

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
JANUARY 8, 2019
8:30 A.M.**

PRESENT: Tim M. Slattery, Chairman
Tom Green, Vice Chairman
Jennifer T. Dane, Secretary Treasurer (Appeared Via Phone)
Chick Gregg, Sr.
Frank S. Ioppolo, Jr. (Arrived at 8:37 a.m.)
William R. Miller
Clyde H. Robertson, Jr.
Clayton D. Simmons
Stephen P. Smith
Brett Renton, Airport Counsel
Commissioner Art Woodruff, City Liaison

ABSENT: Commissioner Brenda Carey, County Liaison
Mayor Jeff Triplett, City Liaison

STAFF PRESENT: Diane Crews, President & CEO
George Speake, Executive Vice President & COO
Don Poore, Chief Financial Officer
Dory Adams, Finance
Jerry Crocker, IT Director
Thomas Fuehrer, Chief SAAPD
Tommy Gentry, IT Supervisor
Lori Hunt, Executive Assistant
Al Nygren, Property Manager
Julie Sawyer, Executive Assistant
Jennifer Taylor, Project Coordinator
Rachel Walker, Finance Manager

OTHERS PRESENT: Michelle Brown
Sonya Brauer, Southeast Ramp
Krysty Carr, Sanford Chamber of Commerce
Steve Cornell, Kimley-Horn
Luke Frey, Walbridge
David Gierach, CPH
Jonathan Hand, Atkins
Brady Lessard, CPH
Hilary Maull, Avcon
Genean McKinnon
Jeremy Owens, CPH
Paul Partyka, NAI Realvest

**R. Keith Robinson, AWW
Angela Singleton, Hilltop Securities
Terry Singleton, SIHLE
Greg Smith, Million Air
Kevin Spolski, Spolski Construction
Craig Sucich, AVCON
Bob Turk, City of Sanford Economic Development Director
Paul Vermast, AMI Aviation**

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND INTRODUCTION OF GUESTS

The meeting was called to order at 8:30 a.m. followed by the Pledge of Allegiance.

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

3. APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON DECEMBER 4, 2018

Motion by Board Director Smith, seconded by Board Director Gregg, to approve the Minutes of the Regular Meeting held on December 4, 2018. Vote was taken, none opposed. Motion passed.

4. LIAISON REPORTS

A. City of Sanford

Commissioner Woodruff wished the Board Happy New Year. Commissioner Woodruff updated the Board that on January 28, 2018 there will be a celebration for Commissioner Velma Williams, retiring after more than twenty years of service, and at the City Commission meeting on January 28, they will conduct the swearing in ceremony of new Commissioner Kerry Wiggins and re-swearing in of the Mayor and Commissioner Woodruff for their next term.

Commissioner Woodruff noticed in the President's Report that SAA is working with Southern Strategy regarding the 417 Slip Ramp at Airport Boulevard. He informed the Board that the City of Sanford has asked MetroPlan to look at the Lake Mary Boulevard intersection and getting

on to 417 from Lake Mary Boulevard. He suggested the City and SAA work together.

President Crews replied at the December Board Meeting one of the topics of conversation was traffic backing up on the 417 at Lake Mary Boulevard; a subsequent meeting has now been scheduled with Southern Strategy, and she will invite Russ Gibson from the City to the meeting.

5. COMMENTS FROM THE PUBLIC

None.

6. PRESIDENT'S REPORT

President Crews wished everyone a Happy New Year and updated the Board regarding: Terminal Expansion, RIM Runway Incursion Mitigation, and Taxiway Romeo Rehab projects. Gator Dock and Marine will be updated under Discussion Agenda.

Don Poore updated the Board that the Audit is pending receipt of the FRS Actuary Report.

President Crews stated Lauren Rowe is not present today as she is attending a conference. She referenced The *Excellence in Seminole County* magazine featuring the Airport that was distributed to the Board and briefed the Board on the 3 Millionth Passenger Event which generated a considerable amount of positive media.

Paul Partyka updated the Board regarding: Gator Dock and Marine, upcoming renewals with Toro, Supervisor of Elections, American Builders Supply and Enterprise Leasing. Future opportunities include upcoming meetings on January 23 with Thad Seymour, Director of Business Development and Community Development for University of Central Florida (UCF); and Dr. Georgia Lorenz, President of Seminole State College. Mr. Partyka reported NAI Realvest has valuations on the land, our pricing versus the market. He stated we are little bit better than the market in terms of pricing, and in terms of opportunities for future growth, we are right where we should be. Board Director Green requested a copy of the valuations prior to the Board Work Session.

President Crews noted that Southern Strategy is not in attendance as they are in Tallahassee for the inaugurations and reiterated that she has a

meeting scheduled with Southern Strategy for this Friday at 9 a.m. regarding the 417.

