MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
TUESDAY, NOVEMBER 3, 2009

PRESENT:
G. Geoffrey Longstaff, Chairman
Tim Donihi, Vice-Chairman
William T. Litton, Secretary/Treasurer
David L. Cattell
Whitey Eckstein
William R. Miller
Stephen P. Smith
Brindley B. Pieters
John A. Williams
Brett R. Renton, Airport Counsel

ABSENT:
Comm. Jack T. Bridges, City Liaison
Michael McLean, 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
Diana M. Muñiz-Olson, Executive Secretary

OTHERS PRESENT:
Krysty Carr, S.E. Ramp Development
Tracy Forrest, Winter Park Construction
Larry Gouldthorpe, TBI
Hilary W. Maull, AVCON
Bill McGrew, PBS&J
James L. Meade, Mears Transportation
Al Nygren, O.R. Colan Associates
Clyde H. Robertson, Jr.
Sandeep Singh, AVCON
Kevin Spolski, Spolski Construction

1. INTRODUCTION OF GUESTS AND CALL TO ORDER

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

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.
3. **APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON OCTOBER 5, 2009**

Motion by Secretary/Treasurer Donihi, seconded by Board Member Cattell, to approve the minutes from the regular meeting held on Monday, October 5, 2009. Motion passed.

4. **PRESENTATION**

Presentation of resolution and propeller to Clyde “Robbie” Robertson, Jr. commemorating his term as board member, from October 1997 to September 2009. Mr. Robertson thanked everybody present for allowing him to serve the City of Sanford.

Presentation to the Board of a picture of Keith Lickteig in his aerobatic plane, in appreciation to the Airport, of George Speake in particular, for allowing him to use the airspace box to practice maneuvers.

Presentation to the Board of the Airport Safety Mark of Distinction award from the FAA Airports Division for work related to wildlife hazard management. [Attached]

5. **ELECTION OF OFFICERS**

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

Counsel questioned if there were any nominations for the Chairman position.

Board Member Eckstein nominated Board Member Longstaff as Chairman. Motion by Board Member Donihi, seconded by Board Member Eckstein, to close the nomination. Board Member Longstaff was re-elected Chairman by acclamation, for fiscal year 2009-2010.

Counsel turned the meeting over to Chairman Longstaff for the election of Vice-Chairman and Secretary/Treasurer.

Chairman Longstaff questioned if there were any nominations for the Vice-Chairman position.

Board Member Eckstein nominated Board Member Donihi as Vice-Chairman. Motion by Board Member Williams, seconded by Board Member Eckstein, to close the nomination. Board Member Donihi was elected Vice-Chairman by acclamation, for fiscal year 2009-2010.

Chairman Longstaff questioned if there were any nominations for the Secretary/Treasurer position.

Board Member Smith nominated Board Member Litton as Secretary/Treasurer. Motion by Board Member Smith, seconded by Board Member Eckstein, to close the nomination. Board Member Litton was elected Secretary/Treasurer by acclamation, for fiscal year 2009-2010.
Board Member Longstaff was unanimously re-elected Chairman; Board Member Donihi was unanimously elected Vice-Chairman; and Board Member Litton was unanimously elected Secretary/Treasurer, for fiscal year 2009-2010.

6. **PRESIDENT’S REPORT**

President Dale reported on the following:

A. Aerial photographs - President Dale distributed the aerial photographs of the ongoing projects.

B. Extension of Runway 9L-27R – The Benefit Cost Analysis has been approved and the FONSI on the EA has been issued. The Authority still has the application in for the design grant, the extension of the ILS and the taxiway. Still awaiting action on the design that was submitted in May. Application for the $8 million land acquisition grant and the design-planning grant has been submitted.

C. Runway 18-36 Rehabilitation – The 122-day project started and is progressing well. Grant 58 for $1.54 million will be used to replace 5,002 feet at the Authority’s discretion. The day before the meeting approximately 571 tons had been paved. President Dale does not anticipate any problems with the project. Approximately 17% has been completed, and he expects the project will be completed before Christmas.

D. Improvements for the upgrade for airfield signage – This is a force account project funded with a $1,060,253.00 grant. The project is approximately 60% complete. The project is scheduled to be finished by the end of February 2010. The LED lighting and signs used will provide significant power savings.

