

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
TUESDAY, MARCH 1, 2016**

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
Tim M. Slattery
Stephen P. Smith
Commissioner Brenda Carey
Mayor Jeffrey C. Triplett, City Liaison
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
Jerry Crocker, Director of IT
Thomas R. Fuehrer, SAPD Chief
Valerie Lindbom, Administrative Assistant
Diana M. Muñiz-Olson, Office Administrator
Bill Stack, IT Manager

OTHERS PRESENT: Krysty Carr, AFA Flying Services
Ed Davidson, National Airlines
Derek DePietro, TSA
Frank DeToma, FJD Consultants
Tracy Forrest, South East Ramp
Matt Gaard, CLX Engineering
Larry Gouldthorpe, Airports Worldwide
Kym Graves, Quest Corporation of America, Inc.
Shannon Gravitte, Mears Transportation
Amy Holloway, Stuhl Engineering
Dan LaMorte, Turner Construction Company
Geoff Lane, Starport
Brady Lessard, CPH Engineers, Inc.
D'Anne Mica, Massey Communications
Mike Mikkola
Robert Miller, SOIA Hospitality
Jeremiah Owens, CPH Engineers, Inc.
John A. Paccione, Red Horse Ventures

Valerie Pickert, Valley National Bank
Desiree Pedersen, Rhodes + Brito Architects
Jack Reynolds
Tim Shea, AVCON
Sandeep Singh, AVCON
Greg Smith, Million Air
Kevin J. Spolski, Spolski Construction
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 at 8:31a.m., followed by the Pledge of Allegiance, and introduction of guests.

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

3. APPROVAL OF MINUTES

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

4. LIAISON REPORTS

A. City

None

B. Seminole County

Commissioner Carey briefed the Board on the on the status of the land exchange with Seminole County and the Airport. The County is unable to legally add first right of refusal language that was requested by the Economic Development Advisory Committee. Commissioner Carey believes the County's attorneys have found a mutual option. President Crews and Counsel will review the revised language and Commissioner Carey hopes the agreement can be finalized and the land exchange can move forward.

Commissioner Carey made note that May 13, 2016 is the grand opening of the Sports Complex. Bookings for May-December have already exceeded projections and the economic impact is approximately \$53 million dollars.

C. MetroPlan Orlando

Board Director Smith reported there have been discussions regarding the addition of a third express lane on SR 417 and noted not many are in favor of the proposal. Commissioner Carey, who serves on the Central Florida Expressway Authority, said there has been discussion about the purchase of the Seminole County section of SR 417. The County Commission is opposed to addition of express lanes also.

D. Orlando Economic Development Commission

Chairman Ioppolo mentioned there are several recruiting trips planned to San Francisco, Dallas, and St. Louis. Board Directors who have strong relationships with companies in those areas are invited to give contact information to the Chairman and the EDC will try to add them to the itinerary.

Mayor Triplett mentioned on March 15, 2016 there will be a vote in the City of Sanford on the Economic Incentive Program.

5. COMMENTS FROM THE PUBLIC

None

6. COMMITTEE REPORTS

A. Economic Development Advisory Committee (EDAC)

Board Director Miller reported the EDAC has had very active discussions including: the land exchange with Seminole County; Hill Labs' request for a ground lease for a new building, and extension of existing ground lease; the proposed hotel; a consultant/advisor for outparcel development; and the potential land exchange at airport entrance. Details of each will be discussed more in depth in the President's Report.

7. PRESIDENT'S REPORT

President Crews reported on the following:

1. Construction Update

- a. Southwest Apron Rehabilitation – Bid Packages 1, 2, and 3
- b. Passenger Boarding Bridges – Bid Packages 1 and 2
- c. Airline Training and Leasing (Global One)
- d. Design of Terminal Expansion

- e. Domestic Outbound Baggage
- 2. Presentation of First Annual Report
- 3. Quarterly Interim Financial Results of Fiscal Year 2015-2016, for Period Ending January 31, 2015.
- 4. TSA Pre-Check Press Conference
- 5. Public Safety Action/Community Outreach
 - a. Sanford Airport Police
 - b. ARFF Department
- 6. Green Initiatives at Airport – Powerpoint Presentation
- 7. Current Airfield Capacity- Powerpoint Presentation
[Presented out of order before discussion of item 1.e. Domestic Outbound Baggage]
- 8. Visit from U.S. House of Representatives Committee on Homeland Security Subcommittee on Transportation Security- February 16, 2016
- 9. Annual Tabletop Exercise- February 24, 2016
- 10. Annexation of Airport Property into City of Sanford- Approved by City of Sanford on February 8, 2016.
- 11. Sheriff's Office New Building Status- SCSO Staff is still reviewing options.

