

**MINUTES OF THE REGULAR MEETING OF THE  
SANFORD AIRPORT AUTHORITY  
TUESDAY, DECEMBER 18, 2012**

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**PRESENT:** Stephen P. Smith, Chairman  
U. Henry Bowlin, Secretary/Treasurer  
Jennifer T. Dane  
Whitey Eckstein  
Frank S. Ioppolo, Jr.  
William R. Miller  
Clayton D. Simmons  
Tim M. Slattery  
Mayor Jeffrey C. Triplett, City Liaison  
Brett R. Renton, Airport Counsel

**ABSENT:** Tom Ball, Vice-Chairman  
County Liaison (currently vacant)

**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  
Administration Department Staff  
ARFF Department Staff  
Finance Department Staff  
IT Department Staff  
Maintenance Department Staff  
Operations Department Staff  
Police Department Staff

**OTHERS PRESENT:** Krysty Carr, S.E. Ramp Hangar Development  
Margaret Cummins, AHSCG  
Marisol C. Elliott, ATKINS  
Tracy Forrest, Winter Park Construction  
Larry Gouldthorpe, TBI  
Shannon Gravitte, Mears Transportation Group  
M. W. Herbenar, Pertree Constructors, Inc.  
Brian Holsneck, ATKINS  
Geoff Lane, Starport  
Genean H. McKinnon, McKinnon & Associates  
Al Nygren, O.R. Colan Associates  
Jack Reynolds, JRA, Inc.  
Tim Shea, AVCON  
Kevin J. Spolski, Spolski Construction

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

The meeting was called to order at 8:30 a.m., followed by the Pledge of Allegiance.

Chairman Smith welcomed Board Member Dane and Board Member Ioppolo to their first Board meeting.

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

3. APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON NOVEMBER 13, 2012

Motion by Board Member Bowlin, seconded by Board Member Simmons, to approve the minutes of the regular November meeting held on Tuesday, November 13, 2012. Vote taken, none opposed. Motion passed.

After the approval of the minutes, the Sanford Airport Authority employees were introduced to the Board by their respective supervisors. President Dale then introduced the Board. On behalf of the Board and himself, President Dale thanked all the staff for their work, and noted employees will get a bonus with their upcoming paycheck.

The floor was given to Board Member Simmons, and he noted members of this Board are obligated to take the Oath of Public Officers, as stated on Article II Section 5 of the Constitution of the State of Florida. President Dale, as a sworn police officer, administered the oath to the Board members.

4. PRESIDENT'S REPORT

President Dale reported on the following:

- A. Aerials – Distribution of aerials.
- B. New Board Members – President Dale thanked Board Member Dane and Board Member Ioppolo for meeting with him for their tour of the Airport.
- C. Extension of Runway 9L-27R – President Dale briefed the new Board members on the project. The project is now back on schedule. Paving will continue through the week and the following Wednesday, after the holidays. At least the first two layers of the underlayment of the asphalt (P403) and the first layer of the

top wearing surface (P401) will be done. There will be 12" of limerock over compacted fill, and 10" of asphalt to hold the weight of the heavy aircraft.

- D. Land Acquisition – President Dale noted that as part of the Runway 9L-27R Extension, a lot of land acquisition has been done by force account (as approved by the FAA). The Authority has bought quite a number of properties for the construction alone, including 67 acres for the Runway Protection Zone as part of the 139 Part 77 FAA requirements. Approximately \$22 million has been spent on land acquisition. The Authority has title to all the required properties; however, it still needs to go to mediation for the final settlement on some of the properties. One of the smaller purchases will probably go to trial.
- E. Property Acquisition with Noise Mitigation Grant – The Authority has completed buying the eligible properties in the noise acquisition zone (within the 65 DNL-average noise contours). [Discussed after Southwest Ramp Rehabilitation] Regarding the acquisition of the seven additional parcels, Al Nygren is still working on some of the closings.
- F. T-Hangar Repairs – The repairs are being done in three phases, one per year. Currently, the project is on its second phase. Repairs on Buildings 430, 431, and 441 started on December 10, 2012, and are approximately 15% complete.
- G. Buildouts – Regarding the Orange Air buildout, the contract was awarded to McKee Construction in the amount of \$223,502.00. Construction is expected to be completed by the end of January 2013.

The Synergy Wood Products buildout is complete.

