

**MINUTES OF THE REGULAR MEETING OF THE  
SANFORD AIRPORT AUTHORITY  
DECEMBER 1, 2020  
8:30 A.M.**

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**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  
Commissioner Sheena Britton, City Liaison

**APPEARED TELEPHONICALLY** Brett Renton, Airport Counsel

**STAFF PRESENT:** Tom Nolan, President & CEO  
George Speake, Executive Vice President & COO  
Don Poore, Chief Financial Officer  
Tom Fuehrer, SAPD Chief  
Tommy Gentry, IT Director  
Lori Hunt, Executive Assistant  
Lauren Rowe, Communications Director  
Julie Sawyer, Executive Assistant

**STAFF APPEARED TELEPHONICALLY:** Radhika Jablonski, Finance Manager  
Danette Maybin, Human Resources Director  
Angel Nieves, Receptionist  
Al Nygren, Property Manager  
Jennifer Taylor, Project Coordinator  
Michelle Telfair, Leasing Manager

**OTHERS PRESENT:** Oscar Anderson, The Southern Group  
Elizabeth Brown, OSI  
Michael Damico, OSI  
Justin Edwards, ICE-Engineering  
Jonathan Hand, Atkins  
Genean McKinnon  
Jeremiah Owens, CPH  
Paul Partyka, NAI Realvest  
Keith Robinson, OSI  
Craig Sucich, Avcon

**OTHERS APPEARED:** Sonya Brauer, South East Ramp  
**TELEPHONICALLY** Karen McKinnon, CE Avionics  
Kalynin Queiroz  
Tim Shea, AVCON  
Sandeep Singh, AVCON  
Gregg Smith, Million Air  
Craig Sucich, Avcon  
Grice Whiteley, Grice Group

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND OVERVIEW OF MEETING FORMAT

The meeting was called to order at 8:31 a.m. followed by the Pledge of Allegiance, and was conducted via UberConference, and in person with social distancing measures. Chairman Green noted for the public record no public comment regarding today's meeting had been received.

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

3. ANNUAL STAFF ACKNOWLEDGEMENT

The Board and executive staff customarily proceeded with the annual interface with all Sanford Airport Authority staff that were brought into the meeting area in small groups and all wearing masks for a quick introduction then applause of appreciation by the Board.

4. APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON NOVEMBER 3, 2020

Motion by Board Director Smith, seconded by Board Director Ioppolo to approve the Minutes of the Regular Meeting held on November 3, 2020. Vote was taken, none opposed. Motion passed.

5. LIAISON REPORTS

A. Seminole County

It was reported that new County Chairman Constantine is in the process of appointing a new County liaison to the Airport.

B. City of Sanford

District 1 Commissioner Sheena Britton introduced herself to the Board and distributed the City Manager's Annual Report. Commissioner Britton updated the

Board regarding: Small Business Saturday event this past weekend, Tree Lighting event will be virtual, in lieu of Holiday Tour of Homes holding Light Up Sanford event with \$500 prize. December 3<sup>rd</sup> conducting Visioning Resilience Meeting to identify potential economic, social, and environmental vulnerabilities.

6. COMMITTEE REPORTS

A. MetroPlan

Board Director Smith, MetroPlan Board Representative updated the Board regarding ongoing planning initiatives and projects: Airport Blvd. TIP, Slip Ramp, Ultimate I-4, Wekiva Parkway SR 429 project is slightly behind schedule.

7. COMMENTS FROM THE PUBLIC

Chairman Green determined there were no requests for comments from the public at this time.

8. PRESIDENT'S REPORT

President Nolan referenced the power point presentation shown on the wall screen for everyone in attendance to view and visible to those joining the meeting virtually.

President Nolan provided a thorough update to the Board regarding:

- Terminal Expansion Project: 95% completion overall project and on schedule, remaining canopy work, Red Cleveland pavement repair, passenger boarding bridges largest component outstanding.
- Taxiway B, C & L Reconstruction Project: phase II underway, closing out phase I, construction of Phase II expected to continue well into 2021 and weather will dictate project's schedule.
- CBP FIS Facility Renovation: 60% with plans delivered to CBP, expect 90% by February dependent on CBP official review and requested updates or changes. Financing strategy of this project's construction funding is underway.

Discussion regarding potential EDAC meeting to be scheduled.

Don Poore presented the October Interim Financials.

