

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
FEBRUARY 1, 2022
8:30 A.M.**

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

ABSENT: Chick Gregg, Sr.
Commissioner Jay Zembower, County Liaison

STAFF PRESENT: Tom Nolan, President & CEO
George Speake, Executive Vice President & COO
Jason Watkins, EVP, Chief Financial Officer
Nicole Guillet, EVP Real Estate Dev. & Legal Affairs
Tommy Gentry, IT Director
Marc Gilotti, Captain SAAPD
Lori Hunt, Executive Assistant

STAFF APPEARED TELEPHONICALLY: Don Degraw, Director of Maintenance
Tom Fuehrer, SAAPD Chief
Kristina Gilmore, Records Manager
Gino Martinez, Finance Manager
Danette Maybin, Human Resources Director
Angel Nieves, Receptionist
Jeremy Owens, Senior Engineer
Jessica Porter, HR Generalist
Lauren Rowe, Communications Director
Roberta Stanton, Procurement Agent
Jennifer Taylor, Director of Program Administration
Michelle Telfair, Leasing Manager
Tiffany Vincent, Control Center Supervisor

OTHERS PRESENT: Elizabeth Brown, OSI
Mark Galvin, Hilltop Securities
Brady Lessard, CPH

**Genean McKinnon
Paul Partyka, NAI Realvest
Todd Payne, OSI
Keith Robinson, OSI
Craig Sucich, Avcon**

**OTHERS APPEARED
TELEPHONICALLY:**

**Angela Adams, OSI
Sonja Brauer, South East Ramp
Tom Roda, Atkins
Doug Saunders, C&S
Greg Smith, Million Air**

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

The meeting was called 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 JANUARY 4, 2022

Motion by Board Director Smith, seconded by Board Director Crosby, to approve the Minutes of the Regular Meeting held on January 4, 2022. Vote was taken, none opposed. Motion passed.

4. LIAISON REPORTS

A. Seminole County

Commissioner Zembower was absent.

B. City of Sanford

Mayor Woodruff updated the Board Commissioner redistricting has been finalized. Mayor Woodruff referenced SAA Work Session understood the need to extend the second EW Runway and requested that the City be informed so they can keep the citizens aware.

Discussion regarding 417 connector in to the Airport has City Commission discussed this and have they taken a position. County

Chairman Dallari contacted Mayor Woodruff and this item was included at the City Work Session last meeting, not all the City Commissioners had received the update. Concerns that the County would decide before the City. Discussion regarding impact on the wetlands and how that would develop.

Mayor Woodruff stated its his plan to get back with Commissioner Dallari, and have one of the County Commissioners at the next Work Session and have the conversation with the entire City Commission at one time.

Board Director Smith inquired if in the future we will have an overlay presentation regarding the placement of the extension to 417. Board Director Green noted right now there is area for them to come through and study will determine it down, at this point its at the support level. Board Director Smith said it would help the Board to see the overlay.

Mayor Woodruff stated he looked at the report for bid and couldn't see the entire package, basically it referenced the area near the toll plaza and Red Cleveland.

Nicole Guillet reported this is an exciting project and will provide graphics to the Board members. This is a Central Florida Expressway Authority Project. Board of County Commissioners asked CSX to look at this connector late last year and CSX had looked at this corridor a potential connection in 2007. CSX is selecting consultant to do the feasibility study March 7th that would take between 8-12 months. Numerous meetings have been held with stakeholders independently, this is not an airport project, but we certainly are an interested stakeholder. She felt it was critical to address this now, if we don't do it now, we probably won't ever do it based on the amount of development happening in the city right now including significant project D.R. Horton home builder starting horizontal construction. She did reach out to this firm, even though it's not our project and D.R. Horton was not aware of the project. D.R. Horton is willing to meet with all the stakeholders. CFX has now agreed to coordinate the stakeholder meeting.

Discussion regarding the slip ramp on to Airport Boulevard which was previously discussed. Nicolle started working on this on the County side in her prior position as County Manager. This is a vehicle for economic development when we get this road.

Chairman Dane noted there is general consensus amongst the Board that we support this; we want you to go after it and do whatever you need to do from our end to support it.

County Chairman Dallari has been enormously supportive of this he made this a big priority, he helped us navigate Metro Plan, Board Director Smith was our representative there for a decade, Board Director Green is now the representative. Board needs to vigilantly and actively support this because there will be people that have other interests, this is probably the single most important thing we can do as a region, not only for the region but in particular for the airport.

Discussion regarding Board Resolution supporting the project, presenting at Board Work Shop or EDAC. Staff directed to prepare a resolution that will be on the Agenda in March.

