

**MINUTES OF THE REGULAR MEETING OF THE  
SANFORD AIRPORT AUTHORITY  
TUESDAY, APRIL 6, 2010**

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- PRESENT:** G. Geoffrey Longstaff, Chairman  
Tim Donihi, Vice-Chairman – *arrived at 8:45 a.m.*  
William T. Litton, Secretary/Treasurer  
David L. Cattell – *arrived at 8:41 a.m.*  
Whitey Eckstein  
William R. Miller  
Stephen P. Smith  
Brindley B. Pieters  
John A. Williams  
Brett R. Renton, Airport Counsel
- ABSENT:** Commissioner Dick Van Der Weide, County Liaison
- STAFF PRESENT:** Larry A. Dale, President & CEO  
Diane Crews, Vice President of Administration  
Bryant W. Garrett, Vice President of Finance  
George Speake, Vice President of Operations & Maintenance  
Diana M. Muñoz-Olson, Executive Secretary
- OTHERS PRESENT:** Bill Brooks, Wilbur Smith Associates  
Tracy Forrest, Winter Park Construction  
Larry Gouldthorpe, TBI  
Brady Lessard, CPH Engineers, Inc.  
James L. Meade, Mears Transportation  
Al Nygren, O.R. Colan Associates  
Jack Reynolds, JRA, Inc.  
Sandeep Singh, AVCON  
Lori Steiner, Wilbur Smith Associates  
Bob Tunis, City of Sanford Economic Dev. Director

**1. INTRODUCTION OF GUESTS AND CALL TO ORDER**

The meeting was called to order at 8:35 a.m.

Chairman Longstaff announced the passing of Commissioner Jack T. Bridges, and stated he will be missed. President Dale stated he received a card from Mrs. Bridges thanking the Authority for the flowers sent on behalf of the Board and staff.

Chairman Longstaff congratulated Board Member Eckstein on the front-page article at the Sanford Herald of his son, Rick.

## 2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

## 3. APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON MARCH 2, 2010; AND MINUTES OF THE SPECIAL MEETING HELD ON MARCH 30, 2010

Motion by Board Member Smith, seconded by Board Member Eckstein, to approve the minutes from the regular meeting held on Tuesday, March 2, 2010, and the minutes of the special meeting held on Tuesday, March 30, 2010. Motion passed.

## 4. PRESIDENT'S REPORT

President Dale reported on the following:

- A. Extension of Runway 9L-27R – Construction will get on the way. The Environmental Assessment, Finding of No Significant Impact [FONSI], and Benefit Cost Analysis were approved. The \$1,154,219.00 for the design-planning grant was approved at the last special meeting and the task order for \$1,214,958.00 was approved by FAA Airports District Office. President Dale will work with AVCON and Wilbur Smith Associates/CPH Engineering on the task order. The \$8 million land acquisition grant has not been received; however, it is expected in October 2010, part of the B Section of the grant.
- B. Runway 18-36 Rehabilitation – Project is complete. President Dale distributed the aerials. Approximately 62 tortoises have been removed. Most of the tortoises in the active area were removed.
- C. Improvements for the upgrade for airfield signage – The project is basically completed; the final walkthrough will take place the week of April 12-16, 2010. This is a force account project funded with a \$1,060,253.00 grant. The Airport is one of the few airports that does force account work.
- D. Large Commercial Aviation Hangar – The first pond has been dug and most of the fill is in. Compaction is underway for the pad and most of the fence is up. Most of the debris that was cleared has been burned. This is a 210-day construction project. Notice to Proceed was issued on March 5, 2010. The project is well underway at 5% completion.
- E. Bid Opening for Airfield Surface Painted Sign Markings – President Dale briefed the Board on the markings and the improvements done for safety. The pre-construction meeting will take place the day after the meeting.

- F. Master Plan Update – Inventory is done; Forecasting is almost ready for submittal. President Dale has received support letters from Delta Connection Academy and Bristow Academy.
- G. Discretionary Grant for ARFF – Contract for purchase was submitted to Oshkosh on April 2, 2010. George Speake clarified that two 11-year old 1,500 gallon trucks will be replaced. The Airport has to wait until 2013 to replace ARFF 3.
- H. Attorneys' Fees – Distribution and discussion of March's attorneys' fees.

[Out of order, after Operation Haiti Relief] Board Member Eckstein questioned Zachary Rans' fee. Counsel clarified it must have been an oversight from the Tampa office; a credit will be issued. Mr. Rans reviewed the hangar contract and the office used his standard rate, instead of the contract rate.