8. COUNSEL'S REPORT

Counsel briefed the Board on the McDonnell case.

Counsel reported on the revised agreement from the County for the land exchange and recapped the history of the proposal. Counsel will be contacting the County Attorney to discuss changes to the proposed contract language, after which President Crews will contact the County Chairman to explain the Board's perspective.

9. AIRPORTS WORLDWIDE REPORT

Airports Worldwide President Larry Gouldthorpe reported on the following:

- A. Monthly Statistics For February 2016
 - i. UK Traffic Total
February 2016 – **133** passengers

- ii. International Traffic Total
February 2016 – **9,722** passengers
 - iii. Domestic Traffic Total
February 2016 – **191,069** passengers
 - iv. Total Traffic
February 2016 – **201,107** passengers
 - v. Year-to-Date Traffic
2016 – **387,793** passengers
- B. Airline Marketing Conferences – Press release this week for a new weekly international destination
- C. Summer Service for Allegiant – Press release on March 8, 2016
- D. Alamo Pedestrian Bridge Redesign
- E. Annual Rental Car Industry meeting- March 31, 2016
- F. Letter of Support for National Airlines

Mr. Gouldthorpe shared a letter to be sent to Secretary Foxx, Department of Transportation, in support of National Airlines expanding their fleet of aircraft. Mr. Gouldthorpe requested co-signatures of President Crews and Chairman Ioppolo.

Motion made by Board Director Smith, seconded by Board Director Green, to authorize President Crews and Chairman Ioppolo to co-sign the letter with Larry Gouldthorpe in support of National Airlines' fleet expansion. Vote taken, none opposed. Motion passed.

Mr. Davidson, President of National Airlines, thanked the Board for their support.

- G. Land Development Project – Lake Golden

10. CHAIRMAN'S REPORT

- A. Chairman Ioppolo mentioned the omission of some of our airlines in an Orlando Business Journal article. Mr. Gouldthorpe will contact OBJ to make sure the Airport is included in future publications.
- B. Chairman Ioppolo congratulated Shannon Gravitte on 5 years at Mears Transportation.

- C. Chairman Ioppolo expressed his appreciation for the work that has been done by the Economic Development Advisory Committee. With the speed at which development is coming we need to be a driver, not a reactor. More emphasis should be put on Staff driving our development activities. Board Director Robertson commented the Board may need to readdress the budget for staffing needs in this area. Chairman Ioppolo agreed that is a consideration and the Board needs to look at whether that allocation will be internal or used for external partners who would focus solely on development. Vice Chairman Slattery asked if there has been consideration of expanding the voting membership of the EDAC. Discussion ensued regarding the addition of increasing the voting membership of the EDAC from four to five members and the dissemination of EDAC meeting information to the Board.

Motion made by Board Director Simmons, seconded by Board Director Miller, to expand the Economic Development Advisory Committee to five members, and add Vice Chairman Slattery to the committee, subject to Counsel approval. Vote taken, Board Director Robertson and Board Director Smith opposed. Motion passed with a majority vote.

Following motion, Chairman Ioppolo requested the minutes and any supplemental information from the EDAC meetings be shared with the full Board following the meeting.

