

# January 29, 2024 Board Meeting

Dan McClure Auditorium East  
6000 Airport Circle Dr  
Sarasota, FL 34243



January 29, 2024 01:00 PM

Agenda Topic	Presenter	Page
1. Call to Order, Invocation, and Pledge to Flag	Chairman Spencer	
2. Introduction of New Employees	Pamela Kantor	
3. <a href="#">Approval: Minutes of Regular Meeting of November 27, 2023</a>	Chairman	4
4. Public Comments - Items on the Agenda	Chairman	
Members of the public who wish to speak on a topic, whether on the agenda or not, are asked to fill out a Citizen's Comment card and present it to the Board Secretary. This is the time for anyone wishing to speak on ANY agenda item, even those that may involve a contract in excess of the \$350,000 threshold amount. A later item on the agenda is set aside for those wishing to speak on items NOT on the agenda.		
5. Communication: Plante Moran Audited Fiscal Year 2023 Financials Complete financial report available in the Diligent Resource Center	Fredrick J. Piccolo	
6. Items Needing Action	FJP	10
6.1 Public Hearing to Approve Annual Updates and Revisions to the Minimum Standards for Aeronautical Activities	FJP	
6.2 <a href="#">Approval: Resolution 2024-02, Adopting Minimum Standards for Aeronautical Activities</a>	FJP	10
6.3 Public Hearing to Award Development and Operating Agreement to Aircraft Services Group, Inc. for Aircraft Management, Charter, and Self Fueling Services	FJP	
6.4 <a href="#">Approval: Award of Development and Operating Agreement to Aircraft Services Group, Inc. for Aircraft Management, Charter, and Self Fueling Services</a>	FJP	62
6.5 <a href="#">Approval: RFQ-04-2023-OCC Professional Planning, Engineering, &amp; Architectural Design Services to Provide On-Call Consulting Services</a>	FJP	131

- Presentations limited to 15 minutes each:
1. Atkins Realis
  2. Infrastructure Consulting & Engineering
  3. Kimley-Horn

6.6	<a href="#">Approval: Resolution 2024-01 Authorizing President/CEO to Execute Certain Leases, Contracts, and Grant Agreements</a>	FJP	267
6.7	<a href="#">Revision: SMAA Official Travel Policy</a>	FJP	269
6.8	<a href="#">Approval: Permanent Utilities Easement(s) to Manatee County for Service to Team Success Facilities</a>	FJP	291
6.9	<a href="#">Ratification: SMAA Defined Benefit Retirement Plan Governance Report</a>	FJP	296
6.10	<a href="#">Approval: Second Amendment to FBO Development and Operating Lease Agreement with Sheltair Aviation SRQ, LLC</a>	FJP	298
7.	Items Needing Action - Over \$350,000 Threshold	FJP	308
The following item(s) involve a contract in excess of the threshold of \$350,000 and pursuant to Section 332.0075(3)(b) F.S., a reasonable opportunity for public comment must be offered before their approval, award, or ratification.			
7.1	<a href="#">Approval: Construction Contract Award to Stellar Development, Inc. for the 15th Street Observation Area</a>	FJP	308
8.	Department Reports	FJP	312
8.1	<a href="#">Financial Statements</a>		312
8.2	<a href="#">Investment Portfolio</a>		316
8.3	<a href="#">Finance &amp; Administration</a>		318
8.4	<a href="#">Real Estate Development &amp; Properties</a>		322
8.5	<a href="#">ARFF, Operations &amp; Police</a>		325
8.6	<a href="#">Development/Community Relations &amp; Activity Report</a>		330
8.7	<a href="#">Engineering, Planning &amp; Facilities</a>		335
8.8	<a href="#">Internal Audit &amp; Investment Compliance</a>		339
8.9	<a href="#">Information Technologies</a>		340
9.	Attorney Presentations	C. Dan Bailey	
10.	Old/New Business	Chairman	
11.	Public Comments - Items Not on the Agenda	Chairman	
Anyone wishing to speak on items not on the agenda must complete a Citizen's Comment card and present it to the Board Secretary. Comments are limited to five minutes per person. No individual may give their time to another speaker.			
12.	Comments by Commissioners	Chairman	

13. Adjournment

Chairman

Proceedings of this public meeting will be digitally recorded. Copies may be purchased from the SMAA executive assistant at 941-359-2770, ext. 4216. Anyone wishing to appeal a decision made by the Airport Authority concerning any matter considered at this public meeting will need a record of the proceedings and must ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based.



## **Minutes for November 27, 2023 Board Meeting**

Dan P McClure Auditorium | 01:00 PM

### **Attendees – Board:**

Carlos Beruff; Jesse Biter; Doug Holder; Kristin Incrocci; Jeff Jackson; Robert Spencer

### **Attendees – Staff:**

Fredrick Piccolo; Kent Bontrager; Pamela Kantor; Mark Stuckey; C. Dan Bailey, Jr., Airport Counsel; Dori Guzman, Executive Assistant

### **Agenda**

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

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

#### **Item 2. Election of Officers**

Mr. Bailey took nominations from the Board for Chairman, Vice Chairman, and Secretary. He advised the positions should be rotated between the counties each year; therefore, this year's Chairman will be from Manatee County, with the Vice Chairman and Secretary from Sarasota County.

Mr. Bailey took nominations from the Board and declared by acclamation the following new officers of the Board, to serve from November 2023 to November 2024:

Robert Spencer, Chairman

Jesse Biter, Vice Chairman

Doug Holder, Secretary

#### **Item 3. Presentation of Plaque to Chairman Jackson**

Newly elected Chairman Spencer presented a plaque to Commissioner Jackson in appreciation of his services as the past Board Chairman.

#### **Item 4. Introduction of New Employees**

No new employees were introduced.

**Item 5. Recognition of First Responders Providing Life-Saving Services on Airport Property:**

The Board and staff recognized the following individuals who rendered life-saving services on November 14, 2023 to a passenger in medical distress. They were presented with a plaque and gift card.

- Mark Hoffman, SMAA Fire Captain
- Craig Aument, SMAA Police Officer
- Eddie Martinez, SMAA Traffic Control Specialist
- Abby Cabral, Registered Nurse

**Item 6. Approval: Minutes of Regular Meeting of September 25, 2023**

The Board unanimously approved the minutes of the Regular Meeting of September 25, 2023.

**Item 7. Public Comments - Items on the Agenda**

Travis Horn with SecurCapital introduced himself and spoke regarding Item 8.6, Rescinding Conditional Approval of AeroVanti Hangar Agreements. Mr. Horn requested the item be tabled to a future date.

**Item 8. Items Needing Action**

**8.1 Proposed Schedule of Calendar Year 2024 SMAA Board Meeting Dates**

Staff requested Board approval of the following schedule of SMAA Board meeting dates for 2024:

Monday, JANUARY 29

Monday, MARCH 25

Monday, MAY 13 (preceded by workshop to evaluate the President/CEO)

Monday, AUGUST 26 (preceded by the budget workshop)

Monday, SEPTEMBER 30

Tuesday, NOVEMBER 19

According to the bylaws, if necessary, the Board will schedule a second budget workshop for the first Wednesday after Labor Day, September 4, 2024.

**MOTION:** Commissioner Biter moved to approve the schedule of Authority meeting dates for 2024. Commissioner Holder seconded. **MOTION PASSED UNANIMOUSLY (6-0).**

**8.2 Proposed Schedule of Calendar Year 2024 Employee Holidays**

Staff requested approval of the proposed employee holidays for 2024:

New Years Day 2024                      January 1

Martin Luther King, Jr. Day              January 15

Memorial Day	May 27
Independence Day	July 4
Labor Day	September 2
Veteran's Day	November 11
Thanksgiving Day	November 28
Day after Thanksgiving	November 29
Christmas Eve	December 24
Christmas Day	December 25
Two Floating Holidays	Not Designated

**MOTION:** Commissioner Holder moved to approve the schedule of calendar year 2024 employee holidays. Commissioner Beruff seconded. **MOTION PASSED UNANIMOUSLY (6-0).**

**8.3 Resolution 2023-09 Authorizing the Acceptance of the Proposal of Truist Bank to Provide the Authority with a Taxable Revolving Line of Credit in an Aggregate Principal Amount Permitted to be Outstanding at Any One Time Not to Exceed \$30,000,000 to Finance Working Capital and Various Capital Improvements at the Sarasota Bradenton International Airport; Approving the Form and Authorizing the Execution of a Revolving Line of Credit Agreement with Truist Bank; Providing for the Security and Repayment Source for Draws and Redraws Made Under Such Revolving Line of Credit Agreement; Delegating Certain Authority to Certain Officials of the Authority; Authorizing the Execution and Delivery of Other Documents in Connection Therewith; and Providing an Effective Date for This Resolution.**

Staff was previously authorized to secure a line of credit with Truist Bank to address variable cash flow needs during current terminal construction.

**MOTION:** Commissioner Biter moved to approve Resolution 2023-09 as presented. Commissioner Holder seconded. **MOTION PASSED UNANIMOUSLY (6-0).**

**8.4 Professional Architectural and Engineering Services Contract for the General Aviation (GA) Federal Inspection Station (FIS) Project**

The Board previously approved C & S Engineering to provide professional planning, architectural, and engineering services for the GA FIS project. A fee was negotiated in the amount of \$416,368.82. The Board requested staff return to the original design aesthetic, with changes as necessary to accommodate location and square footage.

**MOTION:** Commissioner Beruff moved to authorize the Chairman to execute a contract with C & S Engineering in an amount up to \$416,368.82 with a 10% contingency, not to exceed \$458,005.00. Additionally, if within his scope of authority, the President/CEO is authorized to approve the agreement, to include the changes

requested by the Board. Commissioner Biter seconded. **MOTION PASSED UNANIMOUSLY (6-0).**

**8.5 Professional Planning Services to Assist in Preparation of a Manatee County Development Plan, RFQ-03-2023-GDP**

Staff is in the process of rescinding the Authority's Development of Regional Impact (DRI), amending its zoning approval, and replacing it with a Manatee County General Development Plan. Two firms were considered to be qualified to assist with the project: Kimley-Horn and Associates, and Stantec Consulting Services, Inc.

After hearing the presentations and responding to clarifying questions, the Board selected Kimley-Horn and Associates as the most qualified.

**MOTION:** Commissioner Holder moved to authorize staff to work with Kimley-Horn and prepare all documents, including scope and fees, necessary to implement a Manatee County General Development Plan and present to the Board for approval at the next meeting. Commissioner Biter seconded. **MOTION PASSED UNANIMOUSLY (6-0).**

**8.6 Rescind Conditional Approval of AeroVanti Hangar, LLC Agreements**

On March 27, 2023, the Authority conditionally approved the award of Development and Operations Agreements to AeroVanti Hangar, LLC. Approval was subject to receipt and approval of audited financial statements, verification of financing, and evidence of licensure in a manner acceptable to the Authority President/CEO. To date, any documents provided have not been sufficient to meet the necessary requirements. Staff is requesting conditional approval be rescinded.

**MOTION:** Commissioner Beruff moved to rescind conditional approval of the AeroVanti Development and Operations Agreements for failure to satisfy the conditions within a reasonable time after notice. Commissioner Jackson seconded. **MOTION PASSED UNANIMOUSLY (6-0).**

**8.7 Award Professional Services Contract to Margulies Hoelzli Architecture, PLLC, LLC**

In May 2023, the Board selected Margulies Hoelzli Architecture to provide architectural & engineering design services for an industrial park development plan on approximately 14.25 acres of Airport Property No 9, located at 8237 15<sup>th</sup> Street. It is recommended the Board approve the professional services contract and scope of professional services as presented.

**MOTION:** After staff responded to clarifying questions, Commissioner Biter moved to approve the award of a professional services contract to Margulies Hoelzli Architecture for architectural and engineering design services; and authorize the Chairman to execute the appropriate contract for the scope of services stated in an amount not to

exceed \$791,800.50. Commissioner Beruff seconded. **MOTION PASSED UNANIMOUSLY (6-0).**

**8.8 Second Amendment to Lease & Development Agreement with SRQ Hangar, LLC**

In order to enhance use of developable land adjacent to its existing premises, SRQ Hangar would like to amend the Lease and Development Agreement dated April 25, 2022. This amendment includes extending the commencement date from 24 months to 36 months following the effective date of the agreement. The amendment would also redefine the premises, resultant land rent, required improvements, and required right of way & construction easement necessary for development.

**MOTION:** Commissioner Biter moved to approve a Second Amendment to the Lease and Development Agreement with SRQ Hangar, LLC for Aircraft Sales and Private Aircraft Storage, as presented. Commissioner Jackson seconded. **MOTION PASSED UNANIMOUSLY (6-0).**

**8.9 Development Agreement with City of Sarasota for “SRQ Gateway Centre”**

On November 6, 2023, the City Commission of the City of Sarasota approved a series of land use applications granting entitlements in Airport lands within the City of Sarasota, comprised of 96.54 acres. One of the approvals terminates the 1985 Development of Regional Impact (DRI) development order and transfers any remaining entitlements to a development agreement that will vest those entitlements, as well as additional ones, for the next ten years. It also approves the SRQ Gateway Centre, which will include an array of convenience, dining, and other services.

**MOTION:** Commissioner Beruff moved to authorize the Chairman to execute a Development Agreement with the City of Sarasota, as presented. Commissioner Holder seconded. **MOTION PASSED UNANIMOUSLY (6-0).**

**8.10 Award Lease & Concession Agreements to Paradies-Shell Factory III, LLC and SSP America SRQ, LLC**

After reviewing responses from RFP P-230009, an evaluation committee selected Paradies-Shell Factory III, LLC and SSP America SRQ, LLC as the most qualified to enter into lease agreements with the Airport Authority.

**MOTION:** Commissioner Biter moved to authorize the Chairman to execute appropriate lease and concession agreements with Paradies-Shell Factory III, LLC and SSP America SRQ, LLC. Commissioner Beruff seconded. **MOTION PASSED UNANIMOUSLY (6-0).**

**8.11 Sixth Amendment to General Ground Lease for Validus Hangar**

Current tenant, Validus Hangar, LLC proposes to assign their current lease to Plane to Sea Investments, LLC, which in turn would become an Aircraft Maintenance and Repair Operator (MRO), in accordance with the Airports Minimum Standards.



**MOTION:** Commissioner Beruff moved to authorize the Chairman to execute the Sixth Amendment to General Ground Lease for Validus Hangar, as presented. Commissioner Holder seconded. **MOTION PASSED UNANIMOUSLY (6-0).**

**Item 9. Department Reports Accepted**

- 9.1 Financial Statements
- 9.2 Investment Portfolio
- 9.3 Finance & Administration
- 9.4 Real Estate Development & Properties
- 9.5 ARFF, Operations & Police
- 9.6 Development/Community Relations & Activity Report
- 9.7 Engineering, Planning & Facilities
- 9.8 Internal Audit & Investment Compliance
- 9.9 Information Technology

**Item 10. Attorney Presentations**

There were no attorney presentations.

**Item 11. Old/New Business**

**11.1 Board Guidance on Airport Terminal Artwork**

The Board directed staff to sell/offer for consignment, various artwork in storage or displayed in the terminal.

**11.2 SRQ Wingman Award to Bart Vernace, Manager, FAA Orlando Airports District**

Mr. Piccolo noted that Mr. Vernace has been instrumental in acquisition of funds, and thus the growth of SRQ. The SRQ Wingman Award will be presented to Mr. Vernace at his retirement in January 2024.

**Item 12. Public Comments – Items Not on the Agenda**

There were no comments regarding items not on the agenda.

**Item 13. Comments by Commissioners**

There were no comments by Commissioners.

**Item 14. Adjournment**

The meeting was adjourned at 2:20 p.m.

**ATTEST:**

**APPROVE:**

\_\_\_\_\_  
Doug Holder, Secretary

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Robert Spencer, Chairman

## AGENDA ITEM NO. 6.2

**SARASOTA MANATEE AIRPORT AUTHORITY  
JANUARY 29, 2024, REGULAR MEETING  
STAFF NARRATIVE**

**REQUEST FOR APPROVAL**

**RESOLUTION NO. 2024-02, ADOPTING MINIMUM STANDARDS FOR AERONAUTICAL ACTIVITIES**

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**EXECUTIVE SUMMARY:** Recommending Approval of Resolution No. 2024-02 Adopting Minimum Standards for Aeronautical Activities at Sarasota Bradenton International Airport.

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**NARRATIVE:** FAA Advisory Circular (AC) 150/5190-7, Minimum Standards for Commercial Aeronautical Activities, states that "The airport sponsor of a federally obligated airport agrees to make available the opportunity to engage in commercial aeronautical activities by persons, firms, or corporations that meet reasonable minimum standards established by the airport sponsor." The AC also states that "The FAA objective in recommending the development of minimum standards serves to promote safety in all airport activities, protect airport users from unlicensed and unauthorized products and services, maintain and enhance the availability of adequate services for all airport users, promote the orderly development of airport land, and ensure efficiency of operations. Such standards must be reasonable and not unjustly discriminatory and ... should be updated to reflect current conditions that exist at the airport and not those that existed in the past."

The Minimum Standards for Aeronautical Activities ("Minimum Standards") for Sarasota Bradenton International Airport ("Airport") were last updated on September 25, 2023. As a result of recent applications of the Minimum Standards, Staff has identified the need for further refinement to the Minimum Standards affecting the insurance requirements for turboprop aircraft and the requirements for self-fueling of aircraft in general to facilitate greater commercial aeronautical activities at the Airport and to ensure that a minimum level of safe and efficient services are available to the public.

A redlined copy of the proposed revisions to the Minimum Standards is attached for your review. The revisions are limited to pages 20, 21, 37, and 46. Based on Staff's recommendations and the expected benefit of the proposed revisions, the President/Chief Executive Officer recommends approval of Resolution No. 2024-02 as presented.

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**RECOMMENDATION:** It is hereby recommended that the Sarasota Manatee Airport Authority Board approve Resolution No. 2024-02, Adopting Minimum Standards for Aeronautical Activities at Sarasota Bradenton International Airport, as presented.

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**ATTACHMENTS:**

Resolution No. 2024-02 Adopting Minimum Standards for Aeronautical Activities at Sarasota Bradenton International Airport

Minimum Standards for Aeronautical Activities at Sarasota Bradenton International Airport, dated January 29, 2024.

**RESOLUTION NO. 2024-02**

**SARASOTA MANATEE AIRPORT AUTHORITY  
RESOLUTION ADOPTING  
AMENDED MINIMUM STANDARDS FOR AERONAUTICAL ACTIVITIES  
AT SARASOTA BRADENTON INTERNATIONAL AIRPORT**

**WHEREAS** the Sarasota Manatee Airport Authority, an Independent Special District of the State of Florida, hereinafter referred to as "Authority", owns and operates the Sarasota Bradenton International Airport, hereinafter referred to as the "Airport"; and

**WHEREAS** the Authority desires to establish and maintain minimum standards and requirements for conducting aeronautical activities at the Airport to protect the public's health, safety, and security, prohibit unqualified operators, and protect the public from unlicensed, unsafe, or irresponsible activities; and

**WHEREAS** the Authority, in recognition of the obligations imposed by Section 308 of the Federal Airport Act, and certain obligations contained in certain agreements between the Authority and the United States of America, relative to the use of federal funds for the development and operation of the Airport, desires that all aeronautical activities on the Airport be conducted in a fair and equitable manner without unlawful discrimination, and that reasonable opportunities be made available to conduct aeronautical activities on the Airport without granting exclusive rights; and

**WHEREAS**, the Authority, in recognition of obligations imposed by FAA Advisory Circular (AC) 150/5190-7, further desires to make available reasonable opportunities to engage in aeronautical activities on the Airport by qualified individuals that meet reasonable minimum standards and requirements to protect the health, safety, and security of the public, ensure the efficient operation of the Airport, and promote the orderly development of Airport; and

**WHEREAS**, the Authority last established minimum standards for aeronautical activities at the Airport on September 25, 2023, and desires to updated certain minimum standards to reflect the current and changing conditions at the Airport, in further compliance with the obligations imposed by FAA AC 150/5190-7;

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority does hereby resolve that aeronautical activities at the Airport shall hereafter be rendered by and engaged in by duly qualified operators so determined by the hereinafter established minimum standards which are hereby adopted as the "Minimum Standards for Aeronautical Activities at Sarasota Bradenton International Airport", dated and attached in their entirety hereto as Exhibit A to this resolution, as of the date prescribed here below.

Adopted this 29<sup>th</sup> day of January 2024.

**SARASOTA MANATEE AIRPORT AUTHORITY**

\_\_\_\_\_  
Robert Spencer, Chairman

**ATTEST:**

\_\_\_\_\_  
Doug Holder, Secretary



**SARASOTA MANATEE AIRPORT AUTHORITY**

**MINIMUM STANDARDS**

**FOR**

**AERONAUTICAL ACTIVITIES**

**SARASOTA BRADENTON INTERNATIONAL AIRPORT**

**January 29, 2024**

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**Addendums**

Addendum No. I - Application to Conduct Aeronautical Activities

Addendum No. II - Term Sheet for Lease and Development Agreements

Addendum No. III - Rules and Regulations for Sarasota Bradenton International Airport

Addendum No. IV - Application for Tenant Construction Permit

**MINIMUM STANDARDS**  
**FOR**  
**AERONAUTICAL ACTIVITIES**  
**AT**  
**SARASOTA BRADENTON INTERNATIONAL AIRPORT**

**WHEREAS** the Sarasota Manatee Airport Authority, an independent Special District of the State of Florida, hereinafter referred to as "Authority" owns and operates the Sarasota Bradenton International Airport, hereinafter referred to as "Airport"; and

**WHEREAS** the Authority desires to establish and maintain minimum standards and requirements for Aeronautical Activities at the Airport to protect the public's health, safety, and security, to discourage unqualified applicants, and to protect the aviation user and the public from unsafe, unlicensed, or irresponsible operators; and

**WHEREAS** the Authority, in recognition of the statutory prohibition against granting an exclusive right to conduct Aeronautical Activities on the Airport imposed by Section 308 of the Federal Airport Act and in compliance with obligations contained in certain agreements between the Authority and the United States of America relative to the expenditure of federal funds for the development and operation of the Airport, desires that all such Aeronautical Activity be conducted on the Airport in a fair and equitable manner:

**NOW THEREFORE**, the Authority does hereby resolve that Aeronautical Activities at the Airport shall hereafter be rendered by and engaged in by duly qualified operators so determined by the hereinafter established Minimum Standards which are hereby adopted as the "Minimum Standards for Aeronautical Activities at Sarasota Bradenton International Airport", also referred to herein as the "Minimum Standards". as follows:

**ARTICLE 1**  
**POLICY STATEMENT**

The Authority shall provide a fair and reasonable opportunity, without unlawful discrimination, to all Applicants to qualify, or otherwise compete, for available Airport facilities and the furnishing of selected Aeronautical Activities subject to the Minimum Standards established by Authority and set forth herein. The Authority reserves the right to revise these Minimum Standards from time-to-time. The Authority likewise reserves the right to revise any Minimum Standards requirement(s) as it determines in its reasonable discretion to best ensure the orderly, safe, secure, and efficient operation of the Airport.

These Minimum Standards set forth the minimum requirements to be met by any General Aviation Operator seeking to perform or conduct Aeronautical Activities at the Airport ("Operator"). These Minimum Standards shall not apply to scheduled air carriers or scheduled air taxi Operators. The Authority's goal in adopting these Minimum Standards is to protect the level and quality of Aeronautical Activities offered to the public, and to encourage the development of quality Aeronautical Activities and facilities at the Airport. In all cases where the words "Standards" or "requirements" appear herein, it shall be understood that they are modified by the word "Minimum." All Operators will be encouraged to exceed the minimums. Unless provided for herein or within an Agreement, no Person shall be allowed to engage in Aeronautical Activities at the Airport under conditions that do not comply with these Minimum Standards, unless an exemption or variance has been approved by the Authority consistent with the General Rules as set forth in the Rules and Regulations for Sarasota Bradenton International Airport ("Airport"). Any Person currently engaging in Aeronautical Activities without an Agreement shall have six (6) months from the date of adoption of these Minimum Standards to comply with them. These Minimum Standards do not apply to Part 121 scheduled air carrier or scheduled air taxi Operators.

Prior to starting any operation(s), a potential Operator must apply in writing to the Authority to conduct Aeronautical Activities at the Airport, hereinafter an "Application", and enter into a written Agreement with the Authority or an FBO. The purpose of the Application will be to verify the Operators qualifications to

conduct Aeronautical Activities at the Airport and the Agreement will recite the terms, covenants, and conditions under which the Aeronautical Activities may be conducted on the Airport, including, but not limited to, the term of the Agreement, rentals, fees and charges, and the rights and obligations of each party.

The Authority reserves the right to designate from time-to-time specific areas where individual Aeronautical Activities or a combination of Aeronautical Activities may be conducted, and to determine whether there is sufficient, appropriate, or adequate Land, Improvements, and other resources to meet the Minimum Standards established herein. This determination shall consider the nature and extent of the proposed Aeronautical Activity and the Land, Improvements, and resources available for such purposes, consistent with the current Airport Master Plan, Airport Rules and Regulations, and the orderly, safe, secure, and efficient operation of the Airport.

Upon adoption of these Minimum Standards, all previous Minimum Standards adopted by the Authority are hereby repealed.

## **ARTICLE 2** **EXCLUSIVE RIGHTS**

Entering into a written Agreement with the Authority and granting rights or privileges to perform Aeronautical Activities at the Airport ("Aeronautical Activities") shall not be construed in any manner as granting any Operator an Exclusive Right, other than the exclusive use of the Land and/or Improvements that may be leased by the Authority to an Operator and then only to the extent provided in an Agreement in accordance with the Airport Sponsor Grant Assurances required by the Federal Aviation Administration ("FAA"), the Florida Department of Transportation ("FDOT") and/or any other federal and/or state government agency as a condition to receiving federal and/or state funding.

The opportunity to engage in Aeronautical Activities shall be made available only to those entities willing and able to comply with these Minimum Standards, and as Land and Improvements may be available at the Airport to support such Aeronautical Activities provided such use is consistent with the current and planned uses of Land and Improvements at the Airport and is deemed to be in the best interests of the Authority, as determined by the Authority in its sole discretion. The presence of only one Operator engaged in a particular Aeronautical Activity does not, in and of itself, indicate that an Exclusive Right has been granted. It is the policy of the Authority not to enter or promote an understanding, commitment, or express Agreement to exclude other reasonably qualified and experienced Operators.

The Authority reserves the right in its sole discretion to grant others certain rights and privileges at the Airport which are identical in whole or part to those granted to Operators. The Authority does covenant and agree that:

- All Minimum Standards of Aeronautical Activities conducted at Airport shall be enforced.
- Following the date of official adoption of these Minimum Standards for Aeronautical Activities, new Aeronautical Activity will NOT be permitted or allowed to be conducted at the Airport under terms and conditions more favorable than those set forth in these Minimum Standards.
- No Aeronautical Activity will be permitted or allowed at Airport without a written Agreement with Authority, or other written agreement approved by the Authority.

## **ARTICLE 3** **PURPOSE OF MINIMUM STANDARDS**

The purpose of these Minimum Standards is to provide and promote: (a) consistent high quality, safe and efficient Aeronautical Activities at the Airport; (b) the orderly development of Land and high-quality Improvements at the Airport; (c) the safety, security, and efficient operation of the Airport, (d) the economic health of Operators at the Airport, (e) the self-sustaining economic sufficiency of the Airport; and (f) to protect the level and quality of Aeronautical Activities offered to the public.



These Minimum Standards specified herein must be complied with by any Operator desiring to engage in Aeronautical Activities at the Airport. Throughout these Minimum Standards, the word "requirements" shall be understood to be preceded by the word "Minimum Standards" except where explicitly stated otherwise. Any required determinations, interpretations, or judgments regarding what constitutes an acceptable standard or requirement, or regarding compliance with such standard or requirement, shall be determined solely by the Authority. Unless provided for herein or in an Agreement with the Authority that precedes these Minimum Standards, no Person shall be allowed to engage in Aeronautical Activities at the Airport under conditions that do not fully comply with these Minimum Standards.

**ARTICLE 4**  
**PRIOR MINIMUM STANDARDS**

The Minimum Standards for Aeronautical Activities, dated April 20, 2018, is hereby amended, and restated to conform with these Minimum Standards. However, these Minimum Standards shall not apply to any Agreement or amendment thereto properly executed prior to the date of adoption of these Minimum Standards except as provided for in such Agreement, in which case, these Minimum Standards shall apply to the extent required or permitted by such Agreement.

- If an existing Operator desires, under the terms of an existing Agreement, to engage in additional Aeronautical Activities, the existing Operator shall comply fully with these Minimum Standards without any exception for all Aeronautical Activities conducted by the Operator.
- These Minimum Standards shall not be deemed to modify any existing Agreement under which an Operator is required to exceed these Minimum Standards nor prohibit the Authority from entering or enforcing an Agreement or an amendment thereto that requires an Operator to exceed these Minimum Standards, unless specifically set forth in said Agreement.

If these Minimum Standards are amended after an Operator enters into an Agreement with the Authority, the Operator shall not be required to comply with the amended Minimum Standards, except as required by Operator's existing Agreement with the Authority or until such time as a) Operator's existing Agreement is amended, b) the Authority approves an assignment of Operator's Agreement to another Person, or c) Operator enters into a new Agreement with the Authority. If after the date of adoption of these Minimum Standards, an Operator with nonconforming Land or Improvements is required to conform to these Minimum Standards, the Operator shall be obligated at its sole cost to reconfigure by the assembly, reassembly, addition, or deletion of Land and/or Improvements to conform to these Minimum Standards. Similarly, if, after the date of adoption of these Minimum Standards, an Operator's Land or Improvements are expanded or altered, or its use is changed or intensified, said Land and Improvements shall only be expanded, altered, or its use changed to the extent required to conform to these Minimum Standards.

While these Minimum Standards do not apply directly to subtenants, since they are not in privity with the Authority, Operators are required to ensure through their sublease Agreements that any Aeronautical Activity conducted by their subtenants are carried out in a manner that fully comply with these Minimum Standards and does not frustrate the purposes of these Minimum Standards.

**ARTICLE 5**  
**EXISTING OPERATORS**

**Existing Scope of Aeronautical Activities** – Upon adoption of these Minimum Standards, an existing Operator with an existing Agreement with the Authority may engage in the Aeronautical Activities permitted under the Agreement provided the Operator is in full compliance with all the terms and conditions of the existing Agreement and all applicable legal and operational requirements.

**Revised Scope of Aeronautical Activities** – Prior to engaging in any new Aeronautical Activity at the Airport not permitted under an existing Agreement with the Authority or attempting to modify or expand the scope of Aeronautical Activities permitted under an existing Agreement with the Authority, Operator shall

apply to and obtain an amended to the existing Agreement or obtain a new Agreement with the Authority to secure the right to conduct any new Aeronautical Activity.

**ARTICLE 6**  
**AIRPORT RULES AND REGULATIONS**

These Minimum Standards incorporate in their entirety the Rules and Regulations for the Sarasota Bradenton International Airport, dated May 20, 2019, attached as Addendum No. III, as may be amended from time-to-time in writing by the Authority (“Airport Rules and Regulations” or “Rules and Regulations”). The Rules shall always be complied with by all Operators, subtenants, and users of the Airport.

**ARTICLE 7**  
**SEVERABILITY OF MINIMUM STANDARDS**

The Articles of these Minimum Standards are severable, and if any of its provisions shall be held invalid by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining Articles.

**ARTICLE 8**  
**STANDARD DEFINITIONS**

As used in these Minimum Standards, the following terms shall have the meanings set out below, unless the context clearly requires otherwise:

- **Aeronautical Activities** - Any commercial aeronautical activity, other than FAA Part 212 regularly scheduled air carrier services and FAA Part 135 nonscheduled air carrier services, which involves, makes possible, or is required for the operation of Aircraft, or which contributes to or is required for the safety of such operations, which shall include, but is not limited to, aeronautical activities commonly conducted at Airports such as Fixed Base Operations, Aircraft Maintenance and Repair, Avionics Maintenance and Repair, Aircraft Storage, Aircraft Management, On Demand Aircraft Charter, Flight Training and Aircraft Rental, Aircraft Sales, Aircraft Assembly, Non-For-Profit Flying Clubs, and Specialized Services including aerial tours, aerial photography, and aerial surveying can appropriately be regarded as an “Aeronautical Activity.” An activity is considered an Aeronautical Activity if it conducts any aspect of a business, concession, operation on the Airport, or provides goods or services to any individual for compensation or hire on the Airport, including exchange of goods and services, whether such objectives are accomplished, and regardless of whether the business is nonprofit, charitable, or tax-exempt. Aeronautical Activities conducted by a governmental entity shall be deemed noncommercial and shall also be subject to review and approval by the Authority as provided herein.
- **Agreement** - A written contract, lease, license, use, permit, or other form of authorization, executed by the Authority and Operator, whereby the Authority authorizes an Operator to conduct a specific Aeronautical Activity at the Airport.
- **Aircraft** - Aircraft means a device that is used or intended to be used for flight in the air.
- **Aircraft Assembly Operator** - The assembly, sale, maintenance, repair and/or delivery of Aircraft, Aircraft components, instruments, parts, and equipment listed by the International Civil Aviation Organization originally manufactured on the Airport or elsewhere.
- **Aircraft Hangar** - A building or structure designed to hold Aircraft, Airplanes, or Airships.
- **Aircraft Maintenance and Repair Operator (MRO)** – An Operator providing one or a combination of airframe, power plant and accessory repair on Aircraft up to and including business jet Aircraft, helicopters, and blimps. This category shall also include the non-exclusive sale of Aircraft parts and accessories.

- **Aircraft Management and Charter Operator** – An Operator engaged in the business of managing Aircraft owned by others including, but not limited to Aircraft storage, Aircraft ground handling, and scheduling Aircraft maintenance including fueling, detailing, and on-board services. Operators may also engage in an On Demand Aircraft Charter, or in the private carriage of passengers or property, as defined in 14 CFR Part 125.
- **Aircraft Rental Operator** – An Operator engaged in the rental and/or lease of Aircraft to the public.
- **Aircraft Sales Operator** – An Aircraft Sales Operator is a Person engaged in the sale of new and/or used Aircraft through franchises or licensed dealerships or distributorships, on a rental or wholesale basis, for an Aircraft manufacturer; and provides such manufacturer parts, goods, and services necessary to meet any guarantee or warranty on the Aircraft sold.
- **Aircraft Self-Fueling Operator** – An Operator with a written Agreement with the Authority that grants the right to self-dispense aviation fuels and oils in their owned Aircraft, Aircraft where the Operator is vested with greater than a fifty percent (50%) ownership, or Aircraft registered by a Person majority owned by the Operator, using its own employees and equipment from their privately owned Aircraft Hangar.
- **Aircraft Storage Operator** - An Operator with a written Agreement with the Authority that grants the right to construct and maintain its own Aircraft Hangar on its own Leased Premises for the storage of its owned Aircraft, Aircraft where the Operator is vested with greater than a fifty percent (50%) ownership, or Aircraft registered by a Person majority owned by the Operator, which are not used for commercial Aeronautical Activities at the Airport. Ownership of the leasehold, Aircraft Hangar and Aircraft shall be identical, or the owners shall be related. The Aircraft Hangar owner and Aircraft owner are deemed to be “related” to the Operator if the owner of the Aircraft Hangar and Aircraft is vested with greater than a fifty percent (50%) ownership, either legal or equitable, in the Operator. An Aircraft under lease by the Operator from a third party for use by the Operator for a minimum of twelve (12) months is deemed “owned” by the Operator.
- **Air Operations Area (AOA)** – An area used or intended to be used for Landing, takeoff, or surface maneuvering of Aircraft including all Airport Lands adjacent thereto and enclosed by the perimeter security fence.
- **Airplane** - an engine-driven fixed-wing [Aircraft](#) heavier than air, that is supported in flight by the dynamic reaction of the air against its wings.
- **Airport** – The Sarasota Bradenton International Airport (SRQ), located in the City of Sarasota, Sarasota County and Manatee County, Florida, including any real property, the fee simple title to which is vested in the Authority.
- **Airport Master Plan** – Document charting the proposed evolution of the Airport to meet future needs, as approved by the Federal Aviation Administration, and as amended from time to time.
- **Airship** - means an engine-driven [lighter-than-air Aircraft](#) that can be steered.
- **Applicant** – An individual or entity seeking to enter into an Agreement with the Authority to establish, perform or operate an Aeronautical Activity at the Airport or to sublease to a Person to operate an Aeronautical Activity at the Airport.
- **Assembly Made Aircraft** – An Aircraft assembled by an Operator at the Airport with components, instruments, parts, and equipment originally manufactured on the Airport or elsewhere.
- **Authority** - The Sarasota Manatee Airport Authority, a special district created by the Legislature of the State of Florida, pursuant to Chapter 2003-309, Laws of Florida as amended, which owns and operates

the Airport. The term shall also mean the President, Chief Executive Officer, or his/her designated representative when the context permits.

- **Avionics Maintenance and Repair Operator** – An Operator engaged in the sales, maintenance, repair, or alteration of one or more of the items described in 14 CFR Part 43, Appendix A, including but not limited to Aircraft radios, electrical systems, and flight instruments for Aircraft other than those owned, leased, and/or operated by or under the full and exclusive control of the Operator.
- **Best's** – Best's Rating, insurance industry standard measure of insurance financial performance prepared by A.M. Best Company.
- **Convicted Vendor List** – List required to be kept by the State of Florida Department of Management Services of entities under Florida Statute 287.133, Public Entity Crime; denial or revocation of the right to transact business with public entities.
- **Co-Op Fueling** - Fueling or otherwise servicing multiple Aircraft owned by different entities based in the same Aircraft hangar or Leased Premises. Co-Op fueling is not recognized as self-fueling by the FAA and will not be allowed at the Airport. To be afforded self-fueling rights, all Aircraft must demonstrate the same ownership structure as the Aircraft Hangar.
- **FAA** – The Federal Aviation Administration of the United States of America, its successors, and assigns.
- **FAR** – The Federal Aviation Regulations.
- **Fixed Base Operator (FBO)** – An Operator engaged in providing multiple Aeronautical Activities including the sale and dispensing of aviation fuels and lubricants to the public, Aircraft Storage, Aircraft Maintenance and Repair, and other Aeronautical Activities required in Article 13 of these Minimum Standards.
- **Flight Training and Aircraft Rental Operator** – An Operator engaged in providing Aircraft flight training, and the rental of Aircraft to the public for Aircraft flight training and instruction, in fixed or rotary wing Aircraft, and who provides such related ground school instruction as is required before taking a written examination and flight check ride for the category or categories of pilot's licenses and ratings involved.
- **Improvements**. Improvements shall include any building, betterment, facility, structure, or equipment built, constructed, installed, or placed upon the Airport.
- **Land** – Land shall mean the surface or immediate subsurface of the Airport real property suitable for development of Improvements for the use and benefit of Operators as required herein.
- **Leased Premises** – Leased Premises shall mean the Land and Improvements described in a lease executed by the Authority and an Operator, and available for use by that Operator in performing, operating, or engaging in Aeronautical Activities.
- **Minimum Standards** – The requirements established by Authority as the Minimum Standard requirements for any Person that must be met as a condition precedent to the right to conduct an Aeronautical Activity on the Airport (also referred to herein as the "Minimum Standards").
- **NFPA** – The National Fire Protection Association.
- **Not-for-Profit Flying Club** – An Operator that is a nonprofit entity organized for the express purpose of providing its members with an Aircraft or several Aircraft for their personal use and enjoyment only.
- **On Demand Aircraft Charter** – An Operator engaged in On Demand Aircraft Charter, as defined in 14 CFR Part 135, or in the private carriage of passengers or property, as defined in 14 CFR Part 125.

- **Operator** – A Person with an Agreement with the Authority and performing, operating, or engaging in an Aeronautical Activity at the Airport.
- **Person** – A Person who enters into an Agreement with the Authority including all individuals, firms, companies, associations, joint ventures, partnerships, trusts, business trusts, syndicates, fiduciaries, corporations, and all other groups or combinations.
- **President, Chief Executive Officer** – The principal representative of the Authority with powers and duties to direct all administrative, operational, financial, and other matters at the Airport; to supervise the Aeronautical Activities at the Airport and be responsible for the operation, management, and maintenance of the Airport and all facilities and equipment in connection therewith and to enforce the provisions of these Minimum Standards. Such other employees of the Authority, as the President, Chief Executive Officer from time to time may designate, to carry out the duties of the President, Chief Executive Officer.
- **Private Hangar Owners** - An Operator permitted by its Agreement to construct and maintain its own hangar on its own Leased Premises for the storage of its own Aircraft which is not used for Aeronautical Activities at the Airport. Ownership of the leasehold, hangar and Aircraft are identical, or the owners are related. The hangar owner and Aircraft owner are deemed to be “related” to the Operator if the owner of the hangar and Aircraft have, directly or indirectly, a major equity ownership in the Operator. An Aircraft under lease by the Operator from a third party for use by the Operator for a minimum of twelve (12) months is deemed “owned” by the Operator. Subject to compliance with Article 16, fueling and service of the Aircraft stored on the Leased Premises is also permitted but only if it is provided by the Operator or by a party related to the Operator, i.e., no Co-Op fueling, and servicing is permitted.
- **Rules and Regulations** – The Rules and Regulations for Sarasota Bradenton International Airport, as amended from time to time by the Authority.
- **Self Service Fueling Facility**- A fueling facility that is operated by an Operator, not by an attendant. If the pump is made available to the public, it becomes a commercial Aeronautical Activity and does not constitute self-fueling.
- **Specialized Aviation Service Operator (SASO)** – An Operator conducting a single specialized Aeronautical Activity at the Airport. SASO Operators typically offer only a single specialized aeronautical service such as On Demand Aircraft Charter, Aircraft Flight Training and Rental, Aircraft Sales, Aircraft Maintenance and Repair, Avionics Maintenance and Repair, ambulance service, sightseeing flights, aerial photography, Aircraft detailing, in-flight catering, vendors of pilot supplies, and/or other Aeronautical Activity specifically excluded from Parts 121 and 135 of the Federal Aviation Regulations.
- **Terminal Aircraft Parking Apron** – A defined paved area at the Airport commercial airline passenger terminal building for the loading and unloading of passengers and light cargo, Aircraft fueling, Aircraft parking, Aircraft cabin service, and Aircraft inline maintenance as required.
- **Transient Operator**. Any Person not leasing or subleasing Land and/or Improvements at the Airport, as required by these Minimum Standards, that conduct temporary or occasional Aeronautical Activities at the Airport, are required to obtain an Agreement or a Permit with the Authority and comply with the General Requirements of these Minimum Standards. For purposes of this definition, temporary or occasional Aeronautical Activities may include, but not be limited to, On Demand Aircraft Charter, Flight Training and Aircraft Rental, Aircraft Maintenance and Repair, Aviation Maintenance and Repair, upholstery, detailing, sightseeing, aerial photography, or other Aeronautical Activity.

**Note:** In addition to the Definitions provided herein, these Minimum Standards incorporate, by reference the defined words and acronyms identified in Section 1, Definitions, of the Rules and Regulations and are capitalized whenever used in these Minimum Standards. In the event of a conflict in a Definition provided herein and a Definition provided in the Airport Rules and Regulations, the Definition provided herein shall prevail. Those Words or acronyms that are not defined, identified, or capitalized shall be construed consistent with common meaning or as generally understood throughout the aviation industry.

**ARTICLE 9**  
**GENERAL MINIMUM REQUIREMENTS**

Any Person desiring to conduct Aeronautical Activities on the Airport shall meet or exceed the general minimum standard requirements (“General Requirements”) of this Article as well as the Minimum Standards applicable to each Aeronautical Activity, as set forth herein.

**Application Required.** Any Person wishing to conduct an Aeronautical Activity at the Airport shall file an Application to Conduct Aeronautical Activities, hereinafter “Application”, attached to these Minimum Standards as Addendum No. I, with the Authority in a form and manner approved by the Authority and obtain an Agreement or a Permit approved by the Authority as set forth in these Minimum Standards. The Application is required to be completed in its entirety and submitted to the Authority for consideration by the Authority prior to engaging in any Aeronautical Activity at the Airport. Applicant shall submit all the information requested by the Authority in the Application, or in addition thereto, and shall thereafter submit any additional information, data, and/or documentation that may be requested by the Authority to evaluate the Application and facilitate a complete and proper analysis of the proposed Aeronautical Activity.

No Application will be considered complete that does not provide the Authority with the information, data, and/or documentation requested by the Authority to enable the Authority to make a meaningful assessment of Applicant's desired Aeronautical Activities and determine whether the Applicant's desired Aeronautical Activities will comply with all applicable with the Airport Layout Plan and all applicable legal requirements. Following review of the Application by the Authority and subject to the Applicant complying with all requirements thereto, an Agreement may be issued by the Authority. The Authority reserves the right to approve or not approve any Application for any Aeronautical Activity as it determines in its reasonable discretion to be in the best interest of the public.

**Agreement or Permit Required.** A written Agreement or Permit properly executed by the Applicant and Authority, or by the Applicant and an existing FBO, that is approved by the Authority, is a prerequisite for an Applicant to commence any Aeronautical Activity at the Airport. Upon approval of an Application as submitted or modified by the Authority, if the Agreement is with the Authority, the Authority shall prepare a Term Sheet, as attached as Addendum No. II or equivalent in detail, acceptable to both parties that outlines the terms, covenants, and conditions of a final Agreement. If the parties agree on a Term Sheet, the Authority shall cause to be prepared an Agreement between the Applicant and the Authority. In all cases, the Authority or FBO shall cause to be prepared an Agreement between the Applicant and the Authority or FBO. All Agreements shall contain the following provisions, among others:

- Provisions for strict compliance with these Minimum Standards.
- Term provision.
- Reasonable rental rate and/or Authority use fee to be paid to Authority.
- Rent or fee escalation provision.
- Provision for security deposit, performance bond or other form of performance guarantee to be posted by Operator, along with construction and payment bonds, if applicable.
- Release, Indemnity and Hold Harmless provisions.

- Provisions providing that any Improvements to be built, constructed, or placed upon the Airport shall conform to all safety regulations of all agencies with jurisdiction, including but not limited to the State of Florida, the Counties of Sarasota and Manatee, and the City of Sarasota, and shall conform with the requirements of current building codes and fire regulations of said jurisdictions, including but not limited to all required permits, licenses, and fees.
- Provisions that any Improvements built, constructed, or placed upon the Airport shall require a construction bond and once construction is commenced, will be diligently pursued to completion.
- Covenants specifically agreeing to comply with environmental and natural resources laws and regulations.
- Provisions that the Agreement is subordinate to any existing or future Agreement between Authority and the United States, relative to the operation and maintenance of the Airport, the execution of which has been or may be required as a condition precedent to expenditure of Federal funds for the development of Airport properties.
- Provision prohibiting sublease or assignment of any Agreement without prior notification and approval by the Authority.
- Provisions required by the FAA or other governing agency or entity.

In lieu of or in addition to an Agreement, the Authority may issue a Permit. A Permit issued by the Authority will remain valid for one (1) year or such other period as indicated in the Permit if the Operator meets the following requirements:

- The information submitted by the Operator is and remains current. The Operator shall notify the Authority in writing within fifteen (15) calendar days of any change to the information submitted by the Operator.
- The Operator remains in full compliance with the terms and conditions of the Permit and all applicable legal requirements.

A Permit issued by the Authority may not be assigned or transferred and shall be limited solely to the approved Aeronautical Activity identified in the Permit. Where applicable, a Permit issued by the Authority shall be incorporated by reference in any Agreement between the Authority to the same Operator and subject to "cross default". The breach of any portion of a Permit issued by the Authority, including the Application incorporated by reference thereto, shall be deemed a material breach of any Agreement with the same Operator, subject to termination of the Permit and the Agreement. A default by an Operator shall result in the immediate cancelation of all Airport security badges, vehicle decals, and all other forms of controlled Airport access privileges.

**Transient Operators.** Transient Operators shall be required to obtain an Agreement or a Permit from the Authority and comply with the Minimum Standards set forth in this Section.

- **Licenses and Certifications.** Transient Operators shall be properly licensed and certificated by the FAA and hold the appropriate type ratings and medical certifications required for the Aircraft being operated and the work being performed, including the ability to perform inspections, examinations and issue certifications typically conducted as part of the Aeronautical Activities being conducted. Transient Operators shall provide a copy of their active licenses and certifications to the Authority and to any customer upon request.
- **Registered Aircraft.** Transient Operators shall provide and maintain with the Authority a registered list of all Aircraft used by the Operator to conduct temporary or occasional Aeronautical Activities.

- **Locations of Aeronautical Activities.** Transient Operator Aeronautical Activities may only be conducted at a facility and location previously designated and approved by the Authority for the Aeronautical Activity to be conducted or at such facility or location designated and approved in advance in writing from time-to-time by the Authority. Each location shall meet all applicable legal and operational requirements for the type of Aeronautical Activities conducted.
- **Required Insurance.** Transient Operators conducting Aeronautical Activities at the Airport shall disclose the amount and variety of insurance coverage provided to its customers, when the insurance applies to the customer, where the customer may obtain additional information regarding the insurance provided and provide a copy of the applicable certificate of said insurance to the Authority and to any customer upon request.
- **Airport Rules and Regulations.** Transient Operators shall conduct all Aeronautical Activities in accordance with the Airport Rules and Regulations, and all applicable FAA Regulations, NFPA code, Department of Environmental Protection rules and regulations, the Authority's Standard Operating Procedures, and the rules and regulation of any agency with jurisdiction over the Aeronautical Activities conducted.

Based Aircraft owners, FBOs, and MROs with an active Agreement with the Authority, may request a Transient Operator to conduct Aeronautical Activities for their Aircraft or customers, respectively. However, a Transient Operator shall not be permitted to solicit business at the Airport for any reason.

**Airport Security Badges.** All Operators, their officers, managers, and employees working at the Airport shall be required to display a valid Airport Security Badge issued by the Authority.

**Aircraft Hangars.** All Aircraft Hangars on the Airport shall be subject to the following restrictions:

- Aircraft Hangars shall be equipped to provide appropriate and sufficient vehicles, tools, and equipment, including tugs with sufficient power and braking action to handle any Aircraft stored in the facility.
- Aircraft Hangars shall be equipped with sufficient Aircraft tow bars to provide for the movement of all Aircraft using the facility.
- Hazardous Material storage shall not be permitted to be stored in Aircraft Hangars unless specifically authorized in writing by the Authority.
- Aircraft Hangars shall not be used for Aeronautical Activities that impede the movement of Aircraft, storage of inventory unrelated to Aircraft Storage, or as a base of operations for a non-aeronautical business other than Aircraft Storage.
- Aircraft Hangars shall not be used for the storage of vehicles, marine vessels, non-aeronautical equipment, crates, boxes, barrels, containers, surplus property, and refuse.
- No vehicles shall be permitted to access Aircraft Hangars unless specifically authorized in writing by the Authority, which shall require the display of an active vehicle decal issued by the Authority.
- Aircraft Hangars may only be used for Operator's approved Aeronautical Activities or Aircraft registered in the name of the Operator.

**Prohibited Activities.** Any Aeronautical Activity described in these Minimum Standards conducted at the Airport without an Agreement or Permit with the Authority granting the right to conduct the Aeronautical Activity proposed to be conducted, including any Aeronautical Activities conducted by on-airport Operators, Transient Operator, sub-tenants, and all other Persons without an Agreement or Permit with the Authority is strictly prohibited. The use of Aircraft for the purpose of banner towing and crop dusting is not permitted at the Airport under any condition.



**Compliance and Enforcement.** All Operators shall comply with all applicable federal, state, and local laws, Airport Rules and Regulations, these Minimum Standards for Aeronautical Activities, the Airport Master Plan, and all orders and directives of the Authority's management and staff that apply to the Aeronautical Activities conducted, which may individually or collectively be amended from time to time by the Authority. In addition, all Operators shall maintain in effect and post in a prominent public place in a facility on their Leased Premises all licenses, certifications, and permits, required by law.

In the event an Operator fails to comply with these Minimum Standards, the Authority shall send a written statement of violation to such Person at their last known address. Unless otherwise provided in the Operator's an Agreement with the Authority, the Operator shall have ten (10) calendar days within which to (a) provide a written statement to the Authority explaining why the violation occurred and to advise the Authority that the violation has been corrected or (b) when and how the violation will be corrected. The Authority, in its sole discretion, has the right to immediately suspend the Operator's Aeronautical Activities and/or revoke the Operator's privileges at the Airport, as the Authority deems it necessary to correct the violation and prevent further violations. The Operator shall pay all costs incurred by the Authority to cure a violation required to be cured by the Operator, including but not limited to, attorney fees, expert witness fees, court costs, and other legal costs. Prior violations may warrant denial of future Permit applications by the Authority.

#### **ARTICLE 10** **APPLICATION PROCESS**

**Application Form.** All Persons seeking to perform an Aeronautical Activity at the Airport shall obtain a copy of these Minimum Standards, as may be amended, and shall file an Application to the Authority. All Applications shall be executed under penalty of perjury by an officer, director, manager, or other properly authorized official. The Application shall set forth in detail the following:

- Name and address of the Applicant.
- Name and address of classes of membership of the Applicant, if applicable.
- Copies of all licenses and certifications required to conduct the proposed Aeronautical Activity.
- Tax identification number.
- Copy of the Applicant's IRS Non-Profit Determination Letter, if applicable.
- Proposed Land use, facility and/or location for the Aeronautical Activity proposed.
- Names and qualifications of personnel involved in conducting the proposed Aeronautical Activity.
- Financial capability of the Applicant.
- Technical capability of the Applicant to perform the proposed Aeronautical Activity.
- List of Aircraft, vehicles, facilities, and equipment to be furnished by the Applicant in connection with the Aeronautical Activity proposed.
- Proposed date of commencement of the Aeronautical Activity.
- Proposed term of an Agreement with the Authority.
- Specifications of proposed Improvements.

- Estimated cost of proposed Improvements.
- Method of financing construction or acquisition of proposed Improvements.

**Application Review.** Once a complete written Application is received by the Authority, it shall be reviewed by the Application for compliance with these Minimum Standards. The determination of what is considered a complete Application will be as follows:

- **Complete Application.** If the Authority determines that the Application is complete, the Authority shall commence negotiations with the Applicant to execute an appropriate written Agreement.
- **Incomplete Application.** If the Authority determines that an Application is incomplete or further information is required, the Authority shall return the Application to the Applicant and notify the Applicant in writing of the reason(s) the Application was incomplete.

**Action on Application.** If the Authority determines that an Application is complete, the Authority shall approve, approve with conditions, or deny the application. The following are some examples of circumstances that may warrant the denial of the application:

- An Applicant, for any reason, does not meet the qualifications, standards, and requirements established by these Minimum Standards, or is not prepared to meet the same within a reasonable time as established by the Authority but not exceeding one year.
- An Applicant's proposed Aeronautical Activity or construction will create a safety hazard on the Airport.
- An Applicant's proposed Aeronautical Activity will result in a financial loss for the Authority.
- An Applicant's proposed Aeronautical Activity will cause the Authority to spend funds or supply labor or materials in connection therewith.
- No appropriate, adequate, or available Land or facilities exist at the Airport to accommodate an Applicant's proposed Aeronautical Activity on the date of Application or within a reasonable time thereafter.
- Airport development or construction required for the proposed Aeronautical Activity does not comply with the Airport Master Plan or conflicts with the Airport Rules and Regulations, federal, state, or local rules and regulations.
- Development or use of the Land area requested by an Applicant will result in Aircraft or building congestion or will unduly interfere with the Aeronautical Activities of an existing Operator on the Airport or might restrict Aircraft access to other existing Operators on the Airport.
- An Applicant either intentionally or unintentionally falsified information on an application or supporting documents or omitted relevant information.
- An Applicant failed to make full disclosure on an application.
- An Applicant has a record of violating the Airport Rules and Regulations, the rules, and regulations of another Airport, FARs, FAA standards, FDOT aviation regulations, or any other rules and regulations applicable to the Authority.
- An Applicant has defaulted in the performance of any Agreement with Authority, Manatee County, City of Sarasota, or Sarasota County, or other Airport in the United States.

- Based on current financial and background information, an Applicant does not, in the sole opinion of the Authority, exhibit adequate financial responsibility or technical capability to undertake the proposed Aeronautical Activity.
- An Applicant is unable to provide a performance bond or other security in an amount required by the Authority to insure performance of its obligations under its proposed Aeronautical Activity or ensure completion of any associated construction.
- An Applicant has been convicted of any felony or misdemeanor involving moral turpitude or has been convicted of a public entity crime as defined in Section 287.133 Fla. Statutes and placed on the Convicted Vendor List.

**Public Hearing.** Once a Term Sheet is executed by the Authority and the Applicant, and a proposed Agreement or Permit is executed by the Applicant acceptable to the Authority, the Authority will decide based upon these Minimum Standards, Airport Rules and Regulations, Federal, State, and local law, policies, and guidelines, if a public hearing is required.

- **No Hearing Required.** If the proposed Aeronautical Activity does not require a hearing, the Authority will draft and execute the proper Agreement authorizing the Applicant to perform the proposed Aeronautical Activity in accordance with these Minimum Standards.
- **Hearing Required.** If it is determined that the proposed Aeronautical Activity requires a hearing, the hearing shall be governed as follows:
  - The Application and proposed Agreement will be placed on the agenda of a future regularly scheduled board meeting of the Authority. An Application and an Agreement must be executed before being placed on a Board agenda.
  - All Operators currently providing Aeronautical Activities as those proposed by the Applicant will be notified of the Application and advised of the date, time, and place of the scheduled board meeting where the Application and proposed Agreement will be considered.
  - The Authority will determine whether the Applicant meets these Minimum Standards as herein established, and whether the Agreement should be approved, modified, or rejected.
- **Continuing Obligations.** Successful Applicants who execute an Agreement with the Authority and are approved by the Authority shall be required to comply with the following:
  - **Informational Update.** Promptly advise the Authority of any changes to the information provided in the Application, Permit and/or Agreement.
  - **Compliance with Other Regulations.** Abide by and comply with all federal, state, and local Laws, ordinances, regulations, and the Rules and Regulations of the Authority.

**Technical Experience Required.** Operator shall, in the judgment of the Authority, based on the Application submitted by the Applicant, demonstrate before and throughout the term of an Agreement the capability to consistently conduct its Aeronautical Activities at the Airport in a safe, secure, efficient, courteous, prompt, and professional manner to the benefit of the public with the degree of professional care and level of skill exercised by qualified and experienced Operators conducting similar Aeronautical Activities at comparable Airports.

**Financial Capability Required.** Any Applicant desiring to conduct an Aeronautical Activity at the Airport shall demonstrate the financial strength and technical capability to pay all rents, fees, and charges owed to the Authority; developing and maintaining the required Land and Improvements, procuring, and maintaining

the required vehicles, tools, equipment, and/or Aircraft, and employing the required personnel to engage in the proposed Aeronautical Activity.

All Applicants shall provide the Authority with credible evidence regarding their financial and technical financial ability to perform the proposed Aeronautical Activity before and at any time during the term of any Agreement. Credible evidence shall consist of, but not necessarily be limited to, financial statements certified by an officer of Applicant as to its correctness, licenses, permits, and/or certificates required by law and applicable to Applicant's business, references and any other information indicating Applicant's ability to perform the proposed Aeronautical Activity at the Airport.

**Bankruptcy.** In the event of insolvency, voluntary or involuntary bankruptcy of an Operator which is not promptly discharged, or an arrangement for creditors is made, the Authority shall have the remedies provided in the Authority's Agreement with the Operator and as available by law.

**Agreement or Permit Required.** No individual or entity shall engage in any Aeronautical Activity at the Airport without first applying to the Authority and obtaining an Agreement or a Permit with the Authority, or having a sublease approved by the Authority, authorizing such Aeronautical Activity (collectively an "Agreement"). An Agreement or Permit with the Authority shall not replace, reduce, or otherwise limit in any way an Operator's obligations to comply with these Minimum Standards. Individuals and entities not based at the Airport that desire to conduct temporary or occasional Aeronautical Activities at the Airport, are also required to file an application, and obtain an Agreement or Permit with the Authority prior to conducting any Aeronautical Activity.

**Adequate Leased Premises.** An Operator shall lease or sublease adequate Land and Improvements to conduct each of the Operator's Aeronautical Activities, as required by these Minimum Standards. All required Improvements including, but not limited to, Aircraft apron, Aircraft tiedowns, buildings, facilities, vehicle parking, and fuel storage and dispensing shall be located on contiguous Land. Specialized Aviation Service Operators (SASOs) are encouraged to be sublessees from an FBO. however, if suitable Land or Improvements are not available or cannot be secured from an FBO, a SASOs may: (a) lease Land and/or facilities from the Authority, if such Land and/or facilities are available, or (b) sublease Land or Improvements from another SASO.

**Approval of Construction.** The construction or installation of any Improvements, or alteration of Improvements must be approved in advance by the Authority and all applicable federal, state, and local agencies having jurisdiction. Each Operator shall apply for a Tenant Construction Permit ("TCP Application") to the Authority for review and consideration in accordance with the requirements set forth in these Minimum Standards. A copy of the TCP Application is attached to these Minimum Standards as Addendum No. IV.

**Aircraft Apron and Tiedowns.** Aircraft apron shall be no less than one hundred percent (100%) of the square footage of the Aircraft Hangar size and able to accommodate the movement of Aircraft safely and effectively in and out of the Aircraft Hangar and provide for the efficient staging of Aircraft. In addition, Aircraft apron shall be:

- Contiguous and separated by no more than a taxi lane that allows the Operator to taxi or tow Aircraft without traversing an active runway, taxiway, or public roadway.
- Of adequate size and weight bearing capacity to accommodate the movement, staging, and parking of the largest Aircraft reasonably expected to utilize the Operator's Leased Premises.
- Able to accommodate the Operator's Aircraft fleet.
- Located to provide unimpeded movement of Aircraft in and out of Operator's Aircraft Hangars and all other facilities and to and from the nearest taxi lanes or taxiways.

If Operator utilizes an Aircraft Hangar for storing customer Aircraft, Operator shall provide a reasonable number of paved Aircraft tiedowns to effectively accommodate the demand for tiedowns. If Operator does not handle or store customer Aircraft, Aircraft tiedowns are not required.

**Vehicle Parking.** Paved vehicle parking shall be sufficient to meet local code requirements and accommodate all vehicles and equipment expected to utilize the Operator’s Leased Premises each day. In addition:

- Leased Premises that require public access shall have direct Landside access.
- Paved vehicle parking shall be near the Operator’s primary facility on the Operator’s Leased Premises.
- On-street and off-street vehicle parking shall not be permitted except in marked vehicle parking spaces.

**Aircraft Hangars.** Aircraft Hangars identified throughout these Minimum Standards shall meet the following minimum requirements, unless otherwise stipulated in these Minimum Standards for the specific Aeronautical Activity conducted.

Leased Premises	Square Feet	Notes
Land	43,560	
Administrative and Maintenance Area	1,000	Shall include dedicated employee work areas, shop areas, and storage for parts and equipment.
Aircraft Hangar	10,000	
Aircraft Hangar Apron	10,000	
Aircraft Hangar Doors	20 by 80	Linear height by width

**Licensing and Regulatory Compliance.** Prior to engaging in any Aeronautical Activity at the Airport, and throughout the term of any Agreement with the Authority, each Operator shall obtain and maintain all necessary licenses and certificates required by the FAA and all other agencies having jurisdiction over the Operator’s Aeronautical Activity. In addition, each Operator and their on-site managers and employees shall obtain and comply with all necessary licenses, permits, certifications, and/or ratings required to conduct Operator’s Aeronautical Activities at the Airport, including:

- Each Operator shall keep in effect and post in a prominent place, readily visible and accessible to the public, copies of all licenses, permits, certifications, or ratings that are required for each chosen Aeronautical Activity.
- Upon request, each Operator shall provide copies of such licenses, permits, certifications, and/or ratings upon request to the Authority within 48 hours.

All Operators shall comply with all federal, state, and local laws, the Airport Master Plan, the Airport Rules and Regulations, and these Minimum Standards for Aeronautical Activities, which may be amended from time to time by the Authority, that apply to their business, including the Rules and Regulations promulgated by the Authority and all other agencies having jurisdiction. All Operators shall keep in effect and post in a prominent place on their Leased Premises all necessary and/or required licenses, certifications, and/or permits required to conduct the Operator’s Aeronautical Activities.

**Personnel.** An Operator shall provide, at their own expense, sufficient employees to effectively and efficiently conduct their Aeronautical Activity approved by Agreement issued by the Authority. All Operator shall employ and designate a qualified, experienced, and professional on-site manager who shall be responsible for the day-to-day management of Operator’s Aeronautical Activities, including the following:

- The designated on-site manager shall have experience managing similar Aeronautical Activities, as determined by the Authority.
- The Operator shall give due consideration to notification from the Authority of dissatisfaction with the designated on-site manager's performance and shall take all reasonable action to eliminate the cause of such dissatisfaction.

During Operator's hours of operation, a qualified, experienced, and professional on-site supervisor(s) shall be readily available and authorized to represent and act on Operator's behalf with respect to Operator's Aeronautical Activities. It shall be the responsibility of Operator to maintain close supervision over Operator's employees to ensure all Aeronautical Activities are consistently provided in a safe, secure, efficient, courteous, prompt, high quality, and professional manner.

Operators shall have in its employ, on duty, and be immediately available during hours of operation, properly trained and qualified employees in such numbers as are required to comply with these Minimum Standards and to meet the reasonable demands of customers for each of the Operator's Aeronautical Activities.

**Employee Conduct and Training.** Operators shall control and be responsible for the conduct, demeanor, and appearance of their employees, who shall be trained by Operators and who shall possess such technical qualifications and hold such certificates of qualification as may be required in carrying out assigned duties. It shall be the responsibility of Operators to maintain close supervision over their employees to assure a high standard of service to Operator's customers.

**Aircraft, Vehicles and Equipment.** The Aircraft, vehicles, and equipment required by these Minimum Standards must be fully operational, in compliance with all applicable federal, state, and local law, and capable of enabling the Operator to conduct its Aeronautical Activities in a safe and efficient manner consistent with their intended use. Aircraft, vehicles, and equipment may be unavailable on a temporary basis, as reasonably required for routine or emergency maintenance and repair provided that:

- Appropriate measures are being taken to return the Aircraft, vehicles, and equipment safely back into service as soon as possible.
- Fully operational back-up Aircraft, vehicle, and equipment are available within a reasonable time to conduct the Operator's Aeronautical Activities.

