

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
JUNE 4, 2024
8:30 A.M.**

PRESENT: Jennifer T. Dane, Chairman (arrived 8:46 a.m.)
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

ABSENT: Comm. Jay Zembower, County Liaison

STAFF PRESENT: Nicole Martz, President & CEO
Shani Beach, Properties & Exec. Initiatives Admin.
Chris Breese, Procurement Analyst
Judy Desrosiers, Property Manager
Stacy Entwistle, Sr., Director of Airlines Services
Steve Fussell, VP & Chief Strategic Officer
Marc Gilotti, SAAPD Chief
Lori Hunt, Executive Assistant
Gino Martinez, VP & Chief Financial Officer
Danette Maybin, Human Resources Director
Bryon Morgan, SMS Director
Jeremy Owens, VP & Chief Development Officer
Rick Shea, VP of Operations & COO
Roberta Stanton, Director of Procurement
Jennifer Taylor, VP & Chief Commercial Officer
Raul Veizaga, Marketing Manager
Shawn Ziegler, SAAPD Captain

OTHERS PRESENT: Sonya Brauer, SER
Tracy Garcia, OEP
Tom Kirby, Veritext
Jeremy Morton, CPH
Genean McKinnon, McKinnon Assoc.
Daniel Nordby, Shutts & Bowen
Paul Partyka, NAI Realvest
Woodrow "Woody" Pollack, Shutts & Bowen

**Ricky Polston, Shutts & Bowen
Doug Saunders, C&S Engineers
Sandeep Singh, AVCON
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 MEETING HELD ON (APRIL 2, 2024) AND REGULAR MEETING HELD ON (MAY 7, 2024)

Motion by Board Director Smith, seconded by Board Director Bentley, to approve the Minutes of the Regular Meeting held on April 2, 2024, and Regular Meeting held on May 7, 2024. Vote was taken, none opposed. Motion passed unanimously.

4. LIAISON REPORTS

A. City of Sanford

Mayor Woodruff reported on: 1) Election to be held on August 20th for District 4 Commissioner as Commissioner Mahaney is not running for re-election. There are three candidates who have qualified for that seat; Commissioner Austin was elected unopposed. 2) Downtown sewer repairs begin this week at Tuffy's and the parts have been ordered for Hollerbach's & Sanford Brewing; hopefully that will alleviate the problems with vacuum sewer. 3) Heritage Park, the downtown Catalyst site, is back on the City Commission Agenda Monday night. They are appealing staffs denial of that request to change the site plan and the mix of uses. They have taken out some of the housing types and reduced the amount of commercial and office space beyond the 15% they are allowed to do. They have also moved some things around so that the project wasn't what the Commission was envisioning. 4) The City is at the top of the list for property value increase and hopefully will be looking at a small millage decrease. 5) Habitat for Humanity has been doing a lot of work in Sanford, they are shifting their business model from building a single home at a time to construction of multiple homes within their own subdivisions. They had the dedication of eight homes off of Country Club Road last week, and then they're doing a townhome community between MLK & Airport Blvd, with a third location of single-family homes on 25th Street, west of French Avenue.

Board Director Bentley thanked Mayor Woodruff for making sure that families have a place to stay, we always talk about the homeless population but the City of Sanford is doing something about it.

B. Seminole County

Commissioner Zembower was not present.

5. COMMENTS FROM THE PUBLIC

None

6. CONSENT AGENDA

A. Consider Sanford Aviation Noise Abatement Committee (SANAC) Appointment Confirmations.

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

B. Consider approval for ground lease No. 2024-117 with LP Aviation LLC. President Martz requested addressing Consent Agenda item B separately in order to provide the Board an update.

President Martz explained this is a new ground lease. This is 29,000 sq.ft. of property near the Airport's T-hangars. The intent is to build a 15,000 sq.ft. hangar. The lease term is 30-year with two 10-year options to extend. They will invest \$1.5M into the hangar, and the annual income will be somewhere in \$12,000 per year range.

Board Director Miller inquired what percentage of the property will be structure do we know?

President Martz explained it's 29,000 sq.ft. and the hangar will be 125 x 125, part of what's not building will be ramp, until the design is completed, we can't be sure how much of the project will be designated as ramp.

Board Director Miller inquired what type of aircraft they will be using, what kind of traffic and fuel.

President Martz didn't have that information and noted she would find out and let him know.

Motion by Board Director Smith, seconded by Board Director Gregg, to approve Consent Agenda item B. Vote was taken, none opposed. Motion passed unanimously.

