

**MINUTES  
SANFORD AIRPORT AUTHORITY  
SPECIAL MEETING  
MONDAY, SEPTEMBER 15, 2008  
8:30 A.M.**

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**PRESENT:**                   **G. Geoffrey Longstaff, Chairman – via phone  
Clyde H. Robertson, Jr., Vice Chairman  
Tim Donihi, Secretary/Treasurer  
David L. Cattell – left at 10:28 a.m.  
Colonel Charles H. Gibson  
Brindley B. Pieters  
John A. Williams  
Brett Renton, Airport Counsel**

**ABSENT:**                   **Whitey Eckstein  
William R. Miller**

**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:**     **Danny Anderson, Insurance Office of America  
Richard Russi, Tony Russi Insurance Agency, Inc.  
Michael Scholl, Public risk Underwriters of Florida, Inc.**

1. CALL TO ORDER

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

2. ADVERTISEMENT OF MEETING

Copies attached.

3. INSURANCE REQUEST FOR PROPOSAL (RFP)

President Dale stated on July 2008 the Airport made a Request for Proposal for insurance. There were only two respondents: Tony Russi Insurance Agency, Inc. (current provider); and Insurance Office of America. The responses were opened on September 3, 2008. Usually they would be ranked in order, but there was no need to since only two companies responded.

Richard Russi, with Tony Russi Insurance Agency, Inc., briefed the Board on his proposals for insurance, followed by Michael Scholl and Danny Anderson with Insurance Office of America. [RFP attached]

Discussion ensued.

There was some doubt if the RFP specified the coverage should be provided by an insurance agency only, or if a trust was allowed to submit a proposal. President Dale asked Counsel if he felt the RFP was responded fairly. Counsel stated the documents were in order. Vice Chairman Robertson questioned if the RFP was incorrect, would the Board be covered in case a lawsuit was placed. Mr. Russi stated it would be covered under the Public Official policy. President Dale did not make any recommendations on which RFP to elect. Counsel stated if there was an issue, it would be up to the courts to decide.

Motion by Secretary/Treasurer Donihi, seconded by Board Member Cattell, to accept Insurance Office of America's RFP. Under discussion.

Board Member Williams noted Tony Russi Insurance Agency, Inc. has been the Airport's insurance agency for 30 years. He believes self-insured policies are good unless there is a terrible loss. He would rather have the Airport's need be met by a highly rated insurance agency.

Vice Chairman Robertson called for a vote. Motion to accept Office of America's RFP did not passed with a vote of one [Secretary/Treasurer Tim Donihi] in favor and five against.

Motion by Board Member Williams, seconded by Board Member Gibson, to accept Tony Russi Insurance Agency's RFP. Under discussion.

Secretary/Treasurer Donihi noted the Airport would save money and the new policy has lower deductibles. He is still in favor of Office of America.

Board Member Cattell believed there was not enough time to review the documents. He believes Insurance Office of America would be economically safe; however, staying with Tony Russi Insurance Agency would be safer. President Dale clarified the insurance rates did not arrive until the last minute. Had the meeting not taken place, there could have been legal ramifications. Board Member Cattell stated in the future the Airport needed to consider insurance policies in advance.

Vice Chairman Robertson called for a vote. Motion to accept Tony Russi Insurance Agency's RFP passed with a vote of five in favor and one [Secretary/Treasurer Tim Donihi] against.

[Out of order, after Other Business]

Regarding the policy for the light system, not included in the chosen RFP, Vice Chairman Robertson questioned if the Board needed to direct Bryant Garrett in what

to do. Mr. Russi stated the insurance liability carrier would need to be contacted to get a quote. George Speake clarified that usually the Airport would bill the airline/pilot if an aircraft breaks lights. President Dale clarified the coverage for the light system was not for the lights, but for damage to the vault. He believes \$4 million coverage should be enough. Mr. Russi stated he would like to get the coverage, as stated in the RFP, implemented as soon as possible then get the quote for the light system. Vice Chairman Robertson and Board Member Pieters agreed with Mr. Russi.

#### 4. OTHER BUSINESS

President Dale stated Dean Shoemaker made a request to post a Rotary sign at the exit of the Airport. Counsel cautioned the Board that once an entity is allowed to post this kind of sign, others might request to do so as well. He recommended the Board develop a policy, maybe based from the one at the City of Sanford, and then decide to approve/deny the request during the October meeting.

Secretary/Treasurer Donihi questioned the impact of XL Airlines ceasing operations. President Dale stated it would affect international terminal revenue but they Airport would try to make it up in other ways. No warning was received from the main company; there was no XL Airlines personnel present or briefing about the shutdown. The Authority provided water, blankets, pillows, and food from Denny's for the stranded passengers. The first flight with passengers departed the following day. Three flights departed Friday, September 12, 2008; three flights departed Saturday, September 13, 2008; two flights departed Sunday, September 14, 2008; one flight was scheduled to depart the day of the meeting; and various flights were scheduled to depart until Sunday, September 21, 2008.

President Dale clarified that the police did not pull over the aircraft, as reported. The pilot requested to return to the gate. President Dale had to direct the crew to leave the aircraft, they were the only ones left behind.

Board Member Williams questioned if the Airport was "financially whole." President Dale stated the company that owns the aircraft paid \$45,000.00 in PFCs.

#### 5. COMMENTS FROM THE PUBLIC

None

#### 6. REMINDER OF NEXT BOARD MEETING (OCTOBER 14, 2008)

#### 7. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:50 a.m.

Respectfully submitted,

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](http://www.orlandosanfordairport.com)

September 11, 2008

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

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

Attn: Roxy, Display ad

Please publish the following Public Notices one (1) time in the **Sunday edition (September 14, 2008) as a display ad.** 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 special meeting on Monday, September 15, 2008, 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**

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## **Sanford Airport Authority Board Meeting**

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Larry A. Dale  
President & CEO