

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
JULY 13, 2021
8:30 A.M.**

PRESENT: Tom Green, Chairman
Jennifer T. Dane, Vice Chairman
Clyde H. Robertson, Jr., Secretary/Treasurer (via phone)
Kenneth Bentley
Chick Gregg, Sr.
Frank S. Ioppolo, Jr.
William R. Miller
Clayton D. Simmons (via phone)
Stephen P. Smith
Ken Wright, Airport Counsel
Mayor Art Woodruff, City Liaison

ABSENT: Commissioner Jay Zembower, County Liaison

STAFF PRESENT: Tom Nolan, President & CEO
George Speake, Executive Vice President & COO
Jason Watkins, CFO
Don Degraw, Maintenance Director
Tommy Gentry, IT Director
Marc Gilotti, SAAPD Captain
Lori Hunt, Executive Assistant
Radhika Jablonski, Finance Manager
Danette Maybin, Human Resources Director
Al Nygren, Property Manager
Lauren Rowe, Communications Director
Julie Sawyer, Executive Assistant

OTHERS PRESENT: Linda Barker
Elizabeth Brown, OSI
Brian James
Dustin James
Elijah James
Genean McKinnon
David Nelson, Renaissance Planning
Jeremiah Owens, CPH
Paul Partyka, NAI Realvest
Keith Robinson, AWW
Dagmarie Segarra, Seminole County Senior Planner
Gregg Smith, MillionAir
Tom Tommerlin, Economic Director City of Sanford

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Chairman Green called the meeting 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 JUNE 1, 2021

Motion by Board Director Smith, seconded by Board Director Gregg to approve the Minutes of the Regular Meeting held on June 1, 2021. Vote was taken, none opposed. Motion passed.

4. SCHOLARSHIP PRESENTATION

George Speake presented the OSIA Scholarship to Elijah James student at Haggerty High School who will be attending Seminole State College pursuing an aviation degree.

5. E. LAKE MARY BLVD. SMALL AREA STUDY PRESENTATION

David Nelson, Renaissance Planning Group, consultant for Seminole County working on the E. Lake Mary Blvd. Small Area Study made a power point presentation to the Board.

Discussion consideration of Airport Master plan in this study, noise mitigation, traffic signal Marquette Avenue/Lake Mary Blvd. intersection, Marquette Avenue bike ped uses, operational improvements, recommended operational improvements at SR46/Moore's Station Rd. intersection, Kings Crossing Shopping Center, Community Commercial and Attendant Retail use. Joint development of property across the street from Boombah Sports Complex that has been discussed with Seminole County and proposed traffic signal at Skyway Drive. Discussion regarding importance to the Airport connectivity across to Airport owned property.

Board requested knowing before the final report is presented at the BCC meeting that our comments regarding the joint development property are in the recommendation. Discussion where is the study in the process and what are the next steps.

Mr. Nelson updated the Board the study has been presented to the Sanford City Commission, BCC, a community workshop will be held on August 5th, then project will be summarized into the small area plan document. A draft of the final report can be shared with SAA. The Board requested someone from the Airport

be at all the meetings to communicate their request regarding the joint development property publicly. President Nolan and Paul Partyka stated they will be at the August 5th Community Workshop to represent the SAA.

Board Director Ioppolo requested President Nolan communicate it is the feeling of the Board of the Airport that the placement of the traffic light is intrinsic to the joint development further development of Boombah and the Airport property. Chairman Green suggested this be his conversation because he has had prior conversations with the County.

6. LIAISON REPORTS

A. Seminole County

County Liaison Zembower was absent.

B. City of Sanford

Mayor Woodruff updated the Board on the following topics: Star Spangled July 4th event was a great success and City of Sanford appreciates the Airport's sponsorship. Mayor Woodruff thanked the Airport for sponsoring the Wayne Densch Theatre Frozen production. Mayor Woodruff noted the city continues to have turnover in the planning department, the Planning Director Amy King resigned this week. Open positions for Planning Director and Senior Planner. Assistant City Manager Tom George is slated to retire in September.

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 on the following topics and provided an update on each:

CBP FIS Facility Renovation: plans 100% submitted to CBP on 7/12/2021 no estimated date for them to complete their review.

Taxiway B, C & L Reconstruction Project: Project continuing, completed three areas in front of the terminal, moved on to the work area nearer to center of airfield, should be wrapping up mid-September to allow the air show to go on unhindered, will move into another phase on the airfield.

Terminal Expansion Project: substantially complete, struggling with final punch list as subcontractors are so busy elsewhere, they find it difficult to remobilize and finish

those items. Board Director Smith noted they have been put on notice and liquidated damages have been applied at this point.