**Safety and Security.** Operators shall designate a responsible individual for the coordination of all communications, safety and security procedures and provide point-of-contact information to the Authority, including the name of the primary and secondary contacts. One of the contacts must be available by telephone on a 24-hour basis. Operators shall develop and maintain a security plan for their Leased Premises and the Aeronautical Activities conducted that complies with the following:

- The Operator's security plan shall be submitted to the Authority for review no later than thirty (30) calendar days before the Operator is scheduled to commence Aeronautical Activities at the Airport and shall resubmitted their security plan to the Authority after any revision.
- Upon request, Operators that are required to comply with a Transportation Security Administration (TSA) security program must demonstrate written compliance to the Authority including providing the Authority, within 24 hours, copies of all relevant and applicable TSA required documentation.
- Operators must comply with applicable reporting requirements as established by the Authority, FAA, TSA, and all agencies having jurisdiction.
- Operators shall develop and maintain a safety plan for Operator's Leased Premises and Aeronautical Activities that complies with the Rules and Regulations for the Airport.

- Operators, their officers, managers, and employees working at the Airport shall always display a valid Airport Security Badge issued by the Authority.

**Hours of Operation.** The hours of operations that are to be provided to the public and the contact information for after-hours of operation shall be clearly posted in public view using appropriate and professional signage. Unless otherwise stated in these Minimum Standards, Operator's Aeronautical Activities shall be continuously offered and available to meet reasonable demand of customers for a minimum of eight (8) hours per day during normal business hours Monday through Friday, excluding holidays or as otherwise specified in the Operator's Agreement with the Authority. Unless otherwise stated in these Minimum Standards, Operator's Aeronautical Activities shall be available to the public at all other times on-call and after-hours, with response time not to exceed one (1) hour. Operators shall provide good, prompt, and efficient Aeronautical Activities on a fair, reasonable, and non-discriminatory basis to all users of the Airport adequate to meet all reasonable demands for its Aeronautical Activities at the Airport.

**Product, Service, and Pricing.** The Operator shall furnish good, prompt, and efficient service on a fair, reasonable, and non-discriminatory basis to all users of the Airport adequate to meet all reasonable demands for its Aeronautical Activities at the Airport. Operator may provide reasonable discounts, rebates, or other similar types of price reductions based on the class of Airport user or the volume purchased. In the event of a complaint and upon request by the Authority or any customer, Operator shall provide a schedule of product, service, and facility pricing within 24 hours. In addition to identifying the Operator's product, service, and facility pricing, the schedule shall identify any discounts or rebates for volume purchases, or other similar types of price reductions offered by Operator.

**Non-Discrimination.** Operator shall (1) provide its Aeronautical Activities at a reasonable, and not unjustly discriminatory basis to all Airport users and (2) not charge unjustly discriminatory prices for any product, service, or facility. Operator may provide reasonable discounts, rebates, or other similar types of price reductions based on the class of Airport user or the volume purchased. In the event of a complaint and upon request by the Authority or any customer, Operator shall provide a schedule of product, service, and facility pricing within 24 hours. In addition to identifying the Operator's product, service, and facility pricing, the schedule shall identify any discounts or rebates for volume purchases, or other similar types of price reductions offered by Operator.

**Taxes and Expenses.** Operator shall meet all expenses and payments in connection with their Agreement with Authority, including licenses, taxes, or permits required by law in the normal course of business. Operator shall, at its sole cost and expense, pay all taxes, fees, and other charges, that may be levied, assessed, or charged by any duly authorized agency relating to the Operator's Aeronautical Activities conducted at the Airport and in connection with its Agreement with the Authority. Operators may, however, at their sole expense and cost, contest any tax, fee, or assessment. The Authority may enforce the payment of any rent, fee, or other charge due to the Authority from an Operator by any means provided by law.

**Vendors and Suppliers.** Operators shall have the right to choose, at their sole discretion, their vendors, and suppliers, operating in compliance with these Minimum Standards.

**On-Airport Signage.** Operators may not advertise or place signage on the Airport or the Operator's Leased Premises unless specifically granted said rights in their Agreement with the Authority.

## **ARTICLE 11** **GENERAL INSURANCE REQUIREMENTS**

**Overview of Insurance.** All Operators shall procure, pay for, and maintain with insurance carriers rated A or better by Best's, insurance of the types and in the minimum limits established by the Authority, for the type of Aeronautical Activity in which the Operator will be engaged. If more than one Aeronautical Activity is proposed or conducted, minimum limits may be cumulative. Because of the many variables and combinations, insurance requirements will be reviewed and revised on an individual basis at the time of an Applicant's Application, during Agreement negotiations, and throughout the term of the Agreement.

All insurance shall be acquired and maintained with responsible companies approved by the Authority and authorized to do business in the State of Florida. All liability insurance policies shall provide a severability of interest provision. Required insurance coverage and limits shall be evidenced by properly executed certificates of insurance. Each certificate shall be an original, signed by the authorized representative of the insurance company shown on the certificate with proof that he/she is an authorized representative thereof attached. All insurance policies shall be primary coverage performable in Sarasota and Manatee Counties, Florida, and shall be construed in accordance with the laws of the State of Florida.

Insurance coverage and limits required herein are designed to meet uniform requirements of the Authority. They are not designed as a recommended insurance program for the Applicant or Operator. Applicant and Operators alone shall be responsible for the sufficiency of his insurance program. In the event the Authority determines that the insurance limits herein are inadequate, the Authority may modify said limits. If the insurance limits are modified, Applicant or Operator shall have thirty (30) days after receipt of written notice from the Authority to modify its insurance limits to meet the new requirements.

If any liability insurance required herein is issued or renewed on a "claims made" form as opposed to the "occurrence" form, the retroactive date for coverage shall be no later than the commencement date of the Agreement and shall provide that in the event of cancellation or non-renewal, the discovery period for insurance claims (tail coverage) shall be unlimited. Required coverage shall be issued as required by law and shall be endorsed, where necessary, to comply with these Minimum Standards. Submissions required by this Article shall be delivered to:

Properties Department  
Sarasota Manatee Airport Authority  
Sarasota Bradenton International Airport  
6000 Airport Circle, Third Floor  
Sarasota, Florida 34243-2105

The value and types of insurance shall conform in all cases to the following minimum requirements set forth in these Minimum Standards with the use of Insurance Service Office (ISO) policies, forms, and endorsements or broader where applicable.

**Certificates of Insurance.** Certificate of Insurance must be filed with and approved by the Authority prior to any Aeronautical Activity being conducted by the Applicant or the Operator at the Airport, which certificates shall state thereon the limits, coverages and endorsements required herein. All certificates shall provide for thirty (30) days prior written notice, by registered or certified mail, return recipient requested, to the Authority prior to renewal, non-renewal, cancellation, reduction in policy coverages, or other alteration including, but not limited to, revisions, replacements, suspensions, increases or cancellations of coverage, underwriters, exclusion, values, or limits. In any such case, Operator shall take immediate steps to reinstate any cancellation, reduction, or alteration that fails to comply with these Minimum Standards. If at any time the Authority requests a written statement from the Operator's insurance company as to any impairments to the aggregate limit, the Applicant and/or Operator shall promptly authorize and have such statement delivered to the Authority. The Applicant or Operator shall make up any impairment when known to it. All Applicants and Operators authorize the Authority to confirm all information furnished to the Authority, as to compliance with the insurance requirements herein, with Applicant or Operator's insurance agents, brokers, and insurance carriers. All insurance coverage of Applicants and Operators shall be primary as regards any insurance or self-insurance program carried out or approved by the Authority.

Renewal certificates of insurance shall be provided to the Authority a minimum of thirty (30) days prior to renewal. Thereafter, the Operator shall provide certificates of insurance to the Authority every twelve (12) months and prior to any alteration defined above. The certificate holder's name and address shall include:

*"Sarasota Manatee Airport Authority, an Independent Special District of the State of Florida, its Commissioners, Officers, Employees, and Agents, 6000 Airport Circle, Sarasota, Florida 34243.*



Companies issuing required insurance policies shall have no recourse against the Authority for payment of premiums or assessments for any deductibles. These costs shall be the sole risk and responsibility of the Operator. Certificates of insurance for the coverages required by these Minimum Standards shall be delivered to the Authority prior to the execution of any Agreement with the Authority. The Authority's acceptance of delivery of any policy or certificate of insurance evidencing the Applicant's or Operator's insurance coverages and limits and does not constitute approval or an Agreement by the Authority that the insurance requirements herein have been met or that the insurance policies shown in any certificate of insurance adhere to the requirements herein.

**Additional Insured Endorsement.** Operators shall endorse the Authority as an "Additional Insured" on each insurance policy with respect to liability arising out of Aeronautical Activities performed by or on behalf of the Operator, including the premises owned, leased, occupied, or used by the Operator, vehicles, equipment, and Aircraft owned, leased, hired, borrowed, or operated by the Operator. Such insurance shall provide primary coverage and shall not seek any contribution from any insurance or self-insurance maintained by the Authority, except for Worker's Compensation policies.

The additional insured endorsement, as to the interest of the Authority, shall not be invalidated by any act or neglect or breach of contract of the Operator. Any failure to comply with reporting or other provisions of the policies, including any breach of warranty, shall not affect coverage provided to the Authority and/or the Authority Board, individually and collectively, and its representatives, officers, employees, and agents. The Operator insurance shall apply separately to each insured against whom a claim is made, or suit is brought, except with respect to the aggregate limits of the insurer's liability.

Operators that sublease Land and/or Improvements shall be required to secure coverage by means of an endorsement to the Commercial General Liability policy. Other policies, when required, shall provide a standard "Additional Insured" endorsement offered by the insurer. The "Additional Insured" endorsements shall provide coverage on a primary basis. Additional Insured" endorsements shall state as follows:

*"Sarasota Manatee Airport Authority, an Independent Special District of the State of Florida, its Commissioners, Officers, Employees, and Agents, 6000 Airport Circle, Sarasota, Florida 34243.*

**Loss Payee Endorsement.** Operators shall endorse the Authority as a "Loss Payee" on the Property, Flood, and Windstorm insurance policies. "Loss Payee" endorsements shall provide coverage on a primary basis and shall read as follows:

*"Sarasota Manatee Airport Authority, an Independent Special District of the State of Florida, its Commissioners, Officers, Employees, and Agents, 6000 Airport Circle, Sarasota, Florida 34243.*

**Commercial General Liability/Airport Liability.** Commercial General Liability/Airport Liability insurance, including premises and operations, personal injury, Agreement requirements, and independent contractors, including completed operations limits of coverage shall not be less than:

- Combined single limit,  
bodily injury, personal injury and  
property damage liability \$5,000,000 per occurrence

**Commercial Automobile Liability.** Commercial Automobile Liability Insurance shall be maintained in accordance based on the following operating requirements:

**Outside the AOA.** Automobile Liability Insurance shall be maintained as to ownership, maintenance, and use of "all vehicles" which are tagged and used on Airport outside the AOA with limits not less than:

- Bodily Injury Liability \$1,000,000 each person  
\$1,000,000 each occurrence
- Property Damage Liability \$1,000,000 each occurrence

Inside the AOA. Automobile liability insurance shall be maintained as to ownership, maintenance, and use of “all vehicles” which are tagged and used on Airport inside the AOA with limits not less than:

- Bodily Injury Liability \$5,000,000 each person  
\$5,000,000 each occurrence
- Property Damage Liability \$5,000,000 each occurrence

**All Risk Property, Flood and Windstorm Insurance.** Property, Wind, & Flood Insurance, subject to reasonable deductibles approved by the Authority, is required for all constructed, leased, or subleased buildings, structures, and facilities as follows.

- Property insurance in an amount not less than one hundred percent (100%) of the total replacement cost of all Improvements, including those made by or on behalf of Operator as well as Operator’s contents located on the Leased Premises. The settlement clause shall be on a Replacement Cost basis. Coverage shall be written with a Special - Cause of Loss (All-Risk) form and include an endorsement for Ordinance & Law in an amount not less than twenty-five percent (25%) of the Property insurance limit. This coverage shall be provided on a primary basis.
- Flood insurance, if within the 100-year flood zone, in an amount not less than one hundred percent (100%) of the total replacement cost of all Improvements, including, but not limited to, those made by or on behalf of Operator as well as Operator’s contents, located on the Leased Premises, or the maximum amount available from the National Flood Insurance Program. This coverage shall be provided on a primary basis.
- Windstorm insurance, unless included as a covered peril in the property insurance, in an amount not less than one hundred percent (100%) of the total replacement cost of Improvements, including, but not limited to, those made by or on behalf of Operator as well as Operator’s contents, located on the Leased Premises, or the maximum amount available under the Florida Windstorm Underwriting Association. This coverage shall be provided on a primary basis.

**Worker’s Compensation and Employer’s Liability.** Worker’s Compensation and Employer’s Liability insurance shall be maintained in accordance with federal law and the statutes and regulations of the State of Florida including employer’s liability.

**Excess Liability Insurance.** Excess Liability insurance if used to reach the limits of liability required, shall not be less than Five Million Dollars (\$5,000,000) combined single limit each occurrence and aggregate where applicable for bodily injury, personal injury, and property damage liability.

**Waiver of Subrogation.** Operators shall provide a Waiver of Subrogation in favor of the Authority for each policy required to be maintained or maintained by Operator pursuant to or in connection with Operator’s Period or Agreement with the Authority. When required by the insurer, or if a policy condition does not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, the Operator shall notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, a condition to which the policy specifically prohibits such an endorsement, or voids coverage should an Operator enter into such an agreement on a pre-loss basis.

**Multiple Aeronautical Activities.** When an Operator engages in more than one Aeronautical Activity at the Airport, these General Insurance Requirements, and the insurance requirements specific to each Aeronautical Activity defined in these Minimum Standards, must be maintained throughout the term of any Agreement with the Authority.

**Accommodated Aircraft Size.** The General Insurance Requirements contained in this Article are the requisite minimum insurance requirements to be maintained to conduct any Aeronautical Activity at the Airport regardless of the accommodated aircraft size. Minimum insurance requirements for Operators

conducting Aeronautical Activities at the Airport with single and multi-engine piston Aircraft and Group I and Group II turboprop Aircraft only, are permitted to maintain throughout the term of any Agreement with the Authority half the minimum insurance requirements specific to each Aeronautical Activity defined in these Minimum Standards conducted by the Operator for a) Commercial General Liability or Airport Liability, b) Hangar Keepers Liability, and c) Excess Liability Insurance.

Minimums insurance requirements for Operators conducting Aeronautical Activities at the Airport with single and multi-engine piston aircraft and Group I and Group II turboprop aircraft only, are required to maintain throughout the term of any Agreement with the Authority the full amount of all other minimum insurance requirements specific to each Aeronautical Activity defined in these Minimum Standards conducted by the Operator. Lesser minimum insurance requirements shall not apply to any FBO Operator at any time, regardless of the accommodated aircraft size.

**ARTICLE 12**  
**NOTICE OF INDEMNIFICATION**

All Operators will be required to execute a separate indemnification contained in the Agreement or Permit issued by the Authority, which indemnification shall obligate the Operator to defend, indemnify, save, protect, reimburse, and hold harmless the Authority, its Board commissioners, officers, employees, and agents, individually and collectively, from and against any and all actual or alleged claims, demands, damages, expenses, costs, and fees including, but not limited to, legal, professional, expert, court and escrow fees, fines, environmental costs, and/or penalties, collectively referred to as costs, which costs may be imposed upon, claimed against, incurred or suffered by the Authority and which, in whole or in part, directly or indirectly, arising from or are in any way connected with any of the following, except to the extent resulting from the Authority’s gross negligence or willful misconduct: (a) any act, omission, or negligence of Operator or Operator’s partners, officers, directors, employees, contractors; agents or invitees, (b) any use or occupation, management, or control of the Operator’s Leased Premises, whether or not due to Operator’s own act or omission; (c) any condition created in or about the Operator’s Leased Premises at any time during the term of an Agreement with the Authority; and (d) any breach, violation, or nonperformance of the Operator’s obligations under any Agreement with the Authority.

In the event of a violation of environmental law, rules, or regulation, attributable to any Operator, Operator’s Aeronautical Activities, employees, contractors, vendors, suppliers, or agents, the Operator will be required to assume full responsibility for any such violation and indemnify, release, defend, save, protect, and hold harmless the Authority and its Board commissioners, officers, employees, contractors, and agents individually and collectively.

In the event a party indemnified hereunder is responsible, in part, for the loss, the indemnitor will not be relieved of the obligation to indemnify. In any such case, liability shall be shared in accordance with the State of Florida’s principles of comparative fault. Nothing herein shall constitute a waiver of any protection available to the Authority, its commissioners, officers, employees, contractors, and agents, individually and collectively, under the State of Florida’s governmental immunity act or similar statutory provision.

**ARTICLE 13**  
**FIXED BASE OPERATOR**

All FBO Operators shall comply with all General Requirements of these Minimum Standards and the Minimum Standards included in this Article.

**Minimum Aeronautical Activities.** All Operators are required to provide the following Aeronautical Activities to the public.

Aeronautical Activities	Notes
Aviation Fuels and Lubricants	Provided by FBO

<u>Aeronautical Activities</u>	<u>Notes</u>
Aircraft Ground Handling	Provided by FBO
Aircraft Parking and Storage	Provided by FBO
Concierge Services	Provided by FBO
Courtesy Transportation	Provided by FBO
Baggage Handling	Provided by FBO
Aircraft Maintenance and Repair	Provided by FBO or SASO
On Demand Aircraft Charter	Provided by FBO or SASO
Catering Services	Provided by FBO or SASO
Cabin Oxygen	Provided by FBO or SASO

**Aviation Fuels.** All Operators shall offer for sale, deliver, and dispense upon request, the following fuels, and lubricants.

<u>Fuels and Lubricants</u>	<u>Notes</u>
Jet fuel	Shall comply with ASTM D 1655
Avgas	Shall comply with ASTM D 1910
Lubricants	Engine oils, hydraulic fluids, and corrosion inhibitors
Response Times	Thirty (30) minutes during Standard Hours of Operation One (1) hour after hours of operation

**Fuel Storage.** All Operators shall provide above ground fuel storage facilities for aviation fuels in the minimum capacity at a storage area approved by the Authority.

<u>Capacity and Storage</u>	<u>Gallons</u>	<u>Notes</u>
Jet Fuel	24,000	With the capability to expand
Avgas	12,000	
Waste Fuel		As required by local rules and regulations

**Fueling Equipment.** All Operators shall provide and maintain the following minimum fueling equipment:

<u>Fueling Equipment</u>	<u>Gallons</u>	<u>Notes</u>
Jet Fuel Metering		Shall include bottom loading capabilities
Jet Fuel Vehicles	One 5,000 Two 3,000	One Vehicle shall have over-the-wing and single point Aircraft capability
Avgas Metering		Shall include bottom loading capabilities
Avgas Vehicles	One 750	One readily available backup vehicle is required
Self-Serve Facility	Optional	Self-serve facility may be substituted for one vehicle. Facility shall: (a) be constructed or installed in a location approved by the Authority, (b) be available for public use, and (c) provide detailed instructions for safe operation, telephone, emergency shut-off, fire extinguisher, and fuel spill kit.

**Regulatory Compliance.** Installation, construction or alteration of all fuel storage and distribution facilities and equipment shall be approved in advance and in writing by the Authority and shall comply with all applicable safety standards and regulations of the FAA, Department of Environmental Protection, the NFPA, the Authority’s Airport Certification Manual, and in all applicable federal, state, and local rules and regulations. The Authority and other appropriate governmental agencies may inspect these facilities at any time to assure compliance with all applicable established standards.

All Operators shall demonstrate that arrangements have been made with a reputable fuel supplier for the delivery of fuels in the quantities necessary to meet the peak demands of customers. Ensuring the quality and quantity of fuel is the sole responsibility of the Operator. The Operator shall provide the Authority with a written Spill Prevention, Control, and Countermeasures (SPCC) Plan that meets all legal and operational requirements for FBO fuel storage, vehicles, equipment, and dispensing. An updated copy of the SPCC Plan shall be filed with the Authority at least thirty (30) days prior to any change in operations.

**Fuel Reporting.** On or before the 20th calendar day of each month, FBOs shall: (a) provide a summary report to the Authority identifying the prior month gallons of fuel:(i) delivered the FBO’s fuel storage facility, and (ii) dispensed by the FBO to customers at the Airport, and (iii) pay to the Authority all flowage fees due. Upon request by the Authority, Operators shall make available to the Authority or its designated representative all meters and records for inspection. In the event of a discrepancy between the amount of aviation fuel purchased, delivered, or dispensed, the greater amount shall prevail, and the Operator shall promptly pay all additional fees due the Authority, if any, plus interest on the unpaid balance at an annual rate of eighteen percent (18%) per annum from the date originally due.

**Ground Handling Equipment and Services.** All Operators shall provide directly, from an MRO or SASO, the following ground handling equipment and services at the Airport.

Equipment and Services	Notes
Marshalling	Aircraft arriving and departing the FBO Premises
Towing Vehicles	Aircraft arriving and departing the FBO Premises
Oxygen and Nitrogen	Minimum Standards for Aircraft Maintenance Apply
Compressed Air	Minimum Standards for Aircraft Maintenance Apply
Lavatory Service	Minimum Standards for Aircraft Maintenance Apply
Potable Water	Minimum Standards for Aircraft Maintenance Apply
International Refuse	Provided by U.S. Customs and Border Patrol
Ground Power	Current (DC) and Alternating Current (AC)
Fuel Spill Kits	Shall Comply with approved SPCC Plan
Dry Chem Fire Extinguishers	As required by the Authority or at law

**Crew Vehicles and Services.** All Operators shall provide the following passenger and crew vehicles and services:

Vehicles and Services	Standard	Notes
Ramp Golf Cart	1	Minimum four passenger
Ramp Courtesy Vehicle	1	Minimum four passenger
Off-Airport Crew Car	1	Minimum four passenger

**Leased Premises.** All Operators shall lease or construct sufficient Land and Improvements to accommodate all the Operator’s Aeronautical Activities including not less than the following:

<u>Leased Premises</u>	<u>Square Feet</u>	<u>Notes</u>
Land	653,400	Includes building, aprons and fueling facilities
Terminal	10,000	
Terminal Apron	200,000	
Terminal Customer Service	2,000	Includes lobby, passenger lounge, crew lounge, conference room, kitchen, and restrooms
Terminal Line Service	1,000	
Terminal Offices	1,000	Includes dedicated space for offices, work areas, and storage
Aircraft Hangar	30,000	Aircraft and Maintenance Hangars may combined 40,000 SF Hangar
Aircraft Hangar Apron	30,000	
Aircraft Hangar Door	20' by 80'	Linear feet
Paved Aircraft Tiedowns	20	
Maintenance Hangar	10,000	Clear span structure required
Maintenance Hangar Apron	10,000	
Maintenance Hangar Door	20' by 80'	Linear feet
Hangar Maintenance Area	2,000	Includes work areas, shop areas, parts, and equipment storage
Hangar Customer Service Area	1,000	Direct access to Terminal Customer Service Area required

**Taxiway Access.** All Operators shall provide paved access from its facilities to the Airport's taxiway system. All taxiway access shall meet all applicable Authority and FAA design and construction standards for the largest Aircraft type expected to use the Operator's facilities.

**Vehicle Parking.** All Operators shall provide within their leasehold at least fifty (50) paved vehicle parking spaces, or as required by applicable Federal, State, or local codes and regulations, whichever is greater. On-street and off-street vehicle parking shall not be permitted except in marked vehicle parking spaces.

**Hours of Operation.** All Operators shall provide all approved Aeronautical Activities to the public no less than eight (8) hours a day, seven (7) days a week, twenty-four (24) hours a day, each day of the year, including all holidays, and be available on call to provide all Aeronautical Activities 24 hours per day, 7 days per week, to meet the reasonable demands of customers for the Aeronautical Activities, including not less than the following:

<u>Hours of Operation</u>	<u>Standard</u>	<u>Notes</u>
24 Hours/Day, 7 Day/Week, 365 Days/Year	Daily 0500-2200	Standard Hours of Operation required on all weekends and holidays. After-hours response time not to exceed one (1) hour

All Operators shall comply with all Aircraft Maintenance employee requirements of these Minimum Standards. All Operator's Aeronautical Activities shall be continuously available to the public at reasonable rates to meet reasonable demands of the public as required in this Article. After hour fees are permitted provided such fees do not exceed twice the normal fee or as otherwise deemed commercially reasonable by the Authority. If the Authority is required to respond on behalf of the Operator, the Authority may assess the Operator an

afterhours fee not to exceed three (3) times the normal fee or as otherwise deemed commercially reasonable by the Authority.

**Fuel Safety Precautions.** All Operators shall conduct all fuel storage, handling, and dispensing in accordance with the Airport Rules and Regulations, NFPA code, Department of Environmental Protection rules and regulations, the Authority’s Standard Operating Procedures, and industry best practices.

**Personnel.** All Operators shall employ, contract, or otherwise have on duty during the required hours of operation, an adequate number of properly qualified and licensed personnel to provide the level of service commensurate with the Aeronautical Activities offered by Operator, and as required by these Minimum Standards. The Operator’s office shall be attended by the Operator’s personnel while the facility is open for business. Cross-utilization of Operator’s personnel between Aeronautical Activities performed will be permitted to the extent that personnel qualifications and licensing requirements are met, and providing the standard for personnel is maintained as follows:

- All fuel service personnel shall be suitably uniform with the name of the Operator prominently displayed thereon. Personnel for all Aeronautical Activities conducted shall meet the requirements for the specific categories as specified in these Minimum Standards.
- The Operator, when requested by the Authority, shall provide a listing of designated fuel service employees, their training documentation, and their work hours.

Operator’s employees, contractors, agents, and representatives while on duty, shall be clean, neat in appearance, and always properly uniformed. Uniforms shall identify the name of the Operator. The Operator’s management and administrative employees shall not be required to be uniformed but shall wear Authority approved identification. All Operators shall have the following properly trained and qualified employees on each shift for Aircraft fueling, Aircraft ground handling, and passenger and crew services, as follows:

Personnel	Standard	Notes
A&P Mechanic	1	Certificated by F.A.A. available during Standard Hours of Operation from FBO, MRO or SASO
Line Service Technicians - Days	3	All technicians shall be trained in an F.A.A. fire safety program per 14 CFR Part 139.321.
Line Service Technicians - Evenings	2	All technicians shall be trained in an F.A.A. fire safety program per 14 CFR Part 139.321. One service technician on call after hours
Customer Service Rep	1	An LST may fulfill CSR role unless the LST is performing duties off the Leased Premises.

**Operating Procedures.** All Operators shall develop and maintain and keep up to date standard operating procedures (SOP) that shall include, at a minimum, a training plan, fuel quality assurance procedures and associated record keeping, emergency response procedures to fuel spills and fires, and Aircraft ground handling procedures. All Operator SOPs shall address: (a) regular safety and security inspections, (b) bonding and fire protection, (c) public protection, and (d) marking, labeling, and controlling access to refueling vehicles, fueling equipment, and fuel storage facilities.

All Operator SOP shall be submitted to the Authority no later than thirty (30) days before the Operator’s Aeronautical Activities are scheduled to commence and shall be resubmitted any time changes are made. Fuel storage facilities and refueling vehicles shall be equipped and maintained as required by the Operator’s SOP and shall comply with applicable legal requirements and industry best practices including, without limitation, those prescribed by:

- National Fire Protection Association (NFPA) Codes.
- 14 CFR Part 139, Airport Certification, Section 139.321 "Handling/Storing of Hazardous Substances and Materials".
- Applicable Advisory Circulars (ACs) including AC 00-34 series Aircraft Ground Handling and Servicing, AC 150/5210 series Painting, Marking and Lighting of Vehicles Used on an Airport, and AC 150/5230 series Aircraft Fuel Storage, Handling, and Dispensing on Airports.

**Aircraft Removal.** All Operators shall be equipped upon request by the Authority, Aircraft owners, or Aircraft Operator to aid in the removal of any Design Group I and Group II Aircraft from any location at the Airport. All Operators shall prepare an Aircraft removal plan and always have the necessary equipment readily available onsite.

**Salvage Operations.** Operators shall not store Aircraft, vehicles, or equipment for salvage operations.

**Contracted MRO or SASO.** Operators may sign an agreement with a qualified MRO or SASO to provide approved Aeronautical Activities on the Operator's Leased Premises provided the MRO or SASO complies with all applicable Minimum Standards. Operators shall provide the Authority with a list of all MRO and SASO agreements. The list shall be kept current for the Authority by the Operator and include the MRO and SASO's name, address, telephone number, and the Aeronautical Activities provided by each.

**Insurance Requirements.** In addition to the General Insurance Requirements required by these Minimum Standards, all Operators shall provide and maintain the following insurance.

- **Commercial General Liability or Airport Liability.** Commercial General Liability/Airport Liability insurance, with no exclusion relating to Aircraft, including coverage for, but not limited to, Premises Operations, Products Completed Operations, Contractual Liability, Personal Injury Liability, Advertising Injury Liability and Cross Liability, which limits of coverage shall not be less than combined single limit, bodily injury, personal injury, and property damage liability of Ten Million Dollars (\$10,000,000) for each occurrence. This coverage shall be provided on a primary basis by companies authorized to do business in the State of Florida.
- **Hangar Keeper's Liability.** Hangar keeper's Liability Insurance providing insurance for property damage to Aircraft that are the property of others while in the care, custody, or control of FBO in an amount not less than Ten Million Dollars (\$10,000,000) per Aircraft and Twenty Million Dollars (\$20,000,000) per occurrence. This coverage shall be provided on a primary basis.
- **Storage Tank/Environmental Liability.** Storage Tank/Environmental Liability with not less than One Million Dollars (\$1,000,000) per occurrence combined single limit providing coverage for damages against bodily injury and property damage including contamination, clean-up costs, and corrective action damages at each location and Two Million Dollars (\$2,000,000) annual aggregate providing coverage for damages against, but not limited to, third-party liability, clean up, corrective action including assessment, remediation, and defense costs. This coverage shall be provided on a primary basis.
- **Commercial Auto Liability.** Commercial Automobile Liability Insurance with limits of liability not less than Five Million Dollars (\$5,000,000) each occurrence for owned, non-owned and hired automobiles. If Operator transports fuel the policy must include CA 99 48 Pollution Liability – Broadened Coverage for Covered Autos – Commercial Auto, Motor Carrier, and Truckers Coverage Forms Endorsement or equivalent. In the event Operator has no owned automobiles, Operator shall maintain only Hired & Non-Owned Auto Liability Insurance. This coverage may be secured by an endorsement to the Commercial General Liability policy, or a separate Commercial Auto Liability policy. This coverage shall be provided on a primary basis.



- **Excess Liability Insurance.** Excess Liability insurance coverage with a minimum /limit of Twenty-Five Million (\$25,000.000) for all Aeronautical Activities to be performed by the Operator at the Airport. An Operator may satisfy the minimum limits required for Commercial General Liability/Airport Liability and/or Commercial Auto Liability and/or Environmental Impairment Liability coverage under Umbrella or Excess Liability Insurance. The Authority, its commissioners, directors, managers, employees, and agents shall be specifically endorsed as an “Additional Insured” on the Umbrella or Excess Liability policy unless the Certificate of Insurance notes the Umbrella or Excess Liability policy provides coverage on a “Follow-Form” basis.

**Hearing.** Applications to conduct an FBO requires a public hearing.

**ARTICLE 14**  
**AIRCRAFT MAINTENANCE AND REPAIR OPERATOR**

All MRO Operator’s shall comply with all General Requirements of these Minimum Standards and the Minimum Standards included in this Article.

**Leased Premises.** All Operators shall lease or construct adequate Land and Improvements to accommodate all the Operator’s Aeronautical Activities, including not less than the following:

<u>Leased Premises</u>	<u>Square Feet</u>
Land	43,560
Aircraft Hangar	10,000
Aircraft Hangar Apron	10,000
Hangar Administrative and Maintenance	2,000
Hangar Customer Lounge and Restrooms	1,000

**Taxiway Access.** All Operators shall provide paved access from its facilities to the Airport’s taxiway system. The paved taxiway access shall meet all applicable Airport and FAA standards for the largest Aircraft type anticipated to be used in Operator’s facility.

**Vehicle Parking.** All Operators shall provide within their Leased Premises at least ten (10) paved vehicle parking spaces, or the number of parking spaces required by applicable federal, state, or local law, whichever is greater. On-street and off-street vehicle parking shall not be permitted except in marked vehicle parking spaces.

**Aircraft Removal.** All Operators shall be equipped upon request by the Authority, Aircraft Owner, or Aircraft Operator to aid in the removal of any Design Group I or Group II Aircraft from any location on the Airport. All Operators shall prepare an Aircraft removal plan and have always readily available and on-hand the necessary vehicle, tools and equipment required.

**Aircraft Defueling.** All Operators shall provide Aircraft defueling and refueling. All Operator employees engaged in defueling and refueling shall be trained in an FAA approved fire safety program per 14 CFR Part 139.321. All Operators shall have adequate and proper defueling and refueling vehicles and equipment and provide the Authority with an SPCC Plan for defueling and refueling in conformance with these Minimum Standards. Defueling and refueling of Aircraft by Operators shall not be construed to authorize Operators to engage in the sale or dispensing of fuels to the public at the Airport, which Aeronautical Activity is reserved by these Minimum Standards for FBO Operators only.

**Salvage Operations.** Operators shall not store Aircraft, vehicles, or equipment for salvage operations.

**Licenses and Certificates.** If an Operator is a FAR Part 145 approved Repair Station, the Operator shall provide a copy of the certification to the Authority and display a copy in the certification in the Operator’s customer service area.

**Hours of Operation.** All Operators shall have their business open and available for service to the public not less than eight (8) hours a day, five (5) days a week. Operators shall make provision for someone to always be in attendance during all hours of operations. Operators Aeronautical shall be available to the public after hours of operation, nights, weekends, and holidays, through an “on call” system, answering service, or other automated communication system.

**Safety Precautions.** All Operators shall conduct all Aircraft Maintenance and Repair in accordance with the Airport Rules and Regulations, NFPA code, Department of Environmental Protection rules and regulations, the Authority’s Standard Operating Procedures, and industry best practices.

**Personnel.** If an Operator is not certificated as a Repair Station, as defined by 14 CFR Part 145, the Operator shall provide the following minimum number of employees who shall be available during all required hours of operation:

Personnel	Standard	Notes
A&P Mechanics	2	A&P Mechanic may fulfill role of CSR unless Mechanic is off the Leased Premises.
Customer Service Rep (CSR)	1	

If the Operator is not certificated as a Repair Station, as defined by 14 CFR Part 145, and is providing Aircraft inspections, one (1) A&P Mechanic shall possess FAA Inspection Authorization for each Inspection Technique performed.

**Equipment.** All Operators shall provide and maintain readily available all tools and equipment required for the Aircraft Maintenance and Repair conducted in accordance with the manufacturer’s specifications and all applicable rules and regulations.

**Insurance Requirements.** In addition to the General Insurance Requirements required by these Minimum Standards, all Operators shall maintain the following insurance:

- **Commercial General Liability or Airport Liability.** Commercial General Liability/Airport Liability insurance, with no exclusion relating to Aircraft, including coverage for, but not limited to, Premises Operations, Products Completed Operations, Contractual Liability, Personal Injury Liability, Advertising Injury Liability and Cross Liability, which limits of coverage shall not be less than combined single limit, bodily injury, personal injury, and property damage liability of Ten Million Dollars (\$10,000,000) each occurrence. This coverage shall be provided on a primary basis by companies authorized to do business in the State of Florida. This coverage shall be provided on a primary basis.
- **Hangar Keeper’s Liability.** Hangar keeper’s Liability Insurance providing insurance for property damage to Aircraft that are the property of others while in the care, custody, or control of the Operator in an amount not less than Ten Million Dollars (\$10,000,000) per Aircraft and Twenty Million Dollars (\$20,000,000) per occurrence. This coverage shall be provided on a primary basis.
- **Storage Tank/Environmental Liability.** Storage Tank/Environmental Liability with not less than One Million Dollars (\$1,000,000) per occurrence combined single limit providing coverage for damages against bodily injury and property damage including contamination, clean-up costs, and corrective action damages at each location and Two Million Dollars (\$2,000,000) annual aggregate providing coverage for damages against, but not limited to, third-party liability, clean up, corrective action including assessment, remediation, and defense costs. This coverage shall be provided on a primary basis.

- **Commercial Auto Liability.** Commercial Automobile Liability Insurance with limits of liability not less than Five Million Dollars (\$5,000,000) each occurrence for owned, non-owned and hired automobiles. If Operator transports fuel the policy must include CA 99 48 Pollution Liability – Broadened Coverage for Covered Autos – Commercial Auto, Motor Carrier, and Truckers Coverage Forms Endorsement or equivalent. In the event Operator has no owned automobiles, Operator shall maintain only Hired & Non-Owned Auto Liability Insurance. This coverage may be secured by an endorsement to the Commercial General Liability policy, or a separate Commercial Auto Liability policy. This coverage shall be provided on a primary basis.

**Hearing.** Applications to conduct Aircraft Maintenance and Repair requires a public hearing.

**ARTICLE 15**  
**AVIONICS MAINTENANCE AND REPAIR OPERATOR**

All Avionics Maintenance and Repair Operators shall comply with all General Requirements of these Minimum Standards and the Minimum Standards included in this Article.

**Leased Premises.** All Operators shall lease or construct adequate Land and Improvements to accommodate all the Operator’s Aeronautical Activities as required in this Article. Operators whose Aeronautical Activities include performing benchwork maintenance and repairs only, where no removal or installation services are performed, the minimum Leased Premises requirements are as follows.

<u>Leased Premises</u>	<u>Square Feet</u>	<u>Notes</u>
Administrative and Maintenance Area	2,000	Shall include dedicated space for offices, work areas, shop areas, parts, and equipment storage,
Customer Service Area	1,000	Shall include lounge and restrooms

Operators whose Aeronautical Activities include more than benchwork, including the removal and replacement of instruments, the minimum Leased Premises requirements are as follows.

<u>Leased Premises</u>	<u>Square Feet</u>	<u>Notes</u>
Land	43,560	
Aircraft Hangar	10,000	
Aircraft Hangar Apron	10,000	
Administrative and Maintenance Area	2,000	Shall include dedicated space for offices, shop areas, parts, and equipment storage
Customer Service Area	1,000	Shall include lounge and restrooms

**Taxiway Access.** All Operators shall provide paved access from its facilities to the Airport’s taxiway system. Such access shall meet all applicable Authority and FAA standards for the largest general aviation Aircraft type normally expected to use the Operator’s facilities.

**Vehicle Parking.** All Operators shall provide at least ten (10) paved vehicle parking spaces, or the number of vehicle parking spaces required by applicable federal, state, or local codes and regulations, whichever is greater, within its Leased Premises. On-street and off-street vehicle parking shall not be permitted except in marked vehicle parking spaces.

**Licenses and Certifications.** All Operators shall be properly certificated by the FAA as a Repair Station. All Operator employees shall be properly certificated by the FAA and the Federal Communications

Commission, and all licenses and certifications shall be current and hold the appropriate ratings for the work being performed.

**Personnel.** All Operators shall employ the number of personnel required to comply with the 14 CFR Part 145, FAA Repair Station Manual.

**Equipment.** All Operators shall provide and have readily available all tools and equipment required to conduct the Operator's Aeronautical Activities in accordance with 14 CFR Part 145, FAA-approved Repair Station Manual, the appropriate manufacturer's specifications, these Minimum Standards, the Airport Rules and Regulations, and all other applicable rules and regulations.

**Insurance Requirements.** In addition to the General Insurance Requirements required by these Minimum Standards, all Operators shall maintain the following insurance. Operators that perform benchwork maintenance and repairs only are not required to maintain Hangar Keeper's Liability insurance.

- **Commercial General Liability or Airport Liability.** Commercial General Liability/Airport Liability insurance, with no exclusion relating to Aircraft, including coverage for, but not limited to, Premises Operations, Products Completed Operations, Contractual Liability, Personal Injury Liability, Advertising Injury Liability and Cross Liability, which limits of coverage shall not be less than combined single limit, bodily injury, personal injury, and property damage liability of Ten Million Dollars (\$10,000,000) each occurrence. This coverage shall be provided on a primary basis by companies authorized to do business in the State of Florida. This coverage shall be provided on a primary basis.
- **Hangar Keeper's Liability.** Operators whose Aeronautical Activities are beyond benchwork shall maintain Hangar keeper's Liability Insurance providing insurance for property damage to Aircraft that are the property of others while in the care, custody, or control of the Operator in an amount not less than Ten Million Dollars (\$10,000,000) per Aircraft and Twenty Million Dollars (\$20,000,000) per occurrence. This coverage shall be provided on a primary basis.
- **Commercial Auto Liability.** Commercial Automobile Liability Insurance with limits of liability not less than Five Million Dollars (\$5,000,000) each occurrence for owned, non-owned and hired automobiles. If Operator transports fuel the policy must include CA 99 48 Pollution Liability – Broadened Coverage for Covered Autos – Commercial Auto, Motor Carrier, and Truckers Coverage Forms Endorsement or equivalent. In the event Operator has no owned automobiles, Operator shall maintain only Hired & Non-Owned Auto Liability Insurance. This coverage may be secured by an endorsement to the Commercial General Liability policy, or a separate Commercial Auto Liability policy. This coverage shall be provided on a primary basis.

**Hearing.** Applications to conduct Avionics Maintenance and Repair requires a public hearing.

## **ARTICLE 16** **FLIGHT TRAINING AND AIRCRAFT RENTAL OPERATOR**

All Flight Training and Aircraft Rental Operators shall comply with all General Requirements of these Minimum Standards and the Minimum Standards included in this Article.

An individual holding a current FAA Flight Instructor certificate who provides occasional flight training or instruction for an Aircraft owner with the owner's Aircraft, is not compensated for the training or instruction, and does not solicit or offer flight training or instruction to the public, shall not be considered an Aeronautical Activity for purposes of these Minimum Standards.

**Leased Premises.** All Operators shall lease or construct adequate Land and Improvements to conduct the Operator's Aeronautical Activities, but not less than the following requirements.

<u>Leased Premises</u>	<u>Square Feet</u>	<u>Notes</u>
Land	43,560	
Aircraft Hangar	10,000	
Aircraft Hangar Apron	10,000	
Administrative Area	1,000	Shall include dedicated space for employee offices, shops, parts and equipment and storage.
Customer Service Area	2,000	Shall include classroom space for six (6) students, student lounge, and restrooms.

**Taxiway Access.** All Operators shall provide paved access from its facilities to the Airport’s taxiway system. The paved taxiway access shall meet all applicable Airport and FAA standards for the largest Aircraft type anticipated to be used in Operator’s facility.

**Vehicle Parking.** All Operators shall provide at least ten (10) paved automobile parking spaces, or the number of parking spaces required by applicable Federal, State, or local codes and regulations, whichever is greater, within its leasehold. On-street and off-street vehicle parking shall not be permitted except in marked vehicle parking spaces.

**Aircraft.** All Operators shall have available for rental or lease, either owned or under an exclusive written lease to Operator, enough Aircraft to handle the proposed scope of its operation, but not less than two (2) certified and airworthy Aircraft. At least one (1) of these Aircraft should be equipped IFR capable with four-seat capacity. Copies of all lease agreements for Aircraft leased by Operator for Operator’s use on Airport shall be provided to the Authority upon request. All Aircraft used by the Operator must be owned or leased by the Operator. Any Aircraft on the Leased Premises must have a written agreement that clearly establishes that the Aircraft is being used for Flight Training and Aircraft Rental.

**Classrooms and Equipment.** All Operators shall provide classroom facilities for at least six (6) students which shall be equipped with adequate audio and visual aids for effective ground school instruction. All Operators shall provide training aids necessary to provide ground school instruction. All materials, supplies and training methods used must meet FAA requirements for the type of training offered by the Operator.

**Licenses and Certifications.** If the Operator is a FAR Part 141 approved flight school, the Operator shall provide the Authority with evidence of such FAA certification, and notify the Authority should such certification lapses, not renewed, suspended, removed, or denied. All Operator’s employees performing Aircraft proficiency checks and/or flight training shall be properly certificated and current with the FAA and hold the appropriate ratings and medical certifications for the Aircraft being used and the flight training provided. All Operators shall have available at least one (1) properly certificated ground school instructor capable of providing On Demand ground school instruction sufficient to enable students to pass the FAA examinations for Private Pilot, Commercial Pilot, Air Transport Pilot, Instructor, Instrument and Multi-Engine ratings.

**Personnel.** All Operators shall employ and have on duty during all required hours of operation, trained personnel in such numbers as are required to meet these Minimum Standards in an efficient manner, but no less than the following:

<u>Personnel</u>	<u>Standard</u>	<u>Notes</u>
Customer Service Rep (CSR)	1	One Flight Instructor may fulfill the duties of the CSR unless the instructor is performing duties off the Leased Premises.
Certificated Flight Instructors	2	FAA certification and proper ratings required

Personnel	Standard	Notes
Certificated Ground School Instructors	1	A Flight Instructor may serve as Ground School Instructor if certified.

**Hours of Operation.** All Operators shall have their business open to the public no less than eight (8) hours a day, five (5) days a week. The Operator shall make provision for someone to be always in attendance in the office during the required hours of operations. Operator shall also provide “on call” Aeronautical activities after hours of operation, nights, and weekends with a response time not to exceed one (1) hour.

**Insurance Disclosure.** All Operator conducting Flight Training and Aircraft Rental shall post a public notice in the classroom, and incorporate within its rental and instruction agreements, that: (a) identifies the insurance coverages provided to the student and Aircraft renter by the Operator, (b) discusses when and how the insurance coverages apply, (c) indicates where additional information regarding the insurance can be obtained, and (d) advises the student and Aircraft renter that additional insurance coverage can be purchase by the student and Aircraft renter from insurance various providers. Operators shall provide a copy of this notice to the Authority when the notice is posted and as it is amended from time to time.

**Insurance Requirements.** In addition to the General Insurance Requirements required by these Minimum Standards, all Operators shall obtain and maintain the following insurance:

- **Commercial General Liability or Airport Liability.** Commercial General Liability/Airport Liability insurance, with no exclusion relating to Aircraft, including coverage for, but not limited to, Premises Operations, Products Completed Operations, Contractual Liability, Personal Injury Liability, Advertising Injury Liability and Cross Liability, which limits of coverage shall not be less than combined single limit, bodily injury, personal injury, and property damage liability of Ten Million Dollars (\$10,000,000) each occurrence. This coverage shall be provided on a primary basis by companies authorized to do business in the State of Florida. This coverage shall be provided on a primary basis.
- **Commercial Auto Liability.** Commercial Automobile Liability Insurance with limits of liability not less than Five Million Dollars (\$5,000,000) each occurrence for owned, non-owned and hired automobiles. If Operator transports fuel the policy must include CA 99 48 Pollution Liability – Broadened Coverage for Covered Autos – Commercial Auto, Motor Carrier, and Truckers Coverage Forms Endorsement or equivalent. In the event Operator has no owned automobiles, Operator shall maintain only Hired & Non-Owned Auto Liability Insurance. This coverage may be secured by an endorsement to the Commercial General Liability policy, or a separate Commercial Auto Liability policy. This coverage shall be provided on a primary basis.

**Hearing.** Applications to conduct or engage in Flight Training and Aircraft Rental requires a public hearing.

**ARTICLE 17**  
**AIRCRAFT MANAGEMENT AND CHARTER OPERATOR**

All Aircraft Management and Charter Operators shall comply with all General Requirements of these Minimum Standards and the Minimum Standards included in this Article.

**Leased Premises.** All Operators shall lease or construct adequate Land and Improvements to conduct the Operator’s Aeronautical Activities, but not less than the following minimum requirements.

Leased Premises	Square Feet	Notes
Land	43,560	
Aircraft Hangar	10,000	
Aircraft Hangar Apron	10,000	

<u>Leased Premises</u>	<u>Square Feet</u>	<u>Notes</u>
Administrative Area	1,000	Shall include dedicated space for employee offices, classroom, pilot briefing room, and storage.
Customer Service Area	1,000	Shall include customer lounge and restrooms

**Taxiway Access.** All Operators shall provide paved access from its facilities to the Airport’s taxiway system. The taxiway access shall meet all applicable Airport and FAA standards for the largest Aircraft type anticipated to be used by Operator in his facility.

**Vehicle Parking.** All Operators shall provide at least ten (10) paved vehicle parking spaces, or the number of vehicle parking spaces required by applicable Federal, State, or local codes and regulations, whichever is greater, within its leasehold. On-street and off-street vehicle parking shall not be permitted except in marked vehicle parking spaces.

**Licenses and Certifications.** All Operators shall provide evidence of a current FAA Part 135 Certificate or a Provisional Part 135 Certificate. All Operators shall further provide and maintain all appropriate licenses, certifications, and approvals required, including without limitation, the Pre-Application Statement of Intent, FAA Form 8400-6, the Registrations and Amendments under Part 298, OST Form 4507, and all related FAA operating certificate(s). Copies of all said Operator licenses, certifications, and approvals shall be provided to the Authority. Any time the Operator’s license, certifications, or approvals are modified, the updated documentation reflecting the changes shall be immediately provided to the Authority.

**Aircraft.** All Operators shall provide and have based upon its leasehold not less than two (2) properly certified and airworthy Aircraft, at least one (1) of which should be a multi-engine Aircraft. Such Aircraft shall be owned by or exclusively leased to the Operator. All Aircraft should be equipped for and capable of use under instrument conditions. Copies of any lease agreements for Aircraft used by an Operator to conduct its Aeronautical Activities but not owned by the Operator shall be provided to the Authority.

**Personnel.** All Operators shall employ, and have on duty during the required operating hours, such trained personnel in such numbers as may be required to meet these Minimum Standards in a safe and efficient manner, but not less than two (2) individuals that hold current FAA commercial pilot certificates with appropriate ratings to conduct the Aeronautical Activity offered by Operator. All flight crews shall be properly rated for the Aircraft operated. The Operator shall provide reasonable assurance of a continued availability of qualified operating crews within a reasonable notice period. If certificated to provide an On Demand Aircraft Charter, Aircraft Management and Charter Operators shall employ the number of employees required by 14 CFR Part 135. If certificated to engage in private carriage, as defined in 14 CFR Part 125, Aircraft Management and Charter Operators shall, at a minimum, employ the following number of employees who shall be available during operating hours:

<u>Personnel</u>	<u>Standard</u>	<u>Notes</u>
Chief Pilot	1	A commercial pilot may serve as the Chief Pilot.
Commercial Pilot	1	
Customer Service Rep (CSR)	1	The Chief Pilot or Commercial Pilot may serve as the CSR unless off the Leased Premises.

If an Aircraft Management and Charter Operator is not engaged in providing On Demand Aircraft Charter, Operator shall at a minimum, employ the following number of employees who shall be available during required hours of operation.

<u>Personnel</u>	<u>Standard</u>	<u>Notes</u>

Personnel	Standard	Notes
Commercial Pilot	1	
Customer Service Rep (CRS)	1	A Commercial Pilot may serve as the CSR unless the Commercial Pilot is off the Leased Premises.

**Hours of Operation.** All Operators shall provide Aircraft Management and Charter no less than eight (8) hours a day, five (5) days a week, or as required to meet all reasonable demand. The Operator shall make provision for Personnel to be in attendance in the office during all operating hours. Aircraft Management and Charter shall be available “on-call” after hours of operation, 24 hours per day, 7 days per week, 365 days per year. After-hours, on-call response times shall not exceed one (1) hour. Notwithstanding circumstances beyond the Operator’s control (e.g., Aircraft availability, weather, etc.), the Operator shall initiate Aircraft Charter within two (2) hours of receiving a request for services.

**Insurance Requirements.** In addition to the General Insurance Requirements required by these Minimum Standards, all Operator shall provide and maintain the following insurance coverage.

- **Commercial General Liability or Airport Liability.** Commercial General Liability/Airport Liability insurance, with no exclusion relating to Aircraft, including coverage for, but not limited to, Premises Operations, Products Completed Operations, Contractual Liability, Personal Injury Liability, Advertising Injury Liability and Cross Liability, which limits of coverage shall not be less than combined single limit, bodily injury, personal injury, and property damage liability of Ten Million Dollars (\$10,000,000) for each occurrence. This coverage shall be provided on a primary basis by companies authorized to do business in the State of Florida.
- **Hangar Keeper’s Liability.** Hangar keeper’s Liability Insurance providing insurance for property damage to Aircraft that are the property of others while in the care, custody, or control of the Operator in an amount not less than Ten Million Dollars (\$10,000,000) per Aircraft and Twenty Million Dollars (\$20,000,000) per occurrence. This coverage shall be provided on a primary basis.
- **Commercial Auto Liability.** Commercial Automobile Liability Insurance with limits of liability not less than Five Million Dollars (\$5,000,000) each occurrence for owned, non-owned and hired automobiles. If Operator transports fuel the policy must include CA 99 48 Pollution Liability – Broadened Coverage for Covered Autos – Commercial Auto, Motor Carrier, and Truckers Coverage Forms Endorsement or equivalent. In the event Operator has no owned automobiles, Operator shall maintain only Hired & Non-Owned Auto Liability Insurance. This coverage may be secured by an endorsement to the Commercial General Liability policy, or a separate Commercial Auto Liability policy. This coverage shall be provided on a primary basis.

**Hearing.** Applications to conduct or engage in Aircraft Management and Charter does not require a public hearing.

**ARTICLE 18**  
**AIRCRAFT STORAGE OPERATOR**

All Aircraft Storage Operators shall comply with all General Requirements of these Minimum Standards and the Minimum Standards included in this Article:

- The Operator shall store at least one (1) Aircraft registered in the name of the Aircraft Storage Operator, an Aircraft where the Operator is vested with greater than fifty percent (50%) ownership, or an Aircraft registered by a Person majority owned by the Operator.
- No transient Aircraft may be stored in the Aircraft Hangar(s).



- All subleases shall be for a period not less than twelve (12) consecutive months and shall be subject to review and approval by the Authority.
- The total number Aircraft leasing space in the facility shall not exceed the capacity of the facility if all Aircraft are stored simultaneously.
- The Operator shall provide access to stored Aircraft for removal and storage on a continuous basis.
- The Operator shall provide sufficiently designated trained personnel to meet all requirements for the safe storage and movement of Aircraft, including at least one (1) properly training Aircraft line service employee.
- The Operator shall provide appropriate and sufficient vehicles, tools, and equipment, including tugs with sufficient power and braking action to handle any Aircraft stored in the facility.
- The Operator shall provide sufficient Aircraft tow bars to allow for the movement of all stored Aircraft as appropriate and required.
- Painting, welding, and any type of Hazardous Material storage shall not be permitted on the Operator's Leased Premises unless specifically authorized in writing by the Authority.
- The Operator's premises shall not be used for Aeronautical Activities that impede the movement of Aircraft, vehicles, or equipment, or as a base of operations for a non-Aeronautical Activity.
- The storage of vehicles, marine vessels, nonaeronautical equipment, crates, boxes, barrels, containers, surplus property, and refuse shall not be permitted.
- No vehicles shall be permitted to access the Operator's Aircraft Hangar(s) or the Airport Aircraft Operations Area.
- Only Aircraft registered in the name of the Operator or Operator's subtenants may be fueled or maintained on the Leased Premises.
- Aircraft registered in the name of the Operator or Operator's subtenants may only be fueled by FBO's located on the Airport.
- Aircraft registered in the name of the Operator or Operator's subtenants may only be serviced by FBOs, MROs, or SASO's with an Agreement or Permit issued by the Authority. No other Aircraft maintenance or repair may be performed on Operator's Leased Premises.
- The Operator and Operator's subtenants may perform Aircraft detailing or preventative maintenance on their personal owned Aircraft on the Operator's Leased Premises to the extent permitted by 14 CFR Part 43, as now or hereafter amended. No other Aircraft maintenance or repair may be performed on Operator's Leased Premises.
- Except as provided in this Article, no Aeronautical Activity shall be performed on the Operator's Leased Premises.

**Leased Premises.** All Operators shall lease or construct adequate Land and Improvements to conduct the Operator's Aeronautical Activities, but not be less than or greater than the following requirements.

<u>Leased Premises</u>	<u>Square Feet</u>
Land	43,560 to 108,900

<u>Leased Premises</u>	<u>Square Feet</u>
Aircraft Hangar	10,000 to 30,000
Aircraft Hangar Apron	10,000 to 30,000

**Taxiway Access.** All Operators shall provide paved access from its Aircraft Hangar(s) to the Airport's taxiway system. The taxiway access shall meet all applicable Airport and FAA standards for the largest Aircraft type anticipated to be used on the Operator's Leased Premises.

**Vehicle Parking.** All Operators shall provide within its Leased Premises at least fifteen (15) paved vehicle parking spaces, or the number of vehicle parking spaces required by law, whichever is greater. On-street and off-street vehicle parking shall not be permitted except in marked vehicle parking spaces.

**Hours of Operation.** All Operators shall ensure that the Operator's Aircraft Hangar(s) are readily accessible for use by the Operator's subtenants and users 24 hours per day, seven (7) days per week, 365 days per year.

**Insurance Requirements.** In addition to the General Insurance Requirements required by these Minimum Standards, all Operators shall provide and maintain the following insurance.

- **Commercial General Liability or Airport Liability.** Commercial General Liability/Airport Liability insurance, with no exclusion relating to Aircraft, including coverage for, but not limited to, Premises Operations, Products Completed Operations, Contractual Liability, Personal Injury Liability, Advertising Injury Liability and Cross Liability, which limits of coverage shall not be less than combined single limit, bodily injury, personal injury, and property damage liability of Ten Million Dollars (\$10,000,000) each occurrence. This coverage shall be provided on a primary basis by companies authorized to do business in the State of Florida. This coverage shall be provided on a primary basis.
- **Hangar Keeper's Liability.** Hangar keeper's Liability Insurance providing insurance for property damage to Aircraft that are the property of others while in the care, custody, or control of the Operator in an amount not less than Ten Million Dollars (\$10,000,000) per Aircraft and Twenty Million Dollars (\$20,000,000) per occurrence. This coverage shall be provided on a primary basis.
- **Commercial Auto Liability.** Commercial Automobile Liability Insurance with limits of liability not less than Five Million Dollars (\$5,000,000) each occurrence for owned, non-owned and hired automobiles. If the Operator transports fuel the policy must include CA 99 48 Pollution Liability – Broadened Coverage for Covered Autos – Commercial Auto, Motor Carrier, and Truckers Coverage Forms Endorsement or equivalent. In the event the Operator has no owned automobiles, the Operator shall maintain only Hired & Non-Owned Auto Liability Insurance. This coverage may be secured by an endorsement to the Commercial General Liability policy, or a separate Commercial Auto Liability policy. This coverage shall be provided on a primary basis.

**Aircraft Fueling.** All Aircraft fueling on the Leased Premises shall be performed by an FBO located on the Airport. Only Aircraft listed on an active lease agreement with the Operator may be fueled on the premise.

**Hearing.** Applications to conduct or engage in Aircraft Storage requires a public hearing.

**ARTICLE 19**  
**AIRCRAFT SELF-FUELING OPERATOR**

All Aircraft Self-Fueling Operators shall comply with all General Requirements of these Minimum Standards and the Minimum Standards included in this Article.

**Limitation of Rights.** Only an FBO is allowed to sell and dispense aviation fuels and oils to the public. Operators with a written Agreement with the Authority to conduct an Aeronautical Activity at the Airport may

apply to the Authority to be granted permission to self-dispense aviation fuels and oils ~~in their owned Aircraft, Aircraft where the Operator is vested with greater than fifty percent (50%) ownership, or Aircraft registered by a Person majority owned by the Operator, in the Operator's majority equity owned aircraft, Aircraft registered by a Person majority equity owned by the Operator, the Operator's tenant majority equity owned aircraft stored on the Operator's leased premises under an active lease agreement with the Operator for not less than twelve (12) consecutive months, or the Operator's tenant majority equity owned aircraft under an active Part 91 or Part 135 management agreement with the Operator for not less than twelve (12) consecutive months, using its own employees and equipment ("Limited Fueling Rights").~~ ~~from their privately owned Aircraft Hangar(s). Limited Fueling Rights are not allowed to extend to any other aircraft or location at the Airport at any time under any circumstance, including Operator's partners, agents, employees, customers, or guests' Aircraft.~~ The Operator's employees must receive an IRS Form W-2 from the Operator to meet this requirement and that information must be available to the Authority upon reasonable request. Operator employees shall not be maintained on a contract basis.

Operator's fuel may be obtained by the Operator on-airport or off-airport and delivered to Operator's fuel storage facility on its Leased Premises. Operators shall provide and maintain with the Authority a registered list of all Aircraft being fueled on the Operator's Leased Premises.

**Prohibited Activities.** Aircraft Self-Fueling rights are granted subject to continuous compliance with all Airport's Rules and Regulations. No Aircraft owned by another Operator, subtenant of the Operator, or any other Person, may be fueled by the Operator. Operators shall not sell, barter, trade, share, sublease or in any other manner provide fuels, oils, fuel storage, or fuel dispensing to any other Operator, subtenant of the Operator or Person. Multiple Aircraft owned by different Persons based in an Aircraft Hangar shall not be afforded self-fueling rights unless all Aircraft demonstrate the same ownership structure as the Operator's Agreement with the Authority. Self-Fueling rights may not be sold, subleased, assigned, conveyed, or otherwise contracted out to another Person. Defueling of Aircraft shall not be conducted on the Operator's Leased Premises. Co-Op fueling is not recognized as permissible self-fueling by the FAA or by the Authority and is prohibited.

**Leased Premises.** All Operators shall lease or construct adequate Land and Improvements to conduct the Operator's Aeronautical Activities, including not less than the following requirements.

- **Land.** All Operators shall lease from the Authority an area of not less than three (3) acres of Land to provide space for Aircraft Hangars and other buildings; paved auto parking; paved Aircraft apron; paved pedestrian walkways; fuel farm storage facilities; stormwater management; and all storage, servicing utilities and support facilities.
- **Aircraft Hangar.** All Operators shall lease or construct Aircraft Hangars with adjacent Aircraft apron required providing not less than twenty thousand (20,000) square feet of inside Aircraft storage with not less than twenty thousand (20,000) square feet of Aircraft apron.
- **Aircraft Apron.** All Operators shall provide Aircraft apron within the Operator's Leased Premises equal to or greater than the interior Aircraft Hangar area so that there is sufficient exterior operational area without encroaching on areas outside of the lease premises or taxiways.
- **Fuel Farm Storage Facility.** All Operators shall construct above ground fuel farm storage facilities for aviation fuels in the minimum capacity of at least ten thousand (10,000) gallons of aviation gasoline and/or turbine fuel whichever is applicable. No below ground fuel storage facilities are permitted. The fuel farm storage area will be designated by the Authority.

**Fueling Vehicle.** Operator shall provide and maintain at least one (1) fueling vehicle to dispense fuel into the Operator's Aircraft with a capacity of not less than 750 gallons.

**Regulatory Compliance.** Installation, construction or alteration of all fuel storage and distribution facilities and equipment shall be approved in advance and in writing by the Authority and shall comply with all applicable safety standards and regulations of the FAA, Department of Environmental Protection, the

NFPA, the Authority's Airport Certification Manual, and in all applicable federal, state, and local rules and regulations. The Authority and other appropriate governmental agencies may inspect these facilities at any time to assure compliance with all applicable established standards.

All Operators shall demonstrate that arrangements have been made with a reputable fuel supplier for the delivery of fuels in the quantities necessary to meet the peak demands of customers. Ensuring the quality and quantity of fuel is the sole responsibility of the Operator. The Operator shall provide the Authority with a written Spill Prevention, Control, and Countermeasures (SPCC) Plan that meets all legal requirements for FBO fuel storage facilities, equipment, and services. An updated copy of the SPCC Plan shall be filed with the Authority at least thirty (30) days prior to any change in operations.

**Fueling Records.** All Operators shall provide and maintain a fueling log containing the following information for all fueling operations:

- Aircraft Registration Numbers for Aircraft into which fuel was dispensed.
- Date and time of each fuel dispensing operation.
- Number of gallons of fuel dispensed into each Aircraft.
- Total number of gallons dispensed for the reporting period.

A copy of the fueling log shall be furnished by the Authority within five (5) days of the end of each prior month. Fueling log records shall be available for review at any reasonable time by the Authority, or its authorized agent. The Authority reserves the right to revise and/or modify the information contained in the fueling log.

**Fuel Reporting.** On or before the 20th calendar day of each month, FBOs shall: (a) provide a summary report to the Authority identifying the prior month gallons of fuel: (i) purchased by the FBO, (ii) delivered the FBO's fuel storage facility, and (iii) dispensed by the FBO to customers at the Airport, and (iv) pay to the Authority all flowage fees due. Upon request by the Authority, Operators shall make available to the Authority or its designated representative all meters and records for inspection. In the event of a discrepancy between the amount of aviation fuel purchased, delivered, or dispensed, the greater amount shall prevail, and the Operator shall promptly pay all additional fees due the Authority, if any, plus interest on the unpaid balance at an annual rate of eighteen percent (18%) per annum from the date originally due.

**Fuel Safety Precautions.** All Operators shall conduct all fuel storage, handling, and dispensing in accordance with the Airport Rules and Regulations, NFPA code, Department of Environmental Protection rules and regulations, the Authority's Standard Operating Procedures, and industry best practices.

**Inspection.** The Authority and other appropriate governmental agencies may inspect the fuel farm storage facility at any time without notice to assure compliance with these Minimum Standards and all other applicable established federal, state, and local standards, rules, and regulations.

**Fuel Flowage Fee.** All Operators shall pay a fuel flowage fee to the Authority as provided in its Agreement with the Authority, which fee shall be not less than the fuel flowage fee assessed by the Authority on FBO Operators.

**Personnel.** All Operators shall employ and have on duty as required, trained, and certified individuals qualified to dispense fuel to their Aircraft. The training and documentation shall meet the requirements of 14 CFR 139.321 and provide at a minimum instruction regarding the following:

- Bonding.
- Public protection.

- Control of access to fuel storage areas.
- Fire safety in fuel farm and storage areas.
- Fire safety in mobile fuelers, fueling pits, and fueling cabinets.

All Operators shall provide to the Authority and continually maintain with the Authority evidence of the current training in safety procedures received by everyone who will conduct aviation fuel dispensing operations on the Operator's Leased Premises.

**Insurance.** In addition to General Insurance Requirements required by these Minimum Standards, all Operators shall maintain the following insurance:

- **Commercial General Liability or Airport Liability.** Commercial General Liability/Airport Liability insurance, with no exclusion relating to Aircraft, including coverage for, but not limited to, Premises Operations, Products Completed Operations, Contractual Liability, Personal Injury Liability, Advertising Injury Liability and Cross Liability, which limits of coverage shall not be less than combined single limit, bodily injury, personal injury, and property damage liability of Ten Million Dollars (\$10,000,000) for each occurrence. This coverage shall be provided on a primary basis by companies authorized to do business in the State of Florida.

**Storage Tank/Environmental Liability.** Storage Tank/Environmental Liability with not less than One Million Dollars (\$1,000,000) per occurrence combined single limit providing coverage for damages against bodily injury and property damage including contamination, clean-up costs, and corrective action damages at each location and Two Million Dollars (\$2,000,000) annual aggregate providing coverage for damages against, but not limited to, third-party liability, clean up, corrective action including assessment, remediation, and defense costs. This coverage shall be provided on a primary basis.

