

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
OCTOBER 5, 2021
8:30 A.M.**

PRESENT: Tom Green, Chairman
Jennifer T. Dane, Vice Chairman
Clyde H. Robertson, Jr., Secretary/Treasurer (appeared telephonically)
Kenneth Bentley
Benny Crosby
Frank S. Ioppolo, Jr.
William R. Miller
Clayton D. Simmons
Brett Renton, Airport Counsel
Mayor Art Woodruff, City Liaison
Commissioner Jay Zembower

ABSENT: Chick Gregg, Sr.

STAFF PRESENT: Tom Nolan, President & CEO
George Speake, Executive Vice President & COO
Jason Watkins, Chief Financial Officer
Tom Fuehrer, SAAPD Chief
Tommy Gentry, IT Director
Lori Hunt, Executive Assistant
Danette Maybin, Human Resources Director
Al Nygren, Property Manager
Jessica Porter, HR Generalist
Lauren Rowe, Communications Director
Roberta Stanton, Procurement Agent
Jennifer Taylor, Contract Administrator

OTHERS PRESENT: Elizabeth Brown, OSI
Michael Damico, OSI
Jonathan Hand, Atkins
Genean McKinnon
Jeremy Owens, CPH
Paul Partyka, NAI Realvest
Todd Payne, OSI
Keith Robinson, OSI
Doug Saunders, C&S Companies
Tim Shea, Avcon
Greg Smith, Million Air
Stephen Smith

Tom Tommerlin, City of Sanford Economic Dev. Director

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND INTRODUCTION OF GUESTS

The meeting was called to order at 8:32 a.m. followed by the Pledge of Allegiance.

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

3. NEW BOARD MEMBER INTRODUCTION

Chairman Green introduced and welcomed new Board Director Benny Crosby. Board Director Crosby noted he is a resident of Sanford, spent 30 years in the Secret Service, last assignment was special agent in charge Houston, TX he retired and then became the Director of Security Worldwide for Haliburton. He is a 32-year commercial pilot and certified flight instructor for private commercial multi-engine. He stated he looks forward to serving on the Board.

4. APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON SEPTEMBER 14, 2021

Motion by Board Director Dane, seconded by Board Director Ioppolo, to approve the Minutes of the Regular Meeting held on September 14, 2021. Vote was taken, none opposed. Motion passed.

5. RECOGNITION OF STEPHEN SMITH

Chairman Green recognized Stephen Smith with the reading of Resolution 2021-07.

Motion by Board Director Ioppolo, seconded by Board Director Simmons, to adopt Resolution 2021-07 as read. Vote was taken, none opposed. Motion passed.

Executive Vice President & COO George Speake presented a commemorative propellor to Stephen Smith.

President Nolan presented Stephen Smith a customized gift.

Chairman Green presented Stephen Smith a crystal award from the SAA Board of Directors and the Airport Authority.

6. LIAISON REPORTS

A. Seminole County

Commissioner Zembower provided monthly Seminole County Covid status update.

Commissioner Zembower updated the Board he brought to the Chairman at the County Commission a formal request of Laura Kelly at CFX for a study to bring the 417 straight into this Airport we need 350' of unobstructed right of way to get into this airport for a connector with 417. Will be working with City of Sanford to understand development that's going on in the area to help identify and get study out. Commissioner Zembower thanked Airport staff he asked for a video about the new additions at the airport, viewed at last commission meeting, a lot of good reception, people didn't know these things were going on at the airport so that was good information.

Commissioner Zembower congratulated the Authority on the hire of County Manager. County staff will bring back to the Commission several options on what we will do to replace our county manager.

Commissioner Zembower asked that County reach out to cities in Canada to promote the new airline service. Board of County Commission is committed to working with the City of Sanford and the airport to maintain keep the new momentum.

Elizabeth Brown, OSI noted there are also a number of Canadian businesses here in Central Florida, and we've started to reach out to make sure they are aware. The Villages has snow birds from Canada as well. We are looking forward to that new highway connector.

B. City of Sanford

Mayor Woodruff noted Steve Smith's lasting impact upon the Airport and thanked him for all of his work. Mayor Woodruff updated the Board regarding: events are returning to Sanford October will be busy, San Marino apartments and retail ribbon cutting on October 19th the first new construction in that area in a long time, State of the City luncheon sponsored by the Sanford Chamber October 14th, Mayor's update sponsored by Seminole County Chamber on October 21st, City Halloween event in Ft. Mellon Park October 30th. Christmas events: Home Tours, Jingle Jam, Christmas Parade. Board Director Bentley requested an update on the property across from the Civic Center. Mayor Woodruff replied nothing new waiting for them to finish drawings and provide proof of financing.

