

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD AIRPORT AUTHORITY
DECEMBER 2, 2025
8:30 A.M.**

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

ABSENT: Jennifer T. Dane
Richard Sweat
Comm. Jay Zembower, County Liaison

STAFF PRESENT: Nicole Martz, President & CEO
George Speake, EVP & Deputy CEO
Shani Beach, Director of Properties & Exec. Initiatives Admin.
Chris Breese, Procurement Analyst
Judy Desrosiers, Property Manager
Stacy Entwistle, Sr., Director of Airline Services
Tommy Gentry, Director IT
Marc Gilotti, SAAPD Chief
Lori Hunt, Executive Assistant
Katee Mathis, Interim CFO
Brett Martin, SAARF Battalion Chief
Danette Maybin, HR Director
Chris Metro, Financial Operations Manager
Jeremy Owens, VP & Chief Development Officer
Rick Shea, VP of Operations & COO
Jason Shippell, ARFF Chief
George Speake, EVP & Deputy CEO
Roberta Stanton, Director of Procurement
Jennifer Taylor, VP & Chief Commercial Officer
Shawn Ziegler, SAAPD Captain

OTHERS PRESENT: Allison McCuddy, FDOT
Genean McKinnon
Karen McKinnon, CE Avionics
Jeremy Morton, CPH
Eze Nradi, NADIC

**Paul Partyka, NAI Realvest
Natalie Shaber, CPH
Greg Smith, Million Air
Doug Saunders, C&S
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 SPECIAL CALLED MEETING HELD (OCTOBER 21, 2025) AND THE REGULAR MEETING HELD (NOVEMBER 4, 2025)

Motion by Board Director Smith, seconded by Board Director Crosby, to approve the minutes of the Special Called Meeting held on October 21, 2025, and the Minutes of the Regular Meeting held on November 4, 2025. Vote was taken, none opposed. Motion passed unanimously.

4. LIAISON REPORTS

A. City of Sanford

Mayor Woodruff updated the Board regarding: 1) Mayfair Golf Course Club House Grand Re-Opening on Saturday December 6th at 2 p.m.; 2) Community Redevelopment Agency (CRA) sunsets December 3rd ; this will be the last meeting after 30 years. They have done a phenomenal job and the momentum is expected to continue; 3) The Odor Control System is now working properly at the downtown sewage treatment plant; and 4) December 8th City Commission meeting there was supposed to be an unveiling of a historical quilt telling the story of Goldsboro that has been postponed to the first meeting February, 2026.

Chairman Bentley inquired of Mayor Woodruff when is the Sanford Parade of Lights.

Mayor Woodruff replied December 5th is the tree lighting, December 6th is the Historic Tour of Homes, and December 13th is the Parade of Lights.

President Martz noted that the Airport is participating in the Parade of Lights and if anyone would like to join them to see Jennifer Taylor.

B. Seminole County

Chairman Zembower was not in attendance.

Chairman Bentley noted there was a changing of the guard in Seminole County and inquired who was the new Chairman.

President Martz replied Commissioner Andria Herr is the Chairman and Commissioner Amy Lockhart is the Vice Chair.

Chairman Bentley inquired who is the County Representative to the Airport.

President Martz replied she believed Board Appointments are occurring at the next BCC.

5. COMMENTS FROM THE PUBLIC

None.

6. CONSENT AGENDA

- A. Consider approval of Lease No. 2025-079 for Athens Towing and Recovery, Inc., buildings #140 N & #140 S located at 2773/2783 Navigator Ave., Sanford, FL, 32773.
- B. Consider approval of Addendum A to Lease No. 2024-137 for Airwerks, Building #423 located at 1900 E. Airport Blvd., Sanford, FL 32773.
- C. Consider approval of Lease No. 2025-087 for IPC Paving, Inc. for 62,700 square feet (SF) of land located in the commerce park at Orlando Sanford International Airport, Sanford, Florida 32773.
- D. Approval and authorization for the President to execute the Operating Agreement for Peer to Peer Car Sharing Company with Turo Inc.
- E. Approval of the Space Use/Operating Permit with Apple Photo Booth, Inc.
- F. Approval of the Space Use/Operating Permit with Expression Cards, LLC.
- G. Consider approval of Change Order #1 to Contract #SA-2025-052 with Oshkosh for the ARFF 1500 Gallon Vehicle.
- H. Consider approval of Lease No. 2025-085 for Katco Distributors, Inc., Building #515-1 located at 2848 S. Mellonville., Sanford, FL 32773.
- I. Consider approval of Lease No. 2025-082 for Airline Training and Lease Corporation, Building #149 located at 1673 Hangar Rd., Sanford, FL 32773.