- **Commercial Auto Liability.** Commercial Automobile Liability Insurance with limits of liability not less than Five Million Dollars (\$5,000,000) each occurrence for owned, non-owned and hired automobiles. If Operator transports fuel the policy must include CA 99 48 Pollution Liability – Broadened Coverage for Covered Autos – Commercial Auto, Motor Carrier, and Truckers Coverage Forms Endorsement or equivalent. In the event Operator has no owned automobiles, Operator shall maintain only Hired & Non-Owned Auto Liability Insurance. This coverage may be secured by an endorsement to the Commercial General Liability policy, or a separate Commercial Auto Liability policy. This coverage shall be provided on a primary basis.
- **Excess Liability Insurance.** Excess Liability insurance coverage with a minimum /limit of Twenty-Five Million (\$25,000,000) for all Aeronautical Activities to be performed by the Operator at the Airport. An Operator may satisfy the minimum limits required for Commercial General Liability/Airport Liability and/or Commercial Auto Liability and/or Environmental Impairment Liability coverage under Umbrella or Excess Liability Insurance. The Authority, its commissioners, directors, managers, employees, and agents shall be specifically endorsed as an “Additional Insured” on the Umbrella or Excess Liability policy unless the Certificate of Insurance notes the Umbrella or Excess Liability policy provides coverage on a “Follow-Form” basis.

**Hearing.** Applications to conduct Aircraft Self-Fueling requires a public hearing.

## **ARTICLE 20** **AIRCRAFT SALES OPERATOR**

An Aircraft Sales Operator shall comply will the General Requirements of these Minimum Standards and the Minimum Standards included in this Article.

**Leased Premises.** All Operators shall lease or construct adequate Land and Improvements to conduct the Operator's Aeronautical Activities, but not less than the following.

<u>Leased Premises</u>	<u>Square Feet</u>	<u>Notes</u>
Land	43,560	
Aircraft Hangar	10,000	
Aircraft Hangar Apron	10,000	
Administrative Area	500	Shall include dedicated space for employee offices, shops, parts and equipment and storage
Customer Service Area	500	Shall include customer lounge and restrooms

**Taxiway Access.** All Operators shall provide paved access from its facilities to the Airport taxiway system. The paved access shall meet all applicable Airport and FAA standards for the largest Aircraft anticipated to be used in Operator's facility.

**Vehicle Parking.** All Operators shall provide at least ten paved automobile parking spaces, or the number of parking spaces required by applicable Federal, State, or local codes and regulations, whichever is greater, within its leasehold. On-street and off-street vehicle parking shall not be permitted except in marked vehicle parking spaces.

**Aircraft.** All Operators shall have available or on call at least one (1) Aircraft in its listed inventory or authorized product line. Operators offering for sale new Aircraft shall provide demonstrations of additional models of the manufacturer for which a dealership is held. Operators offering for sale used Aircraft shall have reasonable access to Aircraft offered for sale for the purpose of demonstration. Any Aircraft stored on the Leased Premises must have a written agreement that clearly establishes the fact that the Aircraft is offered for sale.

**Licenses and Certifications.** All Operators engaged in new Aircraft sales shall hold an authorized factory sales or distributor franchise or sub-dealership. All Operators engaged in the sale of used Aircraft must conform to the provisions of FAA Regulations, Part 47, Subpart C, and possess a valid "Dealers Aircraft Registration Certificate," FAA form 8050. All Operators shall hold applicable licenses or permits required by any law or regulation.

**Personnel.** All Operator shall employ and have on duty during all required hours of operation, trained personnel in such numbers as are required to meet these Minimum Standards in an efficient manner, but no less than one (1) properly certified and qualified commercial pilot that holds the appropriate ratings and medical certification to provide flight demonstration and check rides for the Aircraft the Operator intends to sell. The Operator shall also provide one (1) customer service rep. A commercial pilot may serve as the customer service rep unless the commercial pilot is performing duties off the Operator's Leased Premises.

**Warranty and Repair.** All Operators shall provide satisfactory arrangements for repair and servicing of Aircraft sold for the duration of any sales guarantee or warranty period only. All Operator shall also provide an adequate inventory of spare parts for the type of Aircraft it sells. Operator may provide servicing facilities through a written agreement with an MRO at the Airport.

**Hours of Operation.** All Operators shall have their business open to the public not less than eight (8) hours a day, five (5) days per week. All Operators shall make provision for someone to be always in attendance in the office during the required hours of operation.

**Insurance Requirements.** In addition to the General Insurance Requirements required by these Minimum Standards, all Operators shall provide and maintain the following insurance.

- Commercial General Liability or Airport Liability. Commercial General Liability/Airport Liability insurance, with no exclusion relating to Aircraft, including coverage for, but not limited to, Premises Operations, Products Completed Operations, Contractual Liability, Personal Injury Liability, Advertising Injury Liability and Cross Liability, which limits of coverage shall not be less than combined single limit, bodily injury, personal injury, and property damage liability of Ten Million Dollars (\$10,000,000) for each occurrence. This coverage shall be provided on a primary basis by companies authorized to do business in the State of Florida.
- Hangar Keeper's Liability. Hangar keeper's Liability Insurance providing insurance for property damage to Aircraft that are the property of others while in the care, custody, or control of the Operator in an amount not less than Ten Million Dollars (\$10,000,000) per Aircraft and Twenty Million Dollars (\$20,000,000) per occurrence. This coverage shall be provided on a primary basis.
- Commercial Auto Liability. Commercial Automobile Liability Insurance with limits of liability not less than Five Million Dollars (\$5,000,000) each occurrence for owned, non-owned and hired automobiles. If Operator transports fuel the policy must include CA 99 48 Pollution Liability – Broadened Coverage for Covered Autos – Commercial Auto, Motor Carrier, and Truckers Coverage Forms Endorsement or equivalent. In the event Operator has no owned automobiles, Operator shall maintain only Hired & Non-Owned Auto Liability Insurance. This coverage may be secured by an endorsement to the Commercial General Liability policy, or a separate Commercial Auto Liability policy. This coverage shall be provided on a primary basis.

**Hearing.** Applications to conduct or engage in Aircraft Sales requires a public hearing.

**ARTICLE 21**  
**AIRCRAFT ASSEMBLY OPERATOR**

All Operators shall comply with all General Requirements of these Minimum Standards and the Minimum Standards included in this Article.

**Leased Premises.** All Operators shall lease or construct adequate Land and Improvements to conduct the Operator's Aeronautical Activities, but not less than the following minimum requirements.

<u>Leased Premises</u>	<u>Square Feet</u>	<u>Notes</u>
Land	43,560	
Aircraft Hangar	10,000	
Aircraft Hangar Apron	10,000	
Administrative Area	1,000	Shall include dedicated space for employee offices, shop areas, parts, and equipment storage.
Customer Service Area	1,000	Shall include customer lounge and restrooms.

**Taxiway Access.** All Operators shall provide paved access from its facilities to the Airport's taxiway system. Such taxiway access shall meet all applicable Authority and FAA standards for the largest general aviation Aircraft type normally expected to use the Operator's facilities.

**Vehicle Parking.** All Operators shall provide at least ten (10) paved automobile parking spaces, or the number of parking spaces required by applicable federal, state, or local codes and regulations, whichever is greater, within its Leased Premises. On-street and off-street vehicle parking shall not be permitted except in marked vehicle parking spaces.

**Aeronautical Activities.** Operators may conduct the following Aeronautical Activities:

- Aircraft Assembly Service Facility.
- Flight Training in Assembly Made Aircraft.
- Aircraft lease and/or rental of Assembly Made Aircraft.
- Sale and dispensation of aviation fuels and oils by arrangement with an FBO who the responsible party for is the fueling equipment and fueling personnel.
- Aircraft storage of Assembly Made Aircraft that it exclusively manages.
- Aircraft ramp service and tie-downs for Assembly Made Aircraft.
- Aircraft catering arrangements.
- Aircraft Management and On Demand Aircraft Charter of Assembly Made Aircraft that it owns or leases.
- Aircraft sales of Assembly Made Aircraft.

**Prohibit Activities.** Except for the fueling of Operator's Aircraft by an FBO on the Airport, Operators shall not provide any other Aeronautical Activity by an FBO or SASO on Operator's Leased Premises.

**Salvage Operations.** Operators shall not store Aircraft, vehicles, or equipment for salvage operations. Any Aircraft components, instruments, parts, and equipment stored on the Leased Premises must be assembled by the Operator, owned by the Operator, or serviced by the Operator.

**Aircraft Fueling.** Any Aircraft fueling performed on the Leased Premises may only be performed through arrangement with an FBO, who may locate its fuel truck or transportable fuel tank on the premises. Only Assembly Made Aircraft conducting business on the premises may be fueled on the Leased Premises. Fuel storage and distribution facilities shall be approved by the Authority in advance and in writing and shall meet all applicable safety standards and regulations of the aviation fueling industry, Department of Environmental Protection, the NFPA, the Authority's Airport Certification Manual, and shall be acceptable to the FAA. The Authority and other governmental agencies with jurisdiction may inspect these facilities at any time to assure compliance with these Minimum Standards and all other applicable established rules, regulations, and standards.

**Defueling.** Operators may only defuel customer's Aircraft as required for Aircraft assembly, maintenance, and repair. All Operator employees engaged in defueling and refueling shall be trained in an FAA approved 14 CFR Part 139.321 fire safety program. Defueling and refueling shall not be construed to permit any Operator to engage in the sale or dispensing of fuels, which Aeronautical Activity is specifically reserved for FBOs. All Operators conducting defueling and refueling of Aircraft shall have adequate and proper fuel storage, provide the Authority with an SPCC Plan for defueling, refueling, and fuel storage, and conform to these Minimum Standards.

**Equipment.** All Operators shall provide and have readily available all tools and equipment for performance of the Operator's Aeronautical Activities in accordance with the manufacturer's specifications, and 14 CFR Part 145 FAA-approved Repair Station Manual.

**Licenses and Certifications.** Operators shall be properly certificated by the FAA as a Repair Station. All Operators shall obtain and maintain all necessary personnel and certifications from the FAA and/or any other authority with jurisdiction where the same are required to conduct the Operator's Aeronautical Activities. All Operator employees shall be properly certificated by the FAA and hold the appropriate ratings and licenses for the work being performed. All Operator employees providing flight demonstrations in all



Aircraft offered for sale shall be properly certificated by the FAA and hold all appropriate ratings and medical certifications.

**Personnel.** All Operators shall employ the number of employees as required by the FAA-approved Repair Station Manual in accordance with 14 CFR Part 145. Operators shall employ and have on duty during the required hours of operation, an adequate number of properly qualified and, where applicable, licensed personnel to provide the level of service commensurate with the Operator's Aeronautical Activities conducted by the Operator, and as required by these Minimum Standards. The Operator's office shall always be attended to during the required hours of operation. Cross-utilization of personnel between Aeronautical Activities conducted by Operators will be permitted only to the extent that personnel qualifications and licensing requirements are fully met, and providing that minimum required personnel is maintained as follows:

- Training and documentation of training shall meet the requirements of 14 CFR 139.321.
- A minimum of one (1) FAA certified airframe and engine mechanic shall be on duty during the hours of operation.
- When requested by the Authority, Operators shall provide a list of all designated fuel service technicians, their training documentation, and their work hours.
- A minimum of one (1) properly certified commercial pilot or flight instructor.

**Hours of Operation.** All Operators shall have their business open to the public no less than eight (8) hours per day, five (5) days per week.

**Insurance Requirements.** In addition to the General Insurance Requirements required by these Minimum Standards, all Operators shall obtain and maintain the following insurance:

- **Commercial General Liability or Airport Liability.** Commercial General Liability/Airport Liability insurance, with no exclusion relating to Aircraft, including coverage for, but not limited to, Premises Operations, Products Completed Operations, Contractual Liability, Personal Injury Liability, Advertising Injury Liability and Cross Liability, which limits of coverage shall not be less than combined single limit, bodily injury, personal injury, and property damage liability of Ten Million Dollars (\$10,000,000) each occurrence. This coverage shall be provided on a primary basis by companies authorized to do business in the State of Florida. This coverage shall be provided on a primary basis.
- **Hangar Keeper's Liability.** Hangar keeper's Liability Insurance providing insurance for property damage to Aircraft that are the property of others while in the care, custody, or control of the Operator in an amount not less than Ten Million Dollars (\$10,000,000) per Aircraft and Twenty Million Dollars (\$20,000,000) per occurrence. This coverage shall be provided on a primary basis.
- **Storage Tank/Environmental Liability.** Storage Tank/Environmental Liability with not less than One Million Dollars (\$1,000,000) per occurrence combined single limit providing coverage for damages against bodily injury and property damage including contamination, clean-up costs, and corrective action damages at each location and Two Million Dollars (\$2,000,000) annual aggregate providing coverage for damages against, but not limited to, third-party liability, clean up, corrective action including assessment, remediation, and defense costs. This coverage shall be provided on a primary basis.

**Commercial Auto Liability.** Commercial Automobile Liability Insurance with limits of liability not less than Five Million Dollars (\$5,000,000) each occurrence for owned, non-owned and hired automobiles. If Operator transports fuel the policy must include CA 99 48 Pollution Liability – Broadened Coverage for Covered Autos – Commercial Auto, Motor Carrier, and Truckers Coverage Forms Endorsement or equivalent. In the event Operator has no owned automobiles, Operator shall maintain only Hired & Non-Owned Auto

Liability Insurance. This coverage may be secured by an endorsement to the Commercial General Liability policy, or a separate Commercial Auto Liability policy. This coverage shall be provided on a primary basis.

**Hearing.** Applications to conduct or engage in Aircraft Assembly requires a public hearing.

**ARTICLE 22**  
**NOT-FOR-PROFIT FLYING CLUB OPERATOR**

Any Not-for-Profit Flying Club desiring to base their Aircraft at the Airport and operate at the Airport shall comply will the General Requirements of these Minimum Standards and the Minimum Standards included in this Article.

**Application Process.** All Applicants who wish to conduct a Not-for-Profit Flying Club desiring to base their Aircraft at the Airport and operate at the Airport shall submit the following information to the Authority with their Application.

- Names and addresses of members, officers, directors, manager, and constituent legal authority.
- Names and addresses of individuals designated by Flying Club as a “responsible individual” for receipt of communications regarding Flying Club.
- Statement describing legal format of Flying Club.
- Copies of all agreements under which Flying Club operates.
- Copies of registration certificates of all Aircraft owned by Flying Club.
- Income and Disbursement statement for proceeding calendar or fiscal year sufficient to demonstrate the Flying Club operated on a non-profit basis during such time.
- Copies of any lease agreements.
- Copy of Flying Club operating rules.

**Application Updates.** All information submitted with a Flying Club’s Application shall be updated and provided annually to the Authority.

**Non-Profit Status.** All Flying Clubs must be a non-profit organization and provide evidence of their non-profit status, which evidence shall be substantiated by documentary proof by the Director of the Internal Revenue Service and furnished to the Authority.

**Property Rights.** The property rights of all Flying Club members shall be equal, and no part of the Club’s net earnings shall inure to the benefit of any member of the Club in any form such as salaries, bonuses, or in any other way. Flying Clubs may not derive greater revenue from the use of its Aircraft beyond the amount necessary for the operations, maintenance, and replacement of the Flying Club’s Aircraft and facilities.

**Membership Classes.** All Flying Club members shall have equal rights and obligations unless the sole basis for any membership classification is the differing minimum experience or license qualifications required for operation of various kinds of Flying Club Aircraft. Flying Clubs shall not establish differing Aircraft use rates to be paid by the Flying Club members unless such rate differences are based upon different kinds of club Aircraft, and/or different conditions under which Flying Club Aircraft are used, and unless such rates are uniformly applied to all Flying Club members.

**Mechanics Who Are Members.** Any qualified mechanic who is a registered member of a Flying Club shall not be restricted from doing maintenance work on Aircraft owned by the Flying Club and the Flying Club

shall not become obligated to pay for such maintenance work, except that such mechanics may be compensated by credit against payment of dues or flight time.

**Aircraft.** The lease or ownership of Aircraft in a Flying Club must be vested in the name of the Flying Club or owned or leased on a pro rata basis by all members of the Flying Club. Flying Club Aircraft may be obtained, managed, operated, and maintained in any of the following ways:

- **Straight Lease or Rental.** Flying Clubs may rent or lease Aircraft from an FBO for a minimum number of hours each month. In such case the Flying Club will assume no responsibility for direct management or operations, and maintenance will be the responsibility of the FBO.
- **Lease Purchase.** Flying Clubs may lease an Aircraft from an off-Airport leasing company for the Flying Club's exclusive use for an initial period of one year or more. Management and operations of the Aircraft may be assumed by Flying Club members or may be contracted to an FBO.
- **Direct Purchase.** Flying Clubs may purchase Aircraft and assume direct responsibility for the management, operations, and maintenance of the Aircraft.
- **Combination.** Flying Clubs having several Aircraft, may use any combination listed here.

**Service to the General Public.** Flying Clubs may not solicit, offer, or conduct On Demand Aircraft Charter or Flight Training and Aircraft Rental operations to the public. Flying Clubs may also not solicit, offer, or permit its Aircraft to be utilized for the giving of flight instruction to any individual, including members of the Flying Club owning the Aircraft, when such individual pays or becomes obligated to pay for such instruction, except when instruction is provided by an FBO or SASO with an Agreement or a Permit with the Authority. All Flying Clubs shall be prohibited from leasing or selling any goods or services whatsoever to any individual other than to a member of the Flying Club, except that said Flying Club may sell or exchange its capital equipment for replacement or liquidation purposes.

**Advertising.** Flying Clubs may advertise for new members, but only in the name of the Flying Club. Flying Clubs may not advertise to offer goods or services to the public, which are prohibited by this Article.

**Records.** Flying Club books and records shall be available for inspection at any reasonable time by the Authority, or its authorized agent. The Authority may require that relevant records be maintained by the Flying Club according to standards specified by the Authority.

**Hearing.** Applications to conduct a Not-for-Profit Flying Club requires a public hearing.

### **ARTICLE 23** **SPECIALIZED SERVICE OPERATOR**

All Specialized Service Operators (SASO) shall comply will the General Requirements of these Minimum Standards and the Minimum Standards included in this Article.

- All Operators shall have adequate Land and Improvements to conduct all Aeronautical Activities approved to by the Authority.
- All Operators shall provide sufficient Personnel to conduct its Aeronautical Activities in a safe, secure, efficient, prompt, courteous, and professional manner while also meeting the reasonable demands of customers for the Aeronautical Activities.
- All Operators shall have either owned or under written lease to and under the full and exclusive control of the Operator, sufficient Aircraft, vehicles, equipment, as approved by the Authority.

- All Operators shall have sufficient materials, tools, equipment, and supplies readily available to conduct the Operator's Aeronautical Activities.
- All Operators shall be open for business and available to the public during all hours of operation maintained by qualified and experienced Persons engaging in similar Aeronautical Activities at comparable Airports as approved to by the Authority. All Operators shall be available to meet the reasonable demands of customers for the Aeronautical Activities conducted.

Hearing. Applications to provide a Specialized Service Aeronautical Activity requires a public hearing.

**ARTICLE 24**  
**CONTRACTED AERONAUTICAL ACTIVITIES**

Any Person may execute an Agreement with an FBO to provide an Aeronautical Activity, provided the FBO meets the Aeronautical Activity requirements listed in these Minimum Standards.

**ARTICLE 25**  
**COMBINED AERONAUTICAL ACTIVITIES**

Any Person conducting a combination of specific Aeronautical Activities listed in these Minimum Standards shall be required to duplicate the requirements of the individual Aeronautical Activities, except for Flight Training and Aircraft Rental, which Aeronautical Activities may be conducted together, Aircraft Management and On Demand Aircraft Charter, which Aeronautical Activities may be conducted together, and Aircraft Maintenance and Repair and Avionics Maintenance and Repair, which Aeronautical Activities may be conducted together. This Article does not apply to Aircraft Self-Fueling Operators who shall instead be required to comply with the greater of a) the Minimum Standards specific to Aircraft Self-Fueling Operators defined in Article 19 herein, or b) the combined Minimum Standards specific to all other Aeronautical Activities conducted at the Airport by the Aircraft Self-Fueling Operator. In the event one Aeronautical Activity requires a public hearing, then all Aeronautical Activities must be presented at a public hearing.

**ARTICLE 26**  
**AUTHORITY OWNED AIRCRAFT HANGARS**

These Minimum Standards are waived and shall not apply to Aircraft Hangars owned and/or operated by the Authority.

**ARTICLE 27**  
**WAIVER OF MINIMUM STANDARDS**

The Authority may, in its sole discretion, waive all or any portion of these Minimum Standards for itself or for the benefit of government or governmental agencies performing not-for-profit Aeronautical Activities if those Aeronautical Activities are performed for:

- The public in time of an emergency.
- Emergency medical or rescue services to the public by means of Aircraft.
- Fire prevention or firefighting operations.

The Authority may further temporarily waive or reduce in part any Minimum Standards for non-governmental Persons where the Authority deems for itself that such a waiver or reduction to be in the best interest of the Airport.

**SARASOTA MANATEE AIRPORT AUTHORITY**

By: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_

**ATTEST**

By: \_\_\_\_\_  
Secretary

Date: \_\_\_\_\_

## **AGENDA ITEM NO. 6.4**

**SARASOTA MANATEE AIRPORT AUTHORITY  
JANUARY 29, 2024, REGULAR MEETING  
STAFF NARRATIVE**

**REQUEST TO AWARD  
DEVELOPMENT AND OPERATING AGREEMENT  
TO AIRCRAFT SERVICES GROUP, INC.**

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**EXECUTIVE SUMMARY:** Request to Award a Development and Operating Agreement to Aircraft Services Group, Inc.

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**NARRATIVE:** Aircraft Services Group, Inc. ("ASG") Inc. is an established commercial on-demand air carrier and aircraft management company providing aircraft sales, aircraft management, on-demand charter, and light aircraft maintenance. ASG was founded in 1990 and currently manages a fleet of approximately 20 turboprop, turbojet and fixed wing aircraft based at the airport in Teterboro, New Jersey.

ASG has requested to lease approximately 5.44 acres of undeveloped land in the north quadrant of the Airport to establish a southern base for their operations to conduct aircraft sales, aircraft management, aircraft charter, and aircraft self-fueling services. The proposed premises include two parcels of undeveloped land. Parcel I includes approximately 130,617 square feet of land, and Parcel II includes approximately 106,305 square feet of land. The proposed agreement is for an initial 20-year term with one 10-year renewal term, and the proposed initial rental rate, based on a fair market value appraisal, is \$0.775 per square foot per annum, subject to CPI adjustments every three years throughout the term of the agreement, and adjustment based on appraisal at the completion of the initial term. A security deposit is proposed equivalent to the first year of land rent, which is due and payable to the Authority on or before the effective date of the agreement.

ASG's proposed minimum capital investment and required improvements for Parcel I is \$8.5 million and includes a minimum of 30,000 square feet of aircraft hangar, 30,000 square feet of aircraft apron, 3,000 square feet of administrative and customer service area, and 10,000 gallons of aircraft fuel storage (the "Phase I Required Improvements"). ASG's proposed minimum capital investment and required improvements for Parcel II is \$7.5 million and includes an additional 30,000 square feet of aircraft hangar and 30,000 square feet of aircraft apron (the "Phase II Required Improvements"). The Phase I Required Improvements are proposed to be completed within 24 months following the effective date of the agreement, and the Phase II Required Improvements are proposed to be completed within 36 months following completion of the Phase I Required Improvements.

Verification of a sufficient funding source(s) equivalent to the Minimum Capital Expenditure for the Phase I Required Improvements has been requested from ASG and is pending receipt. As a result, the proposed agreement is subject to the Authority's receipt and verification of a sufficient funding source(s) equivalent to the Minimum Capital Expenditure for the Phase I Required Improvements (the "Required Funding") obtained by ASG within 90 days following the effective date of the proposed agreement in a form and manner acceptable to the President/CEO.

Based on the additional aeronautical service to be provided at the Airport, and subject to the Authority's receipt of the Funding Requirement obtained by ASG within 90 days following the effective date of the proposed agreement in a form and manner acceptable to the President/CEO, the President/CEO recommends award of the proposed agreement to ASG for the right to conduct aircraft sales, aircraft management, aircraft charter, and aircraft self-fueling activities, as presented.

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**RECOMMENDATION:** It is hereby recommended that the Sarasota Manatee Airport Authority Board award a Development and Operating Agreement to Aircraft Services Group, Inc. to conduct aircraft sales, aircraft management, aircraft charter, and aircraft self-fueling activities, as presented, subject to the Authority's receipt of the Funding Requirement obtained by Aircraft Services Group, Inc. within 90 days following the effective date of the Agreement in a form and manner acceptable to the President/CEO.

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**ATTACHMENT:** Proposed Development and Operating Agreement between Sarasota Manatee Airport Authority and Aircraft Services Group, Inc.

**SARASOTA MANATEE AIRPORT AUTHORITY**

**RESOLUTION NO. 2024-03**

**AUTHORIZING PRESIDENT, CHIEF EXECUTIVE OFFICER TO EXECUTE  
A DEVELOPMENT AND OPERATING AGREEMENT AWARING LIMITED FUELING RIGHTS**

**WHEREAS**, the Sarasota Manatee Airport Authority (hereinafter the "Authority"), is a Special Independent District created by Chapter 2003-309, Laws of Florida, and is the owner and operator of the Sarasota Bradenton International Airport (hereinafter called "Airport"); and

**WHEREAS**, the Authority is authorized and empowered to lease Airport land and facilities at the Airport to tenants and users of the Airport to conduct aeronautical activities thereon; and

**WHEREAS** the Authority has established minimum standards and requirements for conducting aeronautical activities at the Airport to protect the public's health, safety, and security, prohibit unqualified operators, and protect the public from unlicensed, unsafe, or irresponsible activities ("Minimum Standards for Aeronautical Activities" or "Minimum Standards"); and

**WHEREAS**, the Authority is required to grant the rights to conduct aeronautical activities at the Airport in a fair and equitable manner without unlawful discrimination, provide reasonable opportunities to conduct aeronautical activities at the Airport, and provide aeronautical services to the public without granting exclusive rights, and that promote the orderly development of the Airport; and

**WHEREAS**, the Authority has received an application from Aircraft Service Group, Inc., of Teterboro, New Jersey, requesting the right to conduct aircraft sales, aircraft management, aircraft charter, and aircraft self-fueling aeronautical activities at the Airport; and

**WHEREAS**, the Authority's Minimum Standards require a public hearing for applicants who apply for the right to conduct aircraft self-fueling aeronautical activities at the Airport, and that the application be executed and placed on the agenda of a regularly scheduled Board meeting with the proposed agreement to determine if the Applicant meets the Minimum Standards and whether the agreement should be approved, modified, or rejected; and

**WHEREAS**, the Authority has determined that, subject to approval of the proposed agreement, including the appropriate licenses, insurance, and security deposit, and the Authority's receipt and verification of sufficient funding sources equivalent to the Minimum Capital Expenditure for the Phase I Required Improvements (the "Required Funding") obtained by Aircraft Service Group, Inc. within 90 days following the date of this Resolution, in a form and manner acceptable to the President/CEO, Aircraft Service Group, Inc., meets the Minimum Standards required for the right to conduct aircraft self-fueling aeronautical activities at the Airport, and Aircraft Service Group, Inc.'s application and proposed agreement should be approved.

**NOW, THEREFORE, BE IT RESOLVED**, subject to approval of the proposed agreement, including the appropriate licenses, insurance, and security deposit, and the Authority's receipt and verification of the Required Funding obtained by Aircraft Service Group, Inc. within 90 days following the date of this Resolution, in a form and manner acceptable to the President/CEO, the Authority does hereby resolve to grant to Aircraft Services Group, Inc., the right to conduct aircraft self-fueling aeronautical activities at the Airport, subject to the Minimum Standards and the terms, covenants, and conditions of the proposed agreement, as of the date prescribed here below.



Adopted this 29<sup>th</sup> day of January 2024.

**SARASOTA MANATEE AIRPORT AUTHORITY**

\_\_\_\_\_  
Robert Spencer, Chairman

**ATTEST**

\_\_\_\_\_  
Doug Holder, Secretary

**ATTACHMENTS:** Application to Conduct Aeronautical Activities at the Sarasota Bradenton International Airport, dated January 18, 2024; Proposed Development and Operating Agreement between Sarasota Manatee Airport Authority and Aircraft Services Group, Inc., dated January 29, 2024.



**DEVELOPMENT AND OPERATING AGREEMENT**

**SARASOTA BRADENTON INTERNATIONAL AIRPORT  
SARASOTA, FLORIDA**

**BETWEEN**

**SARASOTA MANATEE AIRPORT AUTHORITY**

**AND**

**AIRCRAFT SERVICES GROUP, INC.**

**Effective Date: January 29, 2024**

**DEVELOPMENT AND OPERATING AGREEMENT  
BETWEEN  
SARASOTA MANATEE AIRPORT AUTHORITY  
AND  
AIRCRAFT SERVICES GROUP, INC.**

This Development and Operating Agreement (this "Agreement") is made and entered into by and between the **Sarasota Manatee Airport Authority**, an Independent Special District, organized and existing under the laws of the State of Florida (the "Authority"), and **Aircraft Services Group, Inc.**, a corporation organized and existing under the laws of the State of New Jersey, and authorized to do business in the State of Florida, (the "Lessee"), collectively hereinafter referred to as the "Parties".

**WITNESSETH:**

**WHEREAS**, the Authority owns and operates the Sarasota Bradenton International Airport (the "Airport"), located in Sarasota County and Manatee County, Florida; and

**WHEREAS**, the Authority is permitted to lease land at the Airport pursuant to the Florida Statutes for aeronautical use; and

**WHEREAS**, the Lessee is a Specialized Aviation Service Operator providing aircraft sales, aircraft management and charter services at the airport in Teterboro, New Jersey; and

**WHEREAS**, the Lessee desires to lease, develop and operate on certain land at the Airport to provide Aircraft Sales, Aircraft Management and Charter services at the Airport, as defined in Article 15 and Article 17, respectively, of the Minimum Standards for Aeronautical Activities at the Airport (the "Minimum Standards"); and

**WHEREAS**, the Lessee further desires to lease, develop and operate on certain land at the Airport to provide Aircraft Self-Fueling services at the Airport for aircraft owned or otherwise controlled by Lessee, as defined in Article 19, of the Minimum Standards; and

**WHEREAS**, the Authority desires to lease certain land at the Airport to the Lessee to provide Aircraft Sales, Aircraft Management and Charter, and Aircraft Self-Fueling services at the Airport for aircraft owned or otherwise controlled by the Lessee, as defined in Article 15, Article 17, and Article 19, respectively, of the Minimum Standards;

**NOW, THEREFORE**, in consideration of the premises and of the mutual terms, covenants, and conditions herein contained, and other good and valuable consideration, the receipt of which the Parties hereby expressly acknowledge, the Parties hereto covenant and agree as follows:

**Article 1 - Recitals/Effective Date**

The foregoing recitals are true and correct and are hereby incorporated herein by reference. This Agreement shall become effective when approved by the Sarasota Manatee Airport Authority Board and signed by all Parties (the “Effective Date”).

**Article 2 – Definitions**

The following words, terms, and phrases wherever used in this Agreement shall have the meanings set forth in this Article and the meanings shall apply to both singular and plural forms of such words, terms, and phrases.

2.01 “Adjustment Date” has the meaning set forth in Article 5.06.

2.02 “Aeronautical Activities” has the meaning set forth in Article 8, Standard Definitions, of the Minimum Standards for Aeronautical Activities at Sarasota Bradenton International Airport, dated January 29, 2024 (the “Minimum Standards”), incorporated herein by reference in its entirety.

2.03 “Agreement” means this Agreement as now or hereafter amended, and all exhibits attached hereto, which are incorporated herein by reference. Words such as “herein,” “hereafter,” “hereof,” “hereby” and “hereunder” when used with reference to this Agreement, refer to this Agreement as a whole, unless context otherwise requires.

2.04 “Agreement Year” means the annual period beginning on the Commencement Date and ending on the last day of the previous calendar month one year later (“First Agreement Year”) and each successive annual period immediately succeeding the end of the First Agreement Year.

2.05 “Airport” means the Sarasota Bradenton International Airport located in Sarasota and Manatee Counties, Florida.

2.06 “Airport Rules and Regulations” means the Rules and Regulations for Aeronautical Activities, dated March 20, 2019, as now or hereafter amended, and any successor ordinance or resolution regulating activities or operations at the Airport.

2.07 “Appraisal Adjustment Date” has the meaning set forth in Article 5.07.

2.08 “Approved Costs” has the meaning set forth in Article 8.01(B).

2.09 “Base Rental” means: (a) the initial annual Land Rent provided in Article 5.01(A); and (b) the initial annual Improvement Rent established on the dates provided in Article 5.02 for the Improvements identified in Article 5.02. The Base Rental shall be adjusted as provided in Article 5.06 and 5.07 on the Appraisal Adjustment Dates.

2.10 “Base Year” For all rental adjustments occurring before the first Appraisal Adjustment Date, Base Year means the initial twelve-month period of the Agreement starting with the Commencement Date. After the first Appraisal Adjustment Date, the Base Year shall be the Agreement year that began on the most recent Appraisal Adjustment Date.

2.11 “Board” means the Board of the Sarasota Manatee Airport Authority, Florida.

2.12 “Commencement Date” has the meaning set forth in Article 3.01.

2.13 “Consumer Price Index” has the meaning set forth in Article 5.06.

2.14 “Damages” has the meaning set forth in Article 19.

2.15 “Derelict Aircraft” means an aircraft, stored in the open, that:

(A) Does not hold a current and valid airworthiness certificate issued by the FAA, or other appropriate aircraft certificating authority, together with necessary aircraft registration and maintenance records with a current endorsement by an appropriately rated certificate holder that the aircraft is in an airworthy condition; or

(B) Has been issued a condition notice by the FAA or other appropriate aircraft certification authority that specifies that the aircraft has one or more conditions which render it not airworthy; or

(C) Has had major components, accessories, flight controls, portions of the airframe or engines removed to render the aircraft not airworthy.

2.16 “Derelict Vehicle” means a vehicle designed for use on the roadways that is in a wrecked, dismantled or partially dismantled condition, left abandoned for 45 days, or which is in an inoperable condition.

2.17 “Effective Date” shall have the meaning set forth in Article 1.

2.18 “Environmental Laws” means all applicable federal, state, or local laws, statutes, ordinances, rules, regulations, and governmental restrictions relating to the protection of the environment, human health, welfare, or safety, or to the emission, discharge, seepage, or release of Hazardous Substances into the environment, including, but not limited to, ambient air, surface water, groundwater, or land, or otherwise relating to the handling of such Hazardous Substances.

2.19 “FAA” means the Federal Aviation Administration.

2.20 “Fuel Flowage Fees” means the fuel flowage fees established by resolution of the Board as now or hereafter amended, and any successor ordinance or resolution establishing fuel flowage fees. At the time of execution of this Agreement the rate is currently nine (9) cents per gallon.

2.21 “Fuel System” means all fuel and oil storage tanks and components thereto, all fuel and oil lines and associated distribution systems, pumps, nozzles and outlets, all fuel monitoring and alarm systems, and remediation improvements, whether above or below ground.

2.22 “Hazardous Substances” means any contaminant, hazardous or toxic substance, material or waste of any kind or any other substance that is regulated by any Environmental Laws.

2.23 “Improvements” means the Required Improvements and all other improvements, alterations, modifications, or renovations approved by the Authority and constructed by the Lessee on the Premises.

2.24 “Improvement Rent” has the meaning set forth in Article 5.02(A).

2.25 “Initial Term” has the meaning set forth in Article 3.01.

2.26 “Inspection Period” has the meaning set forth in Article 3.03(B).

2.27 “Inspections” means any inspections and tests that Lessee deems appropriate with respect to the Premises, including, but not limited to, the following: (a) physical inspection of the Premises; (b) soil investigation; (c) environmental assessment; (d) topographic studies; and (e) engineering, utilities, and site planning studies.

2.28 “Landing Fees” has the meaning set forth in Article 5.04.

2.29 “Land Rent” is the rent payable by Lessee for the ground being leased by the Authority to Lessee. See Article 5.01.

2.30 “Leasehold Mortgage” has the meaning set forth in Article 15.01.

2.31 “Letter of Credit” has the meaning set forth in Article 5.09.

2.32 “Minimum Capital Expenditure” has the meaning set forth in Article 8.01(B).

2.33 “Minimum Standards” means the Minimum Standards for Aeronautical Activities for Sarasota Bradenton International Airport adopted by the Authority on January 29, 2024, as now or hereafter amended, and any successor minimum standards for aeronautical activities adopted by the Authority.

2.34 “Non-Discrimination Authorities” has the meaning set forth in Article 25.02(C).

2.35 “Person” includes a partnership, joint venture, association, corporation, limited liability company, trust, individual or other entity, or, where the context so permits or requires, a natural person.

2.36 “Phase I ESA” has the meaning set forth in Article 21.05

2.37 “Phase II ESA” has the meaning set forth in Article 21.05.

2.38 “Plans” has the meaning set forth in Article 8.01(C).

2.39 “Pre-existing Environmental Condition” means the presence of Hazardous Substances in violation of Environmental Laws on, in or under the Property (including soil, groundwater, and soil vapor) because of the discharge, release, disposal, storage, treatment, migration or any other activities occurring prior to the Effective Date of this Agreement.

2.40 “Premises” means the Property described on Exhibit A-1 and all improvements existing thereon, and all Improvements to be constructed by Lessee thereon, subject to easements, rights-of-way, and any other encumbrances of record.

2.41 “President/CEO” means the President/CEO of the Sarasota Manatee Airport Authority.

2.42 “Property” means the real property described on Exhibit A-1, subject to easements, rights-of-way, and any other encumbrances of record, excluding any improvements previously constructed thereon or Improvements to be constructed by Lessee thereon.

2.43 “Renewal Term” has the meaning set forth in Article 3.02.

2.44 “Required Improvements” has the meaning set forth in Article 8.02(A).

2.45 “Security Deposit” has the meaning set forth in Article 5.09.

2.46 “Lessee Parties” means Lessee and its sublessees, contractors, suppliers, employees, officers, licensees, agents, and invitees.

2.47 “Term” means the Initial Term and any Renewal Term.

2.48 “TSA” means the Transportation Security Administration of the Authority of Homeland Security and its authorized successors.

### **Article 3 – Term and Commencement Date**

3.01 Initial Term. The initial term of this Agreement shall commence on the first of the following to occur (“Commencement Date”), which date shall be memorialized by the Authority in writing to this Agreement: (a) the date of substantial completion of the Phase I Required Improvements, as evidenced by Lessee’s receipt of a certificate of occupancy for said Improvements; (b) the date Lessee commences use of the Phase I Required Improvements, or any portion thereof, for the conduct of Lessee’s business, other than construction; or (c) twenty-four (24) months following the Effective Date of this Agreement, and shall terminate twenty (20) years following the Commencement Date, unless sooner terminated pursuant to the terms, covenants, and conditions of this Agreement (the “Initial Term”).

3.02 Renewal Term. Provided that Lessee is not in default beyond any applicable cure period as to any of the terms, covenants, or conditions of this Agreement, the Authority and Lessee may agree to extend this Agreement under the same terms, covenants, and conditions of this Agreement for an additional ten (10) year term (the "Renewal Term"). If the Lessee wishes to extend the Term of this Agreement, Lessee shall provide written notice to the Authority of its desire to exercise the Renewal Term, six (6) months prior to the expiration of the Initial Term of the Agreement. The Authority will decide to extend or not extend the Agreement and shall notify Lessee of its decision within thirty (30) days following the Authority's receipt of Lessee's written request to extend the Term of this Agreement. The Renewal Term shall be effective by a written instrument signed by both Parties without the need for formal amendment to this Agreement. Unless otherwise set forth in this Agreement, the word "Term" shall refer to the Initial Term and the Renewal Term, as granted. During any Renewal Term all terms, covenants, and conditions of the Agreement shall remain in full force and effect except as specifically set forth herein. The Renewal Term that may be agreed upon and extended is expressly limited as described in this Article.

3.03 Inspections.

- (A) From and after the Effective Date and up to the Commencement Date, Lessee shall have the right to use and occupy the Premises for inspection, testing, installation, and construction of the Phase I Required Improvements subject to the terms, covenants, and conditions of this Agreement.
- (B) From and after the Effective Date and expiring ninety (90) days thereafter or Lessee's receipt of a Phase I ESA, whichever shall first occur (the "Inspection Period") Lessee may conduct any Inspections that Lessee deems appropriate with respect to the Premises. All Inspections performed hereunder shall be conducted at Lessee's sole cost and expense and shall be performed by licensed Persons dealing in the respective areas or matters. Lessee agrees to indemnify the Authority from and against all losses, damages, costs, expenses and/or liability of whatsoever nature arising from or out of Lessee's employees, agents, vendors, or guests' entry upon and inspection of the Premises. Lessee's obligation to indemnify the Authority pursuant to this Article shall survive the expiration or earlier termination of this Agreement. Prior to the expiration of the Inspection Period, Lessee shall provide the Authority with a complete written copy of all Inspection reports detailing the results of the Inspection obtained by Lessee hereunder.
- (C) If Lessee reasonably determines that it will be unable to use the Premises for the uses permitted hereunder based on the result(s) of the Inspections, or if an ESA or other environmental assessment(s) reveal the presence of a Pre-existing Environmental Condition not acceptable to Lessee, Lessee may elect to terminate this Agreement upon written notice to Authority on or before the expiration of the Inspection Period. In the event Lessee fails to properly exercise its right to terminate this Agreement pursuant to this Article, Lessee shall be deemed to have waived such right and accepted the Premises "As Is" in its then existing condition, subject to all defects, latent, or patent, if any; provided, however, that Lessee's acceptance of the Premises will not limit Authority's obligations with respect to any Pre-existing Environmental Condition for which Authority



has taken responsibility pursuant to Article 3.03 (D). In the event Lessee terminates this Agreement pursuant to this Article, Lessee, at its sole cost and expense, shall repair any damage resulting from the Inspections and restore the Premises to the condition in which it existed prior thereto, using materials of like kind, quality, and quantity.

- (D) The Authority has provided Lessee with a Phase I ESA, dated January 4, 2022, prepared by Enviro-Audit & Compliance, Inc., which ESA states the condition of the Premises on the effective date of the report (“Environmental Baseline Report”). Lessee agrees and understands that it is accepting the condition of the Premises as described in the Environmental Baseline Report together with any environmental reports/studies, if any, prepared by Lessee during the Inspection Period, shared with, and confirmed by the Authority (“Lessee Environmental Report(s”).
- (E) Lessee may elect to perform its own Inspections. If the Inspections of Lessee reveal a Pre-existing Environmental Condition that is not acceptable to Lessee, Lessee shall notify Authority in writing during the Inspection Period of the Pre-existing Environmental Condition with a full copy of the Inspection report(s). Authority may give written notice to Lessee within thirty (30) days after the expiration of the Inspection Period of its election to: a) terminate this Agreement; b) assume the full responsibility and cost to remedy the identified Pre-existing Environmental Condition in accordance with the applicable Environmental Laws; or c) provide Lessee the option, at Lessee’s sole discretion, to oversee and advance the cost of the remediation for full reimbursement by Authority via rent credits or other agreed upon repayment terms between the parties at the sole cost and expense of the Authority. The Parties acknowledge and agree that the means and methods of remedying any Pre-existing Environmental Condition, if any, shall be commercially reasonable in nature and shall not unreasonably inhibit the Lessee’s Permitted Use. If Authority fails to provide written notice of its election to either terminate the Agreement or to remedy the Pre-Existing Condition, the Agreement shall be deemed terminated.
- (F) If a notice of termination is timely given by either Party pursuant to this Article, or if the Agreement is deemed terminated pursuant to this Article, the Parties shall be relieved of all further liabilities and obligations under this Agreement except for Lessee’s indemnification obligations under Article 3.03(B) and Lessee’s obligation to restore the Premises under Article 3.03(C), which shall each survive the termination of this Agreement.

**Article 4 – Premises and Privileges**

4.01 Premises. The Authority hereby lets to Lessee, and Lessee hereby takes from Authority for Lessee’s exclusive use that certain Premises, comprised of Parcel I, containing approximately 130,617 square feet of undeveloped land, and Parcel II, containing approximately 106,305 square feet of undeveloped land, or a total of approximately 236,922 square feet of undeveloped land, equivalent to a

total of approximately 5.44 acres of undeveloped land, at the Airport, as depicted on Exhibit A-1, attached hereto, subject to all terms, covenants, and conditions of this Agreement (collectively the "Premises").

- (A) Access by Lessee. Beginning on the Effective Date of this Agreement, Authority shall let to Lessee and Lessee shall take from Authority that certain Premises identified on Exhibit A-1, attached hereto, including unrestricted free access to said Premises, subject to the full requirements of the Minimum Standards for the Rights and Privileges granted herein.
- (B) Right to Reclaim. If for any reason Lessee fails to complete the Phase I Required Improvements within twenty-four (24) months following the Effective Date of this Agreement as defined in Article 8.02 herein, Lessee shall lose all rights to acquire, lease, or occupy the Premises, or any portion thereof, and Authority reclaims all rights to the Premises in its entirety, to possess, occupy, or let to any entity as it determines solely for itself to be in the best interest of the Authority.

4.02 Use of Premises.

- (A) Rights and Privileges. All rights and privileges granted to Lessee for use of the Premises by this Agreement are non-exclusive and expressly limited to the development, maintenance and operation of the Premises for the non-exclusive right and privilege to provide Aircraft Sales, Aircraft Management and Charter, and Aircraft Self-Fueling, each as defined in Article 15, 17, and Article 19, respectively, in the Minimum Standards, as may be amended by Authority from time-to-time throughout the Term of this Agreement ("Rights and Privileges").
- (B) Limited Fueling Rights. Notwithstanding anything to the contrary herein, Lessee rights and privileges to conduct Aircraft Self-Fueling, as defined in Article 19 of the Minimum Standards, shall be solely limited to the non-exclusive right and privilege throughout the Term of this Agreement, in accordance with the terms, covenants, and conditions herein, to dispense aviation fuels on the Premises in Lessee's majority equity owned aircraft, aircraft registered by an entity majority equity owned by Lessee, the Lessee's tenant majority equity owned aircraft stored on the Lessee's Premises under an active lease agreement with the Lessee for not less than twelve (12) consecutive months, or the Lessee's tenant majority equity owned aircraft under an active Part 91 or Part 135 management agreement with the Lessee for not less than twelve (12) consecutive months, using its own employees and equipment, subject to the Minimum Standards and the Airport's Rules and Regulations, each as may be amended from time-to-time by Authority throughout the term of this Agreement ("Limited Fueling Rights"). Said Limited Fueling Rights shall not extend to any other aircraft or location at the Airport during the Term of this Agreement, as may be amended, including Lessee's partners, agents, employees, customers, or guests' aircraft. Any aviation fuels dispensed by Lessee to any other aircraft or location at the Airport during the Term hereof shall be a direct default of this Agreement.

- (C) Fuel Flowage Reports. Lessee shall provide to Authority each month throughout the Term of this Agreement, as may be amended, a monthly written report that includes a complete list of aircraft registration numbers and the total gallons of fuel dispensed by Lessee for each aircraft during the preceding month (“Fuel Flowage Report”), which Fuel Flowage Report shall be used to calculate the amount of Fuel Flowage Fees due to the Authority. Each Fuel Flowage report shall identify each aircraft registration number owned or leased by Lessee. Lessee understands and agrees that the Authority shall rely on Lessee’s Fuel Flowage Reports to confirm Lessee’s compliance with the Limited Fueling Rights granted herein.

The Authority reserves the right throughout the Term of this Agreement, as may be amended, to request additional Fuel Flowage Reports from Lessee and to conduct unannounced random inspections of the Premises at any time and any interval of time to confirm Lessee’s compliance with this Article, and Lessee agrees throughout the Term of this Agreement, as may be amended, to at once accommodate all such inspections, and to provide the Authority all such additional Fuel Flowage Reports requested by the Authority within five (5) days, at the place and manner provided in Article 29 herein.

4.03 Prohibited Uses, Products and Services. Lessee agrees that the Premises shall be utilized solely in accordance with the Rights and Privileges granted above in Article 4.02 as specifically described in the Minimum Standards and for no other purpose at any time whatsoever. Lessee further agrees that it shall not provide or offer for sale any other products or services without the prior written approval of the Authority.

4.04 Common Use Rights. In addition to the Rights and Privileges granted above, Authority hereby grants to Lessee the following non-exclusive rights and privileges all of which shall be subject to the Minimum Standards, Airport Rules and Regulations, and the terms, covenants, and conditions set forth herein:

- (A) In general, in common with others, use of roadways, sidewalks and other Airport facilities necessary for Lessee’s operations (including airfield access), including the sidewalks, roadways, parking lots, taxi lanes, taxiways, runways, equipment and facilities that Airport generally makes available for its aeronautical tenants and users and that are not specifically leased to or under the contractual control of others (“Common Use Rights and Privileges”).
- (B) The right of ingress to and egress from the Premises shall be subject to such laws, rules, regulations, and orders as now or may hereafter have application at the Airport. Except as expressly set forth in this Article, nothing in this Agreement shall be construed to grant or convey to Lessee the right to use any space or area improved or unimproved which is leased to or under contractual control of a third party, or which Authority has not leased herein. Authority may at any time temporarily or permanently close or consent to or request the closing of any such sidewalks, roadways, parking lots, taxi lanes, taxiways, runways, and facilities, and any area at the Premises presently or hereafter used, so long

as a reasonable means of ingress and egress is concurrently made available to Lessee. Lessee hereby releases and discharges Authority, its successors and assigns, of and from any and all claims, demands or causes of action which Lessee may now or at any time hereafter have against any of the foregoing arising or alleged to arise out of the closing of any sidewalks, roadways, parking lots, taxi lanes, taxiways, runways, equipment and facilities or other areas used, whether within or outside the Premises, provided that Authority simultaneously makes available to Lessee a reasonable means of ingress and egress.

4.05 Service Standards.

- (A) Lessee shall conduct its activities on and from the Premises in a clean, safe, efficient, and first-class professional manner for which Lessee is known and consistent with the degree of care and skill exercised by Special Aviation Service Providers providing products, services, and facilities at comparable airports.
- (B) Lessee shall furnish good, prompt, and efficient sales and service adequate to meet all reasonable demands of Lessee's customers.
- (C) Lessee shall provide its sales and services on a fair, equal, and non-discriminatory basis to all customers and charge fair, reasonable, and non-discriminatory prices for all sales and services.
- (D) Lessee shall maintain sufficient supplies and personnel to meet the reasonable demands of the customers at the Airport twenty-four (24) hours a day, seven (7) days a week, unless otherwise approved in writing by Authority.

4.06 Compliance with Minimum Standards and Airport Rules and Regulations. Lessee agrees to comply with the requirements set forth in the Minimum Standards and Airport Rules and Regulations applicable to Lessee's Use of the Premises throughout the Term of this Agreement. In the event of a conflict between this Agreement and the Minimum Standards or Airport Rules and Regulations, Lessee agrees that the more stringent requirement shall apply to Lessee's operations.

4.07 Ground Transportation. Lessee shall allow limousine and rental cars concessionaires that are authorized to operate at the Airport free ingress to and egress from the Premises to serve the public. Lessee and its sublessees shall only use operators that have or will obtain all required licenses and permits from the Authority authorizing them to provide such services at the Airport and shall use all reasonable commercial efforts to ensure its sublessees, customers, visitors, and guests use authorized on-airport concessionaire rental car companies unless given prior written consent by the Authority. Lessee shall use authorized on-airport concessionaire rental car companies unless given prior written consent by the Authority, which consent shall not be unreasonably withheld, to use an off-airport company for such services. Lessee shall submit requests to use off-airport companies for such services in writing to Authority and indicate why one of the on-airport concessionaire rental car companies cannot provide such services to Lessee. Notwithstanding anything to the contrary, Lessee does not guarantee that these Persons shall

only use authorized on-airport concessionaire rental car companies.

4.08 Condition and Use of Premises. Subject to Lessee’s right to complete Inspections pursuant to Article 3.03 and any obligations of the Authority with respect to Pre-existing Environmental Conditions, Lessee accepts the Premises in its “AS IS CONDITION” and “WITH ALL FAULTS,” together with all defects, latent and patent, if any. Lessee further acknowledges that the Authority has made no representations or warranties of any nature whatsoever regarding the condition of the Premises, including but not limited to, the physical and/or environmental condition of the Premises or any improvements located thereon, the value of the Premises or improvements thereon, the zoning of the Premises, title to the Premises, the suitability of the Premises or any improvements thereon for Lessee’s intended use, or Lessee’s legal ability to use the Premises for Lessee’s intended use.

Notwithstanding anything to the contrary herein, the Authority warrants and represents that the Non-Exclusive Off-Site Stormwater Facilities, as defined below in Article 5.01, are and shall remain in good condition and working order throughout the Term of this Agreement, which shall be adequate to satisfy the requirements related to Lessee’s use of the Premises and construction of the Required Improvements. Authority reserves the right to recover the operating and maintenance costs attributable to Lessee’s proportional use of the Non-Exclusive Off-Site Stormwater Facilities in common with other lessees of the Airport that use the Non-Exclusive Off-Site Stormwater Facilities, as provided for in Articles 5.01 (A) and 5.01(B) below, or as otherwise necessary to maintain the Non-Exclusive Off-Site Stormwater Facilities in good condition and working order throughout the Term of this Agreement, adequate to satisfy the requirements attributable to Lessee’s proportionate use thereof.

**Article 5 – Rents, Fees, and Charges**

5.01 Land Rent.

- (A) Rental Rate for Land. Lessee shall pay to the Authority Land Rent for the Premises, plus 35,538 square feet or 0.82 acres of additional Land, equivalent to fifteen percent (15%) additional Land Rent for Lessee’s nonexclusive use of the Authority’s offsite stormwater management facilities, as depicted on Exhibit A-2 (“Non-Exclusive Off-Site Stormwater Facilities”). Beginning on the Commencement Date, Lessee shall pay the Authority Land Rent at the initial annual rental rate of \$0.775 per square foot per annum (“Rental Rate”), subject to adjustment as set forth in Article 5.06 and 5.07 herein.
- (B) Parcel I Rent. The initial Land Rent for Parcel I, plus a proportionate share of the Non-Exclusive Off-Site Stormwater Facilities, shall be payable in the amount of One Hundred Sixteen Thousand, Four Hundred Twelve and 36/100 Dollars (\$116,412.36) per year, payable in equal monthly installments in the amount of Nine Thousand, Seven Hundred One and 03/100 Dollars (\$9,701.03) (“Parcel I Rent”), which Parcel I Rent shall begin on the Commencement Date, as defined in Article 3.01, hereinabove, subject to the terms, covenants, and conditions state therein.
- (C) Parcel II Rent. The initial Land Rent for Parcel II, plus a proportionate share of the Non-

Exclusive Off-Site Stormwater Facilities, shall be payable in the total amount of Ninety Four Thousand, Seven Hundred Forty-Four and 36/100 Dollars (\$94,744.36) per year, payable in equal monthly installments in the amount of Seven Thousand, Eight Hundred Ninety-Five and 36/100 Dollars (\$7,895.36) ("Parcel II Rent"), which Parcel II Rent shall commence on the first to occur of the following events: (a) Lessee's receipt of a certificate of occupancy for the Phase II Required Improvements, (b) Lessee's commences use of the Phase II Required Improvements, or any portion thereof, for the conduct of its business, other than construction, or (c) thirty-six (36) months immediately following the date of substantial completion of the Phase I Required Improvements, as evidenced by Lessee's receipt of a certificate of occupancy for said Improvements.

- (D) Monthly Installments. Land Rent for the use of the Premises, as herein defined, shall be payable in advance to the Authority in equal monthly installments, without demand and without any deduction, holdback or set off whatsoever, by the first day of each month throughout the Term of this Agreement, as adjusted in accordance with Article 5.06 and 5.07 together with applicable sales tax. Any payment due hereunder for a fractional month shall be calculated and paid on a per diem basis calculated based on the actual number of days in the month.

Within one hundred-twenty (120) days following the Execution Date, Lessee shall cause a survey and legal description of the Property to be prepared and submitted to the Authority, which survey and legal description shall be subject to approval by the Authority, and if approved by the Authority, shall be properly dated and substituted as Exhibit A-1 to this Agreement and as the Exhibit to the Memorandum of Agreement, attached as Exhibit C to this Agreement, without need for a written amendment of this Agreement.

Thereafter, immediately upon completion of the Phase I Required Improvements, Lessee shall cause a survey of the Phase I Required Improvements to be prepared and submitted to Authority, which surveys shall be subject to approval by Authority, and if approved by Authority, shall be properly dated and substituted as Exhibit A-1 to this Agreement and as the Exhibit to the Memorandum of Agreement, attached as Exhibit C to this Agreement, without need for a written amendment of this Agreement. Similarly, immediately upon completion of the Phase II Required Improvements, Lessee shall cause a survey of the Phase II Required Improvements to be prepared and submitted to Authority, which surveys shall be subject to approval by Authority, and if approved by Authority, shall be properly dated and incorporated on Exhibit A-1 to this Agreement and as the Exhibit to the Memorandum of Agreement, attached as Exhibit C to this Agreement, without need for a written amendment of this Agreement. Land Rent shall be established based on the total square footage of the Land as determined by the surveys. All surveys shall be prepared by a professional surveyor in accordance with the minimum technical standards for surveys required by the State of Florida.

- (E) Address for Payment. All rents, fees, and charges due hereunder shall be delivered to the Finance Department, Sarasota Manatee Airport Authority, 6000 Airport Circle, Sarasota, Florida 34243, or at such other address as may be directed in writing by Authority from time to time.

5.02 Improvement Rent.

- (A) Improvement Rent. If this Agreement is renewed by Lessee as provided for in Article 3.02, Lessee shall pay rent to the Authority, commencing on the first day of the twenty-first (21<sup>st</sup>) Agreement Year, for the use of the Required Improvements, and all other Improvements constructed or placed on the Premises by the Lessee (“Improvement Rent”). The Improvement Rent shall continue thereafter uninterrupted throughout the remainder of the Term of this Agreement, as may be amended. Accordingly, if the Lessee renews this Agreement, the Lessee shall pay to Authority, commencing on the first day of the twenty-first (21<sup>st</sup>) Agreement Year and continually thereafter throughout the Term of this Agreement, as may be amended, both Land Rent and Improvement Rent.
- (B) Surveys. Prior to the commencement of Improvement Rent, the Authority shall conduct a survey of all Improvements to be prepared for the purpose of determining their square footage. Improvement Rent shall be established based on the total square footage of all Improvements as determined by such survey.

Notwithstanding the foregoing, if Lessee does not agree with the results of any such survey, then Lessee may in writing object to such survey within thirty (30) days of delivery of the survey to Lessee. Lessee shall provide the Authority with the specific basis for such objection. If Lessee and Authority cannot agree on an adjustment of Authority’s survey’s results within thirty (30) days after the date of Lessee’s written notice to Authority stating its disagreement with Authority’s survey, then Lessee may obtain, at its sole cost and expense, a second survey. The results of such a second survey shall be reconciled with the Authority’s survey by Authority’s surveyor. All surveys shall be prepared by a professional surveyor in accordance with the minimum technical standards for surveys required by the State of Florida.

- (C) Determination of Improvement Rent. Improvement Rent to be paid by Lessee pursuant to this Article shall be determined by a fair market value appraisal. Authority may utilize the appraisal process set forth in Article 5.07 or may, at its sole option, elect to cause a separate appraisal of the Improvements, utilizing the same methodology for appraisals obtained pursuant to Article 5.07 to be performed, which may occur on a different date than the Adjustment Date; provided that the appraiser shall be an independent qualified M.A.I. appraiser with demonstrated experience in appraising comparable aviation real estate selected by the Authority. Improvement Rent established pursuant to this Article shall be adjusted in accordance with Article 5.07. Any delay in establishing rents pursuant to this Article shall not constitute a waiver of or in any way impair the continuing obligation of Lessee to pay rent for all such Improvements from the date provided in this

Article. Improvement Rent shall be established based on the total square footage of the Land as determined by the surveys.

5.03 Fuel Flowage Fees. Lessee, on behalf of Authority, shall collect Fuel Flowage Fees, currently set at a rate of Nine Cents (\$0.09) per gallon for each gallon of aviation fuel sold by or dispensed anywhere on the Premises by the Lessee, its agents, employees, sub-tenants, vendors, and suppliers except that, unless otherwise approved in writing in advance by the Authority. Fuel Flowage Fees shall not be collected for Federal or State government owned aircraft.

Fuel Flowage Fees shall be paid to the Authority monthly pursuant to Article 6. Lessee shall provide to Authority each month throughout the Term of this Agreement a written report containing a complete list of aircraft registration numbers and the total gallons of fuel dispensed for each aircraft during the preceding month ("Fuel Flowage Report"), which Fuel Flowage Report shall be used to calculate the amount of Fuel Flowage Fees due to the Authority. Each Fuel Flowage report shall further identify each aircraft registration number owned or leased by Lessee. Lessee acknowledges and agrees that the Authority may adjust Fuel Flowage Fees from time to time, which adjustments may include, but shall not be limited to, adjustments to the rates, method of collection, or basis for calculation.

5.04 Landing Fees. The Authority reserves the right to cause Lessee to collect Landing Fees. The Authority reserves the right, in its discretion and after public hearing, to impose, modify or discontinue Landing Fees as it deems solely for itself to be in the best interest of the Airport, provided such action shall apply to all Specialized Aviation Service Providers.

5.05 Rental Car Agent Fees. If Lessee acts as an agent for any rental car company, other than a rental car company operating under a concession agreement with Authority at the Airport, Lessee shall report and pay to the Authority on a monthly basis, pursuant to Article 6 herein, a percentage of the gross receipts derived from such operations equal to the then current percentage payable by a rental car company operating at the Airport pursuant to a rental car concession agreement, currently set at a rate of ten percent (10%) of gross receipts attributable to the Airport.

5.06 Adjustment of Rent Rate. Commencing on the first day of the fourth (4<sup>th</sup>) Agreement Year and every three (3) years thereafter, including the Renewal Term unless otherwise provided in writing by the Parties ("Adjustment Date"), the Rental Rate(s) as applicable shall be adjusted to reflect the cost-of-living increases based upon the Consumer Price Index. At the time of the calculation being made, the monthly index figure for the third calendar month immediately prior to such Agreement Year (the "Adjustment Level") shall be used. The monthly index figure for the same month in the twelve-month period immediately preceding the Base Year shall be referred to as the "Base Level." The new Rental Rate shall be computed by multiplying the Base Rental Rate from the Base Year by a fraction, the numerator of which shall be the Adjustment Level, and the denominator of which shall be the Base Level. Stated as a mathematical formula, the adjusted rent shall be computed as follows:

$$\text{Adjusted Rental Rate} = \frac{\text{Adjustment Level} \times \text{Base Rental for the Base Year}}{\text{Base Level}}$$



In no event shall the Rental Rate in effect be decreased because of such adjustment. The annual Rental Rate shall not increase by more than 9% percent over the annual rent payable during the preceding three-year period, except on the Appraisal Adjustment Dates. This 9% cap shall not be applicable when the Rental Rate is being adjusted by appraisal. The Rental Rate following the adjustment shall remain in effect until the next Adjustment Date or Appraisal Adjustment Date. The cost-of-living index referred to herein shall be the Consumer Price Index (CPI) of all Urban Consumers, distributed by the Bureau of Labor Statistics of the U.S. Department of Labor. In the event said index ceases to be prepared and published, then the rental shall be adjusted in accordance with the most comparable index then in existence.

5.07 Adjustment Based Upon Appraisal. Upon the first day of the twenty-first (21<sup>st</sup>) Agreement Year, and at the Commencement of any Renewal Term, (each such date an "Appraisal Adjustment Date"), the Rental Rate for Land Rent and Improvement Rent, set forth in Articles 5.01 and 5.02, as applicable, shall be adjusted and a new Rental Rate shall be determined as hereinafter set forth. Prior to each Adjustment Date, the Authority shall select a qualified M.A.I. appraiser with demonstrated experience in appraising comparable aviation real estate, who shall appraise the Premises to determine its fair market rental rate using comparable aviation facilities. The Authority shall submit to Lessee a written statement regarding the current fair market rental rate as established by the appraisal. The annual Rental Rates provided for herein shall be adjusted to an amount equal to the fair market rental rates set forth in the appraisal and shall be payable to the Authority commencing on the Adjustment Date. The Parties acknowledge that under this Agreement the Improvement Rent does not commence until the Renewal Term commences, and therefore only the Land Rent shall be adjusted by appraisal during the Initial Term of this Agreement.

This Agreement shall automatically be considered amended, without a formal written amendment to this Agreement, upon written notification by the Authority of the Rental Rates established pursuant to this Article. Any delay or failure by the Authority in computing or notifying the Lessee of the adjustment in Rental Rate, as hereinabove provided, shall not constitute a waiver of or in any way impair the continuing obligation of Lessee to pay such adjusted annual Rental Rate from the applicable Adjustment Date. Notwithstanding any provision of this Agreement to the contrary, annual Rental Rates shall not be adjusted to an amount less than the annual Rental Rates payable during the period immediately preceding the Rental Rate Adjustment Date or Appraisal Adjustment Date. The CPI adjustment set forth in Article 5.07 above shall occur on the third anniversary of the Appraisal Adjustment Date, and every three years thereafter. After an Appraisal Adjustment Date, the CPI adjustment shall occur every three years after such Appraisal Adjustment Date.

5.08 Late Payments. Lessee shall pay to Authority interest at the maximum rate permitted by law, but not more than one and one-half percent (1½ %) per month or eighteen percent (18%) per annum, on any late payments commencing ten (10) days after the amounts are due. To the extent permitted by law, Lessee agrees that acceptance of late payments by the Authority shall not constitute a waiver of Lessee's default by the Authority with respect to such overdue amount, nor prevent the Authority from terminating this Agreement for default beyond applicable cure periods in the payment of rents, fees, or charges due to Authority pursuant to this Agreement, or from enforcing any other provisions, rights, or remedies granted herein or conferred by law. In the event Lessee delivers a worthless check or draft to the Authority in payment of any obligation arising under this Agreement, Lessee shall incur a service charge of One Hundred Dollars (\$100.00) or five percent (5%) of the face amount of such check, whichever

is greater, or if Florida Statute Article 832.07 is amended, such other fee as shall be set by Florida State Statute. Lessee shall pay all rents, fees, charges, and all billings required by this Agreement to the following address:

Finance Department  
Sarasota Manatee Airport Authority  
6000 Airport Circle, Third Floor  
Sarasota, FL 34243

5.09 Security Deposit. Prior to the Commencement Date of this Agreement, Lessee shall post a non-interest-bearing security deposit with the Authority equivalent to twelve (12) months of Land Rent (“Security Deposit”). The Security Deposit shall serve as security for the payment of all sums due to the Authority and secure the performance of all obligations of Lessee to the Authority. The Security Deposit shall be either in the form of a clean Irrevocable Letter of Credit (“Letter of Credit”) or Surety Bond (“Bond”) in a form and substance reasonably satisfactory to the Authority. In the event of any failure by Lessee to pay any rents, fees, or charges when due or upon any other failure to perform any of its obligations or other default under this Agreement beyond the applicable cure period, then in addition to any other rights and remedies available to the Authority at law or in equity, the Authority shall be entitled to draw on the Security Deposit and apply the same to all amounts owed.

