

**MINUTES OF THE REGULAR MEETING OF THE  
SANFORD AIRPORT AUTHORITY  
TUESDAY, OCTOBER 4, 2016**

---

**PRESENT:** Frank S. Ioppolo, Jr., Chairman  
Tim M. Slattery, Vice Chairman  
Jennifer T. Dane, Secretary/Treasurer (arrived 8:34)  
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:** Clayton D. Simmons

**STAFF PRESENT:** Diane H. Crews, President & CEO  
George D. Speake, Executive Vice-President & COO  
Don Poore, Chief Financial Officer  
Jerry Crocker, IT Director  
Shalyn Frey, ARFF  
Thomas Fuehrer, SAPD  
Lori Hunt, Administrative Assistant  
Brett Martin, ARFF  
Jason Shippell, ARFF Chief  
Bill Stack, IT Manager

**OTHERS PRESENT:** Krysty Carr, AFA Flying Services  
Russ Gibson, City of Sanford Director of Planning and  
Development Services  
Larry Gouldthorpe, Airports Worldwide  
Keith Kolakowski, The Collage Companies  
Geoff Lane, Starport  
Bill McGrew, GAI  
Genean McKinnon  
Jeremiah Owens, CPH Engineers, Inc  
Greg Smith, MillionAir  
Kevin J. Spolski, Spolski Construction

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

The meeting was called to order at 8:00 a.m., followed by the Pledge of Allegiance, and introduction of guests. Chairman Ioppolo introduced Russ

Gibson, Director of Planning and Development Services, City of Sanford. Also introduced were Chief Jason Shippell, Battalion Chief Shalyn Frey and Battalion Chief Brett Martin all recently promoted at ARFF. Chairman Ioppolo inquired if there was anything needed at the ARFF station under this new leadership. Chief Shippell noted that one additional staff member per shift to assist with NIMS would be beneficial.

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

3. APPROVAL OF MINUTES

Motion by Board Director Smith, seconded by Board Director Dane, to accept the minutes of the regular meeting held on Tuesday, September 13, 2016. Vote taken, none opposed. Motion passed.

4. PRESENTATION BY RUSS GIBSON, DIRECTOR OF PLANNING AND DEVELOPMENT SERVICES, CITY OF SANFORD – 10 Minute Presentation, 5 Minute Q & A

Russ Gibson, Director of Planning and Development Services, City of Sanford presented an update on the City of Sanford. Mr. Gibson stated the City of Sanford recently celebrated their 139 year anniversary. Mr. Gibson distributed an exhibit to the Board he referenced in his presentation, Development in Progress within the City of Sanford. He stated the area of the City of Sanford is twenty four square miles, boasting a zoo, state university, great transportation system and school district. Mr. Gibson referenced his exhibit and noted new projects currently under construction and future projects planned.

Board Director Slattery inquired about the Goldsboro Choice neighborhood.

Mr. Gibson replied it is the second largest area on the map and the Airport is the largest area. The City of Sanford in partnership with the Orlando and Sanford Housing Authorities has received a planning grant from HUD to evaluate the entire area. The HUD planning grant will look at the overall neighborhood, with regards to mixed income in the community. Three principles the study will look at will be housing, people and communities; and the integration of the needs of those three components.

Chairman Ioppolo inquired how to help drive the 3 million passengers that come through the airport this year to Sanford. Mr. Gibson responded to continue a working relationship with rapport, in spite of everyone's busy schedules and a commitment to working together during these times of great growth and redevelopment.

Mayor Triplett noted the growth of microbreweries in downtown Sanford. He stated the TDC is creating a tour that the airport can make passengers aware of.



In conclusion Mr. Gibson demonstrated two of seven, one-minute videos on the City of Sanford website that promote the city.

Chairman Ioppolo requested obtaining the link for the videos to be placed on the SAA website.

5. LIASON REPORTS

A. Seminole County

Commissioner Carey referenced the Goldsboro streetscape project groundbreaking and redevelopment of the historic Goldsboro neighborhood. Commissioner Carey stated the \$748 million, recently approved County Budget included \$250,000 towards opportunities to work with the Airport. Commissioner Carey inquired as to the status of the real estate study the Airport planned to conduct that Chairman Ioppolo spoke of at prior meetings relative to the proposed land exchange. Chairman Ioppolo responded the recent Request for Qualifications (RFQ) For Commercial Real Estate and Land Development received tremendous response, and he is looking forward to receiving final proposals. Commissioner Carey responded that Soldiers Creek Park is currently being refurbished and the County does plan to build an indoor facility with or without the land from the Airport. This indoor facility will provide indoor space for basketball/volleyball and high school graduations. Commissioner Carey inquired the timeline for the RFP. President Crews responded Friday October 7, 2016 is the deadline for the proposals and the EDAC would be reviewing those proposals at its next meeting, the date for which would be determined today.