Vice Chairman Gregg informed the Board that he has a conflict of interest and needed to recuse himself from Consent Agenda item B.

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

Motion by Board Director Smith, seconded by Board Director Miller, to approve Consent Agenda item B. Vote was taken, none opposed. Motion passed unanimously with one abstention by Vice Chairman Gregg.

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: Permit Received; Board Presentation later in this report;
- Runway 9L Rehabilitation: Lighting/Shoulder Pave remains – Q4 completion anticipated;
- Taxiway A Rehabilitation: Punchlist walk this week. Close out end of January;
- Remote Parking Lot: Earthwork has begun;
- Stormwater Pond Improvements: 100% review meeting 12/16;
- Midfield Water & Sewer Project: Finalizing plans;
- ARFF Truck 1,500 Gallon – (FAA) 9/2026 ETA;
- ARFF Truck 1,500 Gallon (FL) – 7/2026 ETA;
- Wildlife Attractant Removal Project – Phase 1 (Twy B/B7) – Work Starts January;
- ALP Update with Narrative – Data collection continues. Awaiting CY25 operations for forecasting.

President Martz clarified on the Wildlife Project, this is not wildlife removal this is wildlife attractant removal.

Terminal Projects:

- Hudson Retail – Project update by Jennifer Taylor, VP & Chief Commercial Officer (below) ;
- Generator Replacement (Admin/PBB) – Jan est. install;
- Observation Deck – Gutters are wrapping up;
- Elevator 10 (Welcome Center) Modernization – Began week of 11/17. Completion ETA 12/13.

Other:

- Building 310 Transformer – Submitting for permit.
- Building 310 Renovation/Remediation – 60% plans reviewed, Bid set expected this month.

Hudson Retail – Refresh

Jennifer Taylor, VP & Chief Commercial Officer presented an overview of the project: Hudson was able to open three stores: Mindworks; St. John's River Market and 1877 & Co; on November 25th. Brookstone is anticipated to open in a couple of weeks, and the two kiosks downstairs should also open in two weeks. Sales this Thanksgiving compared to last Thanksgiving were higher as a result of opening the first 3 stores prior to Thanksgiving.

Board Director Green loved the branding continuity featuring historic downtown Sanford where it's transitioning in some of the storefronts, the clock and brick façade.

President Martz replied that same type of theme was incorporated in the food and beverage refresh efforts.

Jeremy Owens noted at St. Johns River the Market and 1877 and Co. there are digital screens with a video loop between advertising and some photos. It's a rotation of advertising and local pictures. This refresh also gave Jennifer Taylor a chance to clean up the leases, as the prior leases were "loose" with respect to the lease limits.

President Martz informed the Board the new playground has been installed in Terminal B and if any of the Board Directors are interested in a tour to let staff know.

Jeremy Owens continued his report, updating the Board of new tenant construction projects: PPK Hangar located on Hangar Road and MillionAir Hangar on Flightline Avenue. He explained that gate 84 is located in the area of these two projects and we'll lose access, but Authority staff has developed a work around with the contractor, and the gate will be reopened in the not too distant future giving access to everyone.

President Martz reminded the Board that we've got 250,000 sq.ft. of new development at some stage of the development review process right now.

Development

Paul Partyka, NAI Realvest, updated the Board regarding Development & Real Estate Activity: consistent with his report a copy of which is incorporated into these minutes.

