

# AGENDA ITEM NO. 4

## SARASOTA MANATEE AIRPORT AUTHORITY REGULAR MEETING

Monday, January 27, 2020 - 1:00 p.m.

Dan P. McClure Auditorium (east)

### THOSE PRESENT:

Kristin Incrocci, Chairman  
John Stafford, Vice Chairman  
Commissioner Carlos Beruff  
Commissioner Bob Spencer  
Commissioner Peter A. Wish  
Fredrick J. Piccolo, President, Chief Executive Officer  
C. Dan Bailey, Jr., Airport Counsel  
Martin Lange, Executive VP, CFO  
Kent Bontrager, Sr. VP Engineering & Facilities  
Mark Stuckey, Sr. VP COO  
Karen Garofalo, Executive Assistant – SMAA

### THOSE ABSENT:

Doug Holder, Secretary

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

Chairman Incrocci called the meeting to order at 1:00 p.m. Commissioner Spencer gave the invocation and led the pledge of allegiance to the flag.

Chairman Incrocci, on behalf of the Authority, thanked everyone involved in the emergency response to the December 19 vehicle crash in the baggage area, having the temporary building repairs completed by sunrise the same morning and the permanent repairs completed 11 days later. Great job by all.

### **Item 2. Introduction of New Employees**

Mr. Lange introduced New employees Marc Bicking and Tyrone Mack, Traffic Control Specialists, and Jose Yengle, Technical Support Specialist, to the Board.

### **Item 3. Presentation: Plante Moran - Audited Fiscal Year 2019 Financials**

Ms. Pam Hill, Partner, with Plante Moran, presented the airport's annual financials for year-end September 30, 2019, and gave a brief presentation of the audit findings. She reviewed the audit process and results of the audit for the Board and noted they have received the management representation letter from staff. All documents and information received were factual and the Board should feel confident with the information they are given from staff. Plante Moran has issued the required Management Letter noting an unmodified opinion on all compliances, the highest level of assurance that can be provided. 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. She discussed key measures in the audit including the 38.1% increase in enplanements over the prior year that caused an increase of 24.5% operating revenues in concessions, parking fees and building rental. The strong financial health of the airport, which has no debt, is uniquely positioned to continue moving forward on growth and expansion.

Ms. Hill thanked the management for their help and stated that the airport's finance team is top notch and the accuracy of the report would not be possible without the controls they work to maintain.

Mr. Piccolo advised the Board that Mr. Lange will be retiring in three months and this is his last audit process for the airport. He thanked him for doing such a fine job over these last 25 years and noted his appreciation to Anita Eldridge, Director of Finance and Human Resources, Don Farr, the Airport's Internal Auditor, and the entire Finance staff for their hard work and expertise all year.

**Item 4. Approval of the Minutes of the Regular Meeting of November 25, 2019**

The Board approved the minutes of the Regular Meeting of November 25, 2019 as presented.

**MOTION:** Commissioner Spencer moved approval of the minutes of the Regular Meeting of November 25, 2019 as presented. Commissioner Beruff seconded. **MOTION PASSED UNANIMOUSLY (5-0)**

**Item 5. Citizens Comments**

There were no Citizen Comments offered at this time.

**Item 6. ITEMS NEEDING ACTION**

**6A. Approval: RFQ--05-2019-RCO, Professional Services for Design of the Rental Car Office Improvements Project**

Mr. Piccolo advised staff received Request for Qualifications for a qualified firm capable of providing professional engineering services and architectural design, permitting, bidding, and construction phase services to renovate the existing rental car office area and counters. Staff reviewed the submitted responses and selected three proposing firms to make presentations today at which time the Board will rank the firms.

Mr. Bailey 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: C&S Engineers, Inc.; Gresham Smith; Sweet Sparkman Architects. 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 five votes for Sweet Sparkman, no votes for C&S Engineers, Inc., no votes for Gresham Smith. The ballot vote for second choice resulted in five votes for C&S Engineers, Inc. and no votes for Gresham Smith. The Board ranked the firms as follows:

- 1) SWEET SPARKMAN ARCHITECTS
- 2) C&S ENGINEERS, INC.
- 3) GRESHAM SMITH

Contract negotiations will begin with the first ranked firm of Sweet Sparkman Architects and a contract will be brought back to the Board if successful.

**MOTION:** Commissioner Spencer moved approval of the selected firms of Sweet Sparkman Architects as first ranked firm; C&S Engineers, Inc. as second ranked firm; and Gresham Smith as third ranked firm; and for staff to negotiate scope and fees with the first ranked firm and if successful to

present contract for approval at the next Board meeting and prepare all documents necessary to implement this action. Commissioner Stafford seconded. **MOTION PASSED UNANIMOUSLY (5-0)**

**6B. Approval: Authorization for President, CEO to Procure and Execute Construction Contract for the Security Checkpoint Modifications Project**

Mr. Piccolo requested authorization for the President, CEO to procure and execute a construction contract for the Security Checkpoint modifications project due to recent increases in passenger traffic and increased delays at the airport's security checkpoint. As our next meeting is in March, empowering the President to procure and execute a construction contract up to \$775,000.00 will allow staff to expedite implementation of a redesign of the four lanes at security and speed up passenger flow at the checkpoint. Construction will be initially funded with Authority monies but will be submitted to FAA for reimbursement through PFC funding.

