

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

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**PRESENT:** Frank S. Ioppolo, Jr., Chairman – *arrived at 8:34 a.m.*  
Tim M. Slattery, Vice Chairman  
Jennifer T. Dane, Secretary/Treasurer – *arrived at 8:34 a.m.*  
U. Henry Bowlin  
Tom Green  
William R. Miller  
Clyde H. Robertson, Jr.  
Clayton D. Simmons  
Stephen P. Smith  
Commissioner Brenda Carey  
Brett Renton, Airport Counsel

**ABSENT:** Mayor Jeffrey C. Triplett, City Liaison

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

**OTHERS PRESENT:** Holt Baker, Shutts & Bowen, LLP  
Nicole Ballante, Shutts & Bowen, LLP  
Tracy Forrest, Winter Park Construction  
Larry Gouldthorpe, Airports Worldwide  
Kirstin Grice, Shutts & Bowen, LLP  
Geoff Lane, Starport  
William McGrew, ATKINS  
Dan Ping  
Tim Shea, AVCON  
Kevin J. Spolski, Spolski Construction  
Amy Stuhl Holloway, Stuhl Engineering Consultants  
Craig Sucich, ATKINS  
Bob Turk, City of Sanford

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

The meeting was called to order by Vice Chairman Slattery at 8:30 a.m.

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

3. APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON JUNE 2, 2015; AND MINUTES OF THE SPECIAL MEETING HELD ON JUNE 16, 2015

Motion by Board Member Bowlin, seconded by Board Member Simmons, to approve the minutes of the regular meeting held on Tuesday, June 2, 2015; and the minutes of the special meeting held on June 16, 2015. Vote taken, none opposed. Motion passed.

4. LIAISON REPORT

Seminole County

Commissioner Carey reported on the projects the County is partnering with the City and the Authority.

City of Sanford

None

[8:34 a.m. – Chairman Ioppolo and Secretary/Treasurer Dane arrived]

Vice Chairman Slattery gave the floor to Chairman Ioppolo upon his arrival.

5. COMMENTS FROM THE PUBLIC

None

6. COMMITTEE REPORTS

Board Member Miller, Chairman of the Economic Development Advisory Committee (EDAC), briefed the Board on the last meeting held on March 3, 2015. EDAC will meet immediately following the regular Board meeting.

7. PRESIDENT'S REPORT

President Dale reported on the following:

- A. Recognition – Plaque to Kevin Spolski in recognition for his donation to the Central Florida Criminal Justice Association.

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

F. Airport Traffic County

G. Outreach

H. SR 46 4-laning - FDOT Fence Installation/Removal on SR 46

I. Appraisal Quotes for Airports Worldwide Leasehold

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

K. Aerials

8. COUNSEL'S REPORT

Counsel briefed the Board on the following:

A. McDonnell case

B. Driscoll case

Following discussion and as recommended by Counsel and staff, motion by Board Member Dane, seconded by Board Member Smith, to accept the settlement offer of \$6,000.00 for full and utter general release of all the remaining amounts due, as well as attorney's fees and costs. After further discussion, being there were no comments from the public, vote was taken, Board Member Slattery opposed. Motion passed with a majority vote.

9. AIRPORTS WORLDWIDE REPORT

Airports Worldwide President Larry Gouldthorpe reported on the following:

A. Monthly Statistics for June 2015

i. UK traffic total

June 2015 – **23,917** passengers

- ii. International traffic total  
June 2015 – **28,798** passengers
- iii. Domestic traffic total  
June 2015 – **216,803** passengers
- iv. Total traffic  
June 2015 – **248,375** passengers
- v. Year-to-date traffic  
2015 – **1.253 Million** passengers
- vi. Percentage  
Domestic traffic is up 14% compared to 2014. Total traffic is up 10% compared to 2014. Year-to-date traffic is up 11% compared to 2014.

B. Allegiant Winter Schedule

C. New Seasonal Services

- i. E-Vacations – San Juan, Puerto Rico
- ii. Surinam Airways – Georgetown, Guyana
- iii. Orange Air – Cancun, Mexico

D. Marketing and Airline Conferences

E. SSP America Food/Beverage Program Updates

F. Starbucks Update

G. TUI Negotiations

Discussion ensued regarding the Allegiant pilot strike, opportunities stemming from the marketing conference, and the Airport's capacity and future expansion.

Chairman Ioppolo requested an update on the Airport's capacity and future expansion be included in the August agenda for further discussion. Board Member Dane noted the terminal does not have a family restroom, and hoped it could be included in the expansion.

10. CHAIRMAN'S REPORT

Chairman Ioppolo noted he did not have a report, and took the time to thank the staff for doing a great job on the budget and answering the Board's questions.