Robert Utsey, ZHA stated that the Airport still has a healthy pipeline of development interests. There were three development meetings in the past 3-4 weeks. The process has been streamlined and efficient. For example, when they met with a hotel developer a couple of weeks ago, they sent the ground lease after the meeting and also ask for proof of financing. This hotel developer was locally vetted and has a big portfolio of properties, they are a Best Western

franchise. Best Western has a new concept called At Home, a suite type of hotel that caters to traveling sports teams and they are very interested in what's going on around here with the Boombah & the proposed Seminole County Indoor Sports Facility. Robert noted that he George Speake & Jeremy Owens had a second follow-up meeting with an MRO developer based in NY that also has a footprint in Miami. It's small jet aircraft, they are interested in locating north of SE Ramp, adjacent to Runway 9R. Those are the kinds of deals that are coming through that they are vetting.

Board Director Smith inquired if there was any interest in the 3-4 parcels with frontage along Lake Mary Blvd. with everything that is going on along Lake Mary Blvd.

Robert replied yes a lot of that came up in his meeting with this developer.

Paul Partyka explained just north of Boombah there is 14 acres along E. Lake Mary Blvd. And if they need parking the Authority also has acreage right across the street and so they may have both pieces.

President Martz added that the Moores Station Rd. property is one of the sites that Foundry & InLight were interested in developing.

Paul Partyka noted we received a 10-year proposal for the former vet clinic on Airport Blvd. and the good news is it's another animal oriented company. They loved the spot, the location and the initial proposal is pretty good. He also referenced building #439 which is going through renovation, they received a proposal on. They want to keep most of that open, which will be less expensive for us in terms of renovation costs too.

Board Director Ioppolo acknowledged that Robert & Paul had reported on 12 different projects two meetings ago he felt it would be great if future reports could have that initial report and any updates on those projects to track what's going on.

Robert Utsey assured Board Director Ioppolo they can include it in the Board packet.

President Martz explained that the Board isn't going to know specifically what the 12 projects are because they are all code names but Paul & Robert can sit down and talk with any Board member who may want a deeper dive.

Board Director Ioppolo asked about the property referred to as a possible hotel by Boombah; he knows we've talked loosely in the past about trying to work with the City/County to do some kind of overpass there because the access to the other property would be greatly enhanced if we could build something there, and we have all those people and kids and we look at that four lane road he inquired if we've had a conversation with the County recently on that.

Paul Partyka replied they've not had a discussion with the City or County but they had a discussion with the developer who also talked about putting in a walkway maybe on his own nickel, that's a good idea.

Board Director Ioppolo asked Mr. Utsey, we've chatted about how if he feels he is armed with all the tools he needs to make this be successful. It sounds like there's been some very good positive movement especially with UCF, does he still feel like he has all the tools he needs in the tool kit or is there anything you need to supplement that.

Robert Utsey thought we've got a good structure and format, the team is a well-oiled machine now right. We're pretty nimble and also flexible. And on some of these big deals Nicole has been willing to offer up quote-unquote "incentives" just to see if we can get to the goal line. And if we get to the goal line the incentives will become petty cash in the long run, so that's great. We're being strategic.

President Martz noted for the record, the incentives are infrastructure improvements things that are an investment in the Airport. We have limitations on what we can do from an incentive standpoint.

Interim Chief Financial Officer

Katee Mathis, Interim CFO, shared the following information:

- **October 2025 Dashboard:** Passenger count for the month of October, we were estimating 213,000 and the actual count was 250,000 this is a 33% increase from last October. Although last October we had hurricanes at the end of the month and were shut down for a couple of days. We overperformed 20%. ATM's were 20% higher than expected 1,800. Total passenger count through the calendar year is just over 2.6M, Katee felt we hit the 3M mark for the fiscal year and she's pretty confident we'll hit that at the end of the calendar year.
- **Operating Revenues:** \$3.6M we, exceeded budget by 17.4%. Terminal Revenue - half of the revenue brought in for October, is comprised of parking and rental car fees. Food and beverage was 12% our passenger revenue out-performing estimates which is good.

Board Director Ioppolo stated he knows we're outperforming because we have 20% more passengers, but in terms of revenues per passenger what does that look like.

Katee replied she just had a meeting yesterday with Crystal Lamson, staff Financial Planning Analyst to start getting us better revenue per passenger numbers. We should have our new accounting system up at the end of this

month, and she will then be able to create more detailed reports to bring the Board better statistics.

