

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
TUESDAY, NOVEMBER 3, 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
Mayor Jeffrey C. Triplett, City Liaison

ABSENT: None

STAFF PRESENT: Diane H. Crews, President & CEO
George D. Speake, Executive Vice President & COO
Don Poore, Chief Financial Officer
Jerry Crocker, Director of Information Technology
Thomas R. Fuehrer, SAPD Chief
Chelsea Martin, Administrative Assistant
Diana M. Muñiz-Olson, Office Administrator
Al Nygren, Property Manager
Richard Shea, Director of Operations
Bill Stack, IT Manager
Jennifer Taylor, Project Coordinator

OTHERS PRESENT: John Baer, CPH Engineers, Inc.
David A. Gierach, CPH Engineers, Inc.
Larry Gouldthorpe, Airports Worldwide
Geoff Lane, Starport
Brady Lessard, CPH Engineers, Inc.
Liefke Meyers, Orlando EDC
Jeremiah Owens, CPH Engineers, Inc.
Dan Ping
Tim Shea, AVCON
Greg Smtih, Million Air
Kevin J. Spolski, Spolski Construction
Craig Sucich, ATKINS
Jennifer Wakefield, Orlando EDC

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

The meeting was called to order at 8:30 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 OCTOBER 6, 2015

Motion by Board Member Smith, seconded by Board Member Dane, to approve the minutes of the regular meeting held on Tuesday, October 6, 2015. Vote taken, none opposed. Motion passed.

4. PRESENTATION - ORLANDO ECONOMIC DEVELOPMENT COMMISSION

[Discussed out of order after liaison report for Seminole County] Chairman Ioppolo briefed the board on the EDC presentation and introduced Orlando EDC President/CEO Rick Weddle. Mr. Weddle discussed the impact of Seminole County in the Central Florida region. Seminole County accounts for 19.3% of the population of the four counties. He noted that in the past decade, 32% of the EDC-assisted projects have been in Seminole County, and discussed that the Orlando branding campaign is designed to increase the region's opportunities for projects. Mr. Weddle further noted that with current efforts, visits to the EDC website have increased 53% and the area is experiencing larger, better quality projects. Discussion ensued regarding how the airports are connected to the efforts and how Seminole County has been active in negotiating desirable incentive agreements. Chairman Ioppolo expressed his gratitude for Mr. Weddle's presentation and stated he would like to coordinate a meeting with all EDC leaders when available.

5. LIAISON REPORTS

A. Seminole County

[Discussed out of order before Orlando EDC presentation] Chairman Ioppolo noted that Commissioner Carey had to leave early and requested to do her report out of order (before the Presentation by the Orlando EDC). Commissioner Carey noted that because the County Commission must approve the use of the incentive funds, staff must notify them early on once the intended use for the funds is determined. She then briefed the Board on the Rivers Edge Project, and the four-laning and additional landscaping of SR 46. President Crews stated that she had met with County Manager Nicole Guillet and City Manager Norton Bonaparte to discuss the protocol to follow when using the incentive funds. Board Member Slattery

inquired for an update on the land swap; Commissioner Carey responded they are waiting on the final documents from the attorney.

B. City of Sanford

Mayor Triplett discussed the transformation of downtown Sanford, a \$54 million project. Three (3) firms bid for this project; and the development phases will begin once a firm is chosen. The design and permits of the Riverwalk Phase 3 have been completed. Mayor Triplett said he plans on working with the Authority in the Public Works Facility project.

C. Metro Plan Orlando (MPO)

Board Member Smith noted the MPO meeting did not take place the previous month; however, MPO is scheduled to meet on November 4th, and he expects to have an update at the next board meeting.

