

**MINUTES  
SANFORD AIRPORT AUTHORITY JOINT MEETING  
WITH CITY OF SANFORD  
MONDAY, AUGUST 26, 2024  
4:00 P.M.**

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**SAA BOARD**

**PRESENT:**

Jennifer T. Dane, Chairman  
Kenneth Bentley, Secretary/Treasurer  
Bennie Crosby  
Chick Gregg, Sr.  
Frank S. Ioppolo, Jr.  
William R. Miller  
Stephen P. Smith  
Richard Sweat

**SAA BOARD**

**ABSENT:**

Clyde Robertson, Jr., Vice Chairman

**CITY OF SANFORD  
COMMISSION**

**PRESENT:**

Mayor Art Woodruff  
Vice Mayor Patty Mahany  
Comm. Patrick Austin  
Comm. Sheena Britton  
Comm. Kerry Wiggins

**SAA STAFF**

**PRESENT:**

Nicole Martz, President & CEO  
George Speake, EVP/Deputy CEO  
Gino Martinez, Vice President & CFO  
Nelly Harnisch, Director of Finance, Deputy CFO  
Lori Hunt, Executive Assistant  
Katee Mathis, Controller  
Jeremiah Owens, VP & Chief Development Officer  
Jennifer Taylor, VP & Chief Commercial Officer

**CITY OF SANFORD**

**STAFF PRESENT:**

Norton Bonaparte, City Manager  
Lonnie Groot, Asst. City Attorney  
Traci Houchin, City Clerk  
Cathy Lotempo, Deputy City Clerk  
Craig Radzak, Asst. City Manager  
Cecil Smith, Police Chief  
Chris Smith, Planning & Zoning Project Manager

**OTHERS PRESENT:**

Doug Saunders, C&S  
Robert Utsey, ZHA

1. CALL TO ORDER OF JOINT MEETING

The joint meeting was called to order at 4:06 p.m. by Mayor Woodruff, at which time he turned the meeting over to Sanford Airport Authority Chairman, Jennifer Dane who called the meeting to order for the Sanford Airport Authority.

2. CALL TO ORDER OF SAA BOARD MEETING

The SAA Board meeting was called to order at 4:07 p.m. by Chairman Dane.

3. ADVERTISEMENT OF JOINT MEETING WITH CITY OF SANFORD

Lori Hunt confirmed the meeting was properly advertised. (Copies attached)

4. AGENDA ITEMS

A. Presentation Sanford Airport Authority Board of SAA FY 25 Operating and Capital budgets (October 1, 2024- September 30, 2025).

Gino Martinez, VP & CEO referenced power point presentation, incorporated herein and updated the Commission on the following:

Sanford Airport Authority – FY Highlights

- SFB Economic Impact
- Terminal Transition
- Total Passenger History/Projection
- Monthly Passenger History/Projection
- FY25 Budget Summary
  - FY25 Operating Revenue/Expenses
  - FY25 Revenue & Expense Behavior
  - FY Budget Overview – Major Drivers
    - Revenue Detail
    - Expense Detail
    - Personnel Costs
  - FY25 PFC Revenue/Debt Service
  - FY25 Capital Summary

Jeremy Owens, VP & Chief Development Officer referenced power point presentation and updated the Commission on Capital Projects:

- TWY A Extension - \$1,000,000 FAA Bil Grant (90/5/5)
- 1,500 Gallon ARFF Truck - \$1,250,000 FAA AIP Grant (90/5/5)
- General Aviation Area Stormwater Improvements - \$500K City of Sanford 50/50
- Observation Deck - \$500K
- Terminal Renovation – East - \$350K (est.)
- Elevator 1 Refurbishment \$300K
- Miscellaneous Deferred Maintenance \$1.45MM – Total \$2.6MM
- Tenant HVAC Upgrades - \$75K
- Roof Replacement/repair - \$150K

- Concrete Drive Replacement – (Fuel Truck) - \$50K
- Emission Sustainability Project – Equipment Replacement - \$750K FAA Disc (90/5/5)
- SAA Vehicle Program Lease/Own Conversion (7 Vehicles) – Phase 1 \$350K

Gino Martinez, VP & CFO explained Operating Budget Recovery Strategies. And noted 7<sup>th</sup> Annual Aerospace and Aviation Day – January 25, 2025

5. OTHER BUSINESS

6. ADJOURNMENT OF SAA METING

There being no further business Chairman Dane adjourned the SAA portion of the Meeting at 4:38 p.m.

7. CONTINUATION OF JOINT MEETING

Mayor Woodruff resumed the City Commission portion of the meeting at 4:38 p.m.


A. Sanford Airport Authority Board of SAA FY 25 Operating and Capital budgets (October 1, 2024- September 30, 2025).

Motion by Commissioner Austin, seconded by Commissioner Britton, to approve Sanford Airport Authority Board of SAA FY25 Operating and Capital budgets (October 1, 2024- September 30, 2025). Vote taken, none opposed. Motion passed unanimously.

8. ADJOURNMENT OF JOINT MEETING

The joint meeting with the SAA and the City of Sanford Commission was adjourned at 4:39 p.m. by Mayor Woodruff.

Respectfully submitted,

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