

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

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**PRESENT:** Frank S. Ioppolo, Jr., Chairman  
Tim M. Slattery, Vice Chairman  
Jennifer T. Dane, Secretary/Treasurer  
Tom Green  
William R. Miller  
Clayton D. Simmons  
Stephen P. Smith  
Clyde H. Robertson, Jr.  
Mayor Jeffrey C. Triplett, City Liaison  
Commissioner Brenda Carey, County Liaison  
Brett Renton, Airport Counsel

**ABSENT:** U. Henry Bowlin

**STAFF PRESENT:** Diane H. Crews, President & CEO  
George D. Speake, Executive Vice-President & COO  
Don Poore, Chief Financial Officer  
Jerry Crocker, Director of IT  
Marc Gilotti, SAPD Sergeant  
Lori Hunt, Administrative Assistant  
Bill Stack, IT Manager

**OTHERS PRESENT:** Krysty Carr, AFA Flying Services  
Larry Gouldthorpe, Airports Worldwide  
Mike Kraus, KMI International  
Amy Stuhl Holloway, Stuhl Engineering  
Geoff Lane, Starport  
Jeremiah Owens, CPH Engineers, Inc  
Kevin J. Spolski, Spolski Construction  
Zach Nelson, McFarland Johnson  
Adam McKinnon, McKinnon Assoc.  
William McGrew, GAI Consultants

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 Slattery, to accept the minutes of the regular meeting held on Tuesday, July 12, 2016. Vote taken, none opposed. Motion passed.

4. LIASON REPORTS

A. Seminole County

Commissioner Carey requested further discussion regarding the land swap after the County budget sessions are over. She noted that the Seminole County Budget Workshop has been rescheduled to accommodate the Allegiant Groundbreaking Ceremony Thursday August 4, 2016.

Chairman Ioppolo briefed the Board that he had discussed with Seminole County Commissioner Horan a concept considering the County land, Sports Complex and Airport parcel as a joint development venture.

B. City of Sanford

Mayor Triplett briefed the Board on a fundraiser being conducted for Facial Pain Research Foundation. "Ride with The Mayor" is being sponsored by Seminole Harley Davidson to raise money for the Facial Pain Research Institute and is scheduled for Sunday August 7, 2016 at 10:30 a.m.

C. MetroPlan Orlando

Board Director Smith updated the Board stating MetroPlan has ended the Toll within a Toll concept for the next 3-4 years on 417. There will be no construction along 417 between 434 and the Aloma Avenue corridor until Ultimate I-4 is completed. In conclusion, he reported MetroPlan is planning to expedite the completion date of the Ultimate I-4 project along with the State road portions.

President Crews stated that she and Board Director Dane met with Commissioner Dallari who expressed his pleasure with Board Director Smith being elected to the MetroPlan Board.

Commissioner Carey indicated with reference to the MetroPlan topic one idea was if they would sell the Central Florida Expressway Authority the Turnpike portion in Seminole County, they would have enough money to move up the Wekiwa Parkway extension by several years. Board Director Smith expressed the importance to begin the I-4 to Sorrento section. Commissioner Carey stated the date for this portion is slated for 2021.



D. Orlando Economic Development Commission

Chairman Ioppolo referenced recent press regarding the partnership merger of the EDC and the Central Florida Partnership. A memorandum of understanding has been approved and the agreement will now be derived. Jacob Stuart is timing his departure with the incorporation of the new CEO who will be an external hire. The EDC will be presenting an update at the September SAA Board meeting. In conclusion he reported that the EDC Board reception was held in Seminole County at the Orlando Marriott Lake Mary in July.

5. COMMENTS FROM THE PUBLIC

None

6. COMMITTEE REPORTS

Board Director Miller distributed a detailed scope of work from AVCON Engineering. He requested that the Committee Members review this documentation before the EDAC Meeting scheduled for August 9, 2016.