7. COMMENTS FROM THE PUBLIC

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

8. PRESIDENT'S REPORT

President Nolan referenced the power point presentation shown on the screen for the following topics:

CBP/FIS Facility Renovation: Jeremy Owens, CPH noted CBP plan comments were received in August, asked that comments be addressed before next meeting scheduled. Meeting with staff tentatively next week. Parking was one of their biggest issues 45 parking stalls 10' away from the nearest entrance of the building.

Jeremy Owens described flooring options requested by CBP, added floor drains in rooms that didn't have floor drains, door hardware and cameras are the biggest changes.

Taxiway B, C & L Reconstruction Project: George Speake Executive VP & COO noted paving was completed last week opening phase II Friday of this week at the latest possibly Thursday. FAA tower excited because taxiway closed for long time. Phase III work will commence January, notice to proceed issued in November, should wrap up roughly July of next year.

Terminal Project Update: George Speake noted just a few punch list items remaining, there is one item involving the kiosk type signage located in the terminal's downstairs and upstairs including one location with maps and information where people can get concessions etc. Jet bridge punch list required the jet bridge out of service for a short period. CPH is our consultant for this project. That we are meeting now every two weeks instead of once a week.

Mr. Nolan reported that North Apron Improvement Project is at 60% review, meeting scheduled with CPH/SAA regarding configuration of stormwater and other improvements. Fundamental piece of the equation for this development initiative is the fiscal impacts, funding.

Primary runway main high priority repair of keel completed. Project total \$600,000. President Nolan noted that despite this short-term repair, we are going to be in the position of having to do a reconstruction of the main runway within the next five years, based on some pavement behavior on rest of the runway.

Board Director Ioppolo inquired if this is in the revised Master Plan. President Nolan responded the Master Plan does not analyze pavement conditions only focuses on runway capacity. It's the obligation of the Airport owner/operator per Part 139 to ensure pavements are up to standards.

President Nolan noted the Master Plan will be on the November Agenda.

Orlando Sanford International Inc., Elizabeth Brown recognized Steve Smith's contributions, his representation of this Airport on the Master Plan, participation in the terminal expansion and recently assistance developing the maintenance standards. She welcomed new Board Director Benny Crosby.

Elizabeth referenced power point slides on the wall screen and provided a report to the Board: month of September 125,432, 77% over last year, tracking behind 2019 by 22%. YTD roughly 1.7M below 2019 31%. Fiscal year SAA 2.1M passengers, 10% over last fiscal year and 31% below the 2018-2019 Fiscal year of the Airport. Looking forward to a busy Thanksgiving and Christmas season.

It was explained how regional carriers are seeing a shortage of pilots and crew, mechanics and support services, airport concessions, ground handling. The end of the labor support and unemployment insurance is helping getting people back to work.

Pandemic update: New Canadian Airline Swoop has indicated challenges with international travel criteria negative testing and proof of vaccination requirements. As a result, Swoop has reduced some of the services, because demand not there yet. Business travel has not recovered and not expected until 2023/2024, a lot of companies still have many people working from home and aren't traveling the way they used to. IATA said there needs to be bigger partnership from airports, and airports need to lower their fees and subsidize airlines. ACI disagreed feels airports have

done extensive work in supporting airlines during this crisis, but airports still have rising construction costs.

Events: Recent Allegiant Conference in Las Vegas, indicates a conservative growth in the future due to lack of airplanes, competition in short haul people are choosing to drive instead of flying. Update on Sunseeker Resort Development, Charlotte Harbor, Punta Gorda will be support airport for that resort, expecting resort to be completed in 18 months with 700+ rooms. Developed their own brands have over 18 food/beverage/retail brands. Swoop inaugural Saturday October 9th. World Routes October 10-13 in Milan, Todd Payne will be attending. Flair inaugural October 31st. TakeOff conference November 2-4.

Social Media/Marketing: return of Attraction Express Ground Transportation offering service to 3 Universal hotels, looking forward to seeing them at Disney beginning January 2022. Discussed with Allegiant the reintroduction of Attraction Express and how they might be able to take advantage of that for their booking stream.

George Speake reported January 18, 2022, is the deadline for mask mandate expiration although it is up to the Federal Government.

Air Show Update: George Speake provided details on VIP event tours; the Board VIP list was sent, schedule, brunch, air show, performer lineup, parking passes, directions, VIP's will arrive via Airport Boulevard. Discussion regarding name tags and talking points for Board Directors. Focus on airline development and general development real estate at the Airport. Lauren is preparing a video that will play during the brunch and miscellaneous other details.

Lauren Rowe provided details and update regarding: Swoop inaugural, Air Show.

Paul Partyka, NAI Realvest provided update regarding transition into triple net lease program, renewals transitioning to market rate, tenant expansion talks with Synergy Wood, American Builders and Toyota Hydrogen vehicle dealer.