Discussion regarding development along Lake Mary Boulevard and aviation easements which are requirements in the City of Sanford Comprehensive Plan and Zoning Regulations.

5. COMMENTS FROM THE PUBLIC

None

6. CONSENT AGENDA

- A. Approval of a one-year extension of the Financial Services Advisory Agreement between the Sanford Airport Authority and Hilltop Securities Inc., and authorization for the Chief Financial Officer to Execute the associated documents.
- B. Approval and authorization to execute a professional services Master Services Agreement and Scope of Work with Direct Effect Solutions.
- C. Sanford Aviation Noise Abatement Committee (SANAC) Appointment Confirmations.

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

7. PRESIDENT'S REPORT

President Nolan referenced power point presentation shown on the screen and provided detailed information the following topics:

Taxiway B, C & L Reconstruction Project: phase 3 is 15% complete.

Northwest Apron Development Economic Development Initiative: 60% design, our new Engineer just began employment yesterday. President Nolan stated going to take some time for the County in order to evolve to a point where we can ascertain whether or not it's advantageous for us to look at the Midway Drainage alternative.

Discussion regarding ongoing negotiations with Avocet's future project to expand. President Nolan indicated Avocet has slowed their project due to high construction cost and challenges with labor to meet demand. They are maximizing their current hangar; we are helping facilitate dialogue between them and developer The Burrell Group about potentially partnering on development.

Southeast Master Stormwater Pond Improvements: 90% design but no funding for the project. George Speake noted this goes back to a State Legislative Grant that Oscar Anderson assisted us in getting. We were earmarked for funding and that didn't happen. Congresswoman Stephanie Murphy had selected us as one of her ten projects she was able to earmark and then that didn't happen, the funding has gone away. It's in our CIP along with a lot of other things we need to prioritize projects in funding that.

SAA Maintenance Facility Replacement: Avcon is working on conceptual design analysis at this point, they are compiling all the data including measuring the current facility, determining what is being utilized.

Discussion regarding relocating the existing maintenance building. President Nolan stated that was discussed during the Master Plan, the logistics involved with the mowing operation and buildings operation suggested current general location is best suited. Determining if we consolidate all the buildings that will open up for additional aviation and other development property.

Redundancy Loop of Fiber Conduit Installation: 60% design complete the ring around the airport. Last budgetary presentation those IT rates to tenants have latitude to increase.

Control Room Expansion: 20% design

ARFF Generator and Building Generator Replacement: 10% design. Discussion regarding ARFF Generator running off natural gas.

Orlando Sanford International Inc., Elizabeth Brown referenced power point slides on the wall screen and provided a report to the Board: January 175,000 passengers which is a little ahead of the budget projected the end of last year, still below 2019 passenger levels by 11%.

Fiscal year of the SAA 835,911 passengers, 17% below the 2019/2020-year in terms of passenger performance.

ATM's traffic movements 1,483 levels 6% behind 2019 levels, Allegiant has pretty much a full schedule, load factors are still a little soft.

New charter international carrier called World to Fly. Owned by a company called Iberostar Group, out of Spain, offering 10 rotations 5 from Madrid Spain and 5 from Lisbon, inaugural flight June 24th from Spain and July 27th from Portugal, 388 seats A330 wide body aircraft. For us as VINCI Airports it's significant because it's the first time we've been connected to another Vinci Airport because we operate 10 airports in Portugal, Lisbon being one of them. First non-stop service to Spain and Portugal in Central Florida including other competitive airports in the region.

Discussion World to Fly charter flights point of sale in Europe it won't be possible for originating traffic from SFB.

Air service and marketing initiatives 12-15 proposals out to airlines speaking to US carriers, focused on Latin American carriers. Tom Nolan and Todd Payne preparing for Routes Americas Conference next month in San Antonio.

Social Media/Marketing: Challenge with Omicron and pandemics continuing is effecting bookings for Swoop and Flair, both airlines are still very committed to Sanford but it's going to take a lot for that consumer confidence to build up again and for the restrictions in Canada to be relieved. Elizabeth discussed current travel restrictions.

Elizabeth discussed finalizing Board to Board annual meeting to take place March 24th five members on our Board of Directors, Elizabeth, Keith Robinson and three from Paris, Remi Maumon De Longevialle - VINCI Airports CFO, Emmanuel Menetou - Chairperson, Pierre Hugues Schmit - VINCI Airports COO and CCO. Two will be flying in and Remi will be joining us from Paris on the phone. Meeting start time of 9:30 a.m.

