor. President Dale stated he had just found out how seriously behind schedule the contractor was.

- B. Runway 18-36 Emergency Repair – Grant was received. Emergency repair work started on Monday, October 30, 2006. The milling is completed; one-half of the paving is completed.
- C. Terminal Ramp Expansion – Project to expand the International Ramp to the east. Phase 1 is under construction.
- D. Extension of Runway 9R-27L – President Dale has received the 90% plans. In order to receive the grant funding, it will go out for bid sometime this year. Once funding has been received, construction will begin when Seminole County closes Beardall Avenue in two places.
- E. Hertz QTA – Project is almost completed. Hertz plans to occupy the building by the end of November 2006.
- F. Request for Qualifications (RFQ) – The RFQ for consulting firms went out, for engineering and land acquisition. The selection committee will meet on November 13, 2006. The recommendations should be ready for the December meeting, for board approval.
- G. Access Road Streetscape – Motion by Board Member Eckstein, second by Board Member Robertson, to approve 20-year lease agreement with Florida Power and Light for thirteen (13) street light poles with double fixtures, inclusive of maintenance services, at a monthly cost of \$1,378.00.
- H. Allegiant build-out – To be finalized soon. Payback in five years at 4% interest.
- I. New Hangar by ARFF Station – Survey was ordered on October 30, 2006 for land by ARFF station, to be leased for the construction of a hangar. Board Member Miller was concerned that the lease would set a precedent of private use in the area. He wondered if the area should remain for government/airport use only. He also wondered how much expandable area would be available for future airport expansion. President Dale stated some of the land would be used for airport purposes. It is not likely the Sheriff Department will expand its operations in the area. Consensus of the board allowing President Dale to negotiate the lease on the proposed land.

- J. Flyglobespan Business Agreement – The agreement was approved by the Board of County Commissioners on October 23, 2006.
- K. Allegiant – The Seminole County Convention and Business Bureau is now providing Allegiant packages for sale through their website.
- L. Attorneys' Fees – Discussion of attorneys' fees. Percentages are divided as follows:
 - 10% - Ground Transportation
 - 34% - General Representation
 - 9% - Construction Matter
 - 37% - Jackie Cockerham lawsuit

Jack Dow announced the fourth annual Memorial Committee barbeque fundraiser would take place on November 11, 2006. He thanked those who pledged their support.

7. COUNSEL'S REPORT

None

8. TBI REPORT

TBI President Larry Gouldthorpe reported on the following:

A. Monthly Statistics for October 2006

- 1. UK traffic
October 2006 – **115,962** passengers
- 2. Domestic traffic total
October 2006 – **24,883** passengers
- 3. Combined total (inclusive of transit passengers)
October 2006 – **144,345** passengers
- 4. Percentage
UK traffic is down 8% compared to same time last year. Domestic traffic is up 37%. Total international figures are down 3% from last year. Year to date figures are down by 5%.

B. Airlines/Tour Operators Update

- 1. Allegiant – Inaugural flights to five new destinations will take place on the following dates: Fayetteville, NC - November 7, 2006; Greenville-Spartanburg, SC - November 14, 2006; Huntington, WV - November 3,

2006; Kinston, NC - November 10, 2006; Shreveport, LA - November 15, 2006. Four more cities will be added to the schedule.

2. Flyglobespan – Inaugural flight to Belfast, Northern Ireland, UK will take place on November 7, 2006.
3. Boston Maine (formerly known as Pan Am Airways) – Will start flights to Elmira, New York on November 2006.

9. LIAISON REPORTS

City of Sanford

On behalf of the City of Sanford, Commissioner Williams expressed profound gratitude for Commissioner Morris' support and work throughout his years of service.

Regarding the Public Safety Complex, the City of Sanford is still under negotiations with the Department of Agriculture. Board Member Eckstein suggested the City should determine which funding source would be used before buying.

The City of Sanford Commission also discussed David Eckstein's accomplishments. It would like to recognize him in some way, to be determined at a later time.

Seminole County

Commissioner Morris reported on the following:

- A. Business Development Agreement between Seminole County and the Sanford Airport Authority for the seven-year annual marketing allocation for Flyglobespan – Agreement was unanimously approved by the Board of County Commissioners on October 23, 2006.
- B. The Airport Overlay District – The Board of County Commissioners unanimously supported the Airport Overlay District.
- C. Lake Mary Expansion - The expansion has taken a lot of the traffic from SR 46, as expected.

10. CHAIRMAN'S REPORT

None

11. CONSENT AGENDA

- A. Consider approval of Lease No. 2006-29 with Aeronautical Restoration & Maintenance Facility, LLC (ARMF, LLC) for Building No. 543, to be constructed by the Sanford Airport Authority at 2585 Mellonville Avenue (Hangar).

Staff recommends approval of Lease No. 2006-29 with Aeronautical Restoration & Maintenance Facility, LLC (ARMF, LLC) for Building No. 543, to be constructed by the Sanford Airport Authority at 2585 Mellonville Avenue (Hangar). The lease term is for twenty (20) years, commencing on the date of issuance of the certificate of occupancy ("Commencement Date"). This building will be constructed with the 50/50 FDOT grant. The building will consist of 22,000 square feet of office (2,000 square feet) and hangar (20,000 square feet) space, at \$5.50 per square foot. The annual rental rate, effective on Commencement Date, is \$121,000.00; the monthly payment is \$10,789.16.