Board Director Ioppolo noted that he's looking for trends now that we have more options, and inquired with reference to Hudson he's looking for that number also.

Katee replied that is exactly what she was talking to Crystal about - overall and at each categorical level, whether it's retail, rental car, parking just to get an idea of our overall revenue and how that percentage breaks out per passenger.

Board Director Ioppolo requested of Katee when she reports in the future can she bring a slide on that number so that the Board can watch the trends.

Katee assured him that is something she could bring to the Board.

- Non-Terminal Revenue: Aviation is the biggest there, which is primarily Allegiant and the fuel flowage. We usually don't see a big jump in other leases & miscellaneous but as Paul Partyka told us \$260,000 from UCF went into Miscellaneous Revenue for this year. It wasn't placed in our budget and will be balanced out by the associated expenditures.
- Operating Expenses: Were 8.5% under budget, usually we have a large spike in spending at the very beginning of the year, that didn't happen this year. She'd like to be surprised and say it will continue. Repairs & Maintenance, Professional Services & Salaries & Benefits together were 2.11% under what we were expecting for the year.
- Revenue and Expense Comparison: Revenues are about \$90,000 ahead of expenditures and we are spending under where we thought we would be. Net Income from Operations is \$887,006 and if you include investment income we're right under \$1M. Investments continue to exceed forecast. We were very conservative with the numbers we got from Allegiant and this clearly shows what just a couple more flights and a couple more thousand people coming here, the revenue that each person can bring. Net Income overall \$819,365, hopefully we can keep this trend, it's a good thing that at the beginning of the year we're starting off strong.

President Martz reminded the Board the beginning of the year is a little slower time for us.

Board Director Smith inquired did the TBI Settlement Check reflect yet.

Brett Renton explained this is October financials, the TBI check will show up in November.

Board Director Ioppolo inquired if we burned through all of the Covid funds.

Katee replied no unfortunately because Hudson Retail stores were closed for awhile we weren't getting as much revenue from them, so it slowed the ARPA Credit they were using. We were expecting it to be done by September/October it's going to be done by the end of this calendar year.

Marketing and Communications

Jeremy Owens, Vice President & Chief Development Officer updated the Board regarding November Marketing Highlights: 1) Allegiant announced two new destinations: La Crosse, WI; and Columbia, MO. 2) Veterans Events for the month of November. 3) Airport Partner Collaboration – Bringing in additional airport partners to help cross-promote destinations and widen SFB's reach; Campaigns Starting in December – New awareness and retargeting campaigns to help drive more traffic toward Allegiant & Arjet; Activity forecast – Anticipate increased web traffic and stronger engagement through December and January.

George Speake, EVP & Deputy CEO reported on the Sleep In Heavenly Peace 2025 Bed Build. This was the 3rd year the Airport sponsored the event, there were 120 volunteers who came out and 58 beds were completed. Those beds will go in to the local community, Seminole County & Orange County primarily and Osceola County gets some beds. This is a great non-profit, they have a waiting list of 600 all the time.

George reported that 53,950 people came through the Airport outbound in the 10 days ending on Sunday for the Thanksgiving holiday. Monday was the busiest day. In 2024 we had 49,256 in that time span. We had a bump which is good. The other thing that went up is pre-check. In 2024 we had 9,999 people go through pre-check during that same time frame, and this year 11,803 that's important because it speeds up screening for folks that don't have pre-check and we've been wanting to see pre-check customers in this airport because it streamlines the whole process.

Parking generates a lot of revenue and this year on Friday December 28th we were at our max for how many cars we had here, 4,467 cars total. Out of those 1,863 were parked in the grass lots. That 800-space new parking lot will help us. It will generate more revenue because it's at a higher rate and it's also based on when they enter & exit versus them saying hey I'm going to be here for 3 days in reality they are here for 8. On Thursday, we actually had more cars in the grass by 2 p.m. we were at 1,865 cars in the grass and total of 4,308 at the Airport. It was a good Thanksgiving, it was the best he thought. We're looking forward to Christmas based on this, last year we had 2,200 in the grass, we'll probably be 2,500-2,600 this year. And another point to note yesterday we had 94 flights in and out, so that was a very good day. He didn't think we've ever had a 100 flight day, but pretty close.

