

**MINUTES OF THE REGULAR MEETING OF THE  
SANFORD AIRPORT AUTHORITY  
JUNE 7, 2022  
8:30 A.M.**

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**PRESENT:** Jennifer T. Dane, Chairman (appeared telephonically)  
Clyde H. Robertson, Jr., Vice Chairman  
Kenneth Bentley, Secretary/Treasurer  
Benny Crosby  
Tom Green  
Chick Gregg, Sr.  
Frank S. Ioppolo, Jr. (appeared telephonically)  
William R. Miller  
Stephen P. Smith  
Brett Renton, Airport Counsel  
Mayor Art Woodruff, City Liaison

**ABSENT:** Commissioner Jay Zembower, County Liaison

**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  
Tom Fuehrer, Chief SAAPD  
Tommy Gentry, IT Director  
Marc Gilotti, Captain SAAPD  
Lori Hunt, Executive Assistant  
Al Nygren, Property Manager  
Jeremy Owens, Senior Engineer  
Lauren Rowe, Communications Director  
Julie Sawyer, Executive Assistant  
Jennifer Taylor, Director of Program Administration  
Gino Martinez, Finance Manager  
Danette Maybin, H R Director (appeared telephonically)

**OTHERS PRESENT:** Angela Adams, OSI  
Elizabeth Brown, OSI  
Charles Cook, McGriff Insurance Svc.  
Christian Drouin, Constant Aviation  
Stephanie Griffin, OSI (appeared telephonically)  
Geoff Lane, Constant Aviation  
Garrett Matyas, McGriff Insurance Svc.  
Genean McKinnon  
Paul Partyka, NAI Realvest  
Keith Robinson, OSI (appeared telephonically)

Gregg Smith, Million Air  
John Spolski, Spolski Construction  
Raul Veizaga, OSI

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. Vice-Chairman Robertson confirmed the following appeared telephonically: Chairman Dane, Board Director Ioppolo, Danette Maybin, Keith Robinson and Stephanie Griffin, OSI.

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

3. APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON MAY 3, 2022

Motion by Board Director Smith, seconded by Board Director Bentley, to approve the Minutes of the Regular Meeting held on May 3, 2022. Vote was taken, none opposed. Motion passed.

4. LIAISON REPORTS

A. Seminole County

Commissioner Zembower was not in attendance; President Nolan was asked to convey his report of just two items: Skyway traffic light is in place and the Envision Study is nearing completion.

B. City of Sanford

Mayor Woodruff updated the Board: at the last Commission meeting voted to deny the request from Sanford Waterfront Partners, which is the developer of the Heritage Project, to bring on an additional investor at 50%. With the original agreement if their ownership went below 51%, they had to have the Commissions approval, that was denied on a 3-2 vote. That doesn't end the agreement which has another five years. Election season, 2022/2023 Budget the design build for the Airport Fire Station cost doubled since first talking about this, \$7-\$8M, Mayor stated he wanted the cost to be \$3M.

Vice Chairman Robertson thanked the Mayor and City of Sanford for all the improvements at the Mayfair Country Club, Seminole State College Women's Golf won the National Title at Mayfair.

Mayor Woodruff noted money has been set aside for a clubhouse at Mayfair, but he is putting Airport Fire Station first priority.

Board Director Bentley thanked Mayor Woodruff on behalf of the Goldsboro Community for the partnership with the Main Street District they were awarded. Mayor Woodruff noted at this coming Commission Meeting they will be signing a contract for an Executive Director for Main Street and also planning to bring a CRA to Goldsboro.

## 5. COMMENTS FROM THE PUBLIC

None.