- I. Operation Haiti Relief – President Dale presented the Board a resolution given by the Seminole County Commission in recognition to all individuals who assisted during Operation Haiti Relief. He also presented the Board a plaque from the American Red Cross in recognition of the Airport for its partnership during the relief efforts. President Dale discussed a letter from John Cooper with the Florida Department of Children and Families thanking him for his support during the Operation.
- J. California Law – President Dale briefed the Board on a law upheld in the California court barring Hare Krishnas from soliciting at airports.

Counsel briefed the Board on a court ruling he had given President Dale where the court denied class action status to property owners who were suing the city/county regarding a noise issue.

- K. Legislative Priorities – Funding to complete the Right-of-Way purchase is available. Board Member Pieters questioned when the construction is expected to get started. President Dale stated in two (2) years, if the Authority keeps the pressure on.
- L. Proposed FRS changes – President Dale briefed the Board about proposed changes in the Florida Retirement System. HB 5607 and S 2022 will affect the Authority's budget. The proposed change increase employer contributions, initiate a 0.25% employee contribution, and changes the calculation from being based on the highest 5 years of pay, to an average of pay earned over the entire length of work. President Dale, along with Bryant Garrett, will do the budget projections and brief the Board at a later time.
- M. Florida Airports Council Annual Conference August 8-12, 2010– The conference will take place in Tampa, at the Marriott Tampa Waterside Hotel. Twelve (12) rooms have been booked. Board members interested in attending need to contact Diane Crews or Diana M. Muñiz-Olson.

- N. Bldg. 310 – Diane Crews briefed the Board on Building 310. Occupancy is at 71% with 102 students. Delta Connection Academy (DCA) is projecting an additional 51 students between now and June. DCA is launching a very aggressive marketing campaign to attract more students. Board Member Eckstein congratulated Ms. Crews for the idea of turning the building into a dorm.
- O. U.S. Department of Commerce – On March 2, 2010 a delegation of airport professionals from eight countries in the Russian Federation met with President Dale and staff to discuss subjects related to the Airport. The delegation enjoyed their visit to the Airport; it was more interesting and they had more fun here than at any other airport they visited. The delegation was part of the 2010 Special American Business Internship Training (SABIT) Airport Development program of the U.S. Department of Commerce.
- P. Articles – President Dale briefed the Board on an article from the Tampa Tribune which stated there is a plan to combine a new airline terminal at OIA with four (4) types of rail service: high-speed rail between OIA, Lakeland and Tampa; link to Sunrail commuter rail; light rail line to I-Drive; and people mover to current airline terminal. He also discussed an article regarding Bristow Academy at TICO Airport.
- Q. Wildlife Rule – On any state protected species, unless federally protected, the new rule states the Airport can take any species that is State protected without a permit, if it is a hazard to safety and the Airport has a wildlife hazard management plan. If gopher tortoises are found in a construction project in the safety area and there is a danger to habitat, the gopher tortoises cannot be killed but can be relocated and the hole covered without a permit. The Authority will determine the hazard. The Species Conservation Planning Section is to bring this draft to their April 28, 2010 meeting in Tallahassee. The rule will be brought to the Fish and Wildlife Commission for final approval at their June 23, 2010 meeting in Lake Mary. For federally protected species, the Authority must follow the federal permit. The only federally protected birds at the Airport are wood storks and eagles. For State protected species, the Authority can do whatever it deems necessary, with the exception of gopher tortoises. Even though it has always been required, President Dale expects this rule will inspire other airports to do a wildlife hazard management plan.
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- R. Audit Presentation – President Dale and staff will present the Audit on April 12, 2010 to the City Commission.
- S. Airport Law Enforcement Training Range – President Dale briefed the Board on the Airport Law Enforcement Training Range at Silo Point. He was able to get policies from other ranges around the state, but still needs to work on the policies and the budget for the Airport's range. The regular budget for law enforcement will cover ammunition and the targets. For other agencies, a fee will be based on the sporting clays cost and the maintenance of the equipment. Policies will be brought to the Board for approval. On the March special meeting, the Board authorized President Dale to proceed with permitting; create a policy subject to Counsel's approval; and

provide a budget to the Board. Rules will be posted on site and safety briefings will be done before operation. President Dale stated he had talked to Tony Russi and the insurance provider will cover the Authority.

5. COUNSEL'S REPORT

In regards to the lawsuit for the waterproofing of the parking garage against ACI and Moss Waterproofing, ACI has contacted Counsel to do mediation. Counsel will brief the Board during the next meeting.

