

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
TUESDAY, SEPTEMBER 1, 2009**

PRESENT: G. Geoffrey Longstaff, Chairman
Clyde H. Robertson, Jr., Vice Chairman
Tim Donihi, Secretary/Treasurer
David L. Cattell
Whitey Eckstein
William R. Miller
Brindley B. Pieters
John A. Williams
Brett R. Renton, Airport Counsel
Michael McLean, County Liaison

ABSENT: Colonel Charles H. Gibson
Comm. Jack T. Bridges, City 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. Muñiz-Olson, Executive Secretary

OTHERS PRESENT: William Baez
Krysty Carr, S.E. Ramp Development
Greg Dull, TBI
Larry Gouldthorpe, TBI
Michele Jones, World Risk Management
Geoff Lane, Starport
Bill McGrew, PBS&J
Daryl McLain, McLain, McClain, Pierce & Associates
Al Nygren, O.R. Colan Associates
Ted Pluta, O.R. Colon Associates
Jack Reynolds, JRA, Inc.
Richard D. Russi, Tony Russi Insurance Agency, Inc.
Sandeep Singh, AVCON
Kevin Spolski, Spolski Construction
Glenn R. Tobey, Tobey & Associates
Bob Tunis, City of Sanford Economic Dev. Director

1. INTRODUCTION OF GUESTS AND CALL TO ORDER

The meeting was called to order at 8:34 a.m.

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

3. APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON JULY 30, 2009 AND THE JOINT MEETING HELD ON AUGUST 10, 2009

Motion by Secretary/Treasurer Donihi, seconded by Board Member Cattell, to approve the minutes from the regular meeting held on Thursday, June 30, 2009; and minutes from the joint meeting with the City of Sanford held on Monday, August 10, 2009. Motion passed.

4. PRESIDENT'S REPORT

President Dale reported on the following:

- A. Extension of Runway 9L-27R – Currently in the process of receiving grant. Application for the \$8 million land acquisition grant and the design-planning grant has been submitted. The grant money might be received in January 2010.
- B. Runway 18-36 Rehabilitation – Project approved for B-1 aircraft. Grant for \$1.54 million was received. A grant application was done for widening of blast pads, moving threshold and runway end lights from outboard to inboard, and gopher tortoise relocation. The contract with APAC has been executed, and construction is scheduled to begin the following week.
- C. Security Fence and Gate Improvements – Project has been completed, pending the final walk-through on September 9, 2009.
- D. Improvements for the upgrade for the airfield signage – This is a force account project funded with \$1,060,253 grant. Only 20% of the project has been completed; it is expected to be completed March 2010.
- E. Bldg. 310 Improvements – The renovation is complete. There are currently a total of 77 students, in addition to three resident instructors. Eight students from China are relocating from other apartments on September 8, 2009. Twenty-nine students from China are expected the following week. Board Member Pieters commended the staff for their work.
- F. Safety – An upgraded radio console was installed for emergency communications. In order to meet FAA mandates, three custom training videos are being made, and seven computers will be installed for training.

