

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
FEBRUARY 6, 2024
8:30 A.M.**

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

ABSENT: Frank Ioppolo Jr.

STAFF PRESENT: Nicole Martz, President & CEO
George Speake, EVP & COO
Shani Beach, Properties & Exec. Initiatives Admin.
Chris Breese, Procurement Analyst
Steve Fussell, VP Strategic Initiatives
Marc Gilotti, SAAPD Chief
Lori Hunt, Executive Assistant
Gino Martinez, Finance Manager (appeared via Teams)
Jeremy Owens, VP Engineering and Maintenance
Rhett Rabley, IT
Lauren Rowe, Communications Director
Julie Sawyer, Executive Assistant
Rick Shea, Operations Director
Tim Shea, AVCON
Roberta Stanton, Procurement Manager
Jennifer Taylor, Director of Program Administration
Tiffany Vincent, Communications Manager

OTHERS PRESENT: Bob Begley, CE Avionics
Sonya Brauer, SER
Carl Ernst, MillionAir
Scott Freeman, MillionAir
Tracy Garcia, OEP
Jonathan Hand, CHA
Reese Hays, MillionAir
Jeremy Morton, CPH

**Genean McKinnon, McKinnon Assoc.
Paul Partyka, NAI Realvest
Brindley Pieter, BPA
Robert Reiss, CHA
Doug Saunders, C&S Engineers
Tim Shea, AVCON
Greg Smith, Million Air
Craig Sucich, RS&H
David Turner, MillionAir
Robert Utsey, ZHA**

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
JANUARY 9, 2024

Motion by Board Director Smith, seconded by Board Director Crosby, to approve the Minutes of the Regular Board Meeting held on January 9, 2024. Vote was taken, none opposed. Motion passed unanimously.

4. LIAISON REPORTS

A. City of Sanford

Mayor Woodruff reported: (1) Sewer system update regarding recent problems downtown reported in the news. (2) The City Commission approved the future land use for 20,000 sq.ft. plumbing supply company to be located across from Marquette Avenue. (3) Kimco is looking to expand their facility. (4) Publix at Kings Crossing is now open; the store manager is a Seminole High School graduate who started working when he was 17 and has risen up the ranks. (5) Last week was Legislative Action Days in Tallahassee and they also took the Mayor's Youth Council and Young Men & Women of Excellence who met with Representative Smith.

B. Seminole County

Commissioner Zembower reported: (1) Statistics for Seminole County: Seminole County is now the lowest crime rate county in the Central Florida region; #2 rated in the entire state of 57 counties to raise a family; #3 of cities on the list as most desirable places for people to raise a family in the entire country; #2 in healthiest county in the state; #3 least cancer cases in the state.

(3) Seminole County Community Svc. Dept. with it's non-profit partners are kicking off 12 new homes of affordable housing this upcoming year. (4) Construction of the Justice James E. C. Perry Courthouse has been progressing on schedule. The State Attorney, Public Defender, Seminole County Clerk of the Courts and other administrative occupants will be moving in over the next couple of months and everything should be finalized there to move to the next phase at Five Points. (5) Ribbon cutting for fire station 11. (6) Well underway with fire station 39 in the NW corridor to further ISO rating of 1. (7) Kicked off the Seminole County Forever Land Acquisition for the purpose of open and green spaces that will not cost the taxpayers a dime and be funded through general revenue and other funding sources. (8) Yarborough Ranch that the County had a purchase option on, the State has funded that program as of last night and is going to take the County's option and put it into conservation. (9) Public Works and Parks & Recreation are completing the plans for Rolling Hills Community Park in Longwood and the accompanied roadway changes. The park, a former golf course, will feature a fishing pier, deck and friendly playground and other amenities surrounded by safer streets and stormwater improvements. (10) Seminole County Environmental Svc. currently overseeing several important projects on the Little Wekiwa River. (11) Economic Development news the County set a record for tourism in Seminole County with over 2.2M visitors and an economic impact of \$1.2B and tourist tax collection of \$6.8M. (12) Chairman Zembower and President Martz serve on Congressman Corey Mills Transportation Advisory Board and they learned that he helped bring the full funding for I-4 Truck Stop, it is fully funded and will begin next year. The Truck Stop will be located at the identified exit at 17/92 & Orange Avenue Port of Sanford area. The Longwood truck stop will close and the new one will have 182 spaces.