**MOTION:** Commissioner Beruff moved approval to authorize the President CEO to procure and execute a construction contract for a not to exceed amount of \$775,000.00 for the Security Checkpoint Modifications. Commissioner Stafford seconded. **MOTION PASSED UNANIMOUSLY (5-0)**

**6C. Approval: Second Amendment to the General Ground Lease with Airport Flyers Inc. WITHDRAWN FROM AGENDA FOR DISCUSSION AT A LATER DATE**

**6D. Approval: SMAA Resolution 2020-01 Authorizing President, CEO to Execute Certain Contracts and Grant Agreements**

Mr. Piccolo requested the Board approve Resolution 2020-01 authorizing the President, CEO to execute certain contracts and grant agreements. Resolution 2019-01, approved by the Board last year, will be renewed annually at the request of FDOT. Additionally, increase the authority amount from \$75,000 to \$150,000, which will allow more flexibility in scheduling and implementing infrastructure projects to respond to increased capital spending requirements necessitated by the increase in recent traffic as well as to take advantage of price breaks.

**MOTION:** Commissioner Stafford moved approval of Resolution 2020-01 authorizing the President CEO to execute certain leases, contracts and grant agreements; and staff is authorized to prepare any documents necessary to implement this action. Commissioner Spencer seconded. **MOTION PASSED UNANIMOUSLY (5-0)**

**6E. Approval: SMAA Resolution 220-02 Revisions to SMAA Employee and Tenant Employee Parking Policy**

Mr. Piccolo requested approval of Resolution 2020-02 Revisions to the SMAA Employee and Tenant employee Parking Policy. The revised policy includes minor revisions and some substantial changes, i.e. eliminating the need for hangtags, prorating fees for the month and refunds for unused parking fees, adjusting the payment method to on-line credit card payments only, and language to allow the fee structure to be amended as part of the annual budget amendment. The low employment rate has created a turnover of employees with our service companies and created an extra workload for our ID office and the billing staff. The revised policy will help staff to focus attention on other needed areas and eliminate workflow interruptions by reducing traffic to the third-floor offices.

**MOTION:** Commissioner Spencer moved approval of Resolution 2020-02 recommended changes to the SMAA Employee and Tenant Employee Parking Policy, and that staff be authorized to prepare any documents necessary to implement this action. Commissioner Stafford seconded.  
**MOTION PASSED UNANIMOUSLY (5-0)**

**ADDITIONAL ITEM:** Mr. Piccolo requested the Board's direction on allowing staff to issue parking passes to people attending board meetings in the new Dan P. McClure Auditorium. The old DMA allowed free parking around the building, but the new facility requires parking in one of the airport's paid parking lots. It was the **Consensus of the Board** to authorize staff to issue parking passes for any persons attending the SMAA Board meetings held in the new DMA in terminal when requested.

#### **Item 7. 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**

Mr. Piccolo presented the department reports. Mr. Lange discussed the status of the PFC application process. Mr. Piccolo and Mr. Bontrager answered questions on the progression of the Master Plan Update. Mr. Bontrager stated AECOM may have presentations on the Master Plan Update ready for Board discussion at the March meeting or latest at the meeting in May.

Following discussion on the status of the fuel farm expansion, the Board unanimously authorized an increase to the scope of services on the fuel farm expansion to the build-out of three fuel tanks.

#### **ADDITIONAL ITEM:**

**MOTION:** Commissioner Beruff moved to authorize staff to increase the scope of services on the fuel farm expansion to build-out of three fuel tanks. Commissioner Wish seconded. **MOTION PASSED UNANIMOUSLY (5-0)**

#### **Item 8. Attorney Presentations**

Following a question from the Board on the status of the SRQ Taxi litigation, Mr. Bailey advised that we are waiting for the bankruptcy judge to render a decision on liability.

#### **Item 9. Old/New Business**

Commissioner Wish requested that, considering new technologies now available, he would like to see changes made to allow a commissioner, when unavailable to physically attend a board meeting, to attend it via skype or other form of technology, and to cast votes at such meeting. Mr. Bailey advised that the airport's enabling legislation presently allows members who are ill or out of the district on the day of a meeting to nevertheless vote in the meeting, but only for emergency meetings. He advised that the legislation was enacted to permit this ten years ago by a bill sponsored by then-Representative Doug Holder, but that the local legislative delegations supported the bill only if it would confine its application to emergency meetings. He noted that the governing bodies of state agencies are empowered to hold telephonic meetings since their

members are often located at opposite ends of the state, and the state agencies would otherwise be required to fund its members travel expenses to the meetings. Mr. Piccolo reminded commissioners that allowing telephonic voting in non-emergency meetings would require another change to the enabling legislation. Mr. Bailey said such legislation would have to be requested in the Fall, for consideration by the Legislature in the 2021 session. Commissioner Spencer stated he is opposed to changes to the current policy as our Board members live in the area and the airport authority is not a statewide committee with members from other areas of Florida. Commissioner Wish suggested that it could be limited to calling in on only one meeting. There was a consensus that the subject will be addressed by the Board at a later meeting.

Mr. Piccolo presented a video of the timeline on the vehicle crash of December 19 from our security camera feed and the quick response to the repairs that were completed in an extraordinary timely manner. He complimented Magnon Builders and our staff for doing such an amazing job in the cleanup.

**Item 10. Public Comments:**

**Item 11. Commissioner Comments:**

No Comments by Commissioners offered.

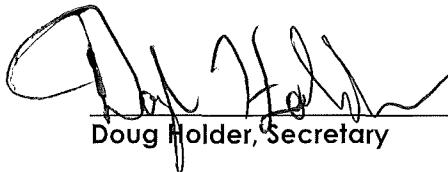
**Item 12. Adjournment**

There was no further business to come before the Authority. The meeting adjourned at 2:29 p.m.

**APPROVED:**

  
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Kristin Incrocci, Chairman

**ATTEST:**

  
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Doug Holder, Secretary