

**MINUTES OF THE REGULAR MEETING OF THE  
SANFORD AIRPORT AUTHORITY  
TUESDAY, SEPTEMBER 5, 2006**

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**PRESENT:**                   **G. Geoffrey Longstaff, Chairman**  
**Clyde H. Robertson, Jr., Vice Chairman**  
**Whitey Eckstein, Secretary/Treasurer**  
**Tim Donihi**  
**Colonel Charles H. Gibson**  
**William R. Miller**  
**Brindley B. Pieters**  
**John A. Williams**  
**Mayor Linda Kuhn, City Liaison**  
**Mary Ruth Houston, Airport Counsel**  
**Kenneth W. Wright, Airport Counsel**

**ABSENT:**                   **Comm. Randy Morris, County Liaison**

**STAFF PRESENT:**       **Larry A. Dale, President & CEO**  
**Bryant W. Garrett, Vice President of Finance**  
**Andrew Van Gaale, Director of Special Affairs**  
**Diana M. Muñiz-Olson, Lease Manager**

**OTHERS PRESENT:**     **Richard A. Burt, Shutts & Bowen, LLP**  
**Annabelle DiCarlo, AVCON**  
**Larry Gouldthorpe, OSI**  
**Krysty Kress, Southeast Ramp**  
**Bill McGrew, PBS&J**  
**William McDermott, Seminole Co. Economic Dev. Director**  
**Doug Norman, HTA**  
**Sabrina O'Bryan, Seminole County**  
**Roger Phillips, Starport**  
**Dan Ping, Seminole Herald**  
**Jack Reynolds, JRA, Inc.**  
**Keith Robinson, OSI**  
**Tom Tomerlin, Seminole County**

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

The meeting was called to order at 8:35 a.m. Chairman Longstaff stated Lon Howell had resigned from the Board. Mr. Howell wanted the Chairman to express his deep appreciation to the Board for his six years of service. Airport Counsel Kenneth W. Wright introduced Richard A. Burt, who has taken over Earnest DeLoach's position.

## 2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

## 3. APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON TUESDAY, AUGUST 4, 2006 AND MINUTES FROM THE JOINT MEETING WITH THE CITY OF SANFORD HELD ON MONDAY, AUGUST 14, 2006.

Motion by Board Member Williams, seconded by Board Member Donihi, to approve the minutes from the regular meeting held on Tuesday, August 4, 2006 and the minutes from the joint meeting held on Monday, August 14, 2006.

Motion passed.

## 4. PRESENTATION – Workforce Housing

William McDermott, Seminole County Economic Development Director, presented an award winning promotional video about Seminole County; and conducted a PowerPoint presentation regarding workforce housing in Seminole County. [Attached]

## 5. PRESIDENT'S REPORT

President Dale reported on the following:

- A. New entrance road – Construction of the exit road from the parking garage has started.
- B. 18-36 Main Runway Lighting – Project is a couple of months ahead of schedule.
- C. New Ramp – Project to expand the International Ramp to the east. Contract is ready to be sent to Hewitt Contractors. Scheduled to begin within the next few weeks.
- D. Extension of Runway 9R-27L – President Dale met with John Fowler to discuss the ILS. Will be at 100% design stage soon, ready for bidding by November 2006. Construction will begin once Seminole County closes Beardall Avenue in two places (two cul-de-sacs). Construction of extension may begin in first or second quarter of the following year.
- E. Parking Garage – Project is a little behind schedule. The mezzanine and the bridge will not be completed until the first part of the year; otherwise, the parking garage will be operational by November 2006.

- F. Hertz QTA – Project running behind schedule, but continuing with construction.
- G. Attorneys' Fees – Discussion of attorneys' fees.
- H. Rental Car Concessions – Authorization was given by the Board to proceed with preparation of resolution to implement a \$0.50 Customer Facility Charge (CFC) for car rentals, subject to counsel review and approval.
- I. 22,000 square feet hangar – Following discussion, the consensus of the Board was to approve the construction of a 22,000 square feet hangar at the northeast corner of Mellonville Avenue and East 26<sup>th</sup> Place, and develop a lease with ARMF, LLC.

## 6. COUNSEL'S REPORT

Report given during Executive Session.

