

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
MAY 3, 2022
8:30 A.M.**

PRESENT: Jennifer T. Dane, Chairman (arrived 9:40 a.m.)
Clyde H. Robertson, Jr., Vice Chairman
Kenneth Bentley, Secretary/Treasurer
Tom Green
Chick Gregg, Sr.
Frank S. Ioppolo, Jr.
William R. Miller
Stephen P. Smith
Brett Renton, Airport Counsel
Mayor Art Woodruff, City Liaison (appeared telephonically)
Commissioner Jay Zembower, County Liaison

ABSENT: Benny Crosby

STAFF PRESENT: Tom Nolan, President & CEO
Nicole Guillet, EVP, Real Estate Dev. & Legal Affairs
George Speake, Executive Vice President & COO
Jason Watkins, EVP, Chief Financial Officer
Tommy Gentry, IT Director
Marc Gilotti, Captain SAAPD
Lori Hunt, Executive Assistant
Al Nygren, Property Manager
Jeremy Owens, Senior Engineer
Lauren Rowe, Communications Director
Jason Shippell, SAA Fire Chief
Roberta Stanton, Procurement Agent
Jennifer Taylor, Director of Program Administration
Gino Martinez, Finance Manager
Danette Maybin, Human Resources Director

OTHERS PRESENT: Sonja Brauer, South East Ramp
Elizabeth Brown, OSI
Christian Drouin, Constant Aviation
Mark Galvin, Hilltop Securities
Stephanie Griffin, OSI
Joel Knopp, MLS
Brady Lessard, CPH
Dave Logan, OSI
Genean McKinnon
Paul Partyka, NAI Realvest

Keith Robinson, OSI
David Rothman, Bryant Miller Avenue
Doug Saunders, C&S Engineers, Inc.
John Spolski, Spolski Construction
Craig Sucich, Avcon
Tom Tommerlin, Eco. Dev. Director City of Sanford
Robert Utsey, ZHA

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

Vice Chairman Robertson 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 APRIL 5, 2022

Motion by Board Director Smith, seconded by Board Director Bentley, to approve the Minutes of the Regular Meeting held on April 5, 2022. Vote was taken, none opposed. Motion passed.

4. PRESENTATION OF FY 2021-2022 AUDIT

Joel Knopp, Moore Stephens Lovelace, P.A. presented the FY 2021- 2022 Audit.

5. LIAISON REPORTS

A. Seminole County

Commissioner Zembower updated the Board: Airport Protection Zoning Land Development Code Regulations will be going to P&Z Commission and then be presented to the BCC in June. Red Cleveland Boulevard is scheduled for re-surfacing later this year, the Airport will be notified. A small portion of the Airport property is located within the Midway Basin and the remainder is located within the Lake Jessup Basin; the Midway Drainage Improvements work order was issued for the consultant to start design improvements identified the study has been issued. Lake Jessup Basin worked through the selection of the consultant staff is working to provide the scope of the work and work order so they can begin the study. The SR 417 Connector Roadway consultant has been chosen for the feasibility study and concept,

CFX will present the contract to the BCC for approval June 9, 2022. Anticipated the Notice to Proceed will be issued July 6th the study is anticipated to take approximately nine months, once that study is concluded everyone including the airport will weigh in. Nicole Guillet notified the Board the Airport is already weighing in on the 417, we are already engaged.

B. City of Sanford

Mayor Woodruff updated the Board: Ribbon cutting for Hoverfly manufacturer of tethered drones for the military and public safety. Goldsboro met with the National Main Street organization last week. Third Sanford Speaks is May 19th public is invited to attend discussing race and equity issues.

6. COMMENTS FROM THE PUBLIC

John Spolski, business owner 1425 E. Airport Boulevard referenced the upcoming decision the Board will be making regarding choosing a new President & CEO. He felt the Airport was at a crossroads regarding the decision they have to make, and the job description was too encompassing for the new upcoming President.

Vice Chairman Robertson noted that had been removed from the job description.

