

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
TUESDAY, MAY 3, 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
Clayton D. Simmons
Stephen P. Smith
Commissioner Brenda Carey
Brett Renton, Airport Counsel
Commissioner Art Woodruff, City Liaison Representative

ABSENT: Clyde H. Robertson, Jr.
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
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
Jennifer Taylor, Project Coord/Land Acquisition Specialist

OTHERS PRESENT: William Blend, Moore Stephens Lovelace
Krysty Carr, AFA Flying Services
Frank DeToma, FJD Consultants
Tracy Forrest, South East Ramp
Larry Gouldthorpe, Airports Worldwide
Joel Knopp, Moore Stephens Lovelace
Mike Kraus, KMI International
Amy Stuhl Holloway, Stuhl Engineering
Geoff Lane, Starport
Genean McKinnon
D'Anne Mica, Moxe
Robert Miller, SOIA
Jeremiah Owens, CPH Engineers, Inc
Greg Smith, Million Air
Mary Soderstrum, AVCON
Kevin J. Spolski, Spolski Construction
Bob Turk, City of Sanford

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

The meeting was called to order at 8:35 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 Bowlin, to accept the minutes of the regular meeting held on Tuesday, April 5, 2016. Vote taken, none opposed. Motion passed.

4. LIAISON REPORTS

A. Seminole County

SR 46 construction will begin this month with projected completion in 2019. Estimated cost is \$26.4 million.

B. City of Sanford

Commissioner Art Woodruff reported he and Mayor Triplett will coordinate their attendance to make sure someone from the City is present at the SAA Board meetings.

C. MetroPlan Orlando

None

D. Orlando Economic Development Commission

Search for new President is on hold while they evaluate the partnership between the Orlando EDC and the Central Florida Development Council and review the scope of the job in the future. Holly Wiedman is the Executive Vice President and will lead the Orlando EDC in the interim.

5. COMMENTS FROM THE PUBLIC

None

6. COMMITTEE REPORTS

A. Economic Development Advisory Committee (EDAC)

The committee has been discussing the curb cut across Airport-owned property on Red Cleveland Blvd for property to the west that will be developed by Airports World Wide. This will hopefully come back to the Board to take action on in June. A new agreement has been proposed for South East Ramp Hanger. President Crews will talk about the new potential hotel lease and construction in the President's report. Discussion but no action was taken on the vacant parcel located at the southeast corner of Lake Mary Blvd. and Red Cleveland Blvd. Continuing discussion regarding gas station but there is nothing definitive planned.

The next EDAC meeting is scheduled on May 18, 2016 at 8:30 a.m.

7. PRESIDENT'S REPORT

President Crews reported on the following:

1. Construction Update

- a. Southwest Apron Rehabilitation – Bid Packages 1, 2, and 3
- b. Design of Terminal Expansion
- c. Domestic Outbound Baggage
- d. Airport Boulevard/Sanford Avenue Entrance

2. Quarterly Interim Financial Results of Fiscal Year 2015-2016, for Period Ending March 31, 2016.

3. Public Safety Action/Community Outreach

- a. Sanford Airport Police
- b. ARFF Department

4. FY 2016-2017 Budget Preparation

Draft of the budget will be presented to the Board at the June Board meeting. The Board Directors scheduled the Board Budget Work Session on June 14, 2016 at 2:00 p.m. Board Director Slattery suggested removing budget lines for positions that are never filled. The Board's preferred date for the joint work session with the City is August 22, 2016.

Counsel mentioned the regular scheduled Board meeting in July falls on the 5th, which is the day after the holiday. The meeting has been pushed to the following Tuesday, July 12, 2016.

5. City of Sanford issued a proclamation proclaiming April as Aviation Appreciation month in Sanford at the April 25th City Commissioners meeting.

The City also approved the Airport hotel lease subject to acceptable language for a joinder. The City requested that a copy of the final lease be provided to each Commissioner.