- H. Domestic Baggage Claim Improvements – President Dale noted the Board had approved the use of PFCs for this project and the passenger boarding bridges. In the first phase, the Vigilante Room was demolished and a new baggage return carousel will be installed. This phase is expected to be completed by the end of December 2012. After the holidays and baggage claim #3 is completed, the carousel on baggage claim #1 (by the alligator display) will be replaced.
- I. Passenger Boarding Bridges Replacement – The PCF application for this project was approved by the FAA in February 2012. The Authority started collecting the PFCs. During the previous Board meeting, the Board approved a task order with Atkins in the amount of \$597,000, for design and bidding services for the construction and installation of the jetways. The Authority has received a draft of the bid package.
- J. Southwest Ramp Rehabilitation – The Authority received a grant for planning and design of the rehabilitation, to be done in phases. The 90% plans have been approved, and the first phase of the project is expected to go out to bid soon.

- K. Attorneys' Fees – Distribution and discussion of attorneys' fees.
- L. Year-to-date Financial Statements – The Fiscal Year 2012-2013 Unaudited Financial Results for the month ended October 31, 2012 was presented by President Dale and CFO Bryant Garrett. Discussion ensued.

It was the consensus of the Board to include an aged accounts receivable report with the year-to-date financial statement each month.

## 5. COUNSEL'S REPORT

Counsel reported on the following:

- A. Skyblue Aviation Group, Inc. – Counsel stated the Authority has sued this tenant, and that they (the Defendant) just served Counsel with discovery. The Defendant has filed Answers & Affirmative Defenses, the main one being that the Authority needs to mitigate its damages by attempting to relet. Counsel noted the Authority has actively done that. They have asked early mediation/settlement discussions, which Counsel is open to.
- B. Millwork International – Counsel noted they were successful early on in getting a partial summary judgment. Counsel stated the owner contested damages and the amount; however, Counsel was able to overcome all of their affirmative defenses. The issue on the damages stems from three alleged payments the owner says he had made, which the Authority had never accounted for. Because this was a motion of summary judgment, the Authority had to prove at 100% beyond all doubt. The issue with the payments was enough to establish doubt; whether or not those payments were made, the owner filed an affidavit saying so.

Counsel has filed a summary judgment, giving credit for the three payments, in the amount of \$114,000.00. The day before the meeting, Counsel was informed that the owner would stipulate to the consent judgment, without the need to spend more on attorney fees, only if the Board agrees not to seek from them the Authority's attorney fees, approximately \$7,500.

Motion by Board Member Simmons, seconded by Board Member Miller, to accept offer from Millwork International to proceed to summary judgment, sans the Authority's attorney fees. Vote taken, none opposed. Motion passed.

- C. Inverse Condemnation – James and Donna McDonnell have brought an inverse condemnation suit. Counsel filed a Notice for Trial and the McDonnell's counsel moved to strike the notice. The Court has set a case management conference. Counsel noted an executive session to discuss the case with the Board had already taken place (November 14, 2011). If any of the new Board members are interested in discussing the case with him on a one-on-one basis, they can do so but not in public.

- D. Eminent Domain – Regarding the Fertakis property, Counsel was able to stipulate to the order. The owners are getting their own appraisal and will return with a counter offer.

The Hoke parcel is set for trial on May 13, 2013.

There was a conference call on December 8, 2012 regarding the Delphini and Driscoll properties. Counsel is trying to set trials for July and September 2013; however, the court has not approved any trial dates after May. Another conference call is set for May to set up the trials. He noted that with eminent domain cases, you receive priority. Counsel stated all parties have agreed to set the datelines as if the trials were set for the two dates they have in mind (July and September).

Regarding the Artzner property, there is a case management meeting on January 8, 2013.

- E. Site 2 Meeting – The day after the meeting, staff and Counsel will meet with SAA consultants, the Florida Department of Environmental Protection, and the Army Corps of Engineers to discuss potential issues with gas leaks on Site 2 (tanks 61, 62, & 63).