- G. Master Plan Update – Meeting to discuss the Master Plan update will take place the following week. FAA encourages airports to review their Master Plan every 5 years.
- H. Cargo Building – Regarding the TSA buildout on the Cargo building, SAA is still waiting on contract finalization from TSA.
- I. Membrane Hangar – Avocet Capital, LLC has been working with Wachovia to provide a Letter of Credit. However, Wachovia will only agree to issue an irrevocable 6-month Letter of Credit, renewed semi-annually for three years, with right to draw if not renewed for additional 6 months 30-days prior to expiration. President Dale believes the airport needs the hangar, and cannot think of a better time to do it. The authority can get a 50/50 grant. There were no objections from the Board in regards to request from Avocet to provide 6-month Letter of Credit.
- J. Parking Garage update – Alpha Insulation has done a good job. They will have to stop work due to holiday weekend, but the job will be completed September 15, 2009.
- K. Attorneys' Fees – Distribution and discussion of August's attorneys' fees.
- L. SR 46 – Final closing held August 13, 2009. Check for \$740,000.00 was received, endorsed by the City of Sanford, and deposited.
- M. Consulting Contracts - Staff recommends renewal of contracts for one (1) year with J.E.J & Associates and Jack Reynolds & Associates Aviation Consultants, Inc. Both contracts expire September 30, 2009. J.E.J. & Associates contract will be renewed at the same rate from the previous year, in the amount of \$55,000.00. Jack Reynolds & Associates Aviation Consultants, Inc. contract will also be renewed at the same rate from the previous year, in the amount of \$40,080.00. Motion by Board Member Eckstein, seconded by Board Member Williams, to renew contracts with J.E.J. & Associates and Jack Reynolds & Associates Aviation Consultants, Inc. Motion passed.
- N. Avion Jet Center, LLC - Motion by Board Member Eckstein, seconded by Board Member Robertson, to accept lease termination agreement for lease number 2002-14 with Avion Jet Center, to be effective retroactively to June 30, 2009. Tenant is still responsible for arrearage. Motion passed.
- O. Orlando Advisory Activity Report - For general aviation, operations in the month of July have increased almost 10% from the previous year. However, overall general aviation operations have decreased 6% from the previous year.
- P. Scheduled seats available at U.S. Airports - For small hubs, the Airport is #1 for percentage increase from September 2008 to September 2009.

- Q. Allegiant Air – The Orlando Business Journal published an article naming Allegiant Air the 10th largest commercial air carrier in Central Florida.
- R. Legislative Priorities 2010 – President Dale stated it was important for the Board to make the 4-laning of SR 46 its #1 legislative priority. He asked if there was anything else the Board wanted to consider.

Chairman Longstaff questioned if the Authority had paid off all its debt to the State. Bryant Garrett clarified there are two loans due in 2011 and 2012 respectively; in the amount of \$500,000.00 each. There is no interest unless the loans are not paid by the stipulated time. Chairman Longstaff suggested the Authority consider requesting an extension.

George Speake suggested modification of the wildlife rule become a priority. President Dale clarified that Florida Fish & Wildlife is looking to change the status of wildlife; it is either considered threatened or not. He does not believe it requires legislative action.

In regards to the 4-laning of SR 46, Commissioner McLean stated it is a legislative priority for Seminole County as well.

- S. FAA – Annual Certification Inspection – Letter was received stating there were no violations and that the Airport is being operated in compliance with FAA regulations.
- T. TSA – OSH Inspection – Formal inspection of TSA OSIA conducted on August 6, 2009. The purpose was to evaluate administration of their Occupational Safety and Health program and identify unsafe/unhealthy working conditions. There were no findings identified, the highest rating of their safety inspection program. President Dale discussed letter from John Daly, FSD, thanking him for the support of SAA staff.
- U. CBP – Model Ports Initiative – President Dale discussed thank you letter from CBP for the installation of power and conduit for new 46-inch TV monitors that display Customs & Border Protection's instructional video, "Welcome to the United States Simple as 1, 2, 3. OSIA is one of the 20 model ports, and was the first to achieve model port certification.
- V. CBP – Global Entry Initiative – Global Entry began June 6, 2008 at seven airports: Atlanta, Chicago O'Hare, Houston Intercontinental, Los Angeles, New York's Kennedy, Miami, and Washington Dulles. As of August 24, 2009 it was extended to 13 additional airports: Boston, Dallas, Detroit, Fort Lauderdale, Honolulu, Las Vegas, Newark, Orlando, Sanford, Philadelphia, San Juan PR, San Francisco, and Seattle. It reduces average wait times by 70%, with more than 75% of travelers using Global Entry processed in less than 5 minutes.

- W. California Wildlife Mitigation Bill – Similar bill as in Florida; passed the House.

- X. Strategic Intermodal System Highway Connectors – There are five highway connectors in District Five, and one is for the Airport, from 417 to Lake Mary entrance.
 - Y. Property Report – Properties are 94% occupied; however, there is a \$500,000.00 deficit.
 - Z. Certificate of Appreciation – The Authority received a certificate of appreciation from the U.S. Army and Florida Army National Guard for allowing the company to train on Airport property.
- AA.AVCON Photograph – Sandeep Singh presented the Board a nighttime photograph of the Runway 9L-27R Rehabilitation project.

