

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
TUESDAY, OCTOBER 6, 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
Brett Renton, Airport Counsel

ABSENT: Mayor Jeffrey C. Triplett, City Liaison

STAFF PRESENT: Diane H. Crews, President & CEO
George D. Speake, Executive Vice President & COO
Don Poore, Chief Financial Officer
Tommy Barnes, ARFF Chief
Scott Cole, Director of Maintenance
Jerry Crocker, IT Manager
Thomas R. Fuehrer, SAPD Chief
Diana M. Muñiz-Olson, Office Administrator
Richard Shea, Director of Operations
Jennifer Taylor, Project Coordinator

OTHERS PRESENT: David Axel
Eric Bain
Larry A. Dale
Joe Doubleday
Tracy Forrest, Winter Park Construction - *arrived at 9:57 a.m.*
Larry Gouldthorpe, Airports Worldwide
Don Hall
Jim Huckeba, Renaissance Strategy Group
Geoff Lane, Starport
Brady Lessard, CPH Engineers, Inc.
Jeremiah Owens, CPH Engineers, Inc.
Tim Shea, AVCON
Kevin J. Spolski, Spolski Construction

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.

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

3. APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON SEPTEMBER 1, 2015

Motion by Board Member Smith, seconded by Board Member Bowlin, to approve the minutes of the regular meeting held on Tuesday, September 1, 2015. Vote taken, none opposed. Motion passed.

Dave Axel, with Revenue Problem Solved, LLC, presented the updated website and briefed the Board on the capabilities/upgrades and potential revenue opportunities.

4. RESOLUTION – Larry A. Dale

On behalf of the Board and staff, Chairman Ioppolo recognized Larry A. Dale, former President & CEO, for his fourteen years of service; and commended staff for an amazing job in organizing his retirement party.

Following a reading of the resolution, motion by Board Member Smith, seconded by Board Member Simmons, to adopt Resolution No. 2015-10. Vote taken, none opposed. Motion passed.

Chairman Ioppolo presented Resolution No. 2015-10 to Larry A. Dale, commemorating his accomplishments as President & CEO of the Sanford Airport Authority, from June 18, 2001 to September 30, 2015. Mr. Dale thanked the Board and staff, and asked senior staff to thank the entire staff as well on his behalf, for he did it with their assistance.

5. LIAISON REPORT

A. Seminole County

Commissioner Carey noted the County Commission presented Mr. Dale with a resolution as well, and briefed the Board on the SR 46 project and the Rivers Edge Project (improvements at the entrance of SR 415). Discussion ensued regarding marketing the Foreign Trade Zone.

B. City of Sanford

None

C. MetroPlan Orlando (MPO)

Board Member Smith briefed the Board on the MPO meeting.

D. Orlando Economic Development Commission (EDC)

Chairman Ioppolo stated EDC representatives will make a presentation at the November Board meeting, and noted the EDC can be a valuable partner to the Authority.

E. Tourism Development Council (TDC)

President Crews briefed the Board on the TDC's discussions regarding the County's rebranding efforts. Discussion ensued regarding the Sports Complex, development of hotels, and the marketing of properties available for development.

6. COMMENTS FROM THE PUBLIC

None

7. COMMITTEE REPORTS

A. Economic Development Advisory Committee (EDAC)

Board Member Miller, Chairman of the Economic Development Advisory Committee (EDAC), gave an update on the Request for Proposal (RFP) for retail/gas station facility and requested to schedule a EDAC meeting to discuss it further. The Committee agreed to meet on October 20, 2015 at 3:00 p.m.

8. PRESIDENT'S REPORT

President Crews reported on the following:

- A. Presentation of New Organization Plan
[Discussed out of Order after Jetezy, Inc. Status Report]
- B. Aerials
- C. 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 Markings Upgrade
 - v. Baggage Claim No. 2
 - vi. Starbucks

vii. Airline Training and Leasing

viii. Design of Terminal Expansion

D. Jetezy, Inc. Status Report

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

F. Outreach

G. Board Member vs. Commissioner Title

Following discussion regarding the title of Commissioner, it was determined that President Crews would confirm with the City their preference and brief the Board at a later time.