## 6. CONSENT AGENDA

- A. Consider approval of professional services Task Order 2022-03 in the amount of \$129,940.60 with Avcon Inc. to provide Pavement Evaluation Services for SFB Runway 9L-27R.
- B. Consider approval of Lease 2022-013 for IPC Paving LLC, 62,700 SF of land for continuance as a construction lay down yard located at 29<sup>th</sup> St & Carrier Ave. Sanford, FL 32773.
- C. Consider terminating Lease 2018-12 for Sanford RV Repair, LLC property #407 located at 1211 East 26<sup>th</sup> Place, Sanford, FL 32773.
- D. Consider approval of an Addendum to Lease 2012-020 for Airline Training and Leasing Corporation, D/B/A Global One Training Group (Global) for Building 145, located at 1642 Hangar Road, Sanford, FL 32773.
- E. Consider a waiver of fees for Constant Aviation, LLC Property #333 at 1604 Hangar Road, Sanford, FL 32773.
- F. Consider approval of Lease 2022-015 for American Builders Supply of Orlando, LLC, building #420 located at 901 Wyly Ave., Sanford, FL 32773.
- G. Consider approval of new Lease 2022-031 for Freeman Holdings of Orlando, Orlando, LLC, building #421 located at 1920 E. Airport Blvd., Sanford, FL 32773.
- H. Consideration, Approval and Contract Award of Top Ranked Firm for Employee Benefits Insurance Broker Services Request for Proposal #2022-003-RFP.
- I. Authorize an extension of the annual financial audit agreement with MSL CPA's & Advisors through fiscal year 2022.
- J. Consider approval of underground FPL easement for S.E. Ramp Hangar Development, Inc. located at 2151 Spinner Lane, Sanford, FL 32773.
- K. **[moved to discussion]** Approve and authorize SAA Staff to modify the standard schedules of Rates and charges to include Telephone/Internet Charges and Airport Security Badge Fees.
- L. Approval and authorization to execute FDOT PTGA FM#4508651-194-01 for for the Design and Construction of the Maintenance Building and Resolution No. 2022-04.
- M. Consider approval of Lease 2022-016 for American Builders Supply, Inc.

Property #433, 434 & 435 located at 2901 Aileron Circle Sanford, FL 32773.  
N. Consider approval of Lease No. 2022-032 for Zipsimons Visionworks, Inc.  
Building #407 located at 1211 26<sup>th</sup> Place Sanford, FL 32773.

Board Director Green requested pulling Item K and moving it to Discussion Agenda.

Motion by Board Director Smith, seconded by Board Director Gregg to approve Consent Agenda items A-N excluding K. Vote taken, none opposed. Motion passed.

## 7. PRESIDENT'S REPORT

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

SAA Projects: Airport Master Plan awaiting FAA signature.

FIS Renovation: Bids received, need to be awarded by July 15<sup>th</sup> waiting funding confirmation.

Taxiway B, C & L: Completely closed out.

Wildlife Assessment: 50% complete.

IT redundancy loop: Bid opening 6/10/2022

Cell phone lot lighting: Bids due June 23, 2022

ARFF Station Generator and Install and Building 37: 50% design, estimated completion June.

Stormwater Management System: 90% design complete.

Roadway improvements: Commerce Park core sampling of the streets taken and will compile all information for future commendations on improvements.

SAA Maintenance Facility Replacement: 30% design appears the best plan of action is to do a design build project for that facility.

SAA Maintenance, George Speake updated the Board: Grounds maintenance continuing to mow the area including outside the fence, adjustments to irrigation and repairs. Building Maintenance assisting with mowing due to lack of grounds staff we continue trying to fill those open positions, changing air conditioning filters, crack sealing on Taxiway Romeo, 19 repairs at SAA identified facilities and repairs to barbwire. Electrical daily airfield work repairs and service to signs and lights, replacement of 16 overhead lights in the Avocet hangar, gates that got hit by lightening required repairs, airfield

beacon quarterly maintenance. Thor Guard lightening protection system required repairs. Mechanic 54 pieces of equipment and vehicles to service or repair.

Orlando Sanford International Inc., Elizabeth Brown introduced new team members Garrett Matyas, HR Director and Raul Veizaga, Manager Marketing & Terminal Advertising. Elizabeth updated the Board regarding:

Passengers: total YTD 1,184,000 down 19% from 2019

ATM's: total traffic movements 8,527 YTD down 27% from 2019.

