

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
APRIL 2, 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.
Frank Ioppolo Jr.
William R. Miller
Richard Sweat
Stephen P. Smith
Brett Renton, Airport General Counsel
Mayor Art Woodruff, City Liaison
Comm. Jay Zembower, County Liaison

ABSENT:

STAFF PRESENT: Nicole Martz, President & CEO
George Speake, EVP/Deputy CEO
Chris Breese, Procurement Analyst
Judy Desrosiers, Commercial Development Mgr.
Anthony Eger, SAAPD Sergeant
Steve Fussell, VP & Chief Strategy Officer
Tommy Gentry, IT Director
Kristina Gilmore, Lease Manager/Archivist
Marc Gilotti, SAAPD Chief
Lori Hunt, Executive Assistant
Danette Maybin, Human Resources Director
Gino Martinez, Vice President & CFO
Bryon Morgan, SMS Director
Jeremy Owens, VP Engineering & Maintenance (CDO)
Lauren Rowe, Director of Communications
Roberta Stanton, Director of Procurement
Jennifer Taylor, VP & Chief Commercial Officer
Raul Veizaga, Marketing Manager

OTHERS PRESENT: Oscar Anderson, The Southern Group
Sonya Brauer, SER
Tracy Garcia, OEP
Joe Jerkins, FDOT
Allison McCuddy, FDOT
Genean McKinnon, McKinnon Assoc.

**Paul Partyka, NAI Realvest
LeeAnn Reid, Court Reporter
Doug Saunders, C&S Engineers
Kaley Slattery, The Southern Group
Greg Smith, Million Air
Craig Sucich, RS&H
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
MARCH 5, 2024

Motion by Board Director Smith, seconded by Board Director Gregg, to approve the Minutes of the Regular Board Meeting held on March 5, 2024. Vote was taken, none opposed. Motion passed unanimously.

4. LEGISLATIVE UPDATE – THE SOUTHERN GROUP

Oscar Anderson and Kaly Slattery, The Southern Group referenced power point presentation and updated the Board regarding the 2024 Post Legislative Session.

- Budget Highlights
- Key Legislation
- Tax Relief
- Other Issues

5. LIAISON REPORTS

A. City of Sanford

Mayor Woodruff reported: 1) contract for the construction of Fire Station 40 is on the Commission Agenda for April 9th; 2) Brady Lessard wanted Paul Partyka to know that he would be contacting him today regarding Aviation Training Foundation they are looking for space manufacturing of simulators; 3) groundbreaking for the Mayfair Golf Course was held; and 4) the recall petition against Commissioner Kerry Wiggins failed, they didn't have enough petition signatures.

President Martz informed the Board regarding the Fire Station that staff is working with the City of Sanford on some stormwater drainage improvements that will benefit the Fire Station project and the Airport.

Board Director Bentley saluted Mayor Woodruff on the way he handled the disgruntled citizens trying to recall Commissioner Kerry Wiggins.

B. Seminole County

Commissioner Zembower reported: 1) Lake Jessup Basin Study Acquisition & Model Development are now complete. Flooding areas and rudimentary solutions to the flooding as determined by the model are expected to be submitted to Public Works for review and discussion in mid-April. The development of the full concept for proposed improvements and cost estimates have also commenced and will be completed after discussion of flooding areas with public works and possibly the BCC. 2) 417 Connector Roadway to Orlando Sanford International Airport: March 14th the CFX Board members approved the selection of the consulting engineers to perform the PDE study, the SR 417 Connector roadway to Orlando Sanford International Airport. 3) Arizon Building Systems is going through the development process at the County that is proposing 132,000 sq.ft. indoor sports complex on Lake Mary Blvd. to be located between Skyway and Moores Station Rd.

President Martz inquired of Commissioner Zembower how the indoor sports complex will impact what the County is trying to do.

Commissioner Zembower responded that the County controls the approval process.

Commissioner Zembower continued his report: 4) Greater Orlando area was named the #1 City in the Country for sports; Seminole County was included in that. He noted that Seminole County had last year EDC impacts of \$65M with 2.5M visitors in the county related to sports. In the next month the County is moving forward with the indoor sports complex issue with the hoteliers and trying to get that kicked off.

The Seminole County indoor sports complex size has doubled since the initial concept from a sole sports complex to multi-event center. Concerts could be held there, high school graduations, small jazz festival concerts and community events. Initially it was for women's volleyball, indoor basketball, and indoor lacrosse. The county's vision is multi-use opposed to dedicated sports.