7. PRESIDENT'S REPORT

President Crews distributed the Police and ARFF Monthly Reports and two letters of appreciation for the Police Department: 1) from City of Altamonte Springs for Sargent Mike Robbins' assistance with Red Hot & Boom; and 2) from a passenger whom Officer Robert Radosti assisted. President Crews informed the Board that new ARFF Chief Jason Shippell will be introduced at the next Board meeting. Update on the Airport Boulevard entrance sign that completion is set for August 18, 2016.

Don Poore, CFO presented the Financials to the Board.

President Crews stated Chief Fuehrer was absent; Sargent Marc Gilotti was in attendance on the Chief's behalf.

8. COUNSEL'S REPORT

Brett Renton updated the Board on the McDonnell matter. Mr. Renton referenced a memo he emailed to each of the Board Directors per the Board's request and briefed the Board on the proposed amendment to the Hotel Lease.

9. AIRPORTS WORLDWIDE REPORT

Airports Worldwide President Larry Gouldthorpe reported on the following:

A. Monthly Statistics For July 2016

- i. UK Traffic Total  
26,332
- ii. International Traffic Total  
39,415
- iii. Domestic Traffic Total  
265,975
- iv. Total Traffic  
305,982
- v. Year-to-Date Traffic  
1,693,282

Mr. Gouldthorpe stated July traffic broke the record that had stood since 2004 279,000 passengers; July 2016 passenger count was 305,000. This represents an all-time high for July of 13% improvement over last year and 11% increase year to date. In the month of July Mr. Gouldthorpe reported that Allegiant had 90 additional flights more than July of 2015. Allegiant announced several large milestones, including a ratified agreement regarding the Pilots Union and a purchase agreement for 12 new Airbus A320 aircraft to be delivered in 2017-2018. This is in addition to the prior commitment for the order of used airbus aircraft for 2016. This will accelerate the retirement of the MD80 fleet and help to modernize the fleet. There is additional seating and more efficiency regarding fuel burn. Allegiant has added San Juan Puerto Rico and Trenton NJ to their destination schedule.

In response to Board Director Miller's inquiry about the operational date of the Allegiant Simulator, Mr. Gouldthorpe noted that the groundbreaking ceremony is scheduled for August 4, 2016 and start of construction August 8, 2016. The training facility should be fully equipped by end of January 2017 with a 30 day calibration slated for the simulator; end of February is the expected start date for training.

#### 10. CHAIRMAN'S REPORT

Chairman Ioppolo thanked the Board and staff for attending the FAC Conference; the feedback he received was positive from peers. Chairman Ioppolo brought to the Board's attention that he was approached by a group of homeowners in Heathrow regarding flight paths and noise issues they are experiencing. Regarding the proposed property swap with Seminole County, Chairman Ioppolo felt the primary focus is to do right by the people being served. He stated he is confident there is an agreement that can be derived with the County to accomplish public policy and economic goals. Chairman Ioppolo stated he would continue along that course and will bring the joint recommendation back to the Board for consideration. He also suggested taking the item to the Economic Development Board. Chairman Ioppolo stated that he



and Commissioner Horan had discussed a study being done to determine the best use of the property through a joint development agreement.

Commissioner Carey stated the County is looking for facilities involving indoor activities, graduations and community events, not the commercial aspect which the Airport is looking for, and she didn't feel a study would be the means for achieving these common goals.

Discussion ensued between Commissioner Carey and Mayor Triplet regarding the County's intended uses and the possibility of a convention center to be built in the location of the current Civic Center. Commissioner Carey suggested a workshop versus a study. She stated she had spoken with the Orlando Solar Bears who would be interested if the building could accommodate ice. There is a need for additional parking at the Sports Complex as during peak times the lot exceeds capacity. As far as a community center, Commissioner Carey felt the focus of the new building would be to house high school graduations for Seminole County Schools. She stated a need for a hotel with convention space. Commissioner Carey reiterated the County would like an indoor sports facility that could convert to use for such events as high school graduations.