George noted he thought the runway project will be completed in January. And we appreciate the patience of the Midway neighborhood. Board Director Green's house is pretty much in line with 1A and he's seen some pretty interesting videos from him of aircraft coming in.

Board Director Green noted the way the data is looking on the marketing especially for the traction that's coming on social media related to Arajet their engagement and their pro-active posting is phenomenal so kudos.

George Speake said Arajet numbers are going up, they started off slow. We had some flights with 30-50 people. But we're up in the 140's, 150's so the numbers are coming up. Stacy's team is doing a great job we haven't had any delays getting them out and they're pleased with the service here and we're looking forward to working with them.

President Martz concluded her report noting she's going to Washington, DC next week to meet with CBP senior leadership. We've really made some progress, and she thought the folks here know we're talking with people in DC. One of our goals is to get a written understanding of when service will be available, because it's tended to be a moving target over the years. She'd like to memorialize the discussion she has been having in writing so we have a shared understanding both sides of what the expectation is and we also have some certainty when we're talking to other international carriers to tell them what we can provide them with. She's optimistic and hoping to seal the deal and get what we need when she goes up and meets with them next week.

Board Director Ioppolo inquired if staff has received any traction on the privatization of CBP or perhaps testing.

President Martz said maybe she'd talk about that. If we can get some assurances for service she didn't care if it's private or public. The privatization concept she thinks would give us more flexibility. But if we can get some assurances from the existing team in the existing structure as to what we'll be able to get service on a regular basis. And, if we can get some assurances on access to reimbursable services, she thinks we'll be in good shape. That has been the challenge for us.

Board Director Smith inquired of President Martz how our baggage handling is going on Arajet as that's the only one we're doing.

President Martz deferred to George Speake.

George Speake noted we haven't had any delays, he thought things are going well from Airline Services. He stated the contract that we have with Allegiant for fueling requires a 99% on time delivery rate on their aircraft, and we hit that every month going back to May 2024 he believed. It's a very high level of service, sometimes that's 7 trucks and sometimes that's 4 trucks, the maintenance has

been fun. But as far as baggage handling on Arajjet and processing we've had no issues.

Board Director Ioppolo noted that Airbus has announced the fix that had to come through all the HP20's of which we have a large number, and requested an update.

George Speake explained there was an incident with an Airbus that actually landed in Tampa and because of that Airbus put out a maintenance requirement that the software be updated on all of their A320 family of Aircraft. Of course that does effect Allegiant, half their fleet is Airbus. It has had no impact here locally in terms of maintenance delays or anything like that. Obviously it's an impact to them to upgrade the aircraft, on average it's about 2 hours to do the software upgrade. Depends upon the age of the aircraft as well. He read an article yesterday it said it could take up to 100 days on some of the older aircraft because it's a complete replacement of the computer versus just the software upgrade. He didn't believe it effects any of the Allegiant planes, primarily it's a 2 hour upgrade. It was a spike in the news and it's coming back down he thinks in interest.

Board Director Ioppolo referenced Allegiant and our agreement with them has expired, what three years ago, is there any movement on that.

George Speake updated the Board we seem to have everything worked out, we've done the back & forth and he chatted with Nate yesterday. Nate is heading to Hawaii December 9th and so George told him that our final version will go to him by the end of this week. He intends to turn it around before he leaves on the 9th which means the January Board meeting the Board should be seeing that.

Board Director Gregg inquired what kind of load factors Arajjet is seeing.

Stacy Entwistle noted they are up & down on the inbound, we go from 60 inbound to 157 inbound, same thing on the outbound, but they've all come up above 100 seats now. So that's what they are seeing right now, today we have 122 inbound and 87 going out.

George Speake added but they are pleased and the plane capacity is 189.

Board Director Crosby stated it may be premature but has Arajjet made any mention of adding the additional route to Santa Domingo.

George Speake replied they have, CBP requires a 6 month lead time so they haven't announced anything, they haven't notified Customs of anything which means they haven't announced anything either. He's not sure what their intentions are. He knows they have desires but didn't know their intentions.