Discussion regarding CARES Act funding, PFC's and capital expenses. Identified how vital the \$22M received through the CARES Grants were sustaining SAA's operating and capital needs.

Elizabeth Brown, President OSI Inc. referenced power point slides on the wall screen and provided a report to the Board regarding:

- November passengers estimated 126,729 including November 30<sup>th</sup>. Versus 128,000 forecasted. Down due to resurgence of COVID, passenger no shows, cancelations, and significant slowdown of bookings into December. Last November 241,573 passengers.
- YTD 1,413,466 versus last year 3,007,720 down 53% year over year.
- Tracking 2019 versus 2020, down 49% from 2019 based on calendar year.

- Airlines that filed for bankruptcy.
- Recent news of 737 Max certified to fly again; 450 aircraft parked on Boeing field. 1000 deliveries have been canceled over the last year.
- Review of COVID-19 countermeasures: plexiglass barriers at check-in and boarding counters throughout the terminal, touchless mechanisms in bathrooms, electrostatic technology used to sanitize terminal building and parking shuttles
- Holiday parking update: Overflow parking was unnecessary; most lots were full.
- Social Media update.
- Hertz bankruptcy is in the process of being settled and will likely result in this company reducing to two brands from three.

Michael Damico, OSI Director of Information Technology provided an update regarding E-pass usage for parking. Central Florida Expressway has been working on MOU for the last two years. OSI's phase II with their parking system Reef has online reservations and auto-pay features. President Nolan interjected he met with the Central Florida Expressway Director and team yesterday, that consensus of OSI is to wait for a rebound of air travel before determining integration of E-pass. Elizabeth of OSI emphasized the relationship must be between SAA and CFX regarding the MOU, it cannot be with OSI the private operator.

President Nolan updated the Board regarding the terminal advertising concession new strategy, Elizabeth and he agreed to dissolve the contract with concessionaire Clear Channel and bring it to full inhouse control commencing in 2021. Elizabeth noted they were able to negotiate with Clear Channel to assume their equipment without any additional cost. Tom Nolan indicated his willingness to join OSI in the strategic development of the new program and sales initiative to maximize its revenue potential.

Discussion regarding OSI Air Service Development position. Elizabeth updated the Board how President Nolan and she continue to work closely on this initiative; that OSI will be engaging another corporate individual to join their team to assist with all the programs.

Paul Partyka, NAI Realvest updated the Board regarding:

- Orlando Sentinel article regarding Seminole County's BoomBah Sports Complex area targeted as next area for growth.
- North American Development contracted for Publix, working with City of Sanford regarding permitting.
- Commercial industry remains slow well into December. Covid vaccine providing stimulus and optimism.
- In dialogue with a firm specializing in hydrogen technology.
- Airport vision plan discussions are ongoing with President Nolan and staff.

Executive Vice President & COO, George Speake updated the Board regarding wells and use permits on Airport obtained properties and St. Johns River Water Management combined CUP permit.

Discussion Board Meeting schedule 2021. Recommendation to change the proposed dates of July 6<sup>th</sup> and September 7<sup>th</sup>.

Motion by Board Director Robertson, seconded by Board Director Gregg to change the July meeting to July 13<sup>th</sup> and the September meeting to the 14<sup>th</sup>. Vote was taken, none opposed. Motion passed.

President Nolan provided updates and information on the following topics: The ongoing City of Sanford Fire Station dialogue regarding a lease on the Airport's southeast quadrant. A meeting was held with current tenant Supervisor of Elections to discuss accommodation of their need for more space. The meeting included a tour of the facilities and Supervisor was tasked with letting us know what kind of space will be needed.

Current aviation tenant Avocet was provided a general term sheet to refine the dialogue on the potential for the extension of their leased property which would include about 5 acres. The Board's Economic Development Committee will review/approve any final proposal before it goes to the Board for consideration.

President Nolan described to the Board, using documents on the screen, FDOT 333 zoning regulations. How all local municipalities are required to enter into a interlocal agreement that requires municipalities to consult with SAA on vertical development. George Speake provided an explanation of how area municipalities are working to abide by the FDOT 333 regulations that airspace falls within.

President Nolan explained how COVID has influenced and will delay the Master Plan Forecast Methodology. Continuing to work with consultant Atkins.

Oscar Anderson, of Southern Group updated the Board regarding: results of local elections, Jason Brodeur elected to Senate. State budget deficit \$3.5B. Oscar stated he is facilitating an introductory lunch with President Nolan and Senator Brodeur.

