

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
NOVEMBER 7, 2023
8:30 A.M.**

PRESENT: Jennifer T. Dane, Chairman
Clyde H. Robertson, Jr., Vice Chairman
Kenneth Bentley, Secretary/Treasurer
Benny Crosby
Chick Gregg, Sr.
Frank Ioppolo Jr. (appeared telephonically)
William R. Miller
Stephen P. Smith
Kenneth Wright, Airport General Counsel
Brett Renton, Airport Assistant General Counsel
Comm. Jay Zembower, County Liaison
Comm. Sheena Britton, City Liaison

ABSENT: Richard Sweat

STAFF PRESENT: Nicole Martz, President & CEO
Jason Watkins, Executive Vice President & CFO
Shani Beach, Properties & Exec. Initiatives Admin.
Tom Fuehrer, SAAPD Chief
Steve Fussell, VP Strategic Initiatives
Tommy Gentry, Director IT
Marc Gilotti, SAAPD Captain
Lori Hunt, Executive Assistant
Danette Maybin, Human Resources Director
Jeremy Owens, VP Engineering and Maintenance
Lauren Rowe, Communications Director
Rick Shea, Operations Director
Jason Shippell, Chief SAA ARFF
Roberta Stanton, Procurement Manager
Jennifer Taylor, Director of Program Administration

OTHERS PRESENT: Bob Begley, CE Avionics
Tracy Garcia, OEP
Jonathan Hand, CHA
Brady Lessard, City of Sanford
Genean McKinnon
Jeremy Morton, CPH
Paul Partyka, NAI Realvest
Tom Roda, ATKINS
Doug Saunders, C&S

**Sandeep Singh, AVCON
Greg Smith, Million Air
Robert Utsey, ZHA
Evelyn Watson, TBI US**

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE
2. ADVERTISEMENT OF MONTHLY MEETING

Copies attached.

3. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING HELD ON
(OCTOBER 3, 2023)

Motion by Board Director Smith, seconded by Board Director Gregg, to approve the Minutes of the Regular Board Meeting held on October 3, 2023. Vote was taken, none opposed. Motion passed unanimously.

4. LIAISON REPORTS

- A. City of Sanford

Commissioner Britton noted Mayor Woodruff was unable to attend the meeting today and she reported: The City is excited about the holiday season; public works staff is working diligently to decorate and a number of events are slated to take place. Commissioner Britton recognized Economic Development Director, Brady Lessard, was in attendance and she requested Mr. Lessard update the Board. Mr. Lessard reported: (1) Seminole Town Center redevelopment; (2) 17/92 corridor future businesses with Culvers, Dutch Brothers Coffee, Starbucks, and (3) Airport future projects working with President Martz, Robert Utsey and Paul Partyka.

Board Director Robertson requested an update on the Mayfair Country Club, Clubhouse. Mr. Lessard explained that Robert Utsey, ZHA is assisting the City with this project. There were six proposals received, two local firms and a number of regional firms. The City may select two firms and then select one finalist after presentations. The City anticipates a spring 2024 ground breaking.

The Heritage Park project financing scenario was continued to the next Commission meeting. It was supposed to be the catalyst site seven years ago.

- B. Seminole County

Commissioner Zembower reported: (1) Lake Jessup Basin Study the data acquisition has been completed the approval memo was submitted to the County for review, model development for the intrusions to Lake Jessup is progressing and is expected to be completed mid to late November, development of project concepts will begin in December; (2) 417 Connector Roadway to Orlando Sanford International Airport - CFX will advertise the next phase of the 417 Sanford Airport Connector planning PD&E in the next week or two; (3) Traffic Signals on East Lake Mary Blvd. are all up and operational; (4) continuing to move forward with the roadway improvements in the medians from the county line to the Airport.

President Martz noted the Airport had not received the notification on the 417 project progress and requested that be forwarded.

Commissioner Zembower updated the Board that the former Flea World property is under contract and moving through development services. The first phase is 70-100 apartments, the second phase is mixed commercial, and additional multifamily is in the third phase.

Board Director Miller requested an update on new positions in the City & County.

