

**MINUTES OF THE BUDGET WORKSHOP MEETING OF THE
SANFORD AIRPORT AUTHORITY
JUNE 2, 2020
10:00 A.M.**

- PRESENT:** Tom Green, Chairman
Jennifer T. Dane, Vice Chairman
Chick Gregg, Sr., Secretary Treasurer
Kenneth Bentley
Frank S. Ioppolo, Jr.
William R. Miller
Clyde H. Robertson, Jr.
Clayton D. Simmons
Stephen P. Smith
- ABSENT:**
- STAFF PRESENT:** Diane Crews, President & CEO
George Speake, Executive Vice President & COO
Don Poore, Chief Financial Officer
Tommy Gentry, IT Director
Lori Hunt, Executive Assistant
Radhika Jablonski, Finance Manager
Rick Shea, Director Airport Operations
Jason Shippell, ARFF Chief
- OTHERS PRESENT:** Oscar Anderson, The Southern Group
John Baer, CPH
Elizabeth Brown, OSI
Jeremiah Owens, CPH
Keith Robinson, OSI
Greg Smith, Million Air
Grice Whitley, Grice Group

1. CALL TO ORDER

The meeting was called to order at 10:02 a.m. The meeting was conducted through UberConference. Lori Hunt conducted the roll call of Board Directors, all were present.

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

3. WORK SESSION – Review of Draft SAA Budget FY 2020-2021

President Crews presented a power point review of the Draft SAA Budget FY 2020-2021.

Highlights:

- Cares Funding
- Passenger count reduction 53% down by the end of this fiscal year, projected end of FY 2021 down 34%.
- Expenses proposed 17.79% over current fiscal year which includes:
 - debt service for terminal expansion.
 - salaries and benefits which includes: 2 police officers mandated by TSA; 1 firefighter as a floater to reduce overtime, have 2 in- 2 out and eliminate part-time positions; 1 administrative assistant floater to provide assistance to finance and executive departments as needed and to cover reception; and 1 senior executive position.
 - 3% pay increase for all employees and final adjustments from 2018 salary survey.

Discussion regarding projected revenue and expenses versus projected spending towards capital expenses non-grant funded. Expenses acceptable under Cares Act reimbursement. Recovery process could be 3-5 years. For Cares funding, everything is eligible that is operations and maintenance plus debt service. Proposed budget without the Cares Act was presented, showing expenses increasing and revenue is down. Cares Act funding shown as separate line item.

Board Director Robertson inquired where the expenses are for the Air Show. George Speake explained that employees' salaries for the air show are reimbursed through the production company, B. Lilley Productions. Items that will not be reimbursed are coming out of normal budget line items: 2 gates must be added, millings need to be put down, and a couple of wooden bridges, estimated \$15,000-\$16,000. The Airport itself is not footing the bill for the Air Show; the production company carries the expense. The sponsorship from Lockheed Martin goes to the production company. If the show is rained out, the production company is responsible for all the expense. We will get free advertising for airlines taking off or landing here and advertisement for the Airport. We get a chalet at no cost to us that we can invite people from other airlines to attend. Chairman Green summarized these are not significant costs and they do not have a separate line item. Board Director Dane inquired regarding the Friday night component of the air show. George Speake replied we are still working with the City of Sanford; the production company provides the air show acts it is up to the City to coordinate everything that would happen on the ground in Sanford.

President Crews noted if any of the Board Directors have specific questions regarding the Budget to feel free to contact her. She inquired if the Board felt they needed another work session or if we are good to bring this to the July Board meeting. Consensus of the Board was to bring the proposed budget to the July 7, 2020 Board meeting. August 24, 2020 is the date for the Joint meeting with the City of Sanford to present the budget.

4. COMMENTS FROM THE PUBLIC

Chairman Green inquired of Lori were there any comments from the public at this time. Lori responded none.

5. OTHER BUSINESS

Discussion start date of new President & CEO, and should they review the proposed budget. President Crews updated the Board that Lori will have the resolutions from today's Board meeting to obtain the Board Directors signatures at the Altamonte Hilton. She also noted Lori and Danette will be onsite for the interviews to assist the Board. Discussion masks will be brought for anyone requesting one, but they are not mandatory at the hotel. President Crews noted she tried to schedule the interviews in Lake Mary, but the Marriot was not scheduled to be open then, and the Westin could not accommodate meeting rooms. The meeting rooms at the Altamonte Hilton will be socially distanced.

6. REMINDER OF NEXT BOARD MEETING ON (JUNE 16, 2020)

7. ADJOURNMENT

There being no further business, the regular meeting was adjourned at 11:07 a.m.

Respectfully submitted,



Diane H. Crews, President & CEO

/lh