In conclusion Commissioner Carey commended the Airport on the new entrance sign at Airport Boulevard and Ronald Reagan Boulevard.

Chairman Ioppolo wished Commissioner Carey a belated Happy Birthday.

B. City of Sanford

Mayor Triplett congratulated Chairman Ioppolo, Board Director Dane and Board Director Green on their reappointments to the SAA Board by unanimous vote of the City Commission. Mayor Triplett stated the Commission is pleased with the direction of the Board and the Airport.

C. MetroPlan Orlando

Board Director Smith stated last month's MetroPlan Orlando meeting was held at the Osceola Council on Aging. This organization provides Meals on Wheels to the elderly and homeless. The 408 extension to eastern Orange County which affects eastern Seminole County was discussed. There are three plans on the table to determine which way the 408 extension will be run. Commissioner Carey responded that Seminole County went to DOT and asked to have the

extension for 408 in the right of way for SR 50 as a toll facility, and DOT declined. She also noted that Seminole County objects to the high density impact on SR 419 in Chuluota.

D. Orlando Economic Development Commission

Chairman Ioppolo stated he invited Casey Barnes with the EDC to attend the December Board meeting to update the Board on the recent merger.

6. COMMENTS FROM THE PUBLIC

None

7. COMMITTEE REPORTS

October 20, 2016 at 8:30 a.m. was chosen as the next EDAC meeting. Board Director Miller requested receiving the submittals from the RFQ in an expedited manner. President Crews stated they would be distributed to the Committee Monday October 10, 2016. It was determined that only the Committee members would receive the submittals; Board Directors would receive the submittals after the recommendations have been made.

8. PRESIDENT'S REPORT

President Crews distributed the Aerials. President Crews stated that the rates and charges need to be reviewed on an annual basis; with the idea to bring them forward in November for January 1st implementation. President Crews stated she is in the midst of conducting a survey now of various airports to make a recommendation after discussing the rates with Larry Gouldthorpe.

Hurricane Matthew preparedness has begun with tenants and partners. Airport Ops and Maintenance have been verifying that properties and outparcels are secured for wind impact. ARFF Chief Shippell will be attending the County EOC update meeting at 11:30.

President Crews referred to the proposed Board Director retreat and the date of November 29, 2016 from 12-6 p.m. was determined.

President Crews distributed the ARFF/SAPD reports and an article on the Melbourne International Airport terminal expansion. President Crews shared with the Board the October edition of *Centerline Magazine* that included an article on 36 Women Airport Directors in which she was featured.

Don Poore, CFO, presented the Financials to the Board.

Board Director Robertson commended the Staff for staying on budget. He made inquiry on the eminent domain settlement.



President Crews shared with the Board recent progressive photos of the Hill Lab Inc. new construction project.

President Crews notified the Board that each summer the FAA distributes enplanement numbers for the previous calendar year. Airports can review, compare and dispute those numbers. Vice President Speake disputed the numbers the FAA proposed which ranked the Airport 85<sup>th</sup> and this resulted in a change in the airport's ranking to 82<sup>nd</sup> out of 549 airports in the country.

9. COUNSEL'S REPORT

Brett Renton updated the Board on the McDonnell matter; a hearing has been set for November 7-11 and should be the last hearing unless they appeal.

10. AIRPORTS WORLD WIDE REPORT

Airports Worldwide President Larry Gouldthorpe reported on the following:

A. Monthly Statistics For September 2016

- i. UK Traffic Total  
25,165
- ii. International Traffic Total  
36,439
- iii. Domestic Traffic Total  
137,992
- iv. Total Traffic  
174,431
- v. Year-to-Date Traffic  
2,092,718

Mr. Gouldthorpe stated September traffic was up 33,000 passengers or 23% over the prior year and up 6% or 10,000 passengers from budget. Regarding Air Service, Mr. Gouldthorpe stated they are actively in discussions with numerous airlines. He noted that there is greater recognition from airlines, MCO's project is driving enplaned passenger costs up 13%, and further stressed the need to keep costs low. AWW has been active in marketing; Michael Caires was in China, which is showing great interest. AWW is working with Universal Orlando to provide transportation from SFB to Universal.

With regards to Port Canaveral, a meeting is scheduled between Brian Davis, Allegiant Vice President of Third Party Sales, and Port Canaveral. Mr. Gouldthorpe addressed commercial activities related to the terminal expansion project. AWW held meetings with all SFB Concessionaires to discuss changes

to the commercial space program. Concessionaires are supportive of the Unison (concession consultant) recommendations and are willing to work on required contractual issues.