## 7. TBI REPORT

TBI President Larry Gouldthorpe reported on the following:

### A. Monthly Statistics for August 2006

- 1. UK traffic  
August 2006 – **139,666** passengers
- 2. International combined traffic total (inclusive of Icelandair & Flyglobespan)  
August 2006 – **145,104** passengers
- 3. Domestic traffic total (inclusive of Allegiant, Boston Maine, & Vacation Express)  
August 2006 – **50,978** passengers
- 4. Combined total (inclusive of transit passengers)  
August 2006 – **196,082** passengers
- 5. Percentage  
Year to date figure is down 3%. August figures are down 12% from last year.

### B. Airlines/Tour Operators Update

- 1. Allegiant – Will start flights to Chattanooga, TN and Huntington, WV, four times a week in November 2006.

2. Flyglobespan – Will start flights to Belfast in November 2006.
3. Rental Car Properties – A meeting took place with the rental car properties not only to discuss the \$0.50 CFC but also how their rental car ready-return spaces would be located in the parking garage. Plan is still evolving.

## 8. LIAISON REPORTS

### City of Sanford

Mayor Kuhn reported on the following:

- A. Downtown Sanford – Discussion regarding construction in the Historic District.
- B. Public Safety Complex – There will be a Commission meeting to make a final decision whether the Public Safety Complex will be placed on the November referendum, or on the regular election in March. The Department of Agriculture is willing to give the Farmers Market site (site for the complex), but they do not have the authority to do so; it can only be done with legislation.
- C. New program – A new City program, Cinema in the Park, will be showing movies at Centennial Park. The movie "My Girl" is scheduled for Wednesday, September 20, 2006.

### Seminole County

None

## 9. CHAIRMAN'S REPORT

Chairman Longstaff reported on the following:

- A. Performance Evaluation Summary – Discussion of President Dale's performance evaluation. President Dale received an average of 4.84. Areas evaluated were: Finances; Revenue; Human Resources; Product/Programs; Facilities; and Planning & Governance. A scale of one 1 through 5 was used, with 1 being "unsatisfactory" and 5 being "far exceeds expectations. "
- B. Annual Bonus Option Plan – Discussion of President Dale's annual bonus. Motion by Board Member Donihi, seconded by Board Member Williams, to approve a 15% bonus for President Dale.

C. Compensation Proposal – Discussion of President Dale’s salary and contract. In the past five years, President Dale’s salary has not been increased based on performance but on the standard cost of living percentage increase. Chairman Longstaff recommended the following:

1. Increase President Dale’s salary to \$212,500.00, based on cost of living and performance (merit).
2. Make a new contract to reflect the following changes:
  - a. Existing Contract – 3-year contract, termination for convenience with 6 months severance.
  - b. Proposed Contract – 3-year contract, termination for cause, no severance.

Chairman Longstaff stated that President Dale fills two positions, not only is he Airport Director but also Chief Development Officer, separate skills needed by the Airport. If the Airport did not have President Dale, it would not only need a CEO but a Chief Development Officer to deal with all the development of the airport. In effect, President Dale has multiple positions and should be compensated accordingly. Secretary/Treasurer Eckstein stated that even though he believes President Dale deserves the raise, it could be a little excessive at this point. Board Member Robertson agreed with Secretary/Treasurer Eckstein, and suggested the raise be given over a period of time. Board Member Miller stated that President Dale had not demanded an increase every year and he needed to be compensated accordingly. Board Member Donihi believed the increase was “in line” with the multiple responsibilities President Dale has (as CEO, Resident Project Representative, Construction Manager, and Owner’s Representative, among others). President Dale stepped out of the meeting. Board Member Pieters stated that it must be taken into consideration what would happen if a person is unhappy with the salary he/she is receiving and if that person moves, how would it impact the company. If the salary is comparable to that of other airport CEOs in the area, there should not be any issue. President Dale returned to the meeting. Mayor Kuhn commented that in her opinion, President Dale deserved the raise. She told the Board to consider the fact that the Sanford Airport has changed in part (a lot) to President Dale’s contribution.

Motion by Board Member Miller, seconded by Board Member Donihi, as outlined by Chairman Longstaff, to approve the increased salary and a new 3-year contract. Chairman Longstaff called for a vote, motion passed unanimously.