Mr. Nolan updated on other expansion initiatives including Million Air hangar expansion. CE Avionics hangar expansion, on more permanent maintenance facilities.

OSI Contract: consistent of the policy direction from the Board a new monthly spreadsheet was distributed depicting SAA/OSI Contractual Compliance status.

Jennifer Taylor updated the Board regarding the spreadsheet, went through details on the maintenance mentioning progress on the new maintenance plan document under development with OSI. That OSI has been doing a lot of maintenance lately, roofs, elevators, escalators and they're going to be doing a parking structure analysis, and painting the welcome center with roof hopefully next year.

Discussion regarding different paint colors on terminal and welcome center.

President Nolan asked Steve Smith to comment regarding the productivity of the last several meetings with OSI regarding the overall maintenance program and coming to some agreement with standards.

Steve Smith believed a lot of progress was made at the last meeting, including the improved maintenance that OSI is doing right now, that we're getting closer to an agreement.

Discussion regarding loss of Steve Smith's involvement with OSI on the maintenance issue, Ethics and Sunshine two-year restriction of retaining former Board member, prohibition communicating with Board members.

Board Director Ioppolo requested an update from Elizabeth Brown regarding advertising displays in the terminal. Elizabeth reminded about the discontinuation of advertising contract with Clear Channel. President Nolan's interest in working with OSI to bring other advertisers in.

Discussion regarding Visit Orlando. Board Director Ioppolo requested from Lauren Rowe an update on the joint marketing plan at a future board meeting. Lauren replied she would work to provide that update at the December board meeting.

George Speake to provide maintenance report that summarizes status of major SAA airport maintenance obligations.

President Nolan noted FDOT is updating the best management practice for Florida statewide airports stormwater study. Master Plan public meeting went well but not heavy public turnout, that the public was given ample opportunity through websites and the meeting itself, and after, to provide their public comments. The Master Plan is very dynamic from the overall capital improvement program standpoint. What is very impactful is the financial obligation. And the Board should expect some shock from the cost associated with these capital improvement elements.

President Nolan explained how the next Board meeting Master Plan presentation is an acknowledgement of the plan not a binding obligation by the airport in anyway other then the submittal of plan. Every incremental

portion of that plan has to come before this board in years to come for thorough review and ratification.

Fire station lease has been submitted to the FAA they have some comments, and the Mayor City Manager and President Nolan are working through those.

Development position, County Manager Nicole Guillet has accepted the job, start date is a couple of months and we're looking forward to that.

Attended the annual State Legislative Delegation meeting at Seminole County, President Nolan had two minutes to speak. In the presentation he enlightened the legislation panel that we have a major development initiative estimated at \$3.5M hoping the state will provide grant support of this project.

Sitting on the Sanford Chamber of Commerce board with Director Robertson, reported that a new President has been hired.

President Nolan attended FIFA event Greater Orlando Sports Commission hosted delegation of about 25 that represented FIFA final bid phase vying for Central Florida to have some of the world cup soccer games.

9. CHIEF FINANCIAL OFFICER REPORT

CFO Jason Watkins presented the September financials. Jason introduced Jessica Porter new HR Generalist. Covid vaccination update 84 out of 104 employees have received two shots.

10. COUNSEL'S REPORT

Brett Renton updated the Board regarding: PFAS, GOAA, Procurement Policy, Board Director Ethics course to be completed by year end FDOT requirement, deposition of Mr. Nolan for GOAA Trademark lawsuit. Board elections in November and anticipated completion of employee handbook.

11. CHAIRMAN'S REPORT

Chairman Green thanked George Speake and the entire team regarding the Air Show and the deliverable and encouraged the Board Directors to reach out to the VIPs in attendance.

12. CONSENT AGENDA

- A. Facilitate the extension of vacation time for the new Executive VP of Commercial Development, Real Estate, & Legal Affairs.

- B. Approve updating revisions to the Sanford Airport Authority Non-Participating Airline Use and Lease Agreements.
- C. Consider approval of Resident Lease No. 2021-052 to Mike Robbins for Building 299 located at 3114 Rudder Circle Sanford, FL 32773.
- D. Consider approval of the "Request for Proposal (RFP) for Taxicab Concession Services for 2022".
- E. Consider and authorize the disposal of miscellaneous office furniture, supplies and equipment that have economically exceeded their useful life.

Motion by Board Director Dane, seconded by Board Director Bentley to approve Consent Agenda Items A - E. Vote taken, none opposed. Motion passed.

13. COMMENTS FROM THE PUBLIC

Chairman Green determined there were no comments from the public.

14. OTHER BUSINESS

15. NEXT BOARD MEETING (NOVEMBER 2, 2021)

16. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:32 a.m.

Respectfully submitted,



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