Performance against fiscal year of SAA: 1.844,607 YTD

ATM's for the fiscal year: 13,485 which is 11% above last best year, and 10% above last year.

Elizabeth noted Allegiant is reporting high yields, a lot of passengers but not enough aircraft. With high fuel prices Allegiant reporting very well from a fiscal perspective, but demand is exceeding capacity.

Industry wide summer staffing shortages, SFB food and retail partners are struggling to get people in to work the food/beverage industry to serve customers. Hudson has put in a self-serve kiosk and SSP is trying to find ways that they can do those things as well. Cabin crews and pilot shortage, need roughly 13,000 pilots right now and will probably only see 7,000 get through the system to get fully certified.

Air Service/Commercial Marketing: a lot of activity occurring. Todd Payne at Pow Wow a national tour operator show in Orlando, we are partnering with Visit Orlando. Air Service Development: Roots Europe, Jump Start.

Social Media/Marketing: Negotiating a new add buy for Historic Downtown Sanford terminal advertising which supports Seminole County. Partnership with UCF & Seminole County terminal advertising, stadium advertising and have sports teams advertise with airport. Selected RG Media to right side the advertising program. VRBO filmed a commercial for their summer campaign. OSI donated two bicycles to the Sanford Police Department for their Hispanic Outreach Festival. Allegiant started service to Las Vegas. The Villages Honor Flight May 31<sup>st</sup> first all-woman Veteran Honor Flight.

Development: Paul Partyka, NAI Realvest updated the Board regarding American Builders Supply, Synergy Wood, tenant Sanford RV terminated and new leasehold Zipsimons Visionworks. Non-aviation property 100% occupancy with substantially more income coming in than before due to transition to new rates and triple net.

Lauren Rowe noted: Inaugural Las Vegas flight, first female Honor Flight presented each veteran a challenge coin. New billboards static and digital on I-4 and I-95. Targeting Demographics: The Villages, Orlando Weekly add, Lake Mary Life Magazine blog.

OSI Contract: Jennifer Taylor referenced score card distributed in the Board's packets and updated the Board regarding Concession Agreements, Zaza, elevator terminal A, terminal advertising. Elizabeth Brown, OSI updated the Board regarding the escalator in terminal A two bids received on replacement, escalator is currently operating. Cost \$473,000 double what was expected will take one year to replace. Discussion material costs are high, replacement will involve labor. Discussion regarding arrangement to inventory critical parts to have ready and available because of the risk of putting an escalator down.

Elizabeth replied SAA management team has been in a lot of discussions with us to make sure that we are appropriately identifying those type of capital projects, we've reviewed a five-year CAPEX plan with them also working with our supplier Schindler specifically to bring in more parts that are the ones that typically fail so we won't have those delays in response and try to get them now knowing there is a long wait time.

Discussion regarding response time in agreement with vendor.

Elizabeth updated the Board regarding the proposed Flair hub; Todd had a good conversation with them last week. It does seem fairly confirmed, we have support from the County, Visit Orlando, looking at January to April that will add fourteen flights a week, and of those fourteen flights there will be six new destinations.

## 8. CHIEF FINANCIAL OFFICER REPORT

CFO Jason Watkins presented the April financial report.

Finance/Admin Update: MSL presented FY 21 Financial Audit Results that will be going to the City of Sanford June 13<sup>th</sup>. Budget Workshop June 21<sup>st</sup>, slide show should be distributed to the Board Friday or Monday. GASB 87 new liability leasehold, portfolio rates trading account agreement, IT Fiber and Conduit Invitation to Bid.

Personnel: interim amendments to the Employee Handbook on the Discussion Agenda, competitive labor market modifications to handbook being proposed, we have to go on offense, eleven open positions, 106 authorized positions.



