

**MINUTES OF THE REGULAR MEETING OF THE  
SANFORD AIRPORT AUTHORITY  
AUGUST 9, 2022  
8:30 A.M.**

---

**PRESENT:** Jennifer T. Dane, Chairman  
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 (via telephone)  
Mayor Art Woodruff, City Liaison

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

**STAFF PRESENT:** Nicole Guillet, President & CEO  
George Speake, Executive Vice President & COO  
Jason Watkins, Executive Vice President & CFO (via telephone)  
Don Degraw, Director of Maintenance  
Tom Fuehrer, SAAPD Chief  
Tommy Gentry, IT Director  
Lori Hunt, Executive Assistant  
Gino Martinez, Finance Manager  
Al Nygren, Property Manager  
Jeremy Owens, Senior Engineer (via telephone)  
Lauren Rowe, Communications Director  
Julie Sawyer, Executive Assistant  
Jason Shippell, ARFF Chief  
Roberta Stanton, Procurement Manager  
Jennifer Taylor, Director of Program Administration  
Michelle Telfair, Lease Manager  
Danette Maybin, HR Director

**OTHERS PRESENT:** Angela Adams, OSI  
Paul Bartlett, Liberty Aerospace, Inc.  
Bob Begley, CE Avionics  
Elizabeth Brown, OSI  
Christian Drouin, Constant Aviation  
Stephanie Griffin, OSI  
Jonathan Hand, CHA  
Dave Logan, OSI

**Genean McKinnon**  
**Robin Neilen, Sanford Electric Company II, Inc.**  
**Tom Nolan**  
**Paul Partyka, NAI Realvest**  
**Todd Payne, OSI**  
**Gregg Smith, Million Air**  
**Raul Veizaga, OSI**

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

2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

3. APPROVAL OF MINUTES OF THE REGULAR MEETING HELD JULY 12, 2022

Motion by Board Director Smith, seconded by Board Director Ioppolo, to approve the Minutes of the Regular meeting held July 12, 2022. Vote was taken, none opposed. Motion passed.

4. LIAISON REPORTS

A. Seminole County

Commissioner Zembower was not in attendance.

B. City of Sanford

Mayor Woodruff advised the Board that the City's Race Equality Inclusion Committee presented a report with sixteen recommendations during a recent City Work Session. Mayor Woodruff informed the Board that the SAA Comprehensive Annual Budget Fiscal Year 2022-2023 was approved by the Commission August 9, 2022.

5. COMMENTS FROM THE PUBLIC

None.

6. CONSENT AGENDA

A. Consider approval of Banking resolution 2022-06.

B. Consider Airfield Electrical Upgrades – Recommendation to Award Bid #2022-012-ITB to H.L. Pruitt.

C. Authorize Utilization of Seminole County Government Invitation for Bid/

- Contract #IFB-6042-16-21/TKH for Demolition Services with Advanced Demolition, LLC.
- D. Consider approval of Addendum B to Lease No. 2018-004 for Seminole County Sheriff's Office Bunkers 56 & 58 located on the airfield at the Orlando Sanford International Airport.
  - E. Consider approval of Addendum A to Lease No. 2021-031 for Future Health Concepts, Inc. building #418, 24, 24-A, 418-A & land located At 1211 East 30<sup>th</sup> Street Sanford, FL 32773.
  - F. Award of quote #2022-101-RFQu- Cell Phone Lot Lighting to TECC, Inc.
  - G. Consider approval of Addendum A to Lease No. 2021-040 for Jetway Aviation Training, LLC for building #132 located at 2805 Carrier Ave., Sanford, FL 32773.

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

## 7. PRESIDENT'S REPORT

President Guillet referenced her power point presentation, incorporated herein by reference and requested EVP George Speake to present, the following topics:

- Wildlife Assessment: 70% complete.
- IT redundancy loop: Preconstruction meeting set for August 12, 2022.
- Cell phone lot lighting: Consent Agenda item F authorized engagement of the contractor.
- Airfield Electrical Upgrades: Preconstruction meeting scheduled for August 12, 2022.
- SAA Maintenance Facility Replacement: Active procurement, RFQ for design/build firm due August 19<sup>th</sup>, short list to be finalized on September 8<sup>th</sup>, RFP due October 6<sup>th</sup>.
- ARFF Station Building #37 Generator: 80% design complete; estimated final completion – August.

Paul Partyka, NAI Realvest updated the Board on Development: Mr. Partyka noted 100% occupancy on non-aviation property. He also noted a preliminary meeting was held with tenant American Builders Supply regarding their proposed new facility on the east side of the Airport.

President Guillet updated the Board regarding aviation development notifying that staff is in talks with a number of developers and expect to bring proposals to the Board regarding both new & expansion of existing tenants over the next few months.

