

# AGENDA ITEM NO.

## SARASOTA MANATEE AIRPORT AUTHORITY REGULAR MEETING

Monday, January 25, 2021 - 1:00 p.m.  
Dan P. McClure Auditorium (east)

### THOSE PRESENT:

Bob Spencer, Vice Chairman  
Carlos Beruff, Secretary  
Jeff Jackson, Commissioner  
John Stafford, Commissioner  
Fredrick J. Piccolo, President, Chief Executive Officer  
C. Dan Bailey, Jr., Airport Counsel  
Anita Eldridge, Sr. VP Finance & Administration  
Mark Stuckey, Exec. VP, COS  
Kent Bontrager, Sr. VP Engineering & Facilities  
Karen Garofalo, Executive Assistant – SMAA

### THOSE ABSENT:

Doug Holder, Chairman  
Kristin Incrocci, Commissioner

### **Item 2. Swearing in Ceremony:**

At this time, newly appointed Commissioner Jeff Jackson, Seat 2, Sarasota, was sworn into office by the Honorable Kevin Bruning, Circuit Court Judge.

### **Item 1. Call to Order, Invocation, and Pledge to Flag**

Vice Chairman Spencer called the meeting to order at 1:01 p.m. Commissioner Beruff gave the invocation and led the pledge of allegiance to the flag.

### **Item 2A. Plaque Presentation:**

Vice Chairman Spencer presented a plaque to Commissioner Peter A. Wish, noting his many years of dedicated service to the Airport Authority. Commissioner Wish served on the Airport Authority Board from 2013 through 2020. Dr. Wish thanked the Board, Mr. Piccolo, Mr. Bailey, and the entire airport staff for their outstanding assistance during his time at the Airport.

### **Item 3. Introduction of New Employees**

New employee Leonardo Ramos, Maintenance Technician, Facilities, was introduced to the Board.

### **Item 4. Approval of the Minutes of the Regular Meeting of November 17, 2020 and SMAA New Commissioner Orientation Meeting of January 5, 2021**

The Board approved the minutes of the Regular Meeting of November 17, 2020 and SMAA New Commissioner Orientation Meeting of January 5, 2021 as presented.

**MOTION:** Commissioner Jackson moved approval of the minutes of the Regular Meeting of November 17, 2020 and SMAA New Commissioner Orientation Meeting of January 5, 2021 as presented. Commissioner Beruff seconded. **MOTION PASSED UNANIMOUSLY (4-0)**

**Additional Item:** Mr. Piccolo requested the Board adopt the option discussed at this morning's Workshop, to grant a temporary waiver of investment policy limitation through September 30, 2021, to allow Sarasota Manatee Airport Authority to continue to earn above-market yield in a secure investment.

**MOTION:** Commissioner Beruff moved approval to adopt the option granting a temporary waiver of investment policy limitation through September 30, 2021, to allow Sarasota Manatee Airport Authority to continue to earn above-market yield in a secure investment. Commissioner Jackson seconded. **MOTION PASSED UNANIMOUSLY (4-0)**

**Item 5. ITEMS NEEDING ACTION**

Vice Chairman Spencer stated the Board will now take up Item 5, which contains twelve separate parts. A new Florida Law provides that due to the dollar amounts, several of the contracts require that members of the public be accorded an opportunity to make comment before approval of the contracts.

The first item is:

**ITEM 5E. Approval of Construction Contract Award to American Infrastructure Services for the Wayfinding Signage Project .** There was no additional information from staff other than as written in the agenda narrative. No member in the audience offered comments on this item.

**MOTION:** Commissioner Beruff moved approval to authorize the Chairman to execute a construction contract with American Infrastructure Services for the project amount of \$978,600.00 with a 10% contingency for a total budget of \$1,076,460.00. Commissioner Stafford seconded. **MOTION PASSED UNANIMOUSLY (4-0)**

The second item is:

**Item 5G. Approval Construction Contract Award to Magnum Builders of Sarasota for the Parking Lot Expansion Phase 2 Project.** There was no additional information from staff other than as written in the agenda narrative. No member in the audience offered comments on this item.

**MOTION:** Commissioner Jackson moved approval to authorize the Chairman to execute a construction contract with Magnum Builders of Sarasota for the project amount of \$2,027,774.09, with a 10% contingency for a total budget of \$2,230,552.00. Commissioner Stafford seconded. **MOTION PASSED UNANIMOUSLY (4-0)**

The third item is:

**Item 5I. Approval Professional Services Contract with PGAL for Design of the Consolidated Car Rental Facility.** There was no additional information from staff other than as written in the agenda narrative. No member in the audience offered comments on this item.