Solitications: Employee Benefits Broker Board approved today, Fiber and Conduit Installation Project bids are due June 10<sup>th</sup>, new solicitations Cell Phone Lot Lighting and Business Expense Management Solution.

Staff Accomplishments: Katee Mathis, Staff Accountant received Bachelor's degree in Accounting, Florida Atlantic University. Danette Maybin, HR Director received Senior Professional in Human Resources (SPHR) Certification.

9. COUNSEL'S REPORT

Brett Renton updated the Board regarding Procurement Policy, OSI letter, GOAA and PFAS.

10. CHAIRMAN'S REPORT

Chairman Dane reminded the Board of the upcoming meetings.

11. DISCUSSION AGENDA

K. [ moved from Consent Agenda] Approve and authorize SAA Staff to modify the standard schedules of rates and charges to include Telephone/Internet Charges and Airport Security Badge Fees.

Jason Watkins noted rates and charges schedule, rate structure terminal rates airline landing fees tenant accessed fees for items the Authority provides, some fees have not been adjusted eleven to twelve years especially the terminal and landing fees. The Authority directly assesses internet and network extenders, those fees have not been adjusted since 2000. He discussed the \$560,000 Fiber Redundancy Loop project we have three field techs FT Authority paid employees that provide 24/7 service; we offer 300 megabits of bandwidth every month which is highly competitive if not above market for business internet service and we spend \$72,000 a year on our internet backbone the T-1 line.

Proposing today for the internet fee to go from \$49.95 to \$200 per month, still extremely competitive but not recovering the cost of this program, this will drive \$54,000 per year. Badging fees have not been adjusted since 2020 now with increased labor and materials cost \$10 increase necessary. Discussed underlying costs, badging equipment and training videos. Four fulltime staff in the badging office that support badging operations 4,000 badges.

Board Director Green inquired about internet asking if the tenants are captured buyers?

IT Director Tommy Gentry replied not all of our tenants are captured, they have a choice, the newer buildings like Southeast Ramp the only provider is us.

Most of our tenants actually choose us even though they have another provider because of our price and reliability. The only time they do not is when they need a point-to-point circuit that is outside of the airport like the car rentals companies.

Discussion regarding number of badges issued 4500, badges provide access to all doors and gates on the Airport, and it's our identification that they've been through a background check and fingerprinting. Everyone that works here in and part of the secure environment inside the fence and terminal. SAA, OSI, contractors, L3, SE Ramp, Sheriff's Dept., Constant and Avocet.

Motion by Board Director Dane, seconded by Board Green to approve requested revisions to the Authority's rates and charges schedule as detailed in Exhibit 1- Revised Rates and Charges. Vote taken, none opposed. Motion passed.

- A. Capital budget amendment revoking funding authorization for the Taxiway K Reconstruction (Design) project, decrementing funding authorization for The Control Center Renovation and reallocating funding toward T-Hangar Renovation.

CFO, Jason Watkins explained some projects have evolved since the FY 22 Fiscal Year Budget. Noting a correction in the first paragraph it says the Control Center Renovation is \$125,000 reduction it's actually \$150,000 reduction as seen in the table on page 2. There are three projects one of them we're asking the Board to decommit or deauthorize the spend entirely. Taxiway K-1 George will explain. Control Center expansion reduction of scope we're not eliminating the project and T-hangar renovations.

George updated the Board Taxiway Kilo-1 a taxiway that's in line with the runway, the FAA actually came to us and said it needed to be moved, eliminated. We've been in discussion with FAA the timing and scope of project is still under consideration between us and the FAA ADO office. The project will get picked up in the future it's just not something that's we're ready to do right now until we conclude our discussions with the ADO.