5. COMMENTS FROM THE PUBLIC

None

6. CONSENT AGENDA

- A. Consider approval for Lease 2023-062 for Airline Training and Lease Corp. Building #149 located at 1673 Hangar Rd., Sanford, FL 32773.
- B. Consider approval for Lease No. 2018-002 Addendum C for Jason Davis "Davis Customs". Building #515-5 located at 2824 S. Mellonville Ave., Sanford, FL 32773.
- C. Consider approval for Lease No. 2024-103 for Everlast Post LLC, Building #409 located at 1168 E. 30th Street, Sanford, FL 32773.
- D. Authorize Utilization of Seminole County Invitation for Bid/Contract #IFB-604392-22-LNF for Roof Repair and Maintenance Services with Precision Roofing Solutions, Inc.
- E. Consider approval of Assignment Agreement from Orlando Sanford International Inc. for Tri-Party Agreements.

- F. Consider approval of Interim Terminal Agreements as a result of taking over the Operation and Management of the Terminal Facilities from Orlando Sanford International Inc.

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

7. PRESIDENT'S REPORT

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

- Stormwater Master Plan Update: Modeling Continues. Draft Master Plan- Revised March `24, Update Meeting Scheduled for 1/12;
- ARFF Station and Building #37 Generators: Permit 1 of 2 approved. March install. April completion;
- Terminal Ramp Improvements: Bidding Q2/Q3 `24;
- Runway 9L Rehabilitation: 60% Scheduled for February 19th;
- Taxiway A Rehabilitation: 90% Scheduled for February 16th ;
- Remote Parking Lot: 60% Scheduled for February 12th; and
- SAA Maintenance Facility Replacement: Awaiting power to finish interior. Anticipating Feb/Mar move in.
- Control has re-located to the original Badging Office located next to the loading dock.

OSI Contract

President Martz updated the Board, noting transition activities continue, there are a number of items on the Agenda related to that. She stated that SAA is still continuing to face challenges in getting information from OSI as it must flow between the attorneys. Staff has been able to navigate through the issues, and staff is always anticipating some surprises, she remains comfortable in the transition.

Brett Renton explained it has been a somewhat difficult challenge, the hope is we are reaching the bend and be in a position where they are acknowledging and will work with us. We hope to bring the Board certain agreements at the Special Called Board meeting February 12th. If it all comes to fruition and we get cooperation that will be a great thing moving forward to both organizations. We've recently had greater communication then we have had at any point in this transition period. Had the communication lines been open early we'd be in a much better situation across the board.

Board Director Miller inquired if the Board would be privileged to any preliminary information prior to the February 12th Special Called Board meeting.

Brett Renton informed the Board they will receive the Agenda and agreements.

Development

Paul Partyka, NAI Realvest congratulated Marc Gilotti on his promotion to SAA Police Chief. Mr. Partyka updated the Board regarding: (1) 100% occupancy including the new leases on today's Agenda. (2) Substantial increases in rent, every renewal is increasing to market rate. (3) Wawa update at Kings Crossing.

Mr. Partyka informed the Board that he and Robert Utsey, ZHA are talking with developers about coming on long term leases. They are trying to come up with a consistent process for developers and they want to take a leadership role on that.

Mr. Partyka noted regarding priorities he spoke with Norton Bonaparte, City of Sanford City Manager, and felt the Airport needs to take a priority position on new projects. Mr. Bonaparte said he would talk with his staff and do whatever has to be done. Mr. Partyka thanked Board Director Bentley for providing him a tour of Historic Goldsboro.

Mayor Woodruff explained that it is difficult in the City to say that everything gets expedited but when there are specific projects and things are going slowly or need a push, then you can call him and he is most effective in getting things moved.

Chairman Dane requested an update regarding airside leases.

President Martz explained that the Authority has had numerous discussions over the last four months with parties who are interested in doing a master development scenario. In the last month we've talked with three different groups about doing some meaningful development. She stated she is feeling optimistic about where that is moving; there is more interest than she's seen since she's been here. Staff met with MillionAir yesterday, they are looking at moving forward with adding an additional hangar to their operation.

Chairman Dane inquired about the other two airside projects that were proposed over the last years.