President Martz explained Arjet expressed to us that their intention is to get to 7-day a week flights.

George Speake updated the Board regarding an assist we provided Allegiant. Allegiant got in to a pickle with an aircraft and needed a fuel truck in Punta Gorda. Punta Gorda had some maintenance issues with its fuel trucks and were down enough that they couldn't help out Allegiant. We sent a fuel truck to Punta Gorda, and got it back, maybe 6 days turn around. He said Allegiant was grateful they've thanked him more about this fuel truck more than he's ever been thanked by them. He felt we did a good one for Allegiant and maybe that will have some help down the road.

Board Director Ioppolo felt it's never a bad idea to help a good partner.

Discussion regarding fuel trucks.

George noted we have now received all of our trucks (seven.)

Jeremy Owens explained it's been a little bit of a process but we finally got our updated conceptual Stormwater Master Plan permit. Our previous Master Plan/permit was done in 2006 and had a 20 year life span. We contracted with CPH to do the Master Plan update. The modeling was updated. They've received the permit, and we're in the process of closing out the project. One of the final items required an update be made to the Board on the permit itself and what they've done. Today, we have Natalie Shaber, CPH to update the Board and also have Jeremy Morton, CPH for any questions.

Stormwater Master Plan Update 2025 & Conceptual ERP – Presentation

Natalie Shaber, PE – CPH presented the Stormwater Master Plan Update 2025 & Conceptual ERP – Presentation. Consistent with the report a copy of which is incorporated into these minutes.

Jeremy discussed future ponds, and noted this is a full maximum buildout concept. That's if we built everything out at 80% impervious 50% of it went straight to the pond. Is it going to be built that way? Probably not, but at this point we don't know so they assume worse case. Those ponds will move based on actual development.

President Martz noted there is a tremendous amount of technical information but the bottom line is they developed this plan to pursue a permit at a maximum development scenario so that whatever we want to do out here, the stormwater master plan will support. And to Jeremy's point it doesn't necessarily mean that the plan will be as robust as shown. But really the bottom line for the Board to understand is that the plan that permit has set us up for maximizing the development opportunities as these come forth.

Jeremy Owens added that doesn't mean that when a development comes in they don't have to do stormwater. They still have to build a pond but what this does is it lays the groundwork for them and for us to have master stormwater facilities that are in place that are a bit more beneficial to us as a whole than doing it on each individual site.

Board Director Smith inquired, so Natalie didn't mention the County, are we working with the County because they have a stormwater project going on the North side of SR46, is this going to work in conjunction with the County project.

Jeremy explained that most of our flow doesn't go north of the Midway area. We go to Club pond, which is the big stormwater retention pond behind the school. The only flow that we have go north goes there, everything else goes to Jessup.

President Martz stated we talked to the County several years ago when they started to design the Midway project. We talked about whether or not there was an opportunity for us to partner but really we don't have a lot of drainage that flows that way.

Jeremy thanked CPH the team and Natalie because we told her to condense two binders into a 15 minute presentation. She did a great job in trying to consolidate this for us.

Board Director Green explained he's very familiar with the modeling and the background on the stormwater component, although he wasn't sure that the rest of the Board is as familiar with it. But he thought it would be helpful if the engineering study that was prepared prior to this model would better explain what the current situation is of the Airport. And will help us better realize how you're modeling this making sure that we have the full capacity for the potential development that's coming for the project. We had to do that for a lot of the residents in the community because they really didn't understand the ratings of where we were currently, which is where we're going with the \$30M stormwater infrastructure project. He thought it will help if we can get that information available so we can understand what that model looks like first and then see what the current projection is.

Jeremy Owens noted we have a lot of that information, and we'll provide it to the Board Directors.

Board Director Smith felt it's important for everyone to understand where the water is going, and inquired is it going to Jessup basin or other retention areas.

Jeremy explained a majority of our water goes to Navy Canal. We also have the Chubb Creek outfall on the east side and then to SR46 and north that small area goes north to Club Pond, and then a very little bit, goes to the railroad tracks.

Natalie added that a Work Shop could be scheduled for more clarification, or the Board has Jeremy Owens who is most knowledgeable about this process.