North Apron Improvement Project: input from last couple of Board meetings. Jeremy Owens reported project is going well, surveys underway waiting for that to be implemented in drafting program, 30% plans emailed yesterday.

Routes America: President Nolan and Elizabeth Brown attended conference met with 14 airlines, explained format of meetings.

FDOT State Aviation Manager and State Highway representative visited airport discussed needed improvements, provided tour, and requested attention with 417 interchange and leading road issues.

North Quadrant Development: economic development opportunities with OEP and others, never had a Phase 1 environmental done on any of the parcels on the North end the entire SR46 corridor has ordered to be done. OEP had an inquiry for 80 acres outreach with everyone in the metro Orlando area, they want to more properly represent industrial site opportunities. Tom Tommerlin, City of Sanford Economic Development Director updated the Board, he and Tom Nolan worked together to present the north side of the Airport and submitted a strong project to OEP, received feedback from Enterprise Florida. Airport was identified as one of the selected potential industrial sites, OEP is trying to isolate 40 acres plus parcels and have everything in place to showcase on their website as all due diligence has been completed, site ready type project. From a list of 5 parcels in Sanford/Seminole County narrowed that down because we are in this effort with Orange, Osceola as well as Seminole County, the Airport is one that floated to the top and will be located on the OEP website. A site ready display of everything that any kind of potential big developer would want to see in terms of the site, power utilities which speaks to the need for the phase 1 audit on the SR46 corridor and OEP will fund this.

Board Director Ioppolo inquired of Tom Tommerlin is there anything else he recommends as an airport property to develop that we should be doing to make sure we are competitive or have an advantage of those properties. Mr. Tommerlin responded getting on the radar screen for big parcels, 40 plus acre parcels not widely available.

Discussion about having Mr. Tommerlin give his assessments.

Chairman Green stated he is hopeful that the Real Estate executive will also assist here, we are at a critical point in the transition. He inquired can we have OEP make a presentation to the Board on how they see the Airport regionally.

President Nolan updated the Board regarding the new development position anticipates by the next Board meeting a selection made.

Master Plan: moving ahead, plan being reviewed by President Nolan, George Speake and Jennifer Taylor, deadline is October for completion. Procurement position: in the

process of hiring the Airports first procurement individual. City of Sanford Fire Station: next step submittal of lease documents within the next week to the FAA for review. Million Air: continued dialogue regarding their expansion, many renditions of concepts.

Tom Tommerlin updated the Board regarding three projects in the City of Sanford planning pipeline. Parcel A: zoning in place for mixed use development, the ownership group is talking about a hotel, flag being discussed although subject to change is Hampton Inn by Hilton, they have not submitted engineering plans as the development group says they are working through site plan architecture with the hotel brand.

Discussion regarding Parcel A curb cuts, drainage, whether the County do certain things with the land due to restrictions. Two traffic issues that are very concerning to the Airport off Red Cleveland. The hotel is proposing curb cuts as well as an ingress point for a road on Marquette. Ken Wright updated the Board regarding the prior proposed hotel on this site. Discussion how is the SAA monitoring actively making sure when it is appropriate to object, we object, that the County knows our position we will not support this. Project is with the City of Sanford. Ken Wright advised having a meeting with the Mayor and Planning staff of the city to convey our concerns and review the conversation with the county.

Discussion the Board wants to make sure that we are actively engaged protecting the airports interest. Counsel suggested the Chairman, or some representative of the Board could go to the county our county commissioner liaison is very familiar with the process and let him take a lead on where he thinks the next step should be.

Chairman Green agreed with Counsel to meet with our county liaison as well as the county manager. It is high level right now it needs to be further developed in an outline format Board members can individually look at.

Discussion this is the same property that cost us about \$600,000, are we supporting development or are we just concerned. We have always supported hotel development; it was more just about the curb cuts on a private road and land. Discussion Critical that we talk about acquiring that property back to give us more control of our own destiny.

Chairman Green suggested that we have a follow up meeting Ken with the county to discuss this issue first because the timing of this coming back. That we are stakeholders representing the best interest of the community, and we want to come up with a workable solution. George Speake added it is not just curb cuts its storm drains that as well was intended to go on that property.

Tom Nolan noted there are 3 developments in the pipeline for development in the City of Sanford the hotel off Marquette, hotel on E. Lake Mary Blvd. and the corner of Red Cleveland and Lake Mary Blvd. is a combination fuel station/gas station convenient store and some potential other developments.

Discussion access point in the curb cut in the median and then how close that is to the post signalization and the residential community north of Southeast Ramp.

Project B application City received July 6th to rezone that property to planned development, going to split that into two parcels, and the potential uses at this time PD's is everything under the sun, potential restaurant retail other types of commercial uses.