The Board discussed pricing of land and leases during the current inflationary period relative the industrial sector. President Guillet explained that the Airport works with an appraiser, specializing in aviation property that produces a report regularly for aviation pricing. The Airport has more latitude on aviation pricing through the FAA then it does on non-aviation leasing rates which must be priced at market rate. For non-aviation properties staff relies on NAI Realvest, Paul Partyka to keep the Airport on track with market rates.

OSI Contract: Jennifer Taylor reviewed the OSI Contract Score Card distributed in the Board's packets and incorporated herein by reference. The incentive agreement template for Flair, Swoop, and World2Fly previously approved by the Board has been modified and the revision will be on the September Agenda for Board approval. Ritazza opened August 4<sup>th</sup> in the departure terminal, by luggage carousel #2. It will operate during peak travel days Thursday through Monday. SAA is awaiting updated information from OSI regarding the Hudson, Duty Free, and Smart Carte agreements. Later in the year OSI will issue an RFP for the vending machine agreement. Terminal A passenger elevator remains out of service as OSI is waiting for one more part (the board). OSI is also awaiting a proposal from a third-party consultant to review all elevators and escalators.

OSI President Elizabeth Brown clarified the circumstance regarding the elevator/escalator consultant. She explained that OSI has received the proposal and pursuant to the proposal the consultant will conduct a full assessment of all the escalators and elevators. Ms. Brown said that OSI felt that would provide a more objective view as opposed to the party that has the current maintenance contract & possibly a vested interest in selling repair work.

Jennifer Taylor informed the Board that a meeting with OSI was held to discuss the project. Caltech, the contractor will perform core samplings to determine which parts of the ramp require a mill and overlay. SAA is waiting on the implementation plan from OSI regarding terminal advertising.

President Guillet noted that she transmitted the construction consultant's report regarding the FIS facility roof to the Board. She also advised that the report was also shared with Elizabeth Brown, OSI.

Discussion ensued regarding when the Board would receive the terminal advertising plan. Elizabeth Brown stated the intent is to take the report and create a presentation to review with SAA management team for them to determine what they want to bring back to the Board.

Orlando Sanford International Inc.; Elizabeth Brown informed the Board that OSI CFO, Keith Robinson, has retired and she introduced Angela Adams who

has been appointed as the new CFO. Ms. Brown updated the Board as follows:

- July 2022 Passengers: 297k, down 8% (26.8k pax) from the prior year; July 2022 down 21%, (77.5k pax) from July 2019; year over year numbers up 24% over 2021. Ms. Brown explained that is partly due to strong load factors, noting that Allegiant and the Canadian airlines are performing very well from a load factor perspective.
- ATM's: for the fiscal year of the Authority up 8% for July and up 3% year over year for the SAA fiscal year.
- Performance against fiscal year of SAA: up 34% over previous fiscal year.
- ATM's for the fiscal year: July down 17% compared to July 2021 and down 4% year over year.
- Industry News: JetBlue acquired Spirit; the anti-trust approval target 2024. Ms. Brown noted that Jet Blue has a 25% market share at MCO. She also discussed the impact of the rising cost of JetA1 sharing that it is eating away at revenues, and that some airlines are fuel hedging. Green Initiatives – strategic partnerships by major airlines in US to develop hydrogen-electric power. SAF continues to be high priced with low production – EU compels 6% usage by 2030. ANA Airports (VINCI Portugal) and TAP Airlines lead the way with first SAF flight in Portugal in July.
- Special projects: Sky deck patio project will go before Development Review Committee August 10<sup>th</sup>, then permitting and notice of commencement on or about September 15<sup>th</sup>.
- Air Service/Commercial Development: Plans are being finalized for OSI to engage in airline headquarter meetings in August and September with five different domestic airlines. OSI is attending the Routes World Conference in Las Vegas October 15-18 in coordination with the VINCI Airports air service team. SFB Ritazza located in Terminal B baggage claim re-opened on August 4<sup>th</sup> and will be open on peak travel days, Thursday through Monday.
- Social Media/Marketing: The SFB Job Fair was promoted on Social Media which played a significant role in the strong turnout for the event 55 people attended and 42 people were employed. Social Media growth continues with more engagement and mentions.

President Guillet informed the Board that she is performing two jobs right now and would like to start recruiting to fill her former position. She explained that she would like to make some modifications to the position, noting the position initially didn't involve legal affairs. She added she would like to add more reference to economic development activities and asked for latitude from the Board in making some adjustments to the job description, adding that the pay category will go down not up. She indicated that she would like to start

recruitment and advertise the position, but that any revisions would be brought back to the Board for ratification.

Discussion regarding Board action, changing the job description before Board approval.

President Guillet explained she will still be very much involved in the real estate program and is committed to the Boards goals; she's not planning to disengage from that.

