

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
TUESDAY, APRIL 7, 2015**

PRESENT: Frank S. Ioppolo, Jr., Chairman
Tim M. Slattery, Vice Chairman
Jennifer T. Dane, Secretary/Treasurer
U. Henry Bowlin
William R. Miller
Clyde H. Robertson, Jr.
Clayton D. Simmons
Stephen P. Smith
Commissioner Brenda Carey – *arrived at 8:50 a.m.*
Mayor Jeffrey C. Triplett, City Liaison – *arrived at 8:38 a.m.*
Brett Renton, Airport Counsel

ABSENT: Whitey Eckstein

STAFF PRESENT: Larry A. Dale, President & CEO
Diane Crews, Vice President of Finance & Administration
George Speake, Vice President of Operations & Maintenance
Don Poore, Chief Financial Officer
Tommy Barnes, ARFF Chief
Scott Cole, Assistant Director of Maintenance
Jerry Crocker, IT Manager
Thomas R. Fuehrer, SAPD Chief
Diana M. Muñiz-Olson, Executive Secretary

OTHERS PRESENT: Larry Gouldthorpe, Airports Worldwide
Bob Hattaway
Michelle Hubbard
Rhonda Jorn, Airports Worldwide
Geoff Lane, Starport
Brady Lessard, CPH Engineers, Inc.
William McGrew, ATKINS
Mike Mikkola
Jack Reynolds, JRA, Inc.
Felicia Slattery
Tim Shea, AVCON
Kevin J. Spolski, Spolski Construction
Craig Sucich, ATKINS

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 Ioppolo noted the County and City Liaisons are delayed by traffic. He asked the Board members to end the meeting by 10:00 a.m., so that interested Board members can attend the ribbon cutting ceremony for the Sport Complex (scheduled to be held at 10:30 a.m.). Chairman Ioppolo welcomed Bob Hattaway and Felicia Slattery.

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

3. APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON MARCH 3, 2015; AND MINUTES OF THE SPECIAL MEETING HELD ON MARCH 24, 2015

Motion by Board Member Smith, seconded by Board Member Dane, to approve the minutes of the regular meeting held on Tuesday, March 3, 2015; and the minutes of the special meeting held on Tuesday, March 24, 2015. Vote taken, none opposed. Motion passed.

4. LIAISON REPORT

Chairman Ioppolo noted the Liaison report will be discussed at a later time, and stated that Board Member Eckstein has resigned his post on the Board. He requested the Board recognize Board Member Eckstein's long and unselfish service to the Board with a resolution.

Seminole County

[Discussed out of order after President Report] Commissioner Carey gave an update on the SR 46 four-laning; the groundbreaking of the Sports Complex at 10:30 a.m.; and the status of the land exchange.

City of Sanford

None

5. COMMENTS FROM THE PUBLIC

None

6. PRESIDENT'S REPORT

President Dale reported on the following:

- A. Aerials
- B. Recognition Letter from Governor Scott
- C. Construction Update
 - i. Southwest Apron Rehabilitation – Bid Package 1 and 2
 - ii. Passenger Boarding Bridges – Bid Package 1 and 2
 - iii. Overflow Surface Parking Lot
- D. FY 2015/2016 Budget Schedule
It was the consensus of the Board to hold the budget work session on Tuesday, June 16, 2015 at 1:00 p.m.
- E. CPH Engineers, Inc. Task order
Motion to Board Member Robertson, seconded by Board Member Smith, to approve task order with CPH Engineers, Inc. in the amount of \$165,190.00, for the Overflow Surface Parking Lot. There being no comments from the public, vote was taken, none opposed. Motion passed.
- F. Monthly Interim Financial Results of Fiscal Year 2014-2015, for Period Ending February 28, 2015
- G. Congratulations - Board Member Smith's birthday
- H. Screening Partnership Program (SPP) Update
- I. Airport Trespass Bill – HB 967 & SB 1174
- J. 2015 Florida Airports Council (FAC) Conference – July 26-29, 2015
- K. Allegiant Pilots Strike
- L. [Discussed out of order during Seminole County Liaison Report] Part 139 Inspection - Kudos to George Speake and his staff for no discrepancies

7. COUNSEL'S REPORT

Counsel briefed the Board on the McDonald case.