Regarding the aerials, Board Member Dane questioned if one of the areas on picture #7 is fenced off, and expressed concern over it not appearing to be secured. President Crews stated she will look into it.

Board Member Robertson questioned if the Authority has somebody in charge of taking pictures at an Airport/Authority event. President Crews clarified nobody has been assigned. Board Member Slattery recommended the Authority purchase a camera (for this purpose), and Board Member Robertson noted it would be beneficial to have a designated person taking pictures during Airport events (for the Facebook page or mass distribution e-mails).

9. COUNSEL'S REPORT

Counsel briefed the Board on the McDonnell case.

10. AIRPORTS WORLDWIDE REPORT

Airports Worldwide President Larry Gouldthorpe reported on the following:

A. Monthly Statistics for September 2015

i. UK traffic total

September 2015 – **23,591** passengers

Year-to-date – **139,918** passengers

ii. International traffic total

September 2015 – **28,588** passengers

Year-to-date – **194,701** passengers

- iii. Domestic traffic total
September 2015 – **110,968** passengers
Year-to-date – **670,079** passengers
- iv. Transit traffic
September 2015 – **1,900** passengers
- v. Total traffic
September 2015 – **141,456** passengers
- vi. Year-to-date traffic
2015 – **1,878,282** passengers
- vii. Percentage
Total traffic is up 22% compared to September 2014. Year-to-date traffic is up 14% compared to 2014.

B. National Airlines

C. Projects Update

- i. Starbucks
- ii. Carpet replacement

D. Airt System

E. Modifications of Screening Checkpoints

F. Holiday Parking Plans

G. Food Concession Program

H. Dynamic Signage Program

George Speake briefed the Board on how FAA passenger counts are determined, and noted SFB officially exceeded a million passengers (1,064,031 passengers). The current figures move SFB up from 89th busiest in the country (enplanements) to 85th; and to 13th on the Small Hub Airport category.

Discussion ensued regarding Orange Air and the ongoing repairs on the escalator by the parking lot mezzanine.

11. CHAIRMAN'S REPORT

Chairman Ioppolo reported on the following:

- A. New Format for Lease Abstract – Chairman Ioppolo thanked Board Member Green for working with President Crews to develop a new format for a lease abstract.
- B. Election of Officers – Chairman Ioppolo reminded the Board that the Election of Officers takes place during the November meeting.

12. CONSENT AGENDA

- A. Consider approval of Addendum C to Lease No. 2012-20 with AIRLINE TRAINING & LEASING USA CORP for Building No. 145, located at 1642 Hangar Road (Warehouse/Office).
- B. Consider approval of Addendum A to Lease No. 2014-24 with AMERICAN ENVIRONMENTAL AVIATION, INC. for Building No. 566, located at 3977 Aviation Loop, and 5,610 square feet of concrete pad, located at 3993 Aviation Loop (Warehouse/Office/Pad).
- C. Consider ratification of Addendum A to Lease No. 2013-34 with ORLANDO SANFORD AIRCRAFT SERVICES, INC. for Building No. 413 and Building No. 421, located at 1910 and 1920 East Airport Boulevard (Hangar/Office/Ramp/Land).
- D. Consider ratification of Addendum D to Lease No. 2009-49 with WAYNE DENSCH DEVELOPMENT COMPANY for Building No. 423, along with 8,520 square feet of land, located at 1900 East Airport Boulevard (Commercial Hangar).
- E. Consider acceptance and approval of Supplemental Joint Participation Agreement and Resolution Number 2015-09, for 50% funding for Design of Passenger Terminal Expansion.
- F. Consider acceptance and approval of Supplemental Joint Participation Agreement and Resolution Number 2015-11, for 50% funding for the Replacement of Airfield Signage Panels.
- G. Consider acceptance and approval of Supplemental Joint Participation Agreement and Resolution Number 2015-12, for Construction and Construction Phase Services for the Rehabilitation of the Southwest Apron/Ramp (Bid Package III).