Commissioner Britton informed the Board that Brynt Johnson has joined the City as the new Public Works Director, effective January 2024.

Commissioner Zembower informed the Board that Jose Gomez has joined the County as Chief Administrator of Development Review.

5. COMMENTS FROM THE PUBLIC

None

6. CONSENT AGENDA

- A. Consider approval of Addendum A to Lease #2022-048 for Katco Distributors, building #515-1 located at 2848 S. Mellonville Ave., Sanford, FL 32773.
- B. Consider approval of Addendum B to Lease #2022-013 for IPC Paving, LLC, for 62,700 SF of land located at 29th St. & Carrier Ave., Sanford, FL 32773.
- C. Consider approval of 2023 Employee Performance Incentive
- D. Consider approval of Lease No. 2023-051 for Vertical Aviation Technologies, Inc. Building #332 located at 1609 Hangar Road, Sanford, FL 32773.
- E. Consider approval of Lease No. 2022-043 Addendum A for Vertical Aviation Technologies, Inc. Building #424 located at 1600

Hangar Road, Sanford, FL 32773.

- F. Approval and authorization to amend the 2022-2023 Fiscal Year Operating Budget.
- G. Consider approval for First Amendment to Lease No. 2022-015 for American Builders Supply, Inc. parcel C located at 901 Wylly Ave., Sanford, FL 32773.

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

7. PRESIDENT'S REPORT

President Martz referenced her power point presentation, incorporated herein, and requested Jeremy Owens VP Maintenance & Engineering to present updates on the following topics:

- Wildlife Assessment: Updating per FAA Comments & resubmitting next week;
- Stormwater Master Plan Update: Modeling continues. Draft Master Plan – Completion date revised to March '24;
- SAA Maintenance Facility Replacement: Exterior substantially complete;
- ARFF Station and Building #37 Generators: Nov '23 Install, Dec. '23 Completion (est.);
- Terminal Ramp Improvements: Bidding Q1/Q2 '24;
- Runway 9L Rehabilitation: 30% plans Scheduled for November, Survey Complete ; and
- Taxiway A Rehabilitation: 30% plans Received on 10/31.

OSI Contract

Brett Renton updated the Board that he and the Executive Team are working through the transition process with OSI, and still looking for some information items. Under the contract, OSI has to provide SAA an equipment and information list by November 30th. OSI sent a Notice of Default to SAA, we are responding with that and will go through the dispute resolution process and discuss with them where that will ultimately go as well.

Board Director Robertson stated that he is insulted that OSI would put SAA in default and he wondered at what time will SAA publicly disclose how OSI has mistreated the SAA and this public facility.

President Martz updated the Board staff has continued to struggle from a communications standpoint with OSI. At the last Board meeting OSI's outside counsel had assured SAA that OSI was going to open the lines of

communication. Just about every bit of information staff receives with respect to what's happening with OSI comes from parties other than OSI management. She reached out to John Green Monday and asked for a meeting this week and hasn't heard back. There are a number of outstanding items, for example it does not appear that there is a lot of work going on some of the maintenance issues and the smoking deck in particular. Two months ago, we assumed the delay was due to permitting activity but there does not seem to be any additional movement. SSP approached SAA to discuss concerns with the refresh. Someone at KONE assumed President Martz had taken Elizabeth Brown's place and sent a letter regarding the escalators & elevators modernization projects that were scheduled to begin this week; the contractor indicating that a project that was supposed to have started on October 15th was delayed and the costs will increase due to some things that OSI hasn't accomplished. There is a concern about another part of that project that's supposed to start December 1st. She stated for the record that OSI is still coming in everyday, we are operating.

Staff received a notice from the County stating that OSI was canceling the marketing contract for outdoor advertising at Boombah Sports Complex. OSI stated that is no longer going to pay for that effective this month, even though they are still working for us and still collecting their share of the revenue until the end of February. There are a number of other issues that staff is concerned about. Nonetheless SAA staff has been amazing and continues to slog through all of the transition items that need to be accomplished. SAA meets once a week, regularly consulting with the legal team. She stated she feels confident with where we are, but because we are learning things from other parties by happenstance in some cases its troubling. President Martz expressed concerns about what we don't know. There are some things in the transition that are going to require coordination and communication, and she stated for the record she is a bit concerned about that because it's not happening.

