

**MINUTES
SANFORD AIRPORT AUTHORITY JOINT MEETING
WITH CITY OF SANFORD
MONDAY, AUGUST 26, 2019
4:00 P.M.**

SAA BOARD

PRESENT: Tom Green, Vice Chair
Frank S. Ioppolo, Jr.
William R. Miller
Clyde H. Robertson, Jr.
Clayton D. Simmons
Stephen P. Smith

SAA BOARD

ABSENT: Jennifer T. Dane, Secretary/Treasurer
Chick Gregg, Sr.
Tim M. Slattery, Chairman

CITY OF SANFORD COMMISSION

PRESENT: Mayor Jeffrey C. Triplett
Comm. Patrick Austin
Comm. Patty Mahany
Comm. Kerry Wiggins
Comm. Art Woodruff

SAA STAFF

PRESENT: Diane Crews, President & CEO
George Speake, Executive Vice President & COO
Don Poore, CFO
Lori Hunt, Executive Assistant
Rachel Walker, Finance Manager

**CITY OF SANFORD
STAFF PRESENT:**

Norton Bonaparte, City Manager
William Colbert, City Attorney
Traci Houchin, City Clerk
Cynthia Lindsay, Finance Director
Cathy Lotempio, Deputy City Clerk
Craig Radzak, Fire Chief
Cecil Smith, Police Chief
Darrel Presley, Development Svc.

OTHERS PRESENT:

Larry Griffin, Sanford Herald
Charles Davis
David Geriach, CPH Engineers Inc.
Michael Obrien
Jeremy Owens, CPH Engineers Inc.
Keith Robinson, AWW, Vice President - Finance
Kyle Stevens, Shutts & Bowen

1. CALL TO ORDER OF JOINT MEETING

The joint meeting was called to order at 4:08 p.m. by Mayor Triplett; who then turned over the floor to Vice Chairman Green.

2. CALL TO ORDER OF SAA BOARD MEETING

The SAA Board meeting was called to order at 4:08 p.m. by Vice Chairman Green.

3. ADVERTISEMENT OF JOINT MEETING WITH CITY OF SANFORD

President Crews confirmed the meeting was properly advertised. (Copies attached)

4. AGENDA ITEMS

- A. Consider Approval of Sanford Airport Authority Board of SAA Comprehensive Annual Budget Fiscal Year 2019-2020 (October 1, 2019- September 30, 2020).

President Crews presented an overview of the SAA Comprehensive Annual Budget Fiscal Year 2019-2020:

Total estimated revenue \$15,523,925
Total estimated expenses \$12,504,682
Estimated Fund Surplus to fund Capital Projects \$3,019,243
Estimated revenue net result increase 3.33%

Personnel needs addressed in new budget include 3% increase for all employees, 2 additional police officers, 2 additional curb monitors and 1 administrative assistant for police department.

Discussion regarding the supplementing of new bus service which runs to Universal Hotels. Cost of \$150,000 is matched by AWW. President Crews noted that a Small Community Air Service Development (SCASD) grant has been applied for to assist in marketing the bus service.

President Crews presented the Capital Project Budget and discussed FAA contribution of 90%, FDOT 5%, SAA 5% for Airport Improvement Projects. Discussion regarding PFC funded capital projects, terminal expansion project debt, and reserves.

President Crews noted it takes a lot of work to procure funding and a tremendous amount of work to manage the funds and thanked her executive team.

Commissioner Woodruff inquired the annual debt of the terminal expansion. Don Poore responded approximately \$37M.

Mayor Triplett entertained a motion. Motion by Commissioner Mahany, seconded by Commissioner Woodruff to approve the SAA Comprehensive

Annual Budget Fiscal Year 2019-2020 (October 1, 2019- September 30, 2020).
Vote taken, none opposed. Motion passed.

B. Overview of the Terminal Expansion Project.

Jeremy Owens, CPH presented an overview of the Terminal Expansion Project to Mayor Triplett and the Commission.

Commissioner Mahany noted that many people think the Lockheed Martin Airshow is this year not 2020. President Crews replied she has stressed the importance of 2020 with the Lockheed Martin representative. Commissioner Mahany inquired if the Lockheed contact understood that the PV1 is a World War II Lockheed product? George Speake replied the PV1 was built by Vega Aircraft which is now Lockheed Martin. They are interested in being involved in our Aviation Day as well as the airshow. President Crews clarified Lockheed Martin is very interested in this Airport and they also expressed interested in potentially participating in the FAC Conference next year for which we are one of the host airports because it will be held in Orlando. Our Aviation Day with 6000 attendees is the second largest aviation day in the country. Aviation Day will be held January 25, 2020 from 9 a.m.– 2 p.m.

Board Director Robertson noted that Friday night (October 30, 2020) there will be a free air show over Lake Monroe.

George Speake updated the Commission of the Air Show schedule: Friday during the day will be Lockheed Martin Family Day Air Show, Friday night free lighted air show over Lake Monroe, Saturday and Sunday air show at the Airport. Commissioner Mahany expressed to the Commission they need to get with Lisa Holder, Communications Officer City of Sanford to reserve the Civic Center and plan for the Friday night event as community outreach.

C. Potential Agreement Relating to Fire Station on Airport Property.

President Crews stated this item is for informational purposes and a vote will not be taken today. President Crews requested Attorney Kyle Stevens with Shutts & Bowen update the Commission regarding the lease for the proposed construction of a City fire station on Airport property. Kyle Stevens explained the terms of the draft, long-term ground sublease to the City for the fire station use. The City is both the prime landlord under the Airport lease and subtenant under the fire station lease. Rent is in-kind fire-fighting services. Term would commence when the CO is issued for the fire station.

President Crews stated the draft lease has been provided to Tom George, Norton Bonaparte and Lonnie Groot. President Crews informed the Board Directors she will email them the draft lease.

D. Restrictive Covenant to Address Environmental Issues.

President Crews updated the Board and the Commission, this item will be brought back to the Board and the City, she had hoped to have a document

today. Gator Dock and Marine are long-time tenants of the Airport, they have sold several times over the years. When they sold in 2017, there was an environmental issue that was discovered; it was something that FDEP had brought up many years before and the previous owner died before the cleanup was completed. FDEP has been working with the old owner (the Crane Group), the new owner (Gator), our counsel and staff to make sure this cleanup gets completed. We did a restrictive covenant in November 2017. The whole idea is to get this to the point we can get the Site Rehabilitation Completion Order which closes it out. We have drafted an amendment to the restrictive covenant; the draft is with the Crane Group's counsel and that's what we are waiting on. When that comes back, it goes before our Board for approval, and when they approve, it will go to the City for final approval.

5. OTHER BUSINESS

None

6. ADJOURNMENT OF SAA MEETING

There being no further business Vice Chairman Green entertained a motion for adjournment. Motion by Board Director Robertson, seconded by Board Director Smith to adjourn. Vote taken, none opposed. Motion passed.

7. CONTINUATION OF JOINT MEETING

The joint meeting was reopened at 5:00 p.m. by Mayor Triplett.

8. ADJOURNMENT OF JOINT MEETING

There being no further business, Mayor Triplett entertained a motion to adjourn. Motion by Commissioner Mahany, seconded by Commissioner Austin to adjourn the joint meeting. Vote taken, none opposed. Motion passed. The Joint meeting was adjourned at 5:00 p.m.

Respectfully submitted,



Diane H. Crews, President & CEO

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