Discussion regarding press release for World2Fly, wait until they make the announcement closer to when flights start, World2Fly has put something out on their website. We provided marketing to them so they can do their own advertising.

Discussion regarding replacement of OSI marketing position. Elizabeth Brown updated the Board the contract between OSI and SAA names two positions Director of Air Service Development Todd Payne and a manager position of Marketing. Separated manger position and split it in two because we needed more resources. Analyst 100% focused on Air Service analysis which has been huge in terms of conversations with airlines. The other one was what Tanisha was doing social media, marketing and events. Terminal advertising was brought inhouse need to have dedicated resource for that. The position was posted yesterday number of locations and will be posted to AAE ACI and FAC.

Discussion regarding what are we doing in the interim to fill the gap. Elizabeth noted herself Todd Payne and Lauren Rowe are working together in the interim. Todd Payne stated he is working with Lauren on the social network posting. Board Director Ioppolo requested of Elizabeth Brown that the marketing job description be shared with the Board.

Tenant Leases: President Nolan referenced development report in the Boards packet, several very positive conversations still occurring with a number of tenants, American Builders Supply on our most valuable piece of property from the development standpoint because it is in the foreign trade zone with a railroad spur and optimum access to the airfield. We are negotiating with American Builders Supply to within a two-year relocate from this 19-acre parcel and consolidate into their abutting south parcel, that will essentially create an open parcel we can advertise globally with a foreign trade zone.

Synergy Wood expressed interest in expanding. Athens towing needs to expand because of certain contracts. President Nolan referenced when we did the expansion of the runway years ago, we acquired properties by eminent domain and found out within the last week those parcels have not been converted to light industrial which the Airport overall is zoned.

Discussion regarding who is negotiating the lease agreements. Nicole Guillet stated Tom Nolan, herself and Paul Partyka. We have a contract with NAI Realvest, Paul is the first point of contact he initiates discussion, then he comes, and reports leads to Tom and Nicole.

Discussion regarding proformas, identifying areas for growth through RFP.

Chairman Dane proposed having a Board workshop to focus on development and identifying areas of growth within 90 days.

OSI Contract: Jason Watkins presented an update on the OSI Contract worksheet provided in the Boards packets. Status changes OSI Marketing position, display advertising in the terminal, establish annual list of budgeted capital expenses and improvements.

SAA Maintenance: George Speake updated the Board the maintenance manual is done it is a working document now, another meeting scheduled in February it was the last of our scheduled meetings in putting this together. We felt we need to have monthly meetings all the way through February, and then starting March we'll continue to meet the same group that has been developing this quarterly. OSI brought up since we started this, they want to add door maintenance, other things will get added to this manual. Jennifer Taylor has stated she feels like the maintenance that OSI is doing is far better than it's ever been, they are doing a good job. She has a great relationship

with Jim Hack who is their director of Ops/Maintenance things are better than they've ever been on the maintenance side.

Elizabeth Brown noted we've got a couple of big lifecycle replacement items that we're working on right now replacement of an escalator in terminal A and also rehab of an elevator in terminal both costly items.

George Speake noted Jenn also goes to a meeting every Thursday and a lot of things get discussed there, she walks the terminal with Jim 2-3 times a week.

Elizabeth felt it's a really good collaborative approach it's much better than it has been the last four years.

SAA Maintenance – Grounds Maintenance cooler months grass stops growing quite as much focus moves to tree pruning and general cleanup, continued mowing airfield, commerce park and general cleanup. Building maintenance, repaired 6 residences and 13 commercial tenants, constant work going on there. Electrical work daily, several bulbs need to be replaced on signs and lights. A lot of time now working with the contractors on the Charlie, Bravo Lima projects. HVAC filter replacements, changing out a lot of AC's that were in the budget at tenant facilities that our AC technician is working alongside the contractors doing those installs. We have one Mechanic he is ASC certified he's extremely good and has saved us a lot of money since we hired him, continues to update 28 vehicles and various pieces of equipment in the last month.

Discussion regarding Enterprise Fleet Leasing program. Going well with the exception that vehicles are difficult to come by right now, keeping our pickups for another year, no extra cost, no loss expected to us because the resale value of used vehicles is incredibly high. If we keep vehicles extra year still great resale value. This last year netted \$60-65,000 not to be expected in future years because the resale value won't be the same, but it's still a worthwhile program.

Discussion regarding electric vehicle charging stations at the airport, couple in the parking lot, grant opportunities to potentially install more.