Board Director Crosby inquired if we are getting any interest from employees at OSI to join SAA.

President Martz said she knows there is interest and there is an item on today's Discussion Agenda related to the employee handbook which relates to the benefit package that SAA wants staff to get buttoned up before it starts recruiting. Recruitment will open for the positions that we'll be needed on February 28th, but it is not SAA's intention to start moving people over now, they are OSI and will remain OSI employees until February 28th. We also need to identify who might be shifting over and who won't so that we can start recruiting outside the organization for any positions that might be sliding this way.

Development

Paul Partyka, NAI Realvest updated the Board regarding: (1) Developer Showcase held October 25th the National Organization for Industrial & Office Property resulting in two meetings with developers; and (2) Mr. Partyka reminded the Board they are all also members of the sales team to sell Sanford & the Airport. Mr. Partyka noted ABS/Kodiak lease is on the Consent Agenda, Synergy Woods expansion discussions continue and The Commerce Park is full. Mr. Partyka requested of Commissioner Britton that the City of Sanford fast track any and all permits related to the Airport.

Orlando Sanford International, Inc.

President Martz noted she had not received the OSI report and inquired of Lori Hunt had she received the report, to which Lori replied “no”. President Martz inquired of Evelyn Watson, OSI, if anyone else was coming today from OSI, Ms. Watson replied she didn’t know.

Chief Financial Officer Report

EVP & CFO Jason Watkins shared the following items:

- October 2023 Dashboard
- Cash & Investment Balances
- Procurement Dashboard: Airport Planning Professional Services RFQ, mid-November.
- Finance and Administration Updates: OSI Financial Compliance audit draft document received and under review, will be provided to the Board when final version is issued; and Procurement Policy amendments on today’s Discussion Agenda.

Jason Watkins thanked the Board for the opportunity to serve as EVP & CFO, he clarified that he is not leaving because of the transition. He noted he has a lot of confidence in the staff, they are attacking it, there are a lot of competent capable people here. He is pursuing a career goal; he was the Finance Director at Fort Lauderdale Airport several years ago and they are bringing him back as CFO.

President Martz stated that Jason Watkins will be missed; he has been a valuable part of the team and informed the Board that Gino Martinez, Finance Manager will be serving as interim CFO until we have a replacement. Jason has mentored Gino greatly and feels he’ll do a great job. She and Danette Maybin are working on recruiting, which will initially be done in house, if external assistance is necessary, we will go with a headhunter. We also have a great team of consultants between our financial advisors and Dan Benzon who was hired regarding rates & charges.

8. COUNSEL'S REPORT

Ken Wright, Airport Counsel informed the Board that he is retiring from Shutts & Bowen effective December 31, 2023. Mr. Wright stated Mr. Renton has done a great job and will continue to do a great job for the Airport as they continue with Shutts.

Brett Renton thanked Ken Wright, he has been a fantastic mentor to him and given him the opportunity to work with the Board.

Brett Renton updated the Board regarding: (1) OSI working through the transition, formal statement will be going out to OSI shortly which will tee-up the contract dispute resolution process on the Notice of Default sent by OSI. Shutts is handling a number of landlord tenant matters and disputes working with the tenants. GOAA; federal lawsuit was filed and GOAA has filed its answer and a counterclaim, and Shutts will be responding to that and proceeding forward with that litigation. He noted that Jason Watkins will be missed.

Discussion ensued regarding the process with Mr. Wright leaving Shutts, and whether the Board need to make a motion, or nomination. Mr. Wright felt it would be the pleasure of the Chairman and the Board. He is retiring from the firm effective December 31, 2023, and it would be appropriate anytime the Board desires to simply authorize the Chairman to designate Brett Renton as General Counsel.

After further discussion the Board was in favor of the President & CEO and Chairman making that decision. Chairman Dane requested bringing this discussion back to the December Board meeting.