Commissioner Zembower noted yesterday the BCC held their annual Board Retreat and gave direction to management that the County Services Building, downtown Courthouse and any other properties owned by the County

downtown Sanford, that they are to be immediately marketed and moving to Phase II at Five Points there will be a County Services Building there. Rehabbing the old David Mauss Center on highway 17/92 Public Works Division will be re-located there and the Central Transfer Station expansion to be on the southern end of that property.

George Speake inquired of Commissioner Zembower who he could reach out to with regards to the Lake Jessup Project.

Commissioner Zembower replied his office and they would set him up with Tony Nelson in Engineering who could provide him with the best source.

Board Director Bentley inquired of Commissioner Zembower what was the status of the Supervisor of Elections office.

Commissioner Zembower replied we recently signed a lease extension.

President Martz noted the lease extension is on the Agenda today, it's a two-year lease with three one-year options. Depending on what the counties time frame is, that should work.

Commissioner Zembower explained the BCC discussed the SOE as part of phase II at Five Points, the jury is still out as to what that looks like, whether it will be separate and apart from the actual rest of the buildings that will be there. We suspect it will be and will take a good look at phase III as far as how we develop phase II. Also working with the college for a connector road over to Academy Drive.

Board Director Smith noted the hotel re-started construction across from the Armory on Lake Mary Blvd.

Commissioner Zembower noted that Seminole County was rated the #1 home sales county in the state, we have the lowest inventory of any county in the state right now.

6. COMMENTS FROM THE PUBLIC

None

7. CONSENT AGENDA

- A. Consider approval for Lease 2023-064 for the Seminole County Board of County Commissioners – Supervisor of Elections Building 533 located at 1500 E. Airport Blvd., Sanford, FL 32773.
- B. Consider Sanford Airport Authority Procurement Policy Revision 3.
- C. Consider Action related to Sanford Aviation Noise Abatement Committee.

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

8. PRESIDENT'S REPORT

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

- Stormwater Master Plan Update: Draft report for SJRWMD 4/12;
- ARFF Station and Building #37 Generators: Building 37 (90% Complete). ARFF starting next two weeks;
- Runway 9L Rehabilitation: 90% Plans received on 3/26. April bidding;
- Taxiway A Rehabilitation: 100% Plans reviewed on 4/1;
- Remote Parking Lot: 100% Plans anticipated on 5/1;
- SAA Maintenance Facility Replacement: Grand Opening today. Moving in this month; and
- Stormwater Pond Improvements: Working on final design scope with CPH.

Terminal Projects

- Sanford Tap (old Port Paradise, Cheeburger, Cinnabon) scheduled completion June. Temporary wall going up around Ritazza. Using old Starbucks location during refresh.
- FIS Renovations – Scheduling demo and paint for first week of May to start. Working on quotes for remainder of the project.
- Secure Corridor Removal (Terminal West) – Design underway. Bidding mid-April.
- Terminal Ramp Improvements – Bidding Q2/Q3 '24.

Discussion ensued regarding FIS Renovations is SAA fixing what OSI didn't fix.

Jeremy Owens replied that some of it is associated with deferred maintenance that was called out by CBP. CBP did an internal audit and reviewed everything in the facility and gave us a list of their minimum needs. That's the list we're doing.

Discussion regarding water leaks.

Jeremy Owens noted that's a separate scope that is being worked on as well. There are two areas that have water leaks down there, the two main ones, one was in the corner of the two buildings, that one has a small leak that is being addressed. The other one, that section is being walled off, we're removing 6,000 sq.ft. of that area, that's where the elevated area is. We're also doing an assessment on HVAC.

Development

Paul Partyka, NAI Realvest updated the Board regarding Real Estate Activity: 1) ABS/Kodiak is inside its 90-day feasibility study period; 2) 100% occupancy in the Commerce Park with 4% increases; 3) seeking hi-tech industry to come in working with Port Canaveral and Seminole State College; 4) met with five major developers who have an interest in a master development approach to SAA real estate. Development types: MRO, Industrial, Manufacturing, Student Housing, and Mixed Use. 5) Comfort Inn construction re-started; 6) PULTE homes project; 7) Multi-family project on E. Lake Mary Blvd.

