

# AGENDA ITEM NO.

SARASOTA MANATEE AIRPORT AUTHORITY  
REGULAR MEETING & PUBLIC HEARING  
Monday, May 18, 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., gave the invocation and led the pledge of allegiance to the flag.

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

No new employees were introduced at today's meeting.

### **Item 3. Public Hearing Regarding Consideration of Proposed Amendment to Airport Rules and Regulations Requiring Tenants to Take Mitigation Measures to Meet Emergencies**

Chairman Incrocci opened the public hearing on the proposed amendment to Airport Rules and Regulations requiring tenants to take mitigation measures to meet emergencies. Karen Garofalo, Notary Public, administered the oath to those taking part in today's public hearing. Staff members, Fredrick Piccolo, Martin Lange, Mark Stuckey, Kent Bontrager, and C. Dan Bailey, Airport Counsel, were sworn in. No members of the audience came forward to offer testimony.

Chairman Incrocci requested a member of staff summarize the proposed amendment. Mr. Piccolo stated the proposed change to the Airport's Rules and Regulations (expansion of Rule 7.1 GENERAL) would allow him to issue written directives to airport tenants to justify reasonable specific mitigation measures to meet emergency situations, i.e. the COVID 19 issue of today along with other emergencies, thereby ensuring the safety and security of the travelling public and all employees. One of the directives would include the use of face masks by all tenant employees in public areas of the airport. Technically, without this change in policy, the Authority would not have the power to authorize this type of measure for tenants. Mr. Piccolo requested the Board approve the amendment to the Rules and Regulations as presented.

Chairman Incrocci requested comments from the Board on the proposed amendment as presented. There were no questions. No members of the audience came forward to offer evidence or testimony for this public hearing. Chairman Incrocci requested a motion to close the public hearing.

**MOTION:** Commissioner Wish moved approval to close the Public Hearing on the proposed amendment to the Airport Rules and Regulations. Commissioner Beruff seconded. **MOTION PASSED UNANIMOUSLY (5-0).**

**Item 4. Approval of the Amendment to Airport Rules and Regulations Requiring Tenants to Take Mitigation Measures to Meet Emergencies**

Chairman Incrocci requested a motion to approve the Amendment to the Airport Rules and Regulations requiring tenants to take mitigation measures to meet emergencies.

**MOTION:** Commissioner Stafford moved approval of the amendment to the Airport Rules and Regulations requiring tenants to take mitigation measures to meet emergencies. Commissioner Wish seconded. **MOTION PASSED UNANIMOUSLY (5-0).**

**Item 5. Approval of the Minutes of the Regular Meeting of March 23, 2020 and Notification of Private Meeting of March 23, 2020**

The Board approved the minutes of the Regular Meeting of March 23, 2020 and Notification of Private Meeting of March 23, 2020 as presented.

**MOTION:** Commissioner Spencer moved approval of the minutes of the Regular Meeting of March 23, 2020 and Notification of Private Meeting of March 23, 2020 as presented. Commissioner Stafford seconded. **MOTION PASSED UNANIMOUSLY (5-0)**

**Item 6. Citizens Comments**

Mr. Martin Sobel gave an update on the progress of the Young Eagles Flying Club (YEFC) and the Experimental Aircraft Association (EAA). The Young Eagles aircraft number three is underway and should be completed by the end of the year. The EAA chapter has been awarded a \$10,000 scholarship to give to aspiring pilots to earn their private pilot's licenses. The YEFC has not met for the last few months due to weather issues. There were no other Citizen Comments offered.

**Item 7. Items Needing Action:**

- A. **Approval: Access and Utilities Easement Agreement between William Erickson, Ralph and Joanne Hoehne, and Manatee County**

Mr. Bailey, Mr. Piccolo and Mr. Filippelli answered questions from Commissioner Beruff on the request for the utility easement agreement and clarified its location on the airport.

- B. **Ratification of Amendment and Renewal of Police Union Contract**
- C. **Approval: COVID 19 – Relief Guidelines to Defer/Waive Airport Tenant Rents and Fees**
- D. **Approval: Revisions to Airport Purchasing Policy**
- E. **Acceptance of CARES Act Grant Offer, Grant No. 3-12-0071-059-2020**
- F. **Approval: Construction Contract Award to AJAX Paving Industries of Florida, LLC for the Taxiway Bravo Rehabilitation Project**
- G. **Approval: Construction Phase Professional Services Contract with Kimley Horn and Associates for Taxiway Bravo Rehabilitation**
- H. **Ratification of Parking Lot Project Change Order**

**MOTION:** Commissioner Spencer moved approval of Agenda Items 7A, 7B, 7C, 7D, 7E, 7F, 7G, and 7H as presented and authorize staff to prepare any

and all documents as recommended. Commissioner Beruff seconded.  
**MOTION PASSED UNANIMOUSLY (5-0)**

**Item 8. 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

**Item 9. Attorney Presentations**

**Item 10. Old/New Business**

No old/new business discussed.

**Item 11. Public Comments:**

No Public Comments offered.

**Item 12. Commissioner Comments:**

On behalf of the Board, Commissioner Spencer thanked Mr. Lange for his many years of service to the Airport, his help with the clean audits accomplished over the years and wished him well in his retirement.

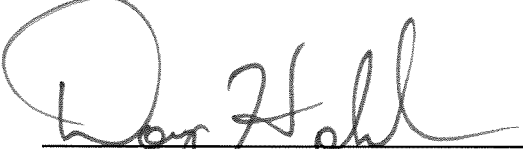
**Item 13. Adjournment**

There was no further business to come before the Authority. The meeting adjourned at 1:18 p.m.

**APPROVED:**

  
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Kristin Incrocci, Chairman

**ATTEST:**

  
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Doug Holder, Secretary