Control Center employees are there 24/7 at any point and time the crash phone can ring, law enforcement could have a call and they need to have that person on the other end of the communication. The Control Center doesn't have a breakroom or restroom, the project was to add a bathroom and a break room in close proximity to where they are, so they don't have to take a "long walk". We were starting to work on the design of that project when we hired Jeremy Owens as our Engineer, he came up with an alternative which saved us ½ Million dollars. His alternative moves badging to a different location and moves the Control Center to where badging is. The reason that's beneficial is there is already a restroom in the Badging Office and there's a breakroom in PD that they will be able to share. Badging would



move to one of two locations depending on where we go with the FIS expansion, and we'd need about \$100,000 to take care of all of that.

T-hangars, George Speake explained over the years we have renovated all but three of the T-hangar buildings and it's now time to work on those three. Out of this money decrementing the funding we will have \$125,000 to allocate towards the first of those three buildings. In the upcoming budget there is another \$100,000 allotted to renovate the second building and the third building would happen the year after that.

Discussion regarding condition of buildings compared to the original renovation. These buildings are probably a little worse from the standpoint they are from 1974, certain all of the roofs will have to be replaced, skeleton structurally fine, will need sanding down oxidization as the others were.

Discussion regarding increase in rent for these hangars. Nicole Guillet stated we're looking at them and something will be brought to the Board. Discussion regarding T-hangar demand, there is a long waiting list.

Motion by Board Director Smith, seconded by Board Director Dane to amend the SAA FY 2021-2022 capital budget amendment to defund the Taxiway K Reconstruction - Design project (\$450,000 reduction), decrement funding for the Control Center Renovation project (\$150,000 reduction) and partially reallocate savings (\$150,000 new appropriation) to fund to the T-Hangar Renovation project (Phase 1 of 3) consistent with the aforementioned schedule. Vote taken, none opposed. Motion passed.

Vice Chairman Robertson requested to take Discussion Agenda Item C instead of B.

- C. Consider a modification to the SAA Employee Handbook and immediate Implementation of new Telework, Federal Holidays, Compensatory Time off and the Mandatory Waiting Period to SAA organization.

Jason Watkins explained in the last budget cycle we identified the need to develop or update the employee handbook, the employee handbook has most recently been updated in 2009 it is due for some revisions from a legal basis and then it needs to be modernized for the current work force. Jason referenced the Employee Handbook working group which consists of the management team he, George, Nicole and HR Danette & Jessica and Jennifer Taylor which meets every two weeks to edit modify upgrade and modernize the document. Jason explained how the leave policy is not competitive in today's labor environment and we need to right size our employee leave policy so that we can be competitive relative to our peers even just to federal government agencies in close proximity. We've met individually with each Board Director and discussed how SAA's personnel cost's percentage of the overall expenses is quite high, so any additional granting of leave has a multiplier effect on the

rest of the payroll. In the meantime, understanding that this handbook total revision will take the rest of the year, there are things that we can remediate now and those are the items on the page.

Telework he believes is here to stay and we're not advocating for a permanent telework structure only to allow management flexibility to grant a day or two on jobs that work remotely. We're asking today is to have four pillars, adjustments to the existing handbook. Requesting authorization to allow telework on a case-by-case basis and it would not be a full telework situation we would then build out a procedural guideline.

Secondly to expand the federal holiday schedule. We currently recognize nine of the eleven and are proposing to add Juneteenth & Columbus Day consistent with the federal government. When you do this, it is from a financial standpoint preferable because you don't have accruing time, there is no cost when they leave the organization where you'd have to pay them out.

The third item: Compensatory Time for non-exempt employees. There are special events like the Air Show and Aviation day that are outside the scope of individuals responsibilities, if you are a non-exempt employee an hourly employee, you're getting paid for that, if you're an exempt employee you are not compensated. Requesting authorization of management to grant compensatory days for exempt employees who are working special events outside the scope of their normal job responsibilities.

Lastly, allow for change to mandatory waiting period where currently new employees have to wait six months to take a vacation day after you join our organization. This is problematic on the surface, but it's also problematic when you have an employee candidate who negotiates time off because they've got a family trip already booked and that's in route now you've got to decide if you want to hire them and they already have a day off, you already have a conflict. The last part of that is we have employees who in that first year have had severe illnesses and they don't have enough time accrued, the handbook does not currently allow us to authorize what we call a leave donation, and they would have to go without a paycheck.