6. TBI REPORT

TBI President Larry Gouldthorpe reported on the following:

A. Monthly Statistics for March 2010

- i. UK traffic total  
March 2010 – **7,232** passengers
- ii. International traffic total  
March 2010 – **10,331** passengers
- iii. Domestic traffic total  
March 2010 – **81,779** passengers
- iv. Total traffic  
March 2010 – **97,394** passengers
- v. Year-to-date traffic  
2010 – **370,027** passengers
- vi. Transit traffic  
March 2010 – **5,234** passengers

- vii. Percentage  
UK traffic is up 22% compared to March 2009, due to the Easter Holiday. International traffic is up 13% compared to March 2009. Domestic traffic is down 47% compared to March 2009. Total traffic is down 40% compared to March 2009. Year-to-date traffic is down 20% compared to 2009.

Domestic traffic is down due to Allegiant's move of ten (10) destinations to Orlando International Airport.

## B. Airlines/Tour Operators Update

- i. Cargo – Business is extremely light; there are less imports and exports. Thomas Cook has made arrangements with a new General Sale Agent for outbound cargo.
- ii. Allegiant – All ten (10) markets have been completely relocated. For the first month, the average load for the 21 destinations that still remained in Sanford was 89.3% compared to 84.8% at MCO; however, yield is harder to measure. Approximately 1,000 e-mails have been received stating they would not fly Allegiant out of MCO. President Dale stated Allentown, PA and Knoxville, TN are not getting the same traffic from MCO that they were getting from SFB.

Allegiant has acquired six Boeing 757 aircraft, eventually destined for Hawaii.

Board Member Pieters noted that Southwest is now going the Florida Panhandle and questioned if Allegiant plans on adding flights to the area. Mr. Gouldthorpe clarified that those flights are done on a revenue guarantee and Allegiant does not work on incentives. This time of the year, Allegiant usually makes their new service announcements; however, Mr. Gouldthorpe has not heard of any plans.

Board Member Miller questioned if Mr. Gouldthorpe had seen any denigration of service in Allegiant trying to balance their employees and equipment. Mr. Gouldthorpe clarified there were very few delays, mechanical issues or cancellations. There are no issues in processing passengers because that is done by OSI.

Having seen what Allegiant charges for additional items other than the basic ticket, Board Member Miller questioned if there is something AirTran provides that Allegiant does not. Mr. Gouldthorpe stated the Airport covers for a lot of Allegiant's low customer service; staff works hard to provide service, which they do not get from MCO. People might have a perceived value with AirTran that they are not getting from Allegiant. Board Member Eckstein stated Allegiant does not even advertise. Mr. Gouldthorpe clarified the Airport did the advertisement for them. Board Member Miller clarified that with his previous question he wanted to know if Allegiant charges for the seats, drinks, snacks, and bags. Mr. Gouldthorpe clarified that AirTran charges for some of it too, but not to the extent that Allegiant does. Board Member Miller did not realize and appreciates what Mr. Gouldthorpe does to make the operation run smoothly. Mr. Gouldthorpe stated everybody "pitches in." Board Member Miller requested for Mr. Gouldthorpe to continue to brief the Board on what he is doing. Board Member Donihi stated he had just flown from Orlando to Lexington with Allegiant, and it was much easier from SFB. He did not realize there were so many add-on costs.

Board Member Donihi requested the break-even load factors. OSI cannot determine the load factors at MCO; however, at SFB it used to be in the 70's (percentile). Allegiant's old philosophy was to work around the competition; now, all they want to do is compete with AirTran.

President Dale stated other airlines are interested in the Airport due to the experience Allegiant had. Now that the Airport is eligible, the Authority will request a small community air service grant from the Department of Commerce. OSI and the Authority are also pursuing an aggressive marketing plan.

Mr. Gouldthorpe stated the Airport had five successful years with Allegiant to learn what people look for and how they use the Airport. On terms of route performance, for all 31 cities SFB was above zero, with zero being the marketing margin the airline considers appropriate. Mr. Gouldthorpe stated studies are being done to review where the passengers came from in the last 5 years.

Chairman Longstaff questioned if there were any airlines similar to Allegiant five years ago. Mr. Gouldthorpe clarified the current market is not conducive for that; however, the industry is stabilizing and there are carriers that would be interested.

#### C. Miscellaneous Updates

- i. WiFi Service – The WiFi Service at both terminals has been fully implemented, at a fee of \$7.99. In the first week, several hundred people have accessed it.
- ii. Parking – OSI is in the process of looking at all the costs including how the parking lots are managed and utilized. Mr. Gouldthorpe will bring back to the Board some ideas they are working on regarding parking management.
- iii. Staff – The previous week OSI had to reduced their staff by 12 employees.