Project C much further along in the pipeline a hotel 112 rooms with one single commercial outparcel. That speaks to the need to have pedestrian crossing maybe over E. Lake Mary Blvd. Project is pending engineering approval.

Discussion regarding flag and timeline, flag subject to change it is a Comfort Inn, no ETA project is further along in the planning pipeline.

Orlando Sanford International Inc.: Elizabeth referenced power point slides on the wall screen and provided a report to the Board regarding: June's passenger count 297,000 down 14% from 2019, getting close to 2019 levels. Lots of pressures back in the terminal building moving people through the check points had to use overflow parking, saw over 500 cars in overflow parking during long holiday weekend.

Year to date 1M passengers compared to 1.7M in 2019 a 116% improvement over last year, better than the 4705 we saw in April.

Elizabeth Brown provided Covid update, pandemic raging around the world, spike of cases, new variants are gaining traction impacting world travelers and international travelers. US border has not yet opened to international travel inbound, impacting TUI. TUI is looking to return, delayed, no confirmed start date, looking at August 1st that is dependent upon US ability to open borders to international travel.

Routes Americas Conference: hosted a private airline event at Topgolf done in conjunction with Vinci Airports Networks 35 people attend from 9 airlines. Meetings with 14 airlines, tours conducted all Allegiant planning people toured SFB expansion and new gates. A couple other airlines toured, and a follow up airline from South America the following week as a direct result of meetings at Routes.

Elizabeth provided background on SFB's new air service Swoop and Flair airlines both ultra-low-cost carriers. Swoop solely based in Calgary wholly owned by West Jet Airlines, privately owned company started Swoop in 2018. Swoop 8 flights a week, starting October 7th. Flair Airlines headquartered in Edmonton started in 2005, rebranding and complete change of airline. They operate bases in Edmonton Kitchener Ottawa Toronto Vancouver they fly 737-800's much like Swoop does but they are also taking delivery of 737-Max8's and they should have 24 of those in their fleet by the end of 2022.

Swoop will be flying from Edmonton, Hamilton, and Toronto. Flair will be Halifax Montreal Toronto Kitchener and Ottawa more than 100,000 passengers in the first six

months with 26 flights a week. Big launches and inaugurals planned, also hoping to see one of Swoop's first flights come in during the air show.

President Nolan played a video highlighting his site visit to airport tenant Alaris.

CFO Jason Watkins presented the May 2021 Financials.

Social Media/Marketing: Lauren Rowe updated the Board regarding Key West inaugural flight gate party, Edible Orlando junket weekend featured Nashville and Key West. Lauren participated in annual Hurricane Drill at Seminole County EOC. Swoop Airlines announcement featured on SFB website, news coverage local stations. Flair Airlines announcement featured in Orlando Sentinel, Spectrum News 13 coverage focused on terminal expansion and SFB smaller faster airport interview with President Nolan.

Lauren referenced documents presented to the Board regarding the Marketing Section of the OSI contract and the recent Audit of OSI that Board Director Ioppolo had asked her to review. Board Director Ioppolo noted we have a partnership with Vinci premised on communication we collectively must do that, but there are a plethora of requirements for meetings and communications and joint plans that need to be followed. He addressed staff in attendance and stated if anybody tells you that does not have to be prepared or that meeting does not have to occur, he wants to hear it at the Board meeting, because it is four years later, and things were not done.

Discussion regarding communication and collaboration, non-compliant issues in contract former lack of OSI Director of Marketing, marketing plan was not developed. Compliance can be obtained and development of marketing plan now that new OSI Director of Marketing has been hired.

Board Director Ioppolo indicated he wanted to hear about that monthly and does not want to wait for an audit that was poorly performed by the auditors to find out four years' worth of requirements were not met.

Board Director Ioppolo noted there are a plethora of obligations reports and meetings that must occur the only thing he has seen as an owner's representative was a onetime list, he saw four years ago that was created by George Speake and Diane Crews a legal spread sheet. He stated he wants to see that on a regular basis. He referenced a program AWW paid for that allowed us to get the visibility into what was going on, that has been fixed but there was also an obligation to have a report, and nobody said to them where is my report? Jennifer Taylor who was saying I read the contract and I think that is what must happen, she was overruled by previous administration. I do not want Jennifer overruled ever again, I want it here, I want staff to know the Board has their back.

George Speake clarified regarding the comment made that Jennifer Taylor is the contract administrator, she is but not everything under the SAA/OSI contract falls on her shoulders.

Board Director Smith updated the Board regarding the maintenance portion of the contract, the CMMS program that OSI uses for maintenance is now available 100% to us, Jennifer and George met with OSI and have been instructed on their system, we should have much better reports on the maintenance. A meeting is scheduled to take place tomorrow to start on the actual maintenance program.