E. Attorneys’ Fees – Distribution and discussion of October’s attorneys’ fees.

F. Bldg. 310 Improvements – Diane Crews briefed the Board on the renovation. Currently at 80% occupancy, with a monthly revenue of $45,000.00, and an expected revenue of $536,000.00 a year if it remains at the same rate.

G. Cargo Building Buildout for TSA – The Authority signed the contract with TSA for the buildout to be used for the inspection of cargo, at TSA’s expense, on September 25, 2009. The application for permit has been submitted to the City. The Airport will be getting over $1 million worth of screening equipment.

H. Membrane Hangar – Continuing to work on the final specifications for the design build. The draft bid package will be ready by November 5, 2009. President Dale discussed the proposed site plan of the 44,000 square foot hangar. In response to Chairman Longstaff’s question, President Dale explained that the widening of SR 46
has been taken into consideration. Board Member Donihi inquired about security. Mr. Garret is working on the security cameras.

I. Healthcare Insurance – Ms. Crews clarified that during open enrollment, the insurance representatives realized they had not provided the employees the coverage they had briefed the Board on for approval. Consequently, the insurance option changed to PLD, not PLZ, with coverage as originally approved by the Board. Motion by Board Member Donihi, seconded by Board Member Cattell, to change PLZ Option 1 to PLD Option 1. Motion passed.

J. Miro Hospitality Properties, LLC – After meeting with President Dale, Mr. Hooda agreed to terminate the lease agreement and to provide the Authority a copy of all permits, plans, and specifications. Copy of the termination agreement has been received.

K. Millwork International – Tenant is hesitant to sign personal guarantee for a year, but would like to sign a month-to-month lease with a personal guarantee. Board Member Donihi questioned how many months the tenant owed. Ms. Crews clarified the tenant owes 3-4 months. Motion by Board Member Eckstein, seconded by Board Member Donihi to accept month-to-month lease with a personal guarantee. Motion passed.

L. Sign for City of Sanford – Discussion of User Agreement with the City for the location of LED electronic sign on Airport property. Motion by Board Member Eckstein, seconded by Secretary/Treasurer Litton to approve user agreement for signature, under discussion.

Counsel questioned if it was a sign for commercial service (advertisement) or if it would serve only as the City’s message board to welcome people. President Dale clarified it would not be for commercial purposes. The Authority is providing the space at no charge; in turn, the City will be liable for maintenance and liability of the sign.

Board Member Donihi stated that even though the City owns the Airport, the Authority still needs to maintain what goes in or out of the Airport. President Dale stated that the Authority would have no control over what is displayed on the sign. Board Member Smith questioned if there was a provision prohibiting them from selling commercial advertisement on the sign. President Dale clarified there was no such provision. Chairman Longstaff questioned if it would be unreasonable for the Authority to ask for exclusion that the City cannot use the sign for commercial purposes. Larry Gouldthorpe commented he had seen agreements in other counties, where his company did include some stipulations and have a little bit of say on what messages were displayed on airport property. Board Member Donihi stated he did not see any reason why the sign should be restricted considering it is a City sign and that it will be used for their purposes. Board Member Cattell questioned which administrator in the City would be responsible for the sign. President Dale clarified the City manager will manage it or might have Marc Hultin manage it on his behalf.
The agreement states the use of the sign will be to welcome visitors to the City of Sanford, Chairman Longstaff questioned if such wording restricts the City and that if they use it for commercial activities they will be in violation of the agreement. Counsel clarified that without an express provision/limitation they can welcome the people, but have an advertisement sign at the bottom. Chairman Longstaff stated that if it became an issue, he believes the Authority can discuss it with the City. Mr. Gouldthorpe stated another provision added in the agreement previously discussed, was that if the Authority deemed any adverse aeronautical effects due to the lights or height of the sign because of any change in the airfield configuration, the Authority had the right to lower or relocate the sign.

After discussion, the motion passed without provision.

M. Noise grant – The Authority received a $4.46 million 30-parcel noise land acquisition grant. The Notice to Proceed was issued to O.R. Colan. President Dale has reviewed the noise contours, and the new school on SR 46 will not be affected by it.

N. News Articles – President Dale discussed several news articles regarding Allegiant.

O. Wildlife Management – Regarding the tortoise permit, the Fish and Wildlife Conservation Commission assured President Dale they would take his comments into consideration. Airports with approved wild life management plans will be issued a special permit.

