

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
MAY 4, 2021
8:30 A.M.**

PRESENT: Tom Green, Chairman
Jennifer T. Dane, Vice Chairman
Kenneth Bentley
Chick Gregg, Sr.
Frank S. Ioppolo, Jr.
William R. Miller
Clayton D. Simmons
Stephen P. Smith
Brett Renton, Airport Counsel

**APPEARED
TELEPHONICALLY:** Clyde H. Robertson, Jr., Secretary/Treasurer
Mayor Art Woodruff, City Liaison

ABSENT: Commissioner Jay Zembower, County Liaison

STAFF PRESENT: Tom Nolan, President & CEO
George Speake, Executive Vice President & COO
Don Poore, Chief Financial Officer
Don Degraw, Maintenance Director
Tom Fuehrer, SAAPD Chief
Tommy Gentry, IT Director
Lori Hunt, Executive Assistant
Lauren Rowe, Communications Director
Julie Sawyer, Executive Assistant
Jennifer Taylor, Project Coordinator

**STAFF APPEARED
TELEPHONICALLY:** Kristina Gilmore, Records
Radhika Jablonski, Finance Manager
Danette Maybin, Human Resources Director
Angel Nieves, Receptionist
Al Nygren, Property Manager
Rick Shea, Operations Director
Michelle Telfair, Leasing Manager

OTHERS PRESENT: John Baer, CPH
Elizabeth Brown, OSI
Stacy Entwistle, OSI
Jonathan Hand, Atkins
Joel Knopp, MSL
Jeremiah Owens, CPH

Paul Partyka, NAI Realvest
Todd Payne, OSI
Keith Robinson, AWW
Sandeep Singh, AVCON
Tom Tommerlin, City of Sanford Economic Development Dir.

OTHERS APPREARD
TELEPHONICALLY:
Sonya Brauer, South East Ramp
Yasmin Moreno, CERM
Tim Shea, AVCON
Greg Smith, Million Air
John Spolski
Grice Whiteley

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

Chairman Green called the meeting to order at 8:30 a.m. followed by the Pledge of Allegiance, meeting 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. APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON APRIL 6, 2021

Motion by Board Director Smith, seconded by Board Director Gregg to approve the Minutes of the Regular Meeting held on April 6, 2021. Vote was taken, none opposed. Motion passed.

4. LIAISON REPORTS

A. Seminole County

County Liaison Zembower was absent.

B. City of Sanford

Mayor Woodruff updated the Board on the following topics: St. Johns River Art Festival held huge success high attendance, Mid-year Budget decision at last Commission meeting to hire two new Police Officers for traffic enforcement, seeing a lot of residential development interest need more commercial and industrial interest, attended the Lake Mary Blvd. Small Area Study meeting President Nolan was also in attendance.

5. COMMENTS FROM THE PUBLIC

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

6. PRESIDENT'S REPORT

President Nolan referenced the power point presentation shown on the wall screen for everyone in attendance on the following topics.

CBP FIS Facility Renovation: scheduled to deliver 100% plan for review beginning of June. Awaiting final comments from CBP on furniture. Relocating Global Entry to the arrivals area.

President Nolan spoke regarding funding the CBP FIS project working with FDOT. Additionally, made a request for multiyear commitment MOU, cumulative funding cost estimate \$8-10M representing about half of the project \$20M cost. Discussion with OSI and explained that there is a missing link in that equation, the expectation of the Board is a level of strong financial participation from OSI. Elizabeth Brown noted she and President Nolan have been in discussion regarding what the required investment will be and what payback will be over the length of the contract to determine how to fund it.

President Nolan updated the Board there is not a strict timeframe other than an expectation to do this as soon as practical for the SAA. CBP recognizes extraordinary challenge in fiscal conditions during COVID, we need to work through that. The Board will ultimately have to make the decision if they find the OSI proposal acceptable. Without the fiscal equation remediated first, the project cannot be awarded for construction.

Discussion regarding FDOT funding whereas future funding is applied to this project.

President Nolan explained Melbourne Beach Airport used a DRA to fund capital improvements to attract new tenants. He and George became aware of this and approached FDOT and inquired to exercise same mechanism. DRA is like a letter of intent and committal of funds.

Discussion regarding PFC and international traveler's fee for FIS.