## 10. CONSENT AGENDA

- A.
  1. Consider termination of the following leases with John Maijub:
    - a. Lease No. 2001-24 for 33.55 acres of grazing land;
    - b. Lease No. 2001-26 for 24.41 acres of grazing land; and
    - c. Lease No. 2002-02 for approximately 64 acres of grazing land.

2. Consider approval of the following leases with W.D. Ainsworth:
  - a. Lease No. 2006-22 for 33.55 acres of grazing land;
  - b. Lease No. 2006-23 for 24.41 acres of grazing land; and
  - c. Lease No. 2006-25 for approximately 64 acres of grazing land.

Tenant has relocated to Texas, and has asked to cancel his three remaining cattle leases.

1. Staff recommends termination of the following leases with John Maijub:
  - a. Lease No. 2001-24 for 33.55 acres of grazing land on the south side of Marquette Avenue (cattle grazing);
  - b. Lease No. 2001-26 for 24.41 acres of grazing land on the east side of Beardall Avenue (cattle grazing); and
  - c. Lease No. 2002-02 for approximately 50 acres of land on the south side of Moores Station Road, east of Cameron Avenue and south of Richmond Avenue [formerly known as the Bogle property] with the exclusion of the house/stables/15 acres located at 4055 Moores Station Road, and the right-of-way owned by Seminole County for the extension of Lake Mary Boulevard East; nine (9) acres of land adjacent to 3055 Cameron Avenue [formerly known as the Colbert property]; and five (5) acres of land at 3105 Cameron Avenue [formerly known as the Jack property]
2. Staff recommends approval of the following leases with W. D. Ainsworth:
  - a. Lease No. 2006-22 for 33.55 acres of grazing land on the south side of Marquette Avenue (cattle grazing);
  - b. Lease No. 2006-23 for 24.41 acres of grazing land on the east side of Beardall Avenue (cattle grazing); and
  - c. Lease No. 2006-25 for approximately 50 acres of land on the south side of Moores Station Road, east of Cameron Avenue and south of Richmond Avenue [formerly known as the Bogle property] with the exclusion of the house/stables/15 acres located at 4055 Moores Station Road, and the right-of-way owned by Seminole County for the extension of Lake Mary Boulevard East; nine (9) acres of land adjacent to 3055 Cameron Avenue [formerly known as the Colbert property]; and five (5) acres of land at 3105 Cameron Avenue [formerly known as the Jack property]

The lease term for all three leases is for one (1) year, commencing on August 15, 2006, and ending on July 14, 2007. The annual rental rate for Lease No. 2006-22 and No. 2006-23 is \$800.00; the annual rental rate for Lease No. 2006-25 is \$1,000.00.

- B. Consider approval of Addendum A to Lease No. 2005-09 with ALLEGIANT AIR, LLC for Building No. 502-2, located at 2927-2947 Carrier Avenue (Warehouse).



Staff recommends approval of Lease No. 2006-26 with KENNETH L. EUNICE for Building No. 531, located at 3575 Marquette Avenue (Residence). The lease term is for one (1) year, commencing on August 1, 2006, and ending on July 31, 2007. The annual rental rate is \$13,200.00; the monthly payment is \$1,100.00.

- F. Consider approval of Lease No. 2006-20 with NATIONAL INSITUTE OF FIRE & EMS for Building No. 515-3, located at 2800 Mellonville Ave, Suite 2836 (Office/Warehouse).

Staff recommends approval of Lease No. 2006-20 with NATIONAL INSITUTE OF FIRE & EMS for Building No. 515-3, located at 2800 Mellonville Ave, Suite 2836 (Office/Warehouse). The lease consists of 1,500 square feet of office/warehouse space. The lease term is for one (1) year and eight (8) months, commencing on September 1, 2006, and ending on April 30, 2008. The annual rental rate for the first year is \$11,280.00; the monthly payment is \$940.00.

- G. Consider approval of Lease No. 2006-19 with SOUTHEAST BIODIESEL/FLORIDA, LLC for rental of 1.4 acres of land (Biodiesel conversion/distribution).

Staff recommends approval of Lease No. 2006-19 with SOUTHEAST BIODIESEL/FLORIDA, LLC for rental of 1.4 acres of land (Biodiesel conversion/distribution). The lease term is for ten (10) years, with 2 successive 5-year options, commencing on February 1, 2007, and ending on January 31, 2017. The annual rental rate is \$14,726.40; the monthly payment is \$1,227.20.