Elizabeth Brown noted OSI has a new Health Safety Environment Manager and one of his key things is to try to introduce EV charging stations in our parking lots at the Airport. He's also looking at what areas of our fleet can we convert, or as we purchase new vehicles for fleet replacement are they going to be greener. Huge objective for VINCI Airports, he's already working with SAA on a number of issues including safety, and he'll be working on environmental to see how we can partner together. George mentioned Grant funding and there could be some funding out there.

Discussion regarding the power grid check with power supplier.

Discussion regarding new maintenance software. Work order system in house system has been beefed up. Jason Watkins explained take software and push metadata over to the accounting system, so the cost attributes can shift to general ledger, and report off of it, integration required our existing work order system does not have that integration capability.

Discussion regarding internally who puts together the income statement, Michelle Telfair, it's based on the current level of maturity in accounting system.

Miscellaneous items: President Nolan reported State House Bill 2923 which was our initiative for \$1.5M for infrastructure in the NW quadrant passed the tourism appropriations sub-committee on January 27th now moving to the appropriations committee. FAA 5G program no issues from our standpoint with inbound flights or diversions at this point. Air Traffic Control Tower every Airport that has an older tower is on the list for facilities and equipment with the FAA, we've been on the list for years because the Tower is old and there are some challenges with line of sight. Received word that there may be an opportunity initiative by the FAA to accelerate us in to that process they'll be moving very rapidly. Possible future task order or some criteria we have to submit to the FAA.

Board Director Robertson inquired regarding possible flights of immigrants coming to this airport, he was contacted by people in the community who noticed flight huge plane at 4 a.m., inquired how to reply to citizens.

Lauren Rowe stated she had received a media request regarding this topic.

Board Director Ioppolo stated he would not want those flights here and would make a motion to say he doesn't want those flights here. The public is entitled to know that on the record. And on the record, he wants to know if any of them are coming here.

Brett Renton clarified there is deed that was provided to the Airport that retains by the US the ability to land their aircraft at this airport, we don't have the ability as an airport authority to direct the government to not land at airports here.

Board Director Ioppolo inquired if they have the right under that deed not to tell me, do they have a right to confidentially?

Brett Renton stated they have to go through the tower and of course we are free to report any data that is publicly available which all of that is tracked and he deferred to President Nolan.

President Nolan replied it is not within our purview at any airport other than scheduled airlines or charter to know private aviation whether it's corporate jet, student pilot, nobody has an obligation to tell us what's occurring.

Board Director Ioppolo inquired do we know as an airport authority is anybody in this room who works for the airport have any knowledge that any of these flights have come through here.

George Speake and Elizabeth Brown replied they didn't have any knowledge.

President Nolan replied from what he knows one may have occurred several months ago, he doesn't have evidence of that but since that time we have been keeping vigilance to see if anything is occurring in the middle of the night, that's all we know.

Brett Renton explained it is also a grant assurance we receive from the federal government contains the ability to use this airport when they as a US Government for flights deem necessary.

Board Director Ioppolo stated he's not disputing whether or not they have a legal right he wanted to understand that when that flight occurs is that a charter flight that it shows up or is that a US Government charter flight?

Todd Payne noted in most cases when the Federal government charters aircraft from charter operators for a non-military non-specific flight use whatever aircraft they want but, in a lions share case they can charter.

Discussion regarding the ATC doesn't work 24/7 a regular charter would have to deal with the airport operator.

George Speake stated our Ops department is aware of anything and everything that is landing departing, if it's something that's not going to the terminal through OSI then they make him aware of those flights, he makes sure the landing fees are charged and we know what's come and gone. These particular charter flights wouldn't be coming thru the terminal, they'd go to the FBO, MillionAir.

Discussion regarding filing a flight plan. For that size charter aircraft, it would absolutely have to have a flight plan.

George Speake stated he just emailed Greg Smith at MillionAir, and Greg said yes there was one.

Board Director Ioppolo requested Greg give us notice when that phone call comes. President Nolan stated we've asked him that if anything like that occurs in somewhat after the fact that he immediately notify George and me no matter what time.

Chairman Dane directed staff to notify the Board if anymore Government Charter flights come in to the Airport.

8. CHIEF FINANCIAL OFFICER REPORT

CFO Jason Watkins referenced a new addition to Board packet a dovetail to the workshop conversation, a detailed 10-year schedule of all the projects that we are internally discussing these are not in the budget these are not commitments these are absolutely subject to change. There was a request to be included in the packet he recommended that we provide this once a quarter.

Jason noted he, Brett and Nicole are discussing our existing debt with bond counsel tomorrow. Ready to get moving pretty quickly. It seems 3 rate hikes are expected this year, estimates could be as high as 5 that's really money for us so expediency is the letter of the day, and we would like to get an RFP out next month that's the goal.