George Speake explained international travelers pay PFC's and FIS fee. If we have international flights these fees are paid, SAA collects 12.5% of the FIS fee according to the contract. Keith Robinson explained the monies were not set aside it is complicated as it used to be a lease, it is not a lease anymore. Fees are paid and the SAA gets 12.5% it is not set aside or must be used like a PFC has to be used. The FIS fee offsets the cost of operating that part of the terminal the utilities, there is also a fee that is charged to all international passengers on the airline ticket that goes directly to CBP to offset the cost of their officers and operation. The FIS fee is \$3.75.

Board Director Miller requested an estimate/timeline when the Board will see the projected funds and where they will be coming from, budgetary layout, cost of the project.

Discussion about cost of materials is increasing and fluid, price increases are 20% higher or more monthly, labor shortage.

President Nolan used the images to show and describe layout, proposed floor plan, existing floor plan, phasing.

Discussion length of construction. President Nolan replied 13 months and referenced the schedule on the wall screen. Jeremy Owens, CPH explained Professional Cost Estimating Firm PMI breakdown of cost estimate for plans \$18.9M. Discussed the schedule assuming out to bid August, start construction beginning 2022, with phasing construction complete 13 months later.

Taxiway B, C & L Reconstruction Project: Phase II in work area three, and then move to work area two. Work has impacted use of some gates, working with OSI to coordinate so it does not impact Allegiant's schedule. Once work area two completed will transition to central part of the airfield away from the terminal and gates, will still require working with the ATC to move aircraft on the field.

Terminal Expansion Project: substantially complete, working on a long punch.

Chairman Green requested a summary of the entire terminal project beginning to end, comparison initial cost with change orders. Board Director Dane requested the presentation on this matter CPH presented at the March Board meeting. Discussion last change order, credits coming back, incidentals and allowances.

Elizabeth Brown, OSI referenced job fair taking place today and tomorrow at the Airport she spoke of challenge in the United States to find quality employees, particularly at an Airport who can pass a security badging procedure and the drug testing that is required if they are working on the ramp. Elizabeth discussed competition at the airport when companies are offering \$500 signing bonuses, hourly wage for cashiers \$17. The job fair is being done in conjunction with airport tenants, Elizabeth thanked SAA and OSI Human Resource Managers as well as Lauren Rowe and Tanisha Morris for all their hard work.

Elizabeth referenced power point slides on the wall screen and provided a report to the Board regarding:

- Performance – Passengers: April 184,000 passengers, 4657% higher then 2020, load factors 65%. 606,000 YTD
- Performance – 1,666, 20% below 2019.

Elizabeth discussed IATA forecast and 2 alternative scenarios for recovery. Biggest concern in terms of recovery is when will business traffic recover. The worst-case scenario is recovery of business traffic in 2026, the best case is 2024.

Vaccine passports discussion particularly from airlines and by IATA. Cruise lines are saying you will not be able to board a cruise ship unless you have been vaccinated, apt to verify testing and vaccination.

Elizabeth referenced Consent Agenda item regarding the introduction of new concession operator. Discussed loss of Starbucks March 2020 and solution to providing coffee in the terminal and working to provide ACDBE business that partners with other concessions at airports. That many of our concessions are coming to the end of their contract it is difficult for them to introduce a partner with capital investment to obtain a return over contract term. Two SSP contracts are out of sync, worked with SSP who can introduce new local brand Zaza, certified company. Zaza partners with SSP at MCO and Tampa and 4 other locations in this area. This joint venture will operate at former Starbucks location post security and former Ritazza location. Term is 18-month extension for SSP which brings both of those contracts into sync, allows time for recovery of aviation industry, and see where the commercial redevelopment now will be. Timeline 60 days to open expectation middle of June.

Discussion regarding Airport's hourly rates for job openings not competitive. Elizabeth reported through discussions with Allegiant they negotiated an increase in hourly rates for positions.

Board Director Ioppolo requested an update on the Allegiant contract. Elizabeth noted meeting held yesterday with President Nolan to discuss several triparty contracts, started conversations last year with Allegiant pre-pandemic and began conversations again with them. Allegiant is interested in having another contract with us, contract not about financial negotiation it is about longevity commitment of operation at the Airport. No foreseeable obstacles. Elizabeth discussed terminal leases, MOU that wraps that together with separate ground handling agreement. All those discussions have moved forward, and we expect them to be resolved eminently.

Board Director Ioppolo inquired about the fuel contract. Elizabeth responded we have the joint venture it is not a contract does not expire it is just maintained.

