

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
TUESDAY, MAY 5, 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
Mayor Jeffrey C. Triplett, City Liaison
Brett Renton, Airport Counsel

ABSENT: VACANT – Position #8

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
Jerry Crocker, IT Manager
Thomas R. Fuehrer, SAPD Chief
Diana M. Muñiz-Olson, Executive Secretary

OTHERS PRESENT: Norton N. Bonaparte, Jr., City of Sanford
Larry Gouldthorpe, Airports Worldwide
Bob Hattaway
Annell Kuelpman, ADK Executive Search
Doug Kuelpman, ADK Executive Search
Geoff Lane, Starport
Jeremiah Owens, CPH Engineers, Inc.
Dan Ping
Jack Reynolds, JRA, Inc.
Tim Shea, AVCON
Kevin J. Spolski, Spolski Construction
Amy Stuhl Holloway, Stuhl Engineering Consultants

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

The meeting was called to order at 8:34 a.m., followed by the Pledge of Allegiance.

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

3. APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON APRIL 7, 2015

Motion by Board Member Robertson, seconded by Board Member Smith, to approve the minutes of the regular meeting held on Tuesday, April 7, 2015. Vote taken, none opposed. Motion passed.

4. LIAISON REPORT

Seminole County

Commissioner Carey noted President Dale and Larry Gouldthorpe briefed the Commission on the incentive program at their last meeting. She appreciated the presentation by President Dale and Mr. Gouldthorpe, and hopes to work with the Airport as in the past. She encouraged all Board members to reach out to the County Board to get support in allocating funding.

City of Sanford

Regarding Airport incentives, Mayor Triplett stated the City approved (for this year) a \$50,000.00 economic development line item. He thanked the Authority for sponsoring the River Rats team, and briefed the Board on the Fireball Run and the 1-year anniversary of Sunrail. He also noted that the City is now accepting applications for Mr. Eckstein's position.

Chairman Ioppolo requested the approval of Consent Agenda Item A, Adoption of Resolution No. 2015-05, commemorating Herbert "Whitey" Eckstein for his years of Board service. Motion by Board Member Smith, seconded by Board Member Bowlin, to approve Consent Agenda Item A. Vote was taken, none opposed. Motion passed.

5. COMMENTS FROM THE PUBLIC

None

6. PRESIDENT'S REPORT

President Dale reported on the following:

- A. U.S. Annie's Award to Orlando Sanford International Airport – Fastest Growing Airport in the U.S. (2 million – 5 million passenger category)

B. Construction Update

- i. Southwest Apron Rehabilitation – Bid Package 1, 2, and 3
- ii. Passenger Boarding Bridges – Bid Package 1 and 2
- iii. Overflow Surface Parking Lot “F”

C. FY 2015/2016 Budget Update

D. Incentive-Retention Program Status

E. Outreach

F. Monthly Interim Financial Results of Fiscal Year 2014-2015, for Period Ending March 31, 2015

G. 2015 Florida Airports Council (FAC) Conference – July 26-29, 2015

H. SR 46 4-laning Project

I. News article

- i. Orlando Business Journal – People you should know if you want to do business in Seminole County”

J. Airport Trespass Bill – HB 967 & SB 1174

K. Aerials

7. COUNSEL'S REPORT

Counsel briefed the Board on the McDonnell case.

8. AIRPORTS WORLDWIDE REPORT

Airports Worldwide President Larry Gouldthorpe thanked Mayor Triplett and Norton Bonaparte for the City's participation in the Airport's incentive plans and reported on the following:

A. Monthly Statistics for April 2015

- i. UK traffic total
April 2015 – **14,803** passengers

ii. International traffic total
April 2015 – **21,708** passengers

iii. Domestic traffic total
April 2015 – **191,199** passengers

iv. Total traffic
April 2015 – **212,907** passengers

v. Year-to-date traffic
2015 – **793,178** passengers

vi. Percentage
Total traffic is up 14% compared to 2014. Year-to-date traffic is up 10% compared to 2014.