President Martz referenced Blue Skies & Burrell. We had a LOI with Blue Skies and they never executed on that. There is a lot of interest in that area of the Airport as it's a great spot for corporate hangars. Burrell defaulted on its lease and we've moved forward with legal action on that.

Brett Renton updated the Board regarding Burrell; the SAA has a final judgement for \$14M against the entity and the guaranty entity that Shutt's is trying to collect against.

Orlando Sanford International, Inc.

President Martz noted this is typically the point where the Board would get a report from OSI. For the record no one was present from OSI. They are not required to be present although they are required to provide a written report on activity which she noted for the record we have not received in months.

President Martz informed the Board that Marc Gilotti has accepted the position of Police Chief.

Interim Chief Financial Officer Report

Interim CFO Gino Martinez reported:

- January 2024 Dashboard: estimating 225,000 passengers, which is slightly less than December. Operating revenue beating budget the main drivers are aviation revenue, terminal and airfield revenues.
- Cash & Investment Balances
- Procurement Dashboard: New Solicitations (1) Terminal Advertising; (2) Common Ramp Rehab and Taxiway L @ Rw9C; (3) Cell Phone Lot & RCB Improvements; (4) Economic Development Planning & Consultation Services.
- Finance and Administration Updates: FY2024 Capital Budget Amendment – Approved by City Commission Jan 22nd; FYE 2023 Financial Audit Commenced Jan 29th

Board Director Sweat requested a forecast of profitability for the rest of the year.

President Martz explained we did try to give the Board a look last month with the Budget Amendment showing what our estimate was revenues vs. expenditures. She caveated that with there's a lot left to know with this transition. We can give the Board an estimate but it will unravel as we move forward through the transition and she just wanted everyone to understand that. There will probably be some things we discover that we didn't know.

Board Director Miller referenced reserves, and noted during the transition the Board has approved taking monies out of reserves to help fund the necessities for staff to get the operation going and he thought that was going to have some more significant draw downs this year on the reserves.

President Martz stated she didn't expect much more than was proposed in the Budget Amendment. The Budget Amendment we just did helps that circumstance. She doesn't anticipate that again unless there's something we don't know about or some catastrophic maintenance issue.

President Martz noted when she was at the County it kept a 20% operating reserve, we exceed that exponentially here, we are in a good spot from that standpoint. That being said there has been some significant burn on that over the last few years. If you recall when we did the budget amendment last month, we

were able to show you our expectations for the next fiscal year; we won't be bringing you a deficit budget and that's good news. But she wanted to manage expectations a little bit while we are kind of stemming the tide on the burn of the reserves, she didn't know that we're going to see any significant build in that. She reminded the Board part of the issue with OSI is we have at least \$26M in deferred maintenance. We're going to have a hole that we're digging out of that we didn't create, but nonetheless we're going to have to address. While maintaining a healthy reserve is important and she felt that needs to be one of the goals that we talk about as we do strategic planning with respect to an appropriate level of reserve, she wanted the Board to know that we're not going to do a lot of building in the next couple of years because we have a lot of things we need to address. She didn't want to give anybody misimpression that we're going to start squireling a lot of money away because we're not going to be able to.

Board Director Sweat stated it was mentioned earlier about this potential \$14M judgment, and inquired what are the odds that can we count on that or a portion to help us with some of these issues.

President Martz explained that judgement was for a lease that was a 30 year lease, that is money that we would have realized over 30 years, we're endeavoring to mitigate that loss with bringing somebody else in, and she felt we'll still capture some of that.

Brett Renton explained the judgement has a two prong; (1) you are awarded the judgement and (2) have to collect it. The entity that was set up as the single purpose largely has no assets, the guarantee entity is the corporate parent. Bankruptcy is always an option, so we'll see. Since it's an acceleration over a long period of time, if you relet that property, they are entitled to a credit against the judgement amount and so the court reserves under the case jurisdiction to rehear as to whether or not you mitigate and take some additional action.

Discussion ensued regarding the timeline. Brett Renton replied judgements are good for 20 years, we've got 20 years to go collect it and the Airport is accruing interest, 7-8% per year on the \$14M.

Board Director Miller informed the Board that the Wall Street Journal published an annual rating of the airlines throughout the US and the 2023 Airline Scorecard #1 Delta, #2 Alaska, #3 Allegiant!