D. Orlando Economic Development Commission (EDC)

Previous presentation completed

E. Tourism Development Council (TDC)

President Crews discussed the importance of adding hotels to the area with the upcoming development of the Sports Complex and increased sporting events. She noted that two funding requests for upcoming sporting events were approved at the October TDC meeting; one event being the largest sporting event in the area with a guaranteed minimum of 3,000 rooms a night. Currently the City does not have enough rooms to accommodate large events. These events constitute a \$3.3 million impact to the County. Discussion ensued regarding occupancy percentage and average rates per night.

6. COMMENTS FROM THE PUBLIC

None

7. COMMITTEE REPORTS

A. Economic Development Advisory Committee (EDAC)

Board Member Miller updated the Board on the status of the RFP for the gas station/retail store. No entities attended the mandatory pre-bid meeting; however, two companies were made aware of it after the fact and responded. President Crews has followed up with the parties and is presently under discussions. The Committee also discussed the development of a strategic plan for the non-aviation real estate around the Airport. Board Member Miller stated that the Committee determined that engaging an outside consultant would be beneficial in order to supply the Board with objective information, to assist with the development of the Airport owned lands and discover further opportunities. President Crews will recommend a consultant to the Committee

during the EDAC meeting (immediately following the regular Board meeting). The geo-tech reports of the identified properties show the soil and conditions of the properties are looking favorable for development.

8. PRESIDENT'S REPORT

President Crews reported on the following:

A. Construction Update

- i. Southwest Apron Rehabilitation – Bid Package 1, 2, and 3
- ii. Passenger Boarding Bridges – Bid Packages 1 and 2
- iii. Overflow Parking Lot "F"
- iv. Airfield Markings Upgrade
- v. Baggage Claim No. 2
- vi. Starbucks
- vii. Airline Training and Leasing (Global One)
- viii. Design of Terminal Expansion
Brief presentation by Jeremy Owens, with CPH Engineers, on the Terminal Expansion plans.

B. Jetezy, Inc. Status Report

C. Terminal Contract Update

President Crews updated the Board on the Airports Worldwide Terminal Contract renewal timeline. Following discussion, Chairman Ioppolo agreed with President Crews' recommendations and instructed Counsel to create an abstract of the Airports Worldwide Terminal Contracts, with legal fees for the creation of the abstract not to exceed \$2,000.00.

D. Capital Improvement Program Update

E. Quarterly Interim Financial Results of Fiscal Year 2014-2015, for Period Ending September 30, 2015

F. Activities/Outreach

G. Designation of Bill Stack as Photographer

H. Status Report on Board Members Titles

In order to keep everything consistent and taking into consideration that it is a Board of Directors, the SAA Board agreed to use the term "Board Director" instead of "Board Member" in the future.

- I. Aerial Photos
[Distributed during Terminal Contract Update]

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 October 2015

i. UK traffic total

October 2015 – **22,972** passengers

Year-to-date – **162,890** passengers

ii. International traffic total

October 2015 – **27,981** passengers

Year-to-date – **222,682** passengers

iii. Domestic traffic total

October 2015 – **172,283** passengers

Year-to-date – **1,842,362** passengers

iv. Transit traffic

October 2015 – **1,800** passengers

Year-to-date – **15,000** passengers

v. Total traffic

October 2015 – **202,112** passengers

vi. Year-to-date traffic

2015 – **2,080,394** passengers

vii. Percentage

Total traffic is up 11% compared to October 2014. Year-to-date traffic is up 14% compared to 2014.

- B. Holiday Parking
- C. Starbucks
- D. Allegiant
 - i. Aircraft Induction Ceremony
 - ii. New Allegiant Destinations
- E. Over the Road Signage
- F. Tony Jannus Award to be awarded to Allegiant Chairman/CEO Maury Gallagher
- G. Meeting between the SAA Board/Staff and the AWW Board scheduled November 5th. President Crews commented she believes a meeting between both boards would be beneficial.

11. CHAIRMAN'S REPORT

[Discussed out of Order after Discussion Agenda] Chairman Ioppolo noted it is time for the election of officers and relinquished the floor to Counsel for the Election of Chairman.