Upon notice of any such draw, Lessee shall immediately replace the Security Deposit with a new Letter of Credit or Bond in the full amount of the Security Deposit required herein. Lessee shall increase the amount of the Security Deposit to reflect any increases in the sums payable herein within thirty (30) days after notification by the Authority of any such increase. The Security Deposit shall be kept in full force and effect throughout the Term of this Agreement, as may be amended, and any extension thereof for a period of six (6) months after the termination of this Agreement. Not less than forty-five (45) calendar days prior to any expiration date of a Letter of Credit or Bond, Lessee shall submit evidence in form satisfactory to the Authority that such security instrument has been renewed. Failure to renew a Letter of Credit or Bond or to increase the amount of the Security Deposit as required by this Article shall constitute a default of this Agreement entitling the Authority to all available remedies. The Security Deposit shall not be returned to Lessee or released by the Authority until all obligations under this Agreement are performed and satisfied. Prior to consent from the Authority to any assignment of this Agreement by Lessee, Lessee’s assignee shall be required to provide a Security Deposit to Authority in accordance with the terms and conditions of this Article.

5.10 Absolute Net Agreement. This Agreement shall be deemed to be “triple net” without cost or expense to the Authority, including, but not limited to, all costs and expenses relating to taxes, insurance, maintenance attributable to the Required Improvements and all other Improvements, attributable to Lessee’s use of the Premises.

5.11 Sales and Use Tax. Lessee hereby covenants and agrees to pay monthly to the Authority any sales, use or other tax imposed pursuant to Florida Statutes, or any imposition in lieu thereof (excluding State and/or Federal Income Tax, franchise taxes and similar taxes) now or hereinafter imposed upon the rents or other payments due under this Agreement, notwithstanding the fact that the statute,

ordinance or enactment imposing the same may endeavor to impose the tax upon the Authority as the Authority, to the extent as applicable.

5.12 Additional Remedies. The Authority shall have all rights granted by this Agreement and afforded by law to enforce Lessee's timely payment of all sums of money, rents, fees, and charges required to be paid by Lessee to Authority under this Agreement, as are available to Authority with regards to annual rent.

5.13 Licenses, Fees, and Taxes. Lessee shall pay, on or before their respective due dates, all federal, state and local taxes and fees, and all special assessments of any kind, which are now or may hereafter be levied upon the Premises and the Improvements thereon or the lease estate hereby granted, or upon Lessee, or upon the business conducted on the Premises, or upon any of Lessee's property used in connection therewith, or upon any rentals or other sums payable hereunder, including, but not limited to any ad valorem taxes (based upon Lessee's pro rata share according to the area of the Premises if the Premises do not have their own separate tax bill), and sales or excise taxes on rentals, and personal property taxes against tangible and intangible personal property of Lessee; provided, however, that Lessee shall have the right to contest or protest any of the foregoing in accordance with applicable legal requirements. The Authority agrees to reasonably cooperate with Lessee in such contest or protest, if any. The Authority also agrees to deliver to the Lessee promptly after receiving the same, but in any event at least thirty (30) days prior to the date such tax bills are due, any tax bills that the Authority receives with respect to the Premises. Lessee shall maintain current all federal, state, and local licenses and permits required for the operation of the business conducted by Lessee. Lessee shall further pay in full any tax or assessment which arose by reason of Lessee's activities, use or occupancy of the Premises at any time after the Effective Date. Taxes for any partial calendar year during the Term shall be prorated.

5.14 Accord and Satisfaction. In the event Lessee pays any amount that is less than the amount stipulated to be paid under this Agreement, such payment shall be made only on account of the stipulated amount. No endorsement or statement on any check or letter shall be deemed an accord and satisfaction. The Authority may accept any check or payment without prejudice to the Authority's right to recover the balance due or to pursue any other remedy available to Authority pursuant to this Agreement or under the law.

#### **Article 6 – Collection of Fees**

6.01 Log and Collection of Fees. Lessee agrees to log the arrival and departure of aircraft using the Premises, to direct such aircraft to parking or service areas, to collect, on behalf of the Authority, all rents, fees, and charges applicable to the operation and storage of the aircraft at the Airport, including, but not limited to aircraft parking, aircraft storage, Landing Fees, Fuel Flowage Fees and any other rents, fees or charges established by Authority. A schedule of the rents, fees and charges shall be provided to Lessee by the Authority, whenever new fees or charges are established or existing fees and charges are revised, to record, in accordance with general industry practice, the receipt of such fees and charges and to remit the amount that was collected, or should have been collected, less any retainage as may be authorized and approved by Authority. The rents, fees and charges set forth in this Article shall not be collected from United States government owned military aircraft unless Lessee is otherwise advised in writing by the Authority.

6.02 Accounting. Lessee agrees to provide an accurate accounting to the Authority of the rents, fees and charges collected under this Article, in a form and detail reasonably satisfactory to the Authority, on or before the twentieth (20<sup>th</sup>) day of each month following the month in which the fees and charges were collected or accrued, which accounting shall be certified by an authorized officer of Lessee. Lessee shall pay to the Authority the total amount due to the Authority with the accounting, without demand, deduction, or setoff of any kind.

### **Article 7 – Accounting Records and Reporting**

7.01 Accounting Records. Lessee shall prepare and maintain, throughout the Term of this Agreement and any extension thereto, all books of accounts and records customarily maintained by a Specialized Aviation Service Operator providing Aircraft Sales, Aircraft Management and Charter Operator services and Aircraft Self-Fueling services in accordance with Generally Accepted Accounting Principles (GAAP). Such books of accounts and records shall be retained and be available for five (5) years, including five (5) years following the expiration or earlier termination of this Agreement. With seven (7) business days advance written notice, the Authority shall have the right during normal working hours to audit and examine all such books of accounts and records relating to Lessee’s collection and payment of all rents, fees, and charges payable to the Authority herein up to three (3) times per year. If the books of accounts and records are kept at locations other than the Airport, Lessee shall arrange for them to be brought to a location convenient and acceptable to the Authority’s auditors to perform the audits and inspections as provided for in this Article.

7.02 Audit by Authority. Notwithstanding any provision in this Agreement to the contrary, Authority or its representative(s) may at any time at its sole cost and expense perform audits of all or selected operations performed by Lessee under the terms of this Agreement. To facilitate the audit performed by Authority, Lessee agrees to make suitable arrangements with the Certified Public Accountant or employee who maintains Lessee’s records to make available to Authority’s representative(s) all working papers relevant to preparation of the audit. The Authority or its representative(s) shall make available to Lessee a copy of the audit prepared by or on behalf of the Authority. Lessee shall have sixty (60) days from receipt of the audit report from Authority or its representative(s) to provide a written response to Authority regarding the audit report. Lessee agrees that the failure of Lessee to submit a written response to the audit report in accordance with the requirements of this Article shall constitute acceptance of the audit report as issued.

If the results of any audit determine that the amount paid by Lessee to the Authority exceeded the amount required by this Agreement, the Authority shall pay Lessee the full amount of any over payment within thirty (30) days of the Authority’s receipt of notice of such over payment. If the results of the audit determine that the amount paid by Lessee to the Authority was two percent (2%) or less than the amount required by this Agreement, Lessee shall pay the Authority the full amount of under payment within thirty (30) days of the Lessee’s receipt of notice of such under payment. However, if, the results of the audit determine that the amount paid by Lessee to Authority was more than two percent (2%) less than the amount required by this Agreement, Lessee shall pay Authority the full amount of under payment plus interest on the full amount of under payment at the maximum rate permitted by law, up to one and

one-half percent (1½ %) per month or eighteen percent (18%) per annum, within thirty (30) days of the Lessee's receipt of notice of such under payment.

**Article 8 – Construction of Improvements**

8.01 General Requirements. Lessee shall make no Improvements on the Premises without the prior written consent of the Authority's President/CEO. Lessee shall comply with the Lessee construction permit process established by the Authority. If Lessee requests permission to make Improvements or alterations and permission is granted in writing, the following conditions shall apply:

- (A) Lessee shall obtain all required permits and licenses and comply with applicable zoning laws, building codes and other laws or regulations of any appropriate governing body, whether it be state, county, city, or the Authority.
- (B) Prior to any construction within the Premises, all contractors, and subcontractors must be approved by Authority, and such contractors and subcontractors will be required to execute an indemnification agreement in favor of the Authority and provide evidence of insurance satisfactory to the Authority in a form and amount acceptable to the Authority.
- (C) Lessee shall advance an estimate of the total construction costs along with a construction schedule to complete all Improvements and shall provide future cost estimates for all Improvements to the Premises upon written consent of the Authority to authorize said Improvements.
- (D) Lessee shall post with the Authority a performance and payment bond in an amount equal to the estimated total cost of all Improvements to be delivered to the Authority under the provisions above. Said amount is required to be established to account for potential cost overruns, contingencies, and cost estimate errors.
- (E) Lessee covenants and agrees to accept and pay all financial obligations associated with all costs necessary to complete all Improvements. During construction, Lessee shall coordinate, incur, and promptly pay all costs for all necessary and applicable inspection requirements.
- (F) Lessee agrees throughout the Term of this Agreement to maintain at its sole expense the Premises and all Improvements, equipment, and displays within the Premises in a good state of repair and preservation. Lessee shall be responsible for the cost of all maintenance and repair for any damage to the Premises and all Improvements thereon, and any adjacent land or Improvements caused by Lessee, its agents, or employees. The Authority shall have the right to inspect the Premises and all Improvements thereon at any reasonable time, provided that the exercise of such right shall not unreasonably interfere with Lessee's business.

- (G) All Improvements constructed or placed on the Premises, including, but not limited to, all buildings, facilities, infrastructure, structures, pavements, drainage, and landscaping, shall be of attractive construction and first-class design acceptable to the Authority, comply with all applicable governmental laws, rules, regulations, and orders, follow industry standard construction methods, and be constructed in accordance with all applicable requirements of this Agreement. All Improvements defined below shall comply with the full set of requirements of the Minimum Standards applicable to Lessee's Rights and Privileges granted by this Agreement.

8.02 Required Funding and Improvements.

- (A) Required Funding. Lessee acknowledges that this Agreement is subject in every regard to the Authority's receipt and verification of a sufficient funding source(s) obtained by Lessee in an amount equivalent to the Minimum Capital Expenditure for the Phase I Required Improvements, defined below, within ninety (90) days following the Effective Date of this Agreement in a form and manner acceptable to the President/CEO (the "Required Funding"). Lessee shall not exercise any Right or Privilege granted to Lessee by this Agreement, conduct any activities, construct, perform any site work, perform any sales or services, or otherwise use the Premises in any manner prior to Lessee's receipt of prior written approval of the Required Funding from the President/CEO in accordance with the requirements set forth in Article 29.11 of this Agreement. If Lessee fails for any reason to obtain the Required Funding within ninety (90) days following the Effective Date of this Agreement, this Agreement shall immediately terminate in its entirety, and no rights, privileges, duties, or obligations of this Agreement shall survive said termination.
- (B) Required Improvements. Lessee shall be required to construct, at its sole cost and expense, including all direct and indirect costs, all infrastructure, buildings, pavements, facilities, equipment, fencing, lighting, safety, and security requirements set forth in the Minimum Standards and Airport Rules and Regulations for the Rights and Privileges granted to Lessee by this Agreement, which Improvements shall include at a minimum the following Required Improvements (collectively the "Required Improvements"):
  - (1) Aircraft Hangar. Sixty Thousand (60,000) square feet of enclosed aircraft hangar storage.
  - (2) Aircraft Apron. Sixty Thousand (60,000) square feet of adjoining aircraft parking apron.
  - (3) Administrative Area. Fifteen Hundred (1,500) square feet of conditioned administrative area.
  - (4) Customer Service Area. Fifteen Hundred (1,500) square feet of conditioned customer service area.

- (5) Aviation Fuel Storage. Ten Thousand (10,000) gallons above ground aviation gasoline and/or turbine fuel storage.

All aircraft apron and taxi lane pavements to be constructed on the Premises are to be constructed as a part of the Required Improvements, shall be designed in accordance with FAA Advisory Circular 150/5320-6 Airport Pavement Design and Evaluation, as now or hereafter amended.

8.03 Completion of Required Improvements. Lessee shall not exercise any Rights and Privileges granted to Lessee by this Agreement, conduct any activities, or perform any sales or services on the Premises, or otherwise use the Premises in any manner other than construction, unless and until Lessee first completes the Phase I Required Improvement, specified in this Article, and comply fully with all requirements of the Minimum Standards and Airport Rules and Regulations applicable to Lessee's Rights and Privileges granted by this Agreement. Construction of the Required Improvements shall be completed not later than the following, subject to extensions for a Force Majeure Event, set forth under 29.01 below, or as approved in writing by Authority for reasons determined solely by the Authority to be beyond the control of Lessee:

- (A) Phase I Required Improvements. Lessee shall complete the following Required Improvements on Parcel I within twenty-four (24) months following the Effective Date of this Agreement (the "Phase I Required Improvements").
  - (1) Aircraft Hangar. Thirty Thousand (30,000) square feet of enclosed aircraft hangar storage.
  - (2) Aircraft Apron. Thirty Thousand (30,000) square feet of adjoining aircraft parking apron plus connecting taxi lane.
  - (3) Administrative Area. Fifteen Hundred (1,500) square feet of conditioned administrative area.
  - (4) Customer Service Area. Fifteen Hundred (1,500) square feet of conditioned customer service area.
  - (5) Aviation Fuel Storage. Ten Thousand (10,000) gallons above ground aviation gasoline and/or turbine fuel storage.
- (B) Phase II Required Improvements. Lessee shall complete the following Required Improvements on Parcel II within thirty-six (36) months following the date of substantial completion of the Phase I Required Improvements on Parcel I, as evidenced by Lessee's receipt of a certificate of occupancy for the Phase I Required Improvements (the "Phase II Required Improvements").
  - (1) Aircraft Hangar. Thirty Thousand (30,000) square feet of enclosed aircraft hangar storage.

(2) Aircraft Apron. Thirty Thousand (30,000) square feet of adjoining aircraft parking apron plus connecting taxi lane.

(C) Right to Reclaim. If Lessee fails to complete the Phase II Required Improvements within thirty-six (36) months following the date of substantial completion of the Phase I Required Improvements, as evidenced by Lessee's receipt of a certificate of occupancy for the Phase I Required Improvements, Parcel II shall be automatically removed from the Premises and the Parcel II Rent shall be removed from the Land Rent, Lessee shall lose all rights to acquire, lease, or occupy Parcel II, or any portion thereof, and Authority reclaims all rights to Parcel II in its entirety, to possess, occupy, or let to any entity as it determines solely for itself to be in the best interest of the Authority.

8.04 Minimum Capital Expenditure. Lessee shall expend not less than the following authorized amounts on the design, permitting, and construction of the Required Improvements:

(A) Phase I Required Improvements. Eight Million, Five Hundred Thousand Dollars (\$8,500,000), or within five percent (5%) thereof.

(B) Phase II Required Improvements. Seven Million, Five Hundred Thousand Dollars (\$7,500,000), or within five percent (5%) thereof.

Capital expenditure costs that may be considered towards satisfaction of the Minimum Capital Expenditures ("Approved Costs") for the Required Improvements shall include all costs paid by Lessee for work performed, services rendered, and materials furnished for the design and construction of the Required Improvements, subject to the following terms, conditions, and limitations:

(C) The cost of testing, design, and construction of the Required Improvements, including, but not limited to, the cost attributable to testing, design, and construction of buildings, aprons, taxi lanes, site work, underground utilities, vehicle parking, landscaping, irrigation, lighting, fencing, and security, construction staging areas, payments for professional services, performance bonds, construction bonds, insurance, impact and concurrency fees, construction permits, inspection fees, utility connection fees, surveying and layout costs, environmental inspection, analysis and remediation costs, geotechnical and materials testing, and temporary fencing, lighting and security during construction shall be considered Approved Costs, provided such Approved Costs shall first be reviewed and approved in writing by the Authority to confirm the reasonableness of all such costs based on standard industry practices determined solely by the Authority.

(D) Payments for professional services made by Lessee to independent contractors for architectural and engineering services, testing and inspections, and construction management services shall be considered Approved Costs. However, such costs shall be limited to no more than fifteen percent (15%) of the Minimum Capital Expenditure.



- (E) Only third-party costs, payments made by Lessee, and costs typically capitalized under GAAP, shall be considered Approved Costs.
- (F) Costs for professional services other than architectural, engineering, environmental, and construction management, as provided above shall be considered Approved Costs. Administrative fees, legal fees, accountant fees, and financing costs shall not be considered Approved Costs.
- (G) Financing and interest expenses attributable to any Approved Costs shall not be considered Approved Costs.
- (H) Administrative, supervisory, overhead, or internal costs of Lessee shall not be considered Approved Costs.
- (I) Costs incurred by any of Lessee's affiliates, tenants or sublessees shall not be considered Approved Costs.
- (J) Costs associated with acquisition or installation of all Required Improvements, such as furnishings, trade fixtures, and equipment of any kind, that is not permanently affixed to the Premises, or any other property or personality whatsoever, shall not be considered Approved Costs.
- (K) Costs of interior design and decorations, decorative treatments, special finishes, special internal and external lighting, special flooring, wall tile, wall coverings, construction photographs, murals, art of any kind and signage not required by local codes and ordinances, shall not be considered Approved Costs.
- (L) Costs associated with repairs, alterations, modifications, renovations, or maintenance of all improvements to the Premises existing as of the Effective Date may be considered Approved Cost. Costs associated with repairs, alterations, modifications, renovations, or maintenance of any Required Improvement subsequently constructed on the Premises, shall not be considered Approved Costs.
- (M) Any costs associated with any Required Improvements shall not be considered Approved Costs unless Lessee has obtained written approval from the Authority prior to incurring such costs.

8.05 Construction Approvals.

Prior to constructing any Improvements to the Premises, Lessee, without cost to the Authority, shall submit to the Authority detailed preliminary design and construction plans and specifications for the Improvements, including vertical rendering, site plans and floor plans (collectively hereinafter referred to as the "Preliminary Plans") in accordance with standards established by the Authority for the Authority's review, revisions, comments, and consideration for written approval.

The Authority shall review the Preliminary Plans and provide Lessee with a written response within thirty (30) days following receipt of the Preliminary Plans. In the event the Authority fails to provide Lessee a written response within thirty (30) days, the number of days exceeding the thirty (30) days allocated for a written response by the Authority until the Authority issues its written response to Lessee shall be automatically added to any deadline for completion of construction affected by such delay. In the event the Preliminary Plans are subject to review by a governmental authority with jurisdiction over the Airport, including but not limited to the FAA, the timeframe for review shall be extended to the amount of time required for such governmental authority to complete its review. In the event the Authority does not approve the Preliminary Plans, Lessee shall be notified by the Authority of the reasons for disapproval and the necessary revisions required to be made to the Preliminary Plans. After which time Lessee shall resubmit the Preliminary Plans to the Authority for further review, revisions, comments, and consideration for written approval.

Within one hundred eighty (180) days following Lessee's receipt of a certificate of occupancy or certificate of completion, as appropriate, for any Improvements constructed pursuant to this Article, Lessee, at its sole cost and expense, shall have prepared and delivered to the Authority one (1) complete set of as-built drawings of all Improvements to the Premises, in a PDF or other electronic format approved by the Authority, and one (1) complete set of Auto CAD files in the latest version acceptable by the Authority.

Within one hundred eighty (180) days following completion of any Improvements Lessee shall provide to Authority a written report detailing the total costs of the Improvements including a detailed schedule for each Phase by cost and category consistent with the Phases of Required Improvements outlined in Article 8.03 above. The report shall be in a form and substance reasonably satisfactory to the Authority which shall be prepared, and certified by an independent Certified Public Accountant, not an employee of Lessee, and include an official opinion regarding the information contained in the report. The report shall not contain a qualified opinion, adverse opinion, or a disclaimer of opinion, as defined by the American Institute of Certified Public Accountants or any successor agency thereto, regarding the information contained in the required report.

8.06 No Liens. Authority's interest in the Premises shall not be subject to any construction, mechanic's, materialman's, tax, laborers, or any other lien, whether the Authority has issued its written approval for the Improvements or not. Lessee shall hold the Authority and its interests in the Premises harmless from any lien thereon. Lessee agrees that nothing contained in this Agreement shall be construed as consent by the Authority to subject the Authority estate or interests to liability under the Construction Lien Law of the State of Florida and the Authority's estate shall not be subject to such liability.

Lessee shall notify all parties providing materials or performing any work relating to any Improvements made by Lessee pursuant to this Agreement. If so, requested by Authority, Lessee shall file a notice satisfactory to the Authority in the Official Public Records of Authority, stating that the Authority interest shall not be subject to any lien for materials received for the Improvements made by Lessee. If a construction lien is filed against the Premises or other Authority property in connection with any materials

provided or work performed by or on behalf of Lessee, Lessee shall satisfy such claim, or transfer the same to security within ten (10) days from the date of filing. If Lessee fails to transfer or satisfy such claim within the ten (10) day period provided, the Authority may do so and thereafter Lessee shall be required to promptly reimburse the Authority all costs incurred by the Authority in connection with the satisfaction or transfer of such claim, including attorneys' fees, and Lessee shall promptly pay to Authority without delay all such related costs upon demand, as additional rent.

**Article 9 – Obligations of Lessee and Authority**

9.01 Rules and Regulations. Lessee covenants and agrees to observe and obey, and to require Lessee Parties to observe and obey all Rules and Regulations and directives of the Authority, including any amendments and supplements thereto, regulating Lessee's operations and conduct on the Premises as may be promulgated from time to time by the Authority. The obligation of Lessee to require such observance and compliance on the part of its agents, vendors, sublessees, guests, invitees, and visitors shall always apply while such Persons occupy or are on any portion of the Premises.

9.02 Conduct of Operations. Lessee shall perform its operations in a professional, orderly, and commercially prudent manner, consistent with the nature of such operations so as not to interfere with the operations of other tenants and users at the Airport.

9.03 Noise and Vibrations. Lessee shall comply with the noise mitigation measures established by the Authority to mitigate noise impacts of Lessee's operations outside the boundaries of the Airport, such as utilizing designated areas for engine run-up activities.

9.04 Conduct of Lessee Parties. Lessee shall control the conduct, demeanor, and appearance of Lessee parties doing business at the Premises and, upon objection by the Authority concerning the conduct of any such persons, shall immediately take all reasonable steps necessary to remove the cause of the objection.

9.05 Disposal of Garbage. Lessee shall promptly remove from the Premises or otherwise promptly dispose of in a timely manner approved by Authority all garbage, debris, and other waste materials, whether solid or liquid, arising out of the occupancy and use of the Premises and any operations conducted thereon. Garbage, debris, and other non-hazardous waste materials may be temporarily stored on the Premises in suitable garbage and waste receptacles made of metal and equipped with tight fitting doors and covers designed to contain the material deposited and stored therein safely and properly.

9.06 Nuisance. Lessee shall not commit any physical nuisance on the Premises and shall not do or permit any of its sublessees to do anything which would result in the creation, commission, or maintenance of such nuisance on the Premises. Lessee shall not create nor permit to be caused or created upon the Airport of the Premises any obnoxious odor, smoke, noxious gases, fumes, or vapors. The creation of exhaust fumes by the operation of internal combustion engines shall not be a violation of this Agreement, provided such engines are well maintained and operated in a proper manner.

9.07 Vehicular Parking. Lessee shall not allow Lessee parties to park vehicles within the grassed areas of the Premises or in other areas of the Airport that are not leased or licensed to Lessee without the prior written consent of the Authority, which consent may be granted or withheld in the Authority's sole and absolute discretion.

9.08 Accessibility of Utility Systems. Lessee shall not interfere with the effectiveness or accessibility of the utilities systems installed or located on or about the Premises that are used by other tenants or users of the Airport. This provision shall in no event require Lessee to modify or relocate any utilities systems that are approved by the Authority as part of the Required Improvements.

9.09 Overloading Paved Areas. Lessee shall not overload any Aircraft pavement, vehicle pavement, hangar or office floor or other paved area on the Premises and shall repair any paved area or floor, including supporting members, damaged by overloading.

9.10 Hazardous Operations. Lessee shall not do or permit to be done any act or thing upon the Premises that:

- (A) will invalidate any insurance policies covering the Premises or the Airport; or
- (B) constitutes an unsafe or hazardous condition considering the risks normally attendant upon the operations permitted by this Agreement.

9.11 Storage of Flammable Liquids. All flammable liquids that are kept or stored at the Premises must always be handled, stored, and used in accordance with all applicable federal, state, and local laws.

9.12 Testing of Fire Systems. From time to time, and as often as requested or required by the Authority or any governmental agency with jurisdiction, Lessee shall conduct water pressure, water flow, and performance tests of all sprinkling systems, extinguishing systems, and fire prevention apparatus located on the Premises.

9.13 Vending Machines. Except as specifically authorized by this Agreement, Lessee shall not place any vending machines or similar devices including, but not limited to, beverage, food, or other commodities dispensers, on the exterior of any building or improvement on the Premises without the prior written consent of Authority, which consent shall not be unreasonably withheld by Authority.

9.14 Derelict Aircraft. Lessee shall not permit the temporary or permanent storage of any Derelict Aircraft on the Premises without an open and active repair contract or work order being diligently pursued. Derelict Aircraft shall be removed from the Premises and the Airport within thirty (30) days after written notice by the Authority. The Authority may make a written request to Lessee to demonstrate that an open and active repair contract or work order is being diligently pursued. If Lessee fails to provide Authority with satisfactory evidence that an open and active repair contract or work order is being diligently pursued within three (3) business days after the date of the Authority's request, such Aircraft shall be removed from the Premises and the Airport within thirty (30) days after written request by the

Authority for satisfactory evidence that an open and active repair contract or work order is being diligently pursued.

9.15 Derelict Vehicles. Lessee shall not permit the temporary or permanent storage of any Derelict Vehicle on the Premises. Lessee shall cause any Derelict Vehicle to be removed from the Premises within twenty-four (24) hours after written notice from the Authority.

9.16 Evacuation and Hurricane Plans. Within thirty (30) days following a written request by the Authority, Lessee shall provide the Authority with emergency evacuation and hurricane plans consistent with the Authority's plans for the Airport. Lessee's plans shall include detailed procedures of actions to be taken by Lessee and its sublessees if an evacuation directive is issued by the Authority or a hurricane alert warning is in effect. Lessee's plans shall be reviewed and updated annually, or more promptly as requested by the Authority.

#### **Article 10 – Maintenance and Repair**

10.01 Cleanliness of Premises/Maintenance. Lessee shall be solely responsible for all repairs and maintenance of all buildings and infrastructure located on the Premises, which shall include, but shall not be limited to, the Required Improvements, and all other Improvements thereon, whether such repair or maintenance be ordinary or extraordinary, structural, or otherwise. Authority shall not be liable for, or required to make, any repairs or perform any maintenance upon the Premises, unless directly related to damages caused by the Authority's negligence, in which event Authority shall be responsible to repair such damage. All maintenance and repairs shall be performed in a quality and class equivalent to the original work, to preserve the Premises and all apparatuses thereon in good working order, repair, and first-class condition. Lessee shall be required to maintain the Required Improvements and all other Improvements in good working order and fit condition throughout the Term of this Agreement and any extension hereof, and without limiting the generality thereof, Lessee shall:

- (A) Maintain and repair all roofs, doors, windows, walls, pavements, flooring, foundations, equipment, lighting, fixtures, furnishings, and structural support systems, located on the Premises.
- (B) Maintain and repair in a clean and orderly condition and appearance all building, facilities, fixtures, equipment, and personal property located on any part of the Premises that is open to or visible by the public.
- (C) Maintain and repair all interior and exterior surfaces painted and in a clean and attractive condition, without signs of chipping, cracking, or excessive fading.
- (D) Provide, maintain, and repair all obstruction lights, fire protection, safety and security equipment and all other equipment and devices of every kind required by any law, whether by rule, regulation, ordinance, or directive of any governmental agency with jurisdiction.

- (E) Maintain and repair all aircraft pavements and vehicle pavements on the Premises, including the cleaning and removal of all oil, gasoline, grease, lubricants or other liquids or substances having a corrosive or detrimental effect thereon.
- (F) Maintain and repair all landscaping and irrigation systems in an efficient and effective manner to ensure the health and vitality of all lawns, trees, plants, and shrubs.
- (G) Maintain and repair all soil and drainage conditions and anti-erosion measures including, but not limited to, cleaning swales and ditches, planting and replanting sod and grasses, with respect to all unpaved portions of the Premises.
- (H) Maintain and repair of all utilities that are now or subsequently located within the Premises that are exclusively used by Lessee or any of its sublessees, including, but not limited to all service lines for the supply of water, gas, sanitary sewer, stormwater drainage, electrical power, telephone, data and telecommunications conduits and lines.
- (I) Maintenance, repair, and keep clean all landscape, entrance, and exit roadways, sidewalks and signage serving the Premises, that may be located outside of the Premises.
- (J) Prevent any use of the Premises that could cause or result in creating excessive smoke, dust, debris, smog, or other waste of any kind to be blown about or raised into the air that could be ingested by aircraft.

10.02 Inspections. Except for the need to address any emergency or other similar exigency, the Authority, with forty-eight (48) hours prior notice to Lessee, shall have the right to enter the Premises at all reasonable times to inspect the Premises, the Required Improvements and all other Improvements located thereon for the purpose of determining if Lessee is following the requirements of this Agreement. In the event Lessee is deemed not in compliance with any term, covenant, or condition of this Agreement, as reasonably determined by the Authority, the Authority shall provide Lessee with written notice of such noncompliance. Upon receipt thereof, Lessee shall promptly commence corrective action to remedy such noncompliance to the satisfaction of the Authority. If corrective action is not initiated and pursued in a diligent manner to completion within ten (10) days following receipt of written notice by the Authority, the Authority may take corrective action; however, the Authority shall not be required to cause the same to be accomplished. If the Authority takes any corrective action, Lessee shall assume and be fully liable to the Authority for payment of all costs incurred by the Authority by its actions, plus a fifteen percent (15%) administrative overhead fee, which fee shall be considered additional rent hereunder and shall be due and payable within thirty (30) days following written notice by the Authority.

#### **Article 11 – Utilities**

11.01 Utility Costs. Lessee shall pay for all electricity, water, sewer, refuse, communications, and other utilities services provided on the Premises. Metering devices installed by Lessee for any such utilities shall be installed at the sole cost of Lessee and shall become the property of the Authority upon installation unless owned by a third-party utility provider. Extension of utility mains, lines, or services to

meet the needs of Lessee on the Premises shall be at the sole expense of Lessee and shall become the property of Authority upon installation unless otherwise agreed to in writing by the Parties to this Agreement.

11.02 Water, Industrial and Sanitary Sewage. Lessee acknowledges that certain properties and uses of properties within the Airport or on Authority owned land are subject to Federal storm water regulations as set forth in 40 CFR Part 122. Lessee agrees to observe and abide by said regulations applicable to Lessee's property and use of the Premises. Lessee shall take all steps necessary to apply for and obtain a storm water discharge permit as may be required by applicable regulations for Lessee's operations at the Airport before utilizing the Authority's Non-Exclusive Off-Site Stormwater Facilities.

Notwithstanding any other terms, covenant, or conditions of this Agreement, the Authority and Lessee each acknowledge that close cooperation is necessary between the Parties and all tenants and users of the Authority's Non-Exclusive Off-Site Stormwater Facilities to ensure compliance with any storm water discharge permit terms and conditions, to ensure safety and to minimize costs. Lessee further acknowledges that it may be necessary from time through the Term of this Agreement to implement and maintain "Best Management Practices", directed by the Authority, with others using the Non-Exclusive Off-Site Stormwater Facilities, to minimize the exposure of storm water to "significant materials" generated, stored, handled, or otherwise used by Lessee on the Premises, as defined in the federal storm water regulations.

The Authority will provide Lessee written notice of those storm water discharge permit requirements that are in the Authority's storm water permit and those Best Practices that Lessee will be required to perform from time to time, including, but not limited to, the certification of non-storm water discharges associated with Lessee's use on the Premises, collection of storm water samples for analysis of contamination collected within the Premises, preparation of storm water pollution prevention plans or similar plans, the maintenance of discharge records and other records, along with all applicable deadlines.

Lessee shall notify the Authority in writing within seven (7) days of receipt of any such written notice by the Authority if it disputes any of the storm water discharge permit requirements it is being directed to undertake. If Lessee does not provide such timely notice, Lessee is deemed to consent to promptly undertake such requirements. If Lessee provides the Authority timely written notice that it disputes such storm water discharge permit requirements, the Authority and Lessee agree to collectively seek to resolve their differences. However, the Authority reserves the sole right to make the final determination of what is required by the Lessee and Lessee agrees to undertake those storm water discharge requirements and practices imposed by the Authority. Lessee further agrees to undertake those storm water discharge permit requirements for which it has received written notice from any governmental agency charged with enforcement of storm water regulations. Lessee acknowledges that time is of the essence and will make every effort to meet all deadlines that may be imposed on Lessee warrants that it will not object to any written notice from the Authority for purposes of delay or avoiding compliance.

The Authority agrees to provide Lessee, at its request, with any nonprivileged information collected and submitted to any governmental entity pursuant to applicable storm water regulations. The Authority shall also provide Lessee with written notice of any breach by Lessee of the Authority's storm water discharge permit, practices, or other provisions of this Article. Lessee agrees to cure promptly any breach

caused by Lessee as a direct result of Lessee's use of the Premises. If such a breach is material and thereafter continuing without resolve acceptable to the Authority, the Authority reserves the right to terminate this Agreement without further cause.

Lessee agrees to participate in any Authority-organized task force or other work group established to coordinate storm water management activities at the Airport. In addition, Lessee agrees to participate in Authority's Environmental Compliance Program and agrees to random and periodic inspections upon request by the Authority to monitor the management, handling, storage, and disposal practices associated with any petroleum substances, hazardous substances, or waste materials associated with Lessee's use of the Premises. All such remedies of the Authority regarding environmental requirements as set forth herein shall be deemed cumulative in nature and shall survive termination of this Agreement.

Lessee shall be strictly liable for, and hereby expressly assumes all responsibility for all citations, fines, environmental controls and monitoring, clean-up and disposal, restoration and corrective measures directly resulting from or connected with the improper use, handling, storage or disposal of all pollutants or contaminated materials, as same are defined by law, by Lessee or by Lessee's sublessees, employees, invitees, suppliers of service or providers of materials, regardless of whether or not a default notice has been issued and notwithstanding any other obligations imposed on Lessee pursuant to the terms of this Agreement.

**Article 12 – Airport Security**

Lessee agrees to observe and abide by all federal, state, and local laws, rules, regulations, ordinances, and all operational, safety and security directives and requirements applicable to Lessee's operations, as now or hereafter promulgated by the Authority or any governmental agency with proper jurisdiction.

**Article 13 – Insurance Requirements**

Lessee shall, at its sole expense, maintain in full force and effect, throughout the Term of the Agreement and any extension thereof, the insurance limits, coverages and endorsements required herein as related to Lessee's use of the Premises and Lessee's use of all other areas on the Airport permitted herein as may be approved in writing by the Authority. Neither the requirements contained in this Article nor Authority's review or acceptance of any insurance certificate shall in any manner limit or qualify the liabilities and obligations assumed by Lessee under this Agreement. If the Minimum Standards or Airport Rules and Regulations impose more strenuous requirements, the Lessee shall comply with the Minimum Standards and Airport Rules and Regulations. Lessee shall also insure and obtain insurance coverage for its use of and impact to the Non-Exclusive Off-Site Stormwater Facilities.

13.01 Commercial General Liability/Airport Liability. Lessee shall maintain Commercial General Liability/Airport Liability Insurance with limits of liability not less than Ten Million Dollars (\$10,000,000) each occurrence, including coverage for, but not limited to, Premises/Operations, Products/Completed Operations, Contractual Liability, Personal/Advertising Injury and Cross Liability. This coverage shall be provided on a primary basis.



13.02 Hangar Keeper's Legal Liability. Lessee shall maintain Hangar keeper's Legal Liability Insurance providing coverage for property damage to aircraft that are the property of others while in the care, custody, or control of Lessee (when such aircraft are not in flight), in an amount not less than Ten Million Dollars (\$10,000,000) any one aircraft and Twenty Million Dollars (\$20,000,000) any one occurrence.

13.03 Commercial Auto Liability. Lessee shall maintain Commercial Automobile Liability Insurance with limits of liability not less than One Million Dollars (\$1,000,000) each occurrence for owned, non-owned and hired automobiles. Lessee shall maintain Commercial Automobile Liability Insurance with limits of liability not less than Five Million Dollars (\$5,000,000) each occurrence for owned, non-owned and hired automobiles granted access to the Airport Operations Area (AOA). If Lessee transports fuel the policy must include CA 99 48 Pollution Liability - Broadened Coverage for Covered Autos - Commercial Auto, Motor Carrier, and Truckers Coverage Forms Endorsement or equivalent. In the event Lessee has no owned automobiles, Lessee shall maintain only Hired and Non-Owned Auto Liability Insurance. This coverage may be satisfied by way of endorsement to the Commercial General Liability policy, or a separate Commercial Auto Liability policy. This coverage shall be provided on a primary basis.

13.04 Workers' Compensation and Employers' Liability. Lessee shall maintain Workers' Compensation and Employers Liability as required by state and federal law. This coverage shall be provided on a primary basis.

13.05 Storage Tank Third-Party Liability and/or similar Environmental Impairment Liability. Lessee shall maintain Third-Party Storage Tank Pollution Liability Insurance, or similar Environmental Impairment Liability Insurance at a minimum limit not less than One Million Dollars (\$1,000,000) per occurrence at each location and Two Million Dollars (\$2,000,000) annual aggregate at each location providing coverage for damages against, but not limited to, third-party liability, clean up, corrective action including assessment, remediation, and defense costs. In the event the policy includes a self-insured retention or deductible more than One Hundred Thousand Dollars (\$100,000), Lessee shall provide a copy of Lessee's most recent annual report or audited financial statements to Authority at Authority's request and Authority may reject or accept a higher self-insured retention or deductible based on Lessee's financial condition.

13.06 Umbrella or Excess Liability. In addition to all other insurance requirements, Lessee shall maintain Excess Liability insurance coverage with a minimum /limit of Twenty-Five Million (\$25,000,000.00) for all operations to be performed by Lessee at the Airport. Lessee may satisfy the minimum limits required above for Commercial General Liability/Airport Liability and/or Commercial Auto Liability and/or Environmental Impairment Liability coverage under Umbrella or Excess Liability Insurance. The Umbrella or Excess Liability policy shall have an aggregate limit no less than the highest "each occurrence" limit for the Commercial General Liability/Airport Liability, Commercial Auto Liability or Environmental Impairment Liability policy. Authority shall be specifically endorsed as an "Additional Insured" on the Umbrella or Excess Liability policy unless the Certificate of Insurance notes the Umbrella or Excess Liability policy provides coverage on a "Follow-Form" basis.

13.07 Property, Wind, and Flood Insurance. Lessee shall maintain, subject to reasonable deductibles approved by the Authority:

- (A) Property insurance in an amount not less than one hundred percent (100%) of the total replacement cost of the Required Improvements, and all other Improvements, including, but not limited to those made by or on behalf of Lessee as well as Lessee's contents located on the Premises. The settlement clause shall be on a Replacement Cost basis. Coverage shall be written with a Special - Cause of Loss (All-Risk) form and include an endorsement for Ordinance & Law in an amount not less than twenty-five percent (25%) of the Property insurance limit. This coverage shall be provided on a primary basis.
- (B) Flood insurance, if within the 100-year flood zone, in an amount not less than one hundred percent (100%) of the total replacement cost of the Required Improvements, and all other Improvements, including, but not limited to, those made by or on behalf of Lessee as well as Lessee's contents, located on the Premises, or the maximum amount available from the National Flood Insurance Program. This coverage shall be provided on a primary basis.
- (C) Windstorm insurance, unless included as a covered peril in the property insurance, in an amount not less than one hundred percent (100%) of the total replacement cost of the Required Improvements, and all other Improvements, including, but not limited to, those made by or on behalf of Lessee as well as Lessee's contents, located on the Premises, or the maximum amount available under the Florida Windstorm Underwriting Association. This coverage shall be provided on a primary basis.

13.08 Additional Insured Endorsement. Lessee shall endorse Authority as an "Additional Insured" on each liability insurance policy required to be maintained by Lessee, except for Worker's Compensation and Commercial Auto Liability policies. The CG 2011 Additional Insured - Managers or Lessors of Premises or its equivalent, shall be an endorsement to the Commercial General Liability policy. Other policies, when required, shall provide a standard "Additional Insured" endorsement offered by the insurer. The "Additional Insured" endorsements shall provide coverage on a primary basis. "Additional Insured" endorsements shall read "Sarasota Manatee Airport Authority Board, an Independent Special District of the State of Florida, its Officers, Employees, Agents and Volunteers, c/o Sarasota Manatee Airport Authority, 6000 Airport Circle, Sarasota, Florida 34243".

13.09 Loss Payee Endorsement. Lessee shall endorse Authority as a "Loss Payee" on the Property, Flood, and Windstorm insurance policies. "Loss Payee" endorsements shall provide coverage on a primary basis and shall read "Sarasota Manatee Airport Authority Board, c/o Sarasota Manatee Airport Authority, an Independent Special District of the State of Florida, its Officers, Employees, Agents and Volunteers, c/o 6000 Airport Circle, Sarasota, Florida 34243".

13.10 Certificate of Insurance. Prior to the Commencement Date, Lessee shall provide the Authority with a certificate of insurance, or certificates of insurance, evidencing limits, coverages and endorsements required herein. All certificates of insurance shall include a minimum thirty (30) day

endeavor to notify due to cancellation or non-renewal of coverage. In the event coverage is cancelled or is not renewed during the Term or any extension thereof, Lessee shall provide Authority a new certificate of insurance or certificates of insurance evidencing replacement coverage no later than thirty (30) days prior to the expiration or cancellation of the coverage. The certificate holder's name and address shall read "Sarasota Manatee Airport Authority Board, an Independent Special District of the State of Florida, its Officers, Employees, Agents and Volunteers, c/o Sarasota Manatee Airport Authority, 6000 Airport Circle, Sarasota, Florida 34243.

13.11 Waiver of Subrogation. By entering into this Agreement, Lessee agrees to a Waiver of Subrogation for each policy required to be maintained or maintained by Lessee pursuant to or in connection with this Agreement. When required by the insurer or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, Lessee shall notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, a condition to which the policy specifically prohibits such an endorsement, or voids coverage should Lessee enter into such an agreement on a pre-loss basis.

13.12 Premiums and Proceeds. Lessee shall not keep, use, sell or offer for sale in or upon the Premises any article which may be prohibited by any condition, provision, or limitation of the property, flood, or wind insurance policies. Lessee shall be responsible for all premiums, including increases, for property, flood, and wind insurance policies. Subject to the terms of any leasehold mortgage or financing arrangement entered by Lessee, Lessee agrees that all property, flood, and windstorm insurance proceeds shall be made available for use to promptly replace, repair, or rebuild the Required Improvements, and all other Improvements, including, but not limited to, those made by or behalf of Lessee.

13.13 Deductibles, Coinsurance and Self-Insured Retention. Lessee shall be fully and solely responsible for any deductible, coinsurance penalty, or self-insured retention; including any losses, damages, or expenses not covered due to an exhaustion of limits or failure to comply with the policy.

13.14 Right to Review or Adjust Insurance. The Authority may review, modify, reject, or accept any required policies of insurance, including, but not limited to, limits, coverages, or endorsements, required by this Article from time to time throughout the Term and any extension thereof. The Authority may also reject any insurer or self-insurance plan providing coverage because of poor financial condition or failure to operate legally. In such an event, the Authority shall provide Lessee with a written notice of rejection, and Lessee shall comply within thirty (30) days of receipt of the notice.

13.15 No Representation of Adequacy of Coverage. Lessee acknowledges that the limits, coverages, and endorsements required by this Article are intended to minimize liability for the Authority. Lessee agrees that it will not rely upon the requirements of this Article when assessing the extent or determining appropriate types or limits of insurance coverage to protect Lessee against any loss exposures, whether because of this Agreement or otherwise.

**Article 14 – Damage, Destruction or Condemnation of the Premises**

14.01 Removal of Debris. If the Premises, or any portion thereof, is damaged by fire, inclement weather or other casualty, Lessee shall promptly remove all debris resulting from such damage from the Premises and shall promptly take such actions and cause such repairs to be made to the Premises to return the Premises to neat and orderly condition as are necessary for the safety of Persons entering upon the Premises. If Lessee fails to promptly comply with the provisions of this Article, the Authority may take such measures as it deems necessary to render the Premises in a neat, orderly, and safe condition. Lessee agrees that Lessee shall assume and be fully liable to Authority for payment of all costs incurred by the Authority by its actions, plus a fifteen percent (15%) administrative overhead fee, which costs and administrative overhead fee, shall be due and payable to the Authority within thirty (30) days following the date of written notice provided by the Authority.

14.02 Lessee’s Obligations. Lessee assumes full responsibility for the condition of the Premises and the character, acts and conduct of all Persons that access the Premises by or with the actual or constructive consent of Lessee or with the consent of any person acting for or on behalf of Lessee. If the Premises, or any portion thereof, is damaged in any way whatsoever, whether by an act of God or by the act, default or negligence of Lessee Party or any other Person other than the Authority, Lessee shall at its sole cost and expense restore the Premises to the condition existing prior to such damage. Lessee shall commence restoration within sixty (60) days and shall diligently pursue such restoration to completion in accordance with the construction requirements set forth in Article 8; provided, that if the nature of the damage is such that more than sixty (60) days are reasonably required to commence restoration, Lessee shall commence restoration as soon as reasonably practicable under the circumstances taking into consideration the extent of the damage. All repairs and restoration shall be made by Lessee at Lessee’s sole cost and expense, in accordance with the construction requirements contained herein. If Lessee fails to restore the Premises as required by this Article, Authority shall have the right, but not the obligation, to enter the Premises and perform the necessary restoration. Lessee shall assume and be fully liable to Authority for payment of all costs of restoration incurred by the Authority plus a fifteen percent (15%) administrative overhead fee, which costs and administrative overhead fee, shall be due and payable to the Authority within thirty (30) days following the date of the written notice provided by the Authority.

14.03 Insurance Proceeds. Except as otherwise provided for herein, upon receipt by Lessee of the proceeds of any insurance policy or policies required hereunder, the proceeds shall be deposited in an escrow account approved by the Authority to be available to pay for the cost of any required repair, replacement, or rebuilding. The proceeds shall be disbursed during construction to pay the cost of such work. If the amount of the insurance proceeds is insufficient to pay the costs of the required repair, replacement or rebuilding of all damaged Improvements, Lessee shall pay any additional sums required to complete the required repair, replacement or rebuilding into the escrow account. If the amount of the insurance proceeds is more than the costs of the required repair, replacement or rebuilding of all damaged Improvements, the excess amount shall be remitted to Lessee.

14.04 Condemnation. If the whole or any material portion of the Premises is acquired by a condemning authority other than the Authority, either by sale in lieu of condemnation or by the exercise of the power of eminent domain rendering use of the Premises or material portion commercially

infeasible, then in and as a direct result of that event, this Agreement will terminate from the date of sale or title vesting, and Lessee will have no claim whatsoever, including claims of apportionment, as against the Authority either for the value of any unexpired Term of this Agreement or for the value of leasehold Improvements. However, nothing in this provision shall limit or destroy any right of Lessee to separately assert all claims to which Lessee would be legally entitled against the condemning authority, including without limitation the value of the unexpired Term of this Agreement, Improvements on the Premises, moving costs, and business losses, against the condemning authority where statutes or other applicable law applies. To the extent the Authority is the condemning authority hereunder, nothing herein shall waive, limit, or modify Lessee's right to assert all claims to which Lessee would otherwise be legally entitled against the Authority.

If a portion of the Premises is acquired by a condemning authority other than the Authority, either by sale in lieu of condemnation or by the exercise of the power of eminent domain rendering use of the remaining Premises commercially feasible, then in and as a direct result of that event, this Agreement will terminate from the date of sale or title vesting as to the portion so condemned only, with the Rents reduced by the proportionate reduction in square footage, and Lessee will have no claim whatsoever, including claims of apportionment, against the Authority either for the value of any unexpired term of this Agreement or for the value of leasehold Improvements taken. However, nothing in this provision will limit or destroy any right of Lessee to separately assert all claims to which Lessee would be legally entitled against the condemning authority including without limitation the value of the unexpired Term of this Agreement, Improvements, moving costs or business loss solely against the condemning authority where statutes or other applicable law apply. To the extent the Authority is the condemning authority hereunder, nothing herein shall waive, limit, or modify Lessee's right to assert all claims to which Lessee would otherwise be legally entitled against the Authority.

#### **Article 15 – Rights of Leasehold Mortgagees**

15.01 **Right to Mortgage.** Lessee may encumber its Leasehold estate by granting a mortgage or other similar instrument creating a mortgage lien against the Lessee's leasehold interest. Any such instrument which creates a first mortgage lien is hereinafter referred to as "Leasehold Mortgage", and the holder thereof is referred to as "Leasehold Mortgagee" during the Term of this Agreement and any extension thereof; provided that, the Authority shall not be obligated to, nor deemed to have subjected or subordinated Authority's fee simple interest in the Premises to any Leasehold Mortgage, nor subordinated the Authority's interest in this Agreement to such Leasehold Mortgage. The Authority's interests in the fee simple interest of the Premises and in this Agreement are and shall always remain superior and prior in right to any Leasehold Mortgage.

15.02 **Notice of Default, Default.** A Leasehold Mortgagee may provide written notice of its Leasehold Mortgage in the same manner and at the same address as required by this Agreement for notices delivered to Authority, together with the name and address of the Leasehold Mortgagee. In the event such notice is delivered to the Authority, the Authority upon serving Lessee with any notice of default under this Agreement, shall also serve a copy of that notice of default upon the Leasehold Mortgagee in the same manner as required by this Agreement for notices delivered to Lessee. The delivery shall be made at the address the Leasehold Mortgagee shall have designated in writing to Authority.

In case Lessee shall default under any of the provisions of this Agreement, the Leasehold Mortgagee shall have the right to cure such default, within the time periods set forth for Lessee above, whether same consists of the failure to pay Rent or Improvement Rent, or the failure to perform any other matter or thing which Lessee is required to do or perform and Authority shall accept such performance on the part of the Leasehold Mortgagee as though the same had been done or performed by Lessee subject to the Authority's rights to damages, restitution, or other legal or equitable monetary remedies related directly to the default(s) at issue. The Leasehold Mortgagee, upon receiving such notice, shall have, in addition to any time to cure a default (a "Cure Period") extended to Lessee under the terms of this Agreement, a period of an additional fifteen (15) days within which to cure the default or cause same to be cured or to commence to cure such default with diligence and continuity, notwithstanding the foregoing:

- (A) Where a provision of this Agreement provides less than a thirty (30) day Cure Period, the Leasehold Mortgagee shall also have an additional fifteen (15) days Cure Period following the Lessee's Cure Period; or
- (B) Where a provision of this Agreement expressly provides that Lessee has no opportunity to cure, the Leasehold Mortgagee shall have no Cure Period.

In case Lessee shall default under any of the provisions of this Agreement, the Leasehold Mortgagee shall have the right to cure such default, within the time periods set forth above, whether such default consists of the failure to pay Rent or Improvement Rent, or the failure to perform any other term, covenant, or condition which Lessee is required to do or perform and the Authority shall accept such performance on the part of the Leasehold Mortgagee as though the same had been performed by Lessee.

15.03 Cure of Default or Termination. The Authority will take no action to affect a termination of this Agreement until such time as the Cure Period provided herein has expired and the defaults remain uncured. During the Cure Period, the Leasehold Mortgagee shall be entitled to: 1) obtain possession of the Premises, including possession by a receiver, and cure such default in the case of a default which is susceptible of being cured when the Leasehold Mortgagee has obtained possession; or 2) institute foreclosure proceedings or otherwise acquire Lessee's interest under this Agreement with diligence and continuity and thereafter proceed to cure such default; provided, however, that the Leasehold Mortgagee shall not be required to continue such possession or continue such foreclosure proceedings if the default which would have been the reason for Authority serving such notice of default shall be cured, and provided further, that nothing in this paragraph shall preclude the Authority from exercising any other rights or remedies under this Agreement with respect to the default.

15.04 Foreclosure. The Leasehold Mortgagee may become the legal owner and holder of this Agreement by foreclosure of its Leasehold Mortgage or as a result of the assignment of this Agreement in lieu of foreclosure, subject to the Authority's written consent, which consent shall not be unreasonably withheld, and effective upon such assignment whereupon such Leasehold Mortgagee or assignee shall become and remain liable under this Agreement as provided in this paragraph, except that such Leasehold Mortgagee may assign this Agreement with Authority's consent, which consent shall not be unreasonably

withheld, and effective upon such assignment, the new lessee shall become and remain liable to the Authority under this Agreement, and the Leasehold Mortgagee shall no longer be liable to the Authority. If a Leasehold Mortgagee shall become the owner or holder of Lessee's interest in this Agreement by foreclosure of its Leasehold Mortgage or by assignment of this Agreement in lieu of foreclosure, the term "Lessee" as used in this Agreement, shall include the owner or holder of Lessee's interest in the event of a sale, assignment, or other disposition of Lessee's interest in this Agreement by the Leasehold Mortgagee.

Reference in this Agreement to acquisition of Lessee's interest in this Agreement by the Leasehold Mortgagee shall be deemed to include, where circumstances require, to acquisition of Lessee's interest in this Agreement by any purchaser at a sale on foreclosure of the Leasehold Mortgage and provisions applicable to the Leasehold Mortgagee in such instance or instances shall also be applicable to any such purchaser. Leasehold Mortgagee's acquisition of Lessee's interest in this Agreement and any assignment of the acquired interest by the Leasehold Mortgagee shall not be deemed a novation of Lessee's obligations under this Agreement. The Authority does not authorize any novation of Lessee's obligations under this Agreement.

15.05 Prohibition on Fee Simple Transfer. So long as Lessee's interest in this Agreement shall be mortgaged to a Leasehold Mortgagee, the Parties agree, for the benefit of such Leasehold Mortgagee, that the Authority shall not sell, grant, or convey to Lessee all or any portion of the Authority's fee simple title to the Premises without the prior written consent of such Leasehold Mortgagee, which consent shall not be unreasonably withheld, conditioned, or delayed, provided the Parties agree in writing that such sale, grant, or conveyance shall not result in a merger of this Agreement into fee simple title to the Premises. In the event of any such sale, grant, or conveyance by the Authority to Lessee, the Authority and Lessee agree that no such sale, grant or conveyance shall create a merger of this Agreement into a fee simple title to the Premises. This paragraph shall not be construed to prevent any, or to require any consent of any Leasehold mortgagee or Lessee to any, sale, grant, or conveyance of the Authority's fee simple title by Authority to any person, firm, or corporation other than Lessee, its successors, legal representatives, and assigns.

15.06 Leasehold Mortgagee. Reference in this Agreement to a Leasehold Mortgagee shall be deemed to refer where circumstances require, to any assignee of a Leasehold Mortgagee; provided that such assignee shall forward to the Authority, pursuant to Article 15.02 a duplicate original of the assignment of the Leasehold Mortgage in a form proper for recording or a copy of such assignment, as recorded in the Public Records, together with a written notice setting forth the name and address of the assignee and, to the extent available, the name, telephone number, facsimile number and email address of a representative of the assignee to whom notices may be sent.

15.07 Subordination. Any Leasehold mortgage shall be specifically subject and subordinate to the Authority's rights under this Agreement and the Authority's fee simple interest in the Premises. Despite any provision which is or may appear to the contrary in this Agreement, under no circumstances whatsoever shall the fee simple interest of the Authority in the Premises, or any portion of same, be subordinated to the Leasehold mortgage or encumbered by the Leasehold mortgage.

15.08 Assignees. Notwithstanding anything herein to the contrary, after a default by Lessee whereby any Leasehold Mortgagee shall acquire any rights and/or obligations under this Agreement, including as a result of bidding or lack thereof at auction after foreclosure, including any rights/obligations a Leasehold Mortgagee shall acquire under any other Agreement of Lessee at the Airport, as a result of cross-default provisions, and thereafter the Leasehold Mortgagee or referee at sale proposes to assign, sell, rent, or otherwise transfer any interests, rights, and obligations to a special purpose entity and/or third party, or allow use of the property under this Agreement, or any other property under any other Agreement at the Airport that Lessee is a party to as a result of cross-default provisions, by a special purpose entity and/or third party, any such assignment, sale, transfer, or use of the property under this Agreement, or any other property under any other Agreement at the Airport that Lessee is a party to as a result of cross-default provisions, by a special purpose entity and/or third party is contingent upon the Authority confirming to its reasonable satisfaction that the special purpose entity and/or third party has the financial and operational capabilities sufficient for the proper conduct of a Fixed Base Operator as those capabilities are defined in this Agreement and the Minimum Standards for Aeronautical Activities, as may be amended from time-to-time by the Authority applicable to the Airport. The Authority may also submit nominees to the Leasehold Mortgagee, and the Leasehold Mortgagee shall negotiate in good faith and act with such nominees to determine whether any such nominee meets the Leasehold Mortgagee's qualifications.

15.09 Estoppel Certificates. Each Party agrees, at any time and from time to time upon not less than twenty (20) days prior written notice by the other Party, to execute, acknowledge and deliver to the other party a statement in writing certifying: (a) whether this Agreement is in full force and effect, and if it is alleged that this Agreement is not in full force and effect, setting forth the nature thereof in reasonable detail; (b) whether this Agreement has been supplemented or amended, specifying the manner in which it has been supplemented or amended; (c) the date to which all rental payments have been made; (d) the commencement and expiration date of this Agreement; and (e) whether or not, to the best of the knowledge of the signer of such statement, the other Party is in default or may be with notice or the passage of time, or both, in keeping, observing or performing any term, covenant, agreement, provision, condition or limitation contained in this Agreement and if in default, specifying each such default, it being intended that any such statement delivered pursuant to this Article may be relied upon by the other party, any prospective assignee of the other party's interest in this Agreement or any Leasehold Mortgagee, but reliance on such certificate may not extend to any default as to which the signer shall not have had actual knowledge.

#### **Article 16 – Title to Improvements**

16.01 Title to Improvements. Lessee shall be deemed to be the owner of all Improvements and alterations constructed by Lessee on the Premises during the Initial Term. Upon expiration of the Initial Term or the earlier termination of this Agreement as provided herein, the Required Improvements, and all other Improvements and alterations constructed or placed upon the Premises by Lessee except for any Fuel System, title to which has not previously vested in Authority hereunder, shall become the absolute property of the Authority, and the Authority shall have every right, title, and interest therein, free, and clear of any liens, mortgages, and other encumbrances. Upon the request of the Authority, Lessee shall provide the Authority with a bill of sale or other evidence of the transfer of ownership of the



Improvements together with evidence satisfactory to the Authority that all Improvements are free from liens, mortgages, and other encumbrances.

16.02 Fuel System. Lessee shall be fully responsible for the ownership, permitting, maintenance and liability of all components of any Fuel System installed on the Premises, throughout the Term of this Agreement, as may be amended. Upon expiration or earlier termination of this Agreement, the Authority may, at the Authority's sole option, require that (a) Lessee assign all right, title and interest to the Authority or, at the Authority's option, to a successor lessee or assignee, and thereafter the Fuel System shall become the absolute property of the Authority, or successor lessee or assignee, who shall have every right, title, and interest therein; or (b) remove all or any portion of the Fuel System at the Lessee's sole cost. Upon the request of the Authority, Lessee shall provide the Authority with a bill of sale or other evidence of the transfer of ownership of the Improvements together with evidence satisfactory to the Authority, or the successor lessee or assignee, that the Improvements are free from liens, mortgages, and other encumbrances. In the event Authority requires assignment of rights, title, and interest in the Fuel System to a third party, Lessee hereby reserves the right to require reasonable indemnification from such third party as to all faults, without recourse and without any representation or warranty, expressed or implied, as to merchantability, condition or fitness or compliance with governmental requirements. In the event of removal, partial removal, or modification of the Fuel System, Lessee shall provide a detailed closure report signed and sealed by a professional geologist or other environmental assessment prepared by an independent environmental consultant acceptable to the Authority and certified to the Authority, detailing the total scope of work completed and any associated environmental findings. In no event shall underground storage tanks be permitted without the prior express written authorization of the Authority.

16.03 Removal of Improvements. Notwithstanding any provision of this Agreement to the contrary, Lessee may be required to remove the Required Improvements, or any other Improvements made by Lessee on the Premise during the Term of this Agreement upon the expiration or earlier termination of this Agreement, including the Fuel System as set forth in Article 16.02 above.

16.04 Survival of Article. The provisions of this Article shall survive the expiration or earlier termination of this Agreement.

#### **Article 17 - Expiration, Default, Remedies and Termination**

17.01 Expiration. This Agreement shall automatically terminate at the end of the Initial Term, unless renewed in accordance with Article 3.02. In the event this Agreement is renewed, this Agreement shall automatically terminate at the end of the applicable Renewal Term.

17.02 Default. The occurrence of any one or more of the following events shall constitute a material default and breach of this Agreement by Lessee or Authority:

- (A) The failure of Lessee to construct Lessee's Required Improvements in accordance with the terms, covenants, and conditions of this Agreement. Notwithstanding, if the nature of Lessee's breach in this regard is such that more than thirty (30) days after written notice from the Authority to the Lessee the Lessee is required to complete performance, then

Lessee shall not be in default if Lessee commences performance within such thirty (30) day period and continues thereafter without interruption to diligently pursue an absolute cure to completion. This provisional extension of time to cure shall not apply to any other event or form of breach by Lessee.

- (B) The abandonment of the Premises by Lessee as the term abandonment is defined under applicable law.
- (C) The failure by Lessee to make payment of rent or any other payment required to be made by Lessee to the Authority hereunder as and when due, where such failure shall continue for a period of ten (10) days after written notice from the Authority that such payment is due.
- (D) The failure by Lessee to maintain in full force and effect, the insurance limits, coverages, waivers, and endorsements required by this Agreement.
- (E) The failure by Lessee to observe or perform any other covenants, conditions, or provisions of this Agreement to be observed or performed by Lessee, for a period of thirty (30) days after written notice thereof from the Authority.
- (F) To the extent permitted by law: (a) the making by Lessee or any guarantor thereof of any general assignment, or general arrangement for the benefit of creditors; (b) the filing by or against Lessee of a petition to have Lessee adjudged bankrupt or a petition for reorganization or arrangement under any law relating to bankruptcy, unless, in the case of a petition filed against Lessee, the same is dismissed within ninety (90) days; (c) the appointment of a trustee, receiver or other administrative fiduciary to take possession of substantially all of Lessee's assets located at the Premises or of Lessee's interest in this Agreement, where possession is not restored to Lessee within ninety (90) days; or (d) the attachment, execution or other judicial seizure of substantially all of Lessee's assets located at the Premises or of Lessee's interest in this Agreement, where such seizure is not discharged within ninety (90) days.
- (G) A material default by Lessee of any other agreement, permit or Agreement between Authority and Lessee, which default has not been cured within the applicable cure period provided in such agreement, permit, or this Agreement. In the event of a default by Lessee that remains uncured after the applicable cure period, the Authority shall have the right to pursue any remedy now or hereafter available to the Authority under the laws of the State of Florida, including, but not limited to, the right to terminate this Agreement.

17.03 Remedies. Pursuant to Article 17.02, in the event of any material default or breach by Lessee, the Authority may at any time thereafter, with notice or demand and without limiting any other right or remedy which the Authority may have under the law by reason of such default or breach, elect to exercise any one of the following remedies while concurrently taking all reasonable steps to mitigate all its damages:

- (A) Declare the entire rent for the balance of the Initial Term, Renewal Term, or any portion thereof due and payable while subtracting any rent that it has received or will receive through another Lessee on the same Premises forthwith.
- (B) Terminate Lessee's right to possession of the Premises by any lawful means and reenter and retake possession of the Premises for the account of Lessee, in which case the rent and other sums hereunder shall be accelerated and due in full and Lessee shall be liable for the difference between the rent which is stipulated to be paid hereunder plus other sums as described herein and what the Authority is able to recover from its good faith efforts to relet the Premises, which deficiency shall be paid by Lessee. Upon such reletting, all rentals received by the Authority shall be applied, first to the payment of any indebtedness other than rent due hereunder from Lessee; second, to the payment of any reasonable costs and expenses of such reletting, which shall include all damages incurred by Authority due to Lessee's default including, but not limited to, the reasonable cost of recovering possession of the Premises including reasonable attorneys' fees, court costs and real estate commissions paid by the Authority relating to the unexpired Term of this Agreement; third, to the payment of rent due and unpaid hereunder; and the residual, if any, shall be paid to Lessee.
- (C) Treat this Agreement as terminated and re-enter and re-take possession of the Premises for the account of the Authority, thereby terminating any further liability under this Agreement on the part of Lessee and the Authority. Notwithstanding the foregoing, the Authority shall have cause of action to recover any rent remaining unpaid when the Authority retakes possession of the Premises for the account of the Authority.
- (D) Pursue any other remedy now or hereinafter available to the Authority under the laws of the State of Florida.

Notwithstanding any provision of this Agreement to the contrary, the Authority shall have the right to bring an action for its damages upon the occurrence of a default by Lessee and the Authority reserves all rights which laws of the State of Florida confer upon a landlord against a Lessee in default. In the event legal action is required hereunder to enforce the rights of the Parties pursuant to this Agreement the prevailing Party in such action shall be entitled to recover all court costs and attorney's fees, including appellate fees.

17.04 Default by Authority. The Authority shall not be in default unless the Authority fails to perform obligations imposed upon the Authority hereunder within thirty (30) days after written notice by Lessee to the Authority, specifying wherein the Authority has failed to perform such obligations; provided, that if the nature of the Authority's obligations is such that more than thirty (30) days are required for performance then the Authority shall not be in default if the Authority commences performance within such thirty (30) day period and thereafter diligently prosecutes the same to completion.

17.05 Surrender of Premises. Lessee expressly agrees that it shall immediately surrender the Premises to the Authority in clean working order, good condition, and in compliance with all applicable laws, rules, and regulations, upon the expiration or earlier termination of this Agreement, less normal wear from ordinary use for the purpose for which the Premises were leased.