Robert Utsey, ZHA updated the Board regarding Economic Activity: 1) Three confidential projects with (OEP and Florida Dept. of Commerce) with a total of 1,600 jobs, \$72K+ avg. salary, \$850M total CAPX, need land ranges between 35-80 acres, need SF range between 100K-500K SF. The Airport has been shortlisted for one of these projects – prospect will visit SAA site and meet with team the last week of April; 2) MRO Conference in Chicago next week. The Florida Dept. of Commerce will have a booth “Select Florida”, SAA is collaborating with OEP to present a cross-marketing effort, the deliverable will focus on SFB. George Speake & Jeremy Owens will also be attending the conference and be able to spend time in the Select Florida booth promoting SFB with prospects.

Deputy CFO/Director of Finance Report

President Martz announced that Gino Martinez has accepted the position of VP/CFO.

VP & CFO Gino Martinez reported:

- March 2024 Dashboard: Operating revenue and expense the robust changes were explained. Anticipating 297,000 passengers for the month of March, it's a big month spring break and increased operations. Operating revenues \$10.5M this is 58% month over month. Terminal revenue \$5.79M.
- Cash & Investment Balances
- Finance and Administration Updates: FY 2023 Financial Statements being Finalized; FY 2023 Financial Audit Nearing; FY 2025 Budget Development Schedule & Templates Complete; and PFC Application #6 schedule progressing.

Miscellaneous

President Martz reminded the Board as we move further into the new normal, we will have a better idea of the financial picture. She congratulated everyone on the team, they are watching expenses and are highly focused on generating more revenue. President Martz noted the timing on the financial information it's very difficult for the Finance team to get numbers to the Board on March when the

meeting is held on April 2nd. It has been discussed changing the Board meeting date, and she requested that staff be allowed to delay a month in the reporting of numbers. At the May meeting the Board would receive the actual March numbers and she asked the Board for some latitude on this request. Updates will be presented on passenger counts and how the airport is progressing.

Discussion ensued if the Board wanted to get the numbers prior, at least 45 days after the prior month would staff need 2 or 3 weeks so the Board could weigh whether or not to move the meeting 2 weeks or whether or not the Board should wait to get the financials later.

Gino Martinez stated after the month ends it takes 21 days to be set.

The third week of the month is when the meeting would need to be moved to. Concerns were expressed by several Board members regarding changing the Board meeting date because their calendars are already booked out a year. The day & date is in the Board rules although counsel advised that can be changed, as the Board sets their own rules. It was discussed the County meets the second Tuesday of the month. If the SAA Board moved their meeting date it would be the third Tuesday of the month.

Board Director Ioppolo explained the Authority is a very different Board today compared to two years ago, from a staff perspective our ducks are in a row. That is a compliment to everyone on our staff, especially through the transition. If this was two to three years ago, he said he wouldn't want to wait the 45 days, he'd want to move the meeting but felt comfortable now waiting the 45 days. He asked Brett Renton about the Board rules and noted that 3-4 years ago the Board did a major re-write of the rules due to the uncomfortableness with the way things were running and injecting more supervisory into the normal day to day that the management team would have to go. He felt it may be time for us to go back and revisit those and normalize the rules now that we have a normalized staff.

Chairman Dane stated it's on our radar we have been talking about that.

Brett Renton explained under the Board rules it calls for a review every three years, which is right now. We have talked about this and the point being we just wanted to get through the transition. Then encapsulated the new Board rules or at least a proposal for the Board to consider. A lot of things changed there's different positions, titles, different components, and reporting requirements that we need to touch up and fix. It is definitely on the radar to propose in the coming months or month once we get a chance to consolidate that.

Chairman Dane suggested this be discussed at the Strategic Planning meeting.

Discussion ensued is this a policy change, and would it require a motion.

Brett Renton reiterated it's in the Board rules if you're talking about changing the meeting date, it says the first Tuesday and you the Board will vote on it once a year to set your calendar.

After further discussion it was determined that the Board wanted to change the reporting date of the financials. A suggestion was made to accept the interim numbers and then have an audited update at the next Board meeting. Discussion ensued and that would cause double work for the Finance team. Discussion regarding changing the meeting date to the third Tuesday of the month, that would hinder Board Directors whose calendar is booked for the entire year.

Motion by Board Director Miller, seconded by Board Director Sweat, to take the advice of our President and change the reporting time one month in arrears. Chairman Dane made a friendly amendment that the Board get the data as soon as it becomes available. Friendly amendment was agreed upon. Vote was taken, none opposed. Motion passed unanimously.