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#### 7. LIAISON REPORTS

City of Sanford

None

Seminole County

None

8. CHAIRMAN'S REPORT

None

9. CONSENT AGENDA

- A. Consider approval of Addendum A to Lease No. 2009-05 with RICHARD HARDOON for Building No. 300-N, located at 3104 Rudder Circle (Residence).

Staff recommends approval of Addendum A to Lease No. 2009-05 with RICHARD HARDOON for Building No. 300-N, located at 3104 Rudder Circle (Residence). Addendum A extends the lease term for one (1) additional year, effective March 1, 2010. The annual rental rate is \$9,600.00; the monthly payment is \$800.00.

- B. Consider approval of Lease No. 2010-08 with RAYMOND FLETCHER for the property at 2604 Poinsetta Avenue (Residential – land acquisition program leaseback).

Staff recommends approval of Lease No. 2010-08 with RAYMOND FLETCHER for the property at 2604 Poinsetta Avenue (Residential – land acquisition program leaseback). The lease term is for ninety (90) days, commencing on March 26, 2010, and ending on June 25, 2010. At the expiration of the initial term, this lease is on a month-to-month basis and may be terminated by either party on thirty (30) days written notice. The annual rental rate is \$9,000.00; the monthly payment is \$750.00.

Note: This property was purchased with funding from FAA Grant No. 3-12-0069-062-2009, for acquisition of land in noise sensitive areas located within the 65 DNL.

- C. Consider approval of Addendum B to Lease No. 2008-09 with MICHAEL LOADER for Building No. 303, located at 2850 Aileron Circle (Residence).

Staff recommends approval of Addendum B to Lease No. 2008-09 with MICHAEL LOADER for Building No. 303, located at 2850 Aileron Circle (Residence). Addendum B extends the lease term for one (1) additional year, effective April 1, 2010. The annual rental rate is \$9,600.00; the monthly payment is \$800.00.

- D. Consider approval of Lease No. 2010-05 with O.R. COLAN ASSOCIATES OF FLORIDA, LLC for Building No. 255-E, located at 1725 Hangar Road (Office).

Staff recommends approval of Lease No. 2010-05 with O.R. COLAN ASSOCIATES OF FLORIDA, LLC for Building No. 255-E, located at 1725 Hangar Road (Office). The lease shall have a one (1) year term, commencing on March 1, 2010. The lease consists of 1,600 square feet of office space at \$7.969 per square foot. The annual rental rate is \$12,750.00; the monthly payment is \$1,062.50, exclusive of taxes.

Note: The tenant is the Authority's Land Acquisition Consultant.



- E. Consider approval of Intergovernmental Coordination and Review and Public Transportation Coordination (ICAR) Joint Participation Agreement between the Florida Department of Transportation and Orlando Urban Area Metropolitan Planning Organization d/b/a Metroplan Orlando; East Central Florida Regional Planning Council; Central Florida Regional Transportation Authority d/b/a Lynx; Greater Orlando Aviation Authority and the Sanford Airport Authority; and Orlando–Orange County Expressway Authority and Seminole County Expressway Authority.

Moved to Discussion Agenda.

- F. Consider approval of Addendum A to Lease No. 2005-05 with AVION JET CENTER, LLC for Building No. 439, located at 3026 Carrier Avenue (Warehouse/Office).

Staff recommends approval of Addendum A to Lease No. 2005-05 with AVION JET CENTER, LLC for Building No. 439, located at 3026 Carrier Avenue (Warehouse/Office). Addendum A extends the lease term for one (1) additional year, effective May 1, 2010. The building consists of 6,000 square feet of office and warehouse space, at \$5.50 per square foot. The annual rental rate is \$33,000.00; the monthly payment is \$2,750.00 exclusive of taxes.

- G. Consider approval of Addendum D to Lease No. 2003-03 with GENESIS MFG AND ENGINEERING, INC. for Building No. 37, located at 3018 Navigator Avenue (Warehouse/Office).

Staff recommends approval of Addendum D to Lease No. 2003-03 with GENESIS MFG AND ENGINEERING, INC. for Building No. 37, located at 3018 Navigator Avenue (Warehouse/Office). Addendum D extends the lease term for one (1) additional year, effective February 1, 2010. The building consists of 1,552 square feet of office and warehouse space, at \$3.85 per square foot. The annual rental rate is \$5,975.20; the monthly payment is \$497.93 exclusive of taxes.

