

**MINUTES OF THE SPECIAL MEETING OF THE
SANFORD AIRPORT AUTHORITY
TUESDAY, FEBRUARY 28, 2012**

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

ABSENT: Commissioner Dick Van Der Weide, County Liaison

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

OTHERS PRESENT: Krysty Carr, S.E. Ramp Hangar Development
Larry D. Gouldthorpe, TBI
Geoff Lane, Starport
Mark McCarty, City of Sanford Commissioner District 1
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.

2. ADVERTISEMENT OF SPECIAL MEETING

President Dale confirmed there is a quorum and that the meeting has been properly advertised.

Copies attached.

3. DISCUSSION AGENDA

- A. Discuss current status, legal issues and options surrounding Lease No. 33-90 with Southern Jet Center.

President Dale stated staff is working with Counsel regarding the Southern Jet Center issue. President Dale noted that in the last few years, the General Aviation business has struggled and the tenant has fallen behind in his payments again. As a result, the Authority issued a three-day notice to the parties, and terminated the lease on Tuesday, February 22, 2012.

President Dale stated Jim Watkins' brother invested seven hundred thousand dollars into that building, and has come forward to pay all of the defaults. He noted Brett Renton has prepared with co-counsel a Reinstatement and Amendment to Lease No. 33-90, proposing that the lease be reinstated and assigned to John R. Watkins (having done due diligence on the capability of Mr. Watkins' brother). Counsel discussed the provisions added into the amendment to meet current standards. Counsel noted it was brought to his attention that there was a leasehold interest, John R. Watkins, and he had not received the notice (as an interested party). President Dale clarified the Authority will be made whole; tenant will pay the late fees, rent fees, phone bill, and Counsel cost.

Motion by Board Member Simmons, seconded by Board Member Bowlin to accept staff's recommendation (Reinstatement and Amendment to Lease No. 33-90) contingent upon execution by John R. Watkins; with payment to be received no later than midnight Friday, March 2, 2012, and suit for eviction to be filed if document and payment is not received on time. Vote was taken, none opposed. Motion passed.

B. Consider Approval of:

1. Termination of Lease No. 2011-21 with Orlando Sanford Aircraft Services, Inc., effective February 29, 2012 for the month-to-month lease of:
 - Building 413 [3,000 sf], located at 1910 East Airport Blvd. (Hangar);
 - Building 421 [2,000 sf], located at 1920 East Airport Blvd. (Hangar)
2. Approval of Lease No. 2012-06 with JETSTREAM DIGITAL, INC. for the month-to-month lease of:
 - Building 413 [3,000 sf], located at 1910 East Airport Blvd. (Hangar);
 - Building 421 [2,000 sf], located at 1920 East Airport Blvd. (Hangar)

The lease shall be month-to-month, commencing on March 1, 2012. The lease consists of a total of 5,000 square feet of hangar space at \$3.50 per square foot; 1,300 square feet of land at \$.14 per square foot; and 3,440 square foot of ramp at \$.11 per

square foot. The combined annual rental rate is \$18,060.00; the monthly payment is \$1,505.00, exclusive of taxes.

Note: The business owner, Edward M. Duroux, is a previous t-hangar tenant and has continued to operate from Orlando Sanford Aircraft Services, which lease will terminate on February 29, 2012. The month-to-month term is anticipated to be temporary, and Mr. Duroux has agreed to pay six (6) months in advance.

Staff recommends:

1. Approval of termination of Lease No. 2011-21 with Orlando Sanford Aircraft Services, Inc., for the month-to-month lease of Building 413, located at 1910 East Airport Bldg; and 421, located at 1920 East Airport Boulevard, effective February 29, 2012; and
2. Approval of Lease No. 2012-06 with JETSTREAM DIGITAL, INC. for the lease of Building 413, located at 1910 East Airport Blvd; and Building 421, located at 1920 East Airport Blvd. (Hangar), pending final execution of the lease by the Lessee, and receipt of payment and insurance.

Motion by Board Member Smith, seconded by Board Member Cattell, to: approve termination of Lease No. 2011-21 with Orlando Sanford Aircraft Services, Inc.; and approve Lease No. 2012-06 with Jetstream Digital, Inc, pending final execution of the lease, and receipt of payment and insurance. Following discussion, vote was taken, none opposed. Motion passed.