**MOTION:** Commissioner Jackson moved approval to authorize the Chairman to execute a design contract with PGAL for the project amount of \$1,698,814.00, with a 10% contingency for a total budget of \$1,868,695.00 and staff is authorized to prepare all documents necessary to implement this action. Commissioner Beruff seconded. **MOTION PASSED UNANIMOUSLY (4-0)**

**Items 5 (Continued)** Vice Chairman Spencer stated that unless Commissioners desire a separate presentation and discussion on the remaining Items 5, we would now entertain a Motion for their approval:

- A. **Approval: General Terminal Area Lease with General Services Administration (GSA)**
- B. **Approval: Scheduled Airline Operating Agreement and Terminal Building Lease with Southwest Airlines Co.**
- C. **Approval: Amendment No. 5 to Scheduled Airline Operating Agreement and Terminal Building Lease**
- D. **Approval: Construction Phase Professional Services Contract With Gresham Smith & Partners for the Wayfinding Sign Project**
- E. **Approval of Construction Contract Award to American Infrastructure Services for the Wayfinding Signage Project (See page 2 of Minutes for approval)**
- F. **Approval: Construction Phase Professional Services Contract with American Infrastructure Development for the Parking Lot Expansion Phase 2 Project**
- G. **Approval Construction Contract Award to Magnum Builders of Sarasota for the Parking Lot Expansion Phase 2 Project (See page 2 of Minutes for approval)**
- H. **Approval: Increase Contract Scope with Integrated Fire & Security Solutions for Construction of the Access Control Project**
- I. **Approval Professional Services Contract with PGAL for Design of the Consolidated Car Rental Facility (See page 2 of Minutes for approval)**
- J. **Approval Construction Phase Professional Services Contract with ShenkelSchultz Architects for the SRQ Maintenance Hangar Project**
- K. **Approval: SMAA Resolution 2021-01, Authorizing President, Chief Executive Officer to Execute Certain Leases, Contracts, Easements, and Grant Agreements; and SMAA Resolution 2021-02 Establishing Policy for Change Orders to Construction and Professional Agreements**
- L. **Approval: Appointment of a Representative to the Sarasota Council of Governments (see pages 3 & 4 of Minutes)**

**MOTION:** Commissioner Beruff moved approval of **Items 5A, 5B, 5C, 5D, 5F, 5H, 5J, 5K, and 5L** as presented. Commissioner Stafford seconded. **MOTION PASSED UNANIMOUSLY (4-0)**

#### **Item 6. Citizens Comments**

There were no Citizens Comments offered.

#### **Item 7. Presentation: Plante Moran - Audited Fiscal Year 2020 Financials**

Ms. Eldridge introduced Ms. Pam Hill, Partner, with Plante Moran, who presented results of the airport's annual financials for year-end September 30, 2020 via teleconference and gave a brief presentation of the audit findings. Ms. Eldridge stated this year's audit process was very unique due to the COVID 19 pandemic as it was accomplished totally without fieldwork with everything done by computer application/programs. All financial statements may be relied upon by the Board for upcoming financial decisions, with no disagreements or difficulties noted in obtaining audit information from airport management. The Board was presented with a copy of the presentation and the financial documents. Mr. Piccolo noted that from a financial standpoint, as discussed, the Airport is in excellent shape and thanked Ms. Eldridge, Mr. Don Farr, and staff for their quality performance and keeping the tradition of our clean audits in-tact. Vice Chairman Spencer thanked Ms. Hill and Plante Moran for their services, and staff for doing a great job especially during this difficult year of COVID 19.

#### **Item 5L. Appointment of a Representative to the Sarasota Council of Governments**

Mr. Piccolo advised the Board that Item 5L, the Representative appointment to the Sarasota Council of Governments requires the appointment of a board member as Dr. Peter Wish previously

held this position. It was recommended that Chairman Doug Holder be appointed to the Council of Governments Board.

**MOTION:** Commissioner Stafford moved to appoint Doug Holder to the Authority's seat on the Sarasota Council of Governments. Commissioner Beruff seconded. **MOTION PASSED UNANIMOUSLY (4-0)**

**Item 8. Approval: RFQ-01-2020-GTC, Professional Services Design of the Ground Transportation Center**

Mr. Bailey stated that we may lose a full quorum before this full selection process is completed, therefore, the remaining members will make the rankings today and those rankings will be ratified by the full Board at the next meeting with full quorum. He explained the general protocol for presenters and the voting process that would take place following the presentations. Under CCNA, no clear law exists, therefore, competing firms have the right to remain in the room while competitors are presenting. He advised that the tradition at the airport is for the firms chosen to present, leave the room during the other presentations, but it is not required.