Brett Renton, Counsel informed the Board a motion was not required unless the salary were to increase that is controlled by the Board, but as to the hiring of the individual employee it's within President Guillet's purview to modify the job description. President Guillet is going to bring forward the changes she'd make, that's the time to have the motion.

Discussion regarding hiring someone before the next meeting. President Guillet clarified if it's possible she would like to hire someone although she didn't anticipate that's going to be possible.

After further discussion the consensus of the Board was to support President Guillet's plan.

## 8. CHIEF FINANCIAL OFFICER REPORT

Finance Manager Gino Martinez presented the July financial report.

- Finance/Admin Update: The SAA Comprehensive Annual Budget Fiscal Year 2022-2023 was approved by the City of Sanford on August 8<sup>th</sup>.

HR update: Significant progress on HR recruiting front – only 5 vacancies (vs. 12 in June). Procurement Policy to September BOD for approval. A FY 22 budget amendment to shift categories (offset Oil and Gas overage) will come to the Board in September for approval.

Solicitations: Cell Phone Lot Lighting and Airfield Electrical Upgrades was on the August 9<sup>th</sup> Consent Agenda.

New Solicitations: Generator Repair Project – Invitation to Bid; Maintenance Building–Design/Build Construction Bid - RFP.

## 9. COUNSEL'S REPORT

Brett Renton updated the Board regarding: GOAA and the Procurement Policy.

## 10. CHAIRMAN'S REPORT

- A. Resolution 2022-05 a resolution of recognition of Thomas P. Nolan on behalf of the Board, Chairman Dane recognized Thomas P. Nolan, former President & CEO. Mr. Nolan was gifted a vintage wooden propeller.

Following a reading of resolution 2022-05, motion by Board Director Ioppolo, seconded by Board Director Bentley, to adopt Resolution No. 2022-05. Vote was taken, none opposed. Motion passed unanimously.

## 11. DISCUSSION AGENDA

- A. Consider approval of Agreement #SA-2022-026PB w/Alcalde & Faye for Federal Legislative & Governmental Liaison Services.

Board Director Gregg noted scrivener's errors in section 3 terms and section 4.

Board Director Smith inquired how the decision was made to select this particular lobbying firm.

Nicole Guillet, President & CEO explained that Alcalde & Faye is the firm Seminole County uses and she personally has experience with them as does Commissioner Zembower who talked about his experience with them. There is some urgency in getting a firm onboard now and it is her feeling that it's in the Authority's best interest to get somebody in as soon as possible. As far as state representation in coverage staff has been requested to start developing an RFP so that we can have some competition on state representation. The contract with Alcalde & Faye is for ten months and or the termination date approved, if we are happy, we can discuss continuing with this firm or look for other opportunities. The application for BIL funding is in September, it is in our best interest to secure a firm as soon as possible. Through research President Guillet, determined Alcalde & Faye has successfully represented airports, and they have two people in the firm that specialize in aviation. Alcalde & Faye represents Jacksonville International Airport and Ms. Guillet discussed with the firm any potential conflicts; she felt comfortable in discussions with them that they are going to be able to represent both airports without any adverse effect to us. Alcalde & Faye has also represented Tampa International Airport in the past. She spoke with somebody from the Tampa Airport and they were very happy with their representation. They are a good choice for us to move forward with immediately and if we want to take a look at other options, we can do that at a later date. Their rate is favorable, and is the same rate as Seminole County which is less than she expected we were going to have to pay.

Motion by Board Director Ioppolo, seconded by Board Director Smith, to approve Agreement #SA-2022-026PB w/Alcalde & Faye for Federal Legislative & Governmental Liaison Services as modified, and authorize the President & CEO to execute the contract. Vote taken, none opposed. Motion passed unanimously.

12. OTHER BUSINESS

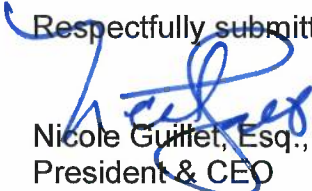
EVP & COO George Speake presented an update on the Orlando Air & Space Show scheduled for October 29-30<sup>th</sup>. Events include participation in a Thursday night Alive After 5 downtown Sanford, a Friday night Pilot Social at South East Ramp; and VIP event on Saturday & Sunday. Preferred parking, golf courts, chalets, VIP attendees Saturday & Sunday. Discussion occurred regarding access to terminal. Staff's intention is to distribute the VIP invite list to the Board before the September Board meeting. Board requested business cards and airport email addresses.

13. NEXT MEETING REGULAR MEETING (SEPTEMBER 13, 2022)

14. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:52 a.m.

Respectfully submitted,

  
Nicole Guillet, Esq., AICP  
President & CEO  
/lh