9. CHAIRMAN'S REPORT

Chairman Dane thanked the Board Directors for filling out the reviews for President Martz and she appreciated the time they took and all of their comments. Chairman Dane noted that she and President Martz met to review and discuss the comments. Chairman Dane stated she has found Nicole to be a phenomenal CEO, this has been a big heavy lift of a first year in the position. Her legal knowledge & infrastructure knowledge are valued and the Board felt the same way. In Nicole's contract the Board can provide her a percentage of her salary for a bonus, the maximum is 15% and her recommendation to the Board is that we grant Nicole the 15%.

Motion by Board Director Miller, seconded by Board Director Smith to approve the recommended 15% of the President & CEO's salary as a bonus. Vote taken, none opposed. Motion passed unanimously.

Chairman Dane informed the Board that Board Director Tom Green has moved out of Seminole County to Orange County and has resigned from the Board. Richard Sweat was appointed to the Board to fill Mr. Green's position and she thanked Commissioner Britton and the City of Sanford for appointing Mr. Sweat so quickly. Chairman Dane noted that Tom Green was our representative to MetroPlan and that Board Director Smith has requested to be appointed the representative to MetroPlan. Chairman Dane named Board Director Smith as the representative to MetroPlan.

Chairman Dane thanked Jason Watkins for his service he has certainly taken the Airport Authority to a different level in the EVP & CFO position and she appreciated that.

10. DISCUSSION AGENDA

A. Amendments to the Sanford Airport Authority Policy for Commodities and Services.

Jason Watkins explained that the Authority's first adopted procurement policy was first adopted in September of 2022. That policy was modeled to conform w/Florida Statutes Section 332.0075, which is the Commercial Service Airport Transparency Act. In that there were some requirements both around what needed to go out for formal solicitation as well as what required Board approval. Staff tried to model the policy to wrap around the new law in the simplest form. The initial law had a bid threshold of \$65,000. Anything over \$65,000 had to go out for public solicitation and Board approval award was required through a public hearing at \$325,000. We simplified it and said if it goes \$65,000 or above it requires a formal solicitation and the Board approval. This summer the Legislature amended that law, a lot of people felt it was written too strictly and it made it difficult for airports to perform some of their basic procurement functions. In light of the new rules, and most importantly he explained that the work load that is coming down the pike as a result of transferring the terminal management responsibilities, staff is recommending an amendment to the Procurement Policy. The amendment would increase the formal bid threshold \$250,000, where the statute says you have to bid at \$325,000, this doesn't go that far. The amended statute requires Board authorization of \$500,000, however staff is recommending keep it at \$250,000 following the same pattern as procurement formal solicitations threshold. There's also some language in here about how surplus property is handled, what the statute requires and when you can do something other than going through an auction house. The big lift of this is amending those procurement thresholds.

Discussion ensued under items 1 & 2 does the CEO have the final say of what the department managers purchase under that, and what action they take. Is it implied or should there be a statement added to the policy.

President Martz explained she will not be reviewing levels 1 & 2 purchases those will be at the Department Directors discretion. The SAA has a multi-million dollar budget and smaller purchases occur regularly. Part of what we're trying to do is move more efficiently & quickly and procurement sometimes gums up the works. It's part of the reason we moved the threshold, because it was holding up projects, it was holding up the ability of buying a hammer to a certain extent. She noted certainly that it is the Board's decision, but she's comfortable with the limits that staff is recommending and trusts directors to make decisions up to that \$24,999 limit. Ultimately Finance sees everything that's purchased, so it's not as though it doesn't get reviewed at some point. We'll know if somebody has gone astray, and be able to re-direct.

It was noted SAA does an annual audit so we do eventually pick up anything.

Motion by Board Director Smith, seconded by Board Director Bentley to approve proposed amendments to the Sanford Airport Authority Policy for Commodities and Services with the change effective November 7, 2023. Vote taken, none opposed. Motion passed unanimously.

B. Consider approval of the Statewide Mutual Aid Agreement for 2023 and Associated Resolution No. 2023-10

Jason Shippell, Chief SAA ARFF, presented the Statewide Mutual Aid Agreement for 2023 and the associated Resolution No. 2023-10. He explained the Seminole County Office of Emergency Management has been our coordinating entity of this agreement for several years, and they've always done a wonderful job. The renewal every year has been a point of contact update for the state. After a conversation with the Office of Emergency Management it appears that the Division of Emergency Management (the State) is trying to streamline the process of requesting mutual aid and the payment for any mission specific coordination for the state missions.

