

# AGENDA ITEM NO. 4

SARASOTA MANATEE AIRPORT AUTHORITY  
REGULAR MEETING  
Monday, March 22, 2021 - 1:00 p.m.  
Dan P. McClure Auditorium (east)

THOSE PRESENT:

Doug Holder, Chairman  
Bob Spencer, Vice Chairman  
Carlos Beruff, Secretary  
Jesse Biter, Commissioner  
Kristin Incrocci, Commissioner  
Jeff Jackson, 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:

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

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

**Item 2. Swearing in Ceremony:**

Chairman Holder recognized the Honorable Kevin Bruning, Circuit Court Judge, who swore into office, our newly appointed Commissioner Jesse Biter, Seat 3, Sarasota.

**Item 3. Plaque Presentation:**

Chairman Holder presented a plaque to Commissioner John Stafford, noting his many years of dedicated service and appreciation of the good work he has contributed to the Airport Authority. Commissioner Stafford served on the Airport Authority Board from October 2013 - February 2021. Commissioner Stafford thanked the Board, Mr. Piccolo and staff and stated it was an honor to serve the Airport these last eight years.

**Item 4. Introduction of New Employees**

No new employees were introduced at today's meeting.

**Item 5. Approval of the Minutes of the Workshop Meeting of January 25, 2021, Minutes of Regular Meeting of January 25, 2021, and SMAA New Commissioner Orientation Meeting of March 1, 2021**

The Board approved the Minutes of Workshop Meeting of January 25, 2021, Minutes of Regular Meeting of January 25, 2021, and Minutes of Commissioner Orientation of March 1, 2021 as presented.

**MOTION:** Commissioner Spencer moved approval of the minutes of the Minutes of Workshop Meeting of January 25, 2021, Minutes of Regular Meeting of January 25, 2021, and Minutes of Commissioner Orientation of March 1, 2021 as presented. Commissioner Beruff seconded. **MOTION PASSED UNANIMOUSLY (6-0)**

**Item 6. Citizens Comments**

There were no Citizens Comments offered.

### **Item 7. Airport Growth Update**

Mr. Piccolo presented the Board with a PowerPoint on the tremendous growth issues the airport is experiencing and strategies to prepare and handle its growth in the future. He noted the slide that shows enplanement growth for the next five years with SRQ ranked as the #1 fastest enplanement growth airport in the country at 72.6%. He discussed construction projects that are in progress, including the fuel farm expansion, taxiway bravo rehab, the parking lot expansion that is estimated to be completed in the fall of this year. Site work is underway for the new aircraft maintenance hangar and the A&P Mechanic School, improvements to rental car counters to increase space in baggage claim, and curbside renovations. He reviewed design projects in process including the ground transportation center, the U.S. Customs stand-alone facility for general aviation, consolidated rental car facility, the build out for additional space in the terminal to increase capacity for passengers and to accommodate concessions, and remove, redesign and relocate existing gate podiums, add a second desk/position to support the common use equipment at each gate. He noted we will be looking to complete the terminal build-outs very quickly. He reviewed the re-design of the consolidated baggage belt system, the 15<sup>th</sup> Street observation area, and replacing the roof and air conditioning system on the Honeywell building. He reviewed plans for the ramp expansion, layout and parking locations for remote and overflow aircraft parking and servicing. He reviewed Properties projects, Operations, Police and ARFF staffing evaluations, and the challenges of gate management for the future.

Mr. Piccolo noted that TSA approved the equipment for the fifth security lane, and it is due for installation on April 19. He advised that the last Cares Act allocation should bring between \$8 and \$9 Million to the airport, which is a total of \$36 to \$38 Million in Cares Act funding. He reviewed upcoming challenges and the importance of maintaining the airport's brand of comfort, convenience, and cleanliness. We are staying ahead of things we can control and preparing for all challenges as best possible. Mr. Piccolo noted that in his fifty years in aviation, he has never seen an airport deal with growth issues such as what this airport is experiencing today. There were no questions from the Board.