Mr. Spolski noted prior discussion regarding internal candidates versus the external candidates and the Board not wanting to spend \$70,000 again to go external. He addressed Ms. Guillet and Commissioner Zembower regarding the County interim County Manager has given their notice, now the County Attorney is having to act in that role, would the County be making overtures to Ms. Guillet to have her come back?

Mr. Spolski summarized with this selection process he is hoping that there has been dialogue constructive criticism where Mr. Nolan decides to go and on the contrary where he saw short comings of the Board as far as who is going to take his place so that two years from now the Board isn't back in the same position that they are now.

7. CONSENT AGENDA

Vice Chairman Robertson noted Consent Agenda items C and G were pulled from the Agenda.

- A. Consider approval of letter extending time to complete certain improvements described in the Ninth Addendum to Snack Bar Concession Agreement.
- B. Consider approval of a partial Rent Abatement for Constant Aviation, building #333 located at 1604 Hangar Road Sanford, FL 32773.

- C. **[pulled from Agenda]** Consider approval of Lease No. 2022-013 for IPC, Paving, Inc., 62,700 SF of land for a lay down yard located at 29th St. & Carrier Ave. Sanford FL 32773.
- D. Consider and authorize the disposal of the following equipment:
Caterpillar Generator, Seal Master Crack Pro 100 (crack sealer equipment), Vending Machine and miscellaneous IT equipment.
- E. Consider approval of Lease No. 2022-019 for Hazard Services International, Inc. for 1,250 square feet (SF) of Bunker 60 and 43,560 SF of Land located airside at Orlando Sanford International Airport, Sanford, Florida 32773.
- F. Consider approval of Lease 2022-020 for Real Deal Steel LLC building # 410 located at 1220 30th Street, Sanford, FL 32773.
- G. **[pulled from Agenda]** Consider approval of Lease 2022-71 for Pet Partners, LLC, building #440 located at 1701 E. Airport Blvd. Sanford, FL 32773.

Motion by Board Director Smith, seconded by Board Director Ioppolo to approve Consent Agenda items A-B, D, E, F. Vote taken, none opposed. Motion passed.

8. PRESIDENT'S REPORT

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

SAA Projects: Airport Master Plan update, FAA is back in possession of it to give final disposition.

FIS Renovation: bids received awaiting funding resolution from OSI.

Taxiway B, C & L: George Speake noted phase II is completed, close out paperwork at this point. Phase III primary work done, some temporary markings have to go down in a month and then that will be closed out with a couple punch list items.

Wildlife Assessment: ongoing they are out here monthly for three days at a time should wrap up in roughly March 2023 with the plan assessment and then wildlife plan being written.

Projects Under Design:

IT redundancy: loop will go out to bid in May 2022

ARFF Station Generator and Install and Building 37: 25% design, discussing natural gas versus diesel. Natural gas we would be paying for that solely it could be trucked in. Consultant hasn't completed looking at that, still under consideration. Discussion regarding using propane.

Stormwater Management System: design 90% complete, we don't have funding for construction, permitting and construction have been put off. FAA

determined that it's not eligible it would have run through AIP so we will go back to FDEP FDOT look potentially for funding.

Cell phone lot: 75% design should go out to bid later this month and we hope to have that completed three months.

Roadway improvements: looking at all of our roadways Red Cleveland Entrance, Airport Blvd. the Commerce Park. Jeremy Owens our engineer is working on getting some cores done on all that pavement to determine what actually might require mill and overlay what can be sealed.

SAA Maintenance Facility Replacement: working on conceptual design work, pricing on options.

SAA Maintenance: continue maintaining the Airport, ground maintenance in addition to mowing working with Operations to identify and fill in abandoned gopher tortoise holes on the Airport and safety areas of the runways and taxiways.

Building Maintenance: Crack seal and painting airfield, vehicle gates someone ran through two of our gates working on replacing those they have been secured temporarily. Elizabeth stated a street light and parking equipment also hit recently. Maintenance on 17 leased and SAA occupied facilities. Electrical services continues daily airfield work signs that needed repair. Fifty-three vehicles and pieces of equipment were serviced and repaired by our single mechanic.