Counsel briefed the Board on the election process and opened the floor for nominations for the Chairman position.

Motion by Board Director Green, Seconded by Board Member Simmons, to nominate Board Director Ioppolo to serve as Chairman. There were no other nominations. Motion by Board Director Smith, seconded by Board Director Robertson, to close the nominations for Chairman and to elect Board Director Ioppolo as Chairman, to serve until the next election of officers in November 2016. Vote was taken, none opposed. Motion passed.

Board Directors Ioppolo was re-elected as Chairman by unanimous vote, to serve until the next election of officers in November 2016.

Counsel relinquished the floor to Chairman Ioppolo for the election of Vice Chairman and Secretary/ Treasurer.

Chairman Ioppolo opened the floor for nominations for the Vice Chairman position.

Motion by Board Director Robertson, seconded by Board Director Simmons, to nominate Board Director Slattery to serve as Vice Chairman. There were no

other nominations. Motion by Board Director Smith, seconded by Board Director Simmons, to close the nominations for Vice Chairman and to elect Board Director Slattery as Vice Chairman, to serve until the next election of officers in November 2016. Vote was taken, none opposed. Motion passed.

Board Director Slattery was re-elected as Vice Chairman by unanimous vote, to serve until the next election of officers in November 2016.

Chairman Ioppolo opened the floor for nominations for the Secretary/Treasurer position.

Motion by Board Director Smith, seconded by Board Director Bowlin, to nominate Board Director Dane to serve as Secretary/Treasurer. There were no other nominations. Motion by Board Director Robertson, seconded by Board Director Smith, to close nominations for Secretary/Treasurer and to elect Board Director Dane as Secretary/Treasurer, to serve until the next election of officers in November 2016. Vote was taken, none opposed. Motion passed.

Board Director Dane was re-elected as Secretary/Treasurer by unanimous vote, to serve until the next election of officers in November 2016.

12. CONSENT AGENDA

[Discussed out of order after Airports Worldwide Report]

- A. Consider approval of contract for Diane Crews, new SAA President and CEO.
- B. Consider approval of the Proposed Changes to Participating Airline Use Agreement.
- C. Consider approval of Non-Concessionaire Off-Airport Rental Agreement between BOB DANCE JEEP EAGLE, INC. D/B/A/ PAYLESS CAR RENTAL, the SANFORD AIRPORT AUTHORITY, and ORLANDO SANFORD DOMESTIC, INC.
- D. Consider approval of Addendum E to Lease No. 2009-48 with AVOCET CAPITAL, LLC for Building No. 142-E, located at 1143 30th Avenue (Warehouse/Office).
- E. Consider approval of Addendum F to Lease No. 2009-47 with AVOCET CAPITAL, LLC for the south one-half of the Modular Office Unit, located immediately west of the ARFF Station at 550 Don Knight Lane (MOU-550).

- F. Consider approval of Addendum A to Lease No. 2014-27 with RICHARD MEEKS and KRISTY MEEKS for Building No. 527, located at 3880 Moores Station Road (Residence).
- G. Addendum F to Lease No. 2006-33 with VERTICAL AVIATION TECHNOLOGIES, INC. for Building 149, located at 1673 Hangar Road (Warehouse/Office).
- H. Consider approval of Addendum K to Lease No. 2001-44 with VERTICAL AVIATION TECHNOLOGIES, INC. for Building 332, located at 1609 Hangar Road (Warehouse/Office).
- I. **[ADD ON]** Consider ratification of Lease No. 2015-21 with LEE J. RICHARDSON Building No. 520, located at 3933 Moores Station Road (Residence).

Motion by Board Director Smith, seconded by Board Director Dane, to approve Consent Agenda Items A through H, including Add on Item I. Vote taken, none opposed. Motion passed.

13. DISCUSSION AGENDA

- A. Consider approval of allocation of \$125,000.00 for Employee Bonus Program.