- H. Consider approval of a Florida Department of Transportation (FDOT) amendment to all Joint Participation Agreements (JPA's) issued to Sanford Airport Authority (SAA) after January 1, 2004.

To be discussed in Dicussion Agenda.

- I. Consider authorization to advertise a Request for Qualifications (RFQ) for aviation engineering consulting services.

To be discussed in Dicussion Agenda.

- J. Consider authorization to advertise a Request for Qualifications (RFQ) for land acquisition consulting services.



To be discussed in Discussion Agenda.

- K. Consider approval of Local Agency Certification Qualification Agreement, Local Agency Program (LAP) Agreement, and LAP Resolution with FDOT for the Access Road Streetscape Project.

To be discussed in Discussion Agenda.

Motion by Board Member Robertson, seconded by Board Member Donihi, to approve the Consent Agenda Items B through G, Item A subject to receipt of check, Item F subject to receipt of terms, excluding H through K.

Motion passed.

## 11. DISCUSSION AGENDA

- A. Consider approval of a Florida Department of Transportation (FDOT) amendment to all Joint Participation Agreements (JPA's) issued to Sanford Airport Authority (SAA) after January 1, 2004.

Each JPA issued by FDOT to the Sanford Airport Authority contains detailed covenants that SAA, as the recipient, agrees to upon signing the JPA. In January of 2004, Florida law changed the reporting and auditing requirements of the JPA's.

The proposed resolution and contract amendments place the new requirements on the outstanding JPA's that have been issued to SAA since the new law took effect.

Approval of this amendment has no financial impact to SAA and we are in full compliance with our existing process.

Staff recommends approval of the new covenants with the Florida Department of Transportation.

Motion by Board Member Donihi, seconded by Board Member Gibson, to approve Florida Department of Transportation (FDOT) amendment and resolution to all Joint Participation Agreements (JPA's) issued to Sanford Airport Authority (SAA) after January 1, 2004.

- B. Consider authorization to advertise a Request for Qualifications (RFQ) for aviation engineering consulting services.

The Sanford Airport Authority is currently under contract with three (3) separate companies to provide aviation engineering consulting services: Post, Buckley, Schuh & Jernigan, Inc. (PBS&J), AVCON, Inc., and Hoyle, Tanner & Associates, Inc. (HTA). The contract with PBS&J will expire on January 10, 2007, following a total of 5 years of

service (3 year initial contract plus 1 2-year extension). AVCON has a three-year contract that will expire on January 14, 2007, and HTA's three-year contract will expire on January 10, 2007.

At this time, staff is requesting authorization to advertise a new Request for Qualifications (RFQ) for aviation engineering consulting services. This is an opportune time as the contracts for all three companies are expiring in January 2007.

Staff recommends authorization to advertise a Request for Qualifications (RFQ) for aviation engineering consulting services.

Motion by Board Member Pieters, seconded by Board Member Williams, for authorization to advertise a Request for Qualifications (RFQ) for aviation engineering consulting services.

Board Member Pieters was appointed to be part of the selection committee.

C. Consider authorization to advertise a Request for Qualifications (RFQ) for land acquisition consulting services.

Staff requests and recommends authorization to advertise a Request for Qualifications (RFQ) for land acquisition consulting services, pursuant to SAA's acceptance of FAA Grant 3-12-0069-051-2006, in the amount of \$2,705,182.00, for the purpose of "Part 150 Noise Compatibility, Land Acquisition within the 65 DNL."

Motion by Board Member Pieters, seconded by Board Member Gibson, for authorization to advertise a Request for Qualifications (RFQ) for land acquisition consulting services.

D. Consider approval of Local Agency Certification Qualification Agreement, Local Agency Program (LAP) Agreement, and LAP Resolution with FDOT for the Access Road Streetscape Project.