Chairman Dane requested the Financials be edited to provide relative information and suggested when the Board meets to discuss updating the rules this be a topic. She is looking for forecasting at a higher level.

Gino Martinez, Acting CFO explained when we did the budget development for FY 24 initially, we had a deficit budget, the re-roll for FY24 post transition amendment that is a zero based budget balanced budget. And to President Martz's point he

thought that's the first step in this, the second step is budget development for FY25 to a place where we can maintain cash reserves to where we don't need to dip into reserves for anything for the year and the next step after that is to re-build.

Procurement Dashboard: The transition amendment was approved by the City January 22nd, and the fiscal year end 2023 Financial Audit has commenced. Hoping to have it wrapped up by the middle of March and have financials to the Board by the end of March fully approved with an audit opinion.

Chairman Dane noted she didn't see our lobbyist group under procurement, when will that be on the schedule. President Martz replied that will be after the legislative session, and she would confirm that with Roberta Stanton, Procurement Manager.

Chairman Dane inquired if we have heard from the lobbyist lately. President Martz explained that George works with them weekly.

George Speake informed the Board they join the FAC State Affairs calls every week and there are things that he's particularly focused on for the Airport and he lets them know. They have sent him a couple of synopsis on items.

President Martz noted the most important issue for us is our appropriation request which is moving through the process.

George Speake explained on the federal level the same thing, there are things that come out through the industry and he forwards them to Alcalde & Fay. They are extremely helpful in reaching out to the Congressman & Senators on our behalf.

Miscellaneous – Communications

Lauren Rowe, Communications Director briefed the Board on Aviation Day. There were 5635 attendees people from all ages and we had some people from outside Seminole County and we are definitely aware of that. It still continues to be a Seminole County only event, and we continue to thank our Seminole County students and their parents. Lauren played a video from the event.

George Speake stated he really enjoys this day it's a great day, although it does take the entire Airport to put this on. More this year than any other year, without Julie it wouldn't have happened. Seminole County Public Schools, Seminole State College and MillionAir are the partners and we couldn't do it without them either.

Board Director Sweat congratulated George on the event, he stated he loved the event and thought it was fantastic. He inquired what is the reason it's only for Seminole County.

George Speake explained there are 70,000 students in Seminole County and that's really where the attendance comes from, it gets put out through the school system to try and pull those students in. We don't turn anybody away but if we advertised it outside of Seminole County it goes beyond what we could handle. Right now, you get kids and adults parents that stand in line for an hour or more to get on an airline. It's a struggle to get the planes we have, if he could double or triple the planes that would be awesome but it would just be too many people.

President Martz emphasized it's about as big as it can get and be manageable and be a good experience for the kids.

8. COUNSEL'S REPORT

Brett Renton updated the Board regarding: (1) GOAA litigation; (2) PFAS update; (3) OSI Transition and (4) Special Called meeting on February 12th we will be bringing to the Board two key components dealing with the Ground Handling and the Services for the airline specifically Ground Handling. Mr. Renton noted staff will be presenting an IOTTA form which is standard across the world, this is the contract that is used and then they have an exhibit A & B which is what would change or be specific to an Airport. George is working with Shutts to finalize that. The Board will approve this, any airline that comes in, this is the contract that they sign and that would be basically a blanket approval. The second is going to deal with the fuel, there are five agreements in total that we'll be bringing to the Board. (1) Operation of fuel farm by Menzies they are the current operator and we will continue with them in place. (2) GSC fueling agreement. (3) Agreement to purchase fuel through Allegiant. (4) Fuel facility itself where Allegiant will store it's fuel in there. (5) Into-plane services, to all airlines we will be providing the fuel into the plane itself.

Mr. Renton explained these are all the agreements which largely will comprise all of the airline services, we appreciate the understanding of the Board for the special meeting on February 12th. He emphasized if the Board members have any questions to please call him. These services will begin on February 15th at 12:01 a.m. the Board is approving the contracts on February 12th.

Board Director Smith requested an update on what equipment is going to be left behind and what equipment is going with OSI.