In the event Lessee shall holdover, refuse, or fail to give up the possession of the Premises at the expiration or earlier termination of this Agreement, Lessee shall be liable to the Authority for all damages, and in addition thereto, Lessee shall also be strictly liable to pay to the Authority during the entire duration of such holdover, double rental, as provided for in Article 83.06, Florida Statutes. Lessee shall remove all its personal property from the Premises prior to the expiration or earlier termination of this Agreement. Any personal property of Lessee not removed by Lessee as required shall become the property of the Authority.

**Article 18 - Assignment, Transfer and Subletting**

Lessee shall not assign or sublet this Agreement either in whole or in part, without the prior written consent of the Authority, which consent shall not be unreasonably withheld. No request for, or consent to, such assignment shall be considered unless Lessee shall have paid all rentals, fees, and charges which have accrued in favor of the Authority and Lessee shall have otherwise met all other legal obligations to be performed, kept, and observed by Lessee under the terms, covenants, and conditions of this Agreement or as this Agreement may be amended or modified. The Authority reserves the right to investigate the financial capacity of the proposed assignee prior to reaching its decision.

No capital stock of any Lessee and no partnership or membership interest of any partnership or limited liability entity can be assigned, sold, or transferred without the Authority's consent, which consent shall not unreasonably be withheld. The Parties acknowledge, however, that notwithstanding the foregoing, Lessee may freely assign less than a controlling interest to a related corporate entity, defined as sharing some commonality of direct or indirect ownership interest with Lessee, and/or for estate planning purposes. Notwithstanding the foregoing, Lessee may sublease to an entity or entities for storage of privately owned aircraft non-commercially operated under Part 91 of the Federal Aviation Regulations without the Authority's advance consent if said sublease is substantially in agreement with a form sublease pre-approved by the Authority to be used by Lessee for subleases and the use of the sublessee does not cause a breach and/or violation of any applicable rule, regulation, ordinance, directive and/or law, including without limitation those promulgated enforced by the Authority and the Federal Aviation Administration.

**Article 19 - Indemnification**

Lessee shall protect, defend, reimburse, indemnify and hold harmless the Authority and its elected officers, employees and agents, individually and collectively, at all times from and against any and all liability, losses, expenses, costs, suits, claims, judgments, fines and damages, including reasonable attorney fees and court costs at trial and appellate levels, and causes of action of every kind and character, hereinafter collectively referred to as, "Damages", or in which the Authority is named or joined, arising out of Lessee Party's use or occupancy of the Premises or Airport by Lessee Party, including, but not limited to, those arising by reason of any damage to property or the environment, or bodily injury, including death, incurred or sustained by any party, any agent or employee of any party, and any third

party or other Person whomsoever, or any governmental agency, arising out of or incident to or in connection with the condition of the Premises caused by Lessee Party's acts, omissions or operations at the Airport, or the performance, non-performance or purported performance of Lessee or any breach by Lessee Party of the terms of this Agreement. Lessee acknowledges the broad nature of this indemnification and hold-harmless clause and understands that the Authority would not enter into this Agreement without the inclusion of such clause, and voluntarily make this covenant and expressly acknowledges the receipt of Ten Dollars (\$10.00) and such other good and valuable consideration provided by the Authority in support of this indemnification in accordance with the laws of the State of Florida. The obligations arising under this Article shall survive the expiration or earlier termination of this Agreement.

**Article 20 – Signage Outside of Premises**

No signs, posters, or similar devices shall be erected, displayed, or maintained by Lessee outside the Premises on other areas of the Airport or on the Premises that are visible in any way off the Premises without the prior written consent of the Authority, which consent may be granted or withheld in Authority's sole and absolute discretion. All signs not approved by the Authority shall be promptly removed at the sole cost and expense of Lessee upon written demand by the Authority.

**Article 21 - Laws, Regulations and Permits**

21.01 General. Lessee agrees that throughout the Term of this Agreement, The Renewal Term, and any extension thereof, Lessee shall always remain in compliance with all applicable federal, state, and local laws, statutes, regulations, rules, rulings, orders, ordinances and directives of any kind or nature, as now or hereafter amended or promulgated, including, but not limited to FAA Advisory Circulars, Orders and Directives, Airport Rules and Regulations, Authority Ordinances and Directives.

21.02 Permits and Licenses. Lessee agrees that it shall, at its sole cost and expense, obtain, comply with, and maintain current all permits, licenses and other governmental authorizations required for all Aeronautical Activities conducted on the Premises. Upon the written request of the Authority, Lessee shall provide the Authority with copies of all permits and licenses requested by the Authority pursuant to this Article.

21.03 Air and Safety Regulation. Lessee shall conduct all Aeronautical Activities on the Premises in a safe and orderly manner and shall comply with all safety regulations and standards imposed by applicable federal, state, and local laws and regulations and shall require the observance thereof by Lessee Party and all other in transacting business with or for Lessee resulting from, or in any way related to, the conduct of Lessee's use of the Premises. Lessee shall procure and maintain such fire prevention and extinguishing devices as required by the Authority and by law and shall always be familiar and comply with the fire regulations and orders of the Authority. Lessee agrees that neither Lessee, nor its employees, agents, contractors or any Person working for or on behalf of Lessee, shall require any personnel engaged in the performance of Lessee's operations to work in or under working conditions which are unsanitary, hazardous, or dangerous in any way to the health or safety of any Person, as determined by standards adopted pursuant to the Occupational Safety and Health Act of 1970, as now or hereafter amended, as

well as all applicable federal, state and local laws, rules, regulations, and orders relative to occupational health and safety.

21.04 Environmental and Natural Resource Laws, Regulations and Permits.

- (A) Notwithstanding any other provision of this Agreement to the contrary, Lessee hereby expressly covenants, warrants, guarantees and represents to the Authority, upon which the Authority expressly relies, that Lessee is knowledgeable of, and shall comply with, all Environmental Laws applicable to Lessee and its operations hereunder.
- (E) Lessee acknowledges and understands that its operations performed pursuant to this Agreement may involve the generation, processing, handling, storing, transporting and disposal of Hazardous Substances, which are, or may be, subject to regulations under applicable Environmental Laws. Lessee further expressly covenants, warrants, guarantees, and represents that it is fully qualified to handle and to arrange disposal of all such Hazardous Substances in a manner that is both safe and in full compliance with all applicable Environmental Laws.
- (C) Lessee hereby expressly assumes and accepts all responsibility and complete liability for full compliance with all such applicable Environmental Laws in the handling and disposal of any and all Hazardous Substances resulting from or arising out of Lessee's operations conducted on the Premises, and Lessee shall, prior to commencement of any such operations pursuant to this Agreement, secure any and all permits, and properly make all necessary notifications as may be required by any and all governmental agencies having jurisdiction over the Parties or the subject matter thereof. Lessee further represents, warrants, guarantees and covenants to the Authority, upon which the Authority hereby expressly relies, that Lessee, its employees, agents, contractors, and those Persons that are required to be so trained, working for or on behalf of Lessee, have been, or will be prior to Lessee's commencement of operations on the Premises, fully and properly trained in the handling of all such Hazardous Substances, and that such training, at a minimum, complies with any and all applicable Environmental Laws.
- (D) Lessee shall promptly provide to the Authority satisfactory documentary evidence of all such requisite legal permits and notifications, as hereinabove required and as may be further required, upon request, from time to time by the Authority.
- (E) If Lessee is deemed to be a generator of hazardous waste, as defined by applicable Environmental Laws:
  - (1) Lessee shall obtain an EPA identification number and shall comply with all requirements imposed upon a generator of hazardous waste, including, but not limited to, ensuring that the appropriate transportation and disposal of such materials are conducted in compliance with all applicable Environmental Laws.

- (2) Lessee shall maintain an accurate inventory list, including quantities, of all hazardous waste, whether stored, disposed of, or recycled, or in the alternative, copies of hazardous waste manifests, shall be always available for inspection at any time on the Premises upon reasonable advance notice by the Authority.
  - (3) Lessee shall notify the Authority, and such other appropriate agencies as the Authority may designate, from time to time, of all hazardous waste activities occurring on the Premises so that it shall be included as an Authority Generator of such waste.
  - (4) Lessee shall provide to the Authority, and to all appropriate governmental entities having jurisdiction thereover, the name and telephone number of Lessee's emergency coordinator in case of any spill, leak, or other emergency involving environmental hazardous, toxic, flammable, and/or other pollutant materials.
- (F) Lessee shall be strictly liable for, and hereby expressly assumes complete responsibility for all citations, fines, environmental controls and monitoring, clean-up and disposal, restoration and corrective measures resulting from or in any way connected with the use, handling, storage, and/or disposal of Hazardous Substances by the Lessee and Lessee parties on or from the Premises. All such remedies of the Authority about environmental requirements as set forth herein shall be deemed cumulative in nature and shall survive the expiration or earlier termination of this Agreement.
- (G) Lessee agrees to protect, defend, reimburse, indemnify, and hold Authority, its agents, employees, and elected officers harmless from and against all Damages arising from, resulting out of or in any way caused by or connected to Lessee or Lessee's parties' failure to comply with all applicable Environmental Laws. Lessee understands that this indemnification is in addition to and is a supplement to Lessee's indemnification agreement set forth in Article 19 above. Lessee acknowledges the broad nature of this indemnification and hold-harmless clause and understands that the Authority would not enter this Agreement without the inclusion of such clause, and voluntarily makes this covenant and expressly acknowledges the receipt of Ten Dollars (\$10.00) and such other good and valuable consideration provided by the Authority in support of this indemnification in accordance with laws of the State of Florida. The obligations arising under this Article shall survive the expiration or earlier termination of this Agreement.

21.05 Environmental Assessment. At least thirty (30) days, but no more than ninety (90) days, prior to the expiration or earlier termination of the Agreement, Lessee shall cause a Phase I environmental assessment ("Phase I ESA") of the Premises to be prepared and delivered to Authority. If the Phase I ESA indicates that there is a potential that an environmental condition may exist on the Premises, or the adjacent property based on activities that have occurred or are occurring on the Premises, Lessee shall promptly cause a Phase II environmental assessment ("Phase II ESA") of the Premises to be prepared and delivered to Authority. The Phase I ESA and Phase II ESA shall be prepared by a professional geologist or engineer licensed by the State of Florida, acceptable to Authority, and shall

be prepared to meet the standards of practice of the American Society of Testing and Materials, to determine the existence and extent, if any, of Hazardous Substances on the Premises. Phase I ESA and Phase II ESA shall state that the Authority is entitled to rely on the information set forth therein. The Phase I ESA and Phase II ESA shall be prepared and delivered to Authority at Lessee's sole cost and expense. Phase II ESA must address any potential environmental conditions or areas of contamination identified in the Phase I ESA. To the extent the environmental conditions and/or contamination identified in the environmental assessments are a result of Lessee Parties' activities or operations on the Premises, Lessee shall, at its sole cost and expense, promptly commence and diligently pursue to completion any assessment, remediation, clean-up and/or monitoring of the Premises necessary to bring the Premises into compliance with Environmental Laws. The requirements of this paragraph shall be in addition to any other provisions of the Agreement relating to the condition of the Premises and shall survive the termination or expiration of the Agreement.

**Article 22 – Americans with Disabilities Act**

Lessee shall comply with all applicable requirements of the Americans with Disabilities Act and the State of Florida Accessibility Requirements Manual ("ADA"), and all applicable implementing regulations, and all similar or successor laws, ordinances, rules, and regulations, including cooperation with Authority, concerning the accessibility.

**Article 23 – Disclaimer of Liability**

THE AUTHORITY HEREBY DISCLAIMS, AND LESSEE HEREBY RELEASES THE AUTHORITY, ITS ELECTED OFFICIALS, EMPLOYEES AND AGENTS FROM ANY AND ALL LIABILITY, WHETHER IN CONTRACT OR TORT, INCLUDING STRICT LIABILITY, NEGLIGENCE AND NUISANCE, FOR ANY LOSS, DAMAGE, OR INJURY OF ANY NATURE WHATSOEVER SUSTAINED BY LESSEE OR LESSEE'S PARTIES DURING THE TERM OF THIS AGREEMENT, RENEWAL TERM, OR ANY EXTENSION HEREOF FOR LOSS, DAMAGE OR INJURY TO THE IMPROVEMENTS OR PERSONAL PROPERTY OF LESSEE OR LESSEE'S PARTIES THAT MIGHT BE LOCATED OR STORED ON THE PREMISES. FURTHERMORE, LESSEE ACKNOWLEDGES AND AGREES THAT ITS RELIANCE OR USE OF ANY INFORMATION PROVIDED BY THE AUTHORITY, WHETHER PREPARED OR PROVIDED BY THE AUTHORITY OR OTHERWISE, IN DETERMINING WHETHER TO ENTER INTO THIS AGREEMENT WAS AT ITS SOLE RISK. UNDER NO CIRCUMSTANCE SHALL THE AUTHORITY BE LIABLE FOR SPECIAL OR EXEMPLARY DAMAGES OR FOR LOSS OF REVENUE OR ANTICIPATED PROFITS.

**Article 24 - Governmental Regulations and Restrictions**

24.01 Federal Right to Reclaim. In the event a United States governmental agency shall demand and take over the entire facilities of the Airport or any portion thereof wherein the Premises are located, for public purposes, for more than ninety (90) consecutive days then this Agreement shall hereupon terminate, and the Authority shall be released and fully discharged from all liability hereunder. In the event of such termination, Lessee's obligation to pay rent shall cease upon such government agency takes over, however, nothing herein shall be construed as otherwise relieving Lessee from any of its obligations or liabilities relating to events or claims of any kind whatsoever prior to such termination.



24.02 Federal Review. Lessee acknowledges this Agreement may be subject to review or inspection by the FAA to determine satisfactory compliance with federal law or grant assurances and agrees that this Agreement shall be in full force and effect and binding upon both Parties pending such review or inspection by the FAA, if applicable; provided, however, that upon such review or inspection all Parties hereto agree to modify any of the terms, covenants, or conditions of this Agreement which shall be determined by the FAA to be in violation of existing laws, regulations, grant assurances or other requirements.

24.03 Authority Tax Assessment Right. None of the terms, covenants, and conditions of this Agreement shall in any way be construed as a release or waiver on the part of the Authority, as an Independent Special District of the State of Florida, or any of the public officials of the Authority, City of Sarasota, Sarasota County, Florida, or Manatee County, Florida, of the right to assess, levy, and collect any ad valorem, non-ad valorem, license, personal, intangible, occupation, or other tax which shall be lawfully imposed on the Premises, the operations or property of Lessee.

24.04 Height Restriction. Lessee expressly agrees for itself, its successors, and assigns, to restrict the height of structures, objects of natural growth and other obstructions on the Premises to such a height to comply with Title 14, Part 77 of the Code of Federal Regulations, as now or hereafter amended.

24.05 Right of Flight. Authority reserves unto itself, its successors and assigns, for the use and benefit of the public, a right of flight for the passage of aircraft in the airspace above the surface of the Premises together with the right to cause in said airspace such noise as may be inherent in the operations of aircraft now known or hereafter used, for navigation of or flight in said airspace for landing on, taking off from, or operating on the Airport.

24.06 Operation of Airport. Lessee expressly agrees for itself, its sublessees, successors and assigns to prevent any use of the Premises that would interfere with or adversely affect the operation, maintenance or development of the Airport, or otherwise constitute an Airport hazard; provided that the operation of the Premises for the uses permitted under this Agreement in accordance with the terms, covenants and conditions of this Agreement and the Minimum Standards shall not be deemed to interfere with or adversely affect the operation, maintenance of development of the Airport or otherwise constitute an Airport hazard.

24.07 Release. Lessee acknowledges that noise and vibration are inherent to the operation of the Airport and hereby releases the Authority from all liability relating to the same.

24.08 Nonexclusive Rights. Notwithstanding any provision of this Agreement to the contrary, Lessee understands and agrees that the rights and privileges granted to Lessee by this Agreement are nonexclusive, other than the exclusive right of use of the Premises, and that the Authority may grant similar privileges to other tenants and users on other parts of the Airport.

24.09 Hazardous Wildlife Attractants. Lessee acknowledges that water detention and retention areas are considered wildlife attractants and Lessee shall request the written approval of the Authority prior to constructing a water detention or retention area within the Premises. If approved by the

Authority, water detention or retention areas shall follow the siting, design, and construction requirements of the Authority. Lessee further agrees to comply with all provisions of Federal Aviation Administration Advisory Circular No. 150/5200-33B, as now or hereafter amended, as such circular is interpreted by the Authority.

24.10 Subordination to Federal Agreements. This Agreement shall be subject and subordinate to all terms, covenants, and conditions of any instrument and documents under which the Authority acquired the land or existing improvements thereon, of which the Premises or any portion thereof are a part and shall be given only such effect as will not conflict with nor be inconsistent with such terms, covenants, and conditions. Lessee understands and agrees that this Agreement shall be subordinate to the provisions of any existing or future agreement between the Authority and the United States of America, or any of its agencies, relative to the operation, maintenance and development of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the Airport.

#### **Article 25 – Non-Discrimination**

25.01 Non-Discrimination in Authority Contracts. Lessee warrants and represents to the Authority that it does not discriminate based on race, color, national origin, gender, religion, or age. Lessee has submitted to the Authority a copy of its non-discrimination policy, which is consistent with the above statement, as contained in Resolution R-2014-1421, as may be amended. If Lessee does not have a written non-discrimination policy, it has acknowledged through a signed written statement provided to the Authority affirming their non-discrimination policy conforms to Resolution R-2014-1421, as may be amended.

#### 25.02 Federal Non-Discrimination Covenants.

- (A) Lessee, for its heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that:
- (1) In the event facilities are constructed, maintained, or otherwise operated on the Premises for a purpose for which a Federal Aviation Administration activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, Lessee will maintain and operate such facilities and services in compliance with all requirements imposed by the nondiscrimination acts and regulations listed in the Nondiscrimination Authorities (as hereinafter defined), as may be amended, such that no person on the grounds of race, color, national origin, gender, religion, or age will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
  - (2) No person on the ground of race, color, national origin, gender, religion, or age will be excluded from participation in, denied the benefits of, or be otherwise

subjected to discrimination in the use of Authority property, including, but not limited to, the Premises.

- (3) In the construction of Improvements on, over, or under the Premises and the furnishing of services thereon, no person on the ground of race, color, national origin, gender, religion, or age will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.
  - (4) Lessee will use the Premises in compliance with all other requirements imposed by or pursuant to the Nondiscrimination Authorities.
- (B) In the event of breach of any of the above nondiscrimination covenants, Authority shall have the right to terminate this Agreement and to enter, re-enter, and repossess the Premises, and hold the same as if this Agreement had never been made or issued. This Agreement shall not be terminated pursuant to this paragraph until the procedures of 49 CFR Part 21 are followed and completed, including, the exercise or expiration of appeal rights.
- (C) For purposes of this Article, the term “Non-Discrimination Authorities” includes, but is not limited to, the non-discrimination statutes, regulations and authorities listed in Appendix “E” of Appendix “4” of FAA Order 1400.11, Non-discrimination in Federally Assisted Programs at the Federal Aviation Administration, as may be amended.

**Article 26 - Failure of Utility Systems**

Authority shall not be responsible or liable to Lessee for any claims for compensation or any losses, damages or injury whatsoever sustained by Lessee including, but not limited to, those resulting from failure of any water supply, heat, air conditioning, electrical current, or sewerage or drainage facility, or caused by natural physical conditions on the Premises, whether on the surface or underground, including stability, moving, shifting, settlement of ground, or displacement of materials by fire, water, windstorm, tornado, hurricane, act of God or state of war, civilian commotion or riot, or any cause beyond the control of the Authority. The Authority shall not be liable for any damage or loss of any personal property placed or moved on to the Premises. All personal property placed on or moved on to the Premises shall be at the sole risk of Lessee and the Authority shall not be liable for any loss or damage thereto, except to the extent such loss or damage was caused by the negligence of the Authority, as limited or otherwise affected by Article 768.28, Florida Statutes.

**Article 27 - Subordination to Bond Resolution**

The Authority reserves the right to issue bond financing. The Authority may participate in obtaining financing from time to time through the issuance of bonds whereby a bond resolution is adopted (“Bond Resolution”). When this occurs, the lands of the Authority may be pledged or assigned to support the financing transaction. This Agreement and all rights granted to Lessee hereunder are expressly subordinated and subject to the lien and provisions of the pledge, transfer, hypothecation or

assignment made by the Authority in the Bond Resolution, and the Authority and Lessee agree that to the extent permitted by authorizing legislation, the holders of the Bonds or their designated representatives shall exercise any and all rights of the Authority hereunder to the extent such possession, enjoyment and exercise are necessary to ensure compliance by Lessee and the Authority with the terms and provisions of this Agreement and Bond Resolution.

**Article 28 - Waiver of Jury Trial**

The Parties hereto shall, and they hereby do, waive trial by jury in any action, proceeding, or counterclaim brought by either of the Parties hereto against the other on any matters whatsoever arising out of, or in any way connected with, this Agreement, the relationship of the Authority and Lessee, Lessee's use, or occupancy of the Premises and/or building, and/or claim or injury or damage. In the event the Authority commences any proceeding to enforce this Agreement or the Authority/Lessee relationship between the Parties or for nonpayment of rent, of any nature whatsoever, or additional monies due the Authority from Lessee under this Agreement, Lessee will not interpose any counterclaim of whatever nature or description in any such proceedings. In the event Lessee must, because of applicable court rules, interpose any counterclaim or other claim against the Authority in such proceedings, the Authority and Lessee covenant and agree that, in addition to any other lawful remedy of the Authority, upon motion of the Authority, such counterclaim or other claim asserted by Lessee shall be severed out of the proceedings instituted by the Authority and the proceedings instituted by the Authority may proceed to final judgement in the Circuit Court of the 12th Judicial Circuit separately and apart from and without consolidation with or reference to the status of each counterclaim or any other claim asserted by Lessee.

**Article 29 - Miscellaneous**

29.01 Force Majeure. Any delay in or a failure by Lessee in the performance of its obligation under this Agreement to construct the Required Improvements shall not constitute a default under this Agreement to the extent that such delay or failure of performance is attributable to: (a) acts of God, (b) fire or other casualty, (c) war or civil violence, (d) failure of the Authority, FAA or other governmental entity with oversight over the Premises to issue any permit, license or consent needed for construction of the Required Improvements through no fault, delay, action, or inaction of Lessee, or (e) strikes or labor disturbances affecting the Sarasota/Manatee area not attributable to the failure of Lessee to perform its obligations under any applicable labor contract or law directly and adversely affecting Lessee (a "Force Majeure Event"). In no event shall the inability to obtain financing be deemed to be a Force Majeure Event.

29.02 Waiver. The failure of the Authority to insist on a strict performance of any of the agreements, terms, covenants, and conditions hereof shall not be deemed a waiver of any rights or remedies that the Authority may have for any subsequent breach, default, or non-performance, and the Authority's right to insist on strict performance of this Agreement shall not be affected by any previous waiver or course of dealing.

29.03 Easement. Nothing in this Agreement shall impair any existing utility easements, nor impair the Authority's right of access to any existing utility lines. The Authority reserves the right to grant

utility easements, licenses, and rights-of way to others over, under, through, across, or on the Premises If the grant or the use of any easement, license, or right of way issued by the Authority interferes with Lessee's existing operations, or any planned or ongoing construction approved by the Authority as required by this Agreement, or reduces the value of the Required Improvements approved by the Authority as required herein, the Authority shall reimburse Lessee in a timely manner for any direct costs incurred by Lessee specifically attributable thereto, which costs shall not include any time or overhead charges attributable to Lessee. Lessee shall furnish the Authority with original source documentation of said direct costs, which documentation shall be used by the Authority as the sole means to determine the amount of reimbursement due.

29.04 Independent Contractor. Lessee or any successor in interest to this Agreement, is and shall be deemed to be an independent contractor and operator responsible to all parties for its respective acts or omissions, and the Authority shall in no way be responsible therefor.

29.05 Governmental Authority. Nothing in this Agreement shall be construed to waive or limit the Authority's governmental authority as an Independent Special District of the State of Florida to regulate Lessee or its operations. The Authority's obligations under this Agreement are made in a proprietary capacity rather than in a governmental capacity and such agreements shall not be construed as prohibiting, limiting, or eliminating the obligation of the Parties to comply with all applicable rules, regulations, ordinances, statutes and laws, nor alter or impair the Authority's governmental functions, including, but not limited to, the Authority's right to lawfully exercise its regulatory authority over the development of the Premises, nor as enabling, permitting, or creating any cause of action or claim arising out of the lawful exercise of the Authority's governmental authority.

29.06 Consent and Action. Whenever this Agreement calls for an approval, consent or authorization by the Authority, such approval, consent, or authorization shall be evidenced by the written approval of the President/CEO of the Authority. In the event this Agreement is silent as to the standard for any consent, approval, determination, or similar discretionary action, the standard shall be at the reasonable discretion of the Authority.

29.07 Rights Reserved to the Authority. All rights not specifically granted Lessee by this Agreement are reserved to the Authority.

29.08 Invalidity of Clauses. The invalidity of any portion, article, paragraph, provision, clause, or any portion thereof of this Agreement shall have no effect upon the validity of any other part or portion hereof.

29.09 Governing Law. This Agreement shall be governed by and in accordance with the laws of the State of Florida.

29.10 Venue. Venue in any action or proceeding in connection with this Agreement shall be filed and held in a State court of competent jurisdiction located in Sarasota or Manatee County, Florida.

29.11 Notices. All notices and elections (collectively, "notices") to be given or delivered by or to either Party, shall be in writing and shall be, as elected by the party giving such notice, hand delivered

by messenger, courier service or overnight mail, or alternatively shall be sent by United States Certified Mail, with Return Receipt Requested. The effective date of any notice shall be the date of delivery of the notice if by personal delivery, courier services or overnight mail, or if mailed, upon the date which the return receipt is signed or delivery is refused, or the notice designated by the postal authorities as non-deliverable. The Parties hereby designate the following addresses as the addresses to which notices are to be delivered, and delivery to such addresses shall constitute binding notice given to such Party:

<u>Authority</u> President, CEO Sarasota Manatee Airport Authority Sarasota Bradenton International Airport 6000 Airport Circle Sarasota, FL 34243	<u>Copies to</u> Properties Department Sarasota Manatee Airport Authority Sarasota Bradenton International Airport 6000 Airport Circle Sarasota, FL 34243
<u>Lessee</u> Peter Cumo Chief Executive Officer Aircraft Services Group 401 Industrial Avenue Teterboro, NJ 07608	<u>Copies to</u> Andrew Reenstra President Aircraft Services Group 401 Industrial Avenue Teterboro, NJ 07608

Either Party may from time to time change the address to which notice under this Agreement shall be given such Party, upon ten (10) days prior written notice to the other Party.

29.12 Paragraph Headings. The heading of the various Articles of this Agreement, and its Table of Contents, are for convenience and ease of reference only, and shall not be construed to define, limit, augment or describe the scope, context or intent of this Agreement or any part or parts of this Agreement.

29.13 No Recording. Neither this Agreement, nor any memorandum or short form hereof, shall be recorded in the Public Records of the Authority without the Authority's consent. Notwithstanding the foregoing, the Authority hereby consents to the recording at Lessee's expense of a Memorandum of Agreement in a form substantially like the one attached as Exhibit C.

29.14 Binding Effect. The terms, covenants, and conditions of this Agreement shall inure to the benefit of and be binding upon the Parties hereto and their successors, assigns and sublessees, if any. This provision shall not constitute a waiver of any conditions against assignment or subletting.

29.15 Construction. Neither Party shall be considered the author of this Agreement since the Parties hereto have participated in extensive negotiations and drafting and redrafting of this document to arrive at this final Agreement. Thus, the terms of this Agreement shall not be strictly construed against one Party as opposed to the other Party based upon who drafted it. If any Article, paragraph, sentence, clause, or provision hereof, shall be held by a court of competent jurisdiction to be invalid, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect.

29.16 No Broker. Lessee represents and warrants that Lessee has not dealt with any real estate salesperson, agent, finder, or broker in connection with this Agreement and further agrees to indemnify, defend, and hold harmless the Authority from and against any claims or demands of any such salesperson, agent, finder, or broker claiming to have dealt with Lessee. The foregoing indemnification shall include all costs, expenses, and fees, including reasonable attorney's fees at trial and all appellate levels, incurred in the defense of any such claim or demand.

29.17 Public Entity Crimes. As provided in Article 287.132-133, Florida Statutes, by entering into this Agreement or performing any work in furtherance hereof, Lessee certifies that it, its affiliates, suppliers, subcontractors, and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Authority of Management Services within the thirty-six (36) months immediately preceding the effective date hereof. This notice is required by Article 287.133(3)(a), Florida Statutes.

29.18 Scrutinized Companies. As provided in Article 287.135, Florida Statutes, by entering into this Agreement or performing any work in furtherance hereof, Lessee certifies that it, its affiliates, suppliers, subcontractors and consultants who perform hereunder, have not been placed on the Scrutinized Companies Activities in Sudan List or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to Article 215.473, Florida Statutes, or on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to Article 215.4725, Florida Statutes, or is engaged in business operations in Cuba or Syria. If Authority determines, using credible information available to the public, that a false certification has been submitted by Lessee, this Agreement may be terminated and a civil penalty equal to the greater of Two Million Dollars (\$2,000,000) or twice the amount of this Agreement shall be imposed on Lessee, pursuant to Article 287.135, Florida Statutes.

29.19 Budgetary Funding. Any obligations of the Authority that require financial funding are subject to and contingent upon annual budgetary funding and appropriations by the Sarasota Manatee Airport Authority Board.

29.20 Entirety of Agreement. The Parties agree that this Agreement sets forth the entire agreement between the Parties, and there are no promises or understandings other than those stated in this Agreement. None of the terms, covenants, and conditions contained in this Agreement may be added to, modified, superseded, or otherwise altered except by written instrument executed by the Parties hereto.

29.21 Incorporation by References. Exhibits attached hereto and referenced herein shall be deemed to be incorporated in this Agreement by such reference.

29.22 Radon. Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from the local government public health unit.

29.23 No Third-Party Beneficiaries. No provision of this Agreement is intended to, or shall be construed to, create any third-party beneficiary or to provide any rights to any person or entity not a Party to this Agreement, including, but not limited to, any citizen or employees of the Authority or Lessee.

29.24 Time of the Essence. Time is of the essence of this Agreement and in case Lessee shall fail on its part to be performed to perform any term, covenant, or condition at the time fixed for the performance of such respective term, covenant, or condition by the provisions of this Agreement, the Authority may declare Lessee to be in default of this Agreement.

29.25 Survival. Lessee shall remain liable following the scheduled expiration or earlier termination of this Agreement to perform all duties and obligations, terms, covenants, or conditions imposed on Lessee hereunder arising prior to the scheduled expiration or earlier termination of this Agreement.

29.26 Rights Reserved. Rights not specifically granted to Lessee by this Agreement are expressly and independently reserved to the Authority. The Authority expressly reserves the right to prevent any use of the described Premises which would interfere with or adversely affect the operation or maintenance of the Airport, or otherwise constitute an airport hazard.

29.27 Rent a Separate Covenant. Lessee shall not for any reason withhold or reduce Lessee's required payments of rent and other charges provided in this Agreement, it being expressly understood and agreed by the Parties that the payment of rent and additional rent is a covenant by Lessee that is independent of the other covenants of the Parties hereunder.

29.28 Corporate Tenancy. If Lessee is a corporation or other organizational entity, the undersigned officer of Lessee hereby warrants and certifies to the Authority that Lessee is an entity in good standing and is authorized to do business in the State of Florida and shall provide proof of good standing to the Authority.

29.29 Corporate Authority. The undersigned officer of Lessee hereby further warrants and certifies to the Authority that he or she, as such officer, is authorized and empowered to bind the entity to the terms, covenants, and conditions of this Agreement by his or her signature thereto. The Authority, before it accepts and delivers this Agreement, shall require Lessee to supply it with a Sworn Statement on Public Entity Crimes, attached hereto and incorporated herein as Exhibit B, and a certified copy of the entity resolution authorizing the execution of this Agreement by Lessee.

(Continued on next page).



**IN WITNESS WHEREOF**, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**Approved to Form and Legal Sufficiency  
for Sarasota Manatee Airport Authority,**

**SARASOTA MANATEE AIRPORT AUTHORITY,  
an Independent Special District Existing Under  
the Laws of the State of Florida**

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

**Signed, Sealed, and Delivered in the  
Presence of Two Witnesses for  
Aircraft Services Group, Inc.,**

**AIRCRAFT SERVICES GROUP, INC.  
a corporation organized and existing under  
laws of the State of New Jersey**

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

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Signature  
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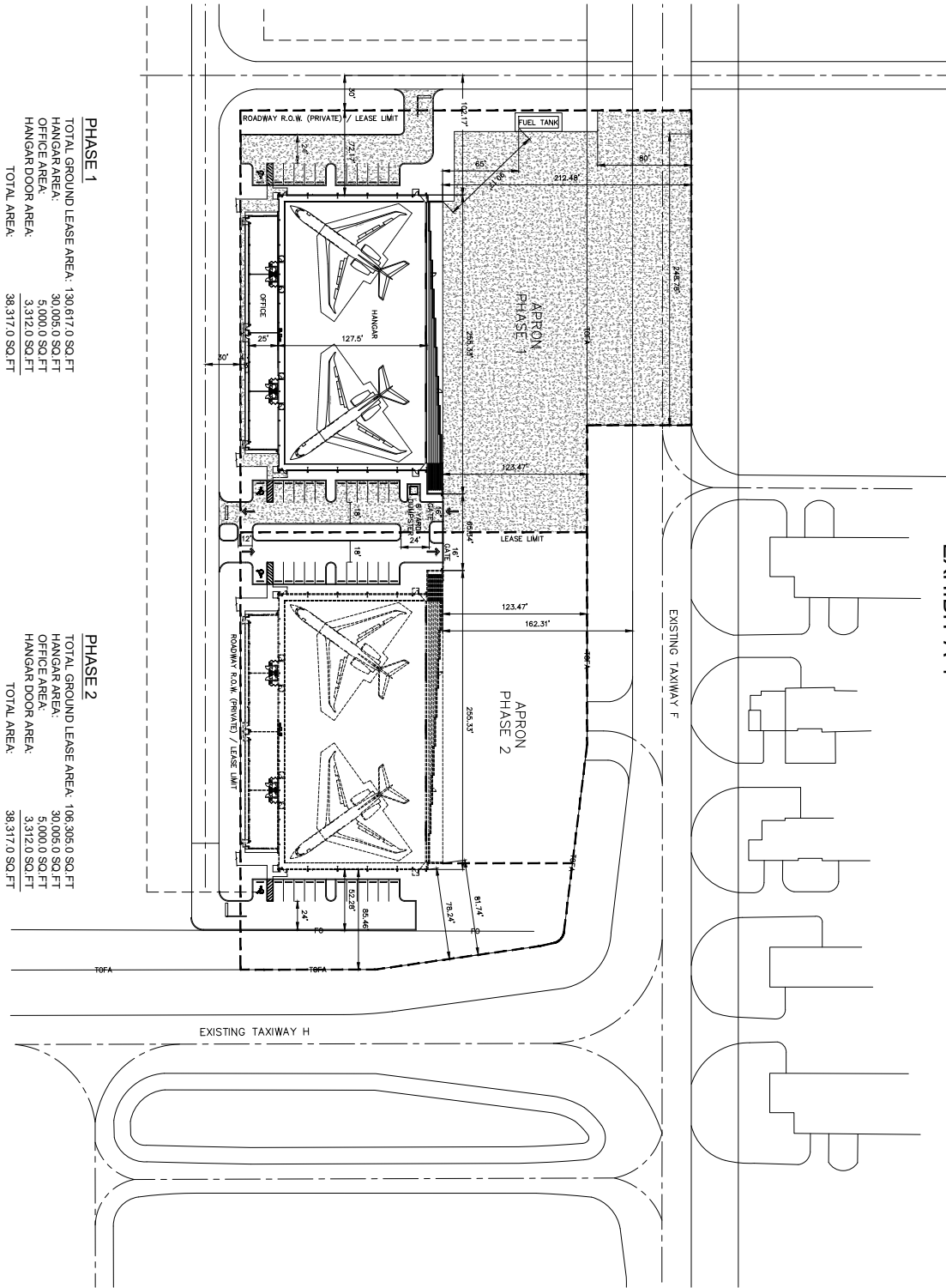
**SEAL**

**EXHIBIT A-1  
PREMISES**

SMAA01192024R

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EXHIBIT A-1



**PHASE 1**  
 TOTAL GROUND LEASE AREA: 130,617.0 SQ. FT.  
 HANGAR AREA: 30,005.0 SQ. FT.  
 OFFICE AREA: 5,000.0 SQ. FT.  
 HANGAR DOOR AREA: 3,312.0 SQ. FT.  
 TOTAL AREA: 38,317.0 SQ. FT.

**PHASE 2**  
 TOTAL GROUND LEASE AREA: 106,305.0 SQ. FT.  
 HANGAR AREA: 30,005.0 SQ. FT.  
 OFFICE AREA: 5,000.0 SQ. FT.  
 HANGAR DOOR AREA: 3,312.0 SQ. FT.  
 TOTAL AREA: 38,317.0 SQ. FT.



Contract No. 23-01  
 Project No. 23-01  
 SHEET NO. 10 OF 10  
 DATE: DECEMBER 2023  
 Sheet Number

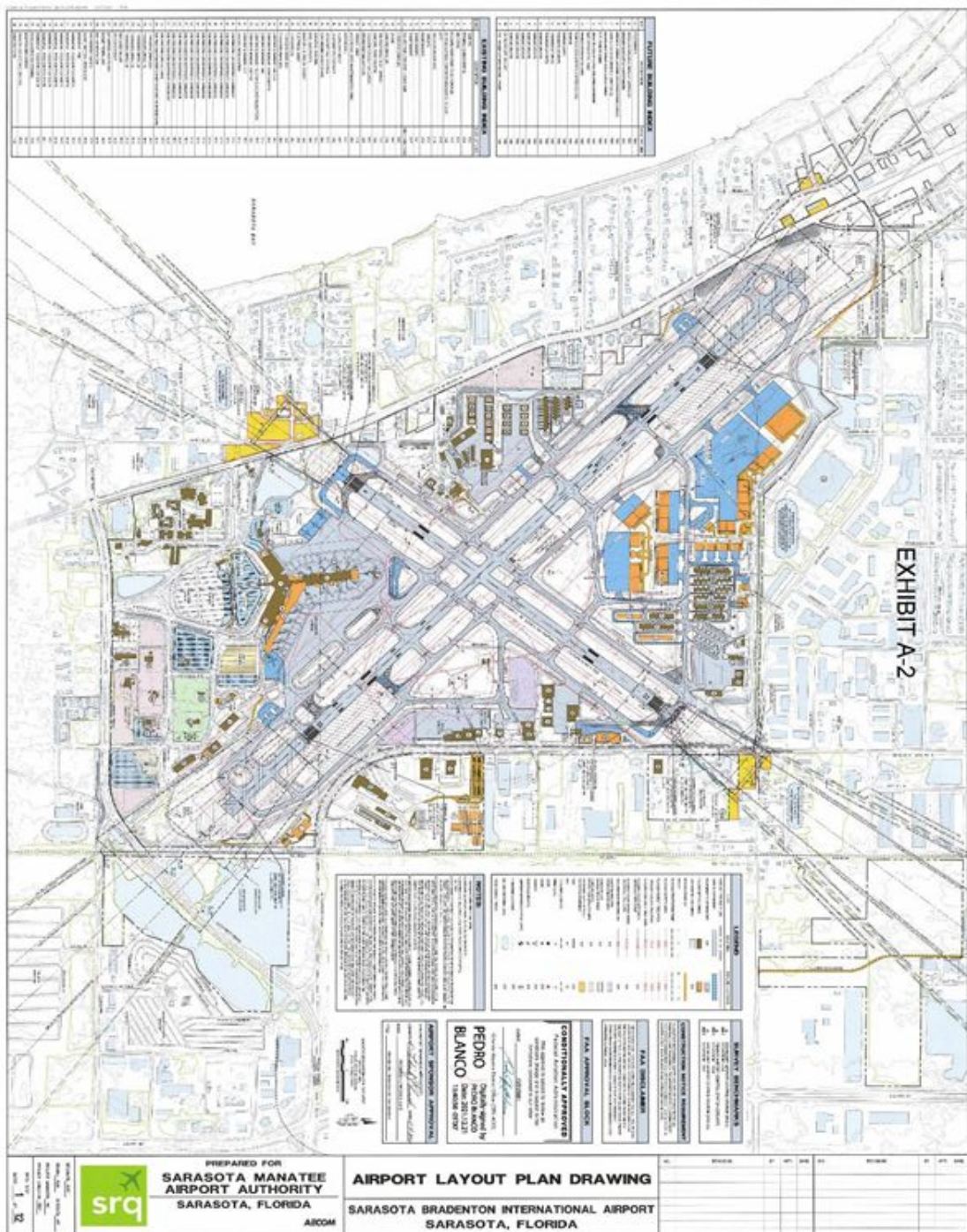


**team architecture**  
 incorporated  
 2328 10th Avenue North, Suite 200  
 Lake Worth, Florida 33461  
 (561) 855-2688

**JET ASG HANGAR**  
**SRQ NORTH QUAD AIRPORT**  
 6000 AIRPORT CIR., SARASOTA, FL. 34243



**EXHIBIT A-2**  
**NON-EXCLUSIVE OFFSITE STORMWATER DRAINAGE**



SMAA01192024R

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**EXHIBIT B**

**SWORN STATEMENT PURSUANT TO ARTICLE 287.122(3)(A) FLORIDA STATUTE, PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to SARASOTA MANATEE AIRPORT AUTHORITY

by: \_\_\_\_\_  
(print individual's name and title)

for: \_\_\_\_\_  
(print name of entity submitting sworn statement)

whose business address is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_  
(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement) \_\_\_\_\_

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services, any Agreement for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, because of a jury verdict, nonjury trial, or entry of a plea of guilty of nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:  
(1) A predecessor or successor of a person convicted of a public entity crime; or  
(2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months is considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes

those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

- 6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate by placing a check (☐) in front of the appropriate statement. **(Check only one statement)**

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity was charged with and convicted of a public entity crime after July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity was charged with and convicted of a public entity crime after July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity was charged with and convicted of a public entity crime after July 1, 1989. However, there was a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings, and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY, AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY, PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN ARTICLE 287.017, FLORIDA STATUTES, FOR CATEGORY TWO, OF ANY CHANGE AFFECTING THE CORRECTNESS OF THE INFORMATION CONTAINED IN THIS SWORN STATEMENT.

\_\_\_\_\_  
 (Signature) (Date)

\_\_\_\_\_  
 (Printed Name)

STATE OF \_\_\_\_\_  
 COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2024 by \_\_\_\_\_ who is  personally known to me or  has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
 Signature of Notary Public

\_\_\_\_\_  
 Printed Name of Notary Public

**EXHIBIT C  
MEMORANDUM OF AGREEMENT**

UPON RECORDING RETURN TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MEMORANDUM OF AGREEMENT**

**STATE OF FLORIDA  
COUNTY OF MANATEE**

This MEMORANDUM OF AGREEMENT (this "Memorandum"), dated as of the \_\_\_\_ day of \_\_\_\_\_, 2024, is made by and between the Sarasota Manatee Airport Authority, an Independent Special District existing under the laws of the State of Florida ("Authority"), and \_\_\_\_\_ a limited liability company organized under the laws of the State of Florida, ("Lessee").

WITNESSETH:

The Authority as lessor and the Lessee as lessee have entered into a Development and Operating Agreement dated \_\_\_\_\_ 2024 (the "Agreement") with respect to certain real property as described therein, being a total of approximately 4.0 acres of land more or less, being located at Sarasota Bradenton International Airport as more fully described on Exhibit "A-1" attached hereto and by this reference made a part hereof (the "Property");

1. Said Agreement sets forth the above names of the parties thereto, together with their respective addresses as set forth hereinbelow.
2. The Term of said Agreement is twenty (20) years from the Commencement Date as defined in the Agreement and shall thereafter be subject to one possible and conditional further extension of ten (10) years.
3. This Memorandum of Agreement is automatically terminated and of no further force or effect as of the Expiration Date of this Agreement.
4. The purpose of this Memorandum of Agreement is to give constructive notice of the Agreement and of all terms, conditions, and provisions thereof to the same extent as if said Agreement was fully set forth herein.

(Continued on next page).



**IN WITNESS WHEREOF**, the parties hereto have caused this Memorandum of Agreement to be executed as of the day and year first above written, for the purpose of providing an instrument for recording in the Manatee County, Florida Public Records.

**SARASOTA MANATEE AIRPORT AUTHORITY,  
an Independent Special District existing  
under the laws of the State of Florida**

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY**

**APPROVED AS TO TERMS  
AND CONDITIONS**

By: \_\_\_\_\_  
General Counsel

By: \_\_\_\_\_  
President & CEO

**NOTARIAL ACKNOWLEDGMENT AS TO SARASOTA MANATEE AIRPORT AUTHORITY**

STATE OF FLORIDA  
COUNTY OF MANATEE

The foregoing instrument was acknowledged before me by means of \_\_\_\_ physical presence or \_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by \_\_\_\_\_ (name) as \_\_\_\_\_ (title) of Sarasota Manatee Airport Authority, an Independent Special District existing under the laws of the State of Florida who is personally known to me or who has produced \_\_\_\_\_ (type of identification) as identification.

\_\_\_\_\_  
*Signature* - NOTARY PUBLIC  
STATE OF FLORIDA AT LARGE  
\_\_\_\_\_  
(Name typed, printed, or stamped)  
\_\_\_\_\_  
(Serial number, if any)

NOTARY SEAL

(Continued on next page).

**AIRCRAFT SERVICES GROUP, INC.**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**ATTEST**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**NOTARIAL ACKNOWLEDGMENT AS TO AIRCRAFT SERVICES GROUP, INC.**

STATE OF FLORIDA  
COUNTY OF MANATEE

The foregoing instrument was acknowledged before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by \_\_\_\_\_ (name) as \_\_\_\_\_ (title) of Aircraft Services Group, Inc. a corporation existing under the laws of the State of New Jersey, on behalf of the corporation, who is personally known to me or who has produced \_\_\_\_\_ (type of identification) as identification.

\_\_\_\_\_  
*Signature* - NOTARY PUBLIC  
STATE OF FLORIDA AT LARGE  
\_\_\_\_\_  
(Name typed, printed, or stamped)  
\_\_\_\_\_  
(Serial number, if any)

NOTARY SEAL

## AGENDA ITEM NO. 6.5

**SARASOTA MANATEE AIRPORT AUTHORITY  
JANUARY 29, 2024 MEETING  
STAFF NARRATIVE**

**REQUEST FOR APPROVAL: RFQ-04-2023-OCC, PROFESSIONAL PLANNING, ENGINEERING AND ARCHITECTURAL DESIGN SERVICES TO PROVIDE ON-CALL GENERAL CONSULTING SERVICES**

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**EXECUTIVE SUMMARY:** Staff publicly noticed a Request for Qualifications ("RFQ") for Professional Services of a qualified firm capable of providing planning, engineering, architectural services as on-call general consulting in accordance with Florida Statute 287.055. Thirteen (13) firms submitted their qualifications, and three (3) firms were deemed by staff to be the most qualified firms and will present to the Authority's Board. Staff requests the Board select two of the three firms to provide services as needed. Staff will distribute projects between the two firms.

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**NARRATIVE:** The Sarasota Manatee Airport Authority (SMAA), henceforth referred to as "Authority", is seeking professional services to provide on-call general consulting services in accordance with Florida Statute 287.055. Services may include engineering and architectural design, permitting, bidding and/or construction phase services for the following projects:

1. Terminal Modifications and Upgrades,
2. Parking Lot Expansion
3. Stormwater Improvements
4. GIS Program
5. Surveying
6. Airport Fencing and Barricades
7. Rental Car/Ready Return Improvements
8. Environmental Investigations and Audits
9. Utility Improvements
10. MEP Modifications and Upgrades
11. SWPPP Updates and Training
12. Traffic Studies
13. Cost Estimates
14. Program Management/Design Reviews
15. Conceptual Planning for Commercial Projects
16. Any other consulting service required for proper maintenance, planning, and development at Sarasota Bradenton International Airport, that meet requirements found in Florida Statute 287.055.

The selection of the professional firms shall be based upon qualifications, specifically the firm's experience on similar type projects, team experience and organization, and other factors unique to each firm. The top three (3) proposing firms were short-listed by staff and are required to make a public presentation to the Authority's Board, at which time the Board will select the two deemed "most qualified ". Authority staff will then be responsible for negotiating a contract for said services for each individual project when and if the project is initiated.

In response to the publicly noticed Request for Qualifications RFQ-04-2023-OCC issued in November 2023, thirteen (13) firms submitted responses. The following three (3) firms have been shortlisted for presentation:

AtkinsRealis  
4030 West Boy Scout Boulevard  
Suite 700  
Tampa, Florida 33607

Infrastructure Consulting & Engineering, PLLC, LLC  
5550 W. Idlewild Avenue, Suite 115  
Tampa, Florida 33634

Kimley-Horn and Associates  
201 North Franklin Street, Suite 1400  
Tampa, Florida 33602

Each firm has 10 minutes to complete their presentation.

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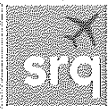
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**RECOMMENDATION:** It is hereby recommended that the Sarasota Manatee Airport Authority select two deemed most qualified firms. Staff also requests authorization to prepare all documents necessary to implement this action. Staff will negotiate the scope and fees for each individual project when and if project is initiated.

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**ATTACHMENTS:** Short-list Firm Submittals



# AtkinsRéalis

Request for Qualifications for  
**On-Call General Consulting Services**  
RFQ-04-2023-OCC

**Mr. Kent D. Bontrager, AAE, PE**  
Vice President Engineering, Planning & Facilities  
Sarasota Manatee Airport Authority  
6000 Airport Circle  
Sarasota, FL 34243

**DATE**  
January 5, 2024

**AtkinsRéalis USA Inc.**  
4030 West Boy Scout Boulevard  
Suite 700,  
Tampa, FL 33607

o.813.281.7672  
o.813.817.3777

info@atkinsrealis.com  
atkinsrealis.com

Dear Mr. Bontrager and Members of the Selection Committee

Over the past 2 years, the Sarasota Bradenton International Airport (SRQ) has experienced extreme unprecedented growth in commercial service traffic that is taxing all components of the airport infrastructure. This exponential growth is creating the need for rapid solutions to a wide variety of challenges around the airport. In order to address these challenges, the Sarasota Manatee Airport Authority (SMAA) needs a general consultant that can respond quickly and efficiently while providing quality technical solutions. AtkinsRéalis is one of Florida's leading provider of general consulting services and is ready to bring our experience to help you successfully deliver your projects.



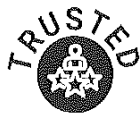
**LOCAL.** The AtkinsRéalis Sarasota office is home to more than 19 engineers, scientists, and construction management specialists with local project experience. We will also staff this contract with resources from our Tampa, Orlando, and Fort Myers offices providing more than 952 professional resources within a short drive. Additionally, we have supplemented our team with local partners that have experience working at SRQ and will aid with rapid responsiveness.



**EXPERIENCED.** The professionals shown on our project organizational chart not only specialize in airport related development, but they have also performed services on a wide variety of on-call style contracts. This means that our team is experienced with the technical needs of airport projects, working at SRQ, and delivering the various types of tasks that come from on-call assignments.



**COMMITTED.** Airport development is what we do. Our team is committed to the betterment of Florida's airport system and improving the communities with live in. As the leader of Florida's aviation market sector, I can provide the corporate commitment that we will prioritize the assignments received under this contract and provide SMAA with top quality service.



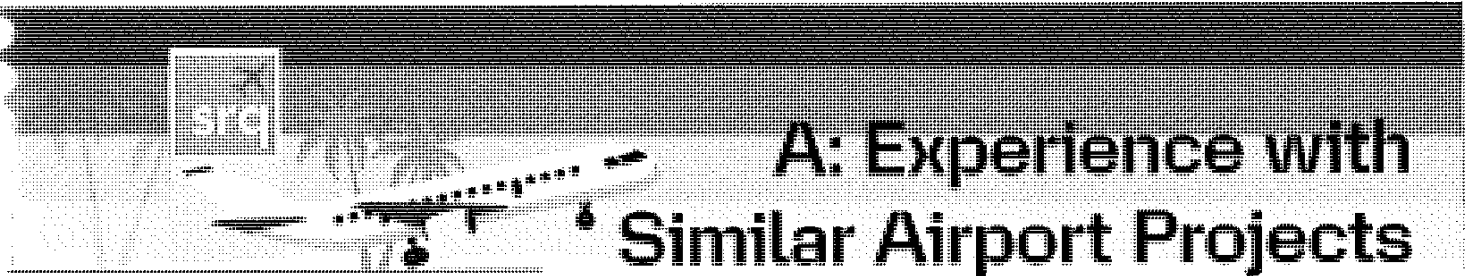
**TRUSTED.** More than 90% of our aviation work comes from repeat clients. This shows that we take our business seriously and want to perform well for our clients so we can continue to work together for the betterment of the airport. The airport on-call contracts showcased in this proposal have all had multiple resections and we've been a trusted advisor to these clients for 10, 20, or even 30.

AtkinsRéalis would welcome the opportunity to provide on-call general consulting services for SMAA and become your trusted advisor. If you have any further questions, please feel free to contact me at 813.282.7672 or thomas.roda@atkinsrealis.com.

Sincerely,

Tom Roda, PE  
Sr. Division Manager/Project Manager





## AtkinsRéalis overview

In September 2023, Atkins' parent company announced a global rebranding to a new company name, AtkinsRéalis. Atkins North America, Inc. has changed its legal name to AtkinsRéalis USA Inc., effective October 12, 2023. This is a change in name only. Please note, that all current contracts/agreements entered with Atkins North America, Inc. remain valid following this name change. In addition, our tax ID number (EIN) has not changed. There has been no change in control or ownership to either the ultimate parent company or its subsidiary and affiliate companies.

A well-respected global and fully integrated professional services and project management company, AtkinsRéalis is dedicated to engineering a better future for our planet and its people. We create sustainable solutions that connect people, technology, and data to design, deliver, and operate all types of projects. Our approach offers project solutions with a comprehensive end-to-end awareness focused on efficiency, constructability, cost effectiveness, sustainability, and quality. We apply this philosophy across the whole life cycle of an asset, including planning, environmental services, engineering design, and project and construction management.

The AtkinsRéalis team has demonstrated experience moving the world forward one step at a time by creating world-class

airports where travel is safer, easier, and faster for airport operations. No matter where our clients are working with us, from Los Angeles to Miami to London and Hong Kong, in one market or many, they benefit from lessons learned and best practices from our global experience combined with our local knowledge.

### Experience to meet your needs

The AtkinsRéalis team provides you with the following:

- ✔ 50+ years of airport design experience
- ✔ Extensive on-call general consulting contract experience
- ✔ Experience delivering on-call general consulting throughout the U.S.
- ✔ A proven, committed, and knowledgeable project manager with aviation experience, including at SRQ
- ✔ Experience managing multidisciplinary teams

The AtkinsRéalis team offers full-service aviation capabilities.



AtkinsRéalis recognizes that successful and compelling aviation infrastructure balances efficient, secure, and safe airport operations with excellent passenger and stakeholder accommodations, sustainability, and revenue generation. Our architects and engineers are passionately committed to providing creative, functional, and efficient designs that reflect communities' visions and create a sense of place. AtkinsRéalis

serves a broad range of aviation-focused clients, including airports, operators, developers, federal agencies, military installations, and airport authorities. This diversity enables us to fully understand the challenges facing our clients. *Table 1* highlights the AtkinsRéalis team's similar project experience, and selected detailed project profiles follow.

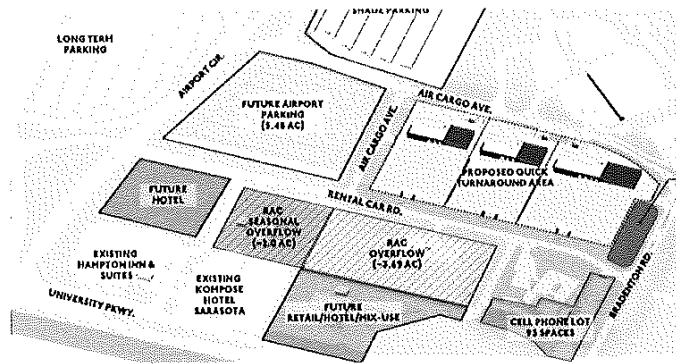
**Table 1. AtkinsRéalis team's experience related to the areas of services requested**

		Representative project experience												
		* SRQ, New Rental Car Facility, Sarasota, FL	* PNS, General Engineering Consultant Services, Pensacola, FL	* MDAD, General Civil Engineering Consultant Services, Miami, FL	* LAL, General Engineering Consultant Services, Lakeland, FL	* SFB, On-Call Engineering, Sanford, FL	* RSW, Terminal Expansion and Renovation, Fort Myers, FL	MCO, General Civil Engineering Consulting Services, Orlando, FL	SEF, On-Call General Consulting Services, Sebring, FL	Collier County Airports, General Consulting Services, Collier County, FL	DFW, On-Call Design and DFW Airport, Design Management Services, Dallas, TX	PHL/PNE, On Call Civil Engineering Consulting Services, Philadelphia, PA	ATL, Civil Engineering Design Services, Atlanta, GA	SAN, On-call Airside/Landside Design Services, San Diego, CA
Similar project elements	Terminal modifications and upgrades		●		●	●	●		●	●			●	●
	Parking lot expansion	●	●	●	●	●	●		●	●		●	●	●
	Stormwater improvements	●	●	●	●	●	●		●	●		●	●	●
	GIS program													
	Surveying	●	●	●	●	●	●		●	●		●	●	●
	Airport fencing and barricades	●	●	●	●	●	●		●	●		●	●	●
	Rental car/ready return improvements	●												
	Environmental investigations and audits		●	●	●	●	●		●	●		●	●	●
	Utility Improvements	●	●	●	●	●	●		●	●		●	●	●
	MEP modifications and upgrades		●	●	●	●	●		●	●		●	●	●
	SWPPP updates and training	●	●	●	●	●	●		●	●		●	●	●
	Traffic studies		●	●	●	●	●		●	●		●	●	●
	Cost estimates	●	●	●	●	●	●		●	●		●	●	●
	Program management/design reviews		●	●	●	●	●		●	●		●	●	●
	Conceptual planning for commercial projects		●	●	●	●	●		●	●		●	●	●
Other consulting services required for proper maintenance, planning, and development of the airport	●	●	●	●	●	●		●	●		●	●	●	



\* Detailed description follows on selected projects

## SRQ, New Rental Car Facility, Sarasota, FL



Contact: Kent D. Bontrager, AAE, PE | SMAA | [kent.bontrager@srq-airport.com](mailto:kent.bontrager@srq-airport.com) | 941.359.2770, ext. 4271

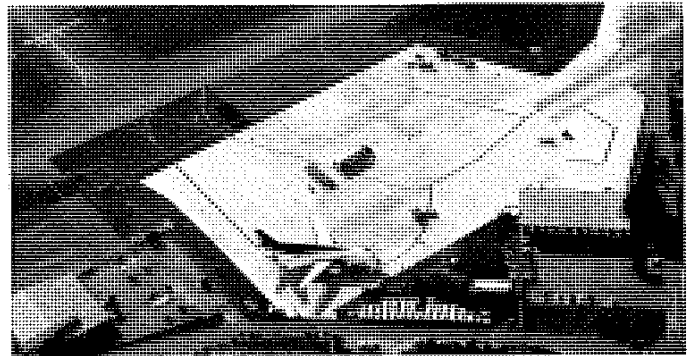
Key team members/duties: Tom Roda, PE - Project Principal | Fleet Wulf, PE, PMP, LEED AP, BD+C - Project Manager and Lead Civil Engineer | Jason Clemen, PE, ENV SP - Civil Engineering | Robert Ensor, PE, ENV SP - Quality Control | Jeremy Reiderman, PE - Civil Engineering | Bily Gomez, PE - Airfield Engineering | Serafina Schwerer, EI - Airfield Engineering | Manuel Bejarano, Ph.D., PE - Pavements | Chris Russo, PE, PTOE - Traffic

The project included design of a new quick turnaround (QTA) facility and rental car overflow storage lot. To make room for the new facilities, the existing cell phone waiting lot and an RV and boat storage lot needed to be relocated. AtkinsRéalis prepared civil design and bid packages for the proposed relocated cell phone waiting and RV and boat storage lots, as well as a semi-truck parking lot. In total, there were three different design and bid packages for this project.

## Pensacola International Airport (PNS), General Engineering Consultant Services, Pensacola, FL

Contact: Matthew F. Coughlin, CM | City of Pensacola/PNS | [mcoughlin@cityofpensacola.com](mailto:mcoughlin@cityofpensacola.com) | 850.436.5000

Key team members/duties: Tom Roda, PE - Project Manager | Jason Clemen, PE, ENV SP - Quality Control | Robert Rice, RA - Architecture | Ron Reitz, AIA, LEED AP - Architecture | Paul DiCicco, PE - Structural | Thomas Farmer, PE, LEED AP BD+C - Mechanical | Kent Krause, PE - Electrical | John Alford, PE, FPE, LEED AP BD+C - Plumbing | Fleet Wulf, PE, PMP, LEED AP, BD+C - Stormwater | Robert Ensor, PE, ENV SP - Airfield Civil | Bily Gomez, PE - Airfield, Civil | Manuel Bejarano, Ph.D., PE - Pavements | Tony Ragosa, PE - Pavements | Gavin Fahnestock - Planning | Kurt Krier - Planning | Chris Russo, PE, PTOE - Traffic | Rebecca Berzini, PWS, ENV SP - Environmental | Cheryl Propst, ENV SP - Environmental

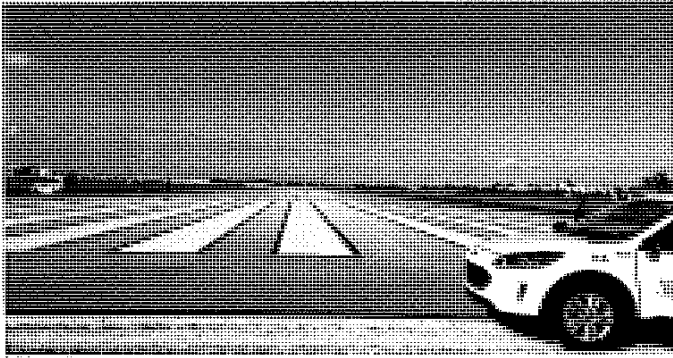


Since 2012, AtkinsRéalis has successfully delivered projects of various scopes and sizes at PNS, including the following:

- Cargo Apron Expansion
- Corporate Apron Rehabilitation
- Airport Land Use Map
- Airport Layout Plan (ALP) Update
- Phase I and Phase II Environmental Site Assessments (ESA)
- Focused Environmental Assessment (EA) for Maintenance, Repair, and Overhaul (MRO) Hangar
- Geotechnical Investigations for MRO Hangar
- Air Traffic Control Tower (ATCT) Study
- Stormwater Improvements Design
- MRO Hangar 2 (Project Titan Element 1)
- Project Titan Element 2 Prerequisites
- Transportation Security Administration (TSA) Checkpoint Improvements
- Taxiway A Rehabilitation Design and Construction Administration
- Nursing Mothers Private Room
- Taxiway A7 Hot Spot Reconstruction



## Miami-Dade Aviation Department (MDAD), General Civil Engineering Consultant Services, Miami, FL



Contact: Ernesto Beltre, PE | Miami-Dade Aviation Department | [ebeltre@flymia.com](mailto:ebeltre@flymia.com) | 305.876.0787

Key team members/duties: Tom Roda, PE - Project Principal | Jason Clemen, PE, ENV SP - Quality Control | Robert Ensor, PE, ENV SP - Airfield Civil | Bily Gomez, PE - Airfield, Civil | Manuel Bejarano, Ph.D., PE - Pavements | Tony Ragosa, PE - Pavements | Gavin Fahnestock - Planning | Kurt Krier - Planning | Rebecca Berzinis, PWS, ENV SP - Environmental | Cheryl Propst, ENV SP - Environmental

Since July 2018, AtkinsRéalis has provided general civil engineering services to the MDAD at Miami International (MIA)

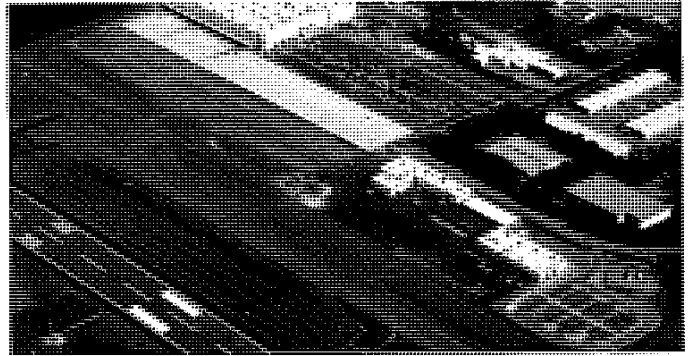
and Miami-Opa Locka Executive Airports (OPF). AtkinsRéalis has managed 17 service orders under this contract with varied disciplines and scope of work, including the following:

- MIA, Stormwater Sampling and Monitoring Program
- OPF, Fuel Facility Landside Vehicle Access Drive
- MIA, CC H and I Spot 22 Taxi Lane Concrete Pad
- OPF, Engine Run-Up Pad and Blast Fence
- MIA, Fuel Tender Facility Quality Assurance Material Testing Services
- OPF, Runway 9L-27R Rehabilitation
- MIA, West Side Booster Pump Station Permit Certification

## Lakeland International Airport (LAL), General Engineering Consultant Services, Lakeland, FL

Contact: Kris Hallstrand | City of Lakeland/Lakeland International Airport | [kris.hallstrand@lakelandgov.net](mailto:kris.hallstrand@lakelandgov.net) | 836.834.3298

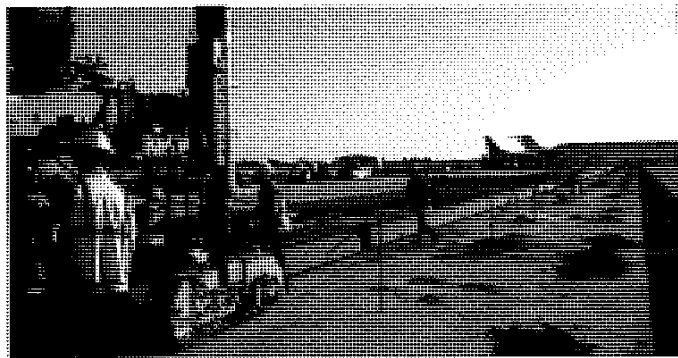
Key team members/duties: Tom Roda, PE - Project Manager | Darin Larson, PE, LEED AP - Project Principal | Thomas Farmer, PE, LEED AP BD+C - Mechanical | David Heideman, PE, REP - Mechanical | Kent Krause, PE - Electrical | John Alford, PE, FPE, LEED AP BD+C - Plumbing | Jason Clemen, PE, ENV SP - Airside and Landside Civil | Robert Ensor, PE, ENV SP - Airfield Civil | Bily Gomez, PE - Airfield, Civil | Manuel Bejarano, Ph.D., PE - Pavements | Tony Ragosa, PE - Pavements | Gavin Fahnestock - Planning | Kurt Krier - Planning | Rebecca Berzinis, PWS, ENV SP - Environmental | Cheryl Propst, ENV SP - Environmental | Praveen Ommi, CEP, VMA, LEED AP - Cost Estimating



In 2010, AtkinsRéalis was selected to provide GEC services at LAL. Under this contract, AtkinsRéalis has provided the airport with a wide range of planning, design, and construction-related professional services to assist with the development of their capital improvement program. Some of the representative projects include the following:

- ALP Update
- Disadvantaged Business Enterprise Program Update
- Terminal Expansion Concepts
- Runway 9 CAT II Instrument Landing System (ILS) Upgrade
- New ATCT
- New Intermodal Center
- Fixed-Base Operator Facility
- Fuel Farm
- Airport Business Plan
- Focused EA for New MRO Hangar
- Runway Protection Zone Tree Clearing and Grubbing
- Airfield Pavement Assessments

## Orlando Sanford International Airport (SFB), On-Call Engineering, Sanford, FL



Contact: George Speake | Sanford Airport Authority | [gspeake@osaa.net](mailto:gspeake@osaa.net) | 407.585.4006

Key team members/duties: Tom Roda, PE - Project Principal | Jason Clemen, PE, ENV SP - Civil Engineering | Robert Ensor, PE, ENV SP - Civil Engineering | Manuel Bejarano, Ph.D., PE - Pavements | Gavin Fahnestock - Planning | Kurt Krier - Planning | Frank Salmon, GISP - GIS

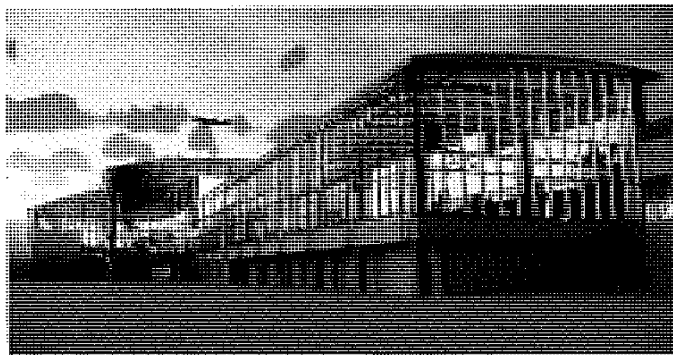
Since 2000, AtkinsRéalis has served as general engineering consultant to the Sanford Airport Authority (SAA), providing comprehensive aviation planning, engineering, and construction services toward SFB's future development.