### **Item 8. Items Needing Action:**

#### **8A. Approval: Airport Master Plan – Presentation of Final Draft**

Mr. Piccolo introduced Howard Klein from AECOM. Mr. Klein made a presentation on the final draft of the Airport Master Plan prepared by AECOM on behalf of the airport. He advised that Liebowitz & Horton, the firm that prepared the Financial Analysis for the Master Plan, is on teleconference for any questions on financial issues. He advised that the plan is complete in draft form with three (3) deliverables: large scale drawings submitted to FAA, an extensive technical report providing all analysis, and the Executive Summary. He distributed a copy of the Executive Summary to the Board. He advised his presentation will focus on a summary of the recommended projects that were presented to the Board in September 2020, the capital improvement program, and the financial feasibility analysis. Following the presentation, they are requesting the Board accept the plan in the current draft form and authorize staff to submit to FAA and FDOT for review and comment. AECOM will respond to any comments, and when approved by FAA and FDOT, they will publish final reports. He reviewed the projects on the airfield and discussed correcting an approach surface obstruction on runway 4/22 by creating a small shift in the runway, taxiway relocations, construction of a new taxiway on north end to provide additional space for development, and relocating a weather observation system to the same area as the radar and current weather system. He noted that aircraft holding bays were recommended at the north and south end of Taxiway A by the air traffic control tower and reviewed the relocation of a service road from the southeast corner of the airfield. He briefly addressed the 16 terminal projects and 10 parking projects ongoing or in design as discussed by Mr. Piccolo in his earlier presentation. He discussed the 7 bump-outs proposed on the hold room that provides 31,000 sq. ft. of additional

space for either hold rooms or concessions. He reviewed the proposed Concourse A that will accommodate future growth, expansion of baggage area with a fourth carousel to accommodate additional gates, long-term parking expansion at the current Hertz location for a 150 space surface lot. Further recommendations are a parking deck for rental car spaces and short term parking along with pedestrian bridge that would extend from the second level of the terminal. He discussed the north quadrant general aviation projects including the air center aprons, and large and small t-hangars. He reviewed support facility projects that included the additional improvements to the fire station and expansion in long-term; industrial park roadway improvements at north end, emergency operations center at east end of terminal building, vehicle storage expansion proposed on south end of existing vehicle storage building, new storage and boat storage area, and the third tank for the fuel farm expansion. He explained the phasing plan for the 65 capital improvement projects (CIP) as two five year periods, short term five year period, an intermediate subsequent five year term, and a long term as a subsequent ten year term. He stated they prepare an initial project phasing plan for all of the projects.

Mr. Klein explained the environmental assessments that consist of three assessments, one for each of the periods that would give environmental clearance from the FAA to implement the projects. Additionally, he noted there is an environmental assessment for the wetland mitigation project, which is the pond on University Parkway. He reviewed the CIP costs of the phasing plans contained in the summary. He reviewed the last phase of the plan, which is the financial feasibility analysis prepared by Liebowitz & Horton. He reviewed the costs of each phase from the summary and pointed out that the Master Plan lays out a possible scenario for the potential funding of the projects. He stated that the cost per enplaned passenger, which is a metric focused on by airlines and bond rating agencies, will remain around \$7.00. He concluded that the proposed CIP is financially feasible dependent on projected passenger levels being achieved, the debt financing for Concourse A, and attaining FAA and FDOT grants. He feels the program as stated is reasonable and competitive with other small hub airports across the country.

Following questions from Commissioner Spencer and Beruff on the Runway 4/22 shift, Mr. Klein explained that it is actually a small shift at the ends of the runway, and stated that the FAA is adamant regarding removing any problems on approach surfaces, therefore the small shift of the runway to the southwest will clear up those problems in the area. There was discussion on the timeline for Concourse A. Mr. Klein stated it is at the beginning of the intermediate term, which is after five years. Mr. Piccolo noted that does not limit what we can do presently and that the Master Plan is an outline and does not limit the availability of additional airlines before that time. He noted that the efforts today should be in the bump-outs and the efficiencies to see where we go. He believes we can do well with 3 Million passengers with what we have if these improvements are made now.