Discussion have all of those items in the memo gone through Counsel, Mary Ruth at Shutts has reviewed them.

Motion by Board Director Miller, seconded by Board Director Smith to 1) Allow for the implementation of discretionary Telework. 2) Adjust the SAA holiday calendar into alignment with the Federal holiday calendar with two (2) additional holidays for per annum. 3) Allow for the discretionary award of compensatory time for exempt employees when performing irregular hours work at Authority events and incidents. 4) Remove the waiting period for employee earned time off and no longer restrict the eligibility employees to donate time off. Vote taken, none opposed. Motion passed.

B. Consider Sanford Airport Authority President and CEO candidates for advancement to in person interviews on June 16, 2022.

Vice Chairman Robertson noted Danette has sent the Board Directors all the information on the candidates, and after talking with Brett instead of going around the room and everybody saying what they want his recommendation was he can limit this list down to 7 people: Brienza, Chubb, Guillet, Martin, Speake, Stephens & Walker, that he felt qualified "could" lead the Airport. And if there are any names that any Board member would like to be added to the list this would be the time to do so.

Vice Chairman Robertson disclosed he did not review any applicant who did not do the form right or did not meet the qualifications and he only reviewed the top 17. At this point all we're doing is to try and start a process.

Chairman Dane requested adding Christopher White to the list.

Board Director Green discussed the scoring matrix overall analysis and thanked Danette for putting this together it's a massive job and we appreciate it. It's hard particularly when you're talking about business acumen and change management if you're just looking at the numbers there are a few that supposedly got 20's. Tom Jewsbury runs the St Pete Airport he was in our last running got 20 and Sunil who was in the 2015 executive search got 19 he inquired of Vice Chairman Robertson was there a reason they didn't make his top 7.

Chairman Dane explained when she looked at the applicants, she did her own analysis and stated personally she'd like to see us whittle the applicants down to 5-6. Board Director Green felt, we could go to 3-4 and thought 5-6 is too many.

Board Director Crosby commented we're looking for a CEO and you've got one here that's not even in this list whose a current CEO of an Airport in Florida whose got a 20-point rating, and he was in the top 6 the last time we had a search. We have a list of 7 and Jewsbury isn't among the 7 and we've got some in here that have been mentioned that don't even come close to his qualifications.

Board Director Robertson explained that as the Vice Chairman he began with naming his 7 choices and now we add to that list. He stated he had Counsel even pull the records and no one sitting on this Board even voted for Jewsbury last time, so he only wanted to consider the new people, and therefore Jewsbury wasn't part of his list. He didn't consider Jewsbury last time but he's well qualified and if we want to add his name, this is when we can add his name.

Board Director Smith noted we did interview Jewsbury last time.

Board Director Crosby replied he was one of the top six so to him that says something.

Vice Chairman Robertson stated yes so let's add his name. And responded to Board Director Crosby that's why you're on this Board this is very important we need to have your perspective because we didn't have that then.

Board Director Gregg agreed with Board Director Green and stated he'd like to see us get down to about 4.

Board Director Ioppolo stated when we started this process a couple months ago, we actually talked about our current President and what we're looking for going forward one of the things was we needed somebody to come in hit the ground running. Someone who had strong relationships with some of our key constituencies those being the County & City and our non-aviation clients. Now that we've talked about the Budget you understand how important the revenue stream from our Commerce Park from our non-aviation activities are to support the aviation activities. Our relationship within the SAA staff to build a better team environment. And to him he really thinks that's an insider more than anything else, it doesn't mean that other people on that list aren't well received or aren't qualified. But for our Airport at this moment in time in the interest he's taking he thought what we needed was a unique set of skills. Today no matter who I hire on that list if it's not one of my insiders it's a year before they meet and build relationships with those key constituents.

