

**MINUTES  
SANFORD AIRPORT AUTHORITY  
SPECIAL MEETING - BUDGET WORK SESSION  
WEDNESDAY, JUNE 22, 2011  
3:00 P.M.**

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**PRESENT:**                   **G. Geoffrey Longstaff, Chairman  
Tim Donihi, Vice-Chairman – via conference call  
Stephen P. Smith, Secretary/Treasurer  
U. Henry Bowlin  
David L. Cattell  
Whitey Eckstein  
William T. Litton  
Brindley B. Pieters  
Kenneth W. Wright, Airport Counsel**

**ABSENT:**                   **Tom Ball**

**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  
Don Poore, Finance Manager  
Diana M. Muñiz-Olson, Executive Secretary**

**OTHERS PRESENT:**     **Jacqueline George  
Anna M. Litton**

**1. CALL TO ORDER**

The meeting was called to order at 3:03 p.m.

**2. ADVERTISEMENT OF MEETING**

President Dale clarified even though this meeting is considered the budget work session, it was properly advertised as a regular specially called meeting, and actions can be taken by the Board (except for Board Member Donihi). Copies attached.

### 3. AGENDA ITEMS

#### A. Miscellaneous Items – President Dale reported on the following:

- i. Recognition – President Dale thanked the Board and staff for the ad published in The Sanford Herald, commemorating his 10 years as President and CEO of the Authority.
- ii. Records Request – President Dale stated a request for Airport tenant information was made by Channel 9. Diane Crews will discuss with Counsel the tenants' privacy rights.
- iii. Award – President Dale stated Frank Hale contacted him to announce that he (President Dale) will be the recipient of the Lifetime Achievement Award, presented by the Seminole County Regional Chamber of Commerce. The award will be given in September 2011.
- iv. Screening Partnership Program (SPP) Update – President Dale briefed the Board on the amendments to the several bills regarding SPP. There is a particular bill, which states the undersecretary shall approve those applications submitted on or before February 3, 2011. The Authority submitted its application on February 1, 2011; which the TSA confirmed had been timely filed and received. In January 2011, after Mr. Pistole decided he would not allow SPP anymore, he sent denial letters to all five airports pending at the time, saying there was no benefit to SPP. There is a bill that the undersecretary shall approve applications within 120 days and also reconsider those airports that have already applied for private screening. If he does not approve, he shall have a compelling reason and inform Congress.

The previous week President Dale received a call from Ray Williams, the TSA grants manager dealing with the SPP. Mr. Williams informed President Dale there is a new application for the SPP and the Airport's new application had not been received. President Dale questioned why the new application would apply to the Airport since the TSA confirmed receipt of the original application and it had not been declined. Mr. Williams requested President Dale give it some consideration, since they prefer for everybody to use the new form. President Dale stated the application had not changed much; however, there were two changes. The changes are as follows: 1) it asked to check a box if the airport wishes to apply as the private screener (the Authority was approved by TSA); and 2) it asks for the airport to provide any information that gives the TSA a compelling and substantial reason that this will enhance the TSA screening at the airport. The current standard in the law states Mr. Pistole has to certify to Congress that the private screening is equal to or greater than the one provided by TSA. What Mr. Pistole has done is called "transference"; now the airports have to prove to him that the private screening at the airports would be a clear and substantial advantage to him, and this is a subjective opinion. A representative from Congressman Mica contacted President Dale because he had been

receiving calls regarding the new application. Congressman Mica recommended President Dale reply with a letter. President Dale read to the Board his reply, requesting the TSA act on the application submitted on February 1, 2011.

President Dale stated that before the meeting, he received a call from MSNBC requesting a comment on the reopening of the SPP applications. President Dale clarified the Airport was told the application was pending and that the Authority would not reapply since the application had not been denied.

Regarding the invasive pat-downs in Texas, they passed the bill in the House requiring the upholding of Texas' constitution on illegal searches. Just as it was going to the Senate, the Obama administration through the U.S. Attorney General, threaten to seek a court injunction and until they got it they would ground all air travel in Texas. As a result, the people of Texas went to the capital and complained. Texas' Lieutenant Governor appealed to Governor Perry to re-introduce the bill. The sponsor of the amended bill in the Senate has 17 votes out of 33 members; and the sponsor of the amended bill in the House has 112 votes out of 150 members. The amendment gave 90 days for the TSA to respond before it becomes law.

#### B. Review of Draft SAA Budget FY 2011-2012.

President Dale and Staff briefed the Board on the Airport Authority Fiscal Year 2011-2012 Proposed Operating and Capital Budget.

