

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
JULY 1, 2025
8:30 A.M.**

PRESENT:

Clyde H. Robertson, Jr., Chairman
Kenneth Bentley, Vice Chairman
Chick Gregg, Sr., Secretary/Treasurer
Benny Crosby
Jennifer T. Dane (arrived 8:48 a.m.)
Frank Ioppolo, Jr.
William R. Miller
Stephen P. Smith
Richard Sweat
Brett Renton, Airport General Counsel
Comm. Jay Zembower, County Liaison

ABSENT:

Mayor Art Woodruff, City Liaison

STAFF PRESENT:

Nicole Martz, President & CEO
George Speake, EVP & Deputy CEO
Shani Beach, Director of Properties & Exec. Initiatives Admin.
Chris Breese, Procurement Analyst
Stacy Entwistle, Sr., Director of Airline Services
Stephen Fussell, VP & Chief Strategy Officer
Tommy Gentry, Director IT
Marc Gilotti, SAAPD Chief
Lori Hunt, Executive Assistant
Katee Mathis, Interim CFO
Chris Metro, Financial Operations Manager
Bryon Morgan, SMS Director
Lauren Rowe, Communications Director
Julie Sawyer, Executive Assistant
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:

Andrew Benson, Forvis Mazars
Sonya Brauer, SER
Mark Champlain, C&S
Joseph Jerkins, FDOT
Joel Knopp, Forvis Mazars
Genean McKinnon

**Paul Partyka, NAI Realvest
Adrianna Pfeifer, Shutts & Bowen
Leeann Reid, Court Reporter
Doug Saunders, C&S
Irma Stenman, Seminole County
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 (JUNE 3, 2025)

Motion by Board Director Smith, seconded by Board Director Bentley, to approve the minutes of the Regular Meeting held on June 3, 2025. Vote was taken, none opposed. Motion passed unanimously.

4. PRESENTATION OF FY24 FINANCIAL AUDIT FORVIS MAZARS

Joel Knopp, Forvis Mazars introduced Andrew Benson, who is also part of the team. Mr. Knopp noted Forvis Mazars was formerly MSL. He referenced the required communication document in the Board packet and explained the most important item on this document; there were no audit adjustments. He and his team received full cooperation from management and didn't encounter any difficulties in performing the audit. Obviously the big change for 2024 was the additional responsibilities that the Authority assumed effective February 28th it increased the terminal revenues significantly but also creates the expenses with the additional payroll and headcount. The net position remains at a healthy level \$18M at the end of 2024. Most of the net position of the Authority is invested in capital assets. Operationally you were positive \$300,000. There was a decline in net position related to a pretty significant depreciation adjustment as that was approximately \$15M in FY24, with an overall cash position that was stable at \$34M which was basically the same amount you had in 2023. This represents good liquidity for the Authority. He referenced notes to the Financial Statements; there is a lot of risk associated with grants that the Authority received in making sure you are in compliance with all of those requirements. The report on internal controls over financial reporting under government audit standards was a clean report. We tested the Authority's major grants which you have both the major federal program and a major state program, and he was pleased to report that there were no material weaknesses or compliance finding identified there. And then lastly there are two Auditor General Required Reports: a

Management Letter and accounts related to the Authority's compliance with the investment policy. Both of those were clean reports as well. Overall, it was a successful audit for the Authority. Mr. Knopp recognized Katee. This was a big transition, with operations and also some turnover in the Finance Position, and she assumed two challenges already. He felt it was commendable for the Authority and the Finance team for maintaining those appropriate internal controls throughout the transition.

Board Director Ioppolo noted as Mr. Knopp mentioned we had a big year last year in terms of taking on more operational responsibility and many more employees while at the same time we transitioned out the CFO who we had just trained up. He inquired of Mr. Knopp's observations on the operations internal controls and procedures. He realized there were no comments, but sometimes there are things that don't rise to the level but they are "best practices you may want to implement". He inquired of Mr. Knopp did he notice there was anything worth mentioning to the Board.