Commissioner Zembower inquired regarding the Wildlife Assessment, as he has been speaking to Representative Brodeur and St. Johns Water Management and he was told that there is concern with Lake Jessup as we all know is fairly polluted. It's his understanding the Airport has concerns about migratory birds once we move forward to start to try to clean up Lake Jessup which is a multi-decade process. He inquired who the Airport contact is so we can help get that lake cleaned up.

President Nolan replied he would be the contact and many months ago sent a very detailed document that showed the flight tracks over the proposed new wetlands which is a hazard to aviation, we will continue to do our part to protect aviation and have them look at alternatives.

Orlando Sanford International Inc., Elizabeth Brown updated the Board regarding:

Passengers: YTD almost 1M passengers, we should hit 1M passengers YTD next month.

ATM's: 1% above previous April, almost 7,000 movements so far this year.

Performance against fiscal year of SAA: 1.6M passengers 60% better than past fiscal year.

ATM's for the fiscal year, 11% better than your last fiscal year continued improvement.

Rolling 12 months: 2.7M passengers in the last rolling twelve months, obviously the goal is here in a twelve-month period we want to see us break over 3M which would bring us back to 2019 volume.

Air Service/Commercial Marketing: Todd Payne is in the Dominican Republic meeting with Vinci counterparts planning the next airline meeting, and advancing discussions with our Caribbean targets. The team is working on a new agreement to deploy a winter base with Flair Airlines Visit Orlando is financing support for this endeavor. Based aircraft and crews would be based here at SFB the livery would be changed to reflect SFB and in addition 14 flights a week would be operating to secondary cities in eastern Canada.

President Nolan explained the potential positive impact it would bring including crews based here which fills hotels and the opening up of those tertiary cities in Canada.

Discussion 30,000 passengers so far so from Canada compared to when TUI was flying to SFB and what the future numbers with Flair and Swoop have the potential to be.

TUI was operating upwards of 11-14 flights a week on charters coming out of the UK on widebodies 787's and they put in a little over 100,000 passengers in the last year that they were operating here. World 2Fly Charter flights starting with ten rotations from Madrid and from Barcelona the end of June.

Air Service Development: Roots Europe is going to be in Bergen Norway, Jump Start in Reno NV. Attending for the first time US Travel Association International Pow Wow inbound travel show focused on international charter air services.

Social Media/Marketing: buy with MPR \$18,000 which will have a feature on radio stations in Orlando and the Villages with some specific sponsorships with specific targeted markets. Three Clear Channel Outdoor locations, purchasing with Spectrum News 13 \$56,000.

New marketing manager hired Raul Veizaga started on April 11th he'll also be taking over advertising sales program.

Installing EV charging stations in the garage, investment of \$20,000 that we'll bring back to the Authority to get confirmation of the location and how we're going to approach charging for the EV. Identified a supplier for updated parking shuttle EV solution ADA approved will reduce carbon footprint.

Purchased two fuel trucks delivery time 8-10 months. Skydeck project outdoor deck in Terminal A put in a restaurant and take advantage of viewing airside. Engaged Designers West to assist with finalizing design and selecting a contractor, requires approval process with SAA, TSA. Proposal from SSP towards a new agreement, finalize agreement and meet with the Airport management team to confirm direction.

Discussion how competitive subset airports are doing travel wise, most Allegiant Airports are tracking about the same we are, all struggling with reduction in flights and routes due to lack of aircraft crews and pilots. We are a leisure airport, don't track the same as some larger airports. Florida airports near beaches did better than us through Covid.

Development: Paul Partyka, NAI Realvest updated the Board regarding American Builders Supply, Kings Crossing Shopping Center with Publix, Triple Net leases and looking forward to the Development Workshop on Thursday.

Discussion rising interest rates and downturn in housing, construction supply costs. New apartment complex metro Sanford Airport 325 units, 4500 homes in various stages of construction. Hotel Lake Mary Boulevard under construction and reference to another hotel Marquette/Red Cleveland.

