

## AGENDA ITEM NO. 4

SARASOTA MANATEE AIRPORT AUTHORITY  
REGULAR MEETING

Tuesday, November 17, 2020 - 1:00 p.m.  
Dan P. McClure Auditorium East

THOSE PRESENT:

Kristin Incrocci, Chairman  
John Stafford, Vice Chairman  
Secretary, Doug Holder  
Commissioner Carlos Beruff  
Commissioner Bob Spencer  
Commissioner Peter A. Wish  
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 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. Election of Officers:** Mr. Bailey took nominations from the Board for this year's Chairman, Vice Chairman, and Secretary. He advised that in accordance with the By-laws, the position of Chairman should be rotated between the counties each year, therefore this year's Chairman will be from Sarasota County, with the Vice Chairman and Secretary from Manatee County.

Mr. Bailey took nominations from the Board for Chairman. Commissioner Spencer nominated Commissioner Holder. The Board offered no other nominations for Chairman. Mr. Bailey closed the nominations. Mr. Bailey declared Commissioner Holder elected Chairman by acclamation.

Mr. Bailey took nominations from the Board for Vice Chairman. Commissioner Beruff nominated Commissioner Spencer. The Board offered no other nominations for Vice Chairman. Mr. Bailey closed the nominations. Mr. Bailey declared Commissioner Spencer elected Vice Chairman by acclamation.

Mr. Bailey took nominations from the Board for Secretary. Commissioner Wish nominated Commissioner Beruff. The Board offered no other nominations for Secretary. Mr. Bailey closed the nominations. Mr. Bailey declared Commissioner Beruff elected Secretary by acclamation.

The new officers of the Board for November 2020 to November 2021:

Doug Holder, Chairman  
Bob Spencer, Vice Chairman  
Carlos Beruff, Secretary

**Item 3. Chairman Plaque Presentation to Kristin Incrocci**

Chairman Holder presented a plaque to Kristin Incrocci in appreciation for her services as our past Chairman. Commissioner Incrocci thanked the board for the honor of serving as the Board's chairman.

**Item 4. Introduction of New Employees**

Ms. Eldridge introduced new employee Julio Monroy, Maintenance Technician to the Board.

**Item 5. Approval of the Minutes of the Regular Meeting & Public Hearing of September 28, 2020 and Minutes of Special Meeting of October 19, 2020**

The Board approved the minutes of the Regular Meeting & Public Hearing of September 28, 2020 and Minutes of Special Meeting of October 19, 2020 as presented.

**MOTION:** Commissioner Spencer moved approval of the minutes of the Regular Meeting & Public Hearing of September 28, 2020 and Minutes of Special Meeting of October 19, 2020 as presented. Commissioner Stafford seconded. **MOTION PASSED UNANIMOUSLY (6-0)**

**Item 6. Citizens Comments**

Mr. Martin Sobel updated the Board on the progress of the Young Eagles Flying Club and Team Build, a program for high school students, and the Experimental Aircraft Association (EAA) and invited the Board to come out on Saturdays and watch the students build the new aircraft. Chairman Holder thanked him for the offer.

**Item 7. ITEMS NEEDING ACTION**

**7A. Approval: Changes to The Principal U.S. Property Separate Account Investment Option Included in Authority's Retirement Plans**

Ms. Eldridge discussed approval of changes to The Principal U.S. Property Separate Account Investment Option to remain invested in the plan for the Defined Benefit, Defined Contribution and Deferred Compensation retirement plans subject to changes effective January 4, 2021. Following questions, Ms. Eldridge and Mr. Piccolo reviewed the three plans offered to eligible employees noting that the Defined benefit plan applies to employees hired before October 1, 2007, the Defined Contribution (DC) Retirement Plan applies to employees hired on or after October 1, 2007, and the voluntary Deferred Compensation (457) Plan for any eligible employees. Changes to the Principal "Separate Account" require the Authority to either approve to remain invested subject to the changes or disapprove prior to December 15, 2020. The changes were noted, and Staff recommended approval to remain invested in the Principal U.S. Property Separate account for the Authority's retirement plans.

**MOTION:** Commissioner Spencer moved approval of changes to The Principal U.S. Property Separate Account Investment Option to continue to invest and offer the Separate Account in the Authority's three retirement plans as discussed. Commissioner Stafford seconded. **MOTION PASSED UNANIMOUSLY (6-0)**

**7B. Approval: Proposed Schedule of CY 2021 SMAA Board Meeting Dates**

Mr. Piccolo requested the Board approve the schedule of meeting dates of the Authority for Calendar Year 2021:

**CY 2021 Regular Meetings Commence at 1:00 p.m.:**

- Monday, JANUARY 25
- Monday, MARCH 22
- Monday, MAY 24 w/Workshop meeting to evaluate the Pres. CEO at 11:00 am same day)
- Monday, AUGUST 23 (w/Budget Workshop starting at 11:00 am, or as determined by the Chair)
- Monday, SEPTEMBER 27
- Monday, NOVEMBER 15

According to the by-laws, **if necessary**, the Board would schedule a second Budget Workshop for the first Wednesday after Labor Day: Wednesday, September 8.

**MOTION:** Commissioner Spencer moved the approval of the schedule of Authority meeting dates for Regular Meetings and scheduled Workshops for the year 2021 and authorizes staff to prepare all documents to implement this action. Commissioner Beruff seconded. **MOTION PASSED UNANIMOUSLY (6-0)**

**7C. Approval: Schedule of Calendar Year 2021 SMAA Employee Holidays**

Mr. Piccolo requested approval of the proposed CY 2021 employee holiday schedule, which is consistent with the CY 2020 schedule.