## 6. TBI REPORT

TBI President Larry Gouldthorpe reported on the following:

### A. Monthly Statistics for November 2012

- i. UK traffic total  
November 2012 – **10,141** passengers
- ii. International traffic total  
November 2012 – **18,518** passengers
- iii. Domestic traffic total  
November 2012 – **119,193** passengers
- iv. Transit traffic  
November 2012 – **336** passengers
- v. Total traffic  
November 2012 – **138,047** passengers
- vi. Year-to-date traffic  
2012 – **1,677,897** passengers

- vii. Percentage  
UK traffic is up 49% compared to November 2011. International traffic is up 35% compared to November 2011. Domestic traffic is up 36% compared to November 2011. Total traffic is up 34% compared to November 2011. Year-to-date traffic is up 15% compared to 2012.

## B. Miscellaneous Updates

- i. New Service – A new service to Gulfport/Biloxi is starting on February 6, 2013.
- ii. Holiday Parking –The open-grass overflow lot was opened, with 250 vehicles parked on it. Every paid parking spot on the Airport was filled. OSI is preparing for a similar program during Christmas.
- iii. Secret Santa Program – During the 12 days before Christmas, OSI gives presents away to some passengers in the form of concession vouchers or free parking. The previous year, OSI gave approximately \$1,200 worth of vouchers during the 12-day period. This year, every passenger on the two Allegiant flights arriving on Christmas day will get a gift delivered to them on the baggage carousel (while retrieving their luggage).
- iv. Boeing 787 Dreamliner – The first 787 Dreamliner to arrive in Florida will arrive to SFB on May 1, 2013 from Thompson Airways. This aircraft represents the latest in aviation technology.
- v. Brazilian Charter Program – The Brazilian program will begin services this month with SST Air (starting their flight schedule on December 26, 2012) and Astrajet (starting their flight schedule on December 23, 2012).
- vi. Allegiant – In March 2013, all the Allegiant aircraft at SFB will be airborne, eleven lines total. During the busy season, they typically fly out nine lines with two spares. OSI is planning on how to unify the terminals to accommodate the demand. Discussion ensued regarding expected traffic and future airline business/operations. The airline will discontinue flights to Salisbury, MD, effective January 6, 2013.
- vii. Fuel Agreement – Several years ago TBI and Allegiant formed a joint venture fuel company called SFB Fueling, Inc. The current agreement will terminate at the end of January 2013, and the parties are negotiating a new infrastructure agreement.

## 7. LIAISON REPORTS

### City of Sanford

Mayor Triplett wished all present a Merry Christmas and stated the State of the City report was done through the City Manager's office; he will bring copies to the Board at the next meeting.

Seminole County

None

8. CHAIRMAN'S REPORT

Chairman Smith questioned if members of the Board were interested in taking a tour of the Runway 9L-27R project after the January meeting, and asked President Dale to coordinate it.

Before giving the floor to Board Member Eckstein, Chairman Smith wished everybody present a Merry Christmas and a Happy New Year.

Following up on his comments (made during the November meeting) regarding the Airport being an ideal location for new industries, Board Member Eckstein suggested staff contact UCF with the possibility of establishing a veterinary school in the area.

9. CONSENT AGENDA

- A. Consider approval of Addendum C to Lease No. 2009-47 with AVOCET CAPITAL, LLC for the south one-half of the Modular Office Unit, located immediately west of the ARFF Station at 550 Don Knight Lane (MOU).

Staff recommends approval of Addendum C to Lease No. 2009-47 with AVOCET CAPITAL, LLC for the south one-half of the Modular Office Unit, located immediately west of the ARFF Station at 550 Don Knight Lane (MOU). Addendum C extends the lease term for one (1) additional year, effective November 17, 2012. The annual rental rate remains at \$3,000.00; the monthly payment is \$250.00 exclusive of taxes.

- B. Consider approval of Addendum C to Lease No. 2009-48 with AVOCET CAPITAL, LLC for Building No. 142-E, located at 1143 30th Avenue (Warehouse/Office).

Staff recommends approval of Addendum C to Lease No. 2009-48 with AVOCET CAPITAL, LLC for Building No. 142-E, located at 1143 30<sup>th</sup> Street (Warehouse/Office). Addendum C extends the lease term for one (1) additional year, effective November 17, 2012. The lease consists of 13,168 square feet of office and warehouse space, at \$3.25 per square foot. The annual rental rate remains at \$42,796.00; the monthly payment is \$3,566.33 exclusive of taxes.

- C. Consider approval of Addendum B to Lease No. 2010-20 with AVOCET CAPITAL, LLC for Building No. 142-W, located at 1143 30th Street (Warehouse/Office).

