

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
TUESDAY, APRIL 5, 2016**

PRESENT: Frank S. Ioppolo, Jr., Chairman, *arrived at 8:42 a.m.*
Tim M. Slattery, Vice Chairman, *arrived at 8:33 a.m.*
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
Jerry Crocker, Director of IT
Thomas R. Fuehrer, SAPD Chief
Lori Hunt, Administrative Assistant
Valerie Lindbom, Administrative Assistant
Al Nygren, Property Manager
Bill Stack, IT Manager

OTHERS PRESENT: Krysty Carr, AFA Flying Services
Ed Davidson, National Airlines
Derek DePietro, TSA
Tracy Forrest, South East Ramp
Larry Gouldthorpe, Airports Worldwide
Kym Graves, Quest Corporation of America, Inc.
Shannon Gravitte, Mears Transportation
Mike Kraus, KMI International
Robert Hill, Voltair
Amy Holloway, Stuhl Engineering
Geoff Lane, Starport
Eileen LaSeur, Quest Corporation of America, Inc
Hayden Mitchell, SSP America
Dan Ping, The Bokey
Jeremiah Owens, CPH Engineers, Inc
Tim Shea, AVCON
Kevin J. Spolski, Spolski Construction
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, and introduction of guests.

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

3. APPROVAL OF MINUTES

Motion by Board Director Smith, seconded by Board Director Simmons, to accept the minutes of the regular meeting held on Tuesday, March 1, 2016. Vote taken, none opposed. Motion passed.

4. LIAISON REPORTS

A. Seminole County

None

B. City of Sanford

None

C. MetroPlan Orlando

Board Director Smith reported there have been continued discussions regarding the addition of a third express lane on SR 417. FDOT is putting the project out to bid and will start construction as soon as possible. Commissioner Carey mentioned there is a question about what agency would manage the express lane.

D. Orlando Economic Development Commission

During the Chairman's report, Chairman Ioppolo reported President Rick Weddle has left the Orlando EDC. A national search is underway for Rick's replacement.

E. Tourism Development Council

George Speake reported the Sports Complex has 30 of 38 weekends between its grand opening on May 13th and the end of the year booked. Unfilled weekends are being held for holidays and maintenance of the facility. The bookings equate to 38,000 room nights and 120,000 athletes and spectators. Commissioner Carey noted the original estimated annual

economic impact was \$10 million. Based on existing permits between May-December 2016, the economic impact is an estimated \$55 million. Mr. Speake mentioned he volunteered to be a part of the selection process for the advertising agency contract renewal and will keep the Board informed. President Crews mentioned the Orlando Sanford International Airport Playground will be open in time for the grand opening as well.

5. COMMENTS FROM THE PUBLIC

None

6. COMMITTEE REPORTS

A. Economic Development Advisory Committee (EDAC)

Board Director Miller reported the County has submitted a new proposal regarding the land exchange. There are many details to work out and the proposal will be deferred back to EDAC to review and bring back for discussion with the Board. President Crews has been working with geotech and engineering to develop reports on the property at Red Cleveland Blvd/ E. Lake Mary Blvd. Most of the reports are in hand and will be referred back to EDAC for discussion. The hotel project is being reviewed by the hotelier's attorney and they will provide their comments to Counsel.

The next EDAC meeting will take place on Wednesday, April 27, 2016 at 8:30 a.m. in the SAA Boardroom. The land exchange with Seminole County will be at the top of the agenda. Commissioner Carey (or another representative from the County), the County's Counsel, and SAA Counsel will be in attendance.

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

- f. Airport Boulevard/Sanford Avenue Entrance
- 2. Quarterly Interim Financial Results of Fiscal Year 2015-2016, for Period Ending February 29, 2016.
- 3. Public Safety Action/Community Outreach
 - a. Sanford Airport Police
 - b. ARFF Department
- 4. President's Calendar- Community Contacts Highlights
- 5. Allegiant Press Conference
- 6. City of Sanford- February 22 Meeting
- 7. Development Consultant/Advisor- President Crews made recommendation to work with Southeast Commercial Development and Western LLC.