Board Member Robertson questioned if anybody else owed the Authority money. President Dale stated staff is working with Avion Jet Center, Southern Jet, and Millwork International. Boston Maine (Pan Am) is still honoring its commitment.

5. COUNSEL'S REPORT

There are two litigations against HTA: one regarding the 3rd party ACI/HTA, and the other directed to only them. HTA has refused our mediators and the Authority has refused to pay for mediator travel. HTA has refused to bring them to Orlando and is not returning calls. Counsel recommended a Notice Ready for Trial be issued for both litigations. There were no objections from the Board.

6. TBI REPORT

TBI President Larry Gouldthorpe reported on the following:

A. Monthly Statistics for August 2009

- i. Domestic traffic total
August 2009 – **99,791** passengers
- ii. International traffic total
August 2009 – **74,778** passengers
- iii. Traffic total (inclusive of transit passengers)
August 2009 – **177,811** passengers
- iv. Year-to-date
2009 – **1,388,393** passengers

v. Percentage

Domestic traffic is up 34% compared to August 2008. International traffic is down 42% compared to August 2008. Total traffic is down 13% compared to August 2008. Year-to-date traffic is down 8.5% compared to 2008. Year-to-date traffic in Orlando International Airport is down 10% compared to 2008.

B. Airlines/Tour Operators Update

- i. Cargo – There is not much moving between the U.S and U.K.; it is a global problem.
- ii. Contracts – The extended contract with Thomas Cook has been finalized. TBI is on the final stages of negotiating the contract with Thompson Airways.
- iii. Allegiant – In the upcoming weeks, Allegiant will announce a couple of new destinations.

C. Miscellaneous Updates

- i. Holiday parking – Parking plans for the Labor Day weekend have been made.
- ii. H1-N1 virus – TBI has a pandemic plan involving all departments.
- iii. Concessions - Cheeburger Cheeburger has been a great source of revenue. Store has been opened for two weeks. Cinnabons & Edy's are scheduled to open September 3, 2009.
- iv. Check-in facilities – Mr. Gouldthorpe is under discussions with company that provides remote check-in facilities for international passengers. The passengers leave their bag at the hotel and the company arranges its delivery. The passengers only have to pick them up once they are in the U.K.
- v. TBI Budget – Process has started. There are currently seven (7) gates dedicated to domestic traffic, five (5) gates for international traffic, and four (4) swing gates that can be converted for international traffic. If the traffic reached \$2.5 million, then Mr. Gouldthorpe recommends planning for additional gates.

7. LIAISON REPORTS

City of Sanford

None.

Seminole County

Commissioner McLean stated he had discussed with the County the issue with the Board terms; he also wrote a personal letter to the City of Sanford.

Commissioner McLean discussed the County budget and invited those present to a public meeting on September 9, 2009 to discuss the possible stormwater fee.

8. CHAIRMAN'S REPORT

Chairman Longstaff discussed President Dale's performance review. Effective October 1, 2009, the 2% increase will be reinstated to all employees, including President Dale. President Dale has voluntarily waved his bonus this year. He has entitlement of \$12,000.00 for deferred compensation. He is allowed a maximum contribution of \$20,000.00. Motion by Secretary/Treasurer Donihi, seconded by Board Member Robertson, to amend President Dale's contract allowing the maximum contribution for deferred compensation each year. Motion passed.

9. CONSENT AGENDA

- A. Consider approval of Lease No. 2009-35 with ACOUSTICFAB, LLC for Building No. 515-2, located at 2842 South Mellonville Avenue (Warehouse/Office).

Staff recommends approval of Lease No. 2009-35 with ACOUSTICFAB, LLC for Building No. 515-2, located at 2842 South Mellonville Avenue (Warehouse/Office). The lease shall have a one (1) year term, effective July 1, 2009. The lease consists of 1,500 square feet of office and warehouse space, at \$7.90 per square foot. The annual rental rate is \$11,850.00; the monthly payment is \$987.50 exclusive of taxes.

Note: The tenant sells aircraft engines and parts

- B. Consider approval of Lease No. 2009-28 with CRUMS CLIMATE CONTROL, INC. for Building No. 113, located at 2729 Flightline Avenue (Warehouse/Office).