Chairman Ioppolo encouraged everyone to attend the Allegiant Groundbreaking Ceremony August 4, 2016; attendees are to meet at parking lot F at 1 p.m. for transportation. He thanked Mr. Gouldthorpe and Mr. Singh for the AWW AVCON dinner at FAC.

Chairman Ioppolo informed the Board he received a phone call from the new head of Orange Air, they have a new CEO and he will be meeting with them. Moxie Communications formerly Massey will be representing Orange Air.

He thanked everyone for filling out their evaluations and reviews of the President/CEO.

Chairman Ioppolo stated he received an email from Gerry Fiacco insurance broker who asked about proposing insurance products for the airport. He also met with BRPH, a planning firm that works with GOAA and other airports including Orlando Executive, Melbourne, and Daytona Beach with economic development plans. Chairman Ioppolo stated he would be bringing BRPH to an Economic Development meeting.

Board Director Green requested moving Consent Agenda item C to the Discussion Agenda.

#### 11. CONSENT AGENDA

- A. Consider ratification of Lease No. 2016-19 with MICHAEL BYRNES for Building No. 531, located at 3575 Marquette Ave., Sanford (Residential).
- B. Consider approval of Replacement Section 125 Administration Plan and Resolution No. 2016-09.



- C. Consider approval of Easement and Facilities Use and Maintenance Agreement between the Sanford Airport Authority and TBI Real Estate Holdings LLC. MOVED TO DISCUSSION AGENDA
- D. Consider approval of First Amendment to Lease No. 2016-10 with SOIA Hospitality, LLC.
- E. Consider approval of issuing and RFQ for Professional Airport Engineering Services.

Motion by Board Director Smith, seconded by Board Director Slattery, to approve Consent Agenda Items A, B, D, E with C being moved to Discussion Agenda. Vote taken, none voting in opposition. Motion passed 8-0.

## 12. DISCUSSION AGENDA

### A. Review of Strategic Plan.

President Crews addressed the Board stating that the Board Directors were asked to choose a certain number of items from the Strategic Plan to be used as the bonus criteria for the President's Review next year. She stated she had not received any feedback from the Board Directors. Chairman Ioppolo summarized, in order to give President Crews clear direction for the coming year, the Board is being asked to choose which performance items they intend to measure which will determine a bonus for the President. He stated that Board Director Slattery and President Crews developed the Strategic Plan for this purpose. Board Director Slattery distributed a draft of items he chose from the Strategic Plan for consideration for the bonus criteria. These four items can look at performance and see success or not without being nebulous. Board Director Green suggested the Board review the draft proposal from Board Director Slattery and adopt specific items at the next Board meeting.

Board Director Robertson addressed the current format of the Presidents Review and Evaluation and the current numbering structure, he suggested 1-10 versus 1-5. Board Director Dane suggested the evaluations be conducted in person versus three lines to detail an evaluation. Chairman Ioppolo stated that individual meetings were a good idea although the challenge is unified conversation around compensation. Board Director Dane suggested it be mandatory that the Board members meet individually with the President. Board Director Miller stated he agreed with Board Director Dane and felt dialogue with the President would clarify points being made. Board Director Robertson stated he felt that the objective should be to review the President and that not everyone needs to know what each individual has said on their review. Chairman Ioppolo clarified that contractually the Chairman is to evaluate the President. Board Director Simmons stated he met with President Crews and they talked about the Strategic Plan and objectives. They reviewed four or five items that she was doing and could be doing in the future and he felt it was a very productive meeting.



Chairman Ioppolo stressed the importance in making time to have conversation with the President. Board Director Green requested modification of the forms to allow for more dialogue. Board Director Simmons stated the goals that the President can achieve have to be realistic and achievable through efficient management.

Chairman Ioppolo clarified the Strategic Plan is to take nine views and agree on certain items the President knows the Board of Directors agree on as an objective measure. He concluded that the selection of goals will be approved at the next Board meeting.