Motion by Board Director Robertson, seconded by Board Director Simmons, to support the execution of a broker's agreement with Southeast Commercial Development and Western LLC for a 6 month term. Board Director Green offered an amendment to the motion to add a 60 day out. Vote taken, opposed by Board Director Miller. Motion carried.

Board Director Green requested an update from President Crews to the Board and EDAC once engaged with the two groups.

- 8. Part 139 Inspection- March 23-25
- 9. TUI Flight 217 from Brussels- Debrief held on Friday, March 25
- 10. Sheriff's Office- SCSO has located a facility off-airport they may lease.
- 11. Aerial Photos
- 12. Foreign Trade Zone Annual Report

Following the President's report, Board Director Dane requested an update on the new website next month. President Crews commented the website is live and it is still being worked on in house.

8. COUNSEL'S REPORT

Counsel reported work continues on various projects with President Crews and EDAC.

9. AIRPORTS WORLDWIDE REPORT

Airports Worldwide President Larry Gouldthorpe reported on the following:

A. Monthly Statistics For March 2016

- i. UK Traffic Total
February 2016 – **2,486** passengers
- ii. International Traffic Total
February 2016 – **12,678** passengers
- iii. Domestic Traffic Total
February 2016 – **251,508** passengers
- iv. Total Traffic
February 2016 – **265,536** passengers
- v. Year-to-Date Traffic
2016 – **653,329** passengers

B. Airline Networking Conference, San Juan – Established and closed a deal with Interjet, a low-cost Mexican airline. New service will begin April 21st and will provide service from SFB to Mexico City four times a week.

C. Projects

- i. Family Restroom Facility- Project will be discussed at the DRC meeting on 4/6/16. Mark Construction was awarded the contract.
- ii. Rental Car Return- Area known as Parking Lot A will be expanded to give rental cars more room to operate.
- iii. OSI Offices- Working on specs to relocate offices. Move will create room for consolidated screening.
- iv. SARA (Service Animal Relief Area)- New legislation requires airports to have bathroom facilities for service animals within the terminal. Must be implemented by July 2016.
- v. B Concourse- Minor modification of boarding door for Gate A.
- vi. Canopies will be installed at the entrances of the value and economy lots. The canopies will be an enhancement for the public and will also keep our revenue control system dry.

D. Parking Lot F is now open to the public. The lot is averaging 50-60 overnight vehicles per day.

- E. Rental Car Industry meeting- March 31, 2016
- F. Allegiant Airport Conference- Keith Robinson will attend as OSI's representative. President Crews and George Speake will be in attendance from SAA.
- G. Potential Merger of Alaska and Virgin Airlines

10. CHAIRMAN'S REPORT

- A. Sanford Airport Police Department- Chairman Ioppolo commented on rumors that SAA Police Department is going away. He asserted this is not the case and only the Board can make any changes to our police force.
- B. Audit- It is a requirement of the Board Chairman to meet with the Audit Manager. Chairman has met with them on two separate occasions. Staff received very high marks with regard to the quality of their work. We will have a draft of the audit prior to the audit presentation. Board Directors can reach out directly to the auditors or to President Crews for any questions regarding the audit prior to the meeting. Board Director Bowlin inquired if the software compatibility update on the accounting system has been completed. Jerry Crocker confirmed the update is being worked on.
- C. Allegiant Diversions- Chairman Ioppolo commented he was unhappy with the press release that came out about the diversions that put blame on the Airport. Allegiant has been in contact with Mr. Gouldthorpe and President Crews to issue an apology. Board Director Dane commented it would do a lot for our image to utilize social media to share all the goodwill stories that happen at the Airport. President Crews agreed and said she and Mr. Gouldthorpe will work on this initiative. Chairman Ioppolo stated he would like to see a line item in the budget that deals with communications.
- D. FAC Conference, July 17-20, 2016- Chairman Ioppolo hoped to see all Board Directors at the conference. Valerie Lindbom will be the contact for coordinating registrations.