Motion by Board Director Gregg, seconded by Board Director Smith to approve the Statewide Mutual Aid Agreement – 2023 and associated Resolution No. 2023-10, as well as authorization for the Chairman to sign the agreement. Vote taken, none opposed. Motion passed unanimously.

C. Consideration, Approval, and Contract Award for Aviation Worker Screening to Trinity Technology Group Agreement #SA-2024-001.

Rick Shea, Director of Operations informed the Board this item is the consideration, approval, and award of contract award for Aviation Worker Screening to Trinity Technology Group Agreement #SA-2024-001. On April 27, 2023, the Transportation Security Administration (TSA) issued a National mandate requiring commercial service airports to conduct random physical screening of aviation workers entering the secure and sterile areas commencing

September 2023. Trinity Technology Group (TTG) is currently contracted with TSA for the passenger security screening at the Airport and in order to quickly facilitate and align these two TSA requirements, the SAA requested an emergency proposal from TTG for Aviation Worker Screening. Based on the established screening history and proximity of TTG with SFB aviation, ensuring the safety and security of the traveling public and aviation workers is top priority for SAA. To this end the SAA staff requests the Board of Directors to approve and authorize the SAA President to execute an emergency purchase agreement for a period of one year to begin on November 13, 2023, and ending on November 12, 2024, with automatic successive one (1) year periods until terminated as provided in the agreement in the amount \$107,000 annually. An important note to this, as of October 1st SAA raised the badging fees for these aviation workers to offset cost of this purchase agreement.

President Martz stated this is an unfunded mandate from the TSA. Our options were to hire personnel to do this, it's a very squirrely sort of circumstance because it's random day to day, from week to week. You don't know what days and doors you'll be screening so Rick came up with a very creative way to deal with this, by utilizing existing contractual recourses.

Rich Shea explained this would be the better option right now and we could change it in the future and wean ourselves off that contract by hiring more people but there's a lot of challenges in that as well. You have same sex screening; you have training which TSA will not be involved in so you're on your own with your training.

Motion by Board Director Robertson, seconded by Board Director Crosby to Authorize the President/CEO to execute agreement #SA-2024-001 with Trinity Technology Group for a term of one (1) year to begin on November 13, 2023 and ending on November 12, 2024. Vote taken, none opposed. Motion passed unanimously.

D. Consideration, Approval, and Contract Award for Aviation Consulting Services to AILEVONPACIFIC AVIATION CONSULTING Letter of Agreement #SA-2024-003.

President Martz explained this is an air service development agreement. We all agree air service development is a priority at the Airport. This has been an OSI responsibility and she is moving this along a little more quickly than she anticipated. Lori Hunt was notified a couple weeks ago by Todd Payne that he was told to "stand down" and not meet with President Martz any more on Air Service Development. There is a huge concern about that void. The Executive Team had started talking to Air Service Development Consultants a few months ago knowing that we needed to fortify our efforts even if the Board hadn't canceled the OSI contract. She and George met this team in Las Vegas at the Allegiant Conference. She's had several conversations with them since then. George actually was able to sit down with Brad, the principal in Istanbul at the Routes

Conference. This proposal is probably heavier in service than we'd have a consultant take on in future years, but as we're ramping up taking over the air service development, she felt it's important that we have some strong resources. She considers this an emergency purchase because we need to make sure we don't miss a beat on this. Her hope is that we'll be able to bring OSI in and help with the transition, she is unsure if they will help with the transition or not. George did go to the last conference Routes and sat with Todd and she felt we have a pretty good foundation for this. The other element in the contract is the catchment area study which was supposed to have been done a year ago by OSI, and still hasn't been accomplished. That data is very important in this effort. There is a thirty day cancellation clause in the contract. She felt they are going to be a very good fit and if not, we can certainly change course. Her recommendation is approval of the emergency purchase agreement and hit the ground running with this.

