

**MINUTES  
SANFORD AIRPORT AUTHORITY JOINT MEETING  
WITH CITY OF SANFORD  
MONDAY, AUGUST 23, 2021  
4:00 P.M.**

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**SAA BOARD**

**PRESENT:** Tom Green, Chairman  
Jennifer T. Dane, Vice Chairman  
Clyde H. Robertson, Jr., Secretary/Treasurer  
Kenneth Bentley  
Chick Gregg, Sr.  
Frank S. Ioppolo, Jr.  
William R. Miller  
Stephen P. Smith  
Brett Renton, Airport Counsel

**ABSENT:** Clayton D. Simmons

**CITY OF SANFORD  
COMMISSION**

**PRESENT:** Mayor Art Woodruff  
Comm. Patrick Austin  
Comm. Sheena Britton

**SAA STAFF  
PRESENT:**

Tom Nolan, President & CEO  
George Speake, Executive Vice President & COO  
Jason Watkins, CFO  
Lori Hunt, Executive Assistant  
Roberta Stanton, Procurement Agent

**CITY OF SANFORD  
STAFF PRESENT:**

Norton Bonaparte, City Manager  
Lonnie Groot, City Attorney  
Traci Houchin, City Clerk  
Cynthia Lindsey, Finance Director  
Cathy Lotempio, Deputy City Clerk  
Craig Radzak, Fire Chief  
Chris Smith, Planning & Zoning Project Mgr.

**OTHERS PRESENT:** Elizabeth Brown, OSI  
Jeremy Owens, CPH  
Steve Paradis, Sanford Herald  
Todd Payne, OSI

1. CALL TO ORDER OF JOINT MEETING

The joint meeting was called to order at 4:04 p.m. by Mayor Woodruff, who then turned over the floor to Chairman Green.

2. CALL TO ORDER OF SAA BOARD MEETING

The SAA Board meeting was called to order at 4:06 p.m. by Chairman Green.

3. ADVERTISEMENT OF JOINT MEETING WITH CITY OF SANFORD

Lori Hunt confirmed the meeting was properly advertised. (Copies attached)

4. AGENDA ITEMS

A. Consider Approval of Sanford Airport Authority Board of SAA Comprehensive Annual Budget Fiscal Year 2021-2022 (October 1, 2021- September 30, 2022).

- Current Year Successes

President Nolan referenced the Annual Budget Fiscal Year 2021-2022 Presentation on the wall screen. Highlighted current year successes, SFB Airport is recovering at a robust pace trending upward, remaining cautiously optimistic. Transition of President and new CFO, recruitment process for new VP of Development, competition of Terminal Expansion. Air Service Development program being advanced with two new airlines Flair & Swoop both Canadian Airlines. Retired all outstanding FDOT loans. Completed design of Customs and Border Protection 60,000 sq.ft. space renovation we are mandated to remodel \$20M project. Airports first ever program procurement department. First highly successful air show with over 25,000 attendees. On September 14<sup>th</sup> in City of Sanford Council Chambers, public workshop will be held as FAA requires for the SFB updated Master Plan.

- Budget Summary

Jason Watkins, CFO referenced the presentation on the wall screen and provided a Budget Summary net operating budget surplus \$3.2M. CARES reimbursement \$10M, ARPA funding allocation was appropriated after our Board approved the budget \$12.5M working on highest best way to use those funds not factored in to this Budget.

- Recovery

Passenger standpoint modeled on FY 2019 the year prior to COVID, international travel slower this budget modeled at 75% passenger level. Capital FIS station makes up 2/3. Passenger trends chart enplanements, July 86% same period two years ago. A lot of unknowns with Delta Variant and airlines seeing effect through bookings, a delayed reaction. Presented a conservative revenue picture believe budget will withstand variation in passenger levels.

- Budgeted Operating Expenses

Salary & Benefits two thirds of the operating expenses at the Authority, what is driving the increases: 12% budgetary increase in health insurance, adding seven new positions in areas identified as critical needs, vacancies year over year, workers comp increases, 4% cost of living increase. Marketing & Advertising added local airline origination marketing, airports are aggressive generate new service market share.

- 2021-2022 – Major Budget Factors
- Comparative Passenger Trends
- 2021-2022 Operating Budget
- COVID Relief Utilization
- Capital Expenditures
- Other Major Capital Expenditures

George Speake presented an update on the October 16-17, 2021, Orlando Air & Space Show, performers: Thunderbirds, F-18 Rhino Demo Team, Soco Para-Commandos, Mike Wiskus general aviation aerobatics, Navy Legacy Flight, Quick Silver P-51D Mustang, L-39 jet demo team, DC-3, Panchito. Static displays: B-52 Bomber, C-5M Galaxy, KC-46A. Alive After Five event Thursday October 14<sup>th</sup> performers will be present, entire Thunderbirds team and planning to have some jumpers. Aviation Day January 22, 2022.

Mayor Woodruff thanked Board Director Smith; this is his last meeting he terms out. Mayor Woodruff noted Board Director Smith has put a lot into what goes on at the Airport, especially the Terminal Expansion project and it is appreciated.

5. OTHER BUSINESS

None

6. ADJOURNMENT OF SAA METING

There being no further business Chairman Green entertained a motion for adjournment. Motion by Board Director Dane, seconded by Board Director loppolo to adjourn. Vote taken, none opposed. Motion passed.

7. ADJOURNMENT OF JOINT MEETING

The joint meeting with the SAA and the City of Sanford Commission was adjourned at 4:34 p.m. by Mayor Woodruff.

Respectfully submitted,

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