

**MINUTES OF THE SPECIAL CALLED MEETING OF THE  
SANFORD AIRPORT AUTHORITY  
SEPTEMBER 3, 2024  
8:00 A.M.**

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

**ABSENT:** Richard Sweat  
Comm. Jay Zembower, County Liaison

**STAFF PRESENT:** Nicole Martz, President & CEO  
George Speake, EVP/Deputy CEO  
Chris Breese, Procurement Analyst  
Judy Desrosiers, Commercial Dev. Mgr.  
Stacy Entwistle Sr., Director of Airline Services  
Steve Fussell, VP & Chief Strategy Officer  
Tommy Gentry, Director IT  
Kristina Gilmore, Lease Manager/Archivist  
Marc Gilotti, SAAPD Chief  
Nelly Harnisch, Director of Finance/Deputy CFO  
Lori Hunt, Executive Assistant  
Gino Martinez, VP & Chief Financial Officer  
Katee Mathis, Controller  
Danette Maybin, Human Resources Director  
Byron Morgan, SMS Director  
Jeremy Owens, VP & Chief Development Officer  
Lauren Rowe, Communications Director  
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:** Bob Begley, CE Avionics  
Michael Blakely, Hudson  
Sonya Brauer, SER

Ruth Crowley, Hudson  
Tracy Garcia, OEP  
Rebecca Henry, FDOT  
Todd Knight, Hudson  
Wilbur Mathurin, Hoyle Tanner  
Genean McKinnon  
Jeremy Morton, CPH  
Don Nichols, AVCON  
Paul Partyka, NAI Realvest  
Doug Saunders, C&S Companies  
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 BOARD MEETING HELD (ON AUGUST 6, 2024)

Motion by Board Director Smith, seconded by Board Director Gregg, to approve the Minutes of the Regular Meeting held on August 6, 2024. Vote was taken, none opposed. Motion passed unanimously.

4. LIAISON REPORTS

A. City of Sanford

Mayor Woodruff reported: 1) The City Budget FY2025 was approved as amended; 2) Police & Fire Contracts & Salaries will be reviewed; 3) Sewer Improvements & Water Meter Improvements are progressing. Resident water meters 200-300: meters are being installed per week; 4) Thursday September 5<sup>th</sup> is the next Sanford Speaks community conversation event to be held at the Civic Center; 5) Wednesday September 18<sup>th</sup> Sanford Speaks to be held at the Westside Center.

Vice Chairman Robertson informed the Board that the Mayfair Golf Course will break ground soon on the new clubhouse.

Board Director Bentley requested that Mayor Woodruff update the Board regarding the new community behind Goldsboro Elementary School.

Mayor Woodruff explained that this is Habitat for Humanity's first true development where they had to do everything from zoning to site plan, building and utilities. There are six new beautiful homes. This effort is based on the model Habitat for Humanity is working towards. The next one will be a townhome community at Airport Blvd. & Martin Luther King Jr. Blvd.

#### Seminole County

Chairman Zembower was not in attendance.

#### 5. COMMENTS FROM THE PUBLIC

None.

#### 6. CONSENT AGENDA

- A. Consider and Approve contract #SA-2024-052-PB with the Southern Group of Florida, Inc. utilizing the Seminole County Government solicitation and contract #RFP-603224-18-BJC for State Legislative and Governmental Lobbying Services.
- B. Consider and Approve contract #SA2024-051-PB with Ballard Partners, Inc. utilizing the Jacksonville Transportation Authority's Agreement and Request for Proposal #P-23-010 for State Government Affairs.
- C. Consider and Approve Piggyback Agreement #SA-2024-054 with Benzon Aviation Consulting.
- D. Consider and Approve Piggyback Agreement #SA-2024-055-PB with Alcalde & Fay, LTD utilizing the Miami-Dade County, Florida Contract #EVN000597-A-Governmental Representation & Consulting Services in Washington, D.C.
- E. Consider approval of Addendum A to Lease #2023-002 for Aircraft Service International Group dba Menzies Aviation, Inc. Building #317 located at 1690 Hangar Road, Sanford, FL 32773.
- F. Approval and authorization for the President to execute the Luggage Cart Rental and Massage Chair Concession Agreement.

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

#### 7. PRESIDENT'S REPORT

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

- Stormwater Master Plan Update: Awaiting submittal, 2 week est.

- SAA Maintenance Facility Replacement: Old building is almost removed then wall installation.
- ARFF Station and Building #37 Generators: Building 37 (100% Complete). ARFF (95% Complete).
- Runway 9L Rehabilitation: Awarding today.
- Taxiway A Rehabilitation: Bid Opening 9/27.
- Remote Parking Lot: In permitting, expecting rebidding Q4/Q1
- Stormwater Pond Improvements: Scheduling kickoff meeting week of 9/9.