Board Director Smith inquired if AILEVONPACIFIC is under contract with any other airports in the State of Florida that we are aware of.

President Martz replied they are in South Florida although they are not under contract with anything that would be in our market, they will not be competing with us.

Board Director Robertson inquired where AILEVONPACIFIC is located.

President Martz replied they are located in Atlanta, but they have people remotely all over the country. They were just brought on to do air service development for ATL, and do air service development in Las Vegas and have a very good relationship with Allegiant which is good for us. She felt they are a good fit, and they are very excited about doing work at this Airport.

Motion by Board Director Smith, seconded by Board Director Miller to Authorize the President/CEO to execute agreement #SA-2024-003 with AILEVONPACIFIC AVIATION CONSULTING for a term of two (2) years to begin on November 1, 2023 and ending on October 31, 2024. Vote taken; Board Director Robertson opposed. Motion passed.

- E. Consider approval of professional services Task Order 2023-06 in the amount of \$246,795.00 with Avcon, Inc. to provide the Remote Parking Lot Design and Permitting Services.

Jeremy Owens, VP Engineering & Maintenance informed the Board this is the remote parking lot design & permitting scope of work from the consultant. In September staff was presented the economic feasibility study for the selected location and gave staff the approval to start moving forward with the process. Staff has negotiated a scope of work with AVCON for the full design permitting. With the anticipated timeline, staff is hoping to have construction done enough by November of 2024 to start parking during the holiday season.

Chairman Dane inquired if SAA is taking over the contract, do we need the spaces is that what this is.

President Martz noted we may come back and re-work the pricing as previously discussed, but we do need the parking spaces.

Jeremy Owens stated in general during the holiday's we've used about 1,400 additional spots parking in grass, and this would be 800-1200 of that, it won't solve that but it gets us closer.

Motion by Board Director Miller, seconded by Board Director Smith to Approve professional services Task Order 2023-06 in the amount of \$246,795 with Avcon Inc. and authorize the SAA President to execute necessary documents. Vote taken, none opposed. Motion passed unanimously.

- F. Consider amendments to the Employee Handbook including: (1) revisions to vacation leave benefits; (2) clarification of holiday pay for Operations personnel; and (3) establishment of a 9/80 flexible work schedule for eligible Sanford Airport Authority employees.

President Martz stated this agenda items seeks to make revisions to the employee handbook; she mentioned a little earlier in the meeting that we need to start recruiting folks for the transition and for SAA's takeover of terminal operations. One of the things we have been looking at as a circumstance in recruiting was our benefit package and how we compare to agencies that are competing with us for talents. One of the areas that has been a concern of hers since she started working here was the vacation benefit, employees at the SAA get two weeks of vacation, they get a sick leave benefit and three non-accruing paid days off. But the vacation benefit of two weeks does not grow as employees progress. Which is very unusual in a benefit because typically you get some incremental consideration for longevity, the longer you are here the greater your vacation benefits. It surely is an incentive to get people to stay, and an incentive to get people to come if they feel they have the opportunity to gain additional benefits as they acquire tenure in the organization. Staff is recommending that we maintain the initial benefit package two weeks, a week of sick leave and three days of non- accruing PTO days. And at year six employees would get an additional week of vacation and at year eleven they would get another week of vacation, and it tops out at that. She thought it's a meaningful change for us, but staff will continue to look at our benefits package. It's meaningful enough to make us a little more competitive as we try to move employees over and fill some of the needs we're going to have when we take over terminal operations.

The other changes include clarifying and updating a circumstance where for some reason members of our operational team were not getting the benefit of paid holidays that everyone else in the organization is getting. And it clarifies

proration with regards to the three non-accruing paid days off each employee receives every year that resets every October. What wasn't happening. If an employee started in September, they got those three days; if they started in October, they got those three days. Therefore, we are proposing that those dates be pro-rated.

