

**MINUTES OF THE REGULAR MEETING OF THE  
SANFORD AIRPORT AUTHORITY  
TUESDAY, FEBRUARY 2, 2016**

---

**PRESENT:** Frank S. Ioppolo, Jr., Chairman  
Tim M. Slattery, Vice Chairman  
Jennifer T. Dane, Secretary/Treasurer – *arrived at 8:41 a.m.*  
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 9:07 a.m.*  
Brett Renton, Airport Counsel

**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, Director of IT  
Thomas R. Fuehrer, SAPD Chief  
Valerie Lindbom, Administrative Assistant  
Al Nygren, Property Manager  
Diana M. Muñiz-Olson, Office Administrator  
Bill Stack, IT Manager  
Jennifer Taylor, Project Coordinator/Land Acquisition Specialist

**OTHERS PRESENT:** Krysty Carr, AFA Flying Services  
Barry Cotton, Office of Congressman John Mica  
Ed Davidson, National Airlines  
Derek DePietro, TSA  
Frank DeToma  
Justin Edwards, Gale Associates  
David Gierach, CPH Engineers, Inc.  
Larry Gouldthorpe, Airports Worldwide  
Jerry Henderson, TSA  
Amy Holloway, Stuhl Engineering  
Geoff Lane, Starport  
Brady Lessard, CPH Engineers, Inc.  
Bill McGrew, GAI Consultants  
Mike Mikkola, Executive Jet Design, Inc.  
Zach Nelson, Passero Associates  
Jeremiah Owens, CPH Engineers, Inc.

Jerry Roth, Hill Labs, LLC  
Tim Shea, AVCON  
Greg Smith, Million Air  
Kevin J. Spolski, Spolski Construction  
Craig Sucich, Atkins  
Jeff Tabatabai, Hill Labs, LLC

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, and introduction of guests.

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

3. APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON JANUARY 5, 2016

Correction made to item 8 section E of the President's report. The correct meeting date is January 2017. Motion by Board Director Simmons, seconded by Board Director Smith, to amend the minutes as noted. Vote taken, none opposed. Motion passed.

Motion by Board Director Smith, seconded by Board Director Bowlin, to accept the amended minutes of the regular meeting held on Tuesday, February 2, 2016. Vote taken, none opposed. Motion passed.

4. LIAISON REPORTS

Chairman Ioppolo briefed the members of the public on the procedure to speak at the meeting, reminded them to give the secretary the completed comment card, and that he will then recognize speakers accordingly.

A. Seminole County

Documents have been submitted to President Crews for the land exchange. The SR 46 project is slightly ahead of schedule and Commissioner Carey will provide a major update on the project after meeting with the County Engineer on February 9, 2016. The Sports Complex is also on schedule, and this will facilitate opportunities for a hotel site at the Airport.

B. City of Sanford

None

C. MetroPlan Orlando

Board Director Smith reported on projects appearing on the FDOT worksheet including the Runway 18-36 Extension Project, the Terminal Expansion Project, and Phase Two of the Parking Garage.

D. Orlando Economic Development Commission

Chairman Ioppolo reported the EDC is moving forward on a number of initiatives. Trips are planned for recruiting this upcoming year in Chicago, Los Angeles, and Dallas.

E. Tourism Development Council

George Speake stated there are two (2) major changes with the TDC. They will meet every other month instead of monthly, and the Council has recommended to the Board of County Commissioners a plan to no longer have the TDC approve all grants. In the future, the Director of the TDC will approve grants up to \$15,000.00; the County Manager will approve grants over \$15,000.00 up to \$25,000.00; and the Board of County Commissioners will approve any grants over \$25,000.00.

5. COMMENTS FROM THE PUBLIC

None

6. COMMITTEE REPORTS

A. Economic Development Advisory Committee (EDAC)

Later during the meeting, the Committee agreed to meet on Friday, February 19, 2016 at 8:30 a.m.