President Dale requested the consent from the Board to request an arbor permit from the City and start taking pine trees down, as recommended by the wild life specialist. No objection to applying to the City of Sanford for the arbor permit. President Dale cautioned the Board some groups will be against it.

7. COUNSEL’S REPORT

The suit against ACI and Moss Waterproofing for reimbursement in regards to the parking garage waterproofing repair will be filed the day of the meeting or the following day.

The HTA third party lawsuit has a case management conference the day of the meeting at 4:00 p.m. Will get trial date and full case management order.

The second lawsuit directly with HTA in regards to Parking Lot E is scheduled for case management conference on November 17, 2009. HTA has agreed to pay for the mediator to come to Orlando. The counsel for both parties and the airport has agreed to block off January 14th to 21st; however, the dates still need to be confirmed with HTA.

President Dale briefed the new board members on the HTA lawsuits.
8. TBI REPORT

TBI President Larry Gouldthorpe reported on the following:

A. Monthly Statistics for October 2009
   i. **UK traffic total**
      October 2009 – 54,114 passengers
   ii. **International traffic total**
       October 2009 – 56,672 passengers
   iii. **Domestic traffic total**
        October 2009 – 59,258 passengers
   iv. **Traffic total (inclusive of transit passengers)**
       October 2009 – 115,930 passengers
   v. **Percentage**
      UK traffic is down 16% compared to October 2008. International traffic is down 16% compared to October 2008. Domestic traffic is up 28% compared to October 2008. Total traffic is up 2% compared to October 2008. Year-to-date traffic is down 8% compared to 2008.

Mr. Gouldthorpe commented the economy is still down, and travel will continue to be affected. US Airways will lay off 1,000 employees and is closing bases in Boston and three other cities. Demand is still very weak.

B. Airlines/Tour Operators Update
   i. **Icelandair** - Icelandair started twice a week operations on October 2, 2009.

C. Miscellaneous Updates
   i. **World Travel Market Meeting** – Greg Dull is preparing for the World Travel Market Meeting taking place in London the following week. He will be meeting with various airlines.
   ii. **Airport Revenue News** – Airport Revenue News magazine shows how airports do on a commercial basis in terms of their concession program and services provided to the traveling public. In the 2010 Best Airport Concessionaires Nominees, the Airport was mentioned 5 times under the following categories: airport with the best concession program design for small airports; airport with the best consumer services for small airports; airport with the best concession management team; airport with the most unique services; and airport with the best overall concession program. The Airport ranks #1 in the International Airport By Performance listing and #14 on overall performance.
iii. Concessions – Tour of the store expansion will take place after the meeting.

Board Member Eckstein stated there was an article on Forbes magazine showing Allegiant as the #2 on the best companies listing.

9. LIAISON REPORTS

City of Sanford

None.

Seminole County

None.

10. CHAIRMAN'S REPORT

None

11. CONSENT AGENDA

A. Consider approval of Lease No. 2009-45 with EURO TECHNIK AUTOSPORT, LLC for Building No. 515-6/7, located at 2812-18 South Mellonville Avenue (Warehouse/Office).

Staff recommends approval of Lease No. 2009-45 with EURO TECHNIK AUTOSPORT, LLC for Building No. 515-6/7, located at 2812-18 South Mellonville Avenue (Warehouse/Office). The lease shall have a one (1) year term, effective November 1, 2009. The lease consists of 3,000 square feet of office and warehouse space, at $6.50 per square foot. The annual rental rate is $19,500.00; the monthly payment is $1,625.00 exclusive of taxes.

Note: The tenant provides automotive parts and service.

B. Consider approval of Lease No. 2009-50 with SEMINOLE COUNTY SHERIFF’S OFFICE for Building No. 504, located at 500 Don Knight Lane (Hangar).

Staff recommends approval of Lease No. 2009-50 with SEMINOLE COUNTY SHERIFF’S OFFICE for Building No. 504, located at 500 Don Knight Lane (Hangar). The lease shall have a four (4) year term, effective October 1, 2009. The lease consists of 104,269.57 square feet of land at $0.15 per square foot; and 11,568 square feet of building space at $5.25 per square foot. The annual rental rate is $76,372.44; the monthly payment is $6,364.37.
C. Consider approval of Lease No. 2009-51 with the SEMINOLE COUNTY SHERIFF’S OFFICE for 43,560 square feet of land (1 acre) immediately south of Building 310, located at Carrier Avenue (Impound lot).