Mr. Knopp replied, "no he didn't think so", and that speaks to the policies that the Authority has in place. When there is turnover there is higher risk that things can fall through the cracks, but that's where those policies and procedures really are important that there's something correct, the new folks were on top of it.

Board Director Ioppolo thought that was encouraging, although his concern was this was almost the first year audit and traditionally in a first year audit, the auditors put all their concerns out there so they aren't bound with what they found before. He inquired could he expect no new concerns next year.

Mr. Knopp replied as far as your design and controls; we didn't identify any concerns so assuming those remain in operations he wouldn't expect any findings related to what you all had in place this year.

Board Director Ioppolo inquired if there are any benchmarks that he could give us from other Airports in terms of the categories and percentages and things how do we stack up against other airports you may look at.

Mr. Knopp felt that's a little difficult because it was a mid-year transition so he would look for that going forward you get a better handle on what a full year of operations looks like and we can start being more comparative there, nothing that he could speak to right now on that.

Board Director Ioppolo stated to the extent that you guys find any benchmarks for similar airports and he understood because of our mix of passenger travel and general aviation we are somewhat of an anomaly but to the extent you can pull out any benchmarks from there in advance of that he'd be interested in seeing that and looking at that going forward.

Chairman Robertson thanked Mr. Knopp & Mr. Benson we appreciate all your hard work and we're glad there are no problems with the people that we employ here. He also thanked Katee for her hard work and said that it doesn't go un-noticed.

5. LIAISON REPORTS

A. City of Sanford

Mayor Woodruff was not present.

B. Seminole County

Chairman Zembower reported: 1) CFX Connector Roadway to the Orlando Sanford International Airport: CFX is holding a Public Hearing for the PD&E Study on July 17th (in-person) at the Sanford Civic Center 5:30-6:30 p.m. (exhibits and staff interactions) and 6:30-7:30 (formal presentation and public comment). An online/virtual hearing will be held on Tuesday, July 15th from 6:00-7:00 p.m.; 2) Orlando Sanford International Airport: Public Works/Traffic Engineering received a request to update signage and is reviewing the maintenance history. The County likely funded the original signs, but no maintenance agreement has been found. The County's sign shop and local vendor cannot produce signs of this size; awaiting a cost estimate from a larger manufacturer; 3) An article in the Orlando Sentinel discusses the proposed connector roadway that would go through the home of resident Becky Burke; 4) DRC projects in the vicinity of the Airport: S Beardall Property Pre-application, proposed site plan for a construction company on 6.1 acres in the PD Zoning District located on the west side of Beardall Ave, north of Moores Station Rd., the applicant has not bought the property yet and there has not been a formal Final Development Plan submitted; Eagle View Cove Estates: Proposed Subdivision for 6 single family residential lots on 6.15 acres in the A-1 Zoning District located on the north side of Eagle View Cove, east of Sipes Ave, the applicant received comments from staff, County waiting for a Final Development Plan submittal; Richmond Commercial, proposed re-zone from A-1 to C-2 for office and retail stores on 1.85 acres located on the southeast corner of E SR 46 and Richmond Ave., the applicant received comments from staff, waiting for the applicant to act according to staff recommendations; 5) ED & Tourism: NFHCA, one of the largest sports tourism events in Seminole County has re-signed for an additional 4 years; the Tourism Visitor Study has been completed, Seminole County welcomed over 2.25M visitors with an economic impact of over \$1.2B.

Discussion an article in Orlando Sentinel about some of the residents being concerned about the pathway of the 417 Connector.

Chairman Zembower explained yes one gets a living view and the other gets loss of Agriculture with their garden. That is still being worked out if they move forward with that pathway, and that is what that next hearing will try to flush out.

Discussion should the Airport have representatives at that meeting.