B. Consider Approval of Budget Amendment to amend the SAA FY 2015-2016 NON-GRANT FUNDED CAPITAL BUDGET; and to consider approval of submission of said amendment to the Sanford City Commission for approval.

President Crews stated as part of transparency she brought this budget adjustment to the Board and felt the items listed are ones that need to be addressed before October 1, 2016.

Board Director Miller expressed his concern with a budget adjustment so close to the end of the fiscal year, and felt these items should have been on the 2016-2017 Budget. He requested taking the money out of Reserves. Chairman Ioppolo replied a budget adjustment is required. Mr. Renton responded that due to their Enabling Legislation, items in the expense category can't exceed the budgeted level. Mr. Renton further clarified that the City of Sanford would have to approve something that says the Board has the approval to pull all money from Reserves for any project before using those funds due to the manner in which the budget was approved last year. He stated the Board is more restricted due to the Enabling Legislation.

President Crews clarified that the items listed had not been identified or identified as urgent prior to this time, and that a budget adjustment is good fiscally responsible action; there has been no mismanagement by staff.

Motion by Board Director Smith, seconded by Board Director Simmons, to approve Discussion Agenda Item B. Vote taken, Board Director Slattery voting in opposition. Motion passed 7-1.

C. Consider approval of Easement and Facilities Use and Maintenance Agreement between the Sanford Airport Authority and TBI Real Estate Holdings LLC

Board Director Green stated this agenda item has been discussed at length, he felt it was a great development and a needed easement. Staff made their recommendation, provided pros and cons along with the value provided to the Airport for use of its land for the matter of transparency. Board Director Green

Board Director Green stated this agenda item has been discussed at length, he felt it was a great development and a needed easement. Staff made their recommendation, provided pros and cons along with the value provided to the Airport for use of its land for the matter of transparency. Board Director Green suggested working with AWW when the Airport property is developed as a joint development to provide an appearance of continuity.

President Crews addressed the Board referencing the Agenda Memo for this item. She stated in the Economic Development Committee it was suggested restricting Red Cleveland Boulevard by restricting deliveries and employees to use Marquette Avenue. Since that EDAC meeting she had negotiated with Mr. Gouldthorpe and that restriction was changed to deliveries only on Marquette Avenue and guests and employees will be free to use Red Cleveland Boulevard.

Motion by Board Director Smith, seconded by Board Director Robertson to approve Consent Agenda Item C. Board Director Green proposed amending the motion to include staff supplementing the minutes with their recommendation including the benefits and costs to the SAA in return for the easement:

- Tie-in to AWW sewer line and lift station that will be permitted, constructed and maintained by TBI (AWW)
- Entrance road, to be permitted, constructed, landscaped and maintained by TBI (AWW)
- Curb cuts provided by TBI for SAA property off entrance road
- Contractors and deliveries to use Marquette Ave entrance.
- SAA to have input into aesthetics of project

Board Director Smith amended his motion to include Board Director Green's proposed language; Board Director Robertson seconded the amended motion. Vote taken, none opposed. Motion passed 8-0.

Mr. Gouldthorpe expressed his gratitude on behalf of AWW and Allegiant, and stated he would be looking forward to working jointly with the Airport on future development of that property.

13. COMMENTS FROM THE PUBLIC

None.

14. OTHER BUSINESS

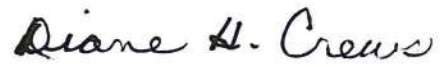
15. REMINDER OF NEXT BOARD MEETING (September 13, 2016)

16. REMINDER OF JOINT MEETING WITH CITY OF SANFORD (AUGUST 22, 2016 – 4:00 P.M.)

17. ADJOURNMENT



Respectfully submitted,

A handwritten signature in cursive script that reads "Diane H. Crews". The signature is written in black ink and is positioned above the printed name.

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

/lh