Staff recommends approval of Addendum B to Lease No. 2010-20 with AVOCET CAPITAL, LLC for Building No. 142-W, located at 1143 30th Street (Warehouse/Office). Addendum A extends the lease term for one (1) additional year, effective August 17, 2012. The lease consists of 10,448 square feet of office and warehouse space, at \$3.25 per square foot. The annual rental rate remains at \$33,956.00; the monthly payment is \$2,829.67 exclusive of taxes.

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

Staff recommends approval of Addendum J to Lease No. 2003-01 with DONALD and LAURA NOLETE for Building No. 299, located at 3114 Rudder Circle (Residential). Addendum J extends the lease term for one (1) additional year, effective January 1, 2013. The annual rental rate has increased from \$10,200.00 to \$10,500.00, an increase of \$300.00; the monthly payment has increased from \$850.00 to \$875.00.

- E. Consider approval of Addendum D to Lease No. 2008-39 with STEPHEN AND MARY SMITH for Building No. 300-S, located at 3106 Rudder Circle (Residential).

Staff recommends approval of Addendum D to Lease No. 2008-39 with STEPHEN and MARY SMITH for Building No. 300-S, located at 3106 Rudder Circle (Residential). Addendum D extends the lease term for one (1) additional year, effective January 1, 2013. The annual rental rate has increased from \$9,900.00 to \$10,200.00, an increase of \$300.00; the monthly payment has increased from \$825.00 to \$850.00.

- F. Consider approval of Lease No. 2012-41 with TVS MANAGEMENT, INC. for Building No. 515-9, located at 2800 S. Mellonville Avenue (Warehouse).

Staff recommends approval of Lease No. 2012-41 with TVS MANAGEMENT, INC. for Building No. 515-9, located at 2800 S. Mellonville Avenue (Warehouse). The lease shall have a five (5) year term, commencing on December 1, 2012. The lease consists of 1,440 square feet of warehouse space at \$5.00 per square foot for the first year, with an annual increase of 3% thereafter. The annual rental rate for the first year is \$7,200.00\*; the monthly payment is \$600.00, exclusive of taxes.

\* Lessor agrees to apply a credit of \$4,022.18 to Lessee's account to reimburse Lessee for the construction of a demising firewall between 2800 Mellonville Avenue and 2806 Mellonville Avenue. Lessee acknowledges that said credit will not be issued until the firewall has been properly permitted and constructed by Lessee, and inspected by Lessor.

NOTE: Tenant is a drywall contractor.

Motion by Board Member Miller, seconded by Board Member Eckstein, to approve Consent Agenda Items A through F. Vote taken, none opposed. Motion passed.

## 10. DISCUSSION AGENDA

Consider approval of the Ground Transportation Pre-Arranged Permit for January 1, 2013 – December 31, 2013.

Each year staff reviews and prepares a new Ground Transportation Permit and Agreement. This year's proposed permit contains considerable changes over the 2012 permit, specifically associated with the fee structure contained in Article 4.



The basic structure of an annual fee and monthly fees has existed since at least 2004. The monthly fees, which are \$3.00 per pickup for Class I vehicle, \$8.00 per pickup for a Class II vehicle, and \$20.00 per pickup for a Class III vehicle, have remained unchanged since 2004. All monthly fees are paid on an honor system, with the Authority reserving the right to audit a company at any time.

The last adjustment to the Ground Transportation fees occurred in 2008, when the annual fee for vehicle Classes I - III was increased by \$25.00. Since that time, the fee structure has been as follows:

- Class I permit – \$75.00 plus monthly fees
- Class II permit – \$100.00 plus monthly fees
- Class III permit – \$150.00 plus monthly fees
- Class IV permit – \$350.00 annually

In 2012, over 115 companies purchased permits for 227 vehicles. Therefore, every month staff must verify that the 115 reports (one from each permitted company) have been received. In the event they are not received, staff must then issue the appropriate late notices and associated fees. Additionally, the Curb Monitors must ensure that no company that owes money to the Authority is allowed to make a pickup without paying past due funds. All of this is a time consuming and labor intensive process for a very small return. Ground Transportation revenues for the last three budget years have been in the \$80,000 to \$90,000 range.

Staff believes that we are able to reduce a large amount of the work associated with Ground Transportation permitting by eliminating the monthly fees and reporting requirements, and yet still maintain equivalent annual revenue.