George Speake updated the Board regarding the PV1 Ventura restoration: the aircraft has been at the Airport for the last 12 years undergoing restoration and will be placed in the terminal as part of the expansion project. The PV1 was relocated yesterday to Constant Aviation to be painted. Constant is donating the paint job and Sherwin Williams is donating the paint. In the last week, a Memorial Committee member received contact information for a 97-year old veteran who flew the PV1 in combat, and the Airport is planning to have this gentleman flown in to see the restored airplane. We anticipate having the aircraft on display for Aviation Day, which is the last time the PV1 will be eye level since it will soon be mounted in the terminal.

President Crews referenced the property report for November, prepared by Rachel Walker, Finance Manager.

President Crews referenced Police and ARFF reports. President Crews noted the Police Department report indicates written warnings have increased while the number of citations has decreased.

President Crews updated the Board regarding the request for improvements to the CBP FIS area.

President Crews referenced community outreach events.

7. COUNSEL'S REPORT

Brett Renton wished everyone a Happy New Year. Brett Renton updated the Board regarding: Shaner Hotel Lease, L3 Lease and presentations for the Board Work Session.

8. AIRPORTS WORLDWIDE REPORT

Elizabeth Brown wished the Board Happy New Year and updated the Board regarding: end of year passenger count of 3,096,814; highest month of 2018 was July with 327,000 passengers, highest ever month on record for the airport; lowest month was September at 138,000. She noted that holiday traffic December 22nd thru January 2nd, the highest demand period of the holiday season at the terminal, saw 127,901 passengers in 2017, compared to 2018 figure of 119,795 passengers. Parking also tracked behind 2017 and AWW is working with SAA to analyze the impact of Uber and Lyft, Taxi Rideshare on parking revenue. Starbucks opened the end of December in the post security

location. The last of the MD80's are gone. Highlights for 2019: focus on replacing seating slings, upgraded lighting, air service development and working with commercial partners to improve their current locations.

Discussion ensued regarding customer complaints during the holiday season, delays, higher push through security checkpoints, overflow parking, grass parking versus asphalt, ground handling team, minimal delays.

Discussion ensued regarding importance of airline development, missing transportation link, stops and connectivity to attractions.

9. CHAIRMAN'S REPORT

Chairman Slattery reminded the Board of the upcoming Work Session on January 10. He also thanked the Board for donating hours for so many years and giving back to the community. Chairman Slattery inquired if there was anything the Board needed to know about the Terminal Construction Project.

Board Director Smith updated Chairman Slattery and the Board regarding the Terminal Expansion Project.

10. CONSENT AGENDA

- A. Consider approval and authorization to execute Resolution #2019-01 relating to FDOT PTGA FM#4377132-2-94-01 as an amendment to the Terminal Expansion Project for the Design of the Federal Inspection Services Improvements (FIS).

Motion by Board Director Ioppolo, seconded by Board Director Smith to approve Consent Agenda Item A. Vote taken, none opposed. Motion passed.

11. DISCUSSION AGENDA

- A. Gator Dock and Marine

President Crews updated the Board regarding Gator Dock and Marine. Discussion ensued regarding the procurement of cost estimates from contractors prior to the RFP process as directed by the Board at the December meeting. President Crews informed the Board she was uncomfortable because we would be asking contractors for pricing and then in turn asking them to bid through the bid process. She sought input from counsel to make sure we could do this or was it legally problematic.

Brett Renton discussed the legal concern of the RFP process regarding this matter. Brett Renton stated his recommendation to the Board. that if the intent is to obtain hard numbers that the Board can act upon, you simply go out for an RFP. You will get the information back and have solid numbers to act upon and wouldn't present a legal question that could either delay you if you prevail or result in spending attorney's fees fighting somebody on an RFP. With the RFP process, there are greater protections for the information you are getting back and in how you can proceed, plus you can draft the RFP in a way to allow you to negotiate it in the end. Because this is a design build process, there will have to be some negotiation and discussion depending on how the designs or design build comes back.

President Crews stated that another one of her concerns was that it might put the contractors who had come forward with initial cost estimates at a disadvantage because their numbers would be made public record. Based on what Brett Renton said it could be problematic, a justifiable cause for someone to file a bid protest. Her recommendation is to proceed to the RFP process. We are looking at \$1500 for the legal add; if we get numbers back that are higher than our threshold, then we reject all bids. This saves time and we take away the potential for a bid protest from getting cost estimates first.

Motion by Board Director Ioppolo, seconded by Board Director Smith to approve the President to move forward with creating an RFP for a Design Build of the Gator Dock and Marine project and the Board will then make its decision after they see the results. Vote taken, none opposed. Motion passed.

12. COMMENTS FROM THE PUBLIC

None

13. OTHER BUSINESS

Don Poore introduced Terry Singleton with Sihle Insurance who is providing the employee benefits insurance.

14. REMINDER OF NEXT BOARD MEETING (FEBRUARY 5, 2019)

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:35 a.m.

Respectfully submitted,

Diane H. Crews

Diane H. Crews, President & CEO
/lh