Chairman Green thanked Board Director's Ioppolo and Smith for their time and stated the deliverable needs to be some type of monthly/bi-monthly/ quarterly regular report to the Board of the contract being in compliance. Board Director Ioppolo requested a monthly report. Chairman Green requested at next month's meeting a summary report be presented. Board Director Smith noted there will be two points of discussion not only arriving at some type of maintenance agreement satisfactory to both parties but delve in to ten year capital improvements. Elizabeth Brown noted long term capital improvements has been done and shared with SAA. Board Director Ioppolo requested of George Speake that the original spreadsheet be updated. George Speake replied in addition to the spreadsheet there was a calendar of dates and meetings that should happen.

9. COUNSEL'S REPORT

Ken Wright updated the Board regarding: PFASS, Employment Manual Update, Avocet lease, City of Sanford Fire Station lease, St. Johns Water River Management Stormwater Treatment Facility terminated, GOAA Trademark.

NAI Realvest Paul Partyka updated the Board regarding the two proposed hotels. Previous study conducted prior to Covid allowed for 2 hotels roughly 220-230 rooms. Discussion regarding Silver Lake area development, spec buildings, importance of Orlando Economic Partnership. Synergy Wood plans to construct building 15,000-20,000 sq.ft.

10. CHAIRMAN'S REPORT

Chairman Green reminded the Board FAC Conference this weekend. Board Director Ioppolo was congratulated on his recent marriage. President Nolan's review will be conducted with a new updated online format, Chairman Green encouraged the Board Director's to spend some time on this and provide feedback. Chairman Green requested an update on the Air Show next month.

11. CONSENT AGENDA

- A. Consider approval of updated Metroplan Orlando Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR).
- B. Consider approval of Annual Funding Agreement Between Sanford Airport Authority and Metroplan Orlando FY 2021/2022.
- C. Approval and authorization to execute the FAA grant offer for AIP project No. 3-12-0069-084-2021 for the Rehabilitation of Taxiway Bravo, Charlie

and Lima phase III and Conduct a Wildlife Hazard Assessment and Management Plan.

- D. Consider approval of Commercial Lease No. 2021-030 for Concurrent Group, LLC. Building #141 located at 2774 Carrier Ave. Sanford, FL 32773.
- E. Consider approval of Aviation Lease No. 2021-026 Charles Davis dba Orlando Sanford Flying Club Hangar #413 located at 1910 E. Airport Blvd. Sanford, FL 32773.
- F. Consider approval of a new Agreement for Use of Property at the Orlando Sanford International Airport for Airshows to be held in 2022 through 2026 with BLilly Productions.

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

12. DISCUSSION AGENDA

A. Budget 21/22.

Jason Watkins, CFO stated the Budget Workshop was a very good experience for him some of the comments that came out of that meeting prompted him to go back and take another look at the expense side of the operating budget. He referenced schedule of net reductions propose cutting \$538,000 on the operating side another reduction non-PFC debt service \$44,000 which is a reduction of the Authority's share of debt service because of a reconciliation of project cost. Decrease ground transportation fees, increased landing fees, passenger recovery, FIS funding. Added \$500,000 capital expenditures in North West Aerospace Quadrant. Total proposing a budget of projected overall surplus \$3.17M.

Discussion proposed adjustments regarding marketing. Lauren Rowe discussed combing of separate line items of community relations and marketing budget, she noted OSI recently hired a Marketing position and Tanisha Morris returns August after maternity leave therefore there is not a marketing plan per the contract and felt overall the proposed marketing budget was adequate.

Elizabeth Brown noted great conversation has been had regarding the marketing budget. Elizabeth emphasized the importance of ensuring we are well financed for the marketing efforts for the two new airlines.

Board Director Smith made a motion seconded by Board Director Dane to approve Budget 21/22 as presented. Vote was taken, none opposed. Motion passed.

13. COMMENTS FROM THE PUBLIC

Local resident Linda Barker addressed the Board suggesting attractive signage directing passengers to a smoking area preferably located off the curb, sidewalks along county road Onora, exit from 417 at Airport Blvd and underground utilities.

14. OTHER BUSINESS

Elizabeth Brown referenced comment regarding smoking signage at the Airport, she stated our teams SAA/OSI have been evaluating a sign program. George Speake stated he has viewed the preliminary sign program and suggested it needed to be sent to President Nolan. Board Director Dane noted her displeasure with smoking on the curb and has been against it the whole time she has been on the Board.

Board Director Dane inquired regarding the proposed Seminole County transmission tower and the Boards request for obstruction lighting on the tower. President Nolan replied he wrote a letter to our county liaison and the county manager; he would report back next month.

15. NEXT BOARD MEETING (AUGUST 3, 2021)

16. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:27 a.m.

Respectfully submitted,



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