Brett Renton explained we've had some really good discussions recently with their counsel. The Airport has specifically identified certain pieces of equipment that it would like to buy which in theory are ours, they are ground handling equipment that was purchased not with the original bond proceeds. This is just some entity of OSI's parent structure has acquired this so they've agreed to sell us the pieces of equipment that we've agreed on. There will be a bill of sale, and he believes under the procurement rules doesn't have to come back to the Board but he'd make sure if it does it will be on there on the 12th. That is being ironed out with OSI, there is a

call later today with their counsel. Second piece is they have the Cargo building, SAA has agreed that they will move on the 14th basically as they shut down operations and then we ramp up, our equipment is over on an area staged and we'll in effect do a transition piece where they will move over to the Cargo building, which they still have a lease through the end of the month on, and it will store there. There is some dispute over some components of the equipment which we're still having discussion on. As to the operation equipment which is everything in the terminal there is a dispute their dispute not ours, we think all of it is ours, they believe it is theirs. They have agreed that they will leave it in place so as to not effect anything with the services or the transition and simply the right to assert a claim that we have what's called "conversion" that we have converted their property to our exclusive use. Basically, we'll continue to use it if we're right, no harm, if we're wrong then we'd owe them some amount of money for having taken their equipment.

President Martz noted OSI thinks everything is theirs and none of it is ours. We have these varying degrees of how we're dealing with it. We agree that some of the ground handling is theirs but there is dispute about a lot of it. And as Brett explained we're dealing with it in a couple of ways.

9. CHAIRMAN'S REPORT

Chairman Dane referenced the memo she sent to the Board. She and President Martz had some discussions as we're going thru the transition. Everyone praises our team, and she can't re-emphasize that enough, this is an amazing team, it's led by amazing leaders, Nicole & George. President Martz is the rockstar in our organization in her opinion and we couldn't have done this or come to this point in the organization without her leadership and her knowledge and skill set. Chairman Dane is bringing to the Board a recommendation that the Board authorize her to work with Counsel to Amend the Employment Agreement of President Martz to represent her role taking over an entire new set of responsibilities. She is recommending an increase to \$318,000 plus benefits. Nicole has agreed to give the SAA an additional three years on her contract, which Chairman Dane feels is very valuable to our organization to maintain continuity.

Motion by Board Director Smith, seconded by Board Director Bentley, to approve the Chairman to work with Counsel to Amend the Employment Agreement of Mrs. Martz on the recommendation provided by the Chairman. Vote was taken, none opposed. Motion passed unanimously.

President Martz thanked the Board for their confidence and support in her, it means a lot. It has really helped through the transition.

Chairman Dane requested the Board get together and figure out how to reward the team for the transition period. She reminded the Board of the meeting February

12th, and stated she will not be attending, Board Director Robertson will be attending remotely and Board Director Bentley will be acting Chairman.

10. DISCUSSION AGENDA

- A. Consider Contract Award of Top Ranked Firm for Request for Qualification #2024-002-RFQ – Airport Planning & Consulting Professional Services to C&S Engineers.

President Matz noted this is to consider awarding the top ranked firm for the RFQ for Airport Planning Consulting Services.

Roberta Stanton, Procurement Manager explained in December 2023 a (RFQ) was publicly posted for phase I. January 16, 2024 the proposals were due, the evaluation committee met and determined that in phase I out of the four firms that submitted there were three highest ranked firms selected to go into the interview phase II. During phase I there were seven sets of evaluation criteria that were ranked, and then in phase II there was an interview where each of the three highest ranked firms were sent three different questions for the interview phase. They all had an equal chance for the exact same questions, 25 minutes were given to each firm and at the end the evaluation committee met and determined that C&S Engineers Inc. was the highest ranked firm from the interviews and negotiation process ensued, we are still negotiating the rates & charge but we ask the Board to approve the ranking and the negotiations.

President Martz informed the Board this is for planning services as opposed to engineering services, you'll see the firms and you'll think these are engineering firms, but they all do planning as well. The engineering continuing services contract will go out to bid later this year, it's separate from this.

Board Director Robertson questioned why wouldn't we want all three of these firms to be at our beck and call. It was just said Jeremy has three different projects in February going on, there is a lot of planning, and the transition, why are we wanting to limit this to one firm, what is the advantage.