#### Terminal Projects:

- SSP Renovations – Sanford Tap – Opened 6/24  
Brew Landing – Opening 9/15 (est.)  
Nature's Table – Work started 7/15  
Brew Garden – Work started 8/10
- FIS Renovations – Work starting soon. Paperwork finalized.
- Secure Corridor Removal (Terminal West)
- Terminal Ramp Improvements – Awarding today.
- Generator Replacement (Admin/PBB) – Out to bid.

Board Director Smith inquired of Jeremy Owens regarding the Generator Replacement was this something that OSI should have replaced.

Jeremy Owens replied a portion of it yes, but the generators were originally SAA's generators and they were isolated to the Admin area and some IT functions. Over the years since the initial installation, it was then split between SAA and the passenger boarding bridges which are terminal related.

President Martz explained that SAA had initiated discussions with OSI before the termination that they would have to split the costs.

Board Director Smith inquired if staff had an estimate of cost.

Jeremy Owens replied \$400,000 range. Right now, it's a twin 600kw setup and we only need one, so we're going down to the one 600kw.

Vice Chairman Robertson requested an update on the generator, he read in the August minutes that the generator came in damaged?

Jeremy Owens replied the generator has been installed for three months, but the automatic transfer switch during shipping got damaged and then had to go back. It had to end up going back to where it came from, which was Ohio and get recertified, they were unable to recertify it so they had to give us a new generator.

#### Development

Paul Partyka, NAI Realvest updated the Board regarding Development & Real Estate Activity: 1) ABS new lease on today's agenda this will complete the westside of the Commerce Park by the rail spur; and 2) Continuing active negotiations with three other major developers.

Mr. Partyka thanked Robert Utsey, ZHA, he's been doing an outstanding job getting people in terms of new business development, staff is working with us and he thanked Orlando Economic Partnership.

#### VP & Chief Financial Officer

Gino Martinez, VP & Chief Financial Officer shared the following information:

- July 2024 Dashboard;
- Cash & Investment Balances;
- Procurement Dashboard: 1) Board Notifications: Terminal Apron Rehabilitation – Invitation to Bid; Runway 9L Rehabilitation & 27R Demolition – Invitation to Bid; 2) Solicitation Responses Due: Airport Professional Engineering Svc.; 3) New Solicitations: SAA Admin Generator Replacement – Invitation to Bid; Taxiway Alpha Rehabilitation (Construction) – Invitation to Bid; Passenger Boarding Bridges and Baggage Belt Systems Preventative Maintenance, Repairs, and Inspections – Invitation to Bid; and
- Finance and Administration Updates: August 2024 – Positive Net Cash Flow; FY25 Budget formally adopted on 8/26/24; Finance Leadership Update; Upcoming SAA Vendor Fair; SAA Vendor Outreach Fair – baggage claim 6-8, Tuesday September 24, 2024 (10:00 a.m. – 12:00 p.m.) & (1:00 p.m. – 3 p.m.).

Discussion ensued regarding marketing.

President Martz explained marketing and advertising are different. Marketing is us spending money to promote the Airport, advertising is bringing in revenue. On the advertising side we have an RFP out.

Roberta Stanton, Director of Procurement noted the RFP opened a week and a half ago, and we only received one proposal. The evaluation committee is looking at the proposal right now and staff will be meeting tomorrow to determine how we're going to move forward with that.

President Martz referenced the RFP and explained that Jennifer Taylor and her team have really done a great job promoting advertising internally; we have a lot of possible opportunities right now, one particularly exciting one that they're working with directly. We're also looking at possibly keeping advertising sales in-house.

Gino Martinez noted that we continue to show positive net cash flow. The FY 25 Budget was formerly adopted August 26<sup>th</sup> at the joint meeting. The SAA Finance Leadership Update introduced Nailya (Nelly) Harnisch new Director of Finance/Deputy CFO. Nelly has a background in pretty much everything we've been looking for in Director of Finance. She comes from the City of Eustis we are very lucky to have her. The SAA Vendor fair is scheduled for the end of the month. It will be a great opportunity for community engagement. We're going to

be partnering with the City of Sanford and Seminole County, pretty much opening the doors for the vendors to come out and liaise with all the Airport departments.

Chairman Dane noted that Gino did a really fantastic job at the Joint Board meeting and she was really proud that he's, our CFO.

Gino Martinez thanked Chairman Dane.