Board Director Ioppolo inquired about our airline development. Elizabeth replied solid negotiations from a particular carrier. Vinci continues to dialogue with European airlines spoke with ten airlines last week and two have expressed a specific interest in SFB one of whom we have been working with for three years.

Board Director Ioppolo referenced video that was done and sent to airlines and inquired on feedback received. Elizabeth feedback was Airlines received the video it is great that you did this, but it is not like they are going to make a commitment. Video served to introduce President and invited open dialogue. Received some positive momentum the silver lining coming out of the pandemic is favorable position this Airport put its self in over the last several years. Discussed advantages of terminal expansion and OSI has a strong air service individual on board, and data analyst with good understanding of the data that we need to present to those airlines.

Board Director Ioppolo asked about the business travel survey that was conducted. Elizabeth inquired of Lauren Rowe if she had any updates. Elizabeth noted she has not spoken to Tanisha. Lauren did not think it has been completed and the job fair has been their focus and she would provide an update to Board Director Ioppolo.

Social Media/Marketing: Edible Orlando blogger features Nashville TN has received a lot of play on social media.

CFO Don Poore presented the March Interim Financials.

Joel Knopp, MSL presented the SAA Fiscal Year 2020 Audit of no findings.

NAI Realvest Paul Partyka updated the Board regarding former tenant Skimmer Skiff, tenant Concurrent considering expansion. Working on Commerce Park visual improvements introducing opaque fencing. Synergy Wood seeks expanding outside the Airport on Wyly Avenue. Pricing has escalated and more negotiation with prospects. New leases will be triple net, transition period will be necessary.

Discussion Paul Partyka indicated he was unaware Wyly Avenue has space available until President Nolan identified location at the end approach of 9L. George Speake explained he was fully aware of the Wyly Avenue property and brought up numerous times that the property was available. It was bought with noise money cannot have residential only commercial. Board Director Ioppolo inquired was it in the Zyscovich report? George replied yes, it is part of a large block. George noted property was first discussed with the City of Sanford as new Public Works facility.

Board Director Dane expressed her frustration that NAI Realvest did not know about this parcel she felt there was a disconnect. Board Director Ioppolo referenced the Real Estate Professional position that was budgeted for two years ago and inquired where we are in that process. Clearly, an internal real estate professional is necessary, and we need to move on it.

President Nolan replied the CFO has been hired, next step real estate developer. Board Director Ioppolo inquired the estimated timeline. President Nolan stated it all depends on the market. Board Director Ioppolo inquired of Chairman Green who is a local real estate developer was there anything he could do to help identify someone.

Chairman Green explained we need to go through a search process and agreed we desperately need a Real Estate Developer it has been discussed for the last 6-12 months money was put in the budget. Also, we have \$1.5M for Commerce Park Infrastructure we have done nothing with. Need for infrastructure plan, development plan, need to know what we owe, what our obligations are. And need a marketing plan and overall leader. He expressed his frustration as the Chairman and noted he has had these conversations with President Nolan. It is a complicated position because a lot of our land we need to do infrastructure work and create an infrastructure plan and development plan over time, but that person can also begin the process and be the

voice in the community. Airport experience is essential. He believed as we saw with CEO and CFO, we will see the same high-quality candidates for the Real Estate Developer it is a tremendous opportunity, and we need to do right now.

Board Director Ioppolo requested a report by the next Board meeting to include job description, RFP or search engaged and that the Board receives a report on where we are in the search process until we have somebody hired.

Chairman Green suggested recruiter Grice Group.

Paul Partyka concluded he is working with a new hydrogen powered car company tenant prospect going through a pre-qualification process. Conceptually working up a plan for parcel #5 which is the 18.3 acres north of Boombah Sports Complex as industrial space in the front, outdoor storage in the back. The project can be build to suit or done by an outside developer. Chairman Green appreciated Paul thinking outside the box but the Zyscovich plan identifies areas for development in a progressive manner. He wants to be able to look back and make sure that we had a thoughtful approach to development.

Board Director Robertson requested an update regarding the Master Plan. President Nolan explained he expressed our concern and displeasure with Atkins regarding extended schedule, based on what needs to be accomplished to complete the master plan at the quality we need anticipating October completion before submittal to the FAA.