8. AIRPORTS WORLDWIDE REPORT

Airports Worldwide President Larry Gouldthorpe reported on the following:

A. Monthly Statistics for March 2015

- i. UK traffic total
March 2015 – **1,772** passengers
- ii. International traffic total
March 2015 – **8,712** passengers
- iii. Domestic traffic total
March 2015 – **236,692** passengers
- iv. Total traffic
March 2015 – **245,732** passengers
- v. Year-to-date traffic
2015 – **580,271** passengers
- vi. Percentage
Total traffic is up 10% compared to 2014. Year-to-date traffic is up 9% compared to 2014.

B. Allegiant Pilots Strike

C. Thompson Airways Summer Program

D. ArkeFly Summer Program

E. Starbucks

F. Off-peak Traffic

9. CHAIRMAN'S REPORT

Chairman Ioppolo briefed the Board on the status of the Search Committee, and noted their first meeting would be later in the day, at 2:00 p.m.

10. CONSENT AGENDA

- A. Consider ratification of Addendum B to Lease No. 2009-60 with ALCOHOL COUNTERMEASURE SYSTEMS CORPORATION d/b/a ALCOLOCK FL, INC. for Building No. 515-3, located at 2836 South Mellonville Avenue (Warehouse/Office).
- B. Consider ratification of Addendum C to Lease No. 2000-06 with CAMBATA AVIATION INTERNATIONAL, LLC for Building No. 452, located at 100 Starport Way (FBO).
- C. Consider ratification of Lease No. 2015-06 with FIXIT, LLC for Building No. 515-2, located at 2842 South Mellonville Avenue (Warehouse/Office).
- D. **REVISED** - Consider approval of Lease No. 2015-09 with ~~LARRY D. GOBLE~~ **TOUCH-N-GO CAFE** for Building No. 132, located at 2805 Carrier Avenue (Restaurant).
- E. Consider approval of Second Amended and Restated Memorandum of Understanding (MOU) between ALLEGIANT AIR, LLC and SANFORD AIRPORT AUTHORITY, for the addition of 1,500 square feet in the Cargo Building.
- F. Consider approval of Supplemental Joint Participation Agreement and Resolution Number 2015-04, for 50% funding for the Replacement of Airfield Signage Panels.

Motion by Board Member Robertson, seconded by Board Member Bowlin, to approve Consent Agenda Items A through F. Approval of Consent Agenda Item D is contingent upon execution of the lease agreement. Vote taken, none opposed. Motion passed.

11. DISCUSSION AGENDA

- A. Discussion of President/CEO Position Description.

Discussion ensued regarding the President/CEO Position Description, and the following revisions were recommended:

REVISIONS:

PAGE 4 - Property Management – Supervise & direct the

- **Provide continuous** Continuous review of present lease agreements, contracts and permits to ensure compliance with the terms, conditions and specifications.
- Study of the need for and explore means to expand revenue-producing facilities designed to make the Airport self-sustaining.

- **Conduct** Economic research, **and review** surveys and economic forecasts as a basis for formulating landing fees, rates and charges for airport facilities.
- **Directly responsible for planning** Planning the physical development of the Airport and determining site locations, and airport space and area requirements.
- **Make periodic** Periodic inspections of all airport facilities to determine requirements and schedule maintenance projects.

PAGE 6 – QUALIFICATIONS

Four-year degree from an accredited college or university. Consideration given for Master's degree.

AAAE CM designation required. Consideration given for A.A.E. designation.

10-years' **5 years'** experience in airport executive management, including a minimum of 5 years at a comparable size commercial airport with a commerce park; or commensurate experience within business.

Preference is given to those candidates with a working **Working** knowledge in all areas of Aviation, Personnel Management, Public Relations, Law Enforcement, Aircraft Rescue and Firefighting, and Property Management, and the knowledge acquired through many years of practical experience in aviation and aviation-related industries.