7. PRESIDENT'S REPORT

President Crews reported on the following:

A. Construction Update

- i. Southwest Apron Rehabilitation – Bid Packages 1, 2, and 3
- ii. Passenger Boarding Bridges – Bid Packages 1 and 2
- iii. Airline Training and Leasing (Global One)
- iv. Design of Terminal Expansion
- v. Domestic Outbound Baggage

- B. Quarterly Interim Financial Results of Fiscal Year 2015-2016, for Period Ending December 31, 2015.
- C. TSA Pre-Check Press Conference - February 22, 2016
- D. Public Safety Action/Community Outreach
- E. Visit from US House of Representatives Committee on Homeland Security Subcommittee on Transportation - February 16, 2016
- F. Paint Booth Tenant Status (Hangars 333 and 333A)
- G. Annexation of Airport Property into City of Sanford
- H. Hotel Status
- I. Sheriff's Office - New Building Status
- J. Aerial Photos

Discussion ensued regarding the relocation of the City's Public Works Department and the report on the artificial turf test.

#### 8. COUNSEL'S REPORT

Counsel briefed the Board on the McDonnell case.

#### 9. AIRPORTS WORLDWIDE REPORT

Airports Worldwide President Larry Gouldthorpe reported on the following:

- A. Monthly Statistics For January 2016
  - i. UK Traffic Total  
January 2016 – **171** passengers
  - ii. International Traffic Total  
January 2016 – **7,971** passengers
  - iii. Domestic Traffic Total  
January 2016 – **177,017** passengers
  - iv. Total Traffic  
January 2016 – **186,686** passengers

- v. Percentage  
UK traffic is up 6% compared to January 2015. International traffic is up 20% compared to January 2015. Domestic traffic is up 10% compared to January 2015. Total traffic is up 12% compared to 2015.
- B. Airline Marketing Conferences – Puerto Rico, Latin America, & Germany
- C. Advertising Program Update
- D. Traffic Coordination - Special thanks to President Crews, SAPD, and the curb monitors for their assistance
- E. Allegiant – Training Facility Update
- F. CFC Funded Project - Refurbish Alamo Pedestrian Bridge
- G. Passenger Traffic Studies
- H. Airports Worldwide Board meeting – February 4, 2016

10. CHAIRMAN'S REPORT

None

11. CONSENT AGENDA

- A. Consider ratification of Addendum B to Lease No. 2014-02 with AIRCRAFT SERVICE INTERNATIONAL GROUP for Building No. 317, located at 1690 Hangar Road (Warehouse/Office).
- B. Consider ratification of Addendum J to Lease No. 2003-03 with GENESIS MFG AND ENGINEERING, INC. for Building No. 37, located at 3018 Navigator Avenue (Warehouse/Office).
- C. Consider ratification of Addendum C to Lease No. 2013-01 with VERTICAL AVIATION TECHNOLOGIES, INC. for Building No. 424, located at 1600 Hangar Road (Hangar), and 7,740 square feet of ramp.
- D. Consider ratification of Seminole County and Sanford Airport Authority Mutual Economic Incentive Agreement for National Airlines.
- E. Consider approval of
  - i. City of Sanford and Sanford Airport Authority Mutual Economic Incentive Agreement for TUI Airlines.

- ii. City of Sanford and Sanford Airport Authority Mutual Economic Incentive Agreement for National Airlines.

- F. **ADD-ON**: Consider ratification of Lease No. 2016-03 with JULIO MARQUEZ for Building No. 450, located at 1300 East 26th Place (Warehouse/Office).

Motion by Board Director Robertson, seconded by Board Director Smith, to approve Consent Agenda Items A through E, and Add-on Item F. Vote taken, none opposed. Motion passed.

## 12. DISCUSSION AGENDA

### A. Discussion regarding Terminal Expansion Plans

[Discussed out of Order, after Discussion Agenda Item C] The Board was briefed on the Business Plan for the Terminal Expansion. The Plan was created at the request of the Board to outline the Terminal Expansion plans in a format that would be easier to understand. There was also a specific directive from Board Director Miller to tie the business plan back to Airport Master Plan. The main reason for the Terminal Expansion is the growth of the Airport. President Crews noted this Plan was done very conservatively. In order for the FAA to approve the Passenger Facility Charges (PFCs), staff needs to use the FAA mandated growth rates, even though staff is confident that the growth rates will surpass the FAA projections. Ed Davidson, President of National Airlines, voiced his concern that the Business Plan for the Terminal Expansion does not look closely enough at the runway capacity. The Terminal Expansion Plan does not address runway space, but Executive Vice-President George Speake said initial conversations have been had with ADO (Airport District Office) to discuss. Chairman Ioppolo requested a reoccurring item on the agenda to provide an update on the Airport's runway capacity needs.