President Dale stated there are three requests for modification to certain positions; each Vice President will brief the Board individually. He clarified this work session is for comments and consensus from the Board; the final draft will be presented to the Board at the June 30, 2011 meeting for approval to submit to the City.

Diane Crews briefed the Board on the Project Coordinator position currently held by Jennifer Taylor. The position was created primarily to provide clerical support for grant close-outs and assist in accounts payable. The scope of work for the position has been modified to provide for the coordination and recordkeeping of all construction projects at the Airport, from pre-bid to project close-out. This position is the secondary point of contact for Airport staff, contractors, consultants, and City/County representatives and is one of the Airport's primary interfaces with the FAA and FDOT. The position has gone far beyond project coordination and recordkeeping, to include technical review of construction plans, conflict resolution, and land acquisition. The land acquisition was performed heretofore performed at great cost by outside consultants. By performing the work via force account, the Authority will realize approximately \$214,000.00 on the extension of Runway 9L-27R. The educational requirement for the current position is a 4-year degree in a related field, or years of commensurate experience on a 2-1 ratio. The performance of this position requires significant knowledge in multiple areas of construction and FAA and FDOT grant administration, as well as basic accounting principles. Ms. Taylor's qualifications are based on this tremendous body of knowledge as well as

the experience she has amassed over the past 12 years at the Airport. Staff recommends: 1) change the job description and title from Project Coordinator to Project Coordinator/Land Acquisition Specialist; 2) increase the pay grade from 5 to 6; and 3) increase the salary range to accurately reflect the scope of work from \$40,456.00 (3% over mid-range) to \$47,573.64 (3% over mid-range of the new pay rate). Board Member Pieters questioned what kind of degree Ms. Taylor has. Ms. Crews clarified Ms. Taylor does not have a degree; however, she exceeds the required qualifications just on experience alone. President Dale disclosed Ms. Taylor is his daughter, and clarified she worked at the Airport prior to him working for the Authority. Board Member Cattell questioned if the Board has to approve job descriptions. Ms. Crews clarified the Board does approve a job description in the event it has been changed. This position in particular would also be a change in the draft budget. President Dale reiterated staff is looking for a consensus to make the changes on the budget, no motion is needed. President Dale clarified that land acquisition produced force-account revenue; however, it will produce more now that it is done completely in-house. Board Member Pieters and Secretary/Treasurer agree it is better to use somebody in-house, who has the knowledge.

George Speake briefed the Board on the Lead Mechanic and Mechanic Assistant positions. The Lead Mechanic passed away in 2008 and the position has not been filled due to budget constraints. Staff recommends eliminating both current positions (Lead Mechanic and Mechanic Assistant), and create a new Airport Mechanic position with the specified requirements/certifications (ASE certified Master Mechanic, MACS certification or equivalent, and minimum of 5-years vehicle maintenance experience in a commercial setting). The new position will have a salary of approximately \$55,000.00-\$60,000.00, with a pay grade of 6. Mr. Speake would also like to increase the maintenance department small equipment capital purchase line item by \$5,000.00 for the purchase of basic vehicle diagnostic equipment. It is expected \$15,000.00-\$20,000.00 will be saved in vehicle and equipment maintenance cost in the first year of the new position. Secretary/Treasurer Smith questioned what would happen to the Mechanic Assistant. Mr. Speake stated his position (and job) would be eliminated since he does not meet the qualifications. He stated he has discussed it with President Dale and requested the positions be eliminated immediately. Secretary/Treasurer Smith stated this would save on A/C maintenance. Mr. Speake clarified this would be for A/C in vehicles. Secretary/Treasurer Smith questioned if it would include ARFF vehicles. Mr. Speake clarified maintenance for the ARFF vehicles require specific training; however, the ARFF personnel periodically change the filters and do general maintenance. President Dale requested authorization from the Board to eliminate the current mechanic positions and create the new position. Motion by Secretary/Treasurer Smith, seconded by Board Member Litton to eliminate the Lead Mechanic and Mechanic Assistant positions; and create the new Airport Mechanic position (immediately). Motion passed.

Chairman Longstaff stated Board Member Litton has had to resign from the Board; he is moving from Seminole County and no longer meets the residency requirements. Board Member Litton introduced his mother and fiancé, also in attendance. President Dale stated Mayor Triplett asked him to ask Board Member Litton to serve until a replacement is found.

Bryant Garrett briefed the Board on the SAA Police Department positions. He recommended Sergeant Thomas R. Fuehrer be promoted to captain, with an increase in pay equivalent to approximately \$4,000.00. After this change, there will no longer be a sergeant position available.

Discussion ensued.

Counsel briefed the Board on the proposed increase in attorneys' fees. Chairman Longstaff stated that according to his calculations, the increase would be approximately 16-18% over a couple of years, or approximately a 3% increase per year. He does not believe the increase is unreasonable. It was the consensus of the Board to approve the attorneys' fees increase in the budget.