George Speake explained when you're planning airports let's say you have someone you want to look at the landside services and they come up with a concept for how it's going to be. We start moving forward on that. And then you have another firm that would come in and maybe want to look at Ground Transportation for some reason and they come up with a totally different concept, now how do you align the two. To him it makes more sense having one planning firm to carry us forward. Also, when you look at the Airport Master Plan, you've got someone whose involved in the Master Plan, you have to do pen and ink changes, all the firms are using similar tactics but they don't have the same viewpoint on Master Plan so now you have a pen and ink change concept and that goes in differently. For years we had one company that dealt with our planning and we decided that wasn't the company

anymore, that's why went through this and he really feels strongly it needs to be one company. This way you've got that single direction working with us on the concept of how the airport needs to move forward. It doesn't mean in three years or the term of the contract, maybe we need to look for somebody else, but at least for a set period of time we really should have one firm carrying us forward.

President Martz explained planning really is a little bit different then engineering, engineering you can plug in & out but the continuity is really important to planning.

Board Director Miller explained in his experience on the Board many years before we had planning at this airport and then when we began planning over the years it became very evident about what the opportunity & challenge were. He remembers that we did look at intentionally having more than one engineering or planning firm. And deemed it not necessary but as the years went by, we looked at engineering opportunities and it's entirely different then planning. And as such it became known that we only needed one to work with planning.

Motion by Board Director Smith, seconded by Board Director Gregg, to (1) accept the Technical Evaluation Committee's ranking and approve the contract award recommendation to C&S Engineers for Airport Planning and Consulting Professional Services. (2) Authorize the President to execute the appropriate contract. Vote was taken, none opposed. Motion passed unanimously.

B. Consider ratification for the purchase of ground support equipment from Flying Pig GSE.

President Martz stated she was going to cover Discussion Agenda items B & D at the same time as they are related to each other although we will take a separate vote. As part of the transition activities, SAA is taking over fuel service at the Airport. There's a lot of equipment associated with that some of the disputed property relates to fuel trucks. We have to have these fuel trucks on the 15th in order to be able to service Allegiant and the other carriers here. The Board had already purchased three trucks that we already have either delivered or on order.

George Speake clarified that two trucks are on site and one is on its way.

President Martz explained Discussion Agenda item B involves the purchase of the fuel truck. Item D involves the lease of the two other trucks. We would like to add the truck just to make sure we're able to stay on top of everything, we're still in the process of hunting down that 7th truck so you'll see something else on that.

George explained regarding the 7th truck once that's been resolved procurement-wise will involve the loan of that vehicle at no charge until the 7th truck is here at the airport.

President Martz clarified B involves purchase and D involves the leasing of two trucks, the leases have a three year term. The trucks that we we're anticipating from OSI weren't great trucks, we expected this fall that we were going to have to start buying replacements on a rolling basis, therefore we just accelerated the purchase of the trucks.

Board Director Smith inquired what's going to happen with OSI's equipment, are you going to eliminate it. President Martz stated OSI is taking the fuel trucks, she's not sure whose going to buy the fuel trucks. George Speake clarified that's good news though, because had those trucks come to SAA, they would not be able to be sold and reused so we're avoiding that nightmare of selling them.

Discussion regarding vehicle D262018 was the truck originally built and refurbished as a fuel truck or is the chassis having a fuel tank affixed. Is there a warranty or as is. Discussion whether or not the truck is coming DOT certified.

President Martz clarified the trucks don't operate on the road, it's an airport vehicle, sold as is.

After further discussion it a request was made to inspect the trucks before acceptance. Commissioner Zembower requested the VIN and certification number be sent to him and he'll inspect the truck when it arrives.

Motion by Board Director Smith, seconded by Board Director Bentley, to (1) approve and ratify the emergency purchase of the 7,000 gallon fuel truck from Flying Pig GSE subject to inspection; and (2) Authorize the President/CEO or designee to execute the appropriate documentation used to facilitate and closeout the purchase. Vote was taken, none opposed. Motion passed unanimously.