<b><u>HOLIDAY</u></b>	<b><u>DAY OBSERVED</u></b>	
New Year's Day 2021	January 1	
Martin Luther King, Jr. Day	January 18	(M)
Memorial Day	May 31	(M)
Independence Day	July 5	(M)
Labor Day	September 6	(M)
Veteran's Day	November 11	(TH)
Thanksgiving Day	November 25	(TH)
Day after Thanksgiving	November 26	(F)
Christmas Eve*	December 24	(F)
Christmas Day*	December 27	(M)
Two Floating Holidays	Not Designated	

**MOTION:** Commissioner Spencer moved approval of the proposed 2021 Employee holiday schedule as presented. Commissioner Stafford seconded. **MOTION PASSED UNANIMOUSLY (6-0).**

**7D. Approval: Amendment No. 4 to Scheduled Airline Operating Agreement and Terminal Building Lease**

Mr. Piccolo requested approval of amendment No. 4 to the Scheduled Airline Operating Agreement and Terminal Building Lease to extend the agreement with the four existing signatory carriers an additional year to September 30, 2024 and exclude all CARES Act funds or any subsequent, federal, state, or local funds from the year-end reconciliation, and the Authority will waive the previously deferred six-month fixed rents, waive an additional 12 months of fixed rents, and waive any shortfalls in year-end reconciliation calculations until September 30, 2023. The airlines have agreed to extend the agreement the additional year; the airport will exclude Cares Act funds or any state, federal, or local relief funds from the year end reconciliation. If the airport

has a surplus based on normal operating revenue, we would share with the airlines as we would have done pre-pandemic. If we have a deficit the airlines will not be charged because we have the Cares Act funds available to the airport.

**MOTION:** Commissioner Spencer moved approval of Amendment No. 4 to the Scheduled Airline Operating Agreement and Terminal Building Lease and that Staff be authorized to prepare any documents to implement this action. Commissioner Stafford seconded. **MOTION PASSED UNANIMOUSLY (6-0).**

**7E. Approval: SMAA Resolution 2020-08, Ratifying The Appointment of Membership to Fire Prevention Code Board Of Appeals by Manatee County Fire Chiefs' Association**

**MOTION:** Commissioner Spencer moved for the Authority to adopt Resolution 2020-08 Ratifying the Re-appointment of membership of Fire Prevention Code Board of Appeals by Manatee County Fire Chiefs' Association, providing for an effective date. Commissioner Stafford seconded. **MOTION PASSED UNANIMOUSLY (6-0).**

**Item 8. Department Reports**

**The following department reports were accepted:**

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

Mr. Piccolo stated our traffic numbers are tracking very well and Southwest Airlines should announce their final routes and schedule within a week to start service at SRQ. He complimented staff on their hard work in completing the entrance landscaping project and ensuring the terminal was up to its usual high standards for the Southwest visit.

**Commissioner's Comment**

Chairman Holder recognized Commissioner Stafford who presented a proposal for the Board to consider, in recognition of the great work done by staff this past year and other years, to extend Resolution 2020-06 (approved at the September 28, 2020 Board meeting), which substitutes the corresponding applicable metric criteria for FY 2019 and CY 2019 to be utilized to calculate 457 (f) and employee incentive or performance based compensation payments for FY/CY 2020 contained in any Employment Agreement, Senior Management Program or SMAA Personnel Policy, by multiplying the various program payments by two to come to the final calculation for each employee. Commissioner Beruff suggested payments be distributed before the Christmas holiday.

**MOTION:** Commissioner Stafford moved to extend Resolution 2020-06 (approved at the September 28, 2020 Board meeting), which substitutes

the corresponding applicable metric criteria for FY 2019 and CY 2019 to be utilized to calculate 457 (f) and employee incentive or performance based compensation payments for FY/CY 2020 contained in any Employment Agreement, Senior Management Program or SMAA Personnel Policy, by multiplying the various program payments by two to come to the final calculation for each employee, with payments to be distributed before the Christmas holiday as presented. Commissioner Spencer seconded.  
**MOTION PASSED UNANIMOUSLY (6-0).**

**Item 9. Attorney Presentations**

Mr. Bailey discussed an Ethics Training course necessary for all Commissioners to attend in accordance with new legislation. Information on the course will be provided to each Commissioner for their participation.

**Item 10. Old/New Business**

No Old/New Business offered.

**Item 11. Public Comments:**

No Public Comments offered.

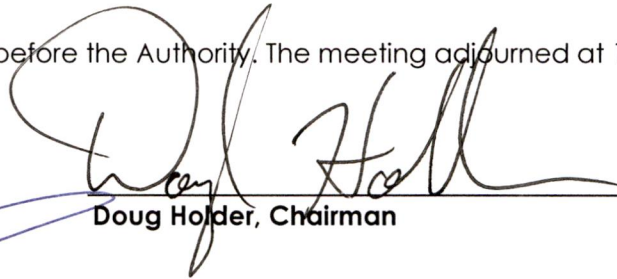
**Item 12: Commissioner Comments:**

(See Item No. 8, page 4 of minutes)

**Item 13. Adjournment**

There was no further business to come before the Authority. The meeting adjourned at 1:31 p.m.

APPROVED:



Doug Holder, Chairman

ATTEST:



Carlos Beruff, Secretary