The final revision is the addition of flexible work schedules. The Board approved a work from home option for employees last year. There haven't been a lot of takers on it because most of our positions aren't suited for that. But as we're recruiting, we're still seeing a lot of requests for more flexible work schedules. Because a lot of our employees work shift there's no way to flex their schedules. But we do have some in the more administrative roles, the finance positions, the IT positions, etc. where there is an opportunity for flexible schedules, and that is very often a deciding factor for employees. The City of Sanford has a schedule where their employees work Monday–Thursday and the office is closed on Friday. We're an airport and can't close, so we're proposing a 9/80 plan, it's a plan where employees work 80 hours in 9 days instead of 10 days. They work 8 nine hour days, one 9 hour day and the 10th day they have as the day off. In effect every other week they'd have a three day weekend or basically they would have an additional day off. You have the same coverage; in fact, you have more coverage because folks are coming in earlier and staying later. There is no additional cost to the organization. It doesn't work for everybody, not everybody will be able to take advantage, even some of the administrative positions, because we have to make sure we have coverage on that 10th day. But for the positions that it works for, she thought it's really an attractive option. Other local governments have picked up on this, private sector uses it, it is something that we would like to institute here. We do have a provision that says everybody is on a three month trial period so if it doesn't work out, nobody is guaranteed to continue.

Discussion ensued regarding who with the Airport would actually be able to work from home.

President Martz explained we have a couple of finance and IT employees and it's also an option for others in the organization. Obviously, our operations people can't do that.

Board Director Robertson inquired of Commissioner Zembower what employees of the County have for leave time.

Commissioner Zembower deferred to HR. He questioned the agenda memo which stated at 5 years employees get 80 hours leave time.

President Martz replied that is correct.

Commissioner Zembower noted so year one, two and up to year five you get two weeks? He explained the private sector isn't that aggressive, it's all negotiable depending on the placement or the post that's going to be filled, but for your typical employee that's a little aggressive.

President Martz stated that at the County, unless something has changed from day one when employees get four weeks leave. And then it steps every five years. They don't get sick leave; SAA gets two weeks' vacation and one week of sick leave. But in the County, you get four weeks when you start you accrue it just like here it's accrued over the pay periods.

Chairman Dane inquired of Commissioner Zembower when he says aggressive does he think that we're giving more time than we should be?

Commissioner Zembower replied no he's just saying if you're starting the first year you automatically get two weeks accrued that's not typical of the private sector that he's accustomed to it's a little aggressive on the front end. He didn't disagree maybe when you get to the third year, but you have to attract employees, and you all are the best barometer with what you're dealing with. The reality is everybody in this country is struggling to hire for all positions, it's a tough market in areas. Conversations of CEO organizations are starting to see more and more demand for the employees coming back to the brick and mortar. There are some folks that can work remote and can be efficient, there are ways to measure that. In the past several years since the pandemic a lot of people have become accustomed to working remotely and have found that to be beneficial to their family lifestyle, their children, their schooling, all that. And he thought it's a tough decision right now what's going on in the market place on how do you bring folks back into the work place and those that work remote and be fair and equitable to those that are in the brick and mortar versus to those staying home. Because that's the argument we have at the county all the time "why are they still working from home, I have to be in there" it's always going to be that juggling act from that aspect. But at the end of the day, you know my personal experience has been you throw a lot of money at employees they may or may not stay, money and benefits aren't always the most important thing. Some things that motivate employees are flex time and time off versus a high salary. It's really a juggling act to get there, and he was just shocked that you would give somebody two weeks' vacation in the first year of employment.

Chairman Dane stated in her industry that is sort of standard and she doesn't have the same private sector experience that Commissioner Zembower does. We're looking at the work versus a different generation now than it was even 5-10 years ago and what they expect is different and her opinion aligns with the worker that we're trying to attract. She thought it's a good policy and she fully supports it.

Board Director Miller thanked Commissioner Zembower for sharing his comments and experience county government has with this. As he read this and tried to absorb it and the differences in it and the questions that have been put on the table, he reminded the Board that we now have a CEO that ran a much larger County Government for a good many years and had to go through some of the changes that have taken place in Government. And after he got done with this he sat back and thought about it and thought about our CEO and said that he can't second guess her with what he doesn't know about this and his conclusion was that he needs to give her that benefit and that chance. So that makes him an affirmative decision to pass this.