11. CONSENT AGENDA

- A. Consider approval of Addendum E to Lease No. 2011-08 with REAL DEAL STEEL, LLC for Building No. 410, located at 1220 30th Street (Warehouse/Office).
- B. Consider ratification of Addendum B to Lease No. 2014-03 with COTY A. SMITH for Building No. 298-S, located at 3107 Rudder Circle (Residential).
- C. Consider acceptance and approval of Supplemental Joint Participation Agreement No. 2 and Resolution Number 2016-02, for 50% funding for the Design of Passenger Terminal Expansion.
- D. Consider approval of the second of three 1-year extensions of the Agreement For Operations Of Taxicab Services between the Sanford Airport Authority and Yellow Cab Company of Orlando, Inc.
- E. Consider Approval of Addendum G to Lease No. 95-43 with Hill Labs, Inc. for Building No. 454, located at 2650 S. Mellonville Ave. (Warehouse/Office)
- F. ADD-ON: Consider approval of Addendum E to Lease No. 2011-07 with WILLIAM AND DEBRA JEFFORDS for Building No. 298-N located at 3105 Rudder Circle (Residential)

Motion by Board Director Smith, seconded by Board Director Bowlin, to approve Consent Agenda Items A through F. No comments from the public. Vote taken, none opposed. Motion passed.

12. DISCUSSION AGENDA

A. Hill Labs, Inc.

President Crews confirmed Hill Labs exercised their last option in the consent agenda for the additional five years from 2021-2026. They have asked to pull the other item from discussion agenda to take more time to evaluate their options.

B. Hotel Proposal

President Crews made a presentation showing the different hotel brands developed by the hotelier with SOIA Hospitality and reviewed the background of the proposal. President Crews reviewed a memo sent to the Board summarizing how the proposal was initiated, how it has evolved, and where we are now. The Board now needs to consider if we will accept the terms and move forward with a letter of intent. Discussion ensued regarding the agreement. Counsel reported on the legal aspects of the initial lease and clarified the motion put forward today will be conditional upon the finalization of the lease which will be brought back to the next board meeting for final approval by the Board.

Motion by Board Director Smith, seconded by Board Director Miller, to authorize President Crews to sign a non-binding letter of intent with these business terms: remove the right first of refusal on the land; remove requirement of full service restaurant; extend the term to 50 years; base rent of \$94,872 based on 118 rooms; 4% rent to begin the sixth year or upon stabilization, which is \$3.3 million in gross sales; and the hotel site will be on approximately two acres of land. Vote taken, none opposed. Motion passed.

C. Southeast Ramp Master Development Agreement

Tracy Forrest presented the background of the Southeast Ramp Master Development Agreement and the partnership they have had with the Airport. The agreement has expired and legally the Board cannot forgive the oversight. Counsel commented legally we have a contract that has terminated. In order to enter into a new contract consideration would have to be given to new terms. The Board determined there is not enough information to make a decision today. The issue will be discussed at the next Economic Development Advisory Committee.

D. Presentation of Draft 2016 Strategic Plan

Due to time constraints, Chairman Ioppolo moved this item to the next Board meeting on April 5, 2016.

E. ADD-ON: Consider approval of proposed land exchange with Safari Investments, LLC [discussed out of order before item D. Presentation of Strategic Plan]

President Crews has been in discussion with the owners of the property at the entrance of the Airport. They have proposed a land exchange but there are a lot of unknowns with their property. Discussion ensued regarding the land exchange and the strategic value of the property to the Airport. Counsel will draft a letter of intent based on the equal exchange of the two parcels subject to the Authority's due diligence of site analysis. President Crews is authorized to move forward and spend what is needed to make a determination of the cost to make the parcel developable.

13. COMMENTS FROM THE PUBLIC

None

14. OTHER BUSINESS

None

15. REMINDER OF NEXT BOARD MEETING (APRIL 5, 2016)

16. ADJOURNMENT

There being no further business, the meeting adjourned at 11:50 a.m.

Respectfully submitted,



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

February 11, 2016

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 (February 14, 2016) of the Sanford Herald Classifieds.** Please confirm receipt of this advertisement by email to vlindbom@osaa.net

PUBLIC NOTICE
SANFORD AIRPORT AUTHORITY

Notice is hereby given that the Sanford Airport Authority will conduct its March meeting on Tuesday, March 1, 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: Valerie Lindbom
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,

Valerie Lindbom
Administrative Assistant

PUBLIC NOTICE

BOARD MEETING

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SANAC

The Sanford Airport Noise Abatement Committee (SANAC) meeting scheduled to be held on Tuesday, March 8, 2016, at 9:00 a.m., has been canceled. 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 scheduled to be held on Wednesday, March 2, 2016, 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