

**MINUTES OF THE SPECIAL MEETING OF THE
SANFORD AIRPORT AUTHORITY
THURSDAY, AUGUST 27, 2009**

- PRESENT:** **G. Geoffrey Longstaff, Chairman**
 Clyde H. Robertson, Jr., Vice Chairman
 Tim Donihi, Secretary/Treasurer (Acting Chairman)
 David L. Cattell
 Whitey Eckstein
 William R. Miller
 John A. Williams
 Brett Renton, SAA Counsel
- ABSENT:** **Colonel Charles H. Gibson**
 Brindley B. Pieters
- 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. Muñiz-Olson, Executive Secretary
- OTHERS PRESENT:** **Doug Childers**
 Andy Cooper, World Risk Management
 Margaret Gross, Public Risk Management
 Kurt Heyman, Public Risk Management
 Michele Jones, World Risk Management
 John Litton, City of Lake Mary
 William Litton
 Daryl McLain, McLain, Pierce & Associates
 Richard D. Russi, Tony Russi Insurance Agency, Inc.
 Stephen P. Smith
 Glen R. Tobey, Tobey & Associates

1. INTRODUCTION OF GUESTS AND CALL TO ORDER

The meeting was called to order by Chairman Longstaff at 9:08 a.m. He expressed appreciation for the volunteer services of Board Member Gibson and Board Member Robertson; their terms will expire September 30, 2009. In regards to Board Member Miller, the Commission appointed him retroactively to 2006; his term will expire September 30, 2010. Present in the meeting were William Litton and Stephen Smith, the two new Board members; their terms begin October 1, 2009.

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

3. REVIEW OF INSURANCE QUOTATIONS

Chairman Longstaff discussed the RFP process. There was no written contract with Tony Russi Insurance Agency, Inc. It was determined Tony Russi Insurance Agency, Inc. has a 3-year contract by fact the company was awarded the RFP, and will be the agent unless the company cannot fulfill its obligations with the Airport.

Motion by Board Member Robertson, seconded by Secretary/Treasurer Donihi to accept traditional insurance, under discussion. Board Member Eckstein reiterated Tony Russi Insurance Agency, Inc. has provided quality service and agrees with the motion. Board Member Williams stated he does not like pool insurance and cannot support changing the Airport's agent for the last 30 years. Board Member Miller requested for Board Member Robertson to withdraw the motion and allow the presentations to take place; he can make the motion at a later time. Board Member Robertson withdrew his motion. Chairman Longstaff stated the loyalty should be to the Airport and doing what is best for it. If the agent is not in a position to provide a certain coverage, the Airport should not be restricted by saying it cannot look into other options.

Rick Russi presented the traditional insurance premiums and coverage. Discussion ensued.

Mr. Russi presented the Preferred Governmental Insurance Trust (PGIT) premiums and coverage. Discussion ensued. Two coverages were not included: storage tank pollution and clean up liability; and dormitory liability (current coverage is still active with other insurance). President Dale clarified the Airport does not insure tanks from tenants; and in regards to the dormitory, the Airport has an insurance policy from Delta Connection Academy for \$10 million with the Authority and the City as additional insured.

Daryl McLain introduced John Litton to speak on behalf of Public Risk Management of Florida (PRM). Since contract is an issue, he will assign 100% of the contract to Tony Russi Insurance Agency, Inc.

Andy Cooper presented the Public Risk Management of Florida (PRM) premiums and coverage. Discussion ensued. Two coverages were not included: the Police & ARFF AD&D; and coverage for the vault.

The Board requested that President Dale provide a synopsis of the coverage for the next meeting.

4. CONSENT AGENDA

- A. Consider approval of General Consulting Agreement between the SANFORD AIRPORT AUTHORITY and CPH ENGINEERS, INC. for Professional Continuing Comprehensive Airport Engineering services.

The Authority recently advertised the 2009 Request for Qualifications (RFQ) for Professional Continuing Comprehensive Airport Engineering to replace Hoyle, Tanner & Associates, Inc. Oral interviews were conducted on July 28-29, 2009, and CPH Engineers, Inc. was selected as the top ranked responder to be recommended for selection by the SAA Board. On July 30, 2009, the Sanford Airport Authority Board approved CPH Engineers, Inc. as the top ranked Continuing Airport Engineering Consultant to replace Hoyle, Tanner & Associates, Inc. and authorized the negotiation of a contract. The contract term is for three (3) years and at the sole discretion of the SAA, may be extended for up to two (2) additional one (1) year periods. The requirement for professional liability insurance coverage is \$1,000,000.00.

Staff recommends approval of the General Consulting Agreement between the Sanford Airport Authority and CPH Engineers, Inc. for Professional Continuing Comprehensive Airport Engineering services.

Motion by Board Member Robertson, seconded by Board Member Williams, to approve Consent Agenda Item A. Motion passed.

5. COMMENTS FROM THE PUBLIC

None

6. OTHER BUSINESS

None

7. REMINDER OF NEXT BOARD MEETING (SEPTEMBER 1, 2009)

The October meeting will be rescheduled to Monday, October 5, 2009.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:38 a.m.

Respectfully submitted,

Larry A. Dale, President & CEO
/dmm



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August 12, 2009

Via email: legals@mysanfordherald.com

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

Attn: Patti, Legal Classified

Please publish the following Public Notices one (1) time in the Sunday edition (August 16, 2009) of the Seminole Herald Classifieds. Please confirm receipt of this advertisement by email to dmuniz@osaa.net

PUBLIC NOTICE

SANFORD AIRPORT AUTHORITY

Notice is hereby given that the Sanford Airport Authority will conduct a special meeting on Thursday, August 27, 2009, at 9:00 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. Muñoz-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. Muñoz-Olson
Executive Assistant

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