

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
TUESDAY, AUGUST 4, 2015**

PRESENT: Frank S. Ioppolo, Jr., Chairman
Tim M. Slattery, Vice Chairman
Jennifer T. Dane, Secretary/Treasurer
U. Henry Bowlin
Tom Green
William R. Miller
Clyde H. Robertson, Jr.
Clayton D. Simmons
Stephen P. Smith
Commissioner Brenda Carey
Mayor Jeffrey C. Triplett, City Liaison – *arrived at 8:42 a.m.*
Brett Renton, Airport Counsel

ABSENT: None

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
Richard Shea, Director of Operations
Jennifer Taylor, Project Coordinator

OTHERS PRESENT: Larry Gouldthorpe, Airports Worldwide
Bert Hall, Department of State – Office of Aviation
Bob Hattaway
Olivia Ioppolo
Lena Juarez, JEJ & Associates, Inc.
Geoff Lane, Starport
William McGrew, ATKINS
Jeremiah Owens, CPH Engineers, Inc.
Dan Ping
Philip Schlatter, Department of State – Office of Aviation
Tim Shea, AVCON
Greg Smith, Million Air
Kevin J. Spolski, Spolski Construction
Amy Stuhl Holloway, Stuhl Engineering Consultants
Craig Sucich, ATKINS

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

The meeting was called to order at 8:31 a.m., followed by the Pledge of Allegiance.

Chairman Ioppolo congratulated Board Member Robertson and Ms. Mufiz-Olson on their upcoming birthdays.

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

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

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

4. PRESENTATION BY DEPARTMENT OF STATE

Philip Schlatter, with the U.S. Department of State, presented a plaque/certificate of appreciation on behalf of the Bureau of International Narcotics & Law Enforcement Affairs Office of Aviation, in recognition for the Authority's extraordinary and professional support during the international airlift movement of three S-61T helicopters to Iraq on June 3, 2015.

5. PRESENTATION BY SAA SEARCH COMMITTEE CHAIRMAN

[Discussed out of Order after Seminole Co. Liaison Report] Bob Hattaway, Chairman of the Search Committee, thanked the City for their assistance. After briefing the Board on the selection process, he presented the Search Committee's recommendation to the Board. The top four (4) candidates are: Tommy W. Bibbs, Diane Crews, Sunil Harman, and Robert W. Kennedy.

Chairman Ioppolo reminded the Board that the candidates will be interviewed individually on Monday, August 10, 2015. There will be a special meeting on August 11, 2015 to discuss the interviews and make a decision.

6. LIAISON REPORT

Seminole County

[Discussed out of Order after Presentation by Department of State] Commissioner Carey reported on the SR 46 widening and the County budget. She encouraged the Board to contact the commission regarding allocating County funds towards the economic development of the Airport (airline incentive programs in particular). Mr. Gouldthorpe briefed the Board on the incentive programs.

City of Sanford

Chairman Ioppolo stated that Mayor Triplett was running late.

[Discussed out of Order after Presentation by Search Committee] Mayor Triplett stated he did not have a report at this time.

7. COMMENTS FROM THE PUBLIC

None

8. COMMITTEE REPORTS

Board Member Miller, Chairman of the Economic Development Advisory Committee (EDAC), briefed the Board on the last meeting held on July 7, 2015. He noted soil tests were done and the geotechnical reports showed that "the earth will support conventional shallow foundations." The Committee is still determining whether to do an RFP (strictly internally) or work through a broker. Board Member Green and Ms. Crews will meet with a broker on August 13, 2015 to discuss the options and finalize that discussion. Chairman Miller asked the Committee to hold a meeting to discuss its recommendation to the Board. EDAC members agreed to meet on August 19, 2015 at 4:30 p.m.

9. PRESIDENT'S REPORT

President Dale reported on the following:

A. 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"

iv. Airfield Signage Replacement

v. Baggage Claim No. 2

B. FY 2015/2016 Budget Update

C. Lease Option Agreement for SE Ramp Hangar Development

President Dale briefed the Board on the ongoing discussions with Tracy Forrest regarding the lease option agreement and negotiating a price for that option. Discussion ensued regarding the rate, the purpose for the land, FAA restrictions, and development. Ms. Crews clarified the item was brought to the Board for discussion in order to move the process forward. Chairman Ioppolo noted that before making a decision, the Board would like to see a formal report on comparables, amount of the lease, and accessibility, before making a decision.

D. Jetezy, Inc.

President Dale briefed the Board on discussions Ms. Crews has been having with Jetezy, Inc. Ms. Crews has been working with the EDC and the City regarding the requests by the aircraft manufacturer. Ms. Crews noted that the Board had been briefed previously regarding this prospective tenant; however, discussions took longer because the company received multiple incentive offers from other airports around the country. Ms. Crews stated the current and prospective tenants of Hangar 543 have agreed to an assignment of the lease. She has brought the item forward for discussion for the Board to consider what staff can bring forward for approval (consent to the assignment of the Lease for Hangar 543, and wave the personal guarantee on the second hangar - Hangar 517). Discussion ensued regarding rates and guarantees.