President Martz explained that we get work from home questions regularly whenever we are recruiting. She noted she's not a huge fan of work from home, it's a management challenge. The 9/80 program she felt much more comfortable with because everyone puts in 80 hours in the office, so the employee is here for that time, even though they have an extra day off, they are here in that it relieves some of the management concerns. She clarified she's not saying that work from home doesn't work, there are some places that thrive on that, and felt that this is another option.

Board Director Robertson stated he's biased on this because he runs a small business, and he questioned two weeks' vacation for the first year. And he hoped the government isn't getting so big and our employee force is making it hard for private business to succeed when "oh I can go work for the City, or I can go work for the County" it's just so much fabulous. He didn't think Government is there to make everybody's life fabulous and better than the private sector but he's biased.

Chairman Dane wanted to go on public record as making sure that we know that we want all of our employees here at the airport to think it's fabulous working here and to treat them with respect and honor their need for time off. She fully supports this and was glad we had a robust discussion about it and requested a motion?

Motion by Board Director Smith, seconded by Board Director Robertson to Approve the Employee Handbook updates as reflected in Exhibits A and B with an effective date of December 1, 2023, for the 9/80 work schedule program and the increases in vacation accruals (Article 2 revisions) and an immediate effective date on the remaining provisions. Vote taken, none opposed. Motion passed unanimously.

11. ELECTION OF OFFICERS

Chairman Dane noted it was time for the election of officers and she figuratively turned the gavel over to Counsel Brett Renton.

Mr. Renton stated historically we elect three individuals: the Chairman, Vice Chairman, and Secretary/Treasurer of the Board.

Board Director Miller stated none of us fully realize last November a year ago what this year was going to entail, and it's just something in all of the years he's had the opportunity to serve, nothing like this in any shape or form has come before the Board. He felt we need to look back over this year, thank the staff and current officers for the positions they've held and carried forward and worked with staff. The seriousness of where we are and what we don't know is going to happen next year sits out ahead of us and he thought in this specific case it would be very appropriate that we carry forward the current officers through next year, including Jennifer as Chairman, Robbie as Vice Chairman and Kenneth as Secretary/Treasurer. He then nominated them for the specific positions for 2024.

Motion by Board Director Miller, seconded by Board Director Smith to approve as a slate the officers. Vote taken, none opposed. Motion passed unanimously.

Brett Renton stated the Board Directors were re-elected, and figuratively passed the gavel back to Chairman Dane.

Board Director Smith thanked Chairman Dane for everything she has done.

Chairman Dane thanked him and noted it has been a pleasure, it's been a lot of work but it's been fun working with President Martz and the team. She's learned a lot and loves it.

Board Director Robertson noted Chairman Dane gets another air show during her final year, the Blue Angels April 20-21, 2024.

Commissioner Britton inquired there have been a lot of changes in her second term as Commissioner with the Board, she asked if there were any additional changes with the SAA Board. She felt Richard Sweat would be an asset to the Board, and Jason Watkins moving on to other things, and the retirement of Ken Wright, would there be anyone else leaving in 2024 other than she believed Mr. Ioppolo. Chairman Dane noted she and Board Director Ioppolo term out September 30, 2024.

12. OTHER BUSINESS

Board Director Bentley congratulated everyone on the Air Show.

President Martz noted it's the entire team and as Board Director Robertson indicated the air show will be in April the 20th -21st, 2024.

Board Director Crosby inquired the attendance for the 2023 Air Show.

President Martz stated we will get that information, she felt Saturday was a sold out crowd for the promotor and was unsure about Sunday.

Board Director Robertson stated for public record that our local distributor for Budweiser products was very pleased with the outcome. He put displays in Winn Dixie and Total wine, he did a great job in promoting it and was very pleased with the visibility at the air show. Board Director Robertson felt sure he'd be back in 2024.

President Martz felt his local promotion enhanced attendance there was good synergy there.

Board Director Robertson for the public record our local Budweiser paid to be the beer promotor, not the Airport.

President Martz acknowledged for the record that the SAA does not make any money off of the air show.

13. NEXT MEETING REGULAR MEETING (DECEMBER 5, 2023)

14. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:01 a.m.

Respectfully submitted,


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