#### Miscellaneous - Communications

Lauren Rowe, Communications Director updated the Board regarding: 1) Seminole Business Awards Airport video and receipt of Top 5 Award; 2) Social Media Update: increased engagement per post; stable follower growth – 24k+ followers; consistent story engagement; Impact on hiring; 3) USAA Commercial Shoot at SFB.

#### Miscellaneous

President Martz referenced PowerPoint slide regarding Florida Statute Title XIII, Chapter 189 – Uniform Special District Accountability Act. This a new requirement of special districts that was passed in the last legislative session. The Board is not being asked to take any action today. This past session the Legislature passed some new requirements for special districts and one of them is a requirement to establish goals & objectives and to report on those goals & objectives annually. The law went into effect in July and we have October 1, 2024 to put together goals & objectives and performance measures. The Board was presented a draft, and Ms. Martz noted that the Authority needs to finalize them by the next board meeting, the Board doesn't need to formally take action on them but she just wanted to be aware. President Martz requested the Board member return their comments between now and October 1<sup>st</sup>.

President Martz updated the Board regarding the Strategic Planning process; we are moving forward for the next steps. Staff have been working on the SWOT Analysis based on the session we had recently and also some proposed language for mission, vision & goal statements. Over the next couple of months list of goals can be augmented. This will be sent out electronically.

President Martz referenced a public meeting on September 12<sup>th</sup> regarding the Expressway Authority regarding the 417 connector, and she expected there to be considerable public comment. She felt it might be interesting for some of the Board Directors to attend and hear what the public has to say about the project. Robert Utsey, ZHA his group is helping us with some research.

George Speake explained there is also a virtual option if somebody can't make the meeting.

## 8. COUNSEL'S REPORT

Brett Renton reported that he has sent individual summaries to each of the Board Directors regarding litigation and if there are any direct questions about that or they didn't receive a summary to please call him. Brett Renton updated the Board regarding GOAA litigation.

The Board congratulated Brett Renton on the birth of his daughter Sadie Rose in July.

Board Director Smith requested an update on Burrell.

Brett Renton updated the Board that the Airport has domesticated it in multiple counties and put a lien across hotels, hospitals and a number of colleges. There are banks ahead of the Airport. We'll try to access where you're at in the whole process but we'll see what things ultimately settle for. The good news about your vetting that was done on your side, you have a guarantee most airports didn't. The contract of a single purpose LLC is a worthless piece of paper for them, but the guarantor you have is the same one that everyone sues when the default, so you have the same as every financial institution tied to that entity. That tells him that we looked at the right entity and got the right entity when we got this deal. We'll see where this goes, they're not in bankruptcy, they are all suing each other.

## 9. CHAIRMAN'S REPORT

Chairman Dane stated she was appointing George Speake to SANAC as Chairman.

## 10. DISCUSSION AGENDA

- A. Approval and authorization for the President for the following related items related to Rehabilitation of Runway 9L-27R and Taxiway K1 demolition: (a) execute FAA AIP Grant #3-12-0069-093-2024; (b) FDOT Public Transportation Grant Agreement (PTGA) FM#455044-1-94-01 execution and Resolution #2024-05; (c) Construction contract execution with P&S Paving, Inc., and project Award of Bid #2024-014-ITB; (d) Task Order execution with Avcon Inc.

President Martz noted this item has a lot going on but it's all related to the 9L Rehab Project and Taxiway K1 including the FAA Grants, the FDOT Grant; the award of bid for construction to P&S Paving; and Task Order with AVCON. The Board has been briefed on this project, we are happy to see it moving forward, and really happy to have the money for it.

Board Director Smith noted for the record that he had some questions on this item which Jeremy Owens cleared up for him. He found quite a bit of disparity in the bids noting a 20% differential between the first and second bidder so he just wanted it

clarified. He also wanted to make sure there wasn't any change orders in this low bidder based on the fact that there was \$4M difference between bidders 1 & 2. Also, he wanted to make sure there was the normal 10% contingency in there in case we run into anything.

Motion by Board Director Smith, seconded by Board Director Ioppolo to: 1) approve and authorize the President to execute FAA AIP #3-12-0069-093-2024 for Runway 9L Rehabilitation & Taxiway K1 Demolition; 2) accept the bid results and engineer's letter of recommendation to award, approve and authorize the President to execute the contract with P&S Paving, Inc., in the amount of \$20,226,468.50; 3) approve and authorize the President to execute FDOT PTGA FM#455001-1-94-01 and Resolution #2024-05; and approve and authorize the President to execute Avcon's task order #2024-02. Vote taken, none opposed. Motion passed unanimously.