C. Consider approval of Addendum A to Lease No. 2011-20 with New Dirt, Inc. for Building No. 515-4, located at 2830 Mellonville Avenue (office).

Lease No. 2011-20 with New Dirt, Inc. was approved in May 2011 for one year and four (4) one-year extensions which take effect unless 60-days written notice is provided. In addition, the lease included a first right of refusal on adjacent Building No. 515-5, as the newly formed company was uncertain of how their space needs might progress. However, in the past year, the tenant has realized that their current lease space of 1,500 square feet far surpasses their need. They would like to remain in the Airport Commerce Park, but suitable alternate space is not currently available. Their lease expires on April 30, 2012, and they have asked to renew the lease for one year, with a provision for early lease termination with 60-days written notice. New Dirt has been an exemplary tenant with an excellent payment history.

Addendum A extends the lease term for one (1) additional year, effective May 1, 2012. The annual rental rate is \$10,350.00, an increase of \$225.00; the monthly payment is \$862.50, exclusive of taxes.

Staff recommends approval of Addendum A to Lease No. 2011-20 with New Dirt, Inc. for Building No. 515-4, located at 2830 Mellonville Avenue (Office), with a provision for early lease termination with 60-days written notice.

Motion by Board Member Simmons, seconded by Board Member Smith, to approve Addendum A to Lease No. 2011-20 with New Dirt, Inc. Vote was taken, none opposed. Motion passed. Board Member Cattell abstained from voting due to conflict (form attached).

4. OTHER BUSINESS

- A. FDOT Grant for Security Improvements – President Dale stated that since 2002 (after the 9-11 attacks), the FDOT has been offering 100% funding for airport related security enhancement projects. The Airport has put in more than \$2 million worth of security upgrades (using this funding). The Authority now has the opportunity to obtain another \$519,000 (approximately).

President Dale requested the Board allow staff to use the 100% funding for the following security related projects: 1) increase size of airport security video storage for data saving; 2) purchase and installation of proximity card readers and mag-locks on the twelve passenger loading gates/bridges; 3) purchase two large explosive storage magazines for the Airport's canine explosive detection program (to meet the regulations of the Federal regulators for weapons and explosives); 4) replace two old Airport Police patrol vehicles; 5) add/replace cameras in the Airport surveillance video system; and 6) add an expansion module to each of 46 Hirsch Access Control panels (to allow a second alarm type to be utilized).

Chairman Donihi and President Dale discussed that the Authority does not currently have the grant funding; however, it is eligible and is asking for the Board to authorize staff to request and accept the grant to be used for the six security projects.

Motion by Board Member Ball, seconded by Board Member Bowlin, to allow staff to use the (estimated) \$519,000 grant towards security related projects. Following discussion, vote was taken, none opposed. Motion passed.

- B. Reauthorization Bill – President Dale stated Congress has passed the Reauthorization Bill. However, the bad news is that funding went from 95% to 90%, as it was before it was changed in 1992. The new rule will not start until the October 2012 fiscal year.

Board Member Bowlin questioned if the Runway extension funds are locked in (at 95%). President Dale clarified that funding for construction (of the extension of Runway 9L-27R) is not locked in at 95%, and the project is scheduled to commence in September 2012. Board Member Smith questioned if there is a provision in this new bill for privatization to go forward. President Dale stated that it did, and noted staff has already written a letter asking for reconsideration.

The TSA can still decline the application; however, now they have to show Congress a good valid reason for declining the privatization request. Discussion ensued. President Dale discussed available funds and noted that one of the reasons for the increase in Passenger Facility Charges (PFC) was in anticipation of the change in funding.

- C. Prospective Tenant – Staff is working with a prospective tenant, Synergy Wood Products, Inc. President Dale stated the company sent a proposal requesting nine months free rent, with a rent payment of \$10,000.00 a month, and wanted the Authority to pay ad valorem taxes. President Dale noted the payment of taxes is unacceptable. He stated staff countered with an offer to give them six months free rent, and noted it would take the Authority approximately 4 months to remodel the building anyway. The tenant can use the warehouse while the remodeling is being done. President Dale stated the company makes tongue and groove wood paneling. Discussion ensued.

President Dale reiterated the company wants the monthly rental payment to be \$10,000.00 and explained the tenant will have to operate in both places for a while to do the transition. He believes the deal killers are the 9-months free rent and the monthly rental payment (\$10,000.00). Board Member Simmons questioned if there was something in between.