The scope of services has consisted of general consulting, funding procurement and grant administration, planning and programming, engineering design, architectural design, resident engineering, master planning, environmental analysis, noise studies, preparation of disadvantaged business enterprise plans, land surveying, construction management and inspection, contract administration, and program management for SAA's planning and development projects.

## Southwest Florida International Airport (RSW), Terminal Expansion and Renovation, Fort Myers, FL

Contact: Adam Nguyen, Assoc. AIA | Lee County Port Authority | [ahnguyen@flylcpa.com](mailto:ahnguyen@flylcpa.com) | 239.590.4610

Key team members/duties: Tom Roda, PE - Project Principal | Darin Larson, PE, LEED AP - Project Manager | Robert Rice, RA - Architecture | Ron Reitz, AIA, LEED AP - Architecture | Cathy Roche, AIA, LEED AP - Architecture | Jose Castellanos, RA, RID - Architecture | Paul DiCicco, PE, PMP, LEED GA - Structural | Thomas Farmer, PE, LEED AP BD+C - Mechanical | David Heideman, PE, REP - Mechanical | John Pastrana, Ph.D. - Electrical | Kent Krause, PE - Electrical | John Alford, PE, FPE, LEED AP BD+C - Plumbing | Robert Lowell, CPD - Fire Protection | Fleet Wulf, PE, PMP, LEED AP, BD+C - Stormwater



| Jason Clemen, PE, ENV SP - Airside and Landside Civil | Robert Ensor, PE, ENV SP - Airfield Civil | Bily Gomez, PE - Airfield, Civil | Serafina Schwerer, EI - Airfield Civil | Manuel Bejarano, Ph.D., PE - Pavements | Tony Ragosa, PE - Pavements | Gavin Fahnestock - Planning | Kurt Krier - Planning | Chris Russo, PE, PTOE - Traffic | Rebecca Berzini, PWS, ENV SP - Environmental | Cheryl Propst, ENV SP - Environmental | Frank Salmon, GISP - GIS | Praveen Ommi, CEP, VMA, LEED AP - Cost Estimating

Since 2017, AtkinsRéalis has served as the architect-of-record and lead engineer for the \$1.1 billion terminal expansion project at RSW. Phase 1 includes the \$331 million terminal expansion and renovation of the existing terminal. The project will shorten passenger wait times, increase traveler spending on concessions, add more restrooms and amenities, and give the airport an even stronger southwest Florida vibe to enhance the passenger experience. The total project area inside the terminal building is 338,434 square feet of construction, including 127,075 square feet of building expansion and 211,049 square feet of existing terminal building renovation. In addition, the project includes a separate remote loading dock facility of 16,560 square feet.

## SRQ, General Consulting Services, Sarasota, FL



Contact: Kent D. Bontrager, AAE, PE | SMAA | [kent.bontrager@srq-airport.com](mailto:kent.bontrager@srq-airport.com) | 941.359.2770, ext. 4271

Key team members/duties: Scott T. Brady, PE - Consulting Engineer | Gloria Brady, PE, CPSWQ - Consulting Engineer | Mike Harris - Chief Designer/GDP Coordinator | Ian Brady, PE - Engineer | Sean Juang, Ph.D., PE - Senior Engineer

EG Solutions, Inc. (EGS) was retained by SRQ to provide general consulting services on a number of projects that were not EGS projects. The services required included stormwater permitting, assisting with the review of project

schedules, grant assistance, preliminary pavement review, evaluating subsidence issues, assistance with questions on off-airport development and assistance with the preparation of exhibits and other documentation for the Manatee County General Development Plan submittal and conversion of the existing Development of Regional Impact agreement.

## SRQ, Stormwater Management System Improvements, Sarasota, FL

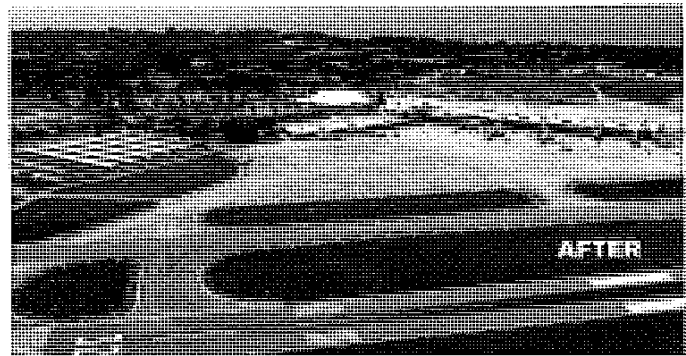


Contact: Kent D. Bontrager, AAE, PE | SMAA | [kent.bontrager@srq-airport.com](mailto:kent.bontrager@srq-airport.com) | 941.359.2770, ext. 4271

Key team members/duties: Scott T. Brady, PE - Project Manager | Gloria Brady, PE, CPSWQ - Senior Technical Engineer | Ian Brady, PE - Project Engineer and Resident Project Representative | Ryan Ratajczk - Assistant Resident Project Representative



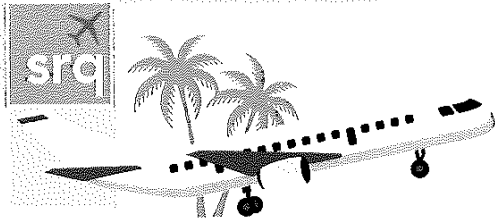
EGS was retained to complete a master drainage plan update for SRQ and to design, permit, and transfer to operations the master drainage system and plan recommended. This project reduced/modified ponds that were attractants for hazardous wildlife thereby improving safety while providing 111 acres of new aviation business development consisting of air carrier terminal improvements, aprons, taxiways, hangars, offices, access roads, and parking, thus increasing airport revenue. This is about 55 acres greater than what would otherwise be available using presumptive design criteria.



The improvements also reduced flooding impacts in the surrounding area and are based on alternative design criteria developed and tested at the Federal Aviation Administration (FAA) Demonstration Pond project. The project also uses information from the Statewide Airport Stormwater Study and Rule 62-330.449 Florida Administrative Code based on that study. EGS led the technical effort for both the FAA Demonstration Pond and the Statewide Airport Stormwater Study. The project also replaced failed pipes in parts of the system and eliminated three ponds in and adjacent to the same footprint as the current SRQ apron expansion project. Absent these changes, the proposed air carrier terminal and apron expansion projects would face added permitting hurdles.

The project included CEI services involving construction progress meetings, site visits, submittal and requests for information (RFI) reviews, evaluation of contractor pay requests, change orders, coordination of a quality assurance (QA) testing program, and project closeout.





# Section B: Team Organization






## Team structure/ past performance

**LOCAL** AtkinsRéalis has developed a **local**, comprehensive team specifically for this contract composed of firms from our community who share your vision of providing the traveling public with quality, efficient infrastructure. Tom Roda, PE, will be your single point of contact and lead a team of experienced aviation planning, design, and architecture professionals. *Table 1* highlights our team's capabilities and past performance with the Authority. Our team's organization structure is shown on the following page (*Figure 1*), and brief biographies for our key staff starts on page 9.

## Subconsultant integration

**EXPERIENCED** We offer a knowledgeable, **experienced** team who will be available throughout the project, but only when needed, offering the SMAA the best value. This contract will have the top priority because of our streamlined, no-learning-curve approach and deep bench of technical resources. Should unforeseen conditions arise requiring additional expertise, our team has a depth of resources in multiple disciplines that we draw upon to fill any gaps and timely address any project challenges.

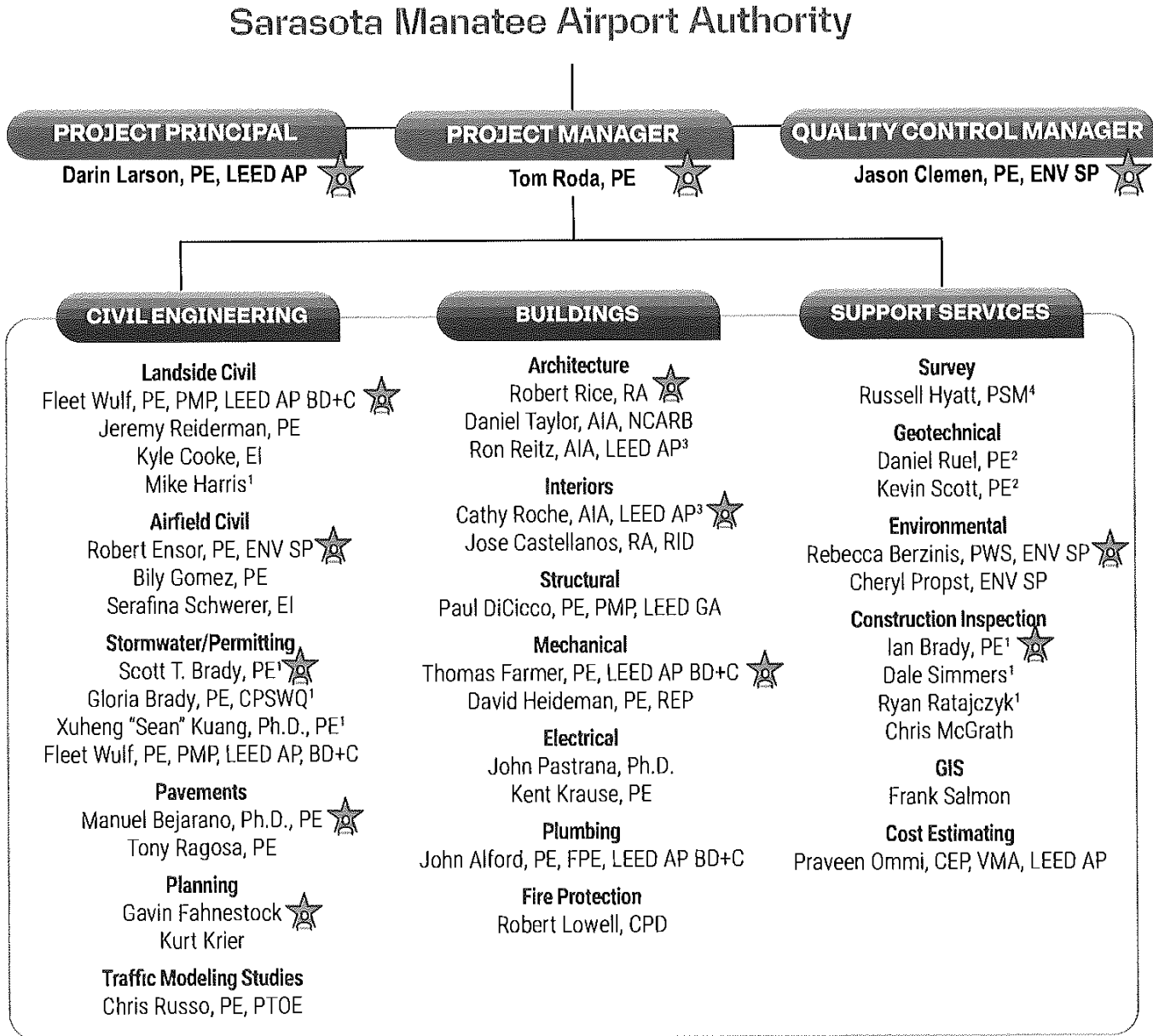
Table 1. AtkinsRéalis team capabilities

FIRM/ROLE	AT A GLANCE	EXPERIENCE WITH SMAA
 Prime consultant/architect/ engineer-of-record	<ul style="list-style-type: none"> <li>» Local Sarasota office</li> <li>» Experience at the top 50 U.S. airports</li> <li>» 100+ aviation-focused staff to cover all contract needs</li> <li>» Recent, relevant experience with airports in southwest Florida</li> </ul>	<ul style="list-style-type: none"> <li>» Consolidated Rental Car Facility</li> <li>» Aircraft Planning Study</li> <li>» North Quad Hangar Site Plans Development Services</li> </ul>
 Geotechnical	<ul style="list-style-type: none"> <li>» Geotechnical, environmental, and construction materials firm</li> <li>» ✦ Experience with AtkinsRéalis at LAL</li> <li>» Certified DBE</li> </ul>	<ul style="list-style-type: none"> <li>» Taxiway B Rehabilitation</li> <li>» Parking Lot Expansion</li> <li>» North Quad Access Roadway</li> </ul>
 Architecture, interiors	<ul style="list-style-type: none"> <li>» Architectural firm with extensive aviation experience in Florida</li> <li>» ✦ Experience with AtkinsRéalis at RSW</li> <li>» Certified DBE</li> </ul>	<ul style="list-style-type: none"> <li>» Studio for Architecture has experience at MCO, TPA, and RSW but has not worked at SRQ</li> </ul>
 Permitting/modeling, construction inspection, and EA support	<ul style="list-style-type: none"> <li>» Multidisciplinary firm focused on Florida aviation projects</li> <li>» Familiar with SMAA staff, processes, and best practices</li> <li>» Experience at SRQ, APF, and with FDOT</li> <li>» ✦ Experience with AtkinsRéalis at RSW</li> <li>» Certified DBE</li> </ul>	<ul style="list-style-type: none"> <li>» Stormwater Management System</li> <li>» Maintenance Hangars for Manatee Technical College and Elite Airways</li> <li>» Runway 14 End Rehabilitation</li> <li>» Master Drainage Plan Update</li> <li>» Taxiway B Rehabilitation</li> <li>» Ground Transportation Center</li> </ul>
 Surveying	<ul style="list-style-type: none"> <li>» Familiarity with SMAA's survey requirements</li> <li>» Staff with 60+ years of combined Florida survey experience</li> <li>» ✦ Experience with AtkinsRéalis in Sarasota County</li> <li>» Certified DBE</li> </ul>	<ul style="list-style-type: none"> <li>» North Quad Development</li> <li>» Taxiway G and J</li> <li>» National Car Rental Site</li> <li>» Ready Return Lot Improvements</li> <li>» Runway 14 Rehabilitation</li> <li>» Fiber-Optic Tower</li> </ul>

📍 Office location within 50 miles of SRQ | ✦ Experience working with AtkinsRéalis



Figure 1. AtkinsRéalis team organizational chart



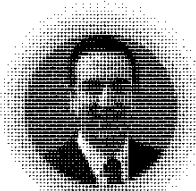
All personnel are AtkinsRéalis staff unless noted otherwise

Key member's resume is included in the Appendix

**SUBCONSULTANT**

- |                        |                                   |
|------------------------|-----------------------------------|
| 1   EG Solutions (DBE) | 3   Studio for Architecture (DBE) |
| 2   Tierra (DBE)       | 4   Hyatt Survey Services (MBE)   |





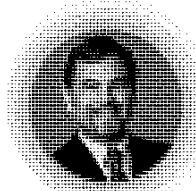
**Tom Roda, PE**

Project Manager | Tampa, FL

Tom Roda has over 25 years of experience working on aviation-related planning, engineering, and construction programs. During this time, he has had direct involvement in over \$11 billion worth of capital improvement projects at over 40 different airports throughout the United States, Caribbean, and Middle East. Mr. Roda's expertise includes the planning, design, and construction of major building, airside, and landside facilities.

**Relevant project experience**

- SRQ, New Rental Car Facility, Sarasota, FL
- PNS, General Engineering Consultant Services, Pensacola, FL
- MDAD, General Civil Engineering Consultant Services, Miami, FL
- LAL, General Engineering Consultant Services, Lakeland, FL
- SFB, On-Call Engineering, Sanford, FL
- RSW, Terminal Expansion and Renovation, Fort Myers, FL



**Darin Larson, PE, LEED AP**

Project Principal | Fort Myers, FL

Darin Larson has 29 years of airport-consulting experience. He has served as project principal and project manager for a wide variety of airport development projects around the world. This experience enables him to provide numerous valuable lessons learned to this contract. As the AtkinsRéalis national aviation market sector lead, Mr. Larson is responsible for all airport related projects across the country and brings a corporate level of commitment to staffing and delivery of this contract.

**Relevant project experience**

- LAL, General Engineering Consultant Services, Lakeland, FL
- RSW, Terminal Expansion and Renovation, Fort Myers, FL
- PNS, General Engineering Consultant Services, Pensacola, FL



**Jason Clemen, PE, ENV SP**

Quality Control Manager | Orlando, FL

Jason Clemen brings 16 years of engineering experience. He has worked on variety of civil and aviation design (landside and airside development) and construction projects,

serving as a project engineer, design manager, production manager, and engineer-of-record. His experience includes design of airport paving, grading, lighting, signing, and marking for runways, taxiways, and terminal aprons. Mr. Clemen's responsibilities include civil design, construction specifications, cost estimating, and plans production.

**Relevant project experience**

- SRQ, New Rental Car Facility, Sarasota, FL
- PNS, General Engineering Consultant Services, Pensacola, FL
- MDAD, General Civil Engineering Consultant Services, Miami, FL
- LAL, General Engineering Consultant Services, Lakeland, FL
- SFB, On-Call Engineering, Sanford, FL
- RSW, Terminal Expansion and Renovation, Fort Myers, FL



**Fleet Wulf, PE, PMP, LEED AP BD+C**

Landside Civil | Tampa, FL

Fleet Wulf has over 30 years of project management/ engineering experience in the planning, design, and construction for numerous multidisciplinary large-, medium-, and small-scale aviation projects. Mr. Wulf's general responsibilities include project leadership, client interface, financial and schedule oversight, staff training, and design production/supervision.

**Relevant project experience**

- SRQ, New Rental Car Facility, Sarasota, FL
- PNS, General Engineering Consultant Services, Pensacola, FL
- RSW, Terminal Expansion and Renovation, Fort Myers, FL



**Robert Ensor, PE, ENV SP**

Airfield Civil | Tampa, FL

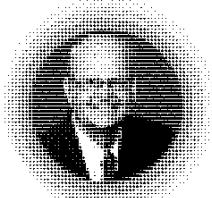
Robert Ensor has over 46 years of engineering experience on a wide range of heavy civil design and construction projects. He has more than 30 years of project management, technical support, planning, design, and construction administration and inspection experience on a wide range of aviation landside and airside development projects. Mr. Ensor's project and technical expertise includes airport planning and design, highway planning and design, utility design, and planning and design of telecommunication and security infrastructure at airport and government facilities.

**Relevant project experience**

- SRQ, New Rental Car Facility, Sarasota, FL



- PNS, General Engineering Consultant Services, Pensacola, FL
- MDAD, General Civil Engineering Consultant Services, Miami, FL
- LAL, General Engineering Consultant Services, Lakeland, FL
- SFB, On-Call Engineering, Sanford, FL
- RSW, Terminal Expansion and Renovation, Fort Myers, FL



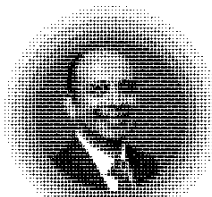
**Scott T. Brady, PE**

Stormwater/Permitting | Lakewood, FL

Scott Brady has over 45 years of experience in civil engineering, emphasizing public sector projects. More than 34 years of his total experience has been focused on airport projects, which includes assignments as program manager, project engineer, and consultant. Mr. Brady's varied engineering functions have included engineering analysis, design documents preparation, permitting, cost estimating, scheduling, bid analysis, grant assistance, field observation, construction claims evaluation and resolution, forensic engineering, expert testimony, research, and instruction. He has worked on over 175 airport projects at over 50 airports. These have been located in 11 states in four FAA regions, with a concentration in Florida in the FAA Southern Region.

**Relevant project experience**

- SRQ, General Consulting Services, Sarasota, FL
- SRQ, Stormwater Management System Improvements
- Florida Department of Transportation (FDOT), 2021 Statewide Airport Stormwater Study Phase 1, Tallahassee, FL



**Manuel Bejarano, Ph.D., PE**

Pavements | Orlando, FL

Manuel Bejarano has 28 years of combined experience in the design, evaluation, rehabilitation, and construction of major airfield paving projects worth more than \$400 million. Dr. Bejarano's experience includes commercial runway, taxiway, and apron airport design. He will leverage this experience and his considerable expertise to ensure the pavements are constructed in accordance with project requirements and industry standards.

**Relevant project experience**

- SRQ, New Rental Car Facility, Sarasota, FL
- PNS, General Engineering Consultant Services, Pensacola, FL
- MDAD, General Civil Engineering Consultant Services, Miami, FL
- LAL, General Engineering Consultant Services, Lakeland, FL

- SFB, On-Call Engineering, Sanford, FL
- RSW, Terminal Expansion and Renovation, Fort Myers, FL



**Gavin Fahnestock**

Planning | Melbourne, FL

Gavin Fahnestock has more than 17 years of aviation planning, federal funding, and airport regulation experience involving development of airport master plans and airport layout plans, capital improvement plans, and terminal area planning. Mr. Fahnestock's responsibilities include the oversight of the aviation planning group which provides all standard aviation planning services as well as specialized planning support for complex and unique situations such as jet blast analysis, taxiway exit analysis, gate marking and layout, and ground run-up enclosure siting. In addition, the planning group provides a support role in all engineering projects to ensure all FAA design standards are met or maintained throughout a development project, but also to ensure adequate consideration for future development is taken into consideration.

**Relevant project experience**

- PNS, General Engineering Consultant Services, Pensacola, FL
- MDAD, General Civil Engineering Consultant Services, Miami, FL
- LAL, General Engineering Consultant Services, Lakeland, FL
- SFB, On-Call Engineering, Sanford, FL
- RSW, Terminal Expansion and Renovation, Fort Myers, FL



**Robert Rice, RA**

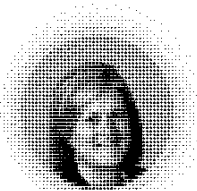
Architecture | Pensacola, FL

Robert Rice has over 26 years of experience in all aspects of architectural design including facility programming, design charrette, consultant management, and construction administration. Prior to joining AtkinsRéalis, he practiced primarily along the Gulf Coast of Florida working on large-scale private resort residential and commercial architecture along with several private coastal residential projects. Experience includes architecture, design management, and construction administration on numerous project types including U.S. Department of Defense projects in the Southeast.

**Relevant project experience**

- RSW, Terminal Expansion and Renovation, Fort Myers, FL
- PNS, General Engineering Consultant Services, Pensacola, FL





**Cathy Roche, AIA, LEED AP**

Interiors | Fort Myers, FL

Cathy Roche has over 30 years of experience formulating design concepts for various project types and is the president of Studio for Architecture. Ms. Roche has completed more than 9 million square feet of projects in the past decade. Her aviation experience includes work on a \$190 million renovation to the North Terminal at Orlando International Airport and a \$275 million terminal renovation and expansion to RSW.

**Relevant project experience**

- RSW, Terminal Expansion and Renovation, Fort Myers, FL
- Tampa International Airport (TPA), Airside A and B and Airside E, Tampa, FL
- Fort Lauderdale-Hollywood International Airport (FLL), Terminal 1 (Concourse D and C), Fort Lauderdale, FL



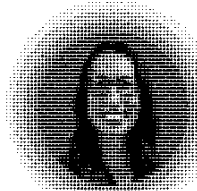
**Thomas Farmer, PE, LEED AP BD+C**

Mechanical | Orlando, FL

Thomas Farmer has 27 years of project management and mechanical team lead expertise, including 15 years of experience working on Department of Defense vertical projects. His experience includes direct responsibility for the engineering design and production of work for multidisciplinary engineering and architecture projects. He has provided mechanical engineering and project management services on a wide variety of projects including condominiums and assisted living, educational, judicial, correctional, hospitality, retail, museum, healthcare, and telecommunication switch facilities. Mr. Farmer is skilled in the design of heating and cooling systems, redundancy systems, hydronic cooling and heating systems, and unique air distribution for new construction projects as well as renovations.

**Relevant project experience**

- PNS, General Engineering Consultant Services, Pensacola, FL
- LAL, General Engineering Consultant Services, Lakeland, FL
- RSW, Terminal Expansion and Renovation, Fort Myers, FL



**Rebecca Berzinis, PWS, ENV SP**

Environmental | Charlotte, NC

Rebecca Berzinis has over 24 years of experience providing environmental services such as National Environmental Policy Act (NEPA) documentation, ecological studies, and federal/state permitting support. As the project manager for an NEPA studies, Ms. Berzinis has had full responsibility for the successful completion of services in support of an EAs, environmental impact statements, and categorical exclusions, including oversight of deputy project managers, managing subcontractors and consultants, coordination with lead and supporting agencies, preparing task and deliverables schedules, budgeting, and overall management of the NEPA processes.

**Relevant project experience**

- PNS, General Engineering Consultant Services, Pensacola, FL
- MDAD, General Civil Engineering Consultant Services, Miami, FL
- LAL, General Engineering Consultant Services, Lakeland, FL
- RSW, Terminal Expansion and Renovation, Fort Myers, FL



**Ian Brady, PE**

Construction Inspection | Lakewood, FL

Ian Brady has a variety of field and office experience in data collection, evaluation, alternatives analyses, and design of various project elements. In this capacity, he is involved in most projects the firm has completed or that are now underway. These projects have included general civil design, airport specific design, surface and groundwater hydrology and hydraulics, minor structural design, basic geotechnical and materials analyses, field topographic surveys, field water quality sampling and testing, and construction observation.

**Relevant project experience**

- SRQ, General Consulting Services, Sarasota, FL
- SRQ, Stormwater Management System Improvements, Sarasota, FL
- SRQ, Runway 14 Pipe Repair, Sarasota, FL







# Section C: Approach

AtkinsRéalis is one of Florida's leading providers of multidisciplinary, on-call general consulting services. Every day we successfully provide on-call services for multiple commercial service airports, general aviation airports, civil authorities, FDOT and communities throughout the state.



Through our previous general consulting contracts, AtkinsRéalis has learned how to provide our clients with the diverse resources they require. We have made it our business to offer our clients a multidisciplinary, experienced staff of professionals devoted to planning and designing client-centric aviation facilities.

AtkinsRéalis understands that SMAA is looking for professional services for planning, design, and construction management of a diverse range of airport related projects. We know from our experience working on other similar contracts, that on-call contracts involve managing multiple assignments of various sizes on different schedules, sometimes simultaneously. Task assignments can range from small planning studies to large development projects or various sizes in between. This variability of assignments is the key issue to successfully delivering on-call services and requires the on-call consultant to have the right people available, with the proximity to respond, committed to the success of the airport, and proven experience at SRQ.

Our team provides flexible, broad, and deep resources with the ability to address a wide range of services from all disciplines needed for landside, terminal, and airside projects to quickly turn around task assignments that take projects from conception to design through construction. We provide an experienced, local team with extensive resources adept in all phases of engineering, planning, and construction support.

SMAA has specifically identified the following types of projects that could be included in this contract. As evidenced by *Table 1* in Section A, AtkinsRéalis has successfully completed similar assignments at airports throughout Florida

giving us necessary experience with technical aspects and working with various agencies having jurisdiction.

1. Terminal Modifications and Upgrades
2. Parking Lot Expansion
3. Stormwater Improvements
4. GIS Program
5. Surveying
6. Airport Fencing and Barricades
7. Rental Car/Ready Return Improvements
8. Environmental Investigations and Audits
9. Utility Improvements
10. MEP Modifications and Upgrades
11. SWPPP Updates and Training
12. Traffic Studies
13. Cost Estimates
14. Program Management/Design Reviews
15. Conceptual Planning for Commercial Projects
16. Any other consulting service required for proper maintenance, planning, and development at SRQ

The approach to managing a general consulting on-call contract comes down to providing the right people, with the right experience, at the right time necessary to complete the required task. The variability of possible assignments through an on-call contract makes this a highly dynamic situation.

Our project manager, Tom Roda, PE, represents our commitment to provide SMAA with high-quality and on-time project management. Tom leads AtkinsRéalis' Florida aviation practice, which puts him in the position to know our various internal resources and to make staffing decisions necessary



to get the work done. He has more than 25 years of airport development experience on a diverse portfolio of projects, giving him the technical know-how to build appropriate teams and ensure they meet client expectations.



We understand SRQ's unique location and the challenges it brings. Situated on the boundary of Sarasota and Manatee Counties and partially within the City of Sarasota limits, the airport can be subjected to the permitting requirements of several disparate permitting agencies for a single project. From utilities, to building departments, water management districts, to planning, our seasoned professionals fused with a local presence, and support from EGS, have the familiarity and knowledge with the myriad of regulations and review staff to navigate the most complex of projects along a smooth glide path to a soft landing.

Our team is organized to focus on meeting SMAA's needs, while providing cost-effective, responsive, and quality services. AtkinsRéalis' project approach and methodology for each task assignment provides a formal process to achieve these goals. We offer a team that has the capacity and capability to be responsive and flexible, with robust, local resources, and ability to address a wide range of services across all disciplines. Our team will quickly respond to task

assignments with an approach that advances projects from planning to design through construction.

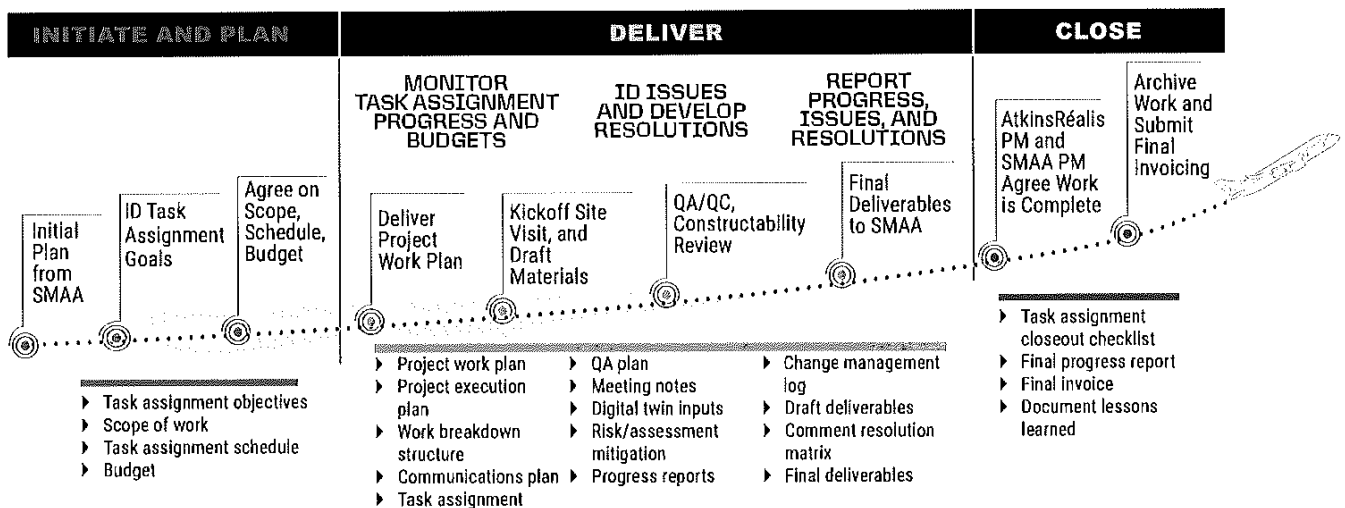
We also understand that at times, change is inevitable, and that SRQ is going through a lot of change due to exponential growth in flight traffic. We are committed to adjusting with and supporting SMAA, while integrating the lessons learned from our previous on-call contracts and experience elsewhere to deliver task assignments within scope, schedule, and budget.

Our team structure incorporates reserve capacity, with overlapping and redundant capabilities, at all levels to accommodate fluctuating workloads. We have identified multiple individuals in nearly every category on our organization chart to support simultaneous task assignments, and we have many more internal resources in each category to back these people up. We ensure available staffing by carefully tracking workload on a 3-month rolling forecast and matching it with resource availability. The data is reviewed and updated monthly, keeping us connected to industry and allowing us to plan for changes in workload and staffing capacity.

Our team's deep bench strength and a large pool of experienced resources facilitates AtkinsRéalis' corporate philosophy to assign the most appropriately qualified staff to each assignment. Should there be an assignment with critical schedule, and our subconsultant partners are unable to complete an assignment, AtkinsRéalis has the ability to quickly backfill with other team members without affecting schedule.

The AtkinsRéalis team uses a proven workflow approach on all task-based contracts. Evidenced by the number of task assignments completed for longstanding airport clients, this proven process (Figure 1) provides consistency for project delivery on time and within budget.

Figure 1. Task-based delivery process



## INITIATE AND PLAN

AtkinsRéalis develops and executes a plan for each task assignment, which involves assigning leaders to manage daily activities on multiple, simultaneous delivery orders. Our organization structure not only demonstrates strength and depth of our team, but also identifies our lead personnel that are committed to managing task assignments in their area of expertise to wholly deliver the scope.

These assigned task leaders will work with the airport project manager and staff, under the supervision of our project manager, to develop an agreed upon scope, schedule, and budget for the assigned delivery order that identify objectives, deliverables, and risks and clearly define a task assignment's purpose and need. Using this management strategy, the AtkinsRéalis team will meet each of your needs and execute task assignments that are fiscally sound and delivered on time.

## DELIVER

At the beginning of the deliver phase, the AtkinsRéalis team's task leaders will develop a project execution plan (PEP) that details the project's planning, monitoring, and implementation; outlines strategy and objectives; and explains how each will be achieved.

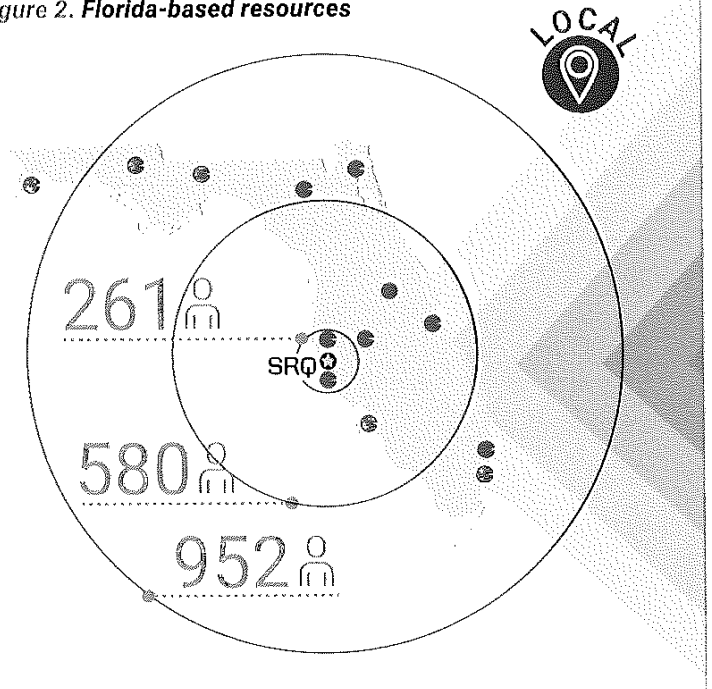
Once a task assignment is initiated, AtkinsRéalis will begin the design process or execute the study as appropriate for the task assigned. For a typical design task assignment, the design progresses through submissions at 30 percent, 60 percent, 95 percent, and final design stages. Each interim submission allows SMAA and the stakeholders to make specific review comments and ensure the project is achieving the desired results. It also provides specific milestones for internal quality reviews. Additionally, our team consists of more than 952 Florida-based resources, enabling us to respond quickly to SRQ for site visits and project meetings (*Figure 2*).

If an assignment does not include a full design, but includes a different assignment like the development of design-build design criteria package or execution of a planning study, AtkinsRéalis would work with SMAA during the initiation phase to develop a similar interim submittal phase that balances the need for review and comment with the schedule.

Upon receipt of review comments, AtkinsRéalis will incorporate any necessary changes or considerations to comply with the requirements and proceed to the next phase.

AtkinsRéalis will coordinate with agencies having jurisdiction (AHJs) as appropriate for each task assignment. Sometimes this could include FAA, FDOT, City of Sarasota, Sarasota County, Manatee County, South Florida Water Management District (SFWMD), U.S. Army Corps of Engineers (USACE), etc. AtkinsRéalis personnel maintains ongoing relationships with each of these agencies through our many projects that allows

Figure 2. Florida-based resources



for knowledge of their processes and ability to make things happen. We have also included EGS on our team based on their extensive experience permitting projects on behalf of the airport.

Each of our task assignments will have a quality assurance plan (QAP) prepared by our project quality manager (PQM), **Jason Clemen, PE, ENV SP**. Working closely with our project manager, **Tom Roda, PE**, Jason will ensure that the quality plan is created, implemented, and that the team complies with it.

Our QAP builds quality into everything we do and is based on the four elements of the plan-do-check-act (PDCA) cycle (Figure 3). In addition to our PDCA, we will also employ a five-step QC review process during the “Do” phase for all final project deliverables (Figure 4). This five-step process requires that a technically qualified, independent reviewer review each deliverable for accuracy, completeness, and conformance to the contract, applicable codes and standards, and client requirements.

We will streamline our quality control review processes using Bluebeam software as a quality control (QC)/quality assurance (QA) tool to document and track the entire five-step review process in a cloud-based, real-time environment. Bluebeam allows multiple QC reviewers to enter comments in one shared PDF, making for a more efficient production and review process. We will only submit work products to SMAA after our PQM has verified and certified that QC procedures

were followed and that the task leaders or engineer-of-record has certified the deliverable meets the project requirements.

Subconsultants are responsible for adhering to and following the AtkinsRéalis five-step review process. Each team member is provided a free version of Bluebeam, and AtkinsRéalis hosts each review session. AtkinsRéalis conducts trainings before every deliverable, walks each member through the process, how to complete the required forms, and offers support along every step of the way.

If a task assignment includes a construction phase, AtkinsRéalis can provide construction phase support as appropriate. During the bid process, AtkinsRéalis will perform bid assistance procedures including responding to bidders’ questions and preparing required addenda. Questions raised during bidding will be recorded and responded to in writing to maintain a complete record. AtkinsRéalis will also assist with the pre-bid meeting as requested. Once bids are received,

Figure 3. AtkinsRéalis’ PDCA plan





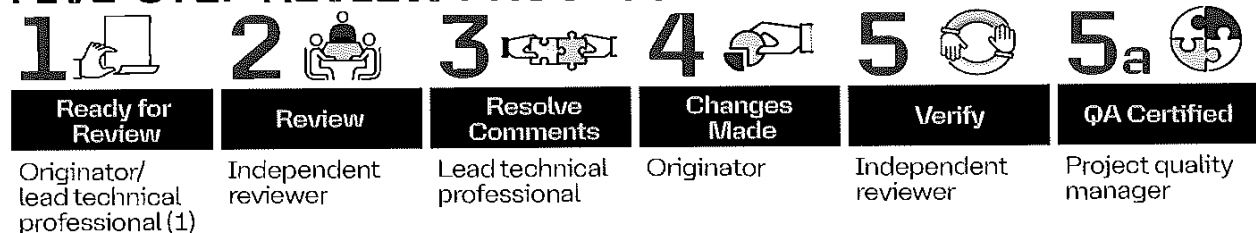
ELEMENT	DESCRIPTION (WHAT)	BENEFIT (WHY)	ACTION (HOW)
Plan 	Quality assurance (QA) = define and proactively plan specific actions to meet client requirements	Create a plan for quality before work starts	<ul style="list-style-type: none"> <li>› QA plan</li> <li>› Project quality manager (PQM)</li> <li>› Budget and schedule quality</li> </ul>
Do 	Quality control (QC) = formal process to review and verify client requirements are truly met	Execute the plan where all deliverables undergo a QC review process	<ul style="list-style-type: none"> <li>› Five-step QC review process</li> <li>› Comment resolution tracking</li> </ul>
Check 	Measure and monitor the effectiveness of our quality management system (QMS)	Evaluate to identify best practices and improvement opportunities	<ul style="list-style-type: none"> <li>› Project audits (internal)</li> <li>› Client feedback forms and evaluating lessons learned (external)</li> </ul>
Act 	Continuous improvement = analyze data, then implement improvements to our QMS	Implement improvements that add value	<ul style="list-style-type: none"> <li>› Update, create, and/or maintain quality program procedures on an ongoing basis</li> </ul>

Figure 4. AtkinsRéalis’ five-step review process

### FIVE-STEP REVIEW PROCESS



our design team will review them with a cost estimator and conduct a bid analysis to compare the bids received against each other and against the engineer's estimate to identify peculiar and/or unbalanced unit costs or irregularities. Based on the analysis, we will prepare a recommendation of award for SMAA.

After the award is approved by SMAA and contracts are signed with the contractor, AtkinsRéalis will prepare conformed documents incorporating the bid documents, changes made through addendum, and contractual documents for use during construction. Before the construction project begins, the AtkinsRéalis team will assist SMAA in preparing for a pre-construction conference with the general contractor, subcontractors, and other stakeholders. This session will establish construction procedures, including phasing, reporting procedures, and other requirements.

Once construction begins, the project manager and appropriate design staff will attend weekly construction meetings, coordinate support services, regularly visit the site, and respond immediately to issues. AtkinsRéalis will review shop drawings and pay requests in a timely manner and coordinate the review with airport staff. To track submittal status, AtkinsRéalis will maintain a submittal log that will include receipt date, date processed and forwarded to the contractor, and disposition. Contractor requests for information will be addressed promptly with a log maintained for records.

AtkinsRéalis will monitor the contractor's schedule during construction, relying upon our expertise with aviation projects to identify when the contractor's schedule is slipping. If schedule slippage occurs, we will coordinate with airport staff and the contractor about getting the project back on schedule.

Design team members will periodically visit the site and observe construction status. Upon substantial project completion, the AtkinsRéalis team will prepare a punch list of items not yet complete or satisfactory. The design team will monitor completion of these activities and assist in determining and documenting the condition and date of final completion. The AtkinsRéalis team, with SMAA staff, will participate in final inspections.

### SCHEDULE AND BUDGET MANAGEMENT

The AtkinsRéalis team understands schedule and budget constraints are established early in the project definition process and are based on the project information package. We also understand the importance of delivering a project within the established budget and schedule. At commencement of the task assignment, we will:

- ✦ Work with the SMAA project manager to validate the scope of the work against the project budget.

- ✦ Collaborate with SMAA staff throughout the design development phases to keep a pulse on scope, schedule, and budget, and identify any potential variance or scope creep early in the process.

- This allows opportunity to make necessary adjustments during the design development stage without having to wait until bids are received.

As the leading construction cost group in the U.S., AtkinsRéalis provides cost support for the most recent new airport development programs across the country. This allows us to provide:

- ✦ Accurate cost data, based on the latest intelligence in the aviation market.

- Offers reliability when developing project budgets and funding mechanisms that impact critical business decisions.

- ✦ Offer a comprehensive aviation cost database through our dedicated Construction Data Intelligence (CDI) team to track and forecast commodities and labor for more accurate airport pricing.

- This data ensures projects account for external factors and market conditions.
- Additionally, our regionally based estimating team has their finger on the pulse of the market—they maintain strong relationships with local vendors and contractors.



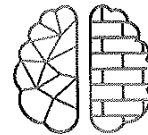
Market



Material & Bid Cost



Economy



CONSTRUCTION DATA INTELLIGENCE®



Escalation



Location



Labor Rates

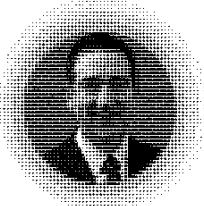
### CLOSE

The close phase of a task assignments consists of debriefing, reviewing, and documenting lessons learned with SMAA and the AtkinsRéalis team, completing record drawings, and finalizing invoices.

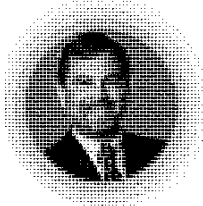




# Section D: Phone Interview



**TOM RODA, PE**  
Project Manager



**DARIN LARSON, PE, LEED AP**  
Project Principal

### FUN FACTS

- Tom’s first “real job” was at Burger King while in high school. After working all stations and all shifts, he was eventually promoted to manager
- Tom was honored as one of the Top 40 Under 40 aviation professionals by Airport Business magazine in 2015 and Top 20 Under 40 engineering professionals by ENR Southeast in 2016
- Tom was raised in the Tampa Bay area and has lived here for most of his professional career

### Q Why have you focused your career on aviation?

**A** I was originally drawn to engineering as a profession as a way to positively contribute to the community by being part of creating something tangible. Aviation grabbed my attention as a specialty because airports function like small communities within the larger community. As an aviation engineer you get the opportunity to work on a wide variety of projects that help keep things interesting from day to day. I have been very fortunate in my career to work on many projects that were important to my airport clients, but also went beyond the airport boundaries to have a positive social and economic impact in the broader community.

### Q What is the most memorable project you have worked on and why?

**A** From 2010 through 2014, AtkinsRéalis was part of an airport development program at the King Abdulaziz International Airport in Jeddah, Saudi Arabia—a \$7 billion greenfield large-hub airport. I was originally assigned as an airfield engineer on one apron but was quickly elevated to airfield design manager for the entire program. The most memorable part of the project was the amount of teamwork and coordination required to successfully deliver. My airfield team alone consisted of over 30 engineers and planners in 6 U.S. offices. We worked with a diverse team of architects and engineers from around the globe, which required us to learn how to effectively collaborate with a wide variety of time zones and cultures. This experience still influences how I work with diverse teams today.

### FUN FACTS

- Darin is originally from Iowa. John Ringling, the founder of the great circus empire and a central figure in Sarasota history was also born in Iowa
- Darin has played a key leadership role in more than 30 on-call contracts in Florida over the past 20 years
- Darin has been an instrument rated private pilot for over 30 years
- In 1991, Darin experienced his first typhoon, volcano, and trans-pacific voyage all during the same cruise while serving aboard the aircraft carrier USS Abraham Lincoln

### Q What do you enjoy most about working on airport projects?

**A** Nowhere else in airport design do you have the ability to have such a meaningful impact on the quality of the user/passenger experience. I love being able to develop innovative solutions for the safe and efficient travel to and from an airport facility and doing it in a way that the passenger enjoys and appreciates the journey. As a frequent traveler, I especially appreciate being able to experience first-hand the results of the great work that we do.

### Q What is the most difficult challenge you expect to face during this contract?

**A** One of the most challenging aspects of an on-call contract staffing plan is ensuring the right resources are available to perform task orders on an as-needed basis. This challenge has been increased by the current resource constraints that all engineering firms are experiencing. To address this challenge, we carefully track workload on a 3-month rolling forecast and match it with resource availability. The data is reviewed and updated on a monthly basis, allowing us to plan for upcoming changes in workload and staff availability. To ensure SRQ task orders are properly represented in these forecasts, I will direct Tom to meet with SRQ staff as necessary to confirm the upcoming work plan.





# Section E: Demonstrated Ability to Meet the DBE Goal

## Our commitment

The selection of any partner for a contract of this magnitude is a critical decision. AtkinsRéalis bases its selection of subconsultants on the experience, history of performance, technical capabilities, and the quality of its people. This approach is no different in the selection of DBE partners. As proposed, we have provided meaningful roles for our DBE team partners and will meet the required DBE contract goal of 3.0 percent. *Table 1* lists our team's proposed DBE firms listed in the Florida UCP directory and their contract participation.

## History of achieving DBE participation goals

AtkinsRéalis strives to build long-term relationships with DBE firms through our work in the aviation consulting industry. We make every effort to meet or exceed established DBE goals on each project we undertake. *Table 2* highlights projects in which we have exceeded DBE participation goals.

*Table 1. DBE firm participation*

Firm/Certifying Agency	Contract Participation*
Tierra Geotechnical	2%
Studio for Architecture Architecture, interiors	1.5%
EG Solutions Permitting/modeling, construction inspection and EA support	10%
Hyatt Survey Services Surveying	3%
<b>Total participation</b>	<b>16.5%</b>

*\*Due to the nature of on-call contracts, the participation can vary substantially from task to task and depending on the final scope these percentages could increase substantially.*

*Table 2. DBE firm participation*

Firm/Certifying Agency	Required Participation	Actual Participation
RSW, Terminal Expansion, Fort Myers, FL	10%	11.4%
MKY, New General Aviation Terminal and Associated Landside Improvements, Naples, FL	5.6%	19.9%
MCO, South Terminal Complex, Orlando, FL	25%	34.5%
MCO, South Automated People Mover Complex, Orlando, FL	25%	27%
SFB, Runway 9-27 Extension, Sanford, FL	15.42%	26.65%
RSW, Aircraft Rescue and Firefighting Station, Fort Myers, FL	10%	14.66%
FLL, Runway 10R-28L Expansion Program, Fort Lauderdale, FL	25.25%	29.25%
LAX, West Aircraft Maintenance Area, Los Angeles, CA	24%	26%









AGENCY CUSTOMER ID: CN102421774

LOC #: Atlanta



**ADDITIONAL REMARKS SCHEDULE**

Page 2 of 2

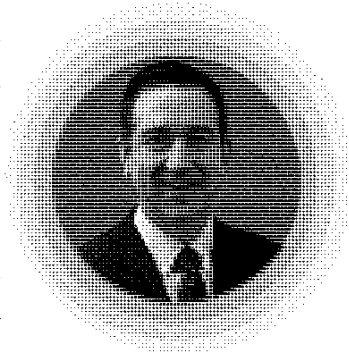
AGENCY MARSH USA, LLC.		NAMED INSURED AtkinsRéalis USA, Inc. 4030 West Boy Scout Blvd. Suite 700 Tampa, FL 33607	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Professional Liability:

Professional Liability placement was made by Marsh Canada. Marsh USA has only acted in the role of a consultant to the client with respect to the placement, which is indicated here for your convenience.



**Tom Roda, PE**  
Project Manager | Tampa, FL

Tom Roda has over 25 years of experience working on aviation-related planning, engineering, and construction programs. During this time, he has had direct involvement in over \$11 billion worth of capital improvement projects at over 40 different airports throughout the United States, Caribbean, and Middle East. Mr. Roda's expertise includes the planning, design, and construction of major building, airside, and landside facilities.

**TOTAL YEARS OF EXPERIENCE**

25

**YEARS WITH FIRM**

19

**EDUCATION**

B.C.E., Civil Engineering,  
Georgia Institute of  
Technology

**REGISTRATIONS/  
LICENSES**

Professional Engineer  
Florida 60235

**PROFESSIONAL  
AFFILIATIONS**

Airport Consultants Council  
American Association of  
Airport Executives  
Florida Airports Council  
Airports Council  
International, North America

**EXPERIENCE WITH ATKINSRÉALIS**

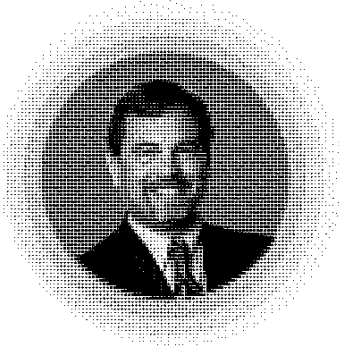
- **Sarasota-Bradenton International Airport, New Rental Car Facility, Sarasota, FL**  
Project principal. The project included design of a new quick turnaround facility and rental car overflow storage lot. To make room for the new facilities, the existing cell phone waiting lot and an RV and boat storage lot needed to be relocated. AtkinsRéalis prepared civil design and bid packages for the proposed relocated cell phone waiting and RV and boat storage lots, as well as a semi-truck parking lot. In total, there were three different design and bid packages for this project.
- **Pensacola International Airport (PNS), General Engineering Consultant (GEC), Pensacola, FL**  
Project manager. This master agreement with the City of Pensacola includes on-call planning, engineering, and architecture services orders at PNS. Responsible for oversight and management of multiple simultaneous task orders associated with the GEC contract. Tasks range from 2- to 3-hour consultations to large design and construction programs. Projects completed under this master agreement include Focused Environmental Assessment for New Maintenance, Repair, and Overhaul (MRO) Facility; New MRO Facility Planning Services; Cargo Apron Expansion; Airport Land Use Plan; Corporate Apron Rehabilitation; and Airport Layout Plan Update.
- **Lakeland Linder International Airport (LAL), GEC, Lakeland, FL**  
Project manager. This master agreement with the City of Lakeland includes on-call planning, engineering, and architecture services orders at LAL. Responsible for oversight and management of multiple simultaneous task orders associated with the GEC contract. Tasks range from 2- to 3-hour consultations to large design and construction programs. Projects completed under this master agreement include Hangar Site Planning, New Air Traffic Control Tower, Airport Intermodal Study, New Fuel Farm, Instrument Landing System and Medium-Intensity Approach Light System Relocation to Runway 9, Terminal Modifications, and New Fixed-Base Operator Facility.
- **Orlando Sanford International Airport (SFB), GEC, Sanford, FL**  
Project principal. This on-call contract with the Sanford Airport Authority includes comprehensive aviation planning, engineering, and construction services toward SFB's future development. Select projects have included Southwest Apron Rehabilitation, Terminal Expansion Gate Needs Study; Airport Master Plan Update, and Master Drainage Plan.
- **Sebring Regional Airport (SEF), GEC, Sebring, FL**  
Quality control reviewer. AtkinsRéalis has been working at SEF since 1992. AtkinsRéalis has developed into an effective extension to Sebring Airport Authority staff and serves as a trusted advisor to the director and board. During this time, Atkins has assisted Sebring

Airport Authority with general consulting, funding procurement and grant administration, planning and programming, engineering and architectural design, master planning, environmental analysis and permitting, preparation of disadvantaged business enterprise (DBE) plans, land surveying, construction management and inspection, and program management for SEF's planning and development projects. Select projects have included Terminal Apron Rehabilitation, Runway 18-36 Rehabilitation, Water and Sewer Improvements, Airport Layout Plan Update, Airport Master Plan Update and DBE Program Update.

- **Southwest Florida International Airport, Terminal Building Expansion, Fort Myers, FL**  
Quality control reviewer. AtkinsRéalis is the architect-of-record and lead engineer for this terminal expansion and renovation. The project includes a 127,075-square-foot expansion to the main terminal building and modifications to all three existing concourses for an additional 200,000 square feet of renovation to the building. It will shorten passenger wait times, increase traveler spending on concessions, add more restrooms and amenities, and give the airport an even stronger southwest Florida vibe to enhance the passenger experience. In addition, the project includes a separate 16,560-square-foot remote loading dock facility to improve concessions logistics.
- **Venice Municipal Airport (VNC), Continuing Professional Planning, Engineering, and Consulting Services, Venice, FL**  
Project manager. This master agreement with the City of Venice for on-call planning, engineering, and architecture services orders at VNC. Projects include Runway 13-31 Safety Enhancements and Focused Environmental Assessment for Runway 13-31 Safety Enhancements.
- **PNS, Project Titan Element 2, Pensacola, FL**  
Project manager. Atkins is providing design criteria professional and program management services for Project Titan Element 2 at PNS. This project includes the development of a new large aircraft MRO facility in the northwest quadrant of the airport.
- **PNS, New MRO Hangar, Pensacola, FL**  
Project manager. This new \$45 million MRO hangar facility includes design of an approximately 175,000-square-foot hangar building and associated site infrastructure, including taxiways, aircraft aprons, wash rack, parking lot, access roadway, and utilities.
- **St. Pete-Clearwater International Airport (PIE), Continuing Professional Planning, Engineering, and Construction Services, Clearwater, FL**  
Project manager. This master agreement with Pinellas County included on-call planning, engineering, and architecture services orders at PIE. Projects included Construction Management for Taxiways Rehabilitation Phase 1 and Construction Management for Terminal Apron Hardstand Expansion Phase 1.
- **Miami International Airport, Central Base Apron and Utilities Modification, Miami, FL**  
Quality control reviewer. Provided quality control reviews during design phase. Required work includes constructing 1,000 lineal feet of reinforced concrete box culvert in a section of Canal 10A, constructing a culvert in the east end of Canal 10B, reconstructing the existing apron and expanding the apron to the north, removing the existing abandoned utilities, installing new drainage structures, and providing apron markings in an active maintenance apron used by American Airlines. The North Terminal security gate area is being prepared for additional aircraft parking by removing existing security fences and gates and all above-ground utilities. This area will be used for additional aircraft parking during subsequent phases of the Central Base Apron. As prime consultant, AtkinsRéalis was responsible for the design of the project (demolition, grading, drainage, geometrics, pavement jointing, markings, airfield and apron lighting, surveying, construction phasing and sequencing); and the overall project management, design management, construction inspection, and plan production.

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**Darin Larson, PE, LEED AP**

Project Principal | Fort Myers, FL

Darin Larson has 29 years of airport-consulting experience. He has served as project principal and project manager for a wide variety of airport development projects around the world. This experience enables him to provide numerous valuable lessons learned to this contract. As the AtkinsRéalis national aviation market sector lead, Mr. Larson is responsible for all airport related projects across the country and brings a corporate level of commitment to staffing and delivery of this contract.

**TOTAL YEARS OF EXPERIENCE**

29

**YEARS WITH FIRM**

23

**EDUCATION**

B.S., Civil Engineering, Iowa State University

**REGISTRATIONS/ LICENSES**

- Professional Engineer
- Florida 56598
- California 84501
- Iowa 14963
- Minnesota 26827
- Maryland 60525

**CERTIFICATIONS**

- Leadership in Energy and Environmental Design Accredited Professional (LEED AP)
- Private Pilot License, Instrument Rating

**PROFESSIONAL AFFILIATIONS**

- Airports Council International, North America
- Florida Airports Council
- American Society of Civil Engineers
- American Association of Airport Executives
- Airport Consultants Council

**EXPERIENCE WITH ATKINSRÉALIS**

- Southwest Florida International Airport, Terminal Building Expansion, Fort Myers, FL  
Project manager. The \$275 million expansion and renovation of the Southwest Florida International Airport terminal will shorten passenger wait times, increase traveler spending on concessions, add more restrooms and amenities, and give the airport an even stronger southwest Florida vibe to enhance the flier’s experience. Project elements include consolidation and expansion of security checkpoint, improvements to ticketing and check-in area, addition of four passenger gates/boarding bridges, improvements to baggage handling system, development of airline lounge, renovation to Federal Inspection Services, and expansion of concessions program.
- Pensacola International Airport, General Engineering Consultant (GEC), Pensacola, FL  
Project principal. This master agreement with the City of Pensacola includes on-call planning, engineering, and architecture services orders. Tasks range from 2- to 3-hour consultations to large design and construction programs. Projects completed under this agreement include Focused Environmental Assessment for New Maintenance, Repair, and Overhaul (MRO) Facility; New MRO Facility Planning Services; Cargo Apron Expansion; Airport Land Use Plan; Corporate Apron Rehabilitation; and Airport Layout Plan Update.
- Lakeland Linder International Airport (LAL), GEC, Lakeland, FL  
Project principal. This master agreement with the City of Lakeland includes on-call planning, engineering, and architecture services orders at LAL. Projects completed under this master agreement include Hangar Site Planning, Air Traffic Control Tower, Airport Intermodal Study, New Fuel Farm, Instrument Landing System and Medium-Intensity Approach Light System Relocation to Runway 9, Terminal Modifications, and New Fixed-Base Operator Facility.
- Miami-Dade Aviation Department, GEC, Miami, FL  
Project principal. AtkinsRéalis is providing technical services for the rehabilitation and improvements to aprons, taxiways, runways, underground utilities, passenger loading bridges, and appurtenances at Miami International Airport, Miami OpaLocka Executive Airport, Miami Executive Airport, and Miami Homestead General Aviation Airport.
- Lee County Port Authority, GEC, Fort Myers, FL  
Project manager. AtkinsRéalis serves as GEC on this master contract that allows for the planning, design, and construction administration of various projects, including the Aircraft Rescue and Firefighting Facility and Rental Car Quick Turnaround Facility at Southwest Florida International Airport, as well as the Airside Perimeter Road and South Road Realignment at Page Field.

- **Sebring Regional Airport (SEF), GEC, Sebring, FL**

Project principal. AtkinsRéalis has been working at SEF since 1992. AtkinsRéalis has developed into an effective extension to Sebring Airport Authority staff and serves as a trusted advisor to the director and board. During this time, AtkinsRéalis has assisted Sebring Airport Authority with general consulting, funding procurement and grant administration, planning and programming, engineering and architectural design, master planning, environmental analysis and permitting, preparation of disadvantaged business enterprise (DBE) plans, land surveying, construction management and inspection, and program management for SEF’s planning and development projects. Select projects have included Terminal Apron Rehabilitation, Runway 18-36 Rehabilitation, Water and Sewer Improvements, Airport Layout Plan Update, Airport Master Plan Update and DBE Program Update.
- **Orlando International Airport (MCO), South Terminal C - Phase 1, Landside Civil, Orlando, FL**

Project principal. As subconsultant to the prime architect, AtkinsRéalis is responsible for the landside civil engineering associated with the new South Terminal C, which includes a new 15-gate airside terminal, landside terminal, expansion of the South Terminal parking garage, commercial curb, access roadways to the new facilities, new enplane/deplane roadway structure, site grading, stormwater drainage, new utilities, and the relocation of the existing utilities.
- **Marco Island Executive Airport, New General Aviation Terminal and Associated Landside Improvements, Collier County, FL**

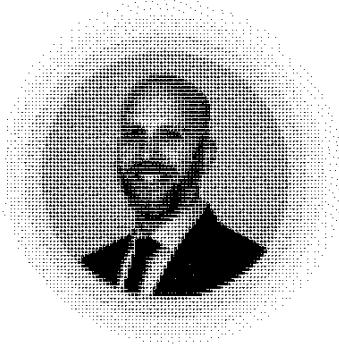
Project principal. This \$13 million project included a new 16,000-square-foot terminal with associated improvements. The landside elements included circulation roadways, vehicle parking, landscaping, site lighting, drainage and utility improvements, and the permitting of various project elements. Airside improvements included demolition of the existing terminal building to alleviate safety concerns for aircraft operating on Runway 17-35 and Taxiway A. In addition to apron ramp space replacing the existing terminal building footprint, the project included the expansion of the existing aircraft apron to the west and south, relocation of Taxiway B and associated airfield lighting, demolition of the existing Taxiway B and apron, airfield drainage improvements, and the permitting of various project elements.
- **Collier County Airport Authority, On-Call Services, Collier County, FL**

Project principal. The airports provide air service to southwest Florida. These airports feature a large general aviation community and airport-related industries. AtkinsRéalis provided a variety of services, including engineering, planning, facility repairs design, and construction administration services. These tasks ranged from small administrative support items to design and construction programs.
- **Fort Lauderdale-Hollywood International Airport, Runway 10R-28L Expansion Program, Fort Lauderdale, FL**

Project manager. This \$800 million expansion program involved the construction of a new 150- by 8,000-foot runway to replace the existing 5,300-foot runway and included a number of taxiway improvements including a full parallel taxiway system, a crossfield and connector taxiway system, a remain overnight apron, and demolition of two existing runways. The new runway and parallel taxiway extend over the existing perimeter road, Florida East Coast (FEC) Railway, and US 1, a multilane federal highway. As a result, the east end of the runway and parallel taxiway are constructed on an elevated bridge and tunnel structure. In addition to a full complement of associated airfield lighting and navigational aid systems, the project included installation of an engineered materials arresting system on each runway end. Responsible for design, bidding, and construction phase services for three major contract packages related to runway, taxiways, and bridge structures and several smaller packages for enabling projects related to demolition of an existing hotel and hangar, utility infrastructure, and landscaping.

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## Jason Clemen, PE, ENV SP

Quality Control Manager | Orlando, FL

Jason Clemen brings 16 years of engineering experiences. He has worked on variety of civil and aviation design (landside and airside development) and construction projects, serving as a project engineer, design manager, production manager, and engineer-of-record. His experience includes design of airport paving, grading, lighting, signing, and marking for runways, taxiways, and terminal aprons. Mr. Clemen's responsibilities include civil design, construction specifications, cost estimating, and plans production.