Commissioner Beruff suggested we may want to start the terminal expansion to reduce the timeframe by starting the paperwork necessary to open Concourse A, process the design, and bidding process as you move forward with the initial five year plan. As the paper process is so lengthy, it may be prudent for the Board to seriously think about fast forwarding the terminal expansion in the very near future. Commissioner Spencer stated that Commissioner Beruff pushed us forward on the fuel farm and we are glad we did, possibly it may be prudent to start the process for Concourse A as discussed. Mr. Piccolo agreed but stated that if we moved the project from intermediate to short term, it would not affect the Master Plan, but we must approve the Master Plan and get it to the FAA before they will endorse any funding. Mr. Bailey added that currently we are looking at an opportunity to resend the developments of regional impact, of which we have three, Manatee County, City of Sarasota, unincorporated Sarasota County, and replace them with some other form of entitlement. Some of these projects should be logged into that

process, which is part of the paperwork Commissioner Beruff is discussing. Following additional discussion, it was the direction of the Board to approve the Master Plan Update as presented and to start plans for the terminal (Concourse A) in addition to all items in Phase 1.

**MOTION:** Commissioner Beruff moved to approve the Airport Master Plan Final Draft for submittal to the FAA and FDOT as presented. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (6-0)**

Mr. Piccolo stated that we are planning to present another consultant selection for all of the bump-outs as discussed in the Master Plan Update and we will ensure the process for the terminal expansion, in addition to all items noted in Phase 1, are contained in the worklist plans.

**8B. Approval: Increase FY 2021 Capital Equipment and Capital Project Budgets**

Mr. Piccolo requested an increase to the FY 2021 Capital Equipment and Capital Projects budget for unanticipated costs due to the addition of Southwest Airlines and increased flights by other airlines.

**MOTION:** Commissioner Beruff moved to approve the increase to the Fiscal Year 2021 Capital Equipment budget in the amount of \$7,400 to a total of \$179,040 and the Capital Projects budget in the amount of \$13,581,500 to a total of \$18,496,500. Commissioner Jackson seconded. **MOTION PASSED UNANIMOUSLY (6-0)**

**8C. Approval: Revisions to the Sarasota Manatee Airport (FL) Deferred Compensation Plan**

Mr. Piccolo requested approval of recommended revisions to the Authority's Personnel Policies and changes to the Deferred Compensation Plan.

**MOTION:** Commissioner Spencer moved to approve the revisions to the SMAA personnel policy and be authorized to prepare any documents to implement the requested changes to the Sarasota Manatee Airport Authority (FL) Deferred Compensation Plan. Commissioner Beruff seconded. **MOTION PASSED UNANIMOUSLY (6-0)**

**8D. Approval: Amend the Definition of Actuarial Equivalent in the Sarasota Manatee Airport Authority Retirement Plan**

Mr. Piccolo requested approval of Amendment No. 3 as noted, to amend the definition of Actuarial Equivalent in the defined benefit plan named Sarasota Manatee Airport Authority Retirement Plan in Article I, Section 1.02 ("Definitions") since the current rates determined by Pension Benefit Guaranty Corporation will no longer be published, and to make the calculation of the Applicable Interest Rate consistent throughout the plan as recommend by the plan actuary.

**MOTION:** Commissioner Beruff moved to approve the proposed amendment No. 3 to the Sarasota Manatee Airport Authority Retirement Plan. Commissioner Jackson seconded. **MOTION PASSED UNANIMOUSLY (6-0)**

**8E. Approval: SMAA Resolution 2021-03, Amending the Rental Car Customer Facility Charge ("CFC") to Fund the Construction, Maintenance and Operation of the Rental Car Facilities at the Airport**

Mr. Piccolo requested approval of Resolution 2021-03 to amend the rental car customer facility charge (CFC) from \$4.50 to \$5.50 for each rental day of a rental car contract, effective April 1, 2021.