Jonathan Hand, Atkins addressed the Board they are full speed ahead on the Master Plan, there were several pauses through the process, Covid does have an impact in that. Initially kicked off the Master Plan late 2018 at that time the numbers from the FAA for forecasting were reported for 2017. By the time the reviews for that forecast chapter were completed the FAA released newer numbers and as you know 2018/2019 were booming years for this airport, so it was requested that forecast chapter be re-evaluated with the newer figures, Atkins and our subconsultants did this free of charge. At the last Board meeting it was mentioned our end date was March 2022 the reason for that is there are things out of our control with FAA and FDOT reviews, our end date would be October 2021 then it goes to the FAA and FDOT for their review and approval of the plans.

Board Director Robertson requested an update from Paul Partyka regarding Future Health Concepts and indicated the owner voiced a complaint about his conversation with SAA employee named Michelle, that he felt the conversation was rude. Paul stated Future Health has an issue regarding their insurance, he clarified that position, and has them talking to another insurance agent about reducing that. At this point in time, the tenant is still undecided about renewal, if tenant leaves, we have a backup plan. Mr. Nolan acknowledged the Board members concern he voiced about the tenant complaint.

President Nolan referenced the E. Lake Mary Blvd. study presentation utilizing power point. He explained the plan is exciting and comprehensive addressing everything the Board has previously perceived regarding business development. Chairman Green requested a copy of the County presentation be sent to the Board Directors.

President Nolan referenced Board discussion from last month regarding relocating our Maintenance Facility. Currently facility located in the heart of what we envision to be the Commerce Park. That there has been internal analysis and discussion, but the most operationally logical location for new facility remains the same. Some cost analysis is being conducted.

Recognition wall discussion numerous plaques were taken down during construction, working to determine location where we can recognize current past future individuals that deserve that recognition. Elizabeth felt this was a great idea and asked that we work together to make sure we are not placing it in any advertising space.

Chairman Green added in last six to eight months we lost two tremendous leaders to the Airport, Tracy Forrest a pioneer and former Mayor Jeff Triplett strong community leader, its people like that as our airport continues to grow that we do not forget the significant impact their legacy and history.

Communications Director, Lauren Rowe updated the Board regarding media exposure: news coverage of job fair being conducted today and tomorrow. Lauren played a video she produced regarding working at the Airport and referenced Annual Reports that were distributed to the Board and community leaders.

7. COUNSEL'S REPORT

Brett Renton updated the Board regarding: GOAA litigation, PFAS, former tenant Jetezy, landlord tenant leasing matters Sanford Fire Station, Avocet, and others.

8. CHAIRMAN'S REPORT

Chairman Green reminded the Board upcoming Budget Meeting June 9th the new CFO will be onboard for that. Chairman Green referenced Commercial Real Estate position and emphasized how important it is to have that person onboard, there are many different things going on and numerous opportunities at this juncture to get a real lead in real estate development. He requested by the next meeting to have a solid path and the timing when that person is coming on board, it will be an exciting transition for the Airport and help get us to the next level.

9. CONSENT AGENDA

- A. Consider Interfund Transfer of salary and modification of Sanford Airport Authority's benefit program to facilitate hire of new Chief Financial Officer (CFO).
- B. Consider Food/Beverage Concessions Contract Amendment.

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

10. DISCUSSION AGENDA

- A. Consider approval of and authorize the President to execute Task Order No. 2021-02 between the Sanford Airport Authority and CPH Inc. to provide design, bid, and construction phase services to facilitate the expansion of SFB's northeast aerospace aeronautical development area.

President Nolan explained SAA has been engaged with tenant Avocet who has an aggressive expansion plan, he suggested Mark Galvin assist them with financial planning strategy. Mark Galvin and Avocet have struck an accord and part of that arrangement requires a non-disclosure arrangement so Mark cannot discuss their financial arrangement with us. Before the Board is a pre-requisite to this tenant expansion, as noted in the report a modest extension of apron and grading in the area that is going to be developed to provide us future development opportunities. Due to the lack of turnkey land the best opportunity for this Airport is to capitalize on the NE quadrant for aerospace development. He mentioned requests every week from potential operators for larger aircraft and we lack turnkey ready spots. To accomplish this eco devo initiative, the first step is to hire CPH for \$197,000 to do Phase I and design everything to accommodate water, impervious surface stormwater management, grading, utilities etc.

President Nolan noted it is for the future, the short term addressed the Avocet expansion to create between 200-300 jobs and prepares this Airport for future development. There are two phases to the CPH services, first phase is the design bid and that has been negotiated with CPH.