President Martz noted the Airport will be at the public hearing; the actual hearing before the CFX Board is in October and we'll do a resolution before then.

The Board is in favor of the one alignment that CFX is down to.

Chairman Zembower suspected that based on everything that has been studied it's probably going to stay with the one option maybe some slight nuances in there but its likely to be the path.

6. COMMENTS FROM THE PUBLIC

None.

7. CONSENT AGENDA

- A. Consider approval of Addendum A to Lease No. 2022-033 for Gulfstream Pools Design & Construction, LLC & Mid Florida Tile and marble, LLC, Building #515-9 located at 2800 S. Mellonville Avenue Sanford, FL 32773.
- B. Consider approval of Addendum B to Lease No. 2017-022 for Constant Aviation, LLC Building #333 located at 1604 Hangar Road Sanford, FL 32773.
- C. Consider approval of Lease No. 2025-068 for Alaris Aerospace Systems, LLC, Building #409 located at 1160 E. 30th Street Sanford, FL 32773.

Motion by Board Director Smith, seconded by Board Director Crosby, 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 & Chief Development Officer present updates on the following topics:

- Stormwater Master Plan Update: WMD RAI response to be submitted on 7/3;
- Runway 9L Rehabilitation: Work continues, K1 removed-Q4 completion anticipated;
- Taxiway A Rehabilitation: Work continues on Phase 1;
- Remote Parking Lot: Awaiting NTP, estimated 8/1;

- Stormwater Pond Improvements: Plan production underway to 90%;
- Midfield Water & Sewer Project: City coordination meeting held, 30% plans underway;
- ARFF Truck 1,500 Gallon – Awaiting FAA Grant;
- Wildlife Project – Phase 1 (Twy B/B7) – Awaiting FAA Grant;
- ALP Update with Narrative – Awaiting FAA Grant.

Terminal Projects:

- Hudson Retail – Pre-con tomorrow for Terminal West Upstairs;
- FIS Renovations – Flooring and Paint in Progress, HVAC being scheduled;
- Terminal Ramp Improvements – Inlet top pour scheduled for today;
- Generator Replacement (Admin/PBB) – December est. install;
- Chiller 2 Replacement – Training held last week, finalizing close out;
- Observation Deck – work continues to remove some of the structure;
- Elevator 1 Modernization – Awaiting final inspections.

Discussion regarding the cost of the temporary chiller, \$342,000.

Paul Partyka, NAI Realvest updated the Board regarding Development & Real Estate Activity: 1) O3 & Diversified are going through due diligence; 2) Paul & Robert Utsey are challenging the FAA regarding extensions on leases beyond 50 years which is more compatible with today's economic development climate, and they are also working with members of Congress; 3) Presented Draft Final Lease regarding Siemens Energy project; and 4) UCF conference call with head of real estate that Paul & Jeremy are working on the scope of work.

Mr. Partyka updated the Board that Winter Springs is starting a pickleball tournament for all ages beginning in October. And the Rotary Clubs in Seminole County are sponsoring a National High School Lacross tournament in 2026.

Robert Utsey, ZHA updated the Board regarding Evtol's (electric vehicle takeoff & landing air taxi's) the Airport is drawing a lot of attention. There is a need for a network of locations first and foremost at less congested airports. Signature Aviation contacted Robert, they have a joint venture with a firm out of Italy that does the infrastructure for the networks. Signature came out last week and saw the site. This is going to be a \$100B industry by 2035, the first active EV's are expected in the next 2-3 years in Dubai. Signature is pleased that UCF Research is locating here.

Interim Chief Financial Officer

Katee Mathis, Interim Chief Financial Officer, shared the following information:

- May 2025 Dashboard; May was another good month we had 263,000 passengers, 11% over last May and 9% over the initial forecast;
- ATM's trending positive up variance was positive 15% over forecast;

- Operating Revenues: Terminal Revenue 24.5M in operating revenue, YTD of no terminal revenue, the largest chunk \$18M, 74% of all the revenue, rental cars & parking take up 70% of terminal revenue and over half of overall revenue received YTD. Non Terminal Revenue: which is 20% of all of our revenue Real Estate, Commerce Park & Aviation Lease; Real Estate department is carrying 77% of all Non-Terminal Revenue.