Following discussion, motion by Board Member Robertson, seconded by Board Member Smith, to wave the personal guarantee for Jetezy, Inc.. to consent to assignment of lease on Hangar 543, and authorize a lease on Hangar 517, at the rates presented to the Board, under discussion. Discussion ensued. Ms. Crews noted the agreement would be contingent upon internal approval, and requested the Board authorize President Dale to execute the agreement on their behalf. Counsel noted that because a grant is involved, there are certain obligations and floors that are in place. He stated the agreement complies with FAA requirements; it was heavily negotiated and is the best deal that could have been presented.

Following discussion, Board Member Robertson restated his motion as follows:
1) consent of assignment to Jetezy, Inc. of the lease for Hangar 543 for the

terms as stated, at a rate of \$5.50 per square foot; and 2) regarding Hangar 517, not to require a personal guarantee there either, approval of a lease, at rate of \$4.98 per square foot, for a thirty (30) year term, (the rate) to be renegotiated every five (5) years (not to violate FAA rule), subject to Counsel's approval (not coming back to the Board for final approval). Board Member Smith seconded the motion. Chairman Ioppolo asked for comments from the public. As a building designer/builder himself, Mr. Spolski stated that based on the parameters that Ms. Crews outlined for the amenities and all features, he believes she did a great job. Vote was taken, Chairman Ioppolo and Board Member Slattery opposed. Motion passed with the majority of votes.

E. Ground Lease Purchase – Building 450

President Dale and Ms. Crews briefed the Board on the proposal for the purchase of the Ground Lease for Building 450. Discussion ensued regarding the replacement value of the building. Counsel stated the executed agreement was received the previous night, and noted the Authority has an inspection period until September 4, 2015. Discussion ensued regarding the term of the loan and the leasing/subleasing of the building. Mayor Triplett recommended instead of a loan, use the CNL line of credit; however, as soon as it is leased, take it to term and match the term to lease dollar-for-dollar.

Following discussion, motion by Board Member Simmons, seconded by Board Member Smith, that the Board approves the acquisition of the leasehold interest at the proposed price (\$325,000.00) by use of the current line of credit, to be substituted with a more traditional loan once a tenant is in place, under discussion. Chairman Ioppolo asked for comments from the public. Mr. Spolski asked if there was a prepayment penalty on the note if the Authority takes the note. President Dale stated there is no penalty. Vote was taken, Board Member Slattery opposed. Motion passed with a majority of votes.

F. Monthly Interim Financial Results of Fiscal Year 2014-2015, for Period Ending June 30, 2015

G. Outreach

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

I. Traffic Count

J. Aerials

10. COUNSEL'S REPORT

Counsel stated he did not have a report at this time.

11. AIRPORTS WORLDWIDE REPORT

Airports Worldwide President Larry Gouldthorpe reported on the following:

A. Monthly Statistics for July 2015

- i. UK traffic total
July 2015 – **25,927** passengers
- ii. International traffic total
July 2015 – **31,168** passengers
- iii. Domestic traffic total
July 2015 – **237,525** passengers
- iv. Transit traffic
July 2015 – **2,588** passengers
- v. Total traffic
July 2015 – **271,281** passengers
- vi. Year-to-date traffic
2015 – **1.524 Million** passengers
- vii. Percentage
Total traffic is up 18% compared to July 2014. Year-to-date traffic is up 12% compared to 2014.

B. New Allegiant Markets

C. Canadian Service Discussions

D. Projects Update

- i. Carpet replacement
- ii. Flat-Roof Repairs

- iii. Baggage No. 2
- iv. Starbucks
- v. Over-the-Road Signs
- vi. Wayfinding Signage
- vii. Space Utilization Study by Avcon

E. Thomson Audit

F. SSP America Food/Beverage Program Updates

G. Replacement of Common Use Processing (CUP) System

12. CHAIRMAN'S REPORT

Chairman Ioppolo reported on the following:

- A. FAC Conference – He thanked TBI and Avcon for the FAC dinner, and the Board members for taking the time to attend the conference.
- B. President & CEO Search – He issued a special thanks to the Search Committee for their assistance in the selection process. Chairman Ioppolo stated that he received a call from former Board Chairman G. Geoff Longstaff, complementing the Board on the process and the short-list, and in particular to recognize Ms. Crews (who is one of the candidates). He also distributed an e-mail he received from Scott Freeman, CEO of Million Air, with a formal professional reference letter for Ms. Crews. He then encouraged the Board to review the documentation on each of the candidates in preparation for the meeting the following week.
- C. Orlando EDC – He noted that he took an Orlando EDC seat on behalf of the airport. EDC will come and brief the Board at a later time.
- D. President Dale's Evaluations – He noted that as part of the by-laws and per President Dale's contract, the Chairman has to meet with President Dale to discuss the bonus compensation. He requested for staff (Dale, Crews, Poore) to put together the evaluation documents and distribute them to the Board; and for

the Board to not only submit their evaluations (only numbers), but to also give him their input. He will bring back his recommendation to the Board at the September Board meeting.