President Nolan referenced power point slide, existing hangar is Avocet and parcel A would be the Avocet expansion then allowing for B, C and D to be future opportunities. Move retention around to accommodate retention to the north the future pad and CPH will take us through this process.

Discussion regarding SR46 thinking long term and option not to put retainage along what is going to be a more traveled road and create commercial development opportunities instead.

Jeremy Owens, CPH explained current Avocet expansion required stormwater infrastructure how all drains down to the kidney pond on the SE corner. Noted the SE kidney pond was at capacity and explained the Navy canal system 1,000 acres that drain through this pond also at capacity. Another project already underway to gain additional capacity out of that pond. Pre-application has been done with St. Johns. Discussion regarding extension of road DOT left, full median access at Summerland Avenue and Hellcat Lane.

Discussion 146' frontage on SR 46, and loosing that frontage to retention, trying to match the Master Plan, working backwards from the runway to the North to maximize aviation uses. Estimated cost of stormwater pond, pads, road extension, utilities \$1.9M also includes money for part of CPH design. President has discretion of moving forward or not with actual site plan for Avocet that is also included adds another \$1M for parking access.

Discussion about Avocet's current ponds and need to use the pond to the north of their existing facility. That there are already two ponds there could combine them. If St. Johns water management district signs off, then the larger pond gets smaller. Possibility to expand the south kidney pond will that reduce to the north. CPH explained the challenge is when that was originally permitted and now nutrient criteria has been in place so you may still have to have pre-treatment, that is where we are in the paperwork process.

Several comments on value of frontage on 46, what is the value of that land if it were put into commercial or other use that we could develop. DOT put bypass road in, and they left it what is the significance of that road to us. Chairman Green explained we all want Avocet to move forward and there is a lot of concern about the long-term devaluation of 46 frontage property. The question is whether this is the only plan that works or is there a plan that accomplishes the same result.

President Nolan reminded CPH is not being paid at this point, this is just a conceptual and felt Board Director Miller would be a good Board Liaison representing Board's interest on this project.

Board Director Smith suggested regarding 46 frontages can be preserved with underground storage for retention and have apron on top of it, can you have an airplane roll on top of it. CPH acknowledged, if you were to put underground anywhere around the Airport that is probably one of the locations possible because ground water is about 6-8 feet down there is some opportunity. This option usually the last because of the costly labor and material rate. The location was chosen because of the basin dividing line of Lake Monroe and Lake Jessup basins. Utilities sewer is based off the Master Plan.

Board Director Ioppolo indicated that road DOT put in for SR46 widening, valuable real estate he was not concerned with losing it. The frontage is very valuable, Avocet is very valuable, so he wanted to make sure we do what we must to preserve Avocet and challenged CPH to create an option with that road gone.

Chairman Green suggested to move this item forward the Board approve it with the understanding that next month Jeremy will come back with several different options.

Board Director Ioppolo made a motion, seconded by Board Director Smith to approve the task order number 2021-2 base services only for a not to exceed lump sum amount of

\$197,850 with CPH. The motion includes an amendment to the budget for that amount and the base services only should include the four options at a minimum that we discussed here: Avocet option, full option, moving of the drainage & retention option, relocate SR 46A. Vote was taken, none opposed. Motion passed.

- B. Consider adoption and approval of Resolution 2021-03 Memorializing Policy Concerning Compensation of Employees and Bonuses and Prohibiting Written Agreements with an Employee Without Approval of the Board Directors.

Brett Renton stated this policy draft evolved from discussion at February Board Meeting concerning restrictions and making it clear that executives are not allowed to execute any contracts for employment. The Board themselves are retaining the right to approve any contracts for employment that need to be entered in to. In the Resolution number 2 deals with that restriction specifically, number 3 talks about a disclosure approval of your employee compensation plan so it is part of your budget you would get that each year and be able to look at it when going through the Budget, section 4 amends current employment manual regarding compensation, a redline version showing specific changes is included.