Chairman Ioppolo stated there are two components to this item: he will brief the Board on his recommendation of a performance bonus for President Crews; and President Crews will brief the Board on her recommendation for the Employee Bonus Program/Christmas Party.

Chairman Ioppolo presented his recommendation, based on the attached intangibles. Following discussion, motion by Board Director Smith, seconded by Board Director Bowlin, to approve the Chairman's recommendation of a performance bonus for President Crews. Being there were no comments from public, vote taken, none opposed. Motion passed.

President Crews briefed the Board on the extraordinary revenue earned through the year, and requested authorization to allocate \$125,000.00 of said revenue for Christmas bonuses to staff and towards the Thanksgiving/Christmas parties.

Following discussion, motion by Board Director Smith, seconded by Board Director Dane, authorizing President Crews to allocate \$125,000.00 for the Thanksgiving/Christmas parties and the employee bonuses. Being there were no comments from the public, vote taken, none opposed. Motion passed.

14. COMMENTS FROM THE PUBLIC

None

15. OTHER BUSINESS

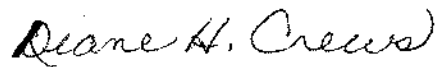
None

16. REMINDER OF NEXT BOARD MEETING (DECEMBER 1, 2015)

17. ADJOURNMENT

There being no further business, the meeting adjourned at 10:35 a.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Diane H. Crews".

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



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

October 12, 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 (October 18, 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 November meeting on Tuesday, November 3, 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.

Diane H. Crews, A.A.E.
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, November 3, 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 November 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.

SANAC

The Sanford Airport Noise Abatement Committee (SANAC) meeting will be held on Tuesday, November 10, 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 is held quarterly. The next scheduled meeting will be held on Tuesday, January 12, 2016. 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, November 4, 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.

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

**DIANE CREWS - ACCOMPLISHMENTS
FY 2014/2015**

COORDINATED GRANT APPLICATIONS FOR:

	<u>Grant Amounts</u>
- Rehabilitation of Southwest Ramp Phase 2 – FAA/FDOT	\$ 7,909,589
- Rehabilitation of Southwest Ramp Phase 3 – FAA/FDOT	\$ 7,881,508
- <u>Unanticipated Grants</u>	
o Surface Parking Lot "F" – FDOT 50%	\$ 1,292,925
o Metal Roof Replacements (Unanticipated)	\$ 222,000
o 50% FDOT grant, Truss plant and Hangar 436	\$ 111,382
o Design of Terminal Expansion – FDOT 50%	\$ 499,743
o Airfield Marking Project - FAA	\$ 117,610
o Tree Removal from Object Free Area (OFA)–FDOT 50%	\$ 14,900
o Airfield Signage Replacement Project – FDOT 50%	\$ 73,788

PROPERTIES

- **95% BUILDING OCCUPANCY** – approximately 1.5 million square feet rental space
- **Coordination with Orlando EDC, City of Sanford and Seminole County Economic Development Departments to secure Jetezy, LLC (aircraft manufacturer); negotiation of 30 year lease-2 hangars [10 month process Jan – Oct]**
Value \$220,600 Annually/\$6,618,000+
- **Purchase of Building 450 for \$280,000 [reduction of \$45,000]**
- **NEW TENANTS/NEW LEASES**
 - o **American Environmental Aviation Services**
 - o **Athens towing**
 - o **Dignoti Group, Inc**
 - o **Trinity Technology Group**
 - o **Additional ground lease and building lease for Global One Training**
 - o **Avocet Parts Trading, Inc.**
 - o **National Air Cargo Group**
 - o **Fixit, LLC**
 - o **JETEEZY, LLC**
 - o **Additional hangar lease for Aerosim Academy**

OTHER

- **Coordinated 1st Flight to the North Pole – benefitted more than 130 homeless children in Seminole County.**
- **Numerous presentations to various community organizations**