President Nolan referenced his earlier comments about his meeting yesterday with the Central Florida Expressway Authority where he expressed how it is imperative to the Airport regarding access on Airport Blvd. He asked Mr. Anderson to do whatever he can to convince FDOT to sell the 417-highway portion to Central Florida Expressway Authority so they can accomplish these needed projects. President Nolan referenced the Federally Obligated Land Buyback and noted once Seminole County appoints an Airport Liaison those discussions will resume as the timing to remediate is important.

Board Director Robertson requested an update on Constant Aviation's replacement door for the paint booth. George Speake indicated he will have to get that information and report back.

Board Director Robertson requested a meeting reference to the 2022 Air Show with President Nolan and George about the idea of having the Blue Angels featured since we are a former Naval Base.

## 8. COUNSEL'S REPORT

Brett Renton updated the Board regarding: Hertz bankruptcy, PFAS, and City of Sanford proposed Fire Station on Airport property.

9. CHAIRMAN'S REPORT

Chairman Green noted we have a new Seminole County Commissioner Andrea Herr and stated he feels it is important in the upcoming months to discuss not only the FAA parcel but other parcels the Airport and County own there are tremendous opportunities to work collaboratively with the County for the betterment of the community.

10. CONSENT AGENDA

- A. Consider approval of the second Amendment to Agreement for Operations of Taxicab Services with Yellow Cab Company of Orlando, LLC.
- B. Consider approval of the Ground Transportation Pre-Arranged Permit for January 1, 2021 – December 31, 2021.

Board Director Smith made a motion, seconded by Board Director Ioppolo to approve Consent Agenda items A-B. Vote taken. None opposed. Motion passed.

11. COMMENTS FROM THE PUBLIC

Chairman Green determined there were not any public comments.

12. DISCUSSION AGENDA

- A. Consider approval of an amendment to the SAA FY 2020-21 Budget for additional Aircraft Rescue and Firefighting Staffing; and to consider approval of amendment submission to the Sanford City Commission for approval.

Using a Power Point presentation President Nolan explained there have been previous budget discussions about not only hiring one additional firefighter this fiscal year, with another two additional firefighters next fiscal year. Right now, unfortunately two of our firefighters are out on workers compensation, the existing staff that are providing the necessary coverage as dictated by the FAA are working extraordinary overtime hours. We are concerned about potential fatigue factor and associated error in performance should these two individuals remain out of the workforce for extended periods.

President Nolan referenced the slides on the presentation that included his history being on duty at Milwaukee Mitchell International Airport working in the operations control center and witnessed a Midwest Express commercial airline crash just after takeoff and how he then responded to the scene. How this event shaped his strong management philosophy emphasis on safety and how preparedness at an airport is paramount. He explained Airport Rescue & Firefighting FAA regulations how OSIA must always be capable of responding to the mid-point of the largest runway within three minutes and start expelling fire suppression foam. He described how accelerating the next year's budgetary two ARFF positions into this year is instrumental in maintaining the caliber our ARFF readiness. How ten potential ARFF candidates are being considered and three new ARFF staff can be hired from this group.

Board Director Smith inquired of the two firefighters out on workers compensation when they come back will workers comp require them to return on light duty status? President Nolan stated they are back in light duty status. If they return to full duty, these two positions would be in addition to the three additional staff. This action is consistent with previous budget discussions about three positions.

Board Director Ioppolo made a motion, seconded by Board Director Smith to approve the recommendation, and amend the Authority's FY 20/21 Operating Budget for Airport Aircraft Rescue and Firefighting staffing to allow for two additional full-time positions at a cost of \$150,000 and authorize the submission of Budget Amendment to the Sanford City Commission for approval. No comments from the public. Vote taken. None opposed. Motion passed.

13. COMMENTS FROM THE PUBLIC

Chairman Green determined there were not any public comment requests.

14. OTHER BUSINESS

Discussion regarding scheduling an EDAC meeting. After further discussion it was determined a meeting would be scheduled later. Vice Chairman Dane inquired about scheduling a Board Work Shop to discuss the Board's expectations and goals for the upcoming year. After further discussion it was determined the Work Shop would be held immediately following the February 2<sup>nd</sup> Board Meeting.

15. REMINDER OF NEXT BOARD MEETING ON (JANUARY 5, 2021)

16. ADJOURNMENT

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

Respectfully submitted,



Tom Nolan, President & CEO

/lh