Board Director Slattery addressed private screening versus airports using TSA, and stressed that the efficiency and courteous service provided at this airport needs to be maintained.

Board Director Smith responded he flew recently on Allegiant to Chicago and was very impressed with the experience.

President Crews replied she recently flew on Allegiant to an airport that did not have private screeners; she reported there was lack of communication with their screeners. President Crews also stated that she and Executive Vice President Speake as the Security Coordinator for the Airport meet weekly on Mondays with the TSA Assistant Federal Security Director (AFSD), and have open conversations with Trinity and TSA to maintain continuous communication.

Mr. Gouldthorpe thanked the Board Directors and President Crews for their input and stated this is something that can be used in marketing efforts of Simpler Faster Better.

## 11 CHAIRMAN'S REPORT

Chairman Ioppolo stated he asked Don Poore for a list of grants that have been pursued FAA, FDOT, discretionary and titled. Mr. Poore will be working on phase two of this report and it will be distributed to the Board Directors.

Chairman Ioppolo updated the Board on the response received on the RFP for Real Property Development; Former Orange County Chairman Rich Crotty was present at the Mandatory Pre-Proposal meeting representing three developers. BPRH was also present for the Mandatory Pre-Proposal meeting.

Chairman Ioppolo acknowledged Dan Ping, who recently wrote an article for the Sanford Herald that has generated numerous calls to the Authority with positive feedback.

## 12. CONSENT AGENDA

- A. Consider award of contract to Collage Design and Construction Group, Inc. for the Outbound Baggage Claim Project in Terminal B.
- B. General Consulting Agreement between the Sanford Airport Authority and Avcon, Inc., for Professional Airport Engineering services.
- C. General Consulting Agreement between the Sanford Airport Authority and Atkins North America, Inc. for Professional Airport Engineering services.



- D. Consider ratification of Lease No. 2015-21 with LEE RICHARDSON for Building No. 520, located at 3933 Moore's Station Rd. Sanford (Residential).
- E. Consider approval of Addendum A to Lease No. 2014-16 with Dignoti Group, Inc. for Building No. 569 and Concrete Pad located at 3986 Aviation Loop, Sanford FL (Commercial/Warehouse/Concrete Pad).
- F. **ADD-ON**: Consider approval of Lease No. 2016-23 with APOLLO'S CHARIOTS for Building No. 515-5, located at 2824 S Mellonville Ave., Sanford (Office/Warehouse).

Chairman Ioppolo requested President Crews present a brief update on Consent Agenda Item F **ADD-ON** item. President Crews stated Apollo's Chariots was a previous tenant who chose not to renew when their lease expired but now wishes to relocate here. The new lease is a 14% increase over the prior lease.

Motion by Board Director Smith to move Consent Agenda Item A to Discussion Agenda.

Motion by Board Director Smith, seconded Board Director Green to approve Consent Agenda items B thru F. Vote taken, none voting in opposition. Motion passed 8-0.

### 13. DISCUSSION AGENDA

- A. (moved from Consent) Consider award of contract to Collage Design and Construction Group, Inc. for the Outbound Baggage Claim Project in Terminal B.

Board Director Smith inquired of Jeremy Owens how much work Collage Companies has done at SFB. Mr. Owens replied that they have done one project although they have done work at Daytona International and MCO. Board Director Smith stated he felt more comfortable with Mark Construction who has done more work at the airport. President Crews replied the process requires awarding the project to the lowest bidder that meets the qualifications. President Crews further stated she pulled this item off of last month's agenda to perform due diligence and clarify questions she had. President Crews stated that Collage Companies is on a continuing contract with GOAA and Mr. Owens clarified that CPH has worked with Collage Companies. Board Director Green reiterated that Collage Companies is considered a very reputable firm.

Motion by Board Director Slattery, seconded by Board Director Dane, to approve the award of contract to Collage Design. Vote taken, none voting in opposition. Motion passed 8-0.

- A. Consider approval of 2<sup>nd</sup> Amendment to Lease No. 2016-10 with SOIA Hospitality LLC.



President Crews stated SOIA has applied to Hilton for Hampton Inn and Suites, and as part of the process, they notify all area Hilton hotels in a certain radius to give them an opportunity to comment. Two Hilton hotels in Lake Mary along I-4 pushed back and said this would negatively impact their operation. When this occurs, a market analysis has to be conducted looking at potential impact of the proposed operation on existing hotels. At present, the market analysis has been delayed due to a backlog for these requests.