Commissioner Carey recommended a salary range be established.

Following discussion, motion by Board Member Dane, seconded by Board Member Slattery, to approve the President/CEO Position Description as revised, for submittal to the Search Committee. Being there were no comments from the public, vote was taken, none opposed. Motion passed.

Discussion ensued regarding the salary range. Following discussion, motion by Board Member Smith, seconded by Board Member Simmons, to set a salary range between \$150,000.00 to \$\$250,000.00. There being no comments from the public, vote was taken, none opposed. Motion passed.

12. COMMENTS FROM THE PUBLIC

None

13. OTHER BUSINESS

Board Member Bowlin noted that the other Board Committees are made up of Board members, and he believes the Board is embarking in making one of its most important

decisions regarding the selection of the next President & CEO. He further stated that he believes the members of the Selection/Search Committee would make an excellent Economic Development Advisory Committee instead, and that the decision regarding the selection should be done by the Board. Board Member Bowlin then made a motion to dissolve the Selection/Search Committee and replace it with members of the Board of Directors; motion seconded by Board Member Smith for discussion.

Following discussion, Chairman Ioppolo restated the motion to dissolve the Selection/Search Committee and handle the selection process for the new President & CEO as a Board. There being no comments from the public, vote was taken as follows:

Board Member Bowlin – Yea

Board Member Dane – Nay

Board Member Ioppolo – Nay

Board Member Miller – Nay

Board Member Robertson – Nay

Board Member Simmons – Nay

Board Member Slattery – Nay

Board Member Smith – Nay

(**ABSENT** – Board Member Eckstein)

Motion did not pass due to objection by the majority.

Counsel noted Mr. Spolski had made a comment during the regular March meeting, which was not noted in the minutes. Motion by Board Member Simmons, seconded by Board Member Smith, to amend the minutes of the regular March meeting to include Mr. Spolski's comments. Vote was taken, none opposed. Motion passed.

14. PROCLAMATION – “Aviation Appreciation Month In Florida” by Governor Rick Scott

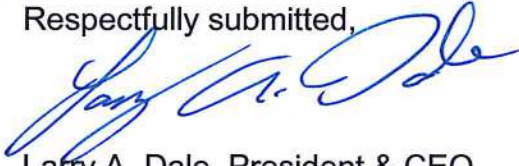
15. REMINDER OF EDAC MEETING (APRIL 14, 2015 – 3:30 P.M.)

16. REMINDER OF NEXT BOARD MEETING (MAY 5, 2015)

17. ADJOURNMENT

There being no further business, the meeting adjourned at 10:12 a.m.

Respectfully submitted,



Larry A. Dale, President & CEO
/dmo



SANFORD AIRPORT AUTHORITY
1200 Red Cleveland Boulevard
Sanford, Florida 32773
(407) 585-4001 • Fax (407) 585-4045
www.orlandosanfordairport.com

February 18, 2015

Via email: legals@mysanfordherald.com

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 (February 22, 2015) 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 its March meeting on Tuesday, March 3, 2015, 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 regular business hours at (407) 585-4002.

Immediately following the regular Sanford Airport Authority March meeting, the SAA Economic Development Advisory Committee will meet 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 regular 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, March 3, 2015, 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 regular business hours at (407) 585-4002.

SANAC

The Sanford Airport Noise Abatement Committee (SANAC) meeting will be held on Tuesday, March 10, 2015, 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. Information may be obtained by contacting the Vice President of Operations during regular business hours at (407) 585-4006.

USER GROUP

The Airport User Group meeting is held quarterly. The next scheduled meeting will be held on Tuesday, April 14, 2015. Information may be obtained by contacting the Vice President of Operations during regular business hours at (407) 585-4006.

DESIGN REVIEW COMMITTEE (DRC)

The Sanford Airport Design Review Committee (DRC) meeting scheduled to be held on Wednesday, March 4, 2015, at 10:00 a.m., has been cancelled. Information may be obtained by contacting the executive offices during regular 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