Staff recommends approval of Lease No. 2009-51 with the SEMINOLE COUNTY SHERIFF’S OFFICE for 43,560 square feet of land (1 acre) immediately south of Building 310, located at Carrier Avenue (Impound lot). The lease shall have a one (1) year term, effective October 1, 2009. The lease consists of 43,560 square feet of land, at $0.18 per square foot. The annual rental rate is $7,840.80; the monthly payment is $653.40.

D. Consider approval of Lease No. 2009-52 with the SEMINOLE COUNTY SHERIFF’S OFFICE for 21,780 square feet (1/2 acre) of land immediately west of Building 310, located at 28th Street and Navigator Avenue (Training land).

Staff recommends approval of Lease No. 2009-52 with the SEMINOLE COUNTY SHERIFF’S OFFICE for 21,780 square feet (1/2 acre) of land immediately west of Building 310, located at 28th Street and Navigator Avenue (Training land). The lease shall have a four (4) year term, effective October 1, 2009. The lease consists of 21,780 square feet of land, at $0.18 per square foot. The annual rental rate is $3,920.40; the monthly payment is $326.70.

E. Consider approval of Lease No. 2009-49 with WAYNE DENSCHE DEVELOPMENT COMPANY for Building No. 423, along with 8,520 square feet of land, located at 1900 East airport Boulevard (Commercial Hangar).

Staff recommends approval of Lease No. 2009-49 with WAYNE DENSCHE DEVELOPMENT COMPANY for Building No. 423, along with 8,520 square feet of land, located at 1900 East airport Boulevard (Commercial Hangar). The lease shall have a two (2) year term, effective October 1, 2009. The lease consists of 4,900 square feet of hangar space, at $6.00 per square foot. The annual rental rate is $29,400.00; the monthly payment is $2,450.00 exclusive of taxes.

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

More than 5 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. In the past, PMG has provided their expertise and assistance to help launch both Islandair and Flyglobespan, initiated a new marketing effort into Volusia County through Stetson University, and worked with staff on a number of events, including the FTZ Educational Symposium, Flightfest, and the grand openings of both the Airport’s new entrance and the 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 one (1) additional year, effective December
1, 2009. 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, for one (1) additional year.

G. Consider approval of Loan for Construction of Hangar for Avocet Capital, LLC and Line of Credit.

Moved to Discussion Agenda.

H. Consider approval of Joint Participation Agreement, FM Number 409805 1 94 01 and Resolution Number 2009-10, for operational and maintenance costs of security.

Staff recommends approval of Joint Participation Agreement, FM Number 409805 1 94 01 and Resolution Number 2009-10, for operational and maintenance costs of security, in the approximate amount of $1,379,607.00. This is 100% funding, there is no local share.

I. Consider approval of Joint Participation Agreement, FM Number 411939 1 94 01 and Resolution Number 2009-11, for operational and maintenance costs of security.

Staff recommends approval of Joint Participation Agreement, FM Number 411939 1 94 01 and Resolution Number 2009-11, for operational and maintenance costs of security, in the approximate amount of $87,500.00. This is 100% funding, there is no local share.

J. Consider approval of Joint Participation Agreement, FM Number 410093 1 94 01 and Resolution Number 2009-12, for Runway 18-36 rehabilitation to include blast pads, REILS, and runway safety area.

Staff recommends approval of Joint Participation Agreement, FM Number 410093 1 94 01 and Resolution Number 2009-12, for Runway 18-36 rehabilitation to include blast pads, REILS, and runway safety area, in the approximate amount of $5,062.00. This funding will provide the 2.5% match for the FAA Grant.

K. Consider approval of Supplemental Joint Participation Agreement (SJPA), FM Number 405192 1 94 01 and Resolution Number 2009-13, for the design and construction of a Commercial Aviation hangar.

Staff recommends approval of Supplemental Joint Participation Agreement (SJPA), FM Number 405192 1 94 01 and Resolution Number 2009-13, for the design and construction of a Commercial Aviation hangar, in the amount of $950,000.00. The Airport Authority's 50% portion originally was $1,550,000.00. This SJPA will increase the amount of the grant to $2.5 million.
L. Sanford Aviation Noise Abatement Committee (SANAC) Appointment Confirmation.