President Crews stated her recommendation is to push everything back two months so Hilton's process can proceed. Following the market analysis, it goes to the committee that actually makes the decision as to whether or not to grant the flag. Progress has been made; Hilton has been on site and SOIA is being given positive feedback. They have made progress in getting preliminary approval on the site plan, which could be changed by the committee in the final analysis and there is no 100% guarantee the flag will be approved.

Chairman Ioppolo stated that during discussion it was determined that we are far down the path with them. It's not that we couldn't exercise our rights to terminate the agreement but why restart the clock with someone new. We will go through this no matter who we select because the process for Marriott, Hilton or any major flag involves comments from existing franchises. Chairman Ioppolo stated he didn't think it would be a problem to extend the deadlines under the existing conditions which preserves our rights; we want the project to continue, and his suggestion is to approve the request.

Board Director Green requested specific dates in the amended timeline. President Crews responded it was in her memo and the attached amendment agreement. Board Director Robertson inquired why this seemed to be a surprise.

Chairman Ioppolo responded there were timing issues with the application as to when the Board approved the leases. SOIA had to make an application and pay a fee to Hilton to have things evaluated, but that application or approved application status expired when the year changed; when they submitted their information to be evaluated, Hilton said even though you paid the fee and submitted two months ago, it expired on December 31, 2015 so you need to resubmit and pay the fee again. There was a delay to do that resulting in them starting the process all over. The Chairman stressed that this was a series of administrative items, not optimal but not unpredictable.

Board Director Green stated there is a lot of hotel development now and he wasn't surprised there is a backlog.

Board Director Smith inquired if other flags were available in the event this turns out to be a problem. Chairman Ioppolo replied they made application to another carrier and could not get approval from that carrier; Hilton is where they'd like to be now.



Motion by Board Director Bowlin, seconded by Board Director Smith to approve the amendment in line with the Discussion Agenda item A memo. Board Director Robertson inquired if the firm should be looking for another flag during this process. Chairman Ioppolo replied that he and staff have been talking with other people so in the event there is fallout we will be further down the line. Board Director Slattery inquired if Chairman Ioppolo is convinced SOIA is moving forward and not delaying us, are they spending money trying to move forward. President Crews replied that yes she is. Board Director Slattery stated time is against us. Chairman Ioppolo agreed with Board Director Slattery, he feared restarting the clock with someone else would set us back 120 days to one year. Board Director Green stated 60 days from now will come very quickly. Board Director Slattery expressed concern whether the developer is serious. Board Director Dane inquired if the administrative issue was on the end of the Board or the Developer. Chairman Ioppolo responded it was on their end, part of it had to do with when we approved things, but they could have caught some things in terms of when their approved status expired. Board Director Dane stated it did take their attorney a long time to get back with us on the lease. Vote taken none voting in opposition. Motion passed 8-0.

#### B. Review of Strategic Plan

Chairman Ioppolo stated the draft of the Strategic Plan was distributed to the Board Directors; this will be the matrix and goals that President Crews will be measured on for next year. Discussion ensued amongst the Board Directors it was decided the CEO Performance Goals 2016-17:

1. Achievement of the budget with regards to net income.
2. Growth of airport presence within Central Florida and State.
3. Internal improvements to gain efficiency, capacity, and profit.
  - a. Terminal Expansion
  - b. Investment in personnel and technology for efficiency.
  - c. Outsource consideration or decision regarding development and Commerce Park.
4. Growth of revenue from Commerce Park assets.
  - a. From 2016 revenues grow 6.94% for 2017 (based on the budget for this year).
  - b. Completion of Commerce Park Business Plan to include five year capital plan.
  - c. Recommendation for establishment of sinking fund for Commerce Park.

5. New Business Development

- a. Growth of income from real estate development outside the Commerce Park.

To be reviewed yearly.

Motion by Board Director Green, seconded by Board Director Smith to approve Discussion Agenda Item B the five items selected as discussed. Board Director Green made a friendly amendment to review the process yearly. Board Director Smith approved the friendly amendment. Vote taken none voting in opposition. Motion passed 8-0.

14. COMMENTS FROM THE PUBLIC

Keith Kolakowski, Estimator, Collage Construction introduced himself and thanked the Board for the award of contract opportunity. He stated Collage Companies have been in Seminole County for 34 years and they are excited for the opportunity and committed to do an excellent job.

15. OTHER BUSINESS

16. REMINDER OF NEXT BOARD MEETING (November 1, 2016)

17. ADJOURNMENT

There being no further business, the meeting adjourned at 11:14 a.m.

Respectfully submitted,

*Diane H. Crews*

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