H. Consider and declare various pieces of equipment from the Executive Department as surplus.

I. Consider and authorize the disposal of two (2) golf carts.

Motion by Board Member Smith, seconded by Board Member Bowlin, to approve Consent Agenda Items A through I. Vote taken, none opposed. Motion passed.

13. DISCUSSION AGENDA

A. Recognition of Service by Former SAA President and CEO. Action Recommended.

RECOMMENDED MOTION: Move to grant the foregoing list of items (vehicle, computer, shotgun, and mobile), as gift to Larry A. Dale, former SAA President & CEO, in recognition of fourteen years of exemplary service.

Motion by Board Member Smith, seconded by Board Member Dane, to gift the listed items (vehicle, computer & monitor, shotgun, and mobile), to Larry A. Dale, former SAA President & CEO, in recognition of fourteen years of exemplary service. Vote taken, none opposed. Motion passed.

Mr. Dale thanked the Board for all the years of service and good memories, and stated he will continue to be around the community. He further noted that President Crews will do a great job.

B. Consider approval of contract for Diane Crews, new SAA President and CEO. Action Recommended.

RECOMMENDED MOTION: Move to approve contract for Diane Crews, new SAA President and CEO.

Chairman Ioppolo noted the contract provisions have been given to Counsel and the final contract will be brought back to the Board for approval at the next Board meeting. He briefed the Board on the critical items for consideration.

Following discussion, motion by Board Member Smith, seconded by Board Member Slattery, to move forward with the salary portion of the compensation, in the amount of \$185,000.00, retroactive to October 1, 2015. Vote taken, none opposed. Motion passed.

C. Consider approval and authorization to execute Ground Lease Purchase Agreement to purchase the leasehold interest of Ground Lease No. 33-90 for Building No. 450 from GH Holdings USA LLC. Action Recommended.

RECOMMENDED MOTION: Move to approve and authorize execution of Ground Lease Purchase Agreement to purchase the leasehold interest of Ground Lease No.

33-90 for Building No. 450 from GH Holdings USAA LLC, in the amount of \$280,000.00.

President Crews noted that as directed by the Board, staff terminated the contract, and Counsel issued a notice of breach. In response, tenant's counsel offered to negotiate a reduction in purchase price. If the Authority is still interested in purchasing the building, the seller is willing to lower the price by \$45,000.00 (to be used towards repairs or any unanticipated expenses). Counsel discussed the justification for the price decrease.

Following discussion, motion by Board Member Bowlin, seconded by Board Member Smith, to approve and authorize execution of Ground Lease Purchase Agreement to purchase the leasehold interest of Ground Lease No. 33-90 for Building No. 450 from GH Holdings USAA LLC, in the amount of \$280,000.00, and leave the discretion to staff to determine the financing of it. Being there were no comments from the public, vote was taken, none opposed. Motion passed.

14. COMMENTS FROM THE PUBLIC

None

15. OTHER BUSINESS

Board Member Slattery questioned what the auditors binder (distributed to the Board) is about. Don Poore clarified the previous auditor used to submit to the Board an engagement letter stating what they were going to do; however, the current auditors do a formal communication with the stakeholders stating their obligations and what they intend to do.

16. REMINDER OF NEXT BOARD MEETING (NOVEMBER 3, 2015)

17. REMINDER OF EDAC MEETING (OCTOBER 20, 2015 – 3:00 p.m.)

18. ADJOURNMENT

There being no further business, the meeting adjourned at 10:52 a.m.

Respectfully submitted,

Diane H. Crews

Diane H. Crews, A.A.E.
President & CEO

/dmo



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

September 21, 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 (September 27, 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 October meeting on Tuesday, October 6, 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, October 6, 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, October 13, 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, October 13, 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, October 7, 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