B. Consider Approval of FDOT PTGA FM#455000-1-94-01 and Resolution 2024-06, for the Wildlife Mitigation Project Phase 1.

President Martz explained item B is the last piece of the puzzle on this Wildlife Mitigation project. Reminding the Board that this item is related to an item on the last Board meeting. This is the FDOT funding and we're asking for acceptance of the grant.

George Speake noted this request is the replacement of our wildlife mitigation cannon system which we've had for 12 years and has a suggested 5 year life span. We've done quite well maintaining that beyond it's life expectancy. These are sorely needed; they send out a blast of air and help disperse the birds on the airfield.

Motion by Board Director Smith, seconded by Board Director Gregg to approve and authorize the President to execute PTGA FM#455000-1-94-01 and Resolution 2024-04, for the Wildlife Project Phase 1. Vote taken, none opposed. Motion passed unanimously.

C. Approval and authorization for the President to execute the FDOT Public Transportation Agreement (PTGA) FM#454997-1-94-01 and Resolution 2024-04 for the West Terminal Sterile Corridor Project.

President Martz stated this item is also the last piece of this project. The Board approved the construction contract for this project at the last Board meeting. This is the FDOT portion of the funding so we ask for acceptance and approval of this grant.

Motion by Board Director Ioppolo, seconded by Board Director Bentley to approve and authorize the President to execute FDOT PTGA FM#454997-1-94-01 for the West Terminal Sterile Corridor Project. Vote taken, none opposed. Motion passed unanimously.

D. Award of 2024-022-ITB Terminal Apron Rehabilitation Project award and authorization for the President to execute the contract between the Sanford Airport Authority and Halifax Paving, Inc., for Terminal Apron Rehabilitation.

President Martz requested Jeremy Owens present this item.

Jeremy Owens explained that this is the rehabilitation of the asphalt portion of the terminal apron. This is a project that was identified with PFC funds that was eligible, went through the PFC process they approved this in July. Portions of this were under the maintenance responsibility of OSI; little to no maintenance was done during the period of the contract. He said the FDOT report showed that the PCI's, which is the pavement condition index, was below recommended 70 and one area all the way down to a 49 the other two in the mid 60's.

Board Director Smith asked where is that located.

Jeremy Owens responded everything from Checkpoint Bravo, around all the gates, and all around the terminal. And 90% was inside the contract and management contract and 10% was outside. Three bids were opened; the low bid was Halifax Paving at around \$4M, second bid was P&S \$5M, and Preferred Materials \$7M. The request if acceptance of bid and reward to Halifax Paving.

Motion by Board Director Smith, seconded by Board Director Crosby to (1) accept the bid results and engineer's opinion to award and approve Terminal Apron Rehabilitation construction contract to Halifax Paving, Inc.; and (2) authorize the President/CEO to execute the appropriate contract. Vote taken, none opposed. Motion passed unanimously.

F. Consider approval of the updated FY2025 SAA Parking Rates

Gino Martinez, reminded the Board that the adopted FY25 Budget addressed the increases proposed under this agenda item under exhibit A. The proposed changes would impact the parking garage, the long term lot, the economy lot (to be renamed as long-term lot ), as well as the overflow parking rates. Staff did a comparison across the state of Florida looking at Large, Medium and Small hub parking rates in the State to make sure that we were in the range. The FY25 rates are scaled with these rates. The increases will provide close to \$950,000 of additional parking revenues in FY25 to provide coverage for the parking infrastructure improvement project approved at the last Board meeting.

Discussion ensued regarding the new proposed surface parking lot and which category it would fall under.

President Martz stated we will have the Board set that rate; her expectation is that it will be lower then the other surface lots. It will likely become our new economy lot.

Motion by Board Director Gregg, seconded by Board Director Crosby to approve the Parking Rate increase as detailed out in exhibit A. Vote taken, none opposed. Motion passed unanimously.

President Martz thanked the Board and informed them we will go ahead and put notice on the website and also put some signage up at all the entrances that the rates will be changing.

G. Approval and authorization for the President to execute the Operating Agreement for Peer to Peer Car Sharing Company with Turo Inc.

President Martz asked Jennifer Taylor to present.

Jennifer Taylor, VP & Chief Commercial Officer, stated we have been working with TURO for quite some time and finally we have an agreement. TURO is a peer to peer car sharing company which is where people rent cars from private providers. They, will be using the hourly parking lot as the designated staging area. We will be getting 10% from them plus the parking fee for every car that they are renting out here. We also have fines in there if they park in a non-designated lot.