Staff recommends approval of Lease No. 2009-28 with CRUMS CLIMATE CONTROL, INC. for Building No. 113, located at 2729 Flightline Avenue (Warehouse/Office). The lease shall have a one (1) year term, effective August 1, 2009. The lease consists of 977.6 square feet of office and warehouse space, at \$4.00 per square foot. The annual rental rate is \$3,910.40; the monthly payment is \$325.87 exclusive of taxes.

Note: The tenant is a commercial plumbing/heating/air conditioning contractor.

- C. Consider approval of Lease No. 2009-38 with CRUMS CLIMATE CONTROL, INC. for Building No. 262, located at 2751 Flightline Avenue (Warehouse/Office).

Staff recommends approval of Lease No. 2009-38 with CRUMS CLIMATE CONTROL, INC. for Building No. 262, located at 2751 Flightline Avenue (Warehouse/Office). The lease shall have a one (1) year term, effective August 1, 2009. The lease consists of 6,110 square feet of office

and warehouse space, at \$4.65 per square foot. The annual rental rate is \$28,411.50; the monthly payment is \$2,367.63 exclusive of taxes.

Note: The tenant is a commercial plumbing/heating/air conditioning contractor.

- D. Consider approval of Addendum F to Lease No. 2003-24 with ROBIN McCRAE for Building No. 530 and 15 acres of land, located at 4055 Moores Station Road (Residence).

Staff recommends approval of Addendum F to Lease No. 2003-24 with ROBIN McCRAE for Building No. 530 and 15 acres of land, located at 4055 Moores Station Road (Residence). Addendum F extends the lease term for one (1) additional year, effective July 1, 2008. The annual rental rate is \$27,192.00; the monthly payment is \$2,266.00.

- E. Consider approval of Lease No. 2009-39 with KAREN WETHERHOLD for Building No. 301, located at 2822 Aileron Circle (Residential).

Staff recommends approval of Lease No. 2009-39 with KAREN WETHERHOLD for Building No. 301, located at 2822 Aileron Circle (Residential). The lease shall have a one (1) year term, commencing on August 24, 2009. The annual rental rate is \$9,900.00; the monthly payment is \$825.00.

- F. Consider approval of Memorandum of Agreement No. DTFASO-09-L-00126 with the U.S. Department of Transportation Federal Aviation Administration to allow the FAA to construct, operate and maintain FAA-owned navigation, communication and weather aid facilities in areas on the Airport.

The FAA has decided to use a new format of Memorandum of Agreement (MOA) which covers NAVAID facilities installed by this agency and containing similar terms and conditions provided under existing no-cost land leases. The new MOA process eliminates the use of legal descriptions and relies on a List of Facilities and the Airport Layout Plan (ALP) to identify where the facilities are located. The current leases expire on September 30, 2009. Memorandum of Agreement No. DTFASO-09-L-00126 between the Sanford Airport Authority and the Federal Aviation Administration (FAA) provides for the construction, operation and maintenance of FAA-owned navigation, communication and weather aid facilities (NAVAIDS) in areas on the Airport that have been mutually determined and agreed upon. The term begins on October 1, 2009 with an expiration date of September 30, 2029. The FAA can terminate the agreement, in whole or in part at any time with sixty (60) days written notice. NOTE: This MOA will supersede and terminate the following Land Leases/Licenses:

- DTFA06-00-L-20225
- DTFA06-01-L-03674
- DTFA06-95-L-13879

Staff recommends approval of Memorandum of Agreement No. DTFASO-09-L-00126 with the U.S. Department of Transportation Federal Aviation Administration to allow the FAA to construct, operate and maintain FAA-owned navigation, communication and weather aid facilities in areas on the Airport.

G. Consider approval of Addendum C to Lease No. 99-38 with CONKLIN METAL INDUSTRIES, INC., for Building No. 9A, located at 1168 30th Street, Building No. 9B, located at 1169 29th Street, and Building No. 401, located at 1169 29th Street (Warehouse/Office).