Miscellaneous – Communications

Lauren Rowe, Communications Director briefed the Board regarding: 1) Haiti Mission and media coverage; 2) Airbus Beluga Transport, full media event with Benoit Lemonnier, Beluga CEO who emphasized the airport's significance in enhancing efficiency and logistics in the cargo industry. Plans to increase utilization of Orlando Sanford Intl. Airport for future transport. SFB was chosen for flexibility and ease of cargo transportation. Lauren reminded everyone of the ribbon cutting ceremony today at the new Maintenance Building.

Board Director Ioppolo requested an update on in terminal advertising.

Jennifer Taylor, VP & Chief Commercial Officer updated the Board that an RFP for terminal advertising will be issued in May. Currently terminal advertising is being handled internally.

Chairman Zembower inquired regarding the Haiti Mission did the Airport get any value and cooperation out of the Seminole County Emergency Management Team.

President Martz replied they were amazing, the best, we never got anything but cooperation from them. The County team was positioned here as well. The Haiti Missions moved to MCO due to having a bigger window with CBP.

President Martz reminded the Board of the Air Show April 20-21, invitations will be sent out to the Board Directors, City Commissioners, County Commissioners, and State & Federal Legislators for the Friends & Family event to be held Saturday April 20th. George Speake noted parking will be in the same location as last year,

with golf carts to transport everyone to the tent and reminded everyone attending to turn on their flashers as they approach the intersection.

9. COUNSEL'S REPORT

Brett Renton updated the Board regarding: Public Records request; PFAS; GOAA; and Burrell.

10. CHAIRMAN'S REPORT

Chairman Dane reminded the Board to attend the Maintenance Building Ribbon Cutting. Chairman Dane asked the Board Directors to block their calendars for May 4th to hold a Transition Appreciation Dinner.

11. DISCUSSION AGENDA

A. Consider Acceptance of a Letter of Intent to Lease Property from PPK Aviation LLC.

President Martz explained this request is to accept and execute a non-binding Letter of Intent with PPK Aviation LLC. This is one of the many development groups we've been talking with. They are interested in a couple of properties; this particular letter of intent relates to the Burrell property. The group has an interest in pursuing development in that site for the construction of commercial hangars. The Airport has been asked to abate negotiations with any other potential tenants for 60 days. President Martz referenced the letter of intent for Blue Skies there were a number of terms included in there. There are not any substantive terms as part of this LOI, they have asked the Airport to hold the property for 60 in order to discuss the terms. The primary reason she wanted this item on today's Agenda is that the developer wants to go to the MRO Conference next week and wanted the opportunity to market the property there to see what it looks like. The group is paying a fee to abate negotiations and they are also paying a marketing privilege fee.

Chairman Dane inquired if anyone else is interested in the property or if the Airport is in negotiations for the property.

President Martz replied this particular piece of property isn't one we've had interest in from other folks.

Board Director Ioppolo inquired if we're not concerned with the confidential 36 acres of property.

President Martz noted this is the only group who has expressed an interest in this property at the moment. Staff thought it was great that the group wanted to invest in the property and go to the MRO Conference. They really can't market our

property unless you give them the authority to do that. The recommendation is to approve the request.

Board Director Robertson inquired who reviewed this company to see what they've done in the past.

President Martz explained a former Board Director brought this request to us, they are a very large insurance company that has a development arm, they have not done aviation development before, but they have done a significant amount of non-residential development in a number of different places.

George Speake noted they do own aircraft.

Motion by Board Director Smith, seconded by Board Director Crosby, to 1) approve and accept the proposed Non-Binding Letter of Intent as requested by PPK Aviation, LLC; and 2) Authorize the SAA President and CEO to execute the Non-Binding Letter of Intent on behalf of the Authority. Vote was taken, none opposed. Motion passed unanimously.

12. OTHER BUSINESS

13. NEXT MEETING REGULAR MEETING (MAY 7, 2024)

14. ADJOURN FOR EXECUTIVE SESSION SANFORD AIRPORT AUTHORITY
V ORLANDO SANFORD INTERNATIONAL INC.

10:22 a.m.

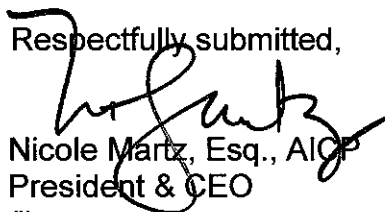
15. RECONVENE

11:17

16. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:18 a.m.

Respectfully submitted,


Nicole Martz, Esq., AICP
President & CEO

/lh