B. Allegiant – Schedules, Airport Conference, and 10 Year Anniversary at SFB
Motion by Board Member Dane, seconded by Board Member Simmons, for the approval of Resolution No 2015-06 in recognition of Allegiant's 10 year history at the Airport, and authorizing Chairman Ioppolo to execute said resolution. There being no further discussion, vote was taken, none opposed. Motion passed.

C. Thompson Airways Summer Program

D. Cancun Flight Update

9. CHAIRMAN'S REPORT

Chairman Ioppolo thanked Commissioner Eckstein for his many years of service, and the Search Committee members for their assistance. Regarding incentives, he reiterated to the Board the importance to communicate to the Commissioners the value of the airport.

10. CONSENT AGENDA

- A. **[Discussed out of Order during Liaison Report]** Consider adoption of Resolution No. 2015-05, commemorating Herbert "Whitey" Eckstein for his years of Board service.
- B. Consider approval of Addendum B to Lease No. 2013-20 with APOLLO'S CHARIOTS for Building No. 515-5, located at 2824 Mellonville Avenue (Warehouse/Office).

- C. Consider ratification of Addendum E to Lease No. 2010-11 with RANDY DYKES for Building No. 513, located at 3905 Moores Station Road (Residence).
- D. Consider ratification of Addendum A to Lease No. 2012-17 with KAY HAYES and STEPHEN THERRE for six (6) acres of land located on the east side of Beardall Avenue (Grazing Land).
- E. Consider approval of Addendum A to Lease No. 2014-12 with JEYZA MANSON for Building No. 301, located at 2822 Aileron Circle (Residence).
- F. Consider ratification of Addendum A to Lease No. 2014-11 with NOELLE MONTALVO for Building No. 531, located at 3575 Marquette Avenue (Residence).
- G. Consider approval of Addendum C to Lease No. 2012-19 with CANDICE ROZZO for Building No. 303, located at 2850 Aileron Circle (Residence).
- H. Consider ratification of Addendum B to Lease No. 2013-07 with SANFORD RV REPAIR, LLC for Building No. 407, located at 1211 26th Place (Warehouse/Office).
- I. Consider approval of Food & Beverage Concession Agreement between Orlando Sanford Domestic, Inc. and Host International, Inc.
- J. **ADD ON** - Consider approval of official bid tabulation and authorization to award contract for the Domestic Baggage Claim #2 Improvements project.

Motion by Board Member Smith, seconded by Board Member Bowlin, to approve Consent Agenda Items B through I, and Add On Item J (Item A already approved). Being there were no comments from the public, vote was taken, none opposed. Motion passed.

11. DISCUSSION AGENDA

- A. Consider recommendations from the Economic Development Advisory Committee:
 - i. Appointment of two (2) Board members to the Economic Development Advisory Committee.

Chairman Ioppolo appointed Board Member Bowlin and Board Member Dane to serve on the Economic Development Advisory Committee.

- ii. Authorization for President to proceed with obtaining geotechnical reports for six (6) previously identified outparcels and the parcel located west of Lake Golden.

Motion by Board Member Miller, seconded by Board Member Dane, to approve Discussion Agenda Item A (ii), authorizing the geotechnical reports be done on seven (7) properties for development; including the authorization to allocate the funds from various line items. Being there were no comments from the public, vote was taken, none opposed. Motion passed.

- iii. Authorization to issue a Request for Proposal (RFP) for retail/gas station facility.

Motion by Board Member Miller, seconded by Board Member Bowlin, to approve Discussion Agenda Item A (iii), to issue a RFQ for retail/gas station facility. Being there were no comments from the public, vote was taken, none opposed. Motion passed.

- iv. Discussion regarding creation of a marketing portfolio for Airport properties available for development.

Following discussion, Chairman Ioppolo directed staff to put together the marketing packages, keeping in mind the advantages the Airport has.

- B. **[Discussed out of Order after Discussion Agenda Item C]** Consider recommendation from the Search Committee to:

- i. Engage services of Professional Executive Search Services Consultant;

President Dale noted a correction on the Agenda, the Board is not authorizing a contract, but authorizing Chairman Ioppolo and President Dale to negotiate a contract with the elected firm, for review by the Board Counsel.