The Florida Department of Transportation (FDOT) has submitted the Local Agency Certification Qualification Agreement, the Local Agency Program (LAP) Agreement and a LAP Resolution to the Sanford Airport Authority for execution to construct the Access Road Streetscape project. The Access Road Streetscape project will be a design-build landscaping/street lighting enhancement project funded through the Federal Highway Administration (FHWA) in the amount of \$353,000. The project is located on Red Cleveland Boulevard from Marquette Avenue to Airport Boulevard. In addition to landscaping and street lighting, the project will also include a replacement sign at Red Cleveland Blvd. & Marquette Avenue intersection and electrical circuit installation for the new airport directional signs. If funds are available, an entrance signage feature will be constructed at the entrance to the commerce park.

Staff recommends approval of the FDOT Local Agency Certification Qualification Agreement, the Local Agency Program (LAP) Agreement, and the LAP Resolution.

Motion by Board Member Donihi, seconded by Board Member Gibson, for approval of the FDOT Local Agency Certification Qualification Agreement, the Local Agency Program (LAP) Agreement, and the LAP Resolution, subject to Counsel review and approval.

- E. Consider authorization to advertise a Request for Proposal (RFP) for the Access Road Streetscape project.

The Sanford Airport Authority would like to do this project as a design build, as soon as it is allowed.

At this time, staff is requesting authorization to advertise a Request for Proposal (RFP) for the Access Road Streetscape project.

Motion by Board Member Donihi, seconded by Board Member Williams, for authorization to advertise a Request for Proposal (RFP) for the Access Road Streetscape project.

## 12. OTHER BUSINESS

President Dale stated the Airport Authority is in the process of reviewing its personnel policy manual. He would like Board Member Williams to assist in the process.

## 13. COMMENTS FROM THE PUBLIC

None

## 14. EXECUTIVE SESSION

Counsel asked the Board to take advantage of Florida Statute 286.011, which allows the Board to have an executive session. Participants of the executive session were:

G. Geoffrey Longstaff, Chairman  
Clyde H. Robertson, Jr., Vice Chairman  
Whitey Eckstein, Secretary/Treasurer  
Tim Donihi  
Colonel Charles H. Gibson  
William R. Miller  
Brindley B. Pieters  
John A. Williams

Mary Ruth Houston, Airport Counsel  
Kenneth W. Wright, Airport Counsel  
Larry Dale, President & CEO  
Court reporter from Esquire Deposition Services

All other public attendants were excluded during the session.

A record of the meeting was taken by the court reporter. That record will be held out of public scrutiny until the resolution of the Cockerham lawsuit [Case No. 6:06-cv-806-Orl-28DAB], at which time it will be public information.

15. ADJOURNMENT

There being no further business, the meeting was adjourned after the executive session at 12:11 p.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](http://www.orlandosanfordairport.com)

August 30, 2006

Via email: [legals@seminoleherald.com](mailto:legals@seminoleherald.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 (September 3, 2006) of the Seminole 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 September meeting on Tuesday, September 5, 2006, 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) 585-4021.**

**The last item of business will be an Executive Session to discuss “Jacqueline Cockerham vs. Sanford Airport Authority” [Case No. 6:06-cv-806-Orl-28DAB]. Participants will be SAA Board Members, SAA President/CEO, SAA Counsel – Mary Ruth Houston, and a court reporter from Esquire Deposition Services. All others will be excluded during the Executive Session.**

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) 585-4021.

**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 407.585.4021 if you have any questions.

Sincerely,

Diana M. Muñiz-Olson  
Lease Manager

# PUBLIC NOTICE

## **BOARD MEETING**

The regular meeting of the Sanford Airport Authority will be held on Tuesday, September 5, 2006, 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) 585-4021.

## **SANAC**

The Sanford Airport Noise Abatement Committee (SANAC) meeting will be held on Tuesday, September 12, 2006, 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 12, at 10:30 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) meetings are conducted on the first Wednesday of each month unless otherwise posted. The next meeting will be held on Wednesday, September 6, 2006, at 10:00 a.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) 585-4000.

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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) 585-4021.

Larry A. Dale  
President & CEO



# PUBLIC NOTICE

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## **Executive Session**

The last item of business will be an Executive Session to discuss “Jacqueline Cockerham vs. Sanford Airport Authority” [Case No. 6:06-cv-806-Orl-28DAB]. Participants will be SAA Board Members, SAA President/CEO, SAA Counsel – Mary Ruth Houston, and a court reporter from Esquire Deposition Services. All others will be excluded during the Executive Session.

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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 work-session 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) 585-4021.

Larry A. Dale  
President & CEO