President Dale estimates the improvements will cost approximately \$80,000.00-\$100,000.00. President Dale stated the cost of the improvements will be amortized over six years, with a personal guarantee. He stated he would advise against the Authority paying the tax. Board Member Ball noted the Authority would have to adjust the lease rate (to reflect the amount of tax inclusive in the rent).

Board Member Simmons believes President Dale, Diane Crews, and Board Member Ball should work together on a deal. Board Member Ball stated he would like to work with staff to help secure a lease with Synergy Wood Products, Inc.

Counsel noted that Board Member Slattery does not have a conflict himself; however, the bank he works for does. Therefore, Board Member Slattery will not be making a motion or discussing the issue. Discussion ensued.

Simmons recommended the Board appoint Board Member Ball as part of a committee, to negotiate the best deal possible and bring it to the Board for approval on March 13, 2012. President Dale noted it cannot wait that long since the company has an option with another building. He believes they will most likely take that deal if the Authority does not come back with something. Discussion ensued.

Mayor Triplett questioned if the Authority has reviewed the company's financials. President Dale stated staff had not, but will before a deal is made. The company has made their financial statements available. Counsel suggested the lease includes a personal guarantee, if making improvements. President Dale stated they have a personal guarantee for the improvements. The Authority would not do improvements without a credit check or looking at the financials.

Counsel recommended the motion empower President Dale and Ms. Crews to move forward in negotiating a lease, ensuring there is proper financial background, and the lease is entered under fair and favorable conditions for the Airport. Motion by Board Member Smith, seconded by Board Member Bowlin, to approve the motion as stated by Counsel.

Board Member Simmons requested the motion be amended to approve the lease outright. Board Member Smith accepted the amendment to the motion, Board Member Simmons seconded. Ms. Crews stated the company has also requested the security deposit be waived. Vote was taken, none opposed. Board Member Slattery abstained from voting due to conflict (form attached).

5. REMINDER OF NEXT BOARD MEETING (MARCH 13, 2012)

6. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:42 a.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Larry A. Dale', with a stylized, cursive script.

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

February 23, 2012

Via email: legals@mysanfordherald.com

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

Attn: Roxanne, Legal Classified

Please publish the following Public Notice one (1) time in the **Sunday edition (February 26, 2012) of the Sanford 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 a special called meeting on Tuesday, February 28, 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

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Larry A. Dale
President & CEO

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME CATTELL — DAVID — L		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <small>Sanford Airport Authority</small>	
MAILING ADDRESS 1200 Red Cleveland Blvd		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Sanford	COUNTY Seminole	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 02-28-12		NAME OF POLITICAL SUBDIVISION: City of Sanford, Florida	
MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE			

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, David L. Cattell, hereby disclose that on February 28, 2012

(a) A measure came or will come before my agency which (check one)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☐ inured to the special gain or loss of my relative, _____;
- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Measure: Approve Addendum A to Lease NO. 2011-20 with New Dirt, Inc. for Building No. 515-4, located at 2830 Mellonville Avenue, with a provision for early lease termination with 60-days written notice.

My Conflicting Interest: I am the President/CEO of New Dirt, Inc.

3-1-12
Date Filed

David Cattell
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Slattery-Tim-M	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Sanford Airport Authority
MAILING ADDRESS 1200 Red Cleveland Blvd	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY Sanford COUNTY Seminole	NAME OF POLITICAL SUBDIVISION: City of Sanford, Florida
DATE ON WHICH VOTE OCCURRED 02-28-12	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE

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For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

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APPOINTED OFFICERS (continued)

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Tim M. Slattery, hereby disclose that on February 28, 2012

(a) A measure came or will come before my agency which (check one)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☐ inured to the special gain or loss of my relative, _____;
- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Measure: Motion to empower President Dale and Diane Crews to move forward in negotiating a lease with Synergy Wood Products, Inc., ensuring there is proper financial background, and to enter into lease under fair and favorable conditions for the Airport.

My Conflicting Interest: I am the Executive Vice-President of Citizens Bank of Florida. Synergy Wood Products, Inc. is a customer of Citizens Bank of Florida.

Date Filed

3/5/12

Signature

Tim M. Slattery

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