**TOTAL YEARS OF EXPERIENCE**

16

**YEARS WITH FIRM**

15

**EDUCATION**

B.S., Civil Engineering, Iowa State University

**REGISTRATIONS/ LICENSES**

Professional Engineer  
Florida 74649

**PROFESSIONAL AFFILIATIONS**

American Society of Civil Engineers

**PROFESSIONAL DEVELOPMENT**

ACC Airfield Pavement Design, Evaluation and Analysis

FDOT Airfield Pavement Inspection

**EXPERIENCE WITH ATKINSRÉALIS**

- **Sarasota-Bradenton International Airport, New Rental Car Facility, Sarasota, FL**  
Lead civil engineer. The project included design of a new quick turnaround facility and rental car overflow storage lot. To make room for the new facilities, the existing cell phone waiting lot and an RV and boat storage lot needed to be relocated. AtkinsRéalis prepared civil design and bid packages for the proposed relocated cell phone waiting and RV and boat storage lots, as well as a semi-truck parking lot. In total, there were three different design and bid packages for this project.
- **Pensacola International Airport, General Engineering Consultant (GEC), Pensacola, FL**  
Quality control manager. This master agreement with the City of Pensacola includes on-call planning, engineering, and architecture services orders. Tasks range from 2- to 3-hour consultations to large design and construction programs. Projects completed under this agreement include Focused Environmental Assessment for New Maintenance, Repair, and Overhaul (MRO) Facility; New MRO Facility Planning Services; Cargo Apron Expansion; Airport Land Use Plan; Corporate Apron Rehabilitation; and Airport Layout Plan Update.
- **Lakeland Linder International Airport (LAL), GEC, Lakeland, FL**  
Quality control manager. This master agreement with the City of Lakeland includes on-call planning, engineering, and architecture services orders at LAL. Projects completed under this master agreement include Hangar Site Planning, Air Traffic Control Tower, Airport Intermodal Study, New Fuel Farm, Instrument Landing System and Medium-Intensity Approach Light System Relocation to Runway 9, Terminal Modifications, and New Fixed-Base Operator Facility.
- **Sebring Regional Airport (SEF), GEC, Sebring, FL**  
Airside civil engineer. AtkinsRéalis has been working at SEF since 1992. AtkinsRéalis has developed into an effective extension to Sebring Airport Authority staff and serves as a trusted advisor to the director and board. During this time, AtkinsRéalis has assisted Sebring Airport Authority with general consulting, funding procurement and grant administration, planning and programming, engineering and architectural design, master planning, environmental analysis and permitting, preparation of disadvantaged business enterprise (DBE) plans, land surveying, construction management and inspection, and program management for SEF's planning and development projects. Select projects have included Terminal Apron Rehabilitation, Runway 18-36 Rehabilitation, Water and Sewer Improvements, Airport Layout Plan Update, Airport Master Plan Update and DBE Program Update.
- **Miami-Dade Aviation Department, GEC, Miami, FL**  
Airside civil engineer. AtkinsRéalis is providing technical services for the rehabilitation and improvements to aprons, taxiways, runways, underground utilities, passenger loading

bridges, and appurtenances at Miami International Airport, Miami OpaLocka Executive Airport, Miami Executive Airport, and Miami Homestead General Aviation Airport.

- **Orlando International Airport (MCO), South Terminal C - Phase 1, Landside Civil, Orlando, FL**  
Project manager. As subconsultant to the prime architect, AtkinsRéalis is responsible for the landside civil engineering associated with the new South Terminal C, which includes a new 15-gate airside terminal, landside terminal, expansion of the South Terminal parking garage, commercial curb, access roadways to the new facilities, new enplane/deplane roadway structure, site grading, stormwater drainage, new utilities, and the relocation of the existing utilities.
- **MCO, South Automated People Mover (APM) Complex, Orlando, FL**  
Landside civil engineer. AtkinsRéalis was the lead civil engineer for the project that included the design and construction of APM station, intermodal transit facility, new parking garage, and central energy plant. Civil components included new access roadways, utility infrastructure work, new bridges/underpasses, stormwater design and permitting, and interdisciplinary coordination with architecture teams.
- **Orlando Sanford International Airport (SFB), GEC, Sanford, FL**  
Civil engineer. Since 2000, AtkinsRéalis has served as general engineering consultant to the Sanford Airport Authority (SAA), providing comprehensive aviation planning, engineering, and construction services toward SFB's future development. The scope of services has consisted of general consulting, funding procurement and grant administration, planning and programming, engineering design, architectural design, resident engineering, master planning, environmental analysis, noise studies, preparation of disadvantaged business enterprise plans, land surveying, construction management and inspection, contract administration, and program management for SAA's planning and development projects. Select projects have included Southwest Apron Rehabilitation, Terminal Expansion Gate Needs Study, Airport Master Plan Update, and Master Drainage Plan.
- **Treasure Coast International Airport (FPR), Crossfield Connector Taxiway Design Services, Fort Pierce, FL**  
Lead airfield engineer. Responsible for construction phasing and safety, demolition, horizontal and vertical geometric design, grading, marking, security fence design, and development of construction specifications. Duties included client coordination and overseeing production of all project design involving drainage, environmental, and electrical design groups. This project involved the design and bid phase services for the construction of a new 1,200-foot taxiway to provide access to taxiing aircraft between the isolated touch-and-go Runway 10L/28R at the north side of the airport to the rest of the airfield. The proposed taxiway will connect the existing Taxiway F to the approach end of Runway 10R, and across to Taxiway A. Design efforts involved developing a taxiway alignment that avoids potential wetland impacts, pavement design, drainage design, structural design for canal crossing, electrical design, and permitting. The scope of work also included data collection and environmental analysis.
- **FPR, Runway 10R-28L Pavement Strength Study, Fort Pierce, FL**  
Project engineer. Responsible for collecting and analyzing historical data for the runway including as-builts, fleet mix, and prior rehabilitations. Assisted with the analysis of nondestructive testing data and calculated PCN for Runway 10R-28L. AtkinsRéalis performed a pavement strength evaluation and analysis of the existing Runway 10R-28L in support of pavement classification number and remaining life of pavement calculations. The pavement strength study was a tool used by the airport to evaluate the feasibility of accepting larger aircraft at the airport.

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**Fleet Wulf, PE, PMP, LEED AP BD+C**  
Landside Civil | Tampa, FL

Fleet Wulf has over 30 years of project management/engineering experience in the planning, design, and construction for numerous multidisciplinary large-, medium-, and small-scale aviation projects. Mr. Wulf's general responsibilities include project leadership, client interface, financial and schedule oversight, staff training, and design production/supervision.

**TOTAL YEARS OF EXPERIENCE**

30

**YEARS WITH FIRM**

16

**EDUCATION**

B.S., Civil Engineering,  
University of Colorado

**REGISTRATIONS/ LICENSES**

Professional Engineer  
Florida 53235

**PROFESSIONAL AFFILIATIONS**

American Society of Civil Engineers

**PROFESSIONAL DEVELOPMENT**

ACC Airfield Pavement Design, Evaluation and Analysis

FDOT Airfield Pavement Inspection

**EXPERIENCE WITH ATKINSRÉALIS**

- **Sarasota-Bradenton International Airport, New Rental Car Facility, Sarasota, FL**  
Project manager/engineer-of-record. The project included design of a new quick turnaround facility and rental car overflow storage lot. To make room for the new facilities, the existing cell phone waiting lot and an RV and boat storage lot needed to be relocated. AtkinsRéalis prepared civil design and bid packages for the proposed relocated cell phone waiting and RV and boat storage lots, as well as a semi-truck parking lot. In total, there were three different design and bid packages for this project.
- **Lakeland Linder International Airport (LAL), General Engineering Consultant (GEC), Lakeland, FL**  
Drainage/stormwater engineer. This master agreement with the City of Lakeland includes on-call planning, engineering, and architecture services orders at LAL. Projects completed under this master agreement include Hangar Site Planning, Air Traffic Control Tower, Airport Intermodal Study, New Fuel Farm, Instrument Landing System and Medium-Intensity Approach Light System Relocation to Runway 9, Terminal Modifications, and New Fixed-Base Operator Facility.
- **Pensacola International Airport, GEC, Pensacola, FL**  
Drainage/stormwater engineer. This master agreement with the City of Pensacola includes on-call planning, engineering, and architecture services orders. Tasks range from 2- to 3-hour consultations to large design and construction programs. Projects completed under this agreement include Focused Environmental Assessment for New Maintenance, Repair, and Overhaul (MRO) Facility; New MRO Facility Planning Services; Cargo Apron Expansion; Airport Land Use Plan; Corporate Apron Rehabilitation; and Airport Layout Plan Update.
- **Pensacola International Airport, Stormwater Improvements, Pensacola, FL**  
Lead stormwater engineer. AtkinsRéalis completed an analysis of existing airfield stormwater infrastructure after the airport noted significant flooding on the airfield during heavy rain events. It was discovered that there is a "choke-point" near the intersection of the two runways where the outgoing drainage pipes are undersized to handle the incoming flow. AtkinsRéalis evaluated a number of solutions and provided a design for the preferred solution, including a two-phased approach to allow the airport to build what they could according to available funding.
- **Orlando International Airport, South Terminal C - Phase 1, Landside Civil, Orlando, FL**  
Drainage/stormwater engineer. As subconsultant to the prime architect, AtkinsRéalis is responsible for the landside civil engineering associated with the new South Terminal C, which includes a new 15-gate airside terminal, landside terminal, expansion of the South Terminal parking garage, commercial curb, access roadways to the new facilities, new

enplane/deplane roadway structure, site grading, stormwater drainage, new utilities, and the relocation of the existing utilities.

▪ **Marco Island Executive Airport, New General Aviation Terminal and Associated Landside Improvements, Collier County, FL**

Drainage/stormwater engineer. This \$13 million project included a new 16,000-square-foot terminal with associated improvements. The landside elements included circulation roadways, vehicle parking, landscaping, site lighting, drainage and utility improvements, and the permitting of various project elements. Airside improvements included demolition of the existing terminal building to alleviate safety concerns for aircraft operating on Runway 17-35 and Taxiway A. In addition to apron ramp space replacing the existing terminal building footprint, the project included the expansion of the existing aircraft apron to the west and south, relocation of Taxiway B and associated airfield lighting, demolition of the existing Taxiway B and apron, airfield drainage improvements, and the permitting of various project elements.

▪ **Sebring Regional Airport (SEF), GEC, Sebring, FL**

Drainage/stormwater engineer. AtkinsRéalis has been working at SEF since 1992. AtkinsRéalis has developed into an effective extension to Sebring Airport Authority staff and serves as a trusted advisor to the director and board. During this time, AtkinsRéalis has assisted Sebring Airport Authority with general consulting, funding procurement and grant administration, planning and programming, engineering and architectural design, master planning, environmental analysis and permitting, preparation of DBE plans, land surveying, construction management and inspection, and program management for SEF's planning and development projects. Select projects have included Terminal Apron Rehabilitation, Runway 18-36 Rehabilitation, Water and Sewer Improvements, Airport Layout Plan Update, Airport Master Plan Update and DBE Program Update.

▪ **Southwest Florida International Airport, Terminal Building Expansion, Fort Myers, FL**

Drainage/stormwater engineer. The \$275 million expansion and renovation of the Southwest Florida International Airport terminal will shorten passenger wait times, increase traveler spending on concessions, add more restrooms and amenities, and give the airport an even stronger southwest Florida vibe to enhance the flier's experience. Project elements include consolidation and expansion of security checkpoint, improvements to ticketing and check-in area, addition of four passenger gates/boarding bridges, improvements to baggage handling system, development of airline lounge, renovation to Federal Inspection Services, and expansion of concessions program.

▪ **Tampa International Airport (TPA), Red Side Garage (RSG) Demolition, Tampa, FL**

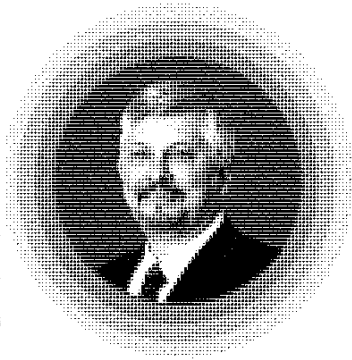
Design engineer. Opening of the new rental car center at TPA in early 2018 meant the RSG would no longer be needed. As such, this design-build project involves design to support demolition of the garage and a portion of the Airside D Shuttle Guideway, along with decommissioning of the Red Side rental car office area.

▪ **TPA, Logistics Facility, Tampa, FL**

Design engineer. Member of design team in charge of stormwater design and permitting and water and wastewater utilities permitting. The New 20,000 square-foot Logistics Facility located in the former Drew Park of the existing Cargo Facility. The facility supports the future anticipated 2030 airport concessions needs.

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## **Robert Ensor, PE, ENV SP**

Airfield Civil | Tampa, FL

Robert Ensor has over 46 years of engineering experience on a wide range of heavy civil design and construction projects. He has more than 30 years of project management, technical support, planning, design, and construction administration and inspection experience on a wide range of aviation landside and airside development projects. Mr. Ensor's project and technical expertise includes airport planning and design, highway planning and design, utility design, and planning and design of telecommunication and security infrastructure at airport and government facilities.

### **TOTAL YEARS OF EXPERIENCE**

46

### **YEARS WITH FIRM**

19

### **EDUCATION**

B.C.E.T., Civil Engineering,  
Southern Technical Institute

A.A., Engineering, Southern  
Technical Institute

### **REGISTRATIONS/ LICENSES**

Professional Engineer  
Florida 37169

### **CERTIFICATIONS**

Envision Sustainability  
Professional, Institute for  
Sustainable Infrastructure

### **EXPERIENCE WITH ATKINSRÉALIS**

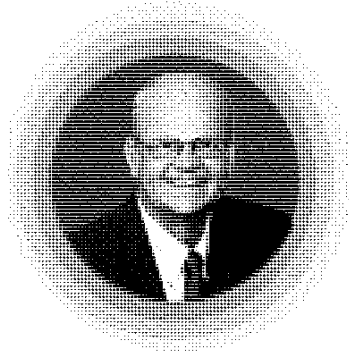
- **Sarasota-Bradenton International Airport, New Rental Car Facility, Sarasota, FL**  
Quality control reviewer. The project included design of a new quick turnaround facility and rental car overflow storage lot. To make room for the new facilities, the existing cell phone waiting lot and an RV and boat storage lot needed to be relocated. AtkinsRéalis prepared civil design and bid packages for the proposed relocated cell phone waiting and RV and boat storage lots, as well as a semi-truck parking lot. In total, there were three different design and bid packages for this project.
- **Miami-Dade Aviation Department, General Engineering Consultant (GEC), Miami, FL**  
Airfield engineer. AtkinsRéalis is providing technical services for the rehabilitation and improvements to aprons, taxiways, runways, underground utilities, passenger loading bridges, and appurtenances at Miami International Airport, Miami OpaLocka Executive Airport, Miami Executive Airport, and Miami Homestead General Aviation Airport.
- **Pensacola International Airport, GEC, Pensacola, FL**  
Airfield engineer. This master agreement with the City of Pensacola includes on-call planning, engineering, and architecture services orders. Tasks range from 2- to 3-hour consultations to large design and construction programs. Projects completed under this agreement include Focused Environmental Assessment for New Maintenance, Repair, and Overhaul (MRO) Facility; New MRO Facility Planning Services; Cargo Apron Expansion; Airport Land Use Plan; Corporate Apron Rehabilitation; and Airport Layout Plan Update.
- **Orlando Sanford International Airport (SFB), GEC, Sanford, FL**  
Airfield engineer. This on-call contract with the Sanford Airport Authority includes comprehensive aviation planning, engineering, and construction services toward SFB's future development. Select projects have included Southwest Apron Rehabilitation, Terminal Expansion Gate Needs Study; Airport Master Plan Update, and Master Drainage Plan.
- **Sebring Regional Airport (SEF), GEC, Sebring, FL**  
Airfield engineer. AtkinsRéalis has been working at SEF since 1992. AtkinsRéalis has developed into an effective extension to Sebring Airport Authority staff and serves as a trusted advisor to the director and board. During this time, AtkinsRéalis has assisted Sebring Airport Authority with general consulting, funding procurement and grant administration, planning and programming, engineering and architectural design, master planning, environmental analysis and permitting, preparation of DBE plans, land surveying, construction management and inspection, and program management for SEF's planning

and development projects. Select projects have included Terminal Apron Rehabilitation, Runway 18-36 Rehabilitation, Water and Sewer Improvements, Airport Layout Plan Update, Airport Master Plan Update and DBE Program Update.

- **Lakeland Linder International Airport (LAL), GEC, Lakeland, FL**  
Airfield engineer. This master agreement with the City of Lakeland includes on-call planning, engineering, and architecture services orders at LAL. Projects completed under this master agreement include Hangar Site Planning, Air Traffic Control Tower, Airport Intermodal Study, New Fuel Farm, Instrument Landing System and Medium-Intensity Approach Light System Relocation to Runway 9, Terminal Modifications, and New Fixed-Base Operator Facility.
- **Southwest Florida International Airport, Terminal Building Expansion, Fort Myers, FL**  
Civil design quality control reviewer. The \$275 million expansion and renovation of the Southwest Florida International Airport terminal will shorten passenger wait times, increase traveler spending on concessions, add more restrooms and amenities, and give the airport an even stronger southwest Florida vibe to enhance the flier’s experience. Project elements include consolidation and expansion of security checkpoint, improvements to ticketing and check-in area, addition of four passenger gates/boarding bridges, improvements to baggage handling system, development of airline lounge, renovation to Federal Inspection Services, and expansion of concessions program.
- **Miami International Airport, Central Base Apron and Utilities Modification, Miami, FL**  
Airfield engineer. Required work includes constructing 1,000 lineal feet of reinforced concrete box culvert in a section of Canal 10A, constructing a culvert in the east end of Canal 10B, reconstructing the existing apron and expanding the apron to the north, removing the existing abandoned utilities, installing new drainage structures, and providing apron markings in an active maintenance apron used by American Airlines. The North Terminal security gate area is being prepared for additional aircraft parking by removing existing security fences and gates and all above-ground utilities. This area will be used for additional aircraft parking during subsequent phases of the Central Base Apron. As prime consultant, AtkinsRéalis was responsible for the design of the project (demolition, grading, drainage, geometrics, pavement jointing, markings, airfield and apron lighting, surveying, construction phasing and sequencing); and the overall project management, design management, construction inspection, and plan production.
- **St. Pete-Clearwater International Airport (PIE), Continuing Professional Planning, Engineering, and Construction Services, Clearwater, FL**  
Airfield engineer. This master agreement with Pinellas County included on-call planning, engineering, and architecture services orders at PIE. Projects included Construction Management for Taxiways Rehabilitation Phase 1 and Construction Management for Terminal Apron Hardstand Expansion Phase 1.
- **LAL, Runway 9-27 Rehabilitation and Strengthening, Lakeland, FL**  
Quality control reviewer. Runway 9-27 is 8,499 feet long by 150 feet wide and serves as the primary runway. In 2015, the Florida Department of Transportation pavement management report documented that the majority of the runway pavement was in fair condition and would need rehabilitation in the next 5–10 years. However, this project required the runway to be strengthened to meet the forecasted demand of a new cargo tenant. Lessons learned included microphasing of runway and taxiway construction with multiple concurrent construction projects.

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**Scott T. Brady, PE**  
 Stormwater/Permitting | Lakewood, FL

Scott Brady has over 45 years of experience in civil engineering, emphasizing public sector projects. More than 34 years of his total experience has been focused on airport projects, which includes assignments as program manager, project engineer, and consultant. Mr. Brady's varied engineering functions have included engineering analysis, design documents preparation, permitting, cost estimating, scheduling, bid analysis, grant assistance, field observation, construction claims evaluation and resolution, forensic engineering, expert testimony, research, and instruction. He has worked on over 175 airport projects at over 50 airports. These have been located in 11 states in four FAA regions, with a concentration in Florida in the FAA Southern Region.

**TOTAL YEARS OF EXPERIENCE**

45

**YEARS WITH FIRM**

10

**EDUCATION**

M.S., Civil Engineering,  
 Georgia Institute of  
 Technology, Atlanta

B.S., Civil Engineering,  
 Georgia Institute of  
 Technology, Atlanta

**REGISTRATIONS/  
 LICENSES**

Professional Engineer  
 Florida 34966

**CERTIFICATIONS**

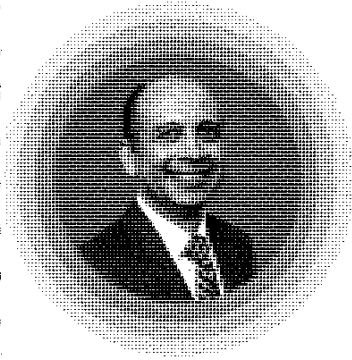
Commercial Pilot, single  
 engine, land and sea,  
 instrument rated

**PROFESSIONAL  
 AFFILIATIONS**

American Society of Civil  
 Engineers  
 Aircraft Owners and Pilot  
 Association  
 Florida Airports Council

**EXPERIENCE WITH EG SOLUTIONS, INC.**

- Sarasota Bradenton International Airport, General Consulting Services, Sarasota, FL  
 Consulting Engineer. Responsibilities include consulting on FAA and FDOT grant applications, pavement strengths, local and state permitting, construction compliance with specific contract requirements, and independent reviews of construction cost increase requests. The project is on-call consulting for non-EGS projects and generally involves efforts requiring less than two hours of consulting time to complete.
- Sarasota Bradenton International Airport, Stormwater Management System Improvements - Planning, Design, Permitting, and Construction, Sarasota, FL  
 Program Manager. Responsibilities included project formulation, alternatives, eligibility and scoping with FDOT and/or FAA, coordination for concurrence of alternative criteria with SWFWMD, Manatee County, and Sarasota County, coordinating field data collection, establishing design criteria, modelling assistance, permitting assistance, plans review, specifications and engineers report preparation, bidding assistance, construction phase services, and project closeout. The project reduced, modified, and eliminated wet ponds that were attractants for hazardous wildlife. This improved safety. It also permitted 111 acres of new aviation business development consisting of terminal expansion, aprons, taxilanes, hangars and offices, access roads and parking, thus increasing airport revenue. This is about 55 acres greater than would otherwise be available using presumptive design criteria.
- Florida Department of Transportation (FDOT), 2021 Statewide Airport Stormwater Study Phase 1, Tallahassee, FL  
 Program Manager. Responsibilities included coordinating updates with FDEP, FDOT, and the water management districts, reviewing current technical information, attending the Technical Advisory Committee (TAC) meetings for rulemaking updates, revising the 2016 FDOT Statewide Airport Stormwater Best Management Practices Manual, and assisting in new language for Applicant's Handbook, Volume 1, Rule 62-330 FAC. The project requirements are congruent with these responsibilities.



## **Manuel Bejarano, Ph.D., PE**

Pavements | Orlando, FL

Manuel Bejarano has 28 years of combined experience in the design, evaluation, rehabilitation, and construction of major airfield paving projects worth more than \$400 million. Dr. Bejarano's experience includes commercial runway, taxiway, and apron airport design. He will leverage this experience and his considerable expertise to ensure the pavements are constructed in accordance with project requirements and industry standards.

### **TOTAL YEARS OF EXPERIENCE**

28

### **YEARS WITH FIRM**

12

### **EDUCATION**

Ph.D., Transportation Materials, University of Illinois

M.S., Geotechnical Engineering, University of Illinois

B.S., Civil Engineering, Universidad de Los Andes

### **REGISTRATIONS/ LICENSES**

Professional Engineer

Florida 70336

California 63736

### **PROFESSIONAL AFFILIATIONS**

Transportation Research Board

American Society of Engineers

### **EXPERIENCE WITH ATKINSRÉALIS**

- **Sarasota-Bradenton International Airport, New Rental Car Facility, Sarasota, FL**  
Pavement engineer. The project included design of a new quick turnaround facility and rental car overflow storage lot. To make room for the new facilities, the existing cell phone waiting lot and an RV and boat storage lot needed to be relocated. AtkinsRéalis prepared civil design and bid packages for the proposed relocated cell phone waiting and RV and boat storage lots, as well as a semi-truck parking lot. In total, there were three different design and bid packages for this project.
- **Miami-Dade Aviation Department, General Engineering Consultant (GEC), Miami, FL**  
Pavement engineer. AtkinsRéalis is providing technical services for the rehabilitation and improvements to aprons, taxiways, runways, underground utilities, passenger loading bridges, and appurtenances at Miami International Airport, Miami OpaLocka Executive Airport, Miami Executive Airport, and Miami Homestead General Aviation Airport.
- **Pensacola International Airport, GEC, Pensacola, FL**  
Pavement engineer. This master agreement with the City of Pensacola includes on-call planning, engineering, and architecture services orders. Tasks range from 2- to 3-hour consultations to large design and construction programs. Projects completed under this agreement include Focused Environmental Assessment for New Maintenance, Repair, and Overhaul (MRO) Facility; New MRO Facility Planning Services; Cargo Apron Expansion; Airport Land Use Plan; Corporate Apron Rehabilitation; and Airport Layout Plan Update.
- **Southwest Florida International Airport, Terminal Building Expansion, Fort Myers, FL**  
Pavement engineer. The \$275 million expansion and renovation of the Southwest Florida International Airport terminal will shorten passenger wait times, increase traveler spending on concessions, add more restrooms and amenities, and give the airport an even stronger southwest Florida vibe to enhance the flier's experience. Project elements include consolidation and expansion of security checkpoint, improvements to ticketing and check-in area, addition of four passenger gates/boarding bridges, improvements to baggage handling system, development of airline lounge, renovation to Federal Inspection Services, and expansion of concessions program.
- **Orlando Sanford International Airport (SFB), GEC, Sanford, FL**  
Pavement engineer. This on-call contract with the Sanford Airport Authority includes comprehensive aviation planning, engineering, and construction services toward SFB's

future development. Select projects have included Southwest Apron Rehabilitation, Terminal Expansion Gate Needs Study; Airport Master Plan Update, and Master Drainage Plan.

• **Sebring Regional Airport (SEF), GEC, Sebring, FL**

Pavement engineer. AtkinsRéalis has been working at SEF since 1992. AtkinsRéalis has developed into an effective extension to Sebring Airport Authority staff and serves as a trusted advisor to the director and board. During this time, AtkinsRéalis has assisted Sebring Airport Authority with general consulting, funding procurement and grant administration, planning and programming, engineering and architectural design, master planning, environmental analysis and permitting, preparation of DBE plans, land surveying, construction management and inspection, and program management for SEF's planning and development projects. Select projects have included Terminal Apron Rehabilitation, Runway 18-36 Rehabilitation, Water and Sewer Improvements, Airport Layout Plan Update, Airport Master Plan Update and DBE Program Update.

• **Lakeland Linder International Airport (LAL), GEC, Lakeland, FL**

Pavement engineer. This master agreement with the City of Lakeland includes on-call planning, engineering, and architecture services orders at LAL. Projects completed under this master agreement include Hangar Site Planning, Air Traffic Control Tower, Airport Intermodal Study, New Fuel Farm, Instrument Landing System and Medium-Intensity Approach Light System Relocation to Runway 9, Terminal Modifications, and New Fixed-Base Operator Facility.

• **Miami International Airport, Central Base Apron and Utilities Modification, Miami, FL**

Pavement engineer. Required work includes constructing 1,000 lineal feet of reinforced concrete box culvert in a section of Canal 10A, constructing a culvert in the east end of Canal 10B, reconstructing the existing apron and expanding the apron to the north, removing the existing abandoned utilities, installing new drainage structures, and providing apron markings in an active maintenance apron used by American Airlines. The North Terminal security gate area is being prepared for additional aircraft parking by removing existing security fences and gates and all above-ground utilities. This area will be used for additional aircraft parking during subsequent phases of the Central Base Apron. As prime consultant, AtkinsRéalis was responsible for the design of the project (demolition, grading, drainage, geometrics, pavement jointing, markings, airfield and apron lighting, surveying, construction phasing and sequencing); and the overall project management, design management, construction inspection, and plan production.

• **LAL, Runway 9-27 Rehabilitation and Strengthening, Lakeland, FL**

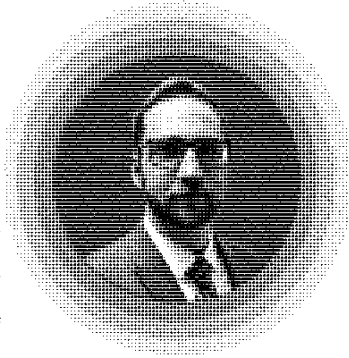
Pavement engineer. Conducted the evaluation of existing pavement, provided new design, prepared details and paving specifications, and supported construction supervision team. The City selected AtkinsRéalis to provide a design for the pavement rehabilitation and strengthening of Runway 9-27. AtkinsRéalis was immediately tasked with developing a schedule to complete design and construction by May 2020. This required having design plans ready for bidding in approximately 10 weeks. AtkinsRéalis implemented several strategies to accelerate the project schedule and ensure a quality product.

• **Dallas-Fort Worth International Airport, On-Call Design and Design Management Services, Dallas, TX**

Pavement engineer. AtkinsRéalis is providing on-call design and design management services. The indefinite delivery contract includes design and engineering management and related services for various type of structures and facilities including airfield, civil engineering, and commercial site development projects.

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## Gavin Fahnestock

Planning | Melbourne, FL

Gavin Fahnestock has more than 17 years of aviation planning, federal funding, and airport regulation experience involving development of airport master plans and airport layout plans, capital improvement plans, and terminal area planning. Mr. Fahnestock's responsibilities include the oversight of the aviation planning group which provides all standard aviation planning services as well as specialized planning support for complex and unique situations such as jet blast analysis, taxiway exit analysis, gate marking and layout, and ground run-up enclosure siting. In addition, the planning group provides a support role in all engineering projects to ensure all FAA design standards are met or maintained throughout a development project, but also to ensure adequate consideration for future development is taken into consideration.

**TOTAL YEARS OF EXPERIENCE**

17

**YEARS WITH FIRM**

5

**EDUCATION**

B.S., Aviation Management with Flight, Florida Institute of Technology

**REGISTRATIONS/ LICENSES**

Commercial Multi-Engine Pilot; Instrument Rating

**EXPERIENCE WITH ATKINSRÉALIS**

- Southwest Florida International Airport, Terminal Building Expansion, Fort Myers, FL  
 Planning manager. The \$275 million expansion and renovation of the Southwest Florida International Airport terminal will shorten passenger wait times, increase traveler spending on concessions, add more restrooms and amenities, and give the airport an even stronger southwest Florida vibe to enhance the flier's experience. Project elements include consolidation and expansion of security checkpoint, improvements to ticketing and check-in area, addition of four passenger gates/boarding bridges, improvements to baggage handling system, development of airline lounge, renovation to Federal Inspection Services, and expansion of concessions program.
- Lakeland Linder International Airport (LAL), GEC, Lakeland, FL  
 Planning manager. This master agreement with the City of Lakeland includes on-call planning, engineering, and architecture services orders at LAL. Projects completed under this master agreement include Master Plan Update, Hangar Site Planning, Air Traffic Control Tower, Airport Intermodal Study, New Fuel Farm, Instrument Landing System and Medium-Intensity Approach Light System Relocation to Runway 9, Terminal Modifications, and New Fixed-Base Operator Facility. Responsible for the development of the Airport Master Plan Update. The airport is undergoing significant development and operational changes. The update of the Airport Master Plan takes into account recent significant increases in operations, a major change in types of operations, and a significant redesign of the airfield.
- LAL, Runway 9-27 Rehabilitation and Strengthening, Lakeland, FL  
 Planning manager. Responsible for ensuring the complete and accurate execution of planning tasks related to the overall project development. The project involved rehabilitation and strengthening of the runway to meet the needs of airport operations by a significant cargo operator with heavy aircraft. In addition, the project involved upgrading of the airports ILS to CAT II SA minimums, and eventually to CAT III. Significant planning was required to ensure all FAA design standards were met and taxiway exits were in optimal locations to improve the efficiency of operations and limit the impact to the airport's ASV. Completed an AIP and Supplemental Discretionary grant applications on behalf of the airport that were later awarded.



• **Pensacola International Airport, GEC, Pensacola, FL**

Planning manager. This master agreement with the City of Pensacola includes on-call planning, engineering, and architecture services orders. Tasks range from 2- to 3-hour consultations to large design and construction programs. Projects completed under this agreement include Focused Environmental Assessment for New Maintenance, Repair, and Overhaul (MRO) Facility; New MRO Facility Planning Services; Cargo Apron Expansion; Airport Land Use Plan; Corporate Apron Rehabilitation; and Airport Layout Plan Update.

• **Nashville International Airport, Deicing Pad Construction and Parallel Runway Reconstruction, Nashville, TN**

Planning manager. Leading group of planners in the planning and design of a new deicing pad for Group III and V aircraft and the reconstruction of Taxiway B, the parallel taxiway to Runway 2L/20R. A new deicing pad is needed between Concourses B and C. The deicing pad will need to accommodate Group III and V aircraft independently and simultaneously while mitigating impacts to the flow of operations in and around the concourses. Planning includes layout of the deicing pad that allows for the flexibility of aircraft type, adjustments to adjacent taxiway systems, accommodation of concourse improvements which add new gates, and phasing of development which reduces the operational impacts to aircraft taxiing in and out of the concourses. The Taxiway B reconstruction project includes adjustments to connector taxiways to meet current FAA design standards and relocation of connectors that improve runway occupancy time. The planning team was able to develop both projects simultaneously while providing innovative options that meet the FAA design standards while allowing for increased operations in and around the project sites.

• **San Antonio Airport System, On-Call Planning and Engineering Services, San Antonio, TX**

Planning manager. Responsible for providing staff augmentation related to the development of the CIP for the airfield and terminal development programs. The programs included identification, organization, phasing, and cost allocation for complex airfield development programs and a major terminal capacity improvement program. The airfield program required detailed phasing of runway and taxiway programs that are required in the near-term to maintain critical infrastructure needed for the daily operations of commercial, cargo, and general aviation arrivals and departures. The runway complex includes three runways connected by multiple taxiway systems. The primary runway is in critical condition and requires immediate reconstruction. A complex phasing program is necessary to ensure limited impacts to operations and continued service by operators. An FAA identified runway incursion mitigation location is need of improvement to ensure the safety of operations while maintaining runway capacity for existing and future operators. Portions of the taxiway system were in critical condition with PCI values below 50. The overall airfield program is anticipated to cost over \$350 million over a 5-year period. The terminal program includes renovation of the existing terminal concourses that have exceeded their useful life and are no longer providing an adequate level of service. In addition, the existing concourses cannot accommodate the demand and construction of a new concourse is necessary. With the advent of the Bipartisan Infrastructure Law, it is imperative that the airport establish an aggressive schedule that allows for maximizing the federal participation in the design and construction of the new facilities.

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**Robert Rice, RA**  
Architecture | Pensacola, FL

Robert Rice has over 26 years of experience in all aspects of architectural design including facility programming, design charrette, consultant management, and construction administration. Prior to joining AtkinsRéalis, he practiced primarily along the Gulf Coast of Florida working on large-scale private resort residential and commercial architecture along with several private coastal residential projects. Experience includes architecture, design management, and construction administration on numerous project types including U.S. Department of Defense projects in the Southeast.

**TOTAL YEARS OF EXPERIENCE**

26

**YEARS WITH FIRM**

2

**EDUCATION**

B.S., Architecture, Florida A&M University

M.Arch., Master of Architecture, Florida A&M University

**REGISTRATIONS/ LICENSES**

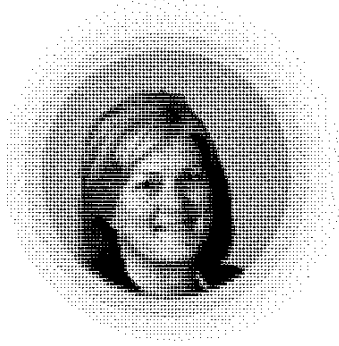
Registered Architect  
Florida AR94997

**HONORS AND AWARDS**

Veteran of the United States Coast Guard, Enlisted, Honorable Discharge, Served, May 1983 - Aug 1986

**EXPERIENCE WITH ATKINSRÉALIS**

- Southwest Florida International Airport, Terminal Building Expansion, Fort Myers, FL  
Architect. The \$275 million expansion and renovation of the Southwest Florida International Airport terminal will shorten passenger wait times, increase traveler spending on concessions, add more restrooms and amenities, and give the airport an even stronger southwest Florida vibe to enhance the flier's experience. Project elements include consolidation and expansion of security checkpoint, improvements to ticketing and check-in area, addition of four passenger gates/boarding bridges, improvements to baggage handling system, development of airline lounge, renovation to Federal Inspection Services, and expansion of concessions program.
- Pensacola International Airport, GEC, Pensacola, FL  
Lead architect. This master agreement with the City of Pensacola includes on-call planning, engineering, and architecture services orders. Tasks range from 2- to 3-hour consultations to large design and construction programs. Projects completed under this agreement include Focused Environmental Assessment for New Maintenance, Repair, and Overhaul (MRO) Facility; New MRO Facility Planning Services; Cargo Apron Expansion; Airport Land Use Plan; Corporate Apron Rehabilitation; and Airport Layout Plan Update.
- Tri-Cities Airport, Aerospace Park Design Guidelines, Aerospace Park, Blountville, TN  
Lead Architect. Developed and provided Aerospace park design guidelines to establish principles for developments within the newly established Aerospace Park at Tri-Cities Airport. The development standards were intended to create a safe, high-quality, efficient, and aesthetically pleasing airport. The guideline set controls of the design, development, and construction activities undertaken by the developer in cooperation with the airport requirements. Aerospace Park size: +/- 600 acres. Guidelines completed early 2022.
- Tri-Cities Airport, Concourse Connector Expansion Design Study, Aerospace Park, Blountville, TN  
Architect. Providing an evaluation study to expand the existing concourse connecting corridor at TRI. The purpose of the evaluation was to validate the requirements and recommendations for the full design of the proposed concourse connecting corridor expansion design which includes expansion and remodeling of the existing TSA Checkpoint. The study was also to evaluate how the current 2021 TSA checkpoint design standards requirements will be integrated into the design of this addition. Construction cost estimate: \$6,000,000.00 design and construction estimated completion 2024.



# Cathy Roche, AIA, LEED AP

Interiors | Fort Myers, FL

Cathy Roche has over 30 years of experience formulating design concepts for various project types. She is often referred to as the "craftsman" because of her unique ability to integrate design and technical disciplines of the profession into one. Ms. Roche's unwavering commitment to the design process has resulted in continued project successes, respect from her peers and a high level of satisfaction among her clients. Her project experience includes primarily education and aviation facilities.

Ms. Roche has completed more than 9 million square feet of projects in the past decade. Her aviation experience includes work on a \$190 million renovation to the North Terminal at Orlando International Airport and a \$250 million Terminal Renovation and Expansion to the Southwest Florida International Airport.

Ms. Roche's organizational skills, leadership and experience ensures that clients are provided with a coordinated set of documents and 3D BIM models to communicate the design intent at all phases of the project. She has managed complex design sub-consultant teams and has a proven track record of completing projects on-time.

**TOTAL YEARS OF EXPERIENCE**

30

**YEARS WITH FIRM**

3

**EDUCATION**

Master of Architecture,  
University of Florida,  
(graduated Magna Cum Laude)

Bachelor of Arts in Design,  
University of Florida,  
(graduated Magna Cum Laude)

**REGISTRATIONS/ LICENSES**

Registered Architect  
Florida AR9761

**CERTIFICATIONS**

LEED® 2.0 Accredited Professional

**PROFESSIONAL AFFILIATIONS**

American Institute of Architects

**EXPERIENCE WITH STUDIO FOR ARCHITECTURE**

- **Southwest Florida International Airport, Terminal Expansion, Lee County, FL**  
Architect. While working at SchenkelShultz, and as a sub-consultant to Atkins North America, the Southwest Florida International Airport was design before the September 11 attacks and had been designed with 3 separate checkpoints (one at each concourse). The Terminal was also originally designed with a majority of the concession's landside in the Terminal. The design concept involved replacing checkpoints at all three existing concourses with a large, central security checkpoint with 18 screening lanes. These check point improvements will provide for additional airside concessions that will now be accessible to all concourses. The construction will be phased to remain in continuous operation and avoid major shifts and disruption during airport peak season.
- **Tampa International Airport, Airside E, Tampa, FL**  
Architect. Work completed while working at HOK in Tampa. This project included a 14 Gate Domestic Concourse, Shuttle Station and Central Energy Plant. Programmatically, the first floor houses airline maintenance and operation offices, outbound baggage sortation, tug drives and loading docks. The second floor is public space dedicated to airline passenger service, including a shuttle lobby, security screening, holdrooms, concessions and restrooms. Cost-effective design solutions in the concourse circulation resulted in the ceiling to be the exposed metal roof deck and tapering the I-beams transversely to the circulation path. In the lofty arrivals lobby, an elegant, exposed kingpin truss system is connected to an exposed straight back truss specialty glazing system. Together, these systems complement each other in creating an airy atmosphere of natural light and openness
- **Fort Lauderdale-Hollywood International Airport, Terminal 1, (Concourse B and C), Fort Lauderdale, FL**  
Architect. Work completed while working at HOK in Tampa. New Terminal and Concourse Facility that includes 23 gates, ticketing and baggage halls, airline support facilities and pedestrian connectors to a new parking garage structure.



**Thomas Farmer, PE, LEED AP BD+C**  
 Mechanical | Orlando, FL

Tom Farmer has 27 years of project management and mechanical team lead expertise, including 15 years of experience working on Department of Defense vertical projects. His experience includes direct responsibility for the engineering design and production of work for multidisciplinary engineering and architecture projects. He has provided mechanical engineering and project management services on a wide variety of projects including condominiums and assisted living, educational, judicial, correctional, hospitality, retail, museum, healthcare, and telecommunication switch facilities. Mr. Farmer is skilled in the design of heating and cooling systems, redundancy systems, hydronic cooling and heating systems, and unique air distribution for new construction projects as well as renovations.

**TOTAL YEARS OF EXPERIENCE**

27

**YEARS WITH FIRM**

2

**EDUCATION**

B.S., Architecture, Florida A&M University  
 M.Arch., Master of Architecture, Florida A&M University

**REGISTRATIONS/ LICENSES**

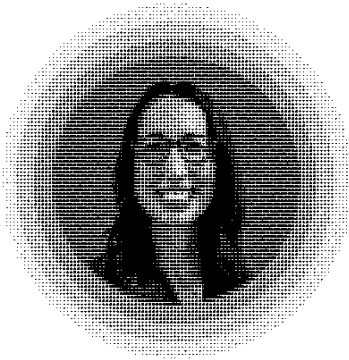
Registered Architect  
 Florida AR94997

**HONORS AND AWARDS**

Veteran of the United States Coast Guard, Enlisted, Honorable Discharge, Served, May 1983 - Aug 1986

**EXPERIENCE WITH ATKINSRÉALIS**

- **Pensacola International Airport, GEC, Pensacola, FL**  
 Mechanical. This master agreement with the City of Pensacola includes on-call planning, engineering, and architecture services orders. Tasks range from 2- to 3-hour consultations to large design and construction programs. Projects completed under this agreement include Focused Environmental Assessment for New Maintenance, Repair, and Overhaul (MRO) Facility; New MRO Facility Planning Services; Cargo Apron Expansion; Airport Land Use Plan; Corporate Apron Rehabilitation; and Airport Layout Plan Update.
- **Lakeland Linder International Airport (LAL), GEC, Lakeland, FL**  
 Mechanical. This master agreement with the City of Lakeland includes on-call planning, engineering, and architecture services orders at LAL. Projects completed under this master agreement include Master Plan Update, Hangar Site Planning, Air Traffic Control Tower, Airport Intermodal Study, New Fuel Farm, Instrument Landing System and Medium-Intensity Approach Light System Relocation to Runway 9, Terminal Modifications, and New Fixed-Base Operator Facility. Responsible for the development of the Airport Master Plan Update. The airport is undergoing significant development and operational changes. The update of the Airport Master Plan takes into account recent significant increases in operations, a major change in types of operations, and a significant redesign of the airfield.
- **Southwest Florida International Airport, Terminal Building Expansion, Fort Myers, FL**  
 Mechanical. The \$275 million expansion and renovation of the Southwest Florida International Airport terminal will shorten passenger wait times, increase traveler spending on concessions, add more restrooms and amenities, and give the airport an even stronger southwest Florida vibe to enhance the flier's experience. Project elements include consolidation and expansion of security checkpoint, improvements to ticketing and check-in area, addition of four passenger gates/boarding bridges, improvements to baggage handling system, development of airline lounge, renovation to Federal Inspection Services, and expansion of concessions program.



**Rebecca Berzinis, PWS, ENV SP**  
 Environmental | Charlotte, NC

Rebecca Berzinis has over 24 years of experience providing environmental services such as National Environmental Policy Act (NEPA) documentation, ecological studies, and federal/state permitting support. As the project manager for an NEPA studies, Ms. Berzinis has had full responsibility for the successful completion of services in support of an EAs, environmental impact statements, and categorical exclusions, including oversight of deputy project managers, managing subcontractors and consultants, coordination with lead and supporting agencies, preparing task and deliverables schedules, budgeting, and overall management of the NEPA processes.

**TOTAL YEARS OF EXPERIENCE**

24

**YEARS WITH FIRM**

16

**EDUCATION**

M.S., Environmental Engineering Sciences, University of Florida

B.S., Biological Sciences, Clemson University

**CERTIFICATIONS**

Professional Wetland Scientist (PWS), Society of Wetland Scientists Certification Program, Inc., 2193

Envision Sustainability Professional (ENV SP), Institute for Sustainable Infrastructure

**PROFESSIONAL AFFILIATIONS**

Society of Wetland Scientists  
 Society for Freshwater Science

National Association of Environmental Professionals, North Carolina Chapter

**EXPERIENCE WITH ATKINSRÉALIS**

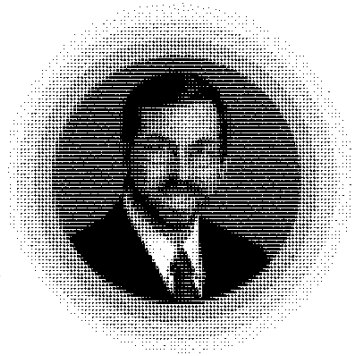
- **Lakeland Linder International Airport (LAL), GEC, Lakeland, FL**  
 Environmental services. This master agreement with the City of Lakeland includes on-call planning, engineering, and architecture services orders at LAL. Projects completed under this master agreement include Master Plan Update, Hangar Site Planning, Air Traffic Control Tower, Airport Intermodal Study, New Fuel Farm, Instrument Landing System and Medium-Intensity Approach Light System Relocation to Runway 9, Terminal Modifications, and New Fixed-Base Operator Facility.
- **LAL, EA for New Fuel Farm, Lakeland, FL**  
 Environmental services. Responsible for quality assurance and quality control reviews of draft and final EA document submittals to the FAA. This EA was developed in accordance with NEPA and FAA Order 5050.4B, NEPA Implementing Instructions for Airport Actions and 1050.1E, Environmental Impacts: Policies and Procedures. The EA evaluated impacts associated with development of a new fuel farm. The purpose of the project is to improve the level of service to the south side tenants. AtkinsRéalis conducted site reviews to evaluate the environmental conditions; designed and permitted the project through the Southwest Florida Water Management District; prepared the EA document and figures; coordinated with state and federal commenting agencies; and coordinated with the FAA's environmental specialist at the Orlando ADO.
- **Pensacola International Airport (PNS), General Engineering Consultant, Pensacola, FL**  
 Environmental services. This master agreement with the City of Pensacola includes on-call planning, engineering, and architecture services orders. Tasks range from 2- to 3-hour consultations to large design and construction programs. Projects completed under this agreement include Focused Environmental Assessment for New Maintenance, Repair, and Overhaul (MRO) Facility; New MRO Facility Planning Services; Cargo Apron Expansion; Airport Land Use Plan; Corporate Apron Rehabilitation; and Airport Layout Plan Update.
- **PNS Environmental Services for MRO Facility, Phase 2, Pensacola, FL**  
 Environmental services. Ms. Berzinis is currently leading the preparation of an environmental assessment (EA) to be submitted to the FAA for impacts associated with the construction of a MRO facility at PNS. The EA is being developed in accordance with NEPA and FAA Order 5050.4B, NEPA Implementing Instructions for Airport Actions and 1050.1E, Environmental Impacts: Policies and Procedures. AtkinsRéalis is preparing the EA document and associated analyses such as transportation, protected species, coastal zone management, noise, air quality, Section 106, Section 4(f), and environmental justice. Atkins

also coordinating with the FAA's Environmental Specialist at the Orlando ADO and assisting the FAA with state, federal, and tribal coordination.

- **Northeast Philadelphia Airport, Taxiway L Rehabilitation, Philadelphia, PA**  
Environmental services. Ms. Berzinis is a certified Envision Specialist responsible for quality assurance and quality control reviews for the project. The project is being evaluated per the Institute of Sustainable Infrastructure (ISI) criteria for project verification. The AtkinsRéalis team works closely with the design team and the Department of Aviation to ensure sustainable applications and quantifiable metrics are completed to certify the project. The five categories evaluated through the project planning, design, and construction include Quality of Life, Leadership, Resource Allocation, Natural World and Climate and Resiliency. There are 64 total credits that are evaluated and include technical write-ups and supporting documentation to verify the credit applicability and metric for the selected level of achievement.
- **Kissimmee Gateway Airport (ISM), Environmental Assessment for Air Traffic Control Tower Relocation, Kissimmee, FL**  
Environmental services. Led the preparation of an EA to be submitted to the FAA for impacts associated with the relocation of the air traffic control tower at ISM. The EA was developed in accordance with NEPA and FAA Order 5050.4B, NEPA Implementing Instructions for Airport Actions and 1050.1E, Environmental Impacts: Policies and Procedures. AtkinsRéalis prepared the EA document and figures, coordinated with state and federal commenting agencies, and coordinated with the FAA's Environmental Specialist at the Orlando ADO.
- **Moody Air Force Base, Supplemental EA for Helicopter Ramp Expansion, Valdosta, GA**  
Quality control reviewer. As independent quality control reviewer, Ms. Berzinis provided QA/QC review of many interim and final deliverables to support a Supplemental EA to the Final Revised EA for Personnel Recovery Campus at Moody Air Force Base, Georgia. The Supplemental EA assessed the potential consequences associated with shifting the helicopter ramp approximately 100 feet south of the originally evaluated footprint. The resources of potential concern to be addressed in the Supplemental EA include the acoustic environment, water resources, biological resources, and air quality. Rebecca's attention to detail on this project contributed to no delays to the project schedule due to environmental clearances/approvals.
- **Northwest Florida Beaches International Airport, Commercial Development Phase I EA, Panama City/Bay County, FL**  
Senior scientist. Led the preparation of an EA to be submitted to the FAA for impacts associated with the development of aviation use and general use parcels associated with the Northwest Florida Beaches International Airport. Led all survey design, data collection and analysis, and EA composition on this project. This EA evaluated the preferred action (commercial development) in relation to the no action alternative, based upon environmental consequences to the affected environment including aircraft operations; noise; air quality; infrastructure and utilities; hazardous materials and waste; and earth, water, biological, cultural, and socioeconomic resources. Coordinated with the FAA, U.S. Army Corps of Engineers (USACE), U.S. Fish and Wildlife Service (USFWS), National Marine Fisheries Service (NMFS), and the general public. Rebecca's experience with managing an interdisciplinary project team for a large-scale project reflects qualifications necessary for Amazon's proposed project.

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**Ian Brady, PE**  
 Construction Inspection | Lakewood, FL

Ian Brady has a variety of field and office experience in data collection, evaluation, alternatives analyses, and design of various project elements. In this capacity, he is involved in most projects the firm has completed or that are now underway. These projects have included general civil design, airport specific design, surface and groundwater hydrology and hydraulics, minor structural design, basic geotechnical and materials analyses, field topographic surveys, field water quality sampling and testing, and construction observation.

**EXPERIENCE WITH STUDIO FOR ARCHITECTURE**

**TOTAL YEARS OF EXPERIENCE**

13

**YEARS WITH FIRM**

10

**EDUCATION**

B.S., Civil Engineering, Florida Institute of Technology, Melbourne

**REGISTRATIONS/ LICENSES**

Registered Architect  
 Florida 91757

**CERTIFICATIONS**

Private Pilot Certificate

**PROFESSIONAL AFFILIATIONS**

American Institute of Architects

- Sarasota Bradenton International Airport, Commercial Apron Expansion, Sarasota, FL  
 Project Engineer. Responsibilities include pavement design, plans production coordination, bidding assistance, construction phase engineering services, RPR and testing services coordination, and project closeout. The project includes expansion of the commercial apron parking ramp east of the existing ramp, reconstruction and realignment of Taxiway R5, and removal of Taxiway A8. SRQ is experiencing rapid growth and requires five additional ground loading gates with parking for the Airbus A320/A321 Aircraft. The services being performed include field surveys, geotechnical investigation, geometric layouts, pavement design, stormwater management design and permitting with three jurisdictional agencies, electrical modifications, signage, pavement markings, bidding, and construction observation.
- Sarasota Bradenton International Airport, Stormwater Management System Improvements - Planning, Design, Permitting, and Construction, Sarasota, FL  
 Project Engineer and RPR. Responsibilities included stormwater modelling assistance, plans production coordination, construction safety and phasing plan assistance, field observation, construction testing coordination, post construction reviews and special testing coordination, change order assistance, and project closeout assistance. The project reduced, modified, and eliminated wet ponds that were attractants for hazardous wildlife. This improved safety. It also permitted 111 acres of new aviation business development consisting of terminal expansion, aprons, taxiways, hangars and offices, access roads and parking, thus increasing airport revenue. This is about 55 acres greater than would otherwise be available using presumptive design criteria.
- Sarasota Bradenton International Airport, Runway 14 Pipe Repair, Sarasota, FL  
 Resident Project Representative. Responsibilities included observation and recording of grouting operations and cutoff approvals, pavement materials and mix reviews for repair areas, observation of pavement repairs and marking, and project closeout assistance. The project was the evaluation and repair of the Runway 14 approach end pavement extension which was exhibiting settlement/subsidence in two areas that had progressively increased with time. While it was not yet a safety concern, the depressions were noticeable to aircraft or authorized ground vehicles operating on the pavement. Rehabilitation or reconstruction of the affected pavement was completed to correct the grade issues.



**STATEMENT OF QUALIFICATIONS**  
On-Call General Consulting Services

RFQ-04-2023-OCC

# LETTER OF INTEREST

January 5, 2024

Mr. Kent D. Bontrager, AAE, PE  
Vice President Engineering, Planning & Facilities  
Sarasota Manatee Airport Authority  
6000 Airport Circle  
Sarasota, FL 34243

**RE: Response to Request for Qualifications | RFQ-04-2023-OCC – On-Call General Consulting Services**

Dear Mr. Bontrager and SMAA Selection Committee:

Infrastructure Consulting & Engineering, PLLC, LLC (ICE) is pleased to submit our Statement of Qualifications (SOQ) to the Sarasota Manatee Airport Authority to provide engineering, architectural design, permitting, bidding, and construction phase services for projects at the Sarasota Bradenton International Airport (SRQ). Our Team is passionate about achieving the mission of the Airport's projects and exceeding your expectations by providing highly qualified Team members who are responsive to your needs.

The Authority wants to select a team with specifically identified individuals who will fit into the role as an extension of their staff. The ICE Team is committed to fully serving the needs of the Authority through on-demand availability and responsiveness. Frequently, issues arise, and immediate assistance is needed. ICE provides this assistance as a courtesy without regard for compensation, knowing that there are not always funding mechanisms in place and the Authority's operational readiness needs are abundant and diverse. This is part of ICE's philosophy of building relationships. We strongly emphasize client service and satisfaction as integral parts of our core value system.

For each project issued under this Contract, our Team's primary focus will be meeting deliverables based on the Authority's defined goals and objectives, including budget and schedule. I will be the primary point of contact for the Authority and will lead our Team's commitment to responsiveness. I may be contacted at:

**5550 W. Idlewild Avenue, Suite 115  
Tampa, Florida 33634  
813.330.2704 (office)  
doug.hambrecht@ice-eng.com**

We are delighted to fully dedicate our Team of professionals to the Authority's needs. You will find that our Statement of Qualifications demonstrates this and our commitment to Sarasota Bradenton International Airport. We appreciate the opportunity to partner with you and collaborate on this Contract.

Respectfully Submitted,  
**Infrastructure Consulting & Engineering, PLLC, LLC**



A handwritten signature in black ink, appearing to read "Doug Hambrecht".

Doug Hambrecht, PE



**STATEMENT OF QUALIFICATIONS**  
On-Call General Consulting Services

RFQ-04-2023-OCC

**FIRM PROFILE**

**8** years of On-Call Aviation Engineering Contracts | **59** employees in Florida State | **6** Florida Offices

ICE is a multi-disciplined consulting and design firm that has provided professional consulting services to local government clients since our inception in 2005. ICE currently employs 472 professionals, including 131 licensed professionals, throughout the Southeast from our 26 locations, including six offices in Florida. Our size enables us to deliver services on projects, small and large, and to provide customized support to our clients. Our aviation experts have completed numerous projects varying in size, scope, and complexity, including the T-Hangar Replacement at the Sarasota Bradenton International Airport, highlighted in this SOQ. The ICE Team presents a successful history of on-call contracts at various commercial airports, decades of aviation experience, and paramount capabilities needed to perform the services for these critical projects.

The map shown to the right represents airports where our staff has worked over the years of being a key player in Florida aviation consulting. This experience includes past projects at the SRQ. The following is a partial list of our Team’s accomplishments at Florida airports and demonstrates our Team’s level of expertise:



**Sarasota Bradenton International Airport**

- T-Hangar Replacement

**St. Pete-Clearwater International Airport**

- Phase III – Gates 7-10 Terminal Expansion
- Shadow Analysis for Terminal Expansion

**Punta Gorda Airport**

- Apron Expansion

**Everglades Airpark**

- Runway 15-33 Rehabilitation

**Southwest Florida International Airport**

- Construction Inspection/RPR Services for Terminal Expansion

**Albert Whitted Airport**

- Taxiway “A1” and South Apron

**Brooksville-Tampa Bay Regional Airport**

- Northeast Corporate Center
- Runways 3-21 and 9-27
- Airport Master Plan Update
- Southeast T-Hangars

**Cecil Airport**

- Runway 18L-36R Rehabilitation
- Runway 9R-27L Rehabilitation

**Daytona Beach International Airport**

- Runway Justification Study
- Parcel 71 Development
- Runway 7L-25R Reconstruction

**Jacksonville International Airport**

- Taxiway “T” and “H” Pavement Reconstruction

**Plant City Airport**

- Airport Master Plan Update
- General Aviation Terminal

**Tampa International Airport**

- Taxiway “A” and Bridge Construction
- Restroom Improvement Design

**New Smyrna Beach Municipal Airport**

- Airport Master Plan Update

**Ocala International Airport**

- Terminal Building Justification Analysis
- General Aviation Terminal

**Sebastian Municipal Airport**

- Airport Access Road
- Runway Remarkings

**Jacksonville Executive at Craig Airport**

- Runway 14-32 Extension Feasibility Study

**Tallahassee International Airport**

- General Aviation Taxiways Rehabilitation
- Airfield Lighting Rehabilitation
- Air Cargo Development
- Airfield Perimeter Fence

**Palm Beach International Airport**

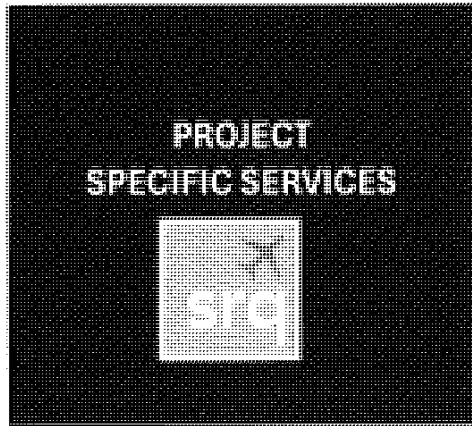
- Exit Taxiways “C4” and “D”

**STATEMENT OF QUALIFICATIONS**  
**On-Call General Consulting Services**

RFQ-04-2023-OCC

# A. EXPERIENCE WITH SIMILAR AIRPORT PROJECTS

In addition to the project profiles on the following pages, we have included a matrix that lists various ICE aviation projects that involve scopes of work similar to this On-Call Contract.



	Airfield Design	Landside / Traffic Design	Stormwater / Drainage	Architectural Design	Planning	Permitting	Geotechnical	GIS Mapping	Utilities	Surveying	Construction Phase Services	Environmental	FAA / FDOT Coordination
<b>Project (Airport)</b>													
Airport Maintenance & Training Hangar Feasibility Study (Valkaria Airport)				●	●			●					
Taxilane & Sitework for Future Hangar Development & Taxiway "A" Repairs* (Sebastian Municipal Airport)	●		●			●	●		●		●		
Satellite Concourse "C" Design* (Destin-Fort Walton Beach Airport)			●						●	●		●	●
West Apron Expansion Design* (Destin-Fort Walton Beach Airport)	●	●					●		●		●	●	●
Fuel Farm Replacement* (Albert Whitted Airport)	●				●	●	●				●		
Airfield Perimeter Fence (Ocala International Airport)	●										●		●
Shade Hangars (Sebastian Municipal Airport)			●			●	●				●		
Architectural Services for Hangars 18 & 19 (Orlando Executive Airport)				●	●	●			●		●		●
Entrance Road & Parking Lots Reconfiguration (St. Pete-Clearwater International Airport)	●				●						●		
CONRAC Facilities Refurbishment* (Destin-Fort Walton Beach Airport)	●			●	●	●					●		
Corporate & General Aviation Development Feasibility Study (Ormond Beach Municipal Airport)			●		●								
Parking Lot "B" Expansion (Destin-Fort Walton Beach Airport)											●		

\*part of an On-Call Contract

## STATEMENT OF QUALIFICATIONS

### On-Call General Consulting Services

RFQ-04-2023-OCC

# T-HANGAR REPLACEMENT

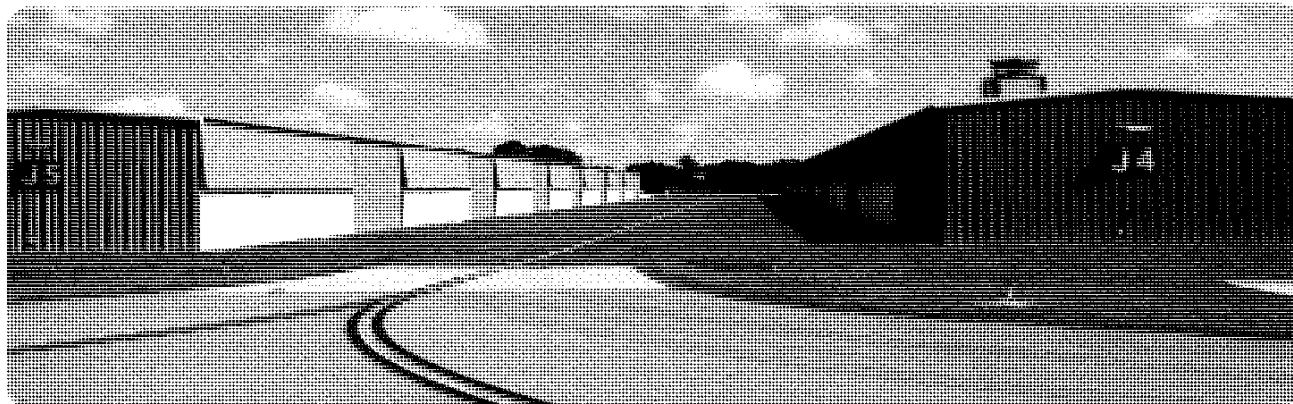
SARASOTA BRADENTON INTERNATIONAL AIRPORT

**REFERENCE:** Kent Bontrager | 941.359.2770 | [kent.bontrager@srq-airport.com](mailto:kent.bontrager@srq-airport.com)

**KEY PERSONNEL PARTICIPATION:** Doug Hambrecht, PE (Project Management)

**PROJECT DURATION:** 07/2017 – 03/2019

**PROJECT VALUE:** \$4.4 Million



The north side of the airport encompassed several rows of T-Hangars. Buildings J-4 and J-5 were “portable” Port-a-Port hangars in severe disrepair. The airport authority desired to replace these buildings with new, pre-engineered metal building construction matching the other permanent structures on either side. The clear door width for the set of buildings was 41.5' x 12'.

Also included in this project were two larger hangar buildings south of Taxiway F. These hangars were designated J-7 and J-8. Taxilane and drainage infrastructure were already in place through a past project designed by ICE staff. The clear door width for these buildings was wider than J-4 and J-5 at 47.5' x 14'. Unique, larger end units were designed on each building with a clear door width of 51' x 16'.

Site work consisted of removing the asphalt pads under the Port-a-Port buildings and removing and relocating the taxilanes to line up with the new doors. Taxilane J-5 between the two north units was removed and replaced to provide adequate drainage and ease efforts to push the aircraft back into the hangar. The site drainage and pipes were reconfigured to accommodate the new layout and grades. An extension of the water line was required to add two fire hydrants.

No gutters were included. Instead, a larger concrete foundation/pad was constructed outside the perimeter of the building to limit erosion. Exterior building-mounted LED lights were provided for taxilane illumination. Door types were bifold, and the building manufacturer was Erect-a-Tube. The project was funded through a 50/50 grant from FDOT.

**ICE was responsible for the design, construction plans, and construction phase services.**

**STATEMENT OF QUALIFICATIONS**

On-Call General Consulting Services

RFQ-04-2023-OCC

**AIRPORT AIRFIELD CONSULTANT SERVICES**

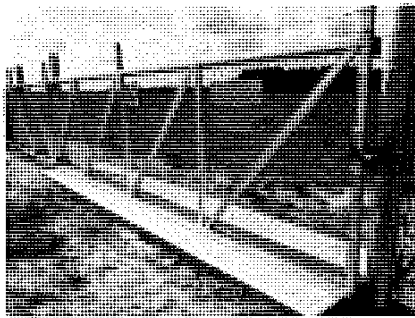
OCALA INTERNATIONAL AIRPORT

**REFERENCE:** Matt Grow | 352.629.8377 | [mgrow@ocalafl.org](mailto:mgrow@ocalafl.org)

**KEY PERSONNEL PARTICIPATION:** Doug Hambrecht (Project Management) | Maram Aldada (Project Engineering) | Daniel Elsea (Quality Control) | Richard Osborne (Planning)

**PROJECT DURATION:** 2017 – Ongoing

**PROJECT VALUE:** Varies (Project Specific)



Since April 2017, ICE has provided on-call general engineering consulting services for the Ocala International Airport. We were reselected in March of 2022 to continue to deliver the projects assigned and the services requested successfully. The following projects have been completed under this Contract.

**Taxiway “A” Rehabilitation**

ICE provided a full-time RPR and inspection services during construction on the milling and overlay of the existing taxiway, demolition, and construction of several new taxiway connectors.

**Construction Inspection for Aircraft Apron Rehab & Expansion**

Rehabilitation of the existing apron and expansion of new pavement to the south of A-7.

**Airport Layout Plan (ALP) Update**

Conducted to illustrate as-built conditions.

**North Development Access Road**

ICE is providing design services for an access road extending 3,000 feet from SW 67<sup>th</sup> Avenue to the property fence. The access road will connect with the airfield pavement system through the future hangar pavement facility.

**Restaurant Design & Construction Oversight**

ICE served as the owner’s representative during the design and construction of a 3,600-SF restaurant build-out in the terminal.

**Airfield Perimeter Fence**

ICE designed, bid, and provided construction services on installing a five-foot fencing skirt intended to eliminate digging by wildlife.

**Runway 18-36 Crack Repair, Sealing, & Restriping**

Design, bidding, and construction services on the crack repair, sealing, and restriping work. The ICE Team was responsible for preparing the FAA grant application for construction and developing the Construction Safety and Phasing Plan (CSPP).