President Dale stated that in the past, the Authority had both a state lobbyist and a federal lobbyist. Several years ago the federal lobbyist was terminated; and last year the state lobbyist was terminated temporarily. Regarding the state lobbyist, Bobby Brantley (former Lieutenant Governor) sent a proposal to President Dale. Board Member Donihi stated Mr. Brantley helped his wife pass a piece of legislation; and the Board could not ask for a better person. Counsel stated Mr. Brantley runs the Shutts and Bowen offices in Tallahassee; and stated he would give his endorsement. The proposed retainer is \$50,000.00. President Dale stated he would hate to lose the current lobbyist (Julia E. Juarez); however, Ms. Juarez has done it for a number of years, and Mr. Bentley has tried to get it for a number of years. Chairman Longstaff questioned if Mr. Bentley has a national scope. Counsel stated Mr. Bentley has better than average contacts on Washington, DC. It was the consensus of the Board to approve Bobby Brantley's proposal for state lobbyist in the amount of \$50,000.00. Regarding the federal lobbyist, President Dale stated Rusty Roberts, who worked with Congressman Mica for years, has retired and joined the firm BGR Group. Dan Murphy, who used to work with Senator Mel Martinez, has teamed with Mr. Roberts as federal lobbyists. Chairman Longstaff questioned if there is a waiting period for staffers. President Dale stated they asked that the Authority consider them, no formal proposal has been made yet. He believes they can represent the Authority with the extension of Runway 18-36 and a national immunity rule on wildlife. It was the consensus of the Board to allow Mr. Roberts and Mr. Murphy represent the Authority on the two issues previously discussed, as long as they operate within the remaining budget for contractual services.

Board Member Pieters questioned where was the expenses associated with the canine team. Mr. Garrett clarified the Authority will receive the expenses right now; the Authority will receive the funds for the entire year. He did not include it under revenue. Secretary/Treasurer Smith requested it be added to the final draft.

Chairman Longstaff questioned if there was an increase in salary. President Dale stated that in the June meeting the Board approved a 3% increase to compensate for the FRS mandated contribution. The budget reflects and additional 2% increase.

President Dale stated the Authority has made the offer for the McCaskill property; however, if they refuse or do not reply by Monday, the offer will go to the Steel property.

Chairman Longstaff reminded the Board that the draft budget will be re-presented on Thursday's meeting, with the few minor changes discussed at the work session.

4. OTHER BUSINESS

None

5. COMMENTS FROM THE PUBLIC

None

6. REMINDER OF JULY BOARD MEETING (JUNE 30, 2011)

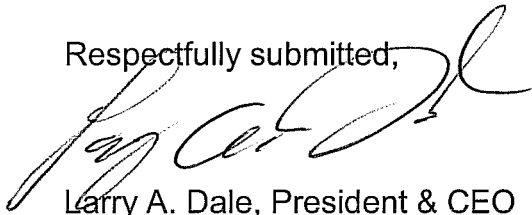
7. REMINDER OF PRESIDENT DALE'S REVIEW BY THE BOARD

8. REMINDER OF ARKEFLY INAUGURAL EVENT (JUNE 24, 2011)

9. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:08 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Larry A. Dale", is written over the typed name below.

Larry A. Dale, President & CEO



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

June 9, 2011

Via email: [legals@mysanfordherald.com](mailto:legals@mysanfordherald.com)

The Sanford Herald  
P. O. Box 1657  
Sanford, Florida 32772 1657

Attn: Legal Classified

Please publish the following Public Notice one (1) time in the **Wednesday edition \* (June 15, 2011) 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 a regular specially called meeting on Wednesday, June 22, 2011, at 3:00 p.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

\* Due to error by The Sanford Herald, notice was published on Sunday, June 19, 2011.

# PUBLIC NOTICE

## **BOARD MEETING**

The regular meeting of the Sanford Airport Authority for June will be held on Tuesday, June 7, 2011, 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.

The specially called meeting of the Sanford Airport Authority will be held on Wednesday, June 22, 2011, at 3:00 p.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.

The regular meeting of the Sanford Airport Authority for July will be held on Thursday, June 30, 2011, 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 scheduled for Tuesday, June 14, 2011, has been cancelled. Information may be obtained by calling (407) 585-4006.

## **USER GROUP**

The Airport User Group meeting scheduled for Tuesday, June 14, 2011, has been cancelled. Information may be obtained by calling (407) 585-4006.

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

The Sanford Airport Design Review Committee (DRC) meeting scheduled for Wednesday, June 1, 2011, 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