11. CONSENT AGENDA

- A. Consider ratification of Addendum F to Lease No. 2009-12 with AIR ESSENTIALS, INC. d/b/a FLORIDA CLAY ART, CO. for Building No. 256, located at 1645 Hangar Road (Warehouse/Office).
- B. Consider approval of Addendum C to Lease No. 2008-26 with NEWMAN VETERINARY CENTERS, INC. d/b/a VAL-U-VET ANIMAL HEALTH, INC. for Building No. 440, located at 1701 E. Airport Boulevard (Office).
- C. Consider approval of Addendum D to Lease No. 2010-21 with SEMINOLE COUNTY POLICE ATHLETIC LEAGUE, INC. for Building No. 515-6/7, located at 2812-2818 South Mellonville Avenue (Warehouse/Office).
- D. **ADD ON** – Consider approval of official bid tabulation and authorization to award contract for the "Part 139 Airfield Marking Improvements" project.
- E. **ADD ON** – Consider approval of Addendum N to Lease No. 5-89 with AEROSIM ACADEMY, INC. d/b/a AEROSIM FLIGHT ACADEMY for the addition of Building No. 516, located at 1320 E. 26th Place, to the existing facility lease.

Motion by Board Member Robertson, seconded by Board Member Smith, to approve Consent Agenda Items A through C, including Consent Agenda Add On Items D and E. Being there were no comments from the public, vote was taken, none opposed. Motion passed.

12. DISCUSSION AGENDA

A. Fiscal Year 2015-2016 Budget:

- i. Discussion of Salary Increases for SAA Employees

Discussion ensued regarding the salary increase recommendation.

- ii. Discussion of Over-time Baseline – ARFF & Police Department

Discussion ensued regarding the ARFF and Police Department over-time.

iii. Discussion of Christmas Bonus for SAA Employees

Following discussion, Chairman Ioppolo suggested the Board discuss the Reserves/Sinking Fund item before taking any action on the Christmas bonus.

Discussion of the Christmas bonus continued during the approval of the Operating and Capital Budget.

iv. Discussion of Policy for Reserves/Sinking Fund

Discussion ensued regarding reserves, the original establishment of the sinking fund, and the possibility of extending the 45-days reserves to 60 days. Chairman Ioppolo asked Board Member Miller to meet with President Dale and Don Poore to discuss and define what each of the reserves are intended to be used for. He requested this item be included in the August agenda for further discussion.

v. Approval of Fiscal Year 2015-2016 Proposed Operating and Capital Budget for transmittal to the City of Sanford.

Discussion ensued regarding the possibility of including the Christmas bonus as a line item in the budget. No action was taken and President Dale recommended the budget be approved as submitted.

Following discussion, Motion by Board Member Simmons, seconded by Board Member Smith, to approve FY 2015-2016 Proposed Operating and Capital Budget for transmittal to the City of Sanford as presented, including the addition of a caveat to the capital budget noting that to the extent that a grant opportunity becomes available, the Authority is empowered to expand matching funds in order to meet the requirements of the grant. Being there were no comments from the public, vote was taken, none opposed. Motion passed.

13. COMMENTS FROM THE PUBLIC

None

14. OTHER BUSINESS

Board Member Robertson noted that he enjoyed attending the Star Spangled Sanford 4<sup>th</sup> of July event and commended everybody involved in coordinating it.

15. REMINDER OF NEXT BOARD MEETING (AUGUST 4, 2015)

16. REMINDER TO COORDINATE TIME OF SPECIAL BOARD MEETING  
(AUGUST 11, 2015)

The meeting was scheduled to be held at 8:30 a.m.

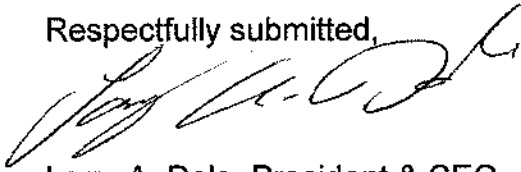
17. REMINDER OF JOINT MEETING WITH CITY OF SANFORD (AUGUST 24,  
2015 – 4:00 P.M.)

18. REMINDER OF EDAC MEETING (IMMEDIATELY AFTER THE MEETING)

19. ADJOURNMENT

There being no further business, the meeting adjourned at 10:46 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

June 17, 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 **Sunday edition (June 21, 2015) 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 July meeting on Tuesday, July 7, 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 July 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. 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 will be held on Tuesday, July 7, 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.

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## **SANAC**

The Sanford Airport Noise Abatement Committee (SANAC) meeting will be held on Tuesday, July 14, 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 will be held on Tuesday, July 14, 2015, at 10:00 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.

## **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, July 1, 2015, 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 contacting the executive offices during regular business hours at (407) 585-4002.

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Larry A. Dale  
President & CEO