SARASOTA BRADENTON INTERNATIONAL

Minutes for April 25, 2022 Board Meeting

04/25/2022 | 01:00 PM

Dan P McClure Auditorium East

Attendees (11)

Commissioners: Carlos Beruff; Jesse Biter; Doug Holder; Kristin Incrocci; Robert Spencer

Staff/Council: Fredrick Piccolo; Kent Bontrager; Anita Eldridge; Mark Stuckey; Dori Guzman; Dan Bailey

Absent (1)

Commissioner Jackson

Note

Chairman Beruff voted on all action items and left the meeting at 1:50 p.m. At that time, Secretary Biter acted as Chair.

Call to Order, Invocation, and Pledge to Flag

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

Introduction of New Employees

Anita Eldridge introduced the following new employees:

Charles 'Chuck' Davis, Property Leasing Agent

Tiffany Dodd, Human Resources Assistant

Ryan Marino, Mechanic

Ephraim Santiago, Traffic Control Specialist

Glenn Sievert, Tech Support Specialist

Approval: Minutes of Regular Meeting of February 15, 2022

The Board approved the minutes of the Regular Meeting of February 15, 2022 as presented.

Public Comments - Items on the Agenda

Martin Sobel, Past President, and Gary Stevens, President of Experimental Aviation Association Chapter 180 of Manasota thanked the Board, President, staff, and airport tenants for their longstanding support of EAA 180, Young Eagles, Civil Air Patrol, and 99s Women's Pilots. The members of EAA 180 look forward

to a continued partnership and shared vision as the Community Aviation Center is established on the Airport. The Center will serve as a unified home for programs that advocate for and support aviation mentoring, education, and safety.

Presentation: Terminal Design Update

Matthew Wilson, Senior Architect, Grisham Smith shared a PowerPoint presentation with the Board that included updated information and renderings of the Concourse B holdroom realignment/expansions, escalator replacement, and ground boarding facility. He responded to clarifying questions from the Board.

Items Needing Action

Item 6.1 Approval: Resolution 2022-01 to Representative James Buchanan in Appreciation

The Airport Authority Board and President express sincere appreciation for Representative Buchanan's continued support of the betterment of airports, and his sponsorship of an appropriation request which resulted in a $21.5 million capital grant to Sarasota Bradenton International Airport to construct a five-gate terminal addition and improve the baggage screening system.

MOTION: Commissioner Biter motioned to prepare Resolution 2022-01 to present to Representative Buchanan. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (5-0).**

Item 6.2 Approval: Amendments to SMAA Defined Contribution Retirement 401(a) Plan for IRS-Prescribed Updates and General Clarification

The Airport Authority provides a 401(a) plan for employees hired after October 1, 2007. In addition to IRS requirements, updates are being made in the following areas: student interns are not eligible to participate in the plan; new hires are eligible in first year of employment if they work six months and 1,000 hours within the first Plan year; former employees not active in the Plan will be permitted to make partial withdrawals; and SMAA administration will not determine eligibility for employees when withdrawals are made from the Plan due to disability.

MOTION: Commissioner Biter motioned to approve the proposed Basic Plan Document and Adoption Agreement #001 to the Defined Contribution Retirement 401(a) Plan and authorize staff to prepare any documents in order to implement this action. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (5-0).**

Item 6.3 Approval: Amendment to SMAA Personnel Policy Regarding Employment of Relatives

Policy update to allow employment of relatives for a position in which there would be no supervisory capacity of a family member. Relatives of Board members will remain ineligible for employment.

MOTION: Commissioner Biter motioned to amend the personnel policy regarding employment of relatives. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (5-0).**

Item 6.4 Approval: Implement Recommendations Contained in Public Sector Personnel Consultants Classification and Compensation Study

Generally, the Airport Authority performs a classification and compensation study every three years, utilizing the services of an outside firm. Administration agrees with and recommends implementation of the most recent study.

MOTION: Commissioner Biter motioned to implement recommendations contained in Public Sector Personnel Consultants study effective May 9, 2022. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (5-0).**

Item 6.5 Approval: Authorization to Allow President, CEO to Approve Purchase of Additional Shuttle Buses as Needed

Due to unprecedented growth and supply issues, the Purchasing Department is requesting the President, CEO be allowed to approve purchase of shuttle buses when and as needed.

MOTION: Commissioner Biter motioned to approve the purchase of additional shuttle buses and also authorize President, CEO to approve these purchases and prepare any documents necessary to implement this action. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (5-0).**

Item 6.6 Approval: General Ground Lease with Experimental Aircraft Association, Chapter 180 of Manasota, Inc. (EAA)

Administration would like to enter into an agreement with EAA, and is requesting approval of a 20-year lease, with three five-year terms. Lease includes approximately 0.9 acres of land on the north quadrant of the Airport, immediately adjacent to the former Air Traffic Control Tower site. Development of the property will be used for aircraft construction, restoration, storage, education, and flight training. Given that the organization is a 501(c)(3) non-profit, rental rate of $0.186/sf or $7,200/year is proposed, subject to CPI adjustments every five years.

MOTION: Commissioner Biter motioned to approve the ground lease with Experimental Aircraft Association, Chapter 180 of Manasota, Inc. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (5-0).**

Item 6.7 Approval: Fixed Base Operator Lease and Development Agreement with Sheltair Aviation SRQ, LLC, for FBO Development and Operation

Administration would like to enter into an agreement with Sheltair for approximately 24 acres located in the Airport's north quad area. Terms of the lease are 30 years, with one ten-year renewal term, at a rate of $0.45/sf, subject to CPI adjustments every three years. Proposed development includes executive terminal, office space, aircraft hangar and apron, and Jet-A storage.