- E. Agenda – He noted to staff that the Board has given them good feedback on the items and the information they are looking for on the agenda. He requested on behalf of the Board, for staff to include any provisions (rates, lease conditions, FAA limitations/requirements, etc.) that the Board should consider.

13. CONSENT AGENDA

- A. Consider ratification of Lease No. 2015-17 with AIRLINE TRAINING & LEASING USA, CORP. for Building No. 148, located at 1711 Hangar Road (Warehouse).

Item A was moved to Discussion Agenda (Item C).

- B. Consider ratification of Addendum D to Lease No. 2009-28 with GATOR DOCK & MARINE ACQUISITIONS, LLC for Buildings 16 and 425, located at 2880 South Mellonville Avenue (Warehouse/Office).
- C. Consider ratification of Addendum A to Lease No. 2014-21 with SKIMMER SKIFFS, LLC for Building No. 138-N located at 2764 Navigator Avenue, and Building No. 138-S located at 2754 Navigator Avenue (Warehouse/Office).

Motion by Board Member Smith, seconded by Board Member Dane, to approve Consent Agenda Items B and C. Being there were no comments from the public, vote was taken, none opposed. Motion passed.

14. DISCUSSION AGENDA

- A. Discussion on Airport Capacity and Future Expansion

Ms. Crews briefed the Board on the domestic terminal expansion. Discussion ensued regarding future expansion and capacity.

- B. Discussion of Reserves/Sinking Fund and Related Policies

President Dale noted that staff provides monthly updates on the reserves to the Board, and briefed them on an analysis of the accounts. Chairman Ioppolo stated he was expecting a discussion and/or information about the policy being set in place (regarding setting aside reserves). President Dale stated he does not set policies (does what the Board instructs), and noted that the method used so far has been prudent and efficient.

- C. Consider ratification of Lease No. 2015-17 with AIRLINE TRAINING & LEASING USA, CORP. for Building No. 148, located at 1711 Hangar Road (Warehouse).

[Discussed out of Order, before Discussion Agenda Items A and B] Board Member Slattery declared a conflict and abstained from voting. Motion by Board Member Robertson, seconded by Board Member Smith, to approve Discussion Agenda Item C. Being there were no comments from the public, vote was taken, none opposed. Motion passed.

15. COMMENTS FROM THE PUBLIC

Regarding the SE Ramp Hangar Development, Kevin Spolski noted he designed the latest building for Tracy Forrest, and stated he is not sure how the Authority could utilize this property unless Mr. Forrest developed it. He believes getting the option is a plus for the Authority, since there will be limitations because of the ramp and the taxiway, and also due to security restrictions. From the design/construction standpoint, it would be very tough for other people to use the area.

16. OTHER BUSINESS

Board Member Dane inquired about a report of a breach. President Dale stated they were contained breaches, never out of sight or never out of contact. He clarified they changed that now so that it cannot happen anymore. The report showed old footage showing the exit lane without the extension or the guard in place. Mr. Speake noted this happened previously when TSA did the screening; the Authority was not aware of it at the time because TSA kept it within their organization.

17. REMINDER OF INTERVIEWS (AUGUST 10, 2015 – 9:00 A.M. – 4:00 P.M. MARRIOTT ORLANDO LAKE MARY)

18. REMINDER OF SPECIAL BOARD MEETING (AUGUST 11, 2015 – 8:30 A.M.)

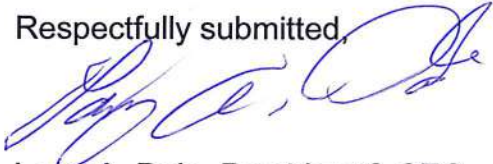
19. REMINDER OF JOINT MEETING WITH CITY OF SANFORD (AUGUST 24, 2015 – 4:00 P.M.)

20. REMINDER OF NEXT BOARD MEETING (SEPTEMBER 1, 2015)

21. ADJOURNMENT

There being no further business, the meeting adjourned at 11:00 a.m.

Respectfully submitted,

A handwritten signature in blue 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

July 17, 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 **Wednesday edition (July 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 August meeting on Tuesday, August 4, 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, August 4, 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.

The Sanford Airport Authority will conduct a regular special called meeting on Tuesday, August 11, 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 normal business hours at (407) 585-4002.

SANAC

The Sanford Airport Noise Abatement Committee (SANAC) meeting scheduled to be held on Tuesday, August 11, 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, October 13, 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, August 5, 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