Staff recommends approval of Addendum C to Lease No. 99-38 with CONKLIN METAL INDUSTRIES, INC., for Building No. 9A, located at 1168 30th Street, Building No. 9B, located at 1169 29th Street, and Building No. 401, located at 1169 29th Street (Warehouse/Office). Addendum C extends the lease term for an additional five (5) year term, with one (1) five-year option, commencing September 14, 2009. The lease consists of 26,677 square feet of warehouse/office space at \$3.75 per square foot for two (2) years, with the increase in the remaining three (3) years to be negotiated with the tenant. In addition, the tenant will be given a First Right of Refusal for the adjoining building 401A which is currently leased by Whisper Jet if it should become available during the term of their lease. The annual rental rate is \$100,038.75; the monthly payment is \$8,336.56, exclusive of taxes.

Staff recommends approval of Addendum C to Lease No. 99-38 with CONKLIN METAL INDUSTRIES, INC. for Building Nos.:

Bldg. 9A	1168 30 th Street	11,102 square feet
Bldg. 9B	1169 29 th Street	7,475 square feet
Bldg. 401	1174 30 th Street	8,100 square feet

contingent upon final negotiation of all lease terms, including the First Right of Refusal for the adjoining building 401A, if it becomes available during the term of their lease.

H. Consider approval of Lease No. 2009-44 with TIMOTHY RUSSELL, DOCIA BLANCHE RUSSELL, & BRUNO SILVA for Building No. 298-S, located at 3107 Rudder Circle (Residential).

Staff recommends approval of Lease No. 2009-44 with TIMOTHY RUSSELL, DOCIA BLANCHE RUSSELL, & BRUNO SILVA for Building No. 298-S, located at 3107 Rudder Circle (Residential). The lease shall have a one (1) year term, commencing on September 1, 2009. The annual rental rate is \$9,600.00; the monthly payment is \$800.00.

Motion by Board Member Williams, seconded by Board Member Eckstein, to approve Consent Agenda Items A through F, and Add-on Agenda Items G and H. Motion passed.

10. DISCUSSION AGENDA

A. Selection of Insurance Providers for coming year.

President Dale distributed a comparison showing the amount of premiums and coverage with traditional insurance, Preferred Governmental Insurance Trust (PGIT), and Public Risk Management of Florida (PRM). Discussion ensued.

Secretary/Treasurer Donihi asked for clarification on how much it would cost if three hurricanes hit Florida again. Chairman Longstaff clarified that under traditional insurance the coverage is \$5 million; under PGIT the coverage is \$125 million; and under PRM the coverage is \$75 million. Everybody who had damage in 2004 was completely covered. President Dale stated in 2004 the Airport received \$6 million in FAA grants. Board Member Eckstein questioned which plan President Dale recommended. President Dale recommended the Board take into consideration the coverage and to consider the pool insurance. Board Member Williams questioned if there would be enough funds to cover all the members. He wanted to know how are members geographically spread out. Mr. Russi believes the Authority will be better off with a pool of 700 members versus a pool of 50 members.

Chairman Longstaff recommended the Board select PGIT as its insurance carrier. Motion by Board Member Williams, seconded by Board Member Eckstein, to select PGIT. Motion passed. It was the consensus of the Board for President Dale to work with Counsel to clarify the contracts with Tony Russi Insurance Agency, Inc. and McLain, Pierce and Associates.

11. COMMENTS FROM THE PUBLIC

None

12. OTHER BUSINESS

None

13. REMINDER OF OCTOBER BOARD MEETING (OCTOBER 5, 2009)

14. REMINDER OF ELECTION OF OFFICERS (NOVEMBER 3, 2009)

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:47 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

August 21, 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 Notice one (1) time in the **Wednesday edition (August 26, 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 its September meeting on Tuesday, September 1, 2009, 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. 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

PUBLIC NOTICE

BOARD MEETING

The regular meeting of the Sanford Airport Authority will be held on Tuesday, September 1, 2009, 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, September 8, 2009, 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, September 8, 2009, 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 September 2, 2009 has been cancelled.

The Sanford Airport Design Review Committee (DRC) will conduct a Special DRC meeting on Friday, September 18, 2009, at 2:00 p.m., in the Authority's Executive Offices Board Room, A. K. Shoemaker Domestic Terminal, 1200 Red Cleveland Boulevard, Sanford, Florida. Information may be obtained by calling (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