MOTION: Commissioner Biter motioned to approve the Fixed Base Operator lease and development agreement with Sheltair Aviation SRQ, LLC. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (5-0).**

Item 6.8 Approval: Lease and Development Agreement with DJG SRQ Hangar, LLC for Aircraft Hangar Development

In keeping with the master plan for development of the Airport's north quad, Administration would like to enter into an agreement with DJG SRQ Hangar for the development of 1.72 acres for private aircraft hangar development. The terms of the lease are twenty years, with one ten-year renewal term. Initial proposed rate is $0.65/sf, subject to CPI adjustment every three years. Development includes aircraft hangar storage and apron, and taxi lane connector.

MOTION: Commissioner Biter motioned to approve the lease and development agreement with DJG SRQ Hangar, LLC. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (5-0).**

Item 6.9 Approval: Lease and Development Agreement with SRQ Hangar, LLC for Aircraft Hangar Development, Aircraft Sales, and Aircraft Storage

Administration would like to enter into a lease and development agreement with SRQ Hanger for 2.01 acres in the Airport's north quad. The terms of the lease are twenty years, with one ten-year renewal. Proposed initial rate is $0.65/sf, subject to CPI adjustment every three years. Development would include aircraft hangar and apron, and a taxi lane connector.

MOTION: Commissioner Biter moved to approve the lease and development agreement with SRQ Hangar, LLC. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (5-0).**

Items Needing Action - Over $325,000 Threshold

Item 7.1 Approval: Construction Contract Award to Ajax Paving Industries of Florida, LLC for Taxiway Charlie-Foxtrot Rehabilitation Project

Due to age and condition, Taxiway Charlie-Foxtrot needs to be rehabilitated. Two bids were received for this project and both were determined to be responsive. Bid from Ajax Paving was determined to be the low responsive bid. Pending receipt of an FAA grant, Administration would like to execute a contract with Ajax Paving for the project in an amount up to $6,099,532.44, with a 10% contingency for a total budget of $6,709,486.00.

MOTION: Commissioner Biter motioned to execute a construction contract with Ajax Paving Industries of Florida, LLC, pending receipt of a grant from FAA, for the Taxiway Charlie-Foxtrot rehabilitation project in an amount up to $6,099,532.44 with a 10% contingency for a total budget of $6,709,486.00. Commissioner Spencer seconded. **MOTION PASSED UNANIMOUSLY (5-0).**

Item 7.2 Approval: Construction Phase Services Contract with Hanson Prof. Services for Taxiway Charlie-Foxtrot Rehabilitation Project

Administration would like to utilize Hanson Professional Services, who will provide construction phase services to support the Taxiway Charlie-Foxtrot Rehabilitation Project at a negotiated fee of $467,154.00,

with a 10% contingency for a total budget of $513,869.00. This project is funded up to 95% with FDOT and FAA grants.

MOTION: Commissioner Holder motioned to execute a construction phase services contract with Hanson Professional Services in the amount of $467,154.00, with a 10% contingency for a total budget of $513,869.00. Commissioner Spencer seconded. **MOTION PASSED UNANIMOUSLY (5-0).**

Item 7.3 Approval: Increase Contract Scope for Construction of Parking Lot Expansion Project with Magnum Builders of Sarasota

Administration would like to increase scope of the original project to include Remote Economy Parking Lot improvements such as paving, shuttle shelters, revenue control, security cameras, lighting, fencing, and other improvements. Improvements are needed at the lot located at University Parkway and Old Bradenton Road to meet current and projected overflow parking needs.

MOTION: Commissioner Biter motioned to increase the contract scope and fee by $3,626,291.47 and an additional 120 calendar days with Magnum Builders of Sarasota to improve the Remote Economy Parking Lot, and to authorize staff to prepare all documents necessary to implement this action. Commissioner Holder seconded. **MOTION PASSED UNANIMOUSLY (5-0).**

Department Reports

8.1 Financial Statements

8.2 Investment Portfolio

8.3 Finance & Administration

8.4 Real Estate Development & Properties

8.5 ARFF, Operations & Police

8.6 Development/Community Relations & Activity Report

8.7 Engineering, Planning & Facilities

8.8 Internal Audit & Investment Compliance

8.9 Information Technologies

Old/New Business

President Piccolo announced the retirement of ARFF Chief Bill Quinn. Mr. Piccolo and the Board thanked Mr. Quinn for his 42 years of service to the Airport.

President Piccolo advised the Board of upcoming meetings, and the need for a meeting in June or July to approve certain items.

Attorney Presentations

There were no attorney presentations

Public Comments - Items Not on the Agenda

No public comments were offered regarding items not on the agenda.

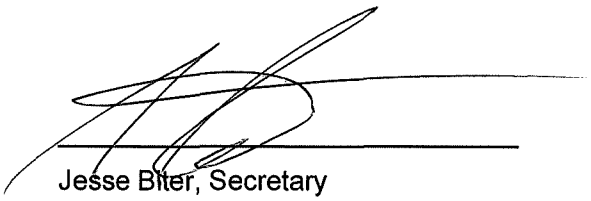
Comments by Commissioners

There were no comments by the commissioners.

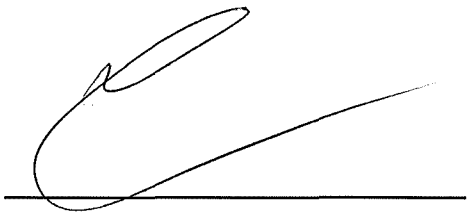
Adjournment

The meeting was adjourned at 2:06 p.m.

ATTEST:



Jesse Biter, Secretary



Carlos Beruff, Chairman