Chairman Bentley referenced the vote on Consent Agenda item B and made a correction he should have said the "the vote was unanimous with one abstention."

8. COUNSEL'S REPORT

Brett Renton updated the Board regarding: 1) Updates have been emailed on all of the litigation matters, if anyone has questions please reach out to him directly; 2) He wished everyone a very Merry Christmas, Happy Holiday's and Happy New Year and thanked everyone for giving Shutt's the opportunity to continue to represent the Airport.

9. CHAIRMAN'S REPORT

Chairman Bentley stated he had nothing to report.

10. DISCUSSION AGENDA

- A. Consideration, Approval, and Contract Renewal for Aviation Consulting Services to Ailevon Pacific Aviation Consulting, LLV- First Amendment – Letter of Agreement #SA-2024-003.

President Martz explained this item should look familiar as this is the request to extend the contract we have with Ailevon which is our air service development consultant. Ailevon has been a great partner we've got a lot of good things we're working on with them. We met with 21 airlines in the last 9 months and we've had some really great exposure. She thought over the next several years we're going to see the real progress and it has been a great partnership thus far. The first contract was originally approved under Consent but the cumulative dollar amount requires it be on the Discussion Agenda. We want to extend the contract at the same rate we've been paying them annually, and our recommendation is that the Board authorize us to extend the contract.

Board Director Ioppolo asked is it possible to have them either come virtually or in person. He'd like to hear the report from them, having suffered PTSD after 13 years of hearing all about air service development and getting nothing from our former partners. Obviously these guys are much more pro-active than the past has been, but he'd like to have an understanding within the bounds of confidentiality, at the same time it's great that they had 21 meetings.

President Martz clarified staff has participated in 21 meetings with airlines, Ailevon has had many more discussions than that.

Board Director Ioppolo stated he'd like to understand what that means. Can we expect a win, two wins in the next 12 months he'd just like to get a feel.

President Martz explained that it's difficult to talk about it publicly because of the confidential & competitive nature of air service development. We really don't want to show our cards on that at a public meeting. She suggested one on one meetings with each of the Directors.

Board Director Ioppolo replied that would be fine.

President Martz asked that the Board members interested in a one-on-one meeting let staff know when you're available and we're happy to do that. But to Board Director Ioppolo's point, we talked last month about doing a workshop with the County Commissioners, the City, and the City Managers Group to give everybody an update. We're still working on a date for that, one of the things she'd like to do is have the air service development consultant come in and explain the process to everybody so that the County understands, City understands, the mayors & managers group understands, so if they get stopped at the grocery store and somebody wants to know why Delta isn't here they have an idea what goes into air service development that and the dynamics and some of the headway we have as an airport. So certainly, they'll make themselves available to be part of those one-on-one meetings, accessible but she's also trying to get them to participate in that workshop because while we can explain it, coming from somebody who worked for Delta it really is very credible. She encouraged the Board that if anyone wants a deeper dive in to this and want to know who we're talking to and what we're talking about, we'll set something up one-on-one with each of you.

Motion by Board Director Miller, seconded by Board Director Smith, to Authorize the President/CEO to execute the First Amendment to agreement #SA-2024-003 with Ailevon Pacific Aviation Consulting, LLC for a term of two (2) years to begin on November 1, 2025 and ending on October 31, 2027. Vote was taken, none opposed. Motion passed unanimously.

B. Consider approval of the Second Amendment to Lease No. 99-30 with C.E. Avionics Inc. for property located at 2789 Flightline Ave., Sanford, Florida.

President Martz informed the Board the request is approve the second amendment to the C.E. Avionics lease. In August, the Board approved a reinstatement and first amendment to the lease. This is a long term tenant at the Airport. We have been working with them because their ground lease element of their original lease terminated and they have an option to extend for five years shifting into a facility lease rate which is very different from the ground lease rate. The Board approved an extension of the ground lease in August to give us time to negotiate an extension or new lease and to talk about what that lease looked like moving forward because there is a significant shift in the rental rate. The tenant has decided to exercise the option to extend for five years. The current lease has a five