Chairman Ioppolo welcomed Mr. Hattaway and Mr. Bonaparte, and introduced Doug and Anell Kuelpman with ADK Executive Search. He briefed the Board on the appointment of the Search Committee, and noted there were five (5) responses to the RFQ for Search Consultant. The Search Committee reviewed all entries on April 29th, and selected ADK Executive Search as their recommendation to the Board. He further stated the Board will be discussing and approving the search firm and allocating the funding for the contract, and noted that since the funds have not been allocated in the Budget, an amendment is appropriate. Money for this contract will come from reserves.

Mr. Hattaway, Chairman of the Search Committee, briefed the Board on the selection process for the search firm, and reiterated the Committee's recommendation.

Mr. Kuelpman briefed the Board on the company and the selection process for the President/CEO candidates.

Following discussion, motion by Board Member Simmons, seconded by Board Member Robertson, to engage the services of ADK Executive Search (authorizing Chairman Ioppolo and President Dale to negotiate a contract, for review by the Board Counsel).

Being there were no comments from the public, vote was taken, none opposed. Motion passed.

- ii. Approve contract amount for consultant; and

Discussed under Discussion Agenda Item B (iii).

- iii. Authorize funding source for non-funded contract expenditure.

Regarding the funding for the contract, Chairman Ioppolo clarified that moving funds between line items requires an amendment to the Budget. He noted that \$33,000.00 has been requested by the Search Firm, \$7,000.00 for field work, and additional funds for legal costs and miscellaneous expenditures, totaling approximately \$50,000.00. Chairman Ioppolo requested authorization to amend the Budget and take it to the City for approval. The amendment will increase the professional services or the contract services line item by \$50,000.00; the funds will come from reserves.

Following discussion, motion by Board Member Miller, seconded by Board Member Bowlin, to approve the budget amendment (in the amount of \$50,000.00). Being there were no comments from the public, vote was taken, none opposed. Motion passed.

- C. **ADD ON** - Consider authorization to purchase of new Avaya Switch for the SAA telephone system.

Following discussion, motion by Board Member Smith, seconded by Board Member Simmons, to approve Discussion Agenda Item C. Vote taken, none opposed. Motion passed.

12. COMMENTS FROM THE PUBLIC

None

13. OTHER BUSINESS

Regarding the search for the next President/CEO, Kevin Spolski questioned what the Board intended to do in the interim, from October to November. Chairman Ioppolo stated he had already spoken with ADK Executive Search about completing the search before September. Board Member Bowlin noted the search time had been shortened to four months in the previous meeting.

14. REMINDER TO SCHEDULE NEXT EDAC MEETING

Board Member Miller, Chairman of EDAC, will discuss with staff and determine the date of the meeting at a later time.

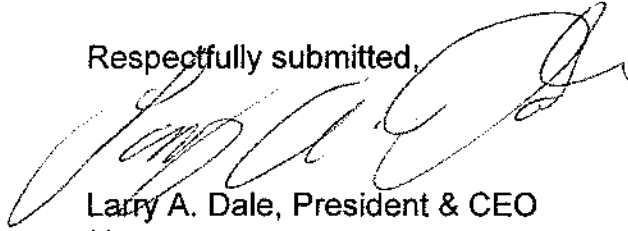
15. REMINDER OF NEXT BOARD MEETING (JUNE 2, 2015)

16. REMINDER OF BUDGET WORK SESSION (JUNE 16, 2015 – 1:00 P.M.)

17. ADJOURNMENT

There being no further business, the meeting adjourned at 10:24 a.m.

Respectfully submitted,

A large, stylized handwritten signature in black ink, appearing to read 'Larry A. Dale', is written over the text 'Respectfully submitted,'.

Larry A. Dale, President & CEO
/dmo



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

April 15, 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 (April 19, 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 May meeting on Tuesday, May 5, 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.

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, May 5, 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 scheduled to be held on Tuesday, May 12, 2015, at 9:00 a.m., has been cancelled. 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, July 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, May 6, 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