Due to the demands of his duties at Delta Connection Academy, Mr. Larry Wade has resigned as a member of SANAC. His year of service as the General Aviation Representative to this committee has been appreciated.

At the suggestion of Mr. Wade, Mr. Wes Pennington, SANAC Chairman, has appointed Mr. Mike McCarthy to serve as the new General Aviation Representative. Mr. McCarthy is the Manager of Safety and Security for Delta Connection Academy and has been attending the SANAC meetings for two years.

Staff requests confirmation by the Authority of Mr. Mike McCarthy as the General Aviation Representative to SANAC as required by the committee Bylaws.

Motion by Secretary/Treasurer Litton, seconded by Board Member Eckstein, to approve Consent Agenda Items A through L, excluding G. Motion passed.

12. DISCUSSION AGENDA

A. Consider approval of Loan for Construction of Hangar for Avocet Capital, LLC and Line of Credit.

Staff recommends approval of Loan for Construction of Hangar for Avocet Capital, LLC and Line of Credit. The loan in the amount of $2.5 million, is the Authority's portion of the 50/50 FDOT grant. The Line of Credit is in the amount of $1 million.

President Dale briefed the Board on terms. Chairman Longstaff commented the Authority cannot give mortgages on Airport property and there was nothing unrealistic about the agreement. Based on the recommendation from Chairman Longstaff, motion by Board Member Eckstein, seconded by Board Member Cattell, to approve Loan and Line of Credit. Motion passed.

13. COMMENTS FROM THE PUBLIC

None

14. OTHER BUSINESS

None

15. REMINDER OF NEXT BOARD MEETING (DECEMBER 1, 2009)
16. **ADJOURNMENT** 

There being no further business, the meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Larry A. Dale, President & CEO
/dmm
October 19, 2009

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

Attn: Scott, Legal Classified

Please publish the following Public Notice one (1) time in the **Sunday edition (October 25, 2009) 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 Tuesday, November 3, 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. 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 will be held on Tuesday, November 3, 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 scheduled for Tuesday, November 10, 2009, has been cancelled. Information may be obtained by calling (407) 585-4006.

USER GROUP
The Airport User Group meeting scheduled for Tuesday, November 10, 2009, has been cancelled. Information may be obtained by calling (407) 585-4006.

DESIGN REVIEW COMMITTEE (DRC)
The Sanford Airport Design Review Committee (DRC) meeting scheduled for Wednesday, November 4, 2009, 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) 585-4002.

Larry A. Dale
President & CEO
U.S. Department of Transportation
Federal Aviation Administration

October 1, 2009

Mr. Larry Dale, President & CEO
Orlando-Sanford International Airport
1200 Red Cleveland Blvd
Sanford, Florida 32773

Dear Mr. Dale:

Congratulations! The Federal Aviation Administration (FAA), Airports Division is presenting the Airport Safety Mark of Distinction Award to Orlando Sanford International Airport for work related to Wildlife Hazard Management.

FAA Airports Division developed this award to promote safety among the FAA Southern Region certificated airports and to recognize any action, effort, or event involving an airport that deserves praise for its intended or demonstrated effect on the advancement of safety.

You and your staff are to be praised for the outstanding manner in which you developed and implemented this superb training system.

We will announce this award at the annual Airport Safety Conference.

Great Job!

Sincerely,

Winsome A. Lenfert
Manager, Airports Division

Airports Division
P.O. Box 26363
Atlanta, GA 30320-631
Email: 7-ASO-600@faa.gov
Phone: 404-305-6700

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OCt 06 2009
SANFORD AIRPORT AUTHORITY
OFFICE OF THE PRESIDENT
Federal Aviation Administration
Airports Division
Southern Region
Airport Safety Mark of Distinction

Presented to

Orlando Sanford International Airport

in recognition for work related to the advancement of airport safety through its dedicated efforts in Wildlife Hazard Management. Through professional action and fervent effort the staff and management of Orlando Sanford International Airport have improved safety for the traveling public. Their dedicated efforts are deserving of praise and are indicative of their professionalism and commitment to safety.

Winsome A. Lenfert
Manager, Airports Division

10/11/09