**MOTION:** Commissioner Beruff moved approval of SMAA Resolution 2021-03 amending the rental car customer facility charge (CFC) from \$4.50 to \$5.50 for each rental day of a rental car contract, effective April 1, 2021. Commissioner Spencer seconded. **MOTION PASSED UNANIMOUSLY (6-0)**

**8F. Approval: General Building & Ground Lease with Unipak Aviation, LLC**

Mr. Piccolo requested approval of the General Building and Ground Lease with Unipak Aviation, LLC for the former Honeywell building FAA/EASA component repair and light manufacturing for a ten year term effective April 12, 2021. Commissioner Beruff requested the cost to the Authority and amount of money invested by the tenant into the facility. Mr. Piccolo noted we will repair the roof and air conditioning system, which is on today's agenda (Items 8L, 8M) for approval. He noted that the roof replacement will cost \$239,028, and the A/C replacement is \$225,035. Mr. Filippelli advised that Unipak will spend \$180,000 on other improvements to the facility.

**MOTION:** Commissioner Beruff moved approval of the General Building and Ground Lease with Unipak Aviation, LLC. Commissioner Spencer seconded. **MOTION PASSED UNANIMOUSLY (6-0)**

**8G. Approval: Fourth Amendment to General Ground Lease with Aircraft Service International, Inc. d/b/a Menzies Aviation**

Mr. Piccolo requested approval of the Fourth Amendment to Aircraft Services International, Inc. D/B/A Menzies Aviation General Ground Lease to extend the lease term by five years, increases the premises and land rent, includes a newly built building, and extends the fuel flowage fee schedule through the term of the lease (May 31, 2027).

**MOTION:** Commissioner Beruff moved approval of the Fourth Amendment to Aircraft Services International, Inc. D/B/A Menzies Aviation General Ground Lease. Commissioner Jackson seconded. **MOTION PASSED UNANIMOUSLY (6-0)**

**8H. Approval: Letter of Agreement with Southwest Airlines**

Mr. Piccolo requested approval of the letter of agreement with Southwest Airlines to add one additional gate to the scheduled airline operating agreement effective April 1, 2021. They will utilize Gate B-10 and now Gate B-8 but acknowledge if the airport requires federal inspection services for an international flight, they will allow Authority to accommodate such flights on Gate B-8.

**MOTION:** Commissioner Beruff moved approval of the letter of agreement with Southwest Airlines Co. Commissioner Spencer seconded. **MOTION PASSED UNANIMOUSLY (6-0)**

**8I. Ratification of Consultant Selection Ranking of January 25, 2021 Board Meeting – Design Services Ground Transportation Center**

Mr. Piccolo requested approval of the ratification of the consultant selection ranking of the January 25, 2021 Board Meeting for the design services for the ground transportation center. It was reviewed and ranked by three members of the Board, but due to lack of quorum, official action must be taken to be approved by a majority of the Board. The ranking of the three firms were in the following order:

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

**MOTION:** Commissioner Beruff moved approval to ratify the consultant ranking recommended by the Board members present at the January 25, 2021 Regular Board Meeting for the Professional Services Design for Ground Transportation Center. Commissioner Biter seconded. **MOTION PASSED UNANIMOUSLY (6-0)**

**8J. Ratification of OTA from Transportation Security Administration (TSA)**

Mr. Piccolo requested approval of the ratification of Other Transaction Agreement (OTA) acceptance from TSA, accepted on March 1, 2021 by the President, Chief Executive Officer for \$849,752.63 for design services for an inline baggage system.

**MOTION:** Commissioner Jackson moved approval to ratify the acceptance of the OTA from the Transportation Security Administration by the President, Chief Executive Officer in the amount of \$849,752.63. Commissioner Beruff seconded. **MOTION PASSED UNANIMOUSLY (6-0)**

**8K. Approval: P-210001 Replacement Chillers at FAA Control Tower**

Mr. Piccolo requested approval of a contract award to Trane Tampa to provide an experienced and qualified firm capable of providing the technical, administrative skills and installation expertise in replacing two air cooled chillers and providing a 10 year maintenance program for the units.