Request for updated overview arial with number of units be provided to the Board.

OSI Contract: Jennifer Taylor referenced scorecard in the Boards Packet the Board approved SSP/Zaza it will be open June 3rd, Budget meeting coming up on Friday.

9. CHIEF FINANCIAL OFFICER REPORT

CFO Jason Watkins presented the March financial report, referenced GASB 87. Procurement no Board awards, Health Care Benefits Broker had seven responses, short listed to three and have a selection committee interviews are May 10th.

Solitications: IT fiber redundance loop and cell phone lot lighting.

2022-2023 Budget meetings have been scheduled with individual Board Directors to walk thru budget major assumptions strategy moving forward prior to the June 21st Budget Workshop.

Rate adjustments: telecommunications the internet and fiber subscription fees as well as some badge fees to the Board in June for consideration. GASB 87 meeting with MSL next month to devise a strategy and possibly come back with an external consultant.

Jason discussed the bill terminal grant discretionary awards, AAAE and Airports Council International. the two major trade groups have told us to expect to hear back from the FAA in June or July how much in the discretionary bill grant.

Update HR six active recruitments, employee handbook bi-weekly working group go through the handbook re-write, big ticket items have budgetary implication we want to do right for our employees being mindful of budget constraints.

Discussion regarding labor force air side operations wise, we've lost a lot of people but we're slowly bringing them back, maintenance is where we are struggling the most. A lot of competition, we've had to increase salaries in Fire Department, Maintenance, Operations the curb mostly it's the lower end employees. OSI dealing with poaching within the airport, most importantly struggling in food concessions. Using two full time recruiters that are focused on it and work together with Danette on job fairs.

10. COUNSEL'S REPORT

Brett Renton updated the Board staff had prepared a procurement policy working with Shutts that has been shifted to Shutts they will get comments back to the SAA this month and hopefully the Board will receive this at the June meeting. Update GOA and Trademark SFB Simpler Faster Better.

11. CHAIRMAN'S REPORT

Chairman Dane reminded the Board of the upcoming Land Development Workshop to be held Thursday May 5, 2022, at 8:30 a.m. in the Vigilante room.

12. DISCUSSION AGENDA

A. Resolution No. 2022-03 Airport Facilities Refunding Revenue Note, Series 2022

Jason Watkins explained this item Resolution No. 2022-03 related to Airport Facilities Refunding Revenue Note, Series 2022 last month the Board approved the selection committee's recommendation to refinance the 2018 revenue note with Truist Commercial Equity. Following up with the accompanying resolution and loan agreement the motion is for the Board to adopt the resolution at which point we will execute the closing documents with Truist.

Brett Renton requested the Discussion A resolution and certificate as to public meetings be executed by the Board at this time.

Motion by Board Director Robertson, seconded by Board Director Smith to adopt Resolution 2022-03. Vote taken, none opposed. Motion passed.

B. Approval of the revised President & CEO Job Description and recommendation for the Executive search process.

Brett Renton explained Discussion B is the approval of the revised President & CEO job description this is a recommendation from HR and Counsel concerning an executive search process. Brett Renton referenced public comment on this earlier. When looking at the CEO job description all of the comments the Board made collectively were addressed with HR to refine those items that should or really fall within the job description. The previous President was the commander of the Police Force and there was some potential public safety roles that may have been residually left over from that role, you now have a Chief of Police and Chief of Fire Department and several of the public safety issues fall under their obligations in obtaining those FAA certifications etc. Revisions were made to the CEO job description and sent out to the Board, asking today that the Board adopt the revised CEO job description or if you have any further comments or any changes there too, we can proceed on that.