Board Director Green added but going through the process we did was important and he's going to align with Board Director Ioppolo simply because he doesn't see any of the candidates stronger than the two internal candidates.

Board Director Smith agreed.

Vice Chairman Robertson inquired if anybody wanted to make a motion to reconsider the motion that happened to get us to this process. Just making sure there was nobody who wanted to reconsider they voted to not option in for Mr. Nolan. He just wanted to make sure we've done everything by Roberts Rules of Order.

Motion by Board Director Ioppolo, seconded by Board Director Smith to move that the Board consider the two internal candidates as our group for the next President, and we thank the other people who have submitted their applications and move forward. The only people moving forward are the two internal candidates.

Discussion on the motion.

Board Director Miller stated reviewing 17 candidates was interesting and he reviewed them three times. The third time it really sunk in as you looked at most of these candidates were they'd been what they'd done and anything else you could read in to it left me wondering what it would be like to bring one of them in with the status of this airport today and where we have committed ourselves to and it really rattled him because he was not satisfied that any one of them could meet those demands and criteria.

Vote taken; Board Director Robertson was opposed. Motion passed.

Discussion regarding next steps, changing the process.

Board Directors Gregg and Robertson unable to attend June 16<sup>th</sup> candidate interviews.

Mayor Woodruff felt the Board should follow the process they established.

Brett Renton summarized you have established a process if you're going to change it, you'll need a motion and then the Board would have to decide how to change the process, you've selected the 16<sup>th</sup> the hours have not been set, obviously if you needed 5 candidates or 6 that you were interviewing instead of just 2 you by this choice and the motion you've eliminated it down to 2 so you're talking about a 2-2.5-hour window on the 16<sup>th</sup> in leu of several hours or all day.

We have a hotel booked for this interview and a consultant coming in to facilitate the interviews. Brett shared a concern about changing mid-stream in the middle of your selection and inquired how the Board wanted to proceed. The 16<sup>th</sup> has always been available, for the Directors who can't be there, there's ways they can participate. He's spoken with them individually about that process so that they can make sure the questions are asked or whatever they may have as far as having a consultant in the room asking the questions. The process is laid out if you want to change it, you as a Board can decide to do so you're free to make a motion to change it. What you're suggesting is to maybe move it to the 21<sup>st</sup>. The point I think when the board was considering this, you had your interviews you had the digestive period of time before the 21<sup>st</sup> where you'd ultimately make your decision and if there was any follow-up questions, we had individual interviews if you wanted to do them that afternoon on the 16<sup>th</sup> setup, now you may choose not to going with internal candidates, that is still available for you if you want to.

Brett Renton clarified it will be a public board meeting it is advertised as such and it's a special called Board meeting since the nine Board Directors will be there have the capability should you need to make a motion.

Discussion regarding June 21<sup>st</sup> Budget Work Shop. Discussion regarding June 16<sup>th</sup> interviews at hotel versus at Airport, Board preference to be offsite. Discussion meeting time, after further discussion Board decided 9 a.m. Discussion need for consultant, after further discussion Board preference two internal candidates consultant not necessary.

June 16<sup>th</sup> candidate panel interviews will take place 9 a.m. at The Westin Lake Mary followed by Board Director one on one candidate interviews if they choose to do so. June 21<sup>st</sup> advertised Special Board Meeting to make the motion and approve the individual selected followed by Budget Work Session.

Motion by Board Director Green, seconded by Board Director Smith to consider internal candidates only that we worked with, that we don't have a consultant. Vote taken, none opposed. Motion passed.

12. OTHER BUSINESS

Acknowledgement Chief Tom Fuehrer is back in the office.

13. NEXT MEETINGS CANDIDATE INTERVIEWS PRESIDENT & CEO (JUNE 16, 2022) SPECIAL CALLED MEETING/BUDGET WORKSHOP (JUNE 21, 2022)

14. ADJOURNMENT

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

Respectfully submitted,



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

/lh