11. CONSENT AGENDA

- A. Consider approval of Addendum F to Lease No. 2010-11 with RANDY DYKES for Building No. 513, located at 3905 Moores Station Road, (Residential).
- B. Consider approval of Addendum B to Lease No. 2014-12 with JEYZA MANSO for Building No. 301, located at 2822 Aileron Circle, (Residential).
- C. Consider approval of Addendum A to Lease No. 2013-12 with AMERICAN BUILDERS SUPPLY, INC for Buildings No. 433, 434, 435 located at 2721 E 26th Place and Buildings No. 99, 100, 420 located at 2901 Aileron Circle, (Commercial).

- D. Consider ratification of Addendum A to Lease No. 2011-01 with AVOCET CAPITAL, LLC for Building No. 559, located at 543 Don Knight Lane, (Commercial).
- E. Consider ratification of Addendum B to Lease No. 2014-06 with RAC SOLUTIONS, INC. for Building No. 262, located at 2751 Flightline Avenue, (Commercial).
- F. Consider approval of Lease No. 2016-05 with Hill Labs, Inc. for two acres of land, located on the east side of Mellonville Avenue, north of the Supervisor of Elections Building.
- G. Consider approval of Amendment A to Lease No. 1995-43 with Hill Labs, Inc., located at 2650 S. Mellonville Avenue.

Motion by Board Director Smith, seconded by Board Director Bowlin, to approve Consent Agenda Items A through G. Board Director Green commented on consent item G regarding Hill Labs, Inc. A great deal of time was spent on the proposal by Staff, the Board, and EDAC. This collaboration resulted in a substantially improved and much fairer deal for both sides. Board Director Green thanked everyone for their time and effort. Vote taken, none opposed. Motion passed.

12. DISCUSSION AGENDA

- A. Consider approval of Resolution No. 2016-03, creating the Florida Local Government Investment Trust.

Item removed from discussion agenda. The documents will be reviewed by Counsel and brought back to the Board for discussion in May. President Crews commented going forward all documentation for discussion items will be included in the agenda packet for the Board Director's review prior to the meeting.

- B. Consider approval of Resolution No. 2016-04 authorizing the SAA to submit application to the FAA for amendment of Passenger Facility Charge (PFC) No. 3.

Motion by Board Director Smith, seconded by Board Director Bowlin, to approve authorization to request an amendment to PFC No. 3. President Crews commented this amendment doesn't change anything other than the project design. Vote taken, none opposed. Motion passed.

- C. Consider approval of Resolution No. 2016-05 authorizing the SAA to submit application to the FAA for the imposition and use of Passenger Facility Charge (PFC) No. 4.

President Crews provided an overview of PFC No. 4.

Motion by Board Director Smith, seconded by Board Director Simmons, to authorize application to the FAA for PFC No. 4. Vote taken, none opposed. Motion passed.

13. COMMENTS FROM THE PUBLIC

Mr. DePietro, TSA, expressed his appreciation for Staff for their work during the events following the TUI flight from Brussels. The response was very well put together. The plan was collaborated with the entire group who handled the incident. From TSA's perspective it is a pleasure to work with such a fine group of people.

A member of the public complimented and thanked Staff for the implementation of the new website, remarking on the ease of use and ability to find information.

14. OTHER BUSINESS

President Crews noted she emailed highlights of the EDAC meeting to the full Board as requested.

15. REMINDER OF NEXT BOARD MEETING (MAY 3, 2016)

16. ADJOURNMENT

There being no further business, the meeting adjourned at 10:27 a.m.

Respectfully submitted,



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

/vl