Brett noted combined on the motion, once the Board approves the job description the process of how we would conduct the executive search. There was some discussion centering around internal candidates should there be external candidates who were interested, the Board would like to know that. There have been four individuals externally who have contacted HR or Counsel interested in the position. The Board is being asked to follow their normal process for any open positions that HR would effectively publish the job position for a period of time to those interested parties to submit themselves whether they be internal candidates or external candidates. If the Board approves as of May 3rd today the job will be posted listed on our website, and AAEE and ACI NA two industry lead groups, it would be open a period of time until May 24th at 5 p.m.

Chairman Dane requested the motion be separated into two items.

Motion by Board Director Smith, seconded by Board Director Green to approve the revised President & CEO job description. Vote taken, none opposed. Motion passed.

Chairman Dane noted we have approved the revised job description and now we will discuss the process.

Brett Renton explained the process being presented is a modification of what was talked about at the previous meeting, you would open up the approved revised job description. We ask that you approve the publication of the revised job description and open it up for any internal candidates that would meet it as well as any external candidates to apply May 24th, 2022, which would be the deadline for that application. All resumes and applications that are submitted to the HR Director will be provided to the Board, at the next Board meeting which is June 7th the Board would on the Discussion Agenda take up the issue of those who have applied who you would like to interview as a Board.

The Board will short list those candidates down to whomever you would like to interview, and we have tentatively put June 16th the interviews would occur. In discussing a process about how those interviews could proceed one of the feedbacks that we heard amongst different Board members and respectively a candidate that was part of that process was that there were very wide questions all over about the interviews since they were done previously individualized. We are recommending that a panel interview be conducted. The entire Board would be in the same room and interview the candidate in the morning at one time so that way all the questions and answers, each of you hear the exact same information explanations etc. and are all participating in that process. However because that would be an open process all of you are meeting at the same time, that interview would be public we do want to provide an opportunity in case there's any additional questions you may have on a one on one basis maybe more strategically driven that wouldn't necessarily you'd want to put out there in public about items coming on in the future about the airport or items that may not be made public yet and you'd have opportunity at your option to do a one on one interview with the candidate in the afternoon. That would be June 16th if you publish it or authorize HR to publish it, they'd make every candidate aware that is a date they need to hold so if they are short listed, they have a month and half to have knowledge that they need to hold that date.

Then June 21st currently you have it as the Budget Workshop what we would do is advertise that as a public meeting followed by a workshop, during the very first portion of that the one item on the Agenda would be your discussion of you who you'd like to authorize the Chairman to negotiate a contract with meaning what is your first and second individuals and then the Chairman would then negotiate with Counsel that contract for employment. If they can

reach resolution as to number one, then you have your candidate selection as to one however should they be apart then you'd move to candidate number two negotiate the contract and then bring that before the Board for approval at the July 12th Board meeting.

Chairman Dane explained this is what she Brett Danette and staff worked on, and it is her recommendation on how we move forward as far as doing a panel interview. This is different than the other two interview processes we've done before which is very individualized, but she felt there is a lot of knowledge in the room and it's good to hear the questions each Board Director asks, and we hear the same answer coming back so there is no miscommunication about what one candidate said to one person and didn't say to another. Also, this gives everyone the opportunity to spend time with the candidate individually to ask the strategic questions. We have two really strong in-house candidates and she's thrilled that they are applying but thought now that we've gotten some interest from outside and because we are a public agency, it's probably best that we open it up and lets see what we get, and we avoid any awkward constraints.

Danette had offered to come up with a matrix for the Board when looking at their resumes and grade them, she can do some initial cursory interviews over the phone if we give her the permission to do that.

Board Director Smith inquired of Danette did she have the information from the previous job search in case there are people that apply that didn't make the short list last time. Danette replied yes, I have all that information, we are required to keep all of that.

Motion by Board Director Ioppolo, seconded by Board Director Smith to approve the process as outlined and authorize staff and counsel to implement said process. Vote taken, none opposed. Motion passed.


13. OTHER BUSINESS
None.

14. NEXT MEETINGS BOARD WORKSHOP LAND DEVELOPMENT (MAY 5, 2022) AND REGULAR BOARD MEETING (JUNE 7, 2022)

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:00 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'TN' or 'THN', written over the closing text.

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