Motion by Board Member Williams, seconded by Secretary/Treasurer Litton, to approve Consent Agenda Items A through D, excluding Item E, including add-on Items F and G. Motion passed.

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## 10. DISCUSSION AGENDA

- A. Consider approval of Intergovernmental Coordination and Review and Public Transportation Coordination (ICAR) Joint Participation Agreement between the Florida Department of Transportation and Orlando Urban Area Metropolitan Planning Organization d/b/a Metroplan Orlando; East Central Florida Regional Planning Council; Central Florida Regional Transportation Authority d/b/a Lynx; Greater Orlando Aviation Authority and the Sanford Airport Authority; and Orlando–Orange County Expressway Authority and Seminole County Expressway Authority.

The current ICAR Agreement was signed in June 2005; under Section 6.03(a), it is required that the agreement be reviewed at the end of every five (5) year term, and either amended or

affirmed for an additional five (5) year term. Accordingly, the attached ICAR agreement is submitted for your review and approval, inclusive of changes of address for the Central Florida Regional Transportation Authority; Orlando-Orange County Expressway Authority; Sanford Airport Authority and the East Central Florida Regional Planning Council. Metroplan Orlando reaffirmed the ICAR with the noted address changes at its regularly scheduled meeting of March 10, 2010.

Staff recommends that the SAA Board reaffirm the ICAR agreement with the noted address changes, and authorize the Chairman to execute two original copies of the amended agreement, with one signed copy of the amended agreement to be returned to Metroplan Orlando, and the other original to be kept with the SAA's records.

President Dale recommended the Board affirm the agreement with corrected address, and enter into it for an additional five (5) year term.

Motion by Board Member Eckstein, seconded by Board Member Cattell, to approve Discussion Agenda Item A. Motion passed.

11. COMMENTS FROM THE PUBLIC

None

12. OTHER BUSINESS

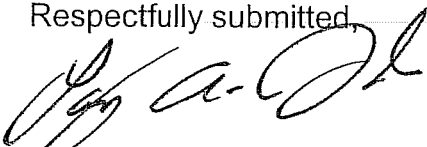
Board Member Donihi thanked the Board and staff for their support to the Ovarian Cancer Teal Magnolia luncheon. The event was a great success.

13. REMINDER OF NEXT BOARD MEETING (MAY 4, 2010)

14. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:17 a.m.

Respectfully submitted,



Larry A. Dale, President & CEO  
/dmm



SANFORD AIRPORT AUTHORITY  
1200 Red Cleveland Boulevard  
Sanford, Florida 32773  
(407) 585-4001 • Fax (407) 585-4045  
www.orlandosanfordairport.com

March 16, 2010

Via email: [legals@mysanfordherald.com](mailto: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 (March 21, 2010) of the Sanford Herald Classifieds.** Please confirm receipt of this advertisement by email to [dmuniz@osaa.net](mailto:dmuniz@osaa.net).

**PUBLIC NOTICE**

SANFORD AIRPORT AUTHORITY

Notice is hereby given that the Sanford Airport Authority will conduct its April meeting on Tuesday, April 6, 2010, 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 normal 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.

**Larry A. Dale**  
President & CEO

Certified proof of publication and invoice should be sent to:

Attn: Diana M. Muñiz-Olson  
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,

Diana M. Muñiz-Olson  
Executive Assistant

# PUBLIC NOTICE

## **BOARD MEETING**

The regular meeting of the Sanford Airport Authority will be held on Tuesday, April 6, 2010, 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 normal business hours at (407) 585-4002.

## **SANAC**

The Sanford Airport Noise Abatement Committee (SANAC) meeting will be held on Tuesday, April 13, 2010, at 9:00 a.m., in the Sanford Airport Authority Executive Offices Board Room, A. K. Shoemaker Domestic Terminal, 1200 Red Cleveland Boulevard, Sanford, Florida. Scheduling and information is available by contacting the Vice President of Operations at (407) 585-4006.

## **USER GROUP**

The Airport User Group meeting will be held on Tuesday, April 13, 2010, at 10:00 a.m., in the Sanford Airport Authority Executive Offices Board Room, A. K. Shoemaker Domestic Terminal, 1200 Red Cleveland Boulevard, Sanford, Florida. Scheduling and information is available by contacting the Vice President of Operations at (407) 585-4006.

## **DESIGN REVIEW COMMITTEE (DRC)**

The Sanford Airport Design Review Committee (DRC) meeting scheduled for Wednesday, April 7, 2010, has been cancelled. Information may be obtained by calling (407) 585-4002.

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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.

Larry A. Dale  
President & CEO