7. PRESIDENT'S REPORT (taken out of order)

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: Additional information requested – update scheduled for 6/14;
- ARFF & Building 37 Generator: Building 37 95% Complete; ARFF 90% Complete;
- Runway 9L Rehabilitation: Awaiting FAA Grant. Anticipating July/Aug. Approval;
- Taxiway A Rehabilitation: Awaiting FAA approval of ALP Update;
- Remote Parking Lot: Out to Bid. Bid opening 7/2/24;
- SAA Maintenance Facility Replacement: Moving is 90% Complete; and
- Stormwater Pond Improvements: Staff is reviewing scope.

Terminal Projects

- SSP Renovations: Sanford Tap (old Port Paradise, Cheeburger, Cinnabon) scheduled completion June. Ritazza refresh is 90% complete;
- FIS Renovations: Finalizing CBP Seals for contractors;
- Secure Corridor Removal (Terminal West): Awaiting FAA Grant. Anticipating July/August; and
- Terminal Ramp Improvements: Bidding Q2/Q3 '24.

Board Director Miller requested on the projects presentation that a start date be provided, when the bids are in, and we're getting close to starting construction. A timeline should be set so there is a guideline. Although staff deals with it internally, the Board should know where we are in getting these started and keeping them going and getting them done.

Development

Paul Partyka, NAI Realvest updated the Board regarding Leasing Activity: 1) UCF – Department of Mechanical and Aerospace Engineering – we have interest from UCF-Center for Advanced Turbomachinery and Energy Research (CATER), to set up a research center on Airport property. They have had several tours of the property and initial reaction has been very positive. This could lead to a much bigger presence here and attract other grant-funded research tenants if all goes as planned. UCF's process for making leasing decisions is very deliberate. 2) All Surface Solutions – potential tenant has excellent credit and are planning to take the space left by Avocet.

Development

Paul Partyka, NAI Realvest updated the Board regarding Development & Real Estate Activity: 1) American Builder Supply/Kodiak – feasibility ended May 31, 2024. 2) Met and toured with 10 major developers on airport projects, and of the 10 received 6 letters-of-intent and 1 more expected. LOI's ranging from 10-80-acre parcels. We also have interest in the first retail site on E. Lake Mary Blvd. across from Kings Crossing.

8. ADJOURN FOR EXECUTIVE SESSION SANFORD AIRPORT AUTHORITY V GREATER ORLANDO AVIAITON AUTHORITY, CASE NO. 6:23-CV-1563- PGB-DCI

8:50 a.m.

9. RECONVENE

9:20 a.m.

10. ADJOURN FOR EXECUTIVE SESSION SANFORD AIRPORT AUTHORITY V ORLANDO SANFORD INTERNATIONAL INC, CASE NO. 2023-CA-002912

9:20 a.m.

11. RECONVENE

9:54 a.m.

12. PRESIDENT'S REPORT (continued)

Chief Financial Officer Report

Gino Martinez, VP & Chief Financial Officer explained the following items in his report (incorporated herein):

- April 2024 Dashboard;
- Cash & Investment Balances;
- Procurement Dashboard: Solicitation Responses Due: Parking Access Revenue Control RFP; Terminal Advertising RFP. New Solicitations: Taxiway Alpha Rehabilitation (Construction) Invitation to Bid; Remote Parking Lot Construction, Invitation to Bid; Financing – (2 projects (PFC's): 9L Runway, Terminal Apron Rehab; 2 projects (non-PFC); Parking Lot Const., Parking Access Revenue Control System), RFP; Engineering Professional Services, RFQ;
- Finance and Administration Updates: May 2024-Positive Net Cash Flow; FY2025 Budget Development Nearing Completion.

The Board requested a clarified line item for fuel separate from Uniforms, Tools, & Supplies.

13. COUNSEL'S REPORT

Brett Renton had nothing to report.

14. CHAIRMAN'S REPORT

Chairman Dane reminded the Board of the upcoming Budget Workshop June 25th at 8:30 a.m. Chairman Dane polled the Board regarding moving the start time of the Board Meetings to 8:00 a.m. It was determined that starting July 2nd, Board Meetings will start at 8:00 a.m.

15. DISCUSSION AGENDA

- A. Approval and authorization to execute the Public Transportation Grant Agreement for FDOT PTGA FM#54732-1-94-01 for the Design and Construction of the CBP General Aviation Facility (GAF) and Resolution No. 2024-03.

Motion by Board Director Robertson, seconded by Board Director Miller, to approve and authorize execution of the Public Transportation Grant Agreement for FDOT PTGA FM#454732-1-94-01 for the Design and Construction of the GAF and Resolution No. 2024-03. Vote was taken, none opposed. Motion passed unanimously.

16. OTHER BUSINESS

17. NEXT MEETING BUDGET WORKSHOP (JUNE 25, 2024) AND REGULAR BOARD MEETING (JULY 2, 2024)

18. ADJOURNMENT

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

Respectfully submitted,


Nicole Martz, Esq. AICP
President & CEO

/lh