**MOTION:** Commissioner Incrocci moved to approve the contract award for the Replacement Chillers at FAA Control Tower to Trane Tampa for \$198,846 and authorize staff to prepare any and all documents necessary to implement this action. Commissioner Biter seconded. **MOTION PASSED UNANIMOUSLY (6-0)**

**8L. Approval: B-210002 Roof Replacement for Honeywell Building**

**MOTION:** Commissioner Beruff moved to approve award of contract for the Honeywell Building roof replacement to JR & Co., Inc. in the amount of \$239,028; and authorizes staff to prepare any and all document necessary to implement this action. Commissioner Jackson seconded. **MOTION PASSED UNANIMOUSLY (6-0)**

**8M. Approval: B-210003 A/C Replacement for the Honeywell Building**

**MOTION:** Commissioner Beruff moved to approve award of contract for the Honeywell Building Replacement A/C to Cortez Heating & Air in the amount of \$225,035; and authorizes staff to prepare any and all document

necessary to implement this action. Commissioner Jackson seconded.  
**MOTION PASSED UNANIMOUSLY (6-0)**

**8N. Approval: Construction Phase Professional Services Contract with Michael Baker International for the Jet Blast Deflector Project**

**MOTION:** Commissioner Beruff moved approval to authorize the Chairman to execute a construction phase services contract with Michael Baker International in the amount of \$43,878.00, with a 10% contingency for a total budget of \$48,266.00. Commissioner Spencer seconded. **MOTION PASSED UNANIMOUSLY (6-0)**

**8O. Approval: RFQ-04-2020-GAFIS, Professional Services to Design a General Aviation Federal Inspection Station (FIS)**

Mr. Piccolo advised staff received Request for Qualifications for a qualified firm capable of providing professional engineering and architectural design, permitting, bidding, and construction phase services to construct a new General Aviation FIS. The project will relocate General Aviation clearance from existing FIS to the new facility and will increase gate capacity for commercial activity. 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 Companies; Mead & Hunt; and SchenkelShultz Architecture. 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 four votes for C&S Companies, two votes for SchenkelShultz, and no votes for Mead & Hunt. The ballot vote for second choice resulted in four votes for SchenkelShultz, and one vote for Mead & Hunt. The Board ranked the firms as follows:

- 1. C&S Companies**
- 2. SchenkelShultz**
- 3. Mead & Hunt**

Contract negotiations will begin with the first ranked firm of C&S Companies and a contract will be brought back to the Board if successful.

**MOTION:** Commissioner Spencer moved approval of the selected firms of C&S Companies as first ranked firm; SchenkelShultz as second ranked firm; and Mead & Hunt 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 Beruff seconded. **MOTION PASSED UNANIMOUSLY (6-0)**

**8P. Approval: RFQ-05-2020-APR1, Professional Services to Design the Phase 1 Apron Project**

Mr. Piccolo advised staff received Request for Qualifications for a qualified firm capable of providing professional engineering and architectural design, permitting, bidding, and construction phase services to design the Phase 1 Apron project. The project will create a concrete apron hardstand that will allow Remain Overnight (RON) parking for commercial service aircraft, general aviation aircraft, and occasional military aircraft. Staff selected three proposing firms to make presentations today at which time the Board will rank the firms.

Each firm made presentations in alphabetical order: American Infrastructure Development (AID); Infrastructure Consulting & Engineering (ICE); and Kimley-Horn.

The ballot vote for first choice resulted in three votes for Kimley-Horn, two votes for AID; and one vote for ICE. The ballot vote for second choice resulted in five votes for AID; and one vote for ICE. The Board ranked the firms as follows:

1. Kimley-Horn & Associates
2. AID
3. ICE

Contract negotiations will begin with the first ranked firm of Kimley-Horn and a contract will be brought back to the Board if successful.