6. Seminole County also issued a proclamation proclaiming April as Aviation Appreciation month in Seminole County at the April 26th County Commissioners meeting.
7. Southland Corporation is the contractor who was awarded the SR 46 project. They will be a tenant on Airport property and will be leasing two units in the business incubator. They may also lease some land for a storage area.
8. Kudos- Thank you from Seminole County Training Group for use of the parking garage for "High Rise Firefighting Training" April 5-April 20.
9. Aerial Photos
10. Website- Board Director Dane asked President Crews for an update on the website. It appears that some information is still missing.

8. COUNSEL'S REPORT

Counsel provided an update on the McDonnell case. The court has denied the motion for rehearing on the local level. This allows the Airport to move forward with collection of judgment.

Counsel has been working with Florida Department of Environmental Protection concerning a piece of property where test wells were dug. Working with FDEP on a Risk Based Corrective Action, or RBCA closing.

Comments were provided to the hotelier regarding the hotel lease. There is a meeting tomorrow morning to finalize details of the lease and will bring back to the Board for approval at the next Board meeting.

9. AIRPORTS WORLDWIDE REPORT

Airports Worldwide President Larry Gouldthorpe reported on the following:

A. Monthly Statistics For April 2016

- i. UK Traffic Total
April 2016 – 15,924 passengers
- ii. International Traffic Total
April 2016 – 26,278 passengers
- iii. Domestic Traffic Total
April 2016 – 197,587 passengers

iv. Total Traffic
April 2016 – 224,000 passengers

v. Year-to-Date Traffic
2016 – 877,300 passengers

B. Interjet Mexico City Service

C. SSP Contract Extension

D. New AWW team member- Jason Terreri, Special Operations Project Director

E. National Airlines- Ed Davidson has resigned as President. Mark Burgess has been named the interim President.

F. Projects

i. Family Restroom Facility- Project is underway. Projected completion in three weeks.

ii. Rental Car Return design is in progress. Work will be scheduled during the slow period in August.

iii. OSI Offices- Working on bid specs to relocate offices. Budgeting for completion by end of the year.

10. CHAIRMAN'S REPORT

Chairman reported that he attended the inauguration of the Interjet flight from Mexico City and thanks Airports World Wide for their work in making that happen.

Chairman encouraged Board Directors to meet with President Crews one-on-one to provide feedback on her and her staff's performance before the end of the year and discuss what is being done well and opportunities for improvement.

President Crews and Vice-Chairman Slattery have been working on identifying goals and creating a strategic plan. This will be presented to the Board in June or July.

11. CONSENT AGENDA

A. Consider approval of Addendum F to Lease No. 2010-20 with AVOCET CAPITAL, LLC for Building No. 142-W located at 1143 30th St. E., Sanford, FL. (Commercial).

- B. Consider ratification of Lease No. 2016-08 with FREEMAN HOLDINGS, LLC. for the North 1/2 of Building No. 333 (Prep Bay), located at 1604 Hangar Road, Sanford (Commercial).
- C. Consider approval of Addendum B to Lease No. 2001-05 with HAZARD SERVICES INTERNATIONAL, INC. for Building No. 60 bunker and adjacent land located on the airfield. (Commercial).
- D. Consider ratification of Lease No. 2016-07 with MAHONEY SUPPLY, LLC. for Building No. 568, located at 3985 Aviation Loop, Sanford (Commercial).
- E. Consider approval of Addendum D to Lease No. 2008-26 with NEWMAN VETERINARY CENTERS, INC. d/b/a VAL-U-VET ANIMAL HEALTH, INC. for Building No. 440-B located at 1701 E. Airport Blvd. (Commercial).
- F. Consider approval of Addendum D to Lease No. 2010-21 with SEMINOLE COUNTY POLICE ATHLETIC LEAGUE for Buildings No. 515-6 and 515-7 located at 2818 and 2812 S. Mellonville Avenue, (Commercial).
- G. Consider approval of Addendum D to Lease No. 2012-19 with CANDICE ROZZO for Building No. 303-B located at 2850 Aileron Circle (Residential).
- H. Consider approval of Addendum G to Lease No. 2009-12 with AIR ESSENTIALS, INC., d/b/a FLORIDA CLAY ART CO. for Building No. 256 and adjacent land located at 1645 Hangar Rd., Sanford, FL. (Commercial).
- I. Consider approval of Addendum B to Lease No. 2014-17 with HEATHER WING for Building No. 300-N located at 3104 Rudder Circle (Residential).
- J. Consider ratification of Lease No. 2016-09 with SOUTHLAND CONSTRUCTION, INC., for Building No. 515-2 and 515-3, located at 2842 and 2836 S. Mellonville Ave., Sanford (Commercial).
- K. Consider and authorize the disposal of various pieces of equipment, each of which has economically exceeded their useful life.
- L. ADD-ON: Consider approval of Task Order No 2016-1 with CPH for the architectural, mechanical engineering, baggage planning, and structural engineering for FIS Inbound Baggage Improvements.