Each firm made presentations in alphabetical order: AECOM Technical Services, Inc.; AVCON, Inc.; Mead & Hunt. Commissioner Beruff departed the meeting before the voting process. Following the full presentations, the Board selected the first, second, and third choice firm, with Mr. Bailey conducting the ballot voting process.

The ballot vote for first choice resulted in two votes for AVCON, one vote for AECOM, and no votes for Mead & Hunt. The ballot vote for second choice resulted in two votes for Mead & Hunt, and one vote for AECOM. The Board ranked the firms as follows:

1. **AVCON, Inc.**
2. **Mead & Hunt**
3. **AECOM Technical Services, Inc.**

Due to a lack of quorum, the Board will ratify the proposed rankings as noted herewith at the March 22, 2021 Regular meeting provided a quorum is present. Negotiations of contract will begin with the proposed first ranked firm of AVCON, Inc. for possible presentation in March.

**Item 9. Approval RFQ-02-2020-TWYCF, Professional Services to Rehabilitate Taxiway Charlie & Foxtrot,**

Each firm made presentations in alphabetical order: AVCON, Inc.; Hanson Professional Services, Kimley-Horn. Following the full presentations, the Board selected the first, second, and third choice firm, with Mr. Bailey conducting the ballot voting process.

The ballot vote for first choice resulted in three votes for Hanson, no vote for AVCON, and no vote for Kimley-Horn. The ballot vote for second choice resulted in two votes for Kimley-Horn, and one vote for AVCON. The Board ranked the firms as follows:  
follows:

1. **Hanson Professional Services, Inc.**
2. **Kimley-Horn**
3. **AVCON, Inc.**

Due to a lack of quorum, the Board will ratify the proposed rankings as noted herewith at the March 22, 2021 Regular meeting provided a quorum is present. Negotiations of contract will begin

with the proposed first ranked firm of Hanson Professional Services, Inc. for possible presentation in March.

Vice Chairman Spencer thanked staff for their hard work and expressed the Board's appreciation to today's presenters for taking the time and effort to make the presentations.

**Item 10. Department Reports**

The following department reports were accepted:

- A. **Financial Statements**
- B. **Investment Portfolio**
- C. **Finance & Administration Department**
- D. **ARFF, Operations & Police Departments**
- E. **Development/Community Relations, Activity Report**
- F. **Engineering, Planning & Facilities Departments**
- G. **Internal Audit & Investment Compliance**
- H. **Information Technology Department**
- I. **Real Estate Development & Properties Department**

Mr. Piccolo presented the department reports and pointed out from the Financial Statements that today's audit showed us with \$26 Million in reserves, which today is now upward of \$30 Million, with revenues tracking at 13.6% above budget. Expenses are approximately 6% higher, due to timing and an unexpected expense for a sewer line problem under the ramp, which had to be dug up and piping relined. Passenger traffic is well ahead of the national average of 43%, with our end of year at 63%. He also welcomed Commissioner Jackson to his first board meeting.

**Item 11. Attorney Presentations**

No presentation at this time.

**Item 12. Old/New Business**

No Old/New Business at this time.

**Item 13. Public Comments:**

No Public Comments at this time.

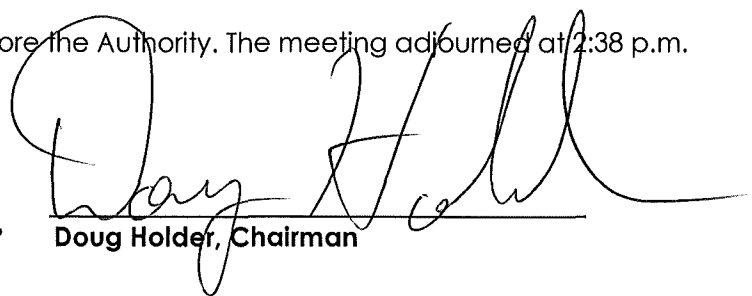
**Item 14. Commissioner Comments:**

No Comments by Commissioners offered.

**Item 15. Adjournment**

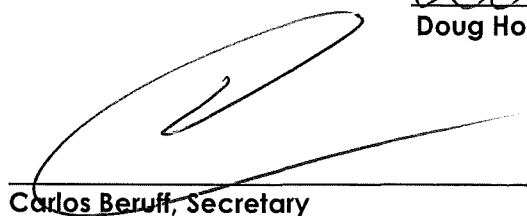
There was no further business to come before the Authority. The meeting adjourned at 2:38 p.m.

**APPROVED:**



Doug Holder, Chairman

**ATTEST:**



Carlos Beruff, Secretary