**MOTION:** Commissioner Spencer moved approval of the selected firms of Kimley-Horn & Associates as first ranked firm; American Infrastructure Development as second ranked firm; and Infrastructure Consulting & Engineering 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 Beruff seconded. **MOTION PASSED UNANIMOUSLY (6-0)**

Chairman Holder thanked staff and expressed the Board's appreciation to today's presenters for taking the time and effort to make the presentations.

**Chairman Holder stated that ITEMS 8Q and 8R involve contracts in excess of the threshold of \$325,000, and, pursuant to Section 332.0075(3)(b) F.S. a reasonable opportunity for public comment must be afforded before their approval, award, or ratification. Chairman Holder asked if there is anyone in the audience who would like to speak regarding Item 8Q. There were No public comments offered.**

**8Q. Ratification of Consultant Selection Ranking of January 25, 2021 Board Meeting – Design Services for Rehabilitation of Taxiway Charlie & Foxtrot, and Approval of Professional Engineering Services Contract with Hanson Professional Services, Inc. for the Rehabilitation of Taxiway Charlie & Foxtrot**

**Rankings as recommended:**

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



**MOTION:** Commissioner Spencer moved approval to ratify the Consultant Selection Rankings of January 25, 2021 Board Meeting – Design Services for Rehabilitation of Taxiway Charlie & Foxtrot, and Approval of Professional Engineering Services Contract with Hanson Professional Services, Inc. for the Rehabilitation of Taxiway Charlie & Foxtrot and authorize the Chairman to execute a design contract with Hanson Professional Services for \$335,671.43 with a 15% contingency providing an authorized level of \$386,022.00, and for staff to prepare all documents necessary to implement this action. Commissioner Biter seconded. **MOTION PASSED UNANIMOUSLY (6-0)**

Chairman Holder asked if there is anyone in the audience who would like to speak regarding Item 8R. There were No public comments offered.

**8R. Approval: Construction Contract Award to E.O. Koch Construction Co. for the Jet Blast Deflector Project**

**MOTION:** Commissioner Biter moved approval to authorize the Chairman to execute a construction contract with E. O. Koch Construction Co. for the Jet Blast Deflector project for \$685,875.14 with a 15% contingency for a total budget of \$788,756.00. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (6-0)**

**Item 9. Department Reports**

The following department reports were accepted:

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

Mr. Piccolo presented the department reports and pointed out that our reserves are now over \$31 Million and reminded the Board Members that if you have not done so to please start their Ethics Training by March 31.

**Item 10. Attorney Presentations**

No presentation at this time.

**Item 11. Old/New Business**

No Old/New Business at this time.

**Item 12. Public Comments:**

No Public Comments at this time.

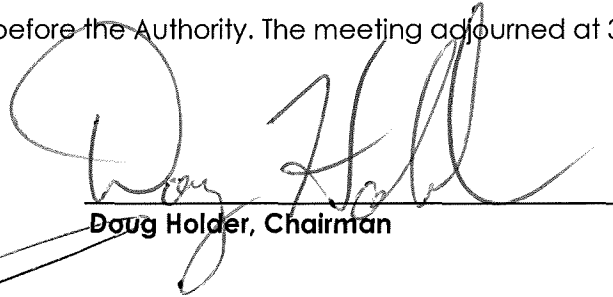
**Item 13. Commissioner Comments:**

No Comments by Commissioners offered.

**Item 14. Adjournment**

There was no further business to come before the Authority. The meeting adjourned at 3:22 p.m.

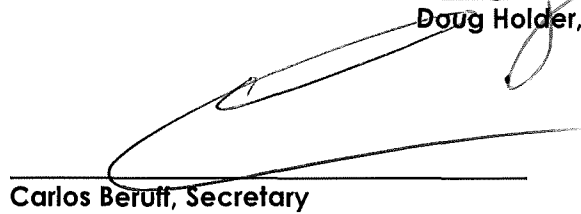
**APPROVED:**



A handwritten signature in black ink, appearing to read "Doug Holder", is written over a horizontal line.

**Doug Holder, Chairman**

**ATTEST:**



A handwritten signature in black ink, appearing to read "Carlos Beruff", is written over a horizontal line.

**Carlos Beruff, Secretary**