Motion by Board Director Smith, seconded by Board Director Simmons, to approve Consent Agenda Items A through K. Board Director Green made a correction to the monthly amounts on items G and I. Vote taken, none opposed. Motion passed.

President Crews briefed the board on item L. CPH is one of three engineering consultants the Airport contracts with. Whenever a project is assigned to one of the engineers, we engage their specific services for remuneration with a task

order. This item is coming forward so we have a mechanism to pay CPH for the work they are doing on the FIS inbound baggage improvements.

Motion by Board Director Smith, seconded by Board Director Simmons, to approve Consent Agenda Item L. Vote taken, none opposed. Motion passed.

12. DISCUSSION AGENDA

- A. Consider approval of Resolution No. 2016-03, providing for participation in the Short-Term Bond Fund of the Florida Local Government Investment Trust.

Discussion ensued with regard to other options for alternative investment opportunities. President Crews will meet with Vice Chairman Slattery and Don Poore to discuss other options that do not invest in corporate paper.

Motion not made pending further discussion.

- B. Consider approval to amend the SAA FY 2015-2016 Budget by allocating additional funding for: 1) Performance Audit of Orlando Sanford International, Inc. (OSI) and Orlando Sanford Domestic, Inc. (OSD); and 2) Professional services associated with commercial development of the Airport's outparcels.

Discussion followed regarding the two separate funding requests. Additional issue raised by Don Poore regarding a budget amendment to salaries.

Board Director Miller inquired if the professional services request includes the development of a master plan for Commerce Park. President Crews stated it would not preclude us from using some of the funds for development of a master plan if it was necessary. Chairman Ioppolo stated he would like EDAC under the leadership of Board Director Miller to take the lead on developing the business plan for Commerce Park. Chairman Ioppolo thought development of the business plan with the EDAC will leverage the expertise of the committee while also taking some of the burden off of Airport staff.

Chairman requested a motion to approve the two budget items. The request will not be taken to the City until the Board discusses the salary budget amendment during the June Board meeting. Once the third item is approved by the Board a comprehensive package will be presented to the City for approval.

Motion by Board Director Miller, seconded by Board Director Smith, to approve the budget increase requests set forth in discussion agenda item B. Vote taken, none opposed. Motion passed.

- C. Status report on Hotel Ground Lease – Update provided during Counsel's report.

13. COMMENTS FROM THE PUBLIC

Kevin Spolski mentioned the parcel for the proposed hotel does not have offsite drainage. The hotelier may be doing their due diligence on what needs to be done for drainage before coming back to the Airport. Mr. Spolski commented on the audit report regarding the Airport reserves. All other airports in the audit report are somewhat landlocked without future growth or development and this should be considered when looking at the report findings. Mr. Spolski also mentioned that he assumed the pollution on 9 Left is from a pipeline used by the Navy 70 years ago for jet fuel and most likely had a leak at some point. This pipeline is now used for natural gas and the prior contamination has nothing to do with this Airport.

14. OTHER BUSINESS

15. REMINDER OF NEXT BOARD MEETING (June 7, 2016)

16. ADJOURNMENT

There being no further business, the meeting adjourned at 11:00 a.m.

Respectfully submitted,



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

/s/