C. Consideration and Approval of 2024 Rates and Charges Summary, Effective February 15, 2024.

President Martz explained this item relates to our rates and charges. In 2019, the Board approved a schedule of rates and charges. The Board is being asked to ratify the general terminal or landing fee rates as they have not been changed. There are some updates to the chart with respect to badging fees that the Board has already approved through other motions those were codified in the use sheet. The one significant change is how we are looking at the rates. On the terminal fee there are multiple options for both participating and non-participating airlines. We rolled in the ground handling fees, as of February 15th as we will be providing ground handling services. The terminal fee includes an option of no ground handling services, above the wing only, below the wing only or the full service. The other clarification was from 2019 is a common use area equipment rate, those were originally in 2019 applied to non-participating airlines, but they could be participating airlines coming in and using the common use terminal equipment and they would have to pay the charges unless they're getting ground handling

services from us and then that would be included. Any other changes you have seen are codified in this document. The original schedule that was sent to you in your packet has an effective date of February 6th. We sent you a revised one yesterday that has an effective date of February 15th because that's when we are taking over ground handling.

Motion by Board Director Robertson, seconded by Board Director Gregg, to approve the Orlando Sanford International Airport 2024 Rates and Charges Summary, Effective February 15, 2024. Vote was taken, none opposed. Motion passed unanimously.

- D. Consider approving the emergency lease agreement for ground support equipment from Fortbrand Services, LLC.

Motion by Board Director Smith, seconded by Board Director Bentley, to (1) approve the emergency procurement of the thirty six (36) month lease agreement with Fortbrand Services, LLC and (2) authorize the President/CEO or designee to execute agreement #SA-2024-019 with Fortbrand Services, LLC. Vote was taken, none opposed. Motion passed unanimously.

- E. Approval of the SAA Template for the Canadian Air Service Incentive Program Agreement and the 2022 Canadian Air Service Incentive Agreement with Flair Airlines LTD.

President Martz explained this item is the request for approval of an incentive agreement for Flair Airlines. In 2021, the Board approved a general fee for incentives for Canadian airlines, this was built upon that original arrangement. There have been some tweaks to it based on our conversations with Flair. Flair has been operating out of the Airport since 2021. Last fall they announced three new destinations: London, Ontario; Winnipeg and Windsor. The original discussions were not with the Authority, they were with our management company, and their discussion included incentives. This is the Authority's attempt to honor those discussions, the service to these three destinations started on January 22nd the incentive proposal waives fees for two years, terminal and landing fees as well as smaller miscellaneous fees and that would include all services if they were to elect to go with one of the other options in the terminal fees for these three destinations only. Flair also flies to Toronto, Ottawa and Waterloo; those are not eligible for incentive dollars because they were pre-existing routes. A revised agreement was sent yesterday because they asked to add six other potential routes that may occur during the two year time period of this agreement and those have been included. President Martz stressed how important it is to maintain international service here, this is our good faith effort to demonstrate to Flair that we're interested in having them and it's very important that we keep and maintain that relationship. Her recommendation is approval of the lease agreement.

Motion by Board Director Miller, seconded by Board Director Smith, to (1) approve the 2022 Air Service Incentive Program; (2) approve the 2022 Canadian Air Service Incentive Plan with Flair Airlines LTD; and (3) Authorize the SAA President to execute all necessary documents. Vote was taken, none opposed. Motion passed unanimously.

11. OTHER BUSINESS

Board Director Miller asked to go back to Discussion Agenda item A, on the approval of the planning firm. He had a couple of questions about C&S Engineering Inc. and asked Doug Sanders his position within the company.

Doug Sanders, C&S explained he is an engineer. Mark Champion, who runs their aviation planning group in the country is the plan lead along with some other people as well.

Board Director Miller requested clarification on the names: C&S Engineering Inc., and C&S Companies.

Doug Sanders replied C&S Companies is a trademark, other parts of the Country we have C&S Tech who does construction in NY & CA. C&S Operations does controls in NY, but our entities in Florida are under C&S Engineers Inc.

Chairman Dane asked to revisit her Chairman's report which refers to Nicole's contract and the extension of it, she requested the Board consider talking about and planning for succession within the organization and how we're going to do that.

President Martz thought that's a great topic for the Strategic Planning Session. She also informed the Board when she was with the County, one of the strategic issues that the Board of County Commissioners took on was succession planning and we do have a construct for that, and actually the person that put that construct together is Steve Fussell.

12. NEXT MEETING REGULAR MEETING (MARCH 5, 2024)

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:03 a.m.

Respectfully submitted,


Nicole Martz, Esq., AICP
President & CEO

/lh