Financial audit takes a lot of staff time, we received a clean bill of health on our audit we just sent over our trial balance.

AP work flow system goes live this month Gino and Chris Metro have done a fantastic job leading that. Jason discussed Cone of Silence related to formal procurement program.

Seminole Business Expo Event we registered 30-35 vendors through our new OpenGov/ProcureNow. Roberta Stanton, Chris Metro, Jennifer Taylor attended. Michelle Telfair was there representing the DBE element of our procurement program.

9. COUNSEL'S REPORT

Brett Renton updated the Board regarding the interlocal agreement concerning chapter 333. Adoption of land use regulations and zoning issues designed to protect any large structures or other functions that could impede air traffic around the airport and ensure some consistency associated with how the City/County and some other municipalities in the area look at it. Targeting March agenda to take consideration and a review at that time.

PFAS: Brett stated as this is a public meeting, he is requesting a shade

session under Florida Statutes 286011 sub-8, advising the entity at a public meeting that we would seek your advice and request a meeting to be held in private to discuss strategy or settlement negotiations concerning the litigation at the next board meeting which will provide us an opportunity to talk more directly.

10. CHAIRMAN'S REPORT

Chairman Dane reminded the Board to please mark your calendars for the joint board meeting with VINCI March 24th 9:30 a.m.

11. DISCUSSION AGENDA

- A. Authorize staff to proceed with an Invitation to Bid for the Customs and Border Protection (CBP) Federal Inspection Station (FIS) at Orlando Sanford International Airport using the design, plans and specifications as developed by CPH.

Motion by Board Director Smith, seconded by Board Director Robertson to Approve the Staff strategy of proceeding with an Invitation to Bid for the Orlando Sanford International Airport Customs and Border Protection (CBP) Federal Inspection Station (FIS) Project.

Discussion:

Board Director Green inquired the motion asks put this out to bid that he has brought this up at past meetings regarding the architect's involvement being the Project Manager. That we select RFP independent for third party project manager, different from the past practice to avoid inherent conflict.

Board Director Dane inquired is that a role that Jeremy would want to take on?

Discussion regarding CPH's current agreement doesn't have CMN in it, it does not but there is the issue of how that gets paid for because if its separate from our continuing services it could be one of the other engineering firms, issue with how that gets paid for its not necessarily grant eligible at that point. Is it grant eligible if it is one of the other engineering firms?

Board Director Green has experience working with prospective developers the reason developers are project managers are in place you have a designer that is drawing this and a contractor that's building it and when there is disagreement between the two, you need an independent group to come in and say architect you were wrong and contractor you were wrong versus somebody with a designer hat on saying I wasn't in the wrong or the other way around. This is fundamental in private sector from that perspective. Board Director Green requested staff find out about the Grants he asked the Board to step back and reconsider instead of hiring .

President Nolan stated for clarification your absolutely right it's the prerogative of the Board to do it either way, FAA grants do not prohibit either way but if the preference of the Board for CM is to have somebody other than the design firm. All we are recommending in this motion is proceeding with bid. Board Director Green suggested in the meantime perhaps visit with the other four consultants and find someone as soon as possible because when those bids come in and invariably you need someone to look at the bid analyze and break them down accordingly and that starts the process.

President Nolan responded that's done under CPH services component bid phase aspect of it and if we're successful in getting any FAA funds we will be relegated adhering to the four contracts we currently have and its against the FAA rules to negotiate according to price it's always level of effort predicated on their base bid that identifies fee schedule.

Discussion regarding Cone of Silence, now on public bid, 4-6 weeks on the bid need to go 6-7 weeks.

President Nolan emphasized the urgency of proceeding with the RFP is the funding that is coming up in the next round from the federal government is at the discretion of projects that are already shovel ready or have a high priority. That is consistent with behaviors in the past by the FAA when they have this unanticipated funding come through the regions have a tendency to gravitate towards those projects that are shovel ready and real because they want to create economic activity out of those grants and the only way, we can do that is to start construction on that project.

Discussion has the project been submitted for a plan review or permitting, no it hasn't, CBP is reviewing, private engineering firm has to review then to the City, timeframes in permitting.

Vote taken, none opposed. Motion passed.

12. OTHER BUSINESS

Workshop Rates & Charges will be presented to the Board at the March meeting, Counsel is drafting the resolution for CFC's. Meeting with OSI to discuss other rates and charges.

13. NEXT MEETING REGULAR MEETING (MARCH 1, 2022)

14. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:36 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'TN', written over the word 'submitted' in the previous line.

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