year "block" extension in it, and that extension is at whatever rate we set today for the entire five-year extension term, so there is no escalation. That provision is available to the tenant under the existing terms of the lease. We had an appraisal done and the lease rate that's included in this is based on this appraisal with a couple of tweaks. Instead of the appraisal's estimated administrative fee, we simply applied our operating fee, as we applied it to everybody else in the Commerce Park, which is a little bit lower than what the appraisal presented as an administrative fee. Also, C.E. had asked for some additional options for extension, so this includes 10 additional one-year options. They can take options down in one-year increments. The rental rate we set for the five-year option is \$175,000 a year, plus operating costs. That \$175,000 includes the actual base rent plus a capital replacement rate which was recommended under the appraisal. The current ground lease rate is \$26,000 per year, so the new rate it's a significant bump for us and a significant bump for them as well. When this five-year option ends the rate will reset to market and each of those proposed ten-year options will have an escalator equal a CPI or 3%, whichever is greater. This is consistent to what we're doing with our existing leases. In anticipation of the extension, we conducted a facility assessment. Under the current lease C.E. Avionics is responsible for maintenance in the facility. There were a number of repairs that needed to be done, some of which were specifically identified for the first year. While they're responsible for all of the maintenance requirements under the lease, we specifically called out those first year improvements and they've agreed to make sure those were done in the next six months. President Martz stated they had a lot of back and forth, she feels this is a good lease for them, it gives them some assurances over the next several years and brings us to market.

Motion by Board Director Gregg, seconded by Board Director Smith, to 1). Approve the Second Amendment to Lease No. 99-31 with C.E. Avionics Inc., for property located at 2781 Flightline Avenue, Sanford, Florida; and 2) Authorize the President to execute the necessary documents. Vote was taken, none opposed. Motion passed unanimously.

C. [pulled from the Agenda] Authorization of the President to execute the Safe Streets and Roads for All (SS4A) grant request.

President Martz stated this item Safe Streets and Roads for All grant has been pulled from the Agenda. Yesterday, we got word that there are some changes to the terms of the grant and the Federal DOT needs to update the language. This is a grant that we never pursued before. In a recent visit to Washington, DC we met with DOT and asked what money should we be asking for that we haven't asked for. They explained that there is a pot of money always left over every year. We thought it would be a good option to pursue. It's not for airfield, it's for streets, and of course we have a Commerce Park and a lot of sidewalks & streets and things like that here. Before we can apply for construction dollars, we have to have a Safety Plan and this grant is to develop that plan. We will bring this back to you in January, there is not an issue with it except DOT needs to update the terms. We're trying to

leverage and exploit some of the other funding sources we haven't accessed in the past and this is one of them.

11. OTHER BUSINESS

Reminder Staff Holiday Luncheon & Service Awards is Wednesday December 3rd at 11:30 a.m. and an evening session at 6 p.m. The Executive Team will be at both and the Board was invited to stop in and say hello; it's a great time to fellowship.

Chairman Bentley thanked Board Director Crosby's wife Perla at the My Sanford Magazine excellent job with the Best of Sanford Awards event held recently at the historic Ritz Theatre. And President Martz added that Arajet was prominently featured in the My Sanford magazine.

Chairman Bentley wished everyone a Merry Christmas & Happy New Year.

12. NEXT MEETING REGULAR BOARD MEETING (JANUARY 6, 2026)

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:52 a.m.

Respectfully submitted,



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

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Gregg, Charles Wayne, Sr.</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>Sanford Airport Authority</i>	
MAILING ADDRESS <i>950 Markham Woods Rd.</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY <i>Longwood</i>	COUNTY <i>Seminole</i>	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED <i>12/2/25</i>		NAME OF POLITICAL SUBDIVISION: <i>City of Sanford</i>	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Charles W. Gregg, Sr., hereby disclose that on 12/2/25, 20 ____ :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☒ inured to the special gain or loss of my relative, Charles W. Gregg, Jr. Airwerk Lease ;
- ☐ inured to the special gain or loss of _____ , by whom I am retained; or
- ☐ inured to the special gain or loss of _____ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

My son's business, Airwerk, LLC had an amendment for their building lease extension on the agency. I have no involvement in my son's business, Airwerk, LLC.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

12/2/25
Date Filed

Charles W. Gregg, Sr.
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.