The proposed new fee structure is summarized as follows:

- Class I permit – increase from \$75.00 to \$200.00
- Class II permit – increase from \$100.00 to \$250.00
- Class III permit – increase from \$150.00 to \$300.00
- Class IV permit – increase from \$350.00 to \$400.00

Fleet rate fees, which allow a customer to permit their entire fleet of a particular class of vehicle, would be increased as follows:

- Class I permit – increase from \$1,875.00 to \$4,000.00 (equals 20 vehicles)
- Class II permit – increase from \$2,500.00 to \$5,000.00 (equals 20 vehicles)
- Class III permit – increase from \$3,750.00 to \$6,000.00 (equals 20 vehicles)
- Class IV permit – not applicable

In all of the above cases, the monthly fee and reporting requirement would be eliminated.

In addition to the above changes, because it is often difficult to find buses on short notice and many times the operators are unaware of our fee structure, staff is also

recommending that unpermitted Class III vehicles that have been called to the Airport to pick up passengers from delayed or cancelled flights, be charged \$25.00 instead of the usual \$50.00. The fee charged in this instance would not count towards the two (2) one-time pickups allowed per operator, nor would they be able to apply the fee towards an annual permit.

Due to conflicts with how the City of Orlando and the Orlando International Airport issue their Ground Transportation permits, numerous companies have requested some sort of relief in our inspection requirements. Many of our permitted companies renew their permits with the aforementioned entities in September of each year. Our current permit states that no inspections more than 90 days old will be accepted. Therefore, staff is recommending that we accept inspections no more than 120 days old. This minor change will allow many of the companies that do business with us to get one inspection per year instead of two; which will be a savings to them. In some cases, where companies have four or more vehicles permitted, this can be a substantial saving.

Each year, staff holds a Ground Transportation Meeting with the currently permitted companies. Companies are encouraged to share their ideas about the permitting process and are made aware of any proposed changes for the following year. This year's meeting was held on December 11, 2012. Though not everyone was pleased with all of the proposed changes, the majority in attendance left the meeting agreeing that the proposed changes were a step in the right direction.

Staff recommends approval of the Ground Transportation Pre-Arranged Permit for the period of January 1, 2013 - December 31, 2013, as presented.

George Speake clarified Class I vehicles have a maximum seating capacity of six (6) passengers or less; Class II vehicles have a maximum seating capacity between seven (7) and fifteen (15) passengers; Class III vehicles have a maximum seating capacity of sixteen (16) passengers or more; and Class IV vehicles are provided by off-airport business for the sole purpose of providing courtesy or complimentary service.

Motion by Board Member Ioppollo, seconded by Board Member Dane, to approve Discussion Agenda Item A. Vote taken, none opposed. Motion passed.

11. COMMENTS FROM THE PUBLIC

None

12. OTHER BUSINESS

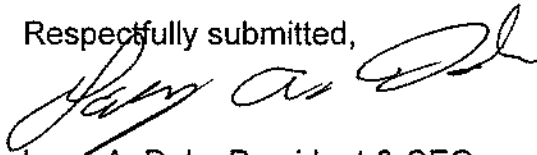
President Dale noted the Audit will be presented to the Board during the January meeting.

13. REMINDER OF NEXT BOARD MEETING (JANUARY 8, 2012)

14. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:46 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Larry A. Dale". The signature is written in a cursive, flowing style with a large initial "L".

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

December 4, 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 (December 9, 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 December meeting on Tuesday, December 18, 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. 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 for November will be held on Tuesday, December 18, 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) meeting scheduled to be held on Tuesday, December 11, 2012, at 9:00 a.m., has been cancelled. Scheduling and information is available by contacting the Vice President of Operations at (407) 585-4006.

## **USER GROUP**

The Airport User Group meeting is held quarterly. The next scheduled meeting will be held for Tuesday, January 8, 2013. Information may be obtained by calling (407) 585-4006.

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

The Sanford Airport Design Review Committee (DRC) meetings are conducted on the first Wednesday of each month unless otherwise posted. The next meeting will be held on Wednesday, December 5, 2012, at 10:00 a.m., in the Authority's Executive Offices Board Room, A. K. Shoemaker Domestic Terminal, 1200 Red Cleveland Boulevard, Sanford, Florida. 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