### B. Discussion regarding Request from Hill Labs, Inc.

[Discussed out of Order, after Comments from the Public] Jerry Roth, President of Hill Labs, Inc., briefed the Board on the history of Hill Labs, Inc. and their facility. They are looking for an alternate site to build an additional facility for catastrophic events.

President Crews summarized Hill Labs, Inc. request and recommended the Board grant the lease for two (2) acres for the new facility, approve the right to exercise the last 5-year option, and that the Board favorably consider the request to add ten (10) years to his existing lease. Discussion ensued regarding the pros and cons of Hill Labs' request.

Motion by Board Director Robertson, seconded by Board Director Smith to:

- i. Approve the new 2-acre ground lease with Hill Labs, Inc., on which to construct an additional 20,000 sf building; and
- ii. Approve request to exercise the remaining 5-year option to extend the existing Ground Lease No. 1995-43, from June 1, 2021 to May 31, 2026; and
- iii. Approve request to extend the existing Ground Lease No. 1995-43 for an additional ten (10) years, from June 1, 2026 until May 31, 2036, with the following provision that the lease be revised to require rate increases every five (5) years of the extension per fair market value and no established cap.

Under discussion. Board Director Green recommended the motion be amended to include a mandate that the building be a minimum of 20,000 square foot and constructed within twenty-four (24) months. Board Director Roberts agreed to amend his motion, Board Director Smith seconded the amendment [with the suggestion the item be brought up to the Economic Development Advisory Committee with the goal of acting upon it within thirty (30) days]. Following discussion, vote was taken, Board Directors Dane, Green, Ioppolo, Miller, Simmons, and Slattery opposed. Motion did not pass due to a lack of votes.

Motion by Board Director Simmons, seconded by Board Director Green, to send this discussion item to the EDAC with the goal of acting upon it. Being there were no comments from the public, vote taken, none opposed. Motion passed.

C. Discussion regarding Strategic Plan

[Discussed out of Order, immediately after Consent Agenda approval] Board Director Slattery has worked with President Crews to create framework for the Strategic Plan. The Board was advised to contact President Crews with any thoughts/recommendations they would like to see in the Strategic Plan. A draft of the Strategic Plan will be presented to the Board in March.

13. COMMENTS FROM THE PUBLIC

None

14. OTHER BUSINESS

Mayor Triplett stated he wrote to the editor of the Orlando Sentinel regarding a tax referendum (for an abatement program) the City is having on March 15, 2016. He noted

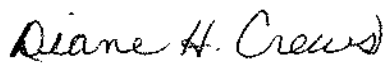
he had sent the letter to President Crews and requested for her to disseminate the letter to the Board Directors.

15. REMINDER OF NEXT BOARD MEETING (MARCH 1, 2016)

16. 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

/s/





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

January 15, 2016

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 (January 20, 2016)** **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 February meeting on Tuesday, February 2, 2016, 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. Muñoz-Olson  
Sanford Airport Authority  
1200 Red Cleveland Boulevard  
Sanford, FL 32773

Please do not hesitate to call me at (407) 585-4024 if you have any questions.

Sincerely,

Diana M. Muñoz-Olson  
Office Administrator

# PUBLIC NOTICE

## **BOARD MEETING**

The regular meeting of the Sanford Airport Authority will be held on Tuesday, February 2, 2016, 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 scheduled to be held on Tuesday, February 9, 2016, at 9:00 a.m., has been cancelled. Information may be obtained by contacting the Executive Vice President & COO 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, April 12, 2016. Information may be obtained by contacting the Executive Vice President & COO 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, February 3, 2016, 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.

---

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