Brett Renton referenced redline additions, the Board must approve some of these issues and there are further restrictions updating employee manual from the Vice President of Administration previously to an actual Human Resources Director etc. The big key is 2311 which says for any performance incentives or bonuses that should come up the President in conjunction with some criteria noted. If they plan to recommend any bonuses or performance incentives be put out, the proposal will go to Director of HR and CFO both would verify funding is in the budget and it is in keeping with the policies. Once their sign offs occur it would go before the Chairman of the Board. Chairman of the Board reviews and approves, which puts the onus on the CFO and HR Director to come up with sign off sheet for that process. Should the Chairman believe something is out of line when they look at that or it is something the Board needs to know they can withhold their approval and submit it to the Board for discussion and review at that time. The oversight and the checklist will be those three executive officers.

Discussion

Board preference to only see high level contracts. Attorney Renton clarified you have a very comprehensive employment manual that deals with everyone at the Airport and as a government entity you have an obligation to try and treat every employee equally. You really should not have contracts unless there is some exception or something that is a little bit different, and the Board should be made aware of it you should never have a contract with any hourly wage employees that would be abnormal.

Board Director Dane referenced paragraph 2 of the resolution requested change the word should in the sentence "the contract should be placed on the discussion

agenda” to “ the contract will be / the contract shall be”. Article 23 paragraph 2311 she was not in favor of the sentence “Chairman of the Board has the ability to review and approve without bringing it to the Board”. She did not think that any one member of this Board has more of the vote or their vote weighs heavier than any other member. Compensation has been a big deal for this Board, the review should come before the full Board.

Chairman Green agreed, the intent behind the conversation was to have somebody look at this. He said he has always been a believer if the entire Board wants to look at that he totally supported that, it is an important element.

Brett Renton summarized the requested revision: “ upon the acknowledgement by the Director of Human Resources and CFO bonus plan does not violate the employee manual and the amounts are available in the Budget, the bonus plan shall be submitted to “instead of the Chairman of the Board” it will be to the Board for review and approval. The next two sentences will be deleted in their entirety then the Director of Human Resources and CFO shall develop a form for the collection of all necessary signatures in conformity with the section. And the sentence “contract can either be/will be placed on the discussion agenda changed to “shall be placed on the discussion agenda”.

Chairman Green explained regarding raises there is an employee manual and range of compensation if someone is doing an exemplary job during the year, the President or whoever as long as the President agrees to increase certain employees up or not increase them up to a point that is within the range, if it looks outside the range and it’s in the manual and they do updated studies then it will have to come before the Board.

Brett Renton clarified so you develop a compensation plan that you are going to approve as part of your budget which will have a minimum and maximum for every one of your positions. That is where the President has some decisions on bringing people on Board, years of experience those types of items will run a gauntlet for that approval. The Board will approve that, previously it was in your employee manual and staff was supposed to keep up with it. You as the Board I believe never had an approval right to it, you now will.

Chairman Green stated so every year the Board is going to see the proposed salaries for next year and then during the year they can move those if they are within the range, but it will not allow for someone to be taken from X to 2X without coming back to somebody above the staff.

Board Director Dane made a motion, seconded by Board Director Ioppolo to approve Resolution 2021-03 as amended. Vote taken. None opposed. Motion passed.

C. Sanford Airport Authority FY 2020 Financial Audit.

Board Director Ioppolo made a motion, seconded by Board Director Smith to accept the FY 2020 Financial Audit as presented by Moore Stephens Lovelace. Vote taken. None opposed. Motion passed.

Board Director Simmons complimented staff multiple years of outstanding audits. Board Director Robertson noted our CFO is retiring after a remarkable great record with our audits over the years. He questioned what was just discussed about CEO employee hiring/termination, budget amendments on compensation, employee, and vacation, asking if CEO cannot approve this?

Brett Renton explained no because there was a deviation from your employee manual that has a vacation policy which currently your vacation policy is two weeks and after ten years you gain a third week. This Board one of the Executives was moving that to four weeks, so because it is a deviation under the new policy that you have enacted you would need to approve it as a Board and your President put it on the Consent Agenda for the Board to review and approve again. The policy you just invoked would put it on the Discussion Agenda, however it was not in place so it was on the Consent Agenda for any Board member to pull it should it need to be discussed.

11. COMMENTS FROM THE PUBLIC

Chairman Green determined there were no comments from the Public.

12. OTHER BUSINESS

Discussion regarding changing the June 1st Board meeting because it occurs the day after Memorial Day Holiday. After further discussion, the Board agreed the June Board meeting will be held June 1, 2021.

13. NEXT BOARD MEETING (JUNE 1, 2021)

14. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:52 a.m.

Respectfully submitted,



Thomas Nolan, A.A.E.
President & CEO

/lh