Katee noted that all of our revenue categories for this month were positive none performed negatively. Operating Expenses we are 3.1% under budget. The rest of the categories have a positive variance with the exception of Professional/Contractual Services, which is primarily legal expenses, and the chiller. Revenues YOY and Budget we are operating in the positive, same with expenses . Revenues are higher than expenses which is good.

The last slide is our overall financial performance year, net income from Operations is \$927,000 and if we include the non-operating investment income which is still overperforming then we anticipated we have net income of \$1.7M. We are 9% under YTD, it's primarily due to the Deferred Maintenance, Professional Fees & then the Banking Fees we took on from moving the parking system over. But if we do include the non-operating revenue of the interest we are 5% over budget YTD. We still expect to see this trend move in an upward motion because we are rolling into two of our peak months June & July.

Discussion ensued regarding parking fees garage and non-garage. And are we comparable.

President Martz replied garage is \$20 and non-garage is \$15. She feels we're a little on the low side, so we may be talking to the Board about that. Low compared to industry standards and it is a huge part of our revenue stream.

Chairman Robertson felt the Board has understood over the years of being on this Board that parking fees when we need to raise it, it's nice to raise it as we go instead of hit with a big increase 4-7 years later, we've learned that over the years, all of our fees we need to adjust as we can.

Discussion regarding OIA remote lots. OIA has other options around it and are sort of isolated.

President Martz stated that we're offering them the only thing we can. And keep in mind remote here is drastically different from remote at OSI. We have not included a rate revision in the budget as a revenue stream but she thinks its something we need to talk about. The Chairman is right we have historically waited and then you're way out of market and we have a big jump so if we can continue to review it more regularly and make some incremental increases she thought it's a better circumstance for everybody.

Discussion non-operating revenues in the report are interest. And looking at YTD actuals we're still on the positive side bringing in profits.

Discussion ARPA funding YTD, we should be done with it in the next handful of months and that will go away. Next year will be our first year in several years where we are operating without the benefit of the ARPA Funding.

Discussion regarding duty free retail in the terminal: Duty Free shop is open but what they are selling is not "Duty Free", because we have no International, but that will change in the fall.

Miscellaneous – Communications

President Martz informed the Board of one miscellaneous item to celebrate is that we survived the veto pen this weekend. Our appropriation request for just over \$1M for another ARFF truck was not only approved by the Legislature but also the Governor let it go through without veto. We're excited about that; we'll start working with the State to see what we need to do to get that rolling.

COMMUNICATIONS

None.

9. COUNSEL'S REPORT

Brett Renton updated the Board regarding: 1) TBI will be covered in the Shade Session; 2) OSI no update, we are in negotiations with them on a joint case management report that will be submitted by July 10th that will be presented to the Board with a layout of the structure over the next 2 years. Hearing is July 24th; 3) GOAA meeting today for meeting of Counsel in advance of the pre-trial; 4) Mr. Renton wished the Board & staff a Happy & Safe Independence Day.

10. CHAIRMAN'S REPORT

None.

11. ADJOURN FOR EXECUTIVE SESSION SANFORD AIRPORT AUTHORITY V TBI US OPERATINGS, INC., CASE NO. 2024-CA-001039

9:08 a.m.

12. RECONVENE

10:00 a.m.

13. OTHER BUSINESS

14. NEXT MEETING SPECIAL CALLED BOARD MEETING (JULY 30, 2025) AND
JOINT BOARD MEETING (AUGUST 11, 2025) AND REGULAR MEETING
(AUGUST 12, 2025)

15. ADJOURNMENT

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

Respectfully submitted,



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