

**MINUTES
SANFORD AIRPORT AUTHORITY JOINT MEETING
WITH CITY OF SANFORD
MONDAY, AUGUST 24, 2020
4:00 P.M.**

SAA BOARD

PRESENT: Tom Green, Chairman
Jennifer T. Dane, Vice Chairman (appeared telephonically)
Chick Gregg, Sr., Secretary/Treasurer
Kenneth Bentley
Frank S. Ioppolo, Jr.
William R. Miller
Clyde H. Robertson, Jr.
Clayton D. Simmons
Stephen P. Smith

CITY OF SANFORD COMMISSION

PRESENT: Mayor Art Woodruff
Comm. Patrick Austin
Comm. Sheena Britton
Comm. Kerry Wiggins

SAA STAFF

PRESENT: Diane Crews, President & CEO
Tom Nolan, President & CEO
George Speake, Executive Vice President & COO
Don Poore, CFO
Lori Hunt, Executive Assistant

**CITY OF SANFORD
STAFF PRESENT:**

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

OTHERS PRESENT: Steve Paradis, Sanford Herald

1. CALL TO ORDER OF JOINT MEETING

The joint meeting was called to order at 4:06 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

President Crews confirmed the meeting was properly advertised. (Copies attached)

Chairman Green noted we have the pleasure of having our current President & CEO Diane Crews in attendance we also have our incoming President & CEO Tom Nolan who just moved from California. Chairman Green asked everyone to welcome Mr. Nolan.

4. AGENDA ITEMS

- A. Consider Approval of Sanford Airport Authority Board of SAA Comprehensive Annual Budget Fiscal Year 2020-2021 (October 1, 2020- September 30, 2021).

President Crews presented a power point of the SAA Comprehensive Annual Budget Fiscal Year 2020-2021:

Total passenger count 3.2M, increase of 6.35%

Current Projects:

- 1- Construction of Phase 1- Mill and Overlay of Taxiways B, C, and L [\$11.1M]
- 2- Design of Phase 2 & 3 – Mill and Overlay of Taxiways B,C and L [\$2.3M – Construction in 2021 will be \$16M]
- 3- Design of Replacement and Renovation of the Federal Inspection Station (Customs) [\$999K- Construction cost estimated at \$13M]
- 4- Update of Airport Master Plan and Airfield Capacity Analysis [\$1.2M]

Terminal Expansion Project - \$65M expected competition 1st Quarter 2021. Virtual unveiling of the PV-1 Ventura late September.

Held 3rd Annual Aerospace and Aviation Day – January 25, 2020 with 5,200 attendees, done in conjunction with Seminole County Public Schools and Seminole State College.

Update on National Rankings – 79th in total passengers out of 563 commercial service airports (Top 14%). Operations [Per FAA ATC database – 2019]

- 3rd busiest airport in Florida (After Miami, Orlando)
- 5th in FAA 8-State Southern Region (Top 4% out of 112)
- 22nd busiest airport in the U.S. (Top 4% out of 520)

Revenue Highlights – FY 2019-20-Projected :

- PAX Count Reduction of 53% by end of FY19-20
- PAX Count Reduction of 34% by end of FY 20-21
- Total revenue shortfall is projected to be -\$3,590,048 to be offset by Cares Act funding of \$8,540,492 for a total projected \$19,507,537

FY 2020-21 Proposed

- Non-aviation revenue streams remain at FY 2019-20 levels [with the exception of Force account increase of \$225,225]
- Aviation/Terminal revenue reduced by over 50%

- Total revenue is \$10,899,126 **\$3,795,276** less than total expenses
- Offset by Cares Act funding of \$14,159,508 for total proposed revenue \$25,058,634.
- Total increase is \$2,429,219/19.47% over FY 2019-20; \$1,117,717 is Debt Service-Interest for Terminal expansion. Without that, the total increase would be \$1,311,502/11.4%
- Largest increase is Salaries/Benefits-\$893,637/10.6%.
 - Includes 5 new positions:
 - 2 police officers (mandated by TSA for screening checkpoint)
 - 1 firefighter (floater to reduce part-time employees)
 - 1 administrative assistant
 - 1 senior executive position
 - 3% pay increase and final adjustments from 2018 salary survey.

Coming FY 2020-21

- Continue Covid-19 Recovery
- New Executive Leadership
- Completion of Terminal Expansion Project!
- Construction of Phase 2/3 Taxiway B,C & L
- Construction of FIS Improvements
- 4th Aerospace & Aviation Day – Jan 30,221
- Lockheed Martin Space and Air Show October 31 – November 1, 2020
- October 30, 2020 Night Air Show Downtown Orlando Over Lake Monroe sponsored by SFB

Chairman Green noted President Crews spent her last year with COVID-19 and the executive search. They had daily calls through Covid. Chairman Green also thanked George Speake for the time he spent on daily updates to the Board and Commissioners. Mayor Woodruff stated George Speake's updates were very much appreciated. Chairman Green thanked President Crews on behalf of the Board for her commitment to the Airport and all the tremendous things she has done for the Airport. Chairman Green stated it has been quite a year, he appreciates the Board coming together, he feels next year will stabilize during this all. We went through an exhaustive president search thorough search he thanked Mayor Triplett for being involved. He felt Tom Nolan has tremendous experience to lead the team into the next generation of the Airport.

Chairman Green entertained a motion to approve the SAA Comprehensive Annual Budget Fiscal Year 2020-2021. Motion by Board Director Ioppolo, seconded by Board Director Gregg. Vote taken, none opposed. Motion passed.

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 Ioppolo, seconded by Board Director Miller to adjourn. Vote taken, none opposed. Motion passed.

7. CONTINUATION OF JOINT MEETING

The joint meeting was reopened at 4:35 p.m. by Mayor Woodruff.

8. ADJOURNMENT OF JOINT MEETING

Mayor Woodruff thanked the Board and President Crews and the entire airport staff, you do a phenomenal job. Mayor Woodruff stated we appreciate the Airport support for the Friday Night Air Show especially since we had to forgo the 4th of July event. And his favorite project the Sanford Fire Station, the preliminary design will be approved tonight.

Mayor Woodruff entertained a motion to approve the SAA Comprehensive Annual Budget Fiscal Year 2020-2021. Motion by Commissioner Wiggins, seconded by Commissioner Austin. Vote taken, none opposed. Motion passed.

Mayor Woodruff also thanked the Airport their support of the Mayfair Golf Course. Mayor Woodruff inquired regarding the night work on the airfield. President Crews responded night work has ceased on the Taxiway project. President Crews also noted there has been quite a bit of concern in the last couple of years about noise primarily because of Allegiant's MD80's which are retired. There were people who got very involved from their community in our noise abatement committee meetings and overall that is appreciated because it is the voice of the people and that's the instrument that they have to use. This last SANAC meeting was the best she has ever been to, and thought we made progress we are making people feel like their voice really matters, and the collaboration between the different parties. President Crews thanked George Speake he has worked to get the right staff in place to handle those as well as the right equipment, software and communication being key.

Mayor Woodruff thanked President Crews for her leadership and hard work it has been a labor of love, but it has also been a labor. Mayor Woodruff and the Commission appreciate all she has done.

There being no further business, Mayor Woodruff adjourned the meeting. The Joint meeting was adjourned at 4:38 p.m.

Respectfully submitted,

Diane H. Crews, President & CEO
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