In response to questions, George Speake explained it's different from Uber. They are both technology based companies but they are drastically different. AAAE collects our fees for someone that is UBER LYFT, TNC's. With TURO, AAAE does not have something similar to collect, this is straight with TURO that we're collecting our fees. Mr. Speake discussed parking fees, explaining that the person who picks the car up pays the parking fee on the way out; the owner of the car pays when they come back to get their car pays on the way out. The owner of the car drops the car off within hours of the customer picking it up.

George Speake said we're going to monitor this to see how many cars are parked in the hourly lot and if we have to designate another lot because it's taking up too much space in hourly then we will.

Motion by Board Director Miller, seconded by Board Director Bentley to approve the Operating Agreement for Peer to Peer Car Sharing Company with Turo Inc.; and authorize the President to execute related documents. Vote taken, none opposed. Motion passed unanimously.

H. Consider approval of new concession agreement with HG Sanford Retailers JV for the operation of News, Gift and Duty-Free beginning November 1, 2024.

Jennifer Taylor explained that Hudson, our retail concessionaire, is proposing a new contract that will start November 1<sup>st</sup>, 2024. As a condition of the contract Hudson will undertake some refurbishments to their existing spaces.

President Martz noted this proposed agreement is consistent with the terms under which we extended the SSP contract; and they'll dovetail their renovations after SSP has completed theirs.

Michael Blakely, VP, Business Development at Hudson introduced his team: Todd Night, Senior Director of Design of facilities and Implementation of Programs; Liz Crowley, VP of Brand Development and Merchandising; Amy Dunn, Senior VP of Business Development for Retail for North America for us, Sheena is our long time General Manager; and Rodney Keyes is the President of Keyes Group, Rodney is our ACDBE partner here at the airport.

Mr. Blakely stressed the importance of bringing the history and heritage of Sanford into the airport. When passengers arrive, they'll see the beauty of this area and as they depart. We've localized that with sense of place. Also of importance is specialty retail, which is a huge point in that you want to make it special, engaging, dynamic and experiential. It needs to be an experience, something fun. Lets put the fun in travel. We're also expanding services into your new bag claim area. We'll have a kiosk there, where there's no service today. Finally, Duty Free. We know Duty Free is important to the international airlines, to international passengers, we're the largest Duty Free company in North America.

- St. Johns River Market
- 1877 & Co.
- Brookstone – Apple, Bose, Sony, Homedics, Belkin
- Mindworks
- Fort Mellon Express – Costa Coffee

The presentation is attached to and incorporated into these minutes.

Motion by Board Director Smith, seconded by Board Director Miller to approve the new concession agreement with HG Sanford Retailers JV, for the operation of News, Gifts and Duty Free Concessions beginning November 1, 2024, for 5-years, with a 5-year option to extend and authorize the President to execute the associated documents. Vote taken, none opposed. Motion passed unanimously.

- E. [presented out of order] Consider approval of Lease 2024-125 for American Builders Supply, Inc., located on Aileron Circle and south of Wyly Ave.

The lease was presented to the Board, and President Mertz referenced the Agenda Memo that discusses the terms. She reminded the Board that staff has been talking about this for a while. This is almost 9 acres in the Commerce Park. ABS has two facilities in the Commerce Park, but there is a gap between the two facilities. This allows them to fill in the gap and to expand and have one cohesive facility on the west side of the Airport. Jeremy pointed out the location on the screen. Between the

two distinct facilities there are a couple of residences there; we've already given the residents notice that they will need to vacate to accommodate this development.

Discussion ensued regarding the accessibility to rail; at that point we don't have any more vacant land that is accessible to rail after this ground lease.

President Martz clarified there is a spur that goes into 84 Lumber which is active, she didn't believe the spur that goes into ABS is active right now. She explained the staff is looking at opportunities to bring the spur further into the Commerce Park. The intent is have a kind of centralized loading area for rail. Robert Utsey, ZHA is helping us find a way to make that happen. That concept would allow anyone in the Commerce Park, or anywhere else on the Airport to bring goods to this centralized loading & offloading area. ABS has also agreed to work with us to maintain opportunities as long as they can still do their facility.

Motion by Board Director Miller, seconded by Board Director Ioppolo to approve new Lease No. 2024-125 with American Builders Supply located on Aileron Circle; and Authorize SAA President to execute necessary documents. Vote taken, none opposed. Motion passed unanimously.

11. OTHER BUSINESS

Board Director Robertson noted the recent passing of Rick Russi, the Airport's insurance agent. George Speake noted Mr. Russi served under every President of the Airport since Red Cleveland.

12. NEXT MEETING REGULAR MEETING (OCTOBER 1, 2024)

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:25 a.m.

Respectfully submitted,



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