

**MINUTES OF THE SPECIAL MEETING OF THE  
SANFORD AIRPORT AUTHORITY  
TUESDAY, JUNE 16, 2015**

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**PRESENT:** Frank S. Ioppolo, Jr., Chairman  
Tim M. Slattery, Vice Chairman  
Jennifer T. Dane, Secretary/Treasurer – *arrived at 1:17 p.m.*  
U. Henry Bowlin  
Tom Green  
William R. Miller  
Clayton D. Simmons

**ABSENT:** Stephen P. Smith  
Clyde H. Robertson, Jr.

**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  
Jerry Crocker, IT Manager  
Thomas R. Fuehrer, SAPD Chief  
Diana M. Muñiz-Olson, Executive Secretary  
Rick Shea, Director of Operations

**OTHERS PRESENT:** Larry Gouldthorpe, Airports Worldwide  
Jeremiah Owens, CPH Engineers, Inc.

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

The meeting was called to order at 1:04 p.m., followed by the Pledge of Allegiance.

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

3. AGENDA ITEMS

Diane Crews noted she had e-mailed the Board the agreements with Airports Worldwide, as requested at the previous Board meeting,

- A. Consider ratification of Lease No. 2015-14 with AVOCET PARTS TRADING, LLC for Building No. 415, located at 3015 Carrier Avenue, and including 26,425 sf ramp (Corporate Hangar).

Motion by Board Member Simmons, seconded by Board Member Bowlin, to approve Agenda Item A. Being there were no comments from the public, vote was taken, none opposed. Motion passed

B. Consider approval of Addendum C to Lease No. 99-31 with C.E. AVIONICS, INC. for Building No. 507, located at 2789 Flightline Avenue (Warehouse/Office).

Motion by Board Member Miller, seconded by Board Member Simmons, to approve Agenda Item B. Being there were no comments from the public, vote was taken, none opposed. Motion passed

C. Consider approval of official bid tabulation and authorization to award contract for Construction of Parking Lot F.

Motion by Board Member Simmons, seconded by Board Member Bowlin, to approve Agenda Item C, awarding the contract to the Halifax Paving, Inc. (the apparent lowest qualified bidder value engineered by CPH Engineers, Inc.), as recommended by CPH Engineers, Inc., in the value engineered amount of \$2,300,759.65, subject to receiving the FDOT grant and funding from Airports Worldwide. Following discussion, and being there were no comments from the public, vote was taken, none opposed. Motion passed

Motion by Board Member Bowlin, seconded by Board Member Slattery, to approve Task Order No. 2015-5 with CPH, Engineers, Inc., for Parking Lot F Post-Design Services, in the amount of \$119,900.00. Being there were no comments from the public, vote was taken, none opposed. Motion passed

D. Search Committee Update.

Chairman Ioppolo briefed the Board on the Search Committee and the selection process. From the forty-five (45) applicants, sixteen (16) met the criteria and ADK is in the process of doing due diligence and interviews. It will then be narrowed down to eight (8) or ten (10) candidates for presentation to the Committee. The Committee will then select the four (4) candidates for recommendation to the Board. Chairman Ioppolo will work on a matrix (for the Board) with Bob Hattaway, Chairman of the Search Committee.

#### 4. ADJOURN FOR WORK SESSION

The special meeting was adjourned at 1:30 p.m. for the work session.

#### 5. WORK SESSION – Review of Draft SAA Budget FY 2015-2016

The work session was called to order at 1:30 p.m.

Diane Crews introduced the SAA Fiscal Year 2015-2016 Proposed Annual Budget. Each Department Director briefed the Board on their department's budget.

Discussion ensued regarding salary increases, Christmas bonus, reserves, community relations/sponsorship fund, over-time, and health insurance cost.

Discussion ensued regarding the upcoming need for a real estate appraisal of the properties leased by Airports Worldwide. Following discussion, it was the consensus of the Board to put this item on the FY 2015-2016 budget under the appropriate line item. The Board asked Ms. Crews to obtain three (3) price quotes.

Regarding reserves, Chairman Ioppolo asked to include on the next agenda recommendations from staff in regards to implementing a policy to set a minimum level of reserves or sinking fund.

Regarding the over-time, Chairman Ioppolo asked Don Poore to ask the accountants (that audit more than one airport) what their experience is in regards to what is common over-time (a baseline) from ARFF and Police departments at other similar airports, and include it on the next agenda.

Regarding the salary increases, Chairman Ioppolo asked to include on the next agenda recommendations from President Dale, taking into consideration the salary increases by the City and the County.

Regarding the Christmas bonus, Chairman Ioppolo asked to include the item for discussion on the next agenda.

The work session was adjourned at 3:05 p.m. for continuation of the special meeting.

6. RECONVENE

The special meeting reconvened at 3:05 p.m.

7. COMMENTS FROM THE PUBLIC

None

8. OTHER BUSINESS

None

9. REMINDER OF NEXT EDAC MEETING (IMMEDIATELY FOLLOWING SPECIAL BOARD MEETING)

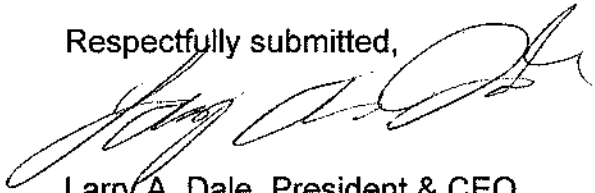
10. REMINDER OF NEXT BOARD MEETING (JULY 7, 2015)

11. REMINDER BUDGET JOINT MEETING WITH THE CITY OF SANFORD  
(AUGUST 24, 2015 – 4:00 P.M.)

12. ADJOURNMENT

There being no further business, the meeting adjourned at 3:06 p.m.

Respectfully submitted,

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

May 29, 2015

Via email: [legals@mysanfordherald.com](mailto: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 **Wednesday edition (June 3, 2015) of the Sanford Herald Classifieds.** Please confirm receipt of this advertisement by email to [dmuniz@osaa.net](mailto:dmuniz@osaa.net).

**PUBLIC NOTICE**

**SPECIAL BOARD MEETING NOTICE  
SANFORD AIRPORT AUTHORITY**

Notice is hereby given that the Sanford Airport Authority will conduct a regular special called meeting on Tuesday, June 16, 2015, at 1:00 p.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.

Immediately following the 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

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Larry A. Dale  
President & CEO