- B. Consider approval of Addendum B to Lease No. 2002-12 with DRAUPNIR SERVICES, LLC for Building No. 516, located at 1320 East 26th Place (Corporate Hangar).

Staff recommends approval of Addendum B to Lease No. 2002-12 with DRAUPNIR SERVICES, LLC for Building No. 516, located at 1320 East 26th Place (Corporate Hangar). Addendum B extends the lease term for one (1) additional year, effective December 1, 2006. The building consists of 10,000 square feet of office (2,000 square feet) and hangar (8,000 square feet) space, at \$6.00 per square foot. The annual rental rate is \$60,000.00, an increase of \$1,500.00; the monthly payment is \$5,350.00.

- C. Consider approval of Lease No. 2006-30 with DOUGLAS E. WHEELER for Building No. 510, located at 3070 Cameron Avenue (Residence).

Staff recommends approval of Lease No. 2006-30 with DOUGLAS E. WHEELER for Building No. 510, located at 3070 Cameron Avenue (Residence). The lease shall have a month-to-month term, commencing on December 1, 2006. The annual rental rate is \$9,000.00; the monthly payment is \$750.00 exclusive of taxes.

Motion by Board Member Gibson, seconded by Secretary/Treasurer Donihi, to approve the Consent Agenda Items A through C.

Motion passed.

12. DISCUSSION AGENDA

- A. Consider approval of renewing annual contract with Product Marketing Group, Inc. for continued public outreach campaign, marketing and special event coordination.

More than 2½ years ago, Product Marketing Group, Inc. (PMG), under the leadership of owner, Beverly Winesburgh, initiated the public outreach program, FlySanford.com. The program features a user-friendly website that is continually updated with current flight information, and provides links to the Airport's primary website as well as the airlines. In addition, PMG prepares and coordinates the publication and distribution of mailouts through public and private venues, including local governments, chambers of commerce, homeowners associations, the School Board, etc. This past year, PMG provided their expertise and assistance to help launch both Icelandair and Flyglobespan, initiated a new

marketing effort into Volusia County through Stetson University, and is currently working with staff on the grand opening of the new parking garage. PMG continues to work with both the SAA and TBI Airport Management Group to provide creativity and artwork as needed for numerous advertisements and publications. PMG has consistently delivered an excellent product in a timely and efficient manner.

PMG's current contract will expire at the end of November. At this time, a new contract has been submitted that will extend PMG's services for an additional two (2) years, effective December 1, 2006. The annual cost of these services is \$36,000.00, with SAA and TBI each paying \$18,000.00, or \$1,500.00 monthly.

Staff recommends approval of the contract renewal with Product Marketing Group, Inc., for continuation of the public outreach campaign and marketing and special event coordination, at an annual rate of \$36,000.00.

Board Member Miller stated he had no issues with the agreement; however, he cautioned the Board that Product Marketing Group, Inc. has gotten politically active, and this could affect the Board. Commissioner Morris suggested a clause be added to the agreement, that in the event there should be a conflict of interest, PMG would have to disclose it to the Authority.

Motion by Board Member Williams, second by Board Member Robertson to approve contract renewal with Product Marketing Group, Inc., for 2 years at a cost of \$36,000.00 annually, to be split with TBI, Inc., with the following amended provisions: 1) addition of disclosure requirement in the even there is any conflict of interest; and 2) 30 days notice of termination, not to include work already in progress.

Motion passed.

13. OTHER BUSINESS

None

14. COMMENTS FROM THE PUBLIC

None

15. REMINDER OF NEXT BOARD MEETING (TUESDAY, DECEMBER 1, 2006)

16. ADJOURNMENT

There being no further business, the meeting was adjourned after the executive session at 10:21 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

October 17, 2006

Via email: legals@seminoleherald.com

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

Attn: Patti, Legal Classified

Please publish the following Public Notices one (1) time in the Sunday edition (October 22, 2006) of the Seminole Herald Classifieds. Please confirm receipt of this advertisement by email to dmuniz@osaa.net.

PUBLIC NOTICE
SANFORD AIRPORT AUTHORITY

Notice is hereby given that the Sanford Airport Authority will conduct its November meeting on Wednesday, November 1, 2006, 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) 585-4021.

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) 585-4021.

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) 585-4021 if you have any questions.

Sincerely,

Diana M. Muñoz-Olson
Lease Manager

PUBLIC NOTICE

BOARD MEETING

The regular meeting of the Sanford Airport Authority will be held on Wednesday, November 1, 2006, 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) 585-4021.

SANAC

The Sanford Airport Noise Abatement Committee (SANAC) meeting will be held on Tuesday, November 14, 2006, 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, November 14, 2006, at 10:30 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 the month of November has been cancelled. Information may be obtained by calling (407) 585-4000.

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) 585-4021.

Larry A. Dale
President & CEO