**STATEMENT OF QUALIFICATIONS**

On-Call General Consulting Services

RFQ-04-2023-OCC

**CONTINUING PROFESSIONAL CONSULTING SERVICES**

SEBASTIAN MUNICIPAL AIRPORT

**REFERENCE:** Jeff Sabo | 727.228.7013 | [jsabo@cityofsebastian.com](mailto:jsabo@cityofsebastian.com)

**KEY PERSONNEL PARTICIPATION:** Doug Hambrecht (Project Management) | Bob Anderson (Architecture) | Maram Aldada (Project Engineering) | Daniel Elsea (Quality Control)

**PROJECT DURATION:** 2016 – Ongoing

**PROJECT VALUE:** Varies (Project Specific)



ICE has provided continuing aviation planning and engineering services for the Sebastian Municipal Airport for three consecutive terms. The following projects have been completed under this Contract.

**Taxiways “C”, “D”, & “E”**

ICE provided engineering services on the construction of Taxiway “C,” a new parallel taxiway on the north side of Runway 5-23. Adding Taxiway “D” to the south of Runway 5-23 and Taxiway “E” to the south of Runway 10-28. Upfront coordination with the FAA led to a grant award of over \$4.2 million for the City.

**Shade Hangars**

Design of 14 shade hangars, including 12 units for single engine type and two larger units for twin engines. ICE also provided permitting, including water-management permitting, and administering the bidding process. The budget was based on an 80/20 FDOT grant.

**Hangar D**

This project includes a total building footprint of 11,310 SF consisting of three storage hangars, office space, and two parking lots.

**Taxilane & Sitework for Future Hangar Development & Taxiway “A” Repairs**

ICE prepared contraction plans, specifications, and bid documents for constructing a taxilane to serve future box hangar development. ICE also led the rehabilitation design of 200 feet of Taxiway A.

**Runway 5-23 Rehabilitation**

ICE is providing design services for this rehabilitation project to improve pavement conditions and lighting system. Runway 5-23 is 4,023 feet long and 75 feet wide, requiring a mill and overlay. This project will extend the usable life of the existing runway pavement and meet the FAA’s grading requirements.

**Airport Layout Plan (ALP) Update**

ICE made revisions to provide the necessary approvals for the FAA to undertake new projects and to reflect the as-built conditions of projects.

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**GENERAL AVIATION ENGINEERING SERVICES**

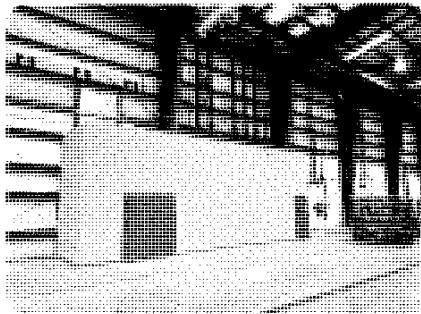
**OKALOOSA COUNTY AIRPORTS**

**REFERENCE:** Robert “Chad” Rogers | 850.651.7160 | [rrogers@myokaloosa.com](mailto:rrogers@myokaloosa.com)

**KEY PERSONNEL PARTICIPATION:** Doug Hambrecht (Project Management) | Bob Anderson (Architecture) | Daniel Elsea (Quality Control)

**PROJECT DURATION:** 2019 – Ongoing

**PROJECT VALUE:** Varies (Project Specific)



ICE currently provides on-call continuing services for Okaloosa County’s three airports: Destin-Fort Walton Beach Airport, Destin Executive Airport, and Bob Sikes Airport. The following projects have been completed under this Contract.

Destin-Fort Walton Beach Airport

**Parking Lot B Expansion**

This Project expanded the surface lot parking on the west side of the Airport in conjunction with other passenger capacity expansion projects to meet demand and ensure employees have adequate parking during peak travel periods. The construction was funded through a Supplemental Joint Participation Agreement with the FDOT and included constructing a 506-space parking lot.

**CONRAC Facilities Refurbishment**

Refurbishing the existing CONRAC facility to satisfy immediate rental agency needs and upgrade aging mechanical equipment. The Project added 20 vacuum stations, as well as refurbished various aspects of the facility, including: replacing the existing fuel pumps with digital models, installing new inventory controls, replacing chip-key with proximity cards, and replacing the washing equipment in the five-bay building.

Bob Sikes Airport

**ARFF Enclosure**

A fire-rated enclosure was added to cover all the fire sprinkler systems. This enclosure included a fire-rated ceiling and fire-rated doors.

*ICE was selected as the prime consultant on the following stand-alone projects in addition to the GEC:*

**West Apron Expansion, Destin-Fort Walton Beach Airport**

ICE provided the design services and was selected for construction administration services.

**Baggage Claim Expansion**

ICE will provide construction phase services on the East side of the existing main terminal to expand the capacity of the baggage claim lobby.

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**SUBCONSULTANT SIMILAR PROJECT EXPERIENCE**

**STORMWATER MANAGEMENT SYSTEM IMPROVEMENTS**

SARASOTA-BRADENTON INTERNATIONAL AIRPORT



**REFERENCE:** Kent Bontrager | 941.359.2770 | [kent.bontrager@srq-airport.com](mailto:kent.bontrager@srq-airport.com)

**PROJECT DURATION:** 06/2021 – 05/2022

**PROJECT VALUE:** \$8.8 Million

EGS was retained to complete a master drainage plan update and to design, permit, and transfer to operations the master drainage system and plan recommended. This project reduced/modified ponds that were attractants for hazardous wildlife, thereby improving safety while providing 111 acres of new aviation business development consisting of air carrier terminal improvements, aprons, taxilanes, hangars, offices, access roads, and parking. EGS led the technical effort for both the FAA Demonstration Pond and the Statewide Airport Stormwater Study.



**MIA SPECIAL SYSTEMS PROGRAM MANAGEMENT**

MIAMI INTERNATIONAL AIRPORT



**REFERENCE:** Felix Periera | 305.468.5900 | [fperiera@miami-airport.com](mailto:fperiera@miami-airport.com)

**PROJECT DURATION:** 08/2000 – Present

**PROJECT VALUE:** \$3 Billion

Introba has worked with MDAD and Miami Dade County for over 20 years. Over the course of time, the firm has partnered with MDAD on many different projects, including the special systems program management for the \$2.8B, 3.6M sf, North Terminal Development at Miami International Airport. Introba was also retained to develop conceptual plans for IT systems implementation, detailed premise distribution engineering, and program management for the entire IT installation.



**TERMINAL CONCOURSE EXPANSION**

SARASOTA BRADENTON INTERNATIONAL AIRPORT



**REFERENCE:** Steve Henriquez, PE | 813.636.2422 | [steve.henriquez@aecom.com](mailto:steve.henriquez@aecom.com)

**PROJECT DURATION:** 02/2022 – 04/2022

**PROJECT VALUE:** \$12,707.78

This project included Concourse B Expansion (2 “bump-outs”) and a new Ground Boarding Facility expanding from the easternmost existing concourse. Tierra performed six Standard Penetration Test (SPT) borings to depths of 30 feet below the existing pavement surface. Tierra also provided geotechnical recommendations for site preparation, foundation design criteria, settlement, floor slabs, and construction considerations to support the design and construction of the proposed expansion.



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**RECLAIMED WATER MAIN & BOOSTER PUMP STATION**  
LAKEWOOD RANCH – MANATEE COUNTY, FL



**REFERENCE:** Robert Simons | 914.755.6574 | bob.simons@lakewoodranch.com  
**PROJECT DURATION:** 02/2021 – On-going (Design completed in August 2023, project is currently in construction phase.)  
**PROJECT VALUE:** \$4 Million

The project consists of the design, permitting, and construction administration services of the proposed reclaimed water main and booster pump station (BPS) for Braden River Utilities (BRU) within the Northeast Sector of the Lakewood Ranch development in Manatee County. The proposed reclaimed water main consists of approximately 3,500 linear feet of 16-inch pipeline along SR 70 and approximately 12,000 linear feet of 16-inch pipeline along Bourneside Blvd. from SR 70 to Rangeland Pkwy. The 16-inch pipe size will be verified by updating limited hydraulic modeling as part of this project.



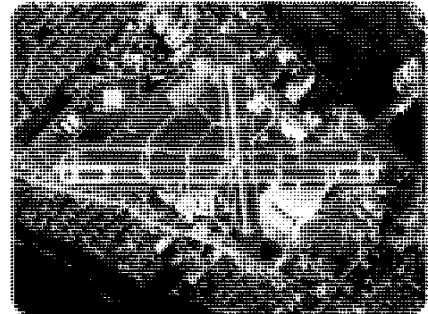
CMA was responsible for hydraulic modeling and preparation of the Basis of Design Report, preparing materials for the Client’s submittal to SWFWMD, coordination of field services, civil engineering design, permitting, bidding assistance, and construction administration services during construction.

**AERONAUTICAL OBSTRUCTION SURVEY**  
SARASOTA BRADENTON INTERNATIONAL AIRPORT



**REFERENCE:** Gary Rogers | 217.788.2450 | grogers@hanson-inc.com  
**PROJECT DURATION:** 04/2016 – 09/2017  
**PROJECT VALUE:** \$122,348

NV5 Geospatial provided services required for an aeronautical obstruction survey at SRQ. The project complied with AGIS policies and included an airport airspace analysis for vertically guided operations for existing Runways 4/22 and 14/32.



NV5 acquired new vertical stereo digital imagery at a physical image scale of 1" = 1,905' of the obstruction surface areas and 1" = 508' of the airport property. The aerial imagery covered all VG Airspace Analysis surfaces using a Zeiss Z/1 Digital Mapping Camera (DMC), or comparable, during leaf-on conditions.

From the 1"= 1,905' imagery, NV5 produced the following:

- Limited landmark feature planimetric mapping.
- Color digital orthophotos with a 1.0'-pixel resolution.
- Identification and mapping of obstruction obstacles for all the VG surfaces.

From the 1"= 508' imagery, NV5 produced the following:

- Identification and mapping of obstruction obstacles for the VGRPS, VGPCS, and VGPS surfaces.



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**VARIOUS PROJECTS AT SRQ**

**ME3**

SARASOTA BRADENTON INTERNATIONAL AIRPORT

**REFERENCE:** Cameron Newhouse | 941.359.2770 | cameron.newhouse@srq-airport.com

**PROJECT DURATION:** 2019 – 2023

**PROJECT VALUE:** Varies by Project

**TSA Renovation**

ME3 provided HVAC, power, lighting, and fire sprinkler design for a new TSA checkpoint.



**Restroom Renovation**

ME3 provided engineering support for the renovation of restrooms within the Airport at 19 different locations.

**Rent-A-Car Renovation**

Renovation of the rental car kiosk, associated canopy, and curb-side ceiling components.

**Hangar Door Electrical Improvement**

ME3 provided electrical power design to include a new 480V three-phase main electrical service plus the design of power to the hangar doors.

**American Airlines Lounge**

ME3 designed the renovations of existing storage rooms into a new lounge for American Airlines.

**Observation Area**

ME3 provided a new public observation area adjacent to the Airport.

**BOUNDARY SURVEY**

**Hyatt**  
SURVEY

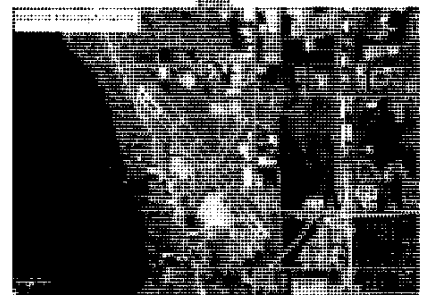
SARASOTA BRADENTON INTERNATIONAL AIRPORT

**REFERENCE:** N/A

**PROJECT DURATION:** 11/2019 – 11/2020

**PROJECT VALUE:** \$142,405

Hyatt Survey provided a boundary survey of the Sarasota Bradenton Airport. This survey encompassed 25 parcels totaling approximately 1,440 acres and included recovering/establishing horizontal control points with RTK GPS & Conventional closed traverse 32,000 LF with 25 legs, locating 26 section corners, and updating certified corner records, location of appropriated boundaries of 25 parcels, location of the right of way for US 41, University Parkway, 15th Street, Tallavast Road, Clyde Jones Road, and Claire Drive.



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## B. TEAM ORGANIZATION

The ICE Team will proudly serve as an extension of the Sarasota Manatee Airport Authority and the Sarasota Bradenton International Airport staff throughout the life of the Authority’s projects under this Contract. On the following page, the organizational chart identifies the individuals, including subconsultants, assigned to the Team who will exceed their duties in their respective disciplines for the duration of the Contract.

ICE has put together a group of highly qualified subconsultants who bring specialized value and have a history of past projects at SRQ. As the Prime Consultant, ICE will be responsible for all our subconsultants’ work, schedules, and the quality of their deliverables. Our adherence to schedules and experience managing and integrating multiple subconsultant firms will secure successful design delivery.



ICE will regularly communicate with our subconsultants to confirm that their deliverables are received on time, avoiding delays to any project schedules. Communication efforts include team meetings where project expectations are set, frequent email correspondence, and phone calls.

### **PAST PERFORMANCE ON SMAA PROJECT**

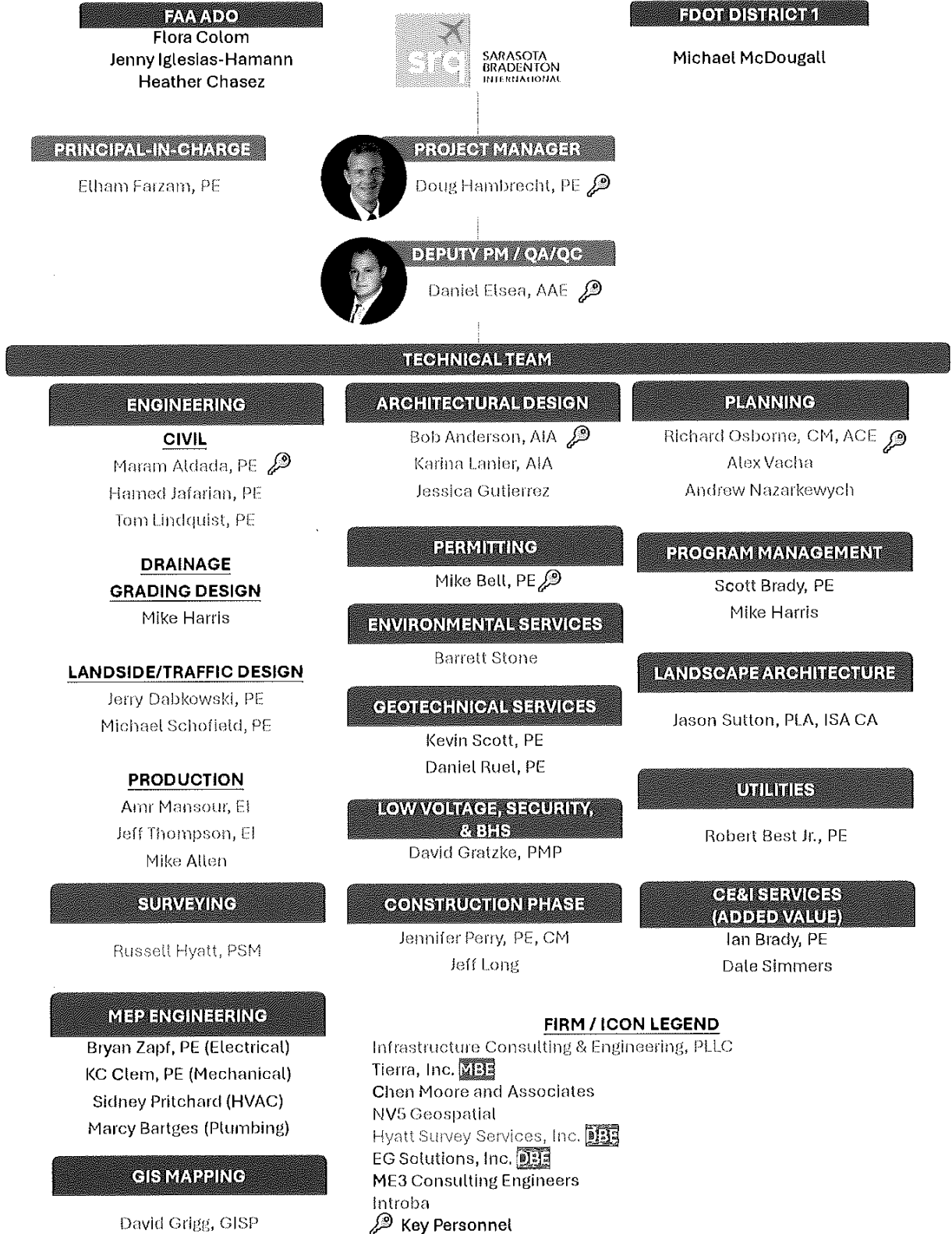
From 2017 - 2019, the ICE Team served the Authority as the prime design consultant on your T-Hangar Replacement Project, completed on time and within budget. In addition, one of our subconsultants for this Contract, **Hyatt Survey Services, LLC**, also worked with ICE on this project. We are eager for the opportunity to work with the Authority once more and, if selected, are available to start work immediately on this Contract. The table below highlights the proposed ICE personnels’ involvement with SMAA’s T-Hangar Replacement Project and their responsibilities.

<b>T-Hangar Replacement – Sarasota Bradenton International Airport</b>		
<b>Personnel</b>	<b>Role</b>	<b>Responsibilities</b>
Doug Hambrecht, PE	Project Manager	Overall project management, including design, construction plans, and construction phase services.
Hamed Jafarian, PE	Project Engineer	Design, construction plans, and construction phase services for replacing buildings J-4 and J-5.
Amr Mansour, EI	Design Engineer	Assisted with the CAD production for replacing buildings J-4 and J-5, as well as new buildings J-7 and J-8.
Mike Allen	Designer	Plans production, quantities, and production submittals.

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**ORGANIZATIONAL CHART**



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**C. APPROACH****UNDERSTANDING OF POTENTIAL PROJECTS**

Our Team feels uniquely qualified to administer this type of Contract due to the organization of our company. We are a medium-sized firm, which gives us the flexibility of a small firm without the large firm bureaucracy. In Tampa, our professionals stand ready to provide engineering, architecture, planning, airport management, road design, traffic design, and smaller projects which will come from this Contract. This will translate to competent, responsive services to the Authority for any size or type of project. The following is a listing of the projects in the RFQ, our understanding, and plans to administer and execute.

1. Terminal Modifications and Upgrades – It is expected for the Authority's projects to be smaller in scope considering the Airport is currently undergoing a major terminal expansion and renovation. These projects may consist of MEP modifications, new concessions, or basic interior improvements. Our architects in Tampa have recently designed the terminal at the Ocala International Airport, managed the design and construction of a terminal restaurant, and designed restrooms for Tampa International Airport. ICE will be assisted by our MEP subconsultant, **ME3 Consulting Engineers**, to provide necessary MEP services as needed for potential terminal modifications and upgrades at the SRQ.
2. Parking Lot Expansion – Any significant expansion of the Airport would involve a reconfiguration of the loop road. The ALP indicates a parking structure over the current short-term lot, which has now become a necessity for the traveling public. Whether the expansion is aimed to create room for this construction or expand the surface lot, ICE has roadway designers and airport engineers capable of planning, conceptualizing, and designing.
3. Stormwater Improvements – Any stormwater improvement project by the Airport should have heavy involvement by **Scott Brady, PE, of EG Solutions, Inc.** EGS has been administering the stormwater program for SRQ for many years. As a subconsultant to the ICE Team, they will carry on this role to provide exceptional service to the SRQ and exhibit their intimate knowledge of the current and future capacities.
4. GIS Program – ICE has partnered with **NV5 Geospatial** to assist with any of SRQ's GIS needs and requests. In the event ICE is awarded this Contract, we will use each other's expertise and resources to build a relationship that is beneficial to the Authority.
5. Surveying – **Hyatt Survey Services** has worked with the ICE Team on multiple occasions over the years. We are confident in their quality of work. Additionally, they have remarkable experience at SRQ and are well known to the Authority and SRQ's staff.
6. Airport Fencing and Barricades – We have developed numerous fence projects for multiple Florida airports, such as Ocala and Tallahassee. Barricade placement for safety is typically a function of passenger parking, pedestrian safety, and ready return security.
7. Rental Car/Ready Return Improvements – Project Manager, **Doug**, and Architect, **Bob**, have worked together on myriad ready/return and consolidated rental car facilities throughout Florida and the Southeast. They are currently working with Destin-Fort Walton Beach Airport on their Rental Car Facility master plan and ready return parking improvements. Previously in 2021, ICE was shortlisted for the planned CONRAC re-development at the SRQ and presented our qualifications to the board. We are well-versed in security, movement, rental car operations, and agency needs. Coupled with this competency, our Team can provide improvements to the facilities, such as car wash equipment, vacuum islands, and fuel dispensers.
8. Environmental Investigations and Audits – Coordination with agencies is critical to the schedule and acceptance of the document. The Team has an accomplished environmental specialist, Barrett Stone, on staff with experience throughout Florida.
9. Utility Improvements – The ICE Team will utilize a local firm, **Chen Moore and Associates (CMA)**, for any tasks associated with utilities. Their local knowledge of permitting, notably in Manatee County, serves as an asset to our Team that will facilitate permit approvals.
10. MEP Modifications and Upgrades – As mentioned above, our Team presents specialty subconsultant **ME3 Consulting Engineers** to support all MEP engineering efforts for this Contract.

*Continued >>*

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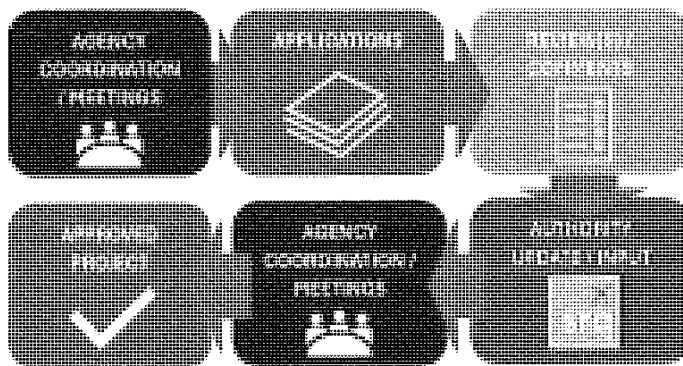
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11. SWPPP Updates and Training – In September, ICE completed the SWPPP update for the Inverness Airport in Citrus County. Our Team offers a fresh vision and conceptual inspiration to prepare SWPPP updates and training for SRQ.
12. Traffic Studies – **Jerry Dabkowski, PE**, our Team’s traffic expert, has completed traffic studies throughout the area, including the City of Dunedin, the City of Gainesville, and the Town of Penney Farms. Attributable to his familiarity with the area, we have included him on the Team to conduct traffic studies at SRQ.
13. Cost Estimates – For each project, Our Team will calculate and monitor any cost estimates for this Contract. For engineering, ICE relies on bid tabulations from previous projects by maintaining a database of relevant pricing from similar-sized projects. We will prepare detailed cost estimates for each element of a Project, as well as review the estimates through our exhaustive Quality Control process.
14. Program Management/Design Review – ICE will assign the appropriate reviewers depending on the nature of the Project. Similarly, we are prepared to offer oversight to any Project, including full or part-time construction inspection.
15. Conceptual Planning for Commercial Projects – Our Team will compose a combination of our in-house aviation architects and planners for non-aeronautical landside developments for safety, traffic, compatibility, and highest and best use.
16. Any other consulting services required for proper maintenance, planning, and development at Sarasota Bradenton International Airport – Being a full-service firm allows us to be available at a moment’s notice, develop scopes, and fully execute. As an extension to your staff, we will immediately assist the Authority should cases arise where there is no time to wait on a Contract.

**CONSIDERATIONS TO KEY ISSUES**

- ✓ **MINIMAL DISRUPTIONS TO THE AIRPORT:** ICE understands the importance of minimizing disruptions to the Airport’s daily operations. Our professionals will work with SRQ’s funding requirements, meet schedules, and tailor an approach deemed appropriate for peak seasons.
- ✓ **TIMELY REGULATORY AGENCY ENGAGEMENT:**  
 It is of the utmost importance that regulatory agencies are approached and engaged regarding the proposed project as early as possible to avoid any surprises. We have partnered with a local permitting firm, **Mike Bell, PE**, with **Chen Moore and Associates (CMA)**, which has completed hundreds of permitting projects within Sarasota and Manatee Counties. It is their intent and standard practice to set up and attend pre-application meetings with the necessary regulatory agencies.
- ✓ **CONTINUAL INTERFACE WITH STAKEHOLDERS:** Maintaining SRQ’s positive public image is critical. To do that, the Authority, FAA, FDOT, the City of Sarasota, and Manatee County must be able to visualize improvements, be informed, and follow progress. To provide an efficient project, we will conduct regularly scheduled meetings throughout the design process to sustain a sound project strategy for SRQ and its users. These meetings will generate a consistent understanding of the goals and objectives of the Project.
- ✓ **PRIORITIZING SAFETY:** The ICE Team integrates safety as the top priority in developing an airport. Keeping safety as the leading principle is crucial in designing projects, such as phasing projects during design to decrease taxiing distances, which reduces non-based pilot confusion.



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**GENERAL TIMELINE FOR DELIVERABLES**

Since the tasks will vary under this Contract, from the Team’s civil and architectural design to construction oversight, an exact timeframe cannot be established. However, while scoping each Project, the ICE Team will ensure a detailed list of tasks and milestones is determined early and agreed to by the Authority’s engineering department. Once the NTP is issued, the contract schedule will be shared with the entire Team for tracking and compliance. The overall adherence will be monitored and enforced by Doug. He will ensure that the Contractor strictly adheres to their Critical Path Method (CPM) schedule. In the event of schedule slippage, Doug will collaborate with the Contractor to develop a recovery plan promptly.

**MANAGEMENT DURING ASSESSMENT**

The common thread in our approach towards any assignment is active listening and timely coordination to fully understand your needs and objectives, as well as being available to serve. Our Team will remain fully accessible and responsive throughout the duration of this Contract.

**PRELIMINARY DESIGN COORDINATION (PHASE 1)**

**Funding/Budget:** It is crucial to design a Project within the budget set forth by the Authority, as well as identify the source of funding (FAA, FDOT, local, state, grant, etc.) due to the various grant assurance and contract requirements.

**Understanding of the Project Scope:** ICE will work closely with the Authority to draft a comprehensive scope identifying the key elements and details of the work. This is accomplished through facilitating a scoping meeting to assemble available project information/data, prepare the draft scope, including conceptual and schematic drawings, and review and refine the scope before it is finalized.



**Advance FAA/FDOT Coordination:** ICE will discuss any limitations on funding and potential program concerns and will get state and federal input in advance to avoid surprises. This includes ALP changes, Airspace, and CSPP submittals.

**Environmental Clearance:** Coordination with agencies (federal, state, and local) is critical to the success and acceptance of the Document. Our Team has proficient environmental staff with experience at relevant airports. Our environmental specialists understand the local natural resource concerns with any proposed development. Early coordination with environmental regulatory agencies is not only more efficient in the long-term regarding the effort expended but also expedites the overall Project schedule and creates goodwill with these agencies for future projects.

**Preparing Detailed Design Schedule/Work Plan:** A design schedule and work plan will be developed and implemented, outlining work tasks, and allowing the Team to anticipate issues in advance to accommodate changes as they develop.

**Planning:** Planning is an essential precursor to effective design and construction. It identifies actions that should be made to address potential opportunities. An experienced team must consider economic, environmental, and social needs, and maximize existing airport assets. ICE will advise SRQ on how to achieve financial stability, maximize revenue, and identify areas and opportunities for future growth. Richard Osborne, CM ACE, and our planning professionals are well-versed in land-use planning, Part 77 surfaces, ALP updates, and have worked on a variety of Master Plans and sustainability plans in Florida. We will provide Sarasota County and Airport Management with a flexible, financially feasible, and holistic plan tailored to fit SRQ’s specific needs.

**COMPETENT MANAGEMENT & SUPPORT (THROUGHOUT)**

Due to the impressive growth the Airport has experienced over the last couple of years, growing from less than 600,000 enplanement in 2017 to 2.3 million projected for this year, SRQ has had to expand its capacity by undertaking various terminal, parking, CONRAC, and land development projects. This has put a strain on SRQ’s staff resources. Kent Bontrager, Cameron Newhouse, and the rest of the engineering staff require assistance with managing the multitude of projects. This Contract will provide them the opportunity to get this support through plan reviews, concept development, construction administration, and, most importantly, construction inspection. Additionally, ICE offers former airport managers who can be instrumental in helping with administrative and grant duties, airside and landside operational procedures, and airport compliance requirements.



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**DESIGN | ARCHITECTURE & ENGINEERING (AFTER NTP)**

*The preliminary engineering phase of a project offers the best opportunity to address critical issues that will impact development. Issues will be resolved based on our previous experience and will meet all FAA criteria and standards.*

**Inventory of Existing Facilities:** Whether a civil or architectural project, it is imperative to perform a thorough review of existing facilities and features. Knowing the details of the existing mechanical and electrical systems and/or the location of airfield underground utilities is crucial to avoiding surprises and delays during construction. A full effort is always made to obtain as-builts, existing schematics, and achieved plans. ICE also performs interviews with staff to understand the entire environment the project encompasses. All of this is an effort to minimize the unknown and eliminate unnecessary change orders during construction. The verification of the survey and geotechnical analysis is essential to the foundation on which the proposed plans are built. The ICE staff will review findings with the Owner, the State, and the FAA to refine recommendations for proposed improvements.



**Construction Phasing:** Typically, a detailed construction phasing and sequence plan will be developed early in the Project to effectively plan to minimize interruptions at the Airports. Construction phasing will be discussed with airport tenants and users early in the project development. This coordination will allow the users, airlines, and tenants to provide input for impacts that will occur. This enables a more seamless operation in a complex facility.

**Federal & State Permits:** From Federal Environmental Assessments to DEP water main extensions, failure to identify all necessary permits and Authorities Having Jurisdiction (AHJ) could result in delays and fines. The FAA has a new emphasis on Documented CatEx's and expanded environmental reviews. It is important to meet with the AHJ's early, ease concerns through expert evaluations, and coordinate throughout the Project to keep the schedule on track.

**Pre-Design Field Work:** The pre-design field work (such as survey, photo logs, geotechnical, and site reviews) will be scheduled for minimum impact on airport operations. ICE provides in-house geotechnical expertise and services.

**Preliminary Engineering:** The first step in project design is preparing detailed preliminary cost estimates and conceptual design for each element of the Project. ICE prepares a conceptual construction sequencing plan for review with the Owner and the FAA. The engineers begin to inventory local suppliers, sources, and capabilities. Activities for an engineering project will follow the FAA Advisory Circulars for pavement design, airfield marking, airfield geometry, navigational aids, and construction safety.

**Stormwater Design:** Any new airside project presents an opportunity to improve drainage and surface water management directly associated with additional impervious areas. Scott Brady, PE, of EG Solutions, Inc., will examine stormwater and drainage early in the process. They have experience in permitting with the SFWMD and can design stormwater facilities and ponds that do not encompass large areas of valuable land. They understand the importance of keeping ponds as small and dry as possible.

**Local Permitting:** Having an experienced firm to assist and help navigate the complexities of Manatee County (north side of airport), Sarasota County (utilities), and the City of Sarasota (south side) is crucial to maintaining schedule and contract success. ICE will utilize Mike Bell, PE, with CMA, to help format plans, provide applications, guide the permitting process, attend meetings, and work for approvals.

**Construction Documents:** ICE will incorporate all preliminary design phase comments and respond to requests for additional information. Permit application comments will also be addressed. The engineers and architects then prepare final plans, specifications, bidding, and contract documents in accordance with the Owner's procurement procedures. This will include finalizing the approved construction-phasing plan. Important to the process are the Construction Safety and Phasing Plans (CSPP), OE/AAA, Quality Control Plans, and Construction Management Plans in accordance with FAA requirements. Elements of a typical engineering set of drawings will include grading, staking, drainage, typical sections, marking, lighting, and signage. A thorough Quality Control process ensures that documents are checked for clarity, accuracy, constructability, and consistency.

**CONSTRUCTION ADMINISTRATION & INSPECTION**

**Project Coordination:** CE&I Managers will work with the Authority to manage the Project prior to and during construction. Doug and Daniel will remain involved during the construction phase and will also have assistance from our Team's experienced Construction Manager.

**Administering the Contract:** ICE will prepare and submit bi-weekly inspection reports and review all RFI's, submittals, shop drawings, etc., from the Contractor. Additionally, we will assist in the preparation of all change orders or supplemental agreements, conduct and document periodic wage rate interviews, evaluate contractor pay applications, and make recommendations for payment by the Owner.

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**Construction Inspection:** ICE takes the same active role from the completion of the design through bidding and into construction. ICE can also provide full-time Resident Project Representative Services (RPR) to observe the day-to-day construction activities with the ability to work closely with the Authority to ensure the Project is being built in accordance with plans and specifications.

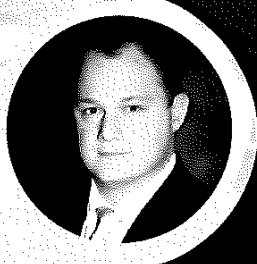
**Project Closeout:** We will conduct a final inspection, develop a punch list of corrective items, and assist the Owner with closeout including verification of final project costs and FAA required grant documentation. ICE has a proven document control system where record drawings, inspection reports, testing, photos, RFI's, submittals, and financial documents are easily assembled for closeout packages for FAA and FDOT compliance. The ICE Team will maintain an accurate set of records during design and construction. Maintaining these records will be pivotal for timely reimbursement from the FDOT and the FAA. Much of the information is included in the Engineers Report, which provides information based on design, important project milestones, cost estimates, and code requirements. At the conclusion of construction/completion, a closeout book (or PDF) will be prepared by ICE and will include contract closeout documents as required by the Authority (warrantees, release of liens, affidavits) and all pay requests, final costs, engineer's certifications, change orders, test results, submittals, photo logs, site visit reports, punch lists, and Operation and Maintenance (O&M) manuals. This book will be provided to the Authority and sent to the other applicable agencies. A full hard copy set and an electronic PDF of all O&M manuals will be required at the time of final payment

**D. PHONE INTERVIEW**

Should the Authority conduct a phone interview, Project Manager **Doug Hambrecht, PE**, and Deputy Project Manager **Daniel Elsea, AAE**, will be available via the listed phone numbers below. As profound aviation leaders of the firm, Doug and Daniel will represent the ICE Team in the phone interview set by the Authority. They are completely dedicated to this opportunity and will be available and prepared to answer any questions the Authority may have, including experience and project approach.



**Doug Hambrecht, PE**  
 Project Manager  
 813.330.2704



**Daniel Elsea, AAE**  
 Deputy Project Manager  
 813.360.0842

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Years of  
 Combined Experience

*\*Our PM and DPM commit their combined years of experience to provide top notch management and oversight of SRQ's projects under this Contract.*



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**E. DEMONSTRATED ABILITY TO MEET THE DBE GOAL**

ICE is dedicated to reaching out to small, minority, and women-owned businesses to join our Team to provide services within their areas of expertise. In preparation for this Contract, our management team contacted three DBE-certified firms, all of which have worked with us before on similar contracts.

Throughout this Contract, ICE team members will mentor these DBE firms to enhance their knowledge, improve their capabilities, and assist them with growing their business and potentially expanding into new work areas.

**We will utilize our DBE firms to exceed the Authority’s 3.0% DBE goal for this Contract.**

**DBE UTILIZATION APPROACH**

**Develop Scope** | Assist the subconsultant in preparing a scope analogous to their expertise. Evaluate fee proposal for person-hour estimates and overall percentage of the contract. Identify additional functions and scope items to ensure the subconsultants are utilized to the highest rate.

**Administrative/Liaison Function** | Have the subconsultant prepare a report detailing monthly progress, tasks completed, and percent complete. These are to be included with each pay request/invoice.

**Technical Assistance** | Schedule an in-person meeting for program advice and quality control reviews.

**ICE Reporting** | Report DBE expenditure to the Authority with each invoice.

**Construction Document Services**

- Providing our DBE and W/MBE partners with notice of solicitation.
- Ensuring proper sub-contract clause incorporation.
- Communicating with disadvantaged, minority, and women businesses.

**Coordination**

- Coordinate with the Authority to ensure alignment for the highest possible attainment.
- Participate in Industry Outreach Events.

**MEETING DBE GOALS ON PAST SIMILAR PROJECTS**

The following table includes work authorizations managed by our Program Manager. The percentage shown equals the work performed by a certified DBE firm. This demonstrates our ability to successfully facilitate contracts with DBE firms and foster an environment where they can learn from an established firm.

Project Name	Florida Airport	GC Contract	Services Provided	DBE Participation
West Apron Expansion	Destin-Fort Walton Beach	✓	Electrical & Design	10.24%
Terminal Restaurant Design	Ocala International	✓	Architecture & Construction Admin.	54.66%
Runway 5-23 Rehabilitation	Sebastian Municipal	✓	Surveying & NAVAIDS	19.63%
T-Hangar Replacement	Sarasota-Bradenton Int'l	✓	Surveying	5.97%
Fuel Farm Replacement	Albert Whitted	✓	Geotechnical	3.45%
North Hangar Development	Valkaria	✓	Stormwater & Permitting	34.35%

**STATEMENT OF QUALIFICATIONS**  
**On-Call General Consulting Services**

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**F. OTHER FACTORS**

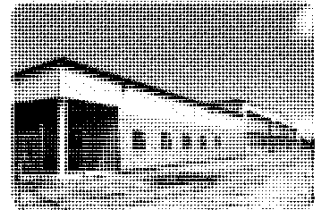
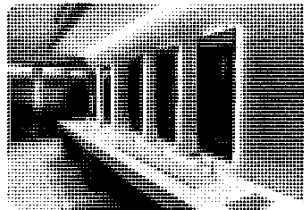
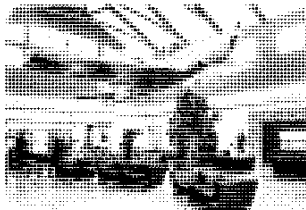
**FDOT & FAA COORDINATION**

We have experience working with the Federal Aviation Administration (FAA) and the Florida Department of Transportation (FDOT) Aviation and Spaceports Office. Virtually all aviation projects ICE has been involved with have utilized FAA funding, the implementation of FAA design standards, and regulations, policies, and procedures through FDOT. This experience is imperative to successfully delivering the Airport's projects on time and within budget.



Our senior leadership at ICE has experience working with the FDOT and the Orlando District office of the FAA. We have a clear understanding of the steps required to coordinate activities with FDOT and FAA, not only to ensure the process is in accordance with design standards but also to actively perform the proper procedures for compliance with the grant and project closeout. ICE can properly formulate grants, adhere to grant assurances, deliver timely reporting, and expeditiously close out grants. During design and construction, our Team will ensure the proper procedures are followed for grant compliance. The FAA and FDOT will want to review change orders with backup information, photos, and justification during construction. For closeout, we will follow a procedure developed internally for compiling file documentation, including documentation required by both agencies and valuable information for the airport staff.

**RESPONSIVENESS ON RECENT PROJECTS**



**General Aviation Terminal & Restaurant Build-Out – Ocala International Airport**

This project was completed on time **within 13 months**. ICE received recognition from the Airport and the FDOT for outstanding efforts in the firm's role and contributions. Additionally, ICE managed the communication between the architect, engineers, and contractor to ensure the Restaurant project stayed on schedule and within budget

**Restroom Improvement Design – Tampa International Airport**

One of our Team's architects, Karina Lanier, AIA, was responsible for creating multiple design options prior to the development of the contract documents for two restroom locations. To reduce the time the restrooms would be out of service and provide limited inconvenience to the Airport's visitors, **the design included a phased and accelerated construction schedule.**

**Hangar D – Sebastian Municipal Airport**

The City of Sebastian's Airport Manager reached out to ICE to express concerns regarding the exterior steel framework on the large bay doors of the Hangar. These areas of primed steel needed to be painted to match the existing airport hangars. The ICE EOR for this Project was requested on-site to assess the situation. **He immediately responded and was at the project site the next day to document and photograph the current conditions of the steel framework.** The ICE EOR coordinated with ICE's project manager, architect, and contractor to correct this issue and had the external steel framework painted accordingly.

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**CLIENT TESTIMONIALS**



**ICE provides excellent service, has high integrity, and can provide innovative designs.**

*-Kent D. Bontrager, PE | VP of Engineering, Planning, & Facilities  
Sarasota Manatee Airport Authority*



**Doug has proven his significant value as an aviation engineering consultant and has become an extension of staff due to his excellent responsiveness, reliability, and skills.**

*-Tracy Stage, AAE | Airports Director  
Okaloosa County Airports*

**OFFICE LOCATIONS / PROXIMITY TO THE AIRPORT**

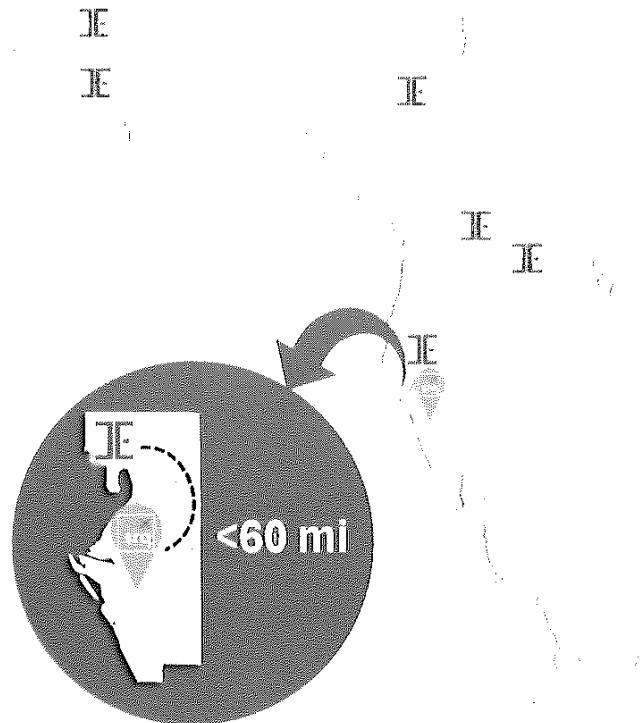
With six offices in Florida, our Tampa location will be the primary office for this Contract. Should the Contract require additional resources, our Lady Lake, Lake City, Orlando, Chipley, and Lynn Haven offices are available and equipped to support the ICE Team as needed.

Our Project Manager, Doug, and most of the ICE Team are located out of the Tampa office. The map below illustrates that the SRQ Airport is conveniently less than 60 miles from our Tampa office. This allows Doug and other key personnel to quickly mobilize to the Airport and respond promptly to the Authority's request.



**ICE Florida Offices**

- 1. Tampa**
- 2. Lady Lake
- 3. Lake City
- 4. Orlando
- 5. Chipley
- 6. Lynn Haven



**STATEMENT OF QUALIFICATIONS**  
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RFQ-04-2023-OCC

**APPENDIX**



INFRCON-01

MBLEVINS

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
9/6/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> License # 1000009384 Hub International Carolinas 1330 Lady Street Columbia, SC 29201	<b>CONTACT NAME:</b> Michelle Goodwin <b>PHONE (A/C No. Ext):</b> (803) 227-4773 <b>FAX (A/C. No.):</b> <b>EMAIL ADDRESS:</b> Michelle.Goodwin@hubinternational.com
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURER A:</b> The Phoenix Insurance Company	<b>NAIC#</b> 25623
<b>INSURER B:</b> Travelers Property Casualty Company of America	<b>NAIC#</b> 25674
<b>INSURER C:</b> Travelers Casualty and Surety Company	<b>NAIC#</b> 19038
<b>INSURER D:</b>	
<b>INSURER E:</b>	
<b>INSURER F:</b>	

**INSURED**  
Infrastructure Consulting & Engineering, PLLC & ICE of the Carolinas, PLLC  
110 Midlands Court  
West Columbia, SC 29169

INSUR LTR	TYPE OF INSURANCE	ADOL (INS)	RUBR (WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> SECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			P-630-9W254186-PHX-23	9/6/2023	9/6/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EACH OCCURRENCE) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 UNMANNED AIRCRA \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			810-9W254057-23-43-G	9/6/2023	9/6/2024	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP-9W318229-23-43	9/6/2023	9/6/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under RESUBSCRIPTION OF OPERATIONS BELOW	Y/N	N/A	UB-9W294669-23-43-G	9/6/2023	9/6/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Prof. Liability			107504031	9/6/2023	9/6/2024	Each Claim 1,000,000
C	Prof. Liability			107504031	9/6/2023	9/6/2024	Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks & schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  FOR INFORMATION ONLY	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03)

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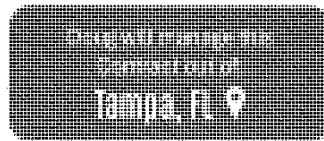
**STATEMENT OF QUALIFICATIONS**  
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RFQ-04-1013-000



**Doug Hambrecht, PE** 

Project Manager



Doug has been providing consulting services for clients at both commercial service and general aviation airports since 1995. His extensive experience includes all aspects of aviation design and construction consulting services as well as an in-depth knowledge of FAA funding approval process, airport development alternatives and studies, and a unique perspective of knowing what it takes to get airport projects completed successfully from start to finish.

Years of Experience:  
28

FL PE:  
#57145

Education:  
BS, Civil Engineering

AAS, Aerospace  
Technology

- Certifications:
- FDOT Statewide Pavement Management Courses – Airfield Pavement Distress Repair
  - Airfield Pavement Inspection Training

**PROJECT EXPERIENCE**

**Project Manager – T-Hangar Replacement, Sarasota Bradenton International Airport – Sarasota, FL** | Doug served as the Project Manager responsible for overall project management including design, construction plans, and construction phase services for the replacement of several T-Hangar buildings, including J-4 and J-5.

**Senior Project Manager – Entrance Road and Parking Lots Reconfiguration Project, St. Pete-Clearwater International Airport – Clearwater, FL** | Doug served as a senior project manager for the design assistance and phasing plans for the reconfiguration and realignment of the existing ¼-mile-long entrance road and expansion of the existing parking lots.

**Project Manager – West Apron Expansion, Destin-Fort Walton Beach Airport – Okaloosa County, FL** | Doug served as the Project Manager responsible for working with airport staff and the FAA to finalize apron dimensions, as well as developing detailed site development plans including airfield pavement structural design, geometrics, markings, lighting requirements, and other aircraft support infrastructure required. Additionally, he oversaw QA/QC, airfield design,

production design (CADD), environmental services, and grant and bidding services.

**Project Manager – Airfield Perimeter Fence, Ocala International Airport – Marion County, FL** | Doug served as the Project Manager responsible for overseeing the design, bidding, and construction phase services for this Project. A 5' fence skirt was buried a minimum of 36" into the ground under the existing fence fabric and followed the 33,000' of existing fence. All swing gates were replaced with sliding gates, and a 6" concrete apron was poured under the gate to limit gaps.

**Project Manager – General Consulting Contract/Multiple Projects, Tallahassee International Airport – Tallahassee, FL** | Doug served as the Project Manager responsible for planning, cost estimating, FAA and FDOT coordination, plans production, specifications, reports, and construction management and construction inspection for numerous airfield projects. These projects included taxiway rehabilitation, new taxiway construction, the addition of paved shoulders and edge light replacement to Runway 18-36, a general aviation central apron, cargo apron, passenger boarding bridge rehabilitation, and eight miles of perimeter road.

**Project Engineer – Runway 14-32 Runway Extension, Jacksonville Executive at Craig Airport – Jacksonville, FL** | Doug served as the Project Engineer responsible for the preparation of preliminary plans for a 1,600-foot extension of Runway 32 and the parallel taxiway. He prepared detailed cost estimates, engineer's reports, pavement design, drainage investigation, site permit requirements, NAVAID relocation, and assisted with wetland mitigation.

**Project Manager/Lead Engineer – General Aviation Terminal, Destin-Fort Walton Beach Airport – Valparaiso, FL** | Doug served as the Project Manager/Lead Engineer responsible for the site work for a new General Aviation Terminal building design including parking lot design, apron improvements, utility relocation, demolition of existing buildings, drainage design, and permitting.

**Project Manager and Lead Engineer – Rental Car Facilities, Pensacola International Airport – Pensacola, FL** | Doug served as the Project Manager and Lead Engineer responsible for the civil design of a 21-acre site involving the site design for rental car fuel islands, maintenance and office buildings, and automated wash buildings.

**STATEMENT OF QUALIFICATIONS**

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**Doug Hambrecht, PE (Cont'd)**

**Principal-in-Charge – Runway 5-23 Rehabilitation, Sebastian Municipal Airport – Sebastian, FL** | Doug is serving as Principal-in-Charge providing design services for this project. This rehabilitation project will improve the pavement conditions and lighting system. The runway is 4,023 feet long and 70 feet wide, requiring a mill and overlay. The project will also extend the usage life of the existing runway pavement and meet the FAA's grading requirements.

**Principal-in-Charge – Hangar Development, Valkaria Airport – Brevard County, FL** | Doug is serving as Principal-In-Charge of the development that involves designing, permitting, and bidding of three, 24-unit nested T-Hangar buildings with attached box end hangars as well as three separate box hangars, including taxiways and apron, to be located off the north end of Runway 14. The complete site development involved preparing architectural and civil site drawings for hangar design, airfield design, landside design, drainage, and utilities.

**Project Manager and Lead Engineer – Rental Car Development, Destin-Fort Walton Beach Airport – Valparaiso, FL** | Doug served as the Project Manager and Lead Engineer responsible for the design and construction of a 40-acre development project. The project was designed for five rental car agencies and includes the design of separate facilities such as rental car offices, automated wash facilities, vehicle maintenance bays, and fuel distribution islands. The engineering design work consisted of site grading, storm drainage, SR 85 turn lanes, an entrance road, an aviation fuel farm of (130,000 gallons), rental car ready/return lots, rental car overflow lots for 800 vehicles, signage and pavement marking.

**Construction Project Manager – Terminal Additions Phase 2, Destin-Fort Walton Beach Airport – Valparaiso, FL** | Doug served as the Construction Project Manager responsible for working with the airport and FAA in grant closeout and quarterly reporting. This project consisted of terminal concourse expansion and new airline gates. The work included 20,000 square feet of concrete apron reconstruction.

**Project Manager – Apron Expansion, Punta Gorda Airport – Punta Gorda, FL** | Doug served as the Project Manager for the design of the expansion of the aircraft parking aprons at the Punta Gorda Airport. The project included expanding the aircraft parking aprons north of the existing apron to add three additional aircraft parking spaces for the Airbus A319/A320/A321 and 737-800 aircraft.

**Project Manager – Runway Remarketing, Sebastian Municipal Airport – Sebastian, FL** | Doug served as the Project Manager and was responsible for the oversight of the design and construction for this project. The project consisted of remarketing the non-precision Runway 5-23 and VFR Runway 10-28, GPS approach obstruction survey for Runway 5, and runway designation calculations for magnetic declination of both runways.

**Project Manager – East Side Additions, Fuel Farm Canopies and Security Improvements, Destin-Fort Walton Beach Airport – Valparaiso, FL** | Doug served as the Project Manager responsible for providing cost estimating, change order evaluations, and grant assistance. This project consisted of structural steel coverings over the offloading and loading areas at the fuel farm and a third shelter over the emergency generator. These canopies were designed to provide shade and protection from the elements during fueling operations. At the east terminal ramp gate, existing card readers were upgraded to dual height card readers (two total) at both lanes of the entrance.

**Project Manager – Capital Circle Widening – City of Tallahassee, FL** | Doug served as the Project Manager responsible for managing the overall design, developing MOT plans, signing and marking plans, determining the typical section, performing utility coordination and relocation, and calculating and detailed required deceleration turn lanes. The project consisted of widening and additions of turn lanes on SR 263 (Capital Circle). The project totaled 7,500 feet in length, involving tapering and widening from two lanes to the addition of a painted median and left turn lanes. The project also involved the improvements to two existing entrances at the Regional Airport.

**Quality Control Manager – Northeast Corporate Center, Brooksville-Tampa Bay Regional Airport – Brooksville, FL** | As the Quality Control Manager, Doug provided a detailed, independent review of estimated project costs. This project included designing a 205,000-square-foot concrete apron for the future development of up to 10 hangars for medium to large corporate aircraft. The apron and connector taxiway were designed for ADG II aircraft, while a taxiway extension to the facility was designed for larger, Group IV aircraft. Major site elements included 0.5 miles of access roadway, area lighting, airfield NAVAIDS, stormwater piping, and dry pond construction.

**STATEMENT OF QUALIFICATIONS**  
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RFQ-24-2019-008



**Daniel Elsea, AAE** 

Deputy PM / QA/QC



With 13 years of aviation programming and development management experience, Daniel manages programs for various commercial airports, administers program budgets, and implements strategic initiatives through the development of policies, procedures, and programs. As the Deputy PM / QA/QC, he will manage quality assurance/quality control activities to ensure production of deliverables to the Authority's expectations.

Years of Experience:  
13

Education:  
MBA, Project Management

BS, Aviation Management

Affiliations:

- American Association of Airport Executives (AAAE)
- ACRP Panel Contributor
- Accredited Airport Executive (AAE)

**PROJECT EXPERIENCE**

**Assistant Project Manager – Runway Reconstruction, Rehabilitation, and Restriping, Lafayette Regional Airport – Lafayette, LA** | Daniel served as the Assistant Project Manager responsible for managing all project aspects, including overseeing the development of capacity and usage planning, stakeholder impacts, land use programming, easement integration, and funding strategy to aid in the airport's safety and capacity projects. This project consisted of a multi-phased program of planning, engineering, and construction of the airport's main runway, crosswind runway, and general aviation runway. Through years of effort, the airport's runways were lengthened, strengthened, equipped with EMAS systems, Navigation Aid improvements, and restriped.

**Assistant Project Manager – Airport Master Plan and ALP Update, Lafayette Regional Airport – Lafayette, LA** | Daniel served as the Assistant Project Manager responsible for managing all project aspects, including project identification, tenant and stakeholder collaboration, funding strategy development, and carrying out the elements of the program. This plan paved the way to secure funding for multiple projects, including the Terminal Program, Taxiway and Apron development.

**Deputy Program Manager – IDIQ Contract for Statewide Aviation Program Update – Statewide, LA** | Daniel is serving as the Deputy Program Manager responsible for collaborating with LaDOTD to deliver a scalable system for airport and stakeholder accountability, compliance, asset management, and economic development. This project focuses on developing statewide programs and parameters, requirements for program accountability, and focusing on implementation and oversight of the program with respect to the Louisiana Aviation System Plan.

**Deputy Director – Executive Airport Management, Lafayette Regional Airport – Lafayette, LA** | As the Deputy Director, Daniel led the development and management of the second largest commercial service airport in Louisiana by Economic Impact through Airport business development and administration, program management, operations, facilities and maintenance, security, and environmental compliance. His responsibilities included strategically planning and orchestrating program management of nearly \$250 Million in improvements for 25 projects; initiating change development for all levels of airport business through systematically onboarding; developing successful team members through the cultivation of abilities and resources to thoroughly review and implement airport best management practices and regulatory responsibilities; fostering partnerships with contributing funding and regulatory agencies, including FAA, LADOTD, and Capital Outlay; chartering policy and business philosophy development for instituting winning strategies to maximize Airport service group efficiencies and effectiveness in Operation; being reorganized by the FAA for operations management through rightsizing and development of staffing; creating a platform for mentoring and cultivating ideas; and utilizing multi-level inputs for redevelopment of divisional programs and policies to receive multi-year zero discrepancy Part 139 inspections and an outstanding safety record.

**Deputy Director – Aviation Cargo Facility, Lafayette Regional Airport – Lafayette, LA** | Daniel served as the Deputy Director and was responsible for securing operations facilities and partnerships to accommodate the second largest cargo tonnage operation in Louisiana, allowing for ease of use and future entries and operators. This project consisted of managing the development, funding, and construction of a new Regional Cargo Processing Facility. The project also included a 30,000-square-foot building, apron, and access roads.

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RFQ-04-2023-OCC



**Maram Aldada, PE** 

Civil Engineering



Maram serves as a Project Manager for ICE's Tampa office as part of the Aviation Department. He is a licensed professional airfield engineer with 14 years of experience dedicated to designing airfield engineering projects. His airfield project experience ranges from pavement management to facilities rehabilitation and reconstruction. Maram's experience includes knowledge of FAA and FDOT design criteria and regulations as they relate to construction in and around airports.

Years of Experience:

14

FL PE:

#84363

Education:

MS, Civil Engineering

BS, Civil Engineering

**PROJECT EXPERIENCE**

**Project Engineer – Airport North Area Development, Valkaria Airport – Valkaria, FL** | Maram served as the Project Engineer responsible for assisting with the development of the 3D model for the civil engineering items. This project consisted of three 24-unit nested T-Hangar buildings with attached box end hangars and three box hangars including taxidrives and taxilanes off the north end of Runway 14.

**Project Engineer – North GA Ramp Rehabilitation, Naples Airport – Naples, FL** | Maram served as the Project Engineer responsible for the development of the project plans and specifications. He completed the phasing plans, site inspection, pavement design, tie-downs layout update, demolition, and paving plans. This project consisted of the design of pavement rehabilitation of the north GA apron and tie-down area at Naples Airport. The project also included the rehabilitation of the existing drainage system.

**Project Engineer – North Apron Expansion, Orlando Sanford International Airport – Orlando, FL** | Serving as the Project Engineer, Maram completed the geometry layout, phasing plans, pavement design, demolition, and paving plans. The project included updating and expanding the geometric layout to conform with Advisory Circular AC 150/5300-13A for an approximately 28,000 SY apron, along with widening the existing connector. Additionally, a new pavement structure was designed in accordance with the FAA guidelines that is described in Advisory Circular AC 150/5320-6E to operate the forecasted fleet-mix.

**Project Engineer – Taxiway “C” South End Rehabilitation, Orlando International Airport – Orlando, FL** | As Project Engineer, Maram was responsible for completing the civil engineering design, which included geometric layout, pavement design, and marking layout. In addition, he was part of the construction administration team. This project consisted of the rehabilitation of the existing pavement for the south end of Taxiway C (located between Taxiway F and Taxiway B10), Taxiway B9, and related areas in order to eliminate sections of distressed pavement and maintain the aircraft taxiing capacity. The work also included milling of existing pavement, removing deteriorated pavement, bituminous pavement overlay and associated markings, lighting, and signage to restore and maintain the airfield pavement serviceability areas.

**Project Engineer – Runway 18R-36L Rehabilitation, Orlando International Airport – Orlando, FL** | Maram served as Project Engineer on this project that involved providing construction support on the repair and resealing of the existing concrete pavement joints, mostly in the keel section of the runway. He was responsible for completing the civil engineering design, which included geometric design, asphalt/PCC pavement design, PCC pavement distress mapping/repair, profile design, grading, drainage improvement, and marking layout. In addition, Maram was part of the construction administration team.

**Project Engineer – Taxiway “J” Rehabilitation, Orlando International Airport – Orlando, FL** | Maram served as the Project Engineer on this project that included the rehabilitation of the midfield portion of Taxiway “J”, which includes two taxiway bridges. He was responsible for completing the civil engineering design, which included geometric layout, pavement design, profile design, grading, drainage improvement, and marking layout. Maram was also part of the construction administration team. The work consisted of improving existing pavement section(s) and geometry for taxiway-taxiway and apron-taxiway intersections within the limits of the project to comply with current FAA standards. In addition, electrical improvements included replacing centerline lighting with LED fixtures, replacement of electrical manholes with junction can plazas, and new LED edge lights and LED signage as well as new circuiting and a new grounding grid.





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RFP 04-2023-000



**Richard Osborne, CM ACE** 



Planning

Years of Experience:  
30

Registrations:  
AAAE Certified Member  
(CM)

AAAE Airport Certified  
Employee (ACE – Part 139  
Operations)

Education:  
BS, Professional  
Aeronautics

AS, Architectural Design

**PROJECT EXPERIENCE**

**Project Manager – Master Plan Update, Sarasota-Bradenton International Airport – Sarasota, FL** | As the Project Manager, Richard was responsible for the production and oversight of the various master plan elements at the airport. He coordinated with team consultants, tenants, and airport staff to gather and share project information to recommend improvements which would allow the airport to accommodate the anticipated demand throughout the 20-year planning period.

**Project Manager – Runway 4-22 ARC and Runway EMAS Evaluation, Sarasota-Bradenton International Airport – Sarasota, FL** | Richard served as the Project Manager and performed an in-depth analysis of the airport’s operational activity to establish the runway’s takeoff and landing length requirements to determine if threshold displacement was a viable option. He was responsible for the oversight and analysis of upgrading an existing general aviation runway from a B-II to a D-II while providing adequate safety area through use of an Engineered Material Arresting System (EMAS). Due to the frequent operations by the Canadair Regional Jet, the resulting analyses determined the only feasible solution that would preserve the runway’s takeoff and landing lengths by incorporating the Engineered Material Arresting System (EMAS) at both runway ends.

**Project Manager – Customs and Border Patrol Point of Entry Study, Brooksville-Tampa Bay Regional Airport – Brooksville, FL** | As Project Manager, Richard coordinated with CBP personnel, reviewed available guidance, and performed an analysis of potential revenues versus expenses to determine financial feasibility. The airport wanted to investigate the feasibility of establishing a point-of-entry through the implementation of a Customs and Border Patrol Point (CBP) facility. The forecast of activity and revenues determined that this facility would likely require subsidization from airport finances.

**Senior Planner/Project Manager – Runway Length Justification Study, Daytona Beach International Airport – Daytona Beach, FL** | Richard served as the Senior Planner and was responsible for conducting a shadow analysis, performing technical analysis, and serving as the point of contact to the airport manager. Due to increases in activity by larger aircraft, the airport received a grant to construct an airport traffic control tower. Due to the airport’s ILS system, the tower height and location were compared to the TERPS surfaces for impacts. Ultimately, a location and height were identified, and the project moved forward to the design phase.

**Senior Airport Planner – Master Plan Update, Tallahassee Regional Airport – Tallahassee, FL** | Richard served as the Senior Airport Planner responsible for the master plan update. Alternatives were taken from the Master Plan Report and integrated into an ALP set and a subsequent Financial Plan showing phasing and cost estimates for all projects scheduled during the 20-year planning period. Grants, Passenger Facility Charges (PFC), and local funds were allocated to fund various projects and the costs were then integrated into the Airport’s financials to show financial deficits and surpluses.

**Aviation Planner – A380 Implementation Strategy Project, Miami International Airport – Miami, FL** | Serving as an aviation planner, Richard was responsible for determining the most economically feasible improvement alternatives to accommodate the A380 at Miami International Airport. Two separate runway alignments were evaluated along with their respective taxi routes. Alternatives and cost estimates were developed to provide adequate runway and taxiway requirements as indicated in FAA Engineering Briefs #63 and #65.

**STATEMENT OF QUALIFICATIONS**

On-Call General Consulting Services

RFQ-04-2023-OCC

**Bob Anderson, AIA** 

Architectural Design

Years of Experience:

44

FL Architect:

#AR100018

Education:

BS, Architectural Design

Bob specializes in architectural design for airport structures. His project management experience includes responsibilities for the design and development of architectural projects, beginning with preliminary studies and conceptual plan development, architectural design, interdisciplinary coordination, construction plan preparation, specifications, estimates, construction administration, and client consultation. With many years of experience, Bob has been the principal technical specialist in planning, designing, and administering the construction of both new and renovation commercial terminal programs.

**PROJECT EXPERIENCE**

**Architect of Record – CONRAC Facilities Refurbishment, Destin-Fort Walton Beach Airport – Valparaiso, FL** | Bob serves as Architect of Record on this project which will refurbish various aspects of the existing CONRAC Facility at the airport in order to satisfy immediate rental agency needs and upgrade aging mechanical equipment. The existing 10-station vacuum island currently serves as a bottleneck to rental car agency operations, inhibiting optimal efficiency. The project involves adding 20 vacuum stations to increase efficiency. The vacuum station will add two central 30hp pumps and debris canisters to power the system along with individual debris canisters to prevent the system from clogging. A steel canopy will be installed to cover the additional vacuum stations. The project also includes refurbishing various aspects of the facility, including replacing the existing fuel pumps with digital models, installing new inventory controls, replacing chip-key with proximity cards, and replacing all the wash equipment in the five-bay building.

**Architect – General Aviation Terminal Building, Destin Executive Airport – Destin, FL** | Bob provided project conceptual design and programming for this project. This project consisted of the construction of a new 5,400-square-foot general aviation terminal and involved significant utility work, underground storage tank removal, and permitting with the City of Destin. In addition, the project included site and building demolition of three existing buildings prior to the construction of the new terminal.

**Architect/Planner – Intermodal General Aviation Center, Albert Whitted Airport – St. Petersburg, FL** | As part of the program management services, Bob performed planning and conceptual building and site design and reviews. This project was part of the facilities enhancement project at the airport. The projects consisted of general aviation facilities, a 10,000-square-foot terminal, two storage hangars, aircraft apron and taxiways, landside facilities, and utilities.

**Project Manager – Consolidated Rental Car Maintenance Facility, Pensacola Gulf Coast Regional Airport – Pensacola, FL** | Bob served as the Project Manager and provided project concept planning and design, led client and tenant meetings and the review/approval process, and supervised administration services for the relocation of the rental car maintenance. The project included facilities for eight agencies in four wash/maintenance/administration buildings, five fuel islands with 12,000-gallon underground storage tanks, and one shared QTA building.

**Project Designer/Planner – General Aviation Terminal Building, Gainesville Regional Airport – Gainesville, FL** | Serving as a project designer and planner, Bob was responsible for initial space programming, floor plan, and exterior concepts for a 5,000-square-foot general aviation terminal. The FBO tenant was looking to meet Exxon Aviatat standards in new construction or in a renovation of their current facility.

**Designer – Main Parking Plaza and Office Renovations/Expansion, Jacksonville International Airport – Jacksonville, FL** | Bob served as a designer and was responsible for the development of alternative concepts and estimates for parking and administration office renovations and expansions. The project consisted of interior and exterior renovations of the 1,920-square-foot building, including the replacement of the toll plaza membrane roof with a new 5,000-square-foot standing seam metal roof. The project also included the design of a new two-story, 4,000-square-foot addition to the existing building to accommodate additional offices, storage, and meeting spaces.

**STATEMENT OF QUALIFICATIONS**  
**On-Call General Consulting Services**

REF ID: A231162



**Mike Bell, PE** 

Permitting



Years of Experience:  
39

FL PE:  
#40874

Education:  
BS, Civil Engineering

Affiliations:

- Sarasota County Building Code
- Sarasota Suncoast Branch
- Sarasota County Chamber of Commerce, Leadership Sarasota
- American Council of Consulting Engineers
- National Society of Professional Engineers
- Florida Engineering Society, Myakka Chapter

Mike has spent his entire 39-year professional civil engineering career in southwest Florida. He has led efforts in the engineering design and permitting of projects for public and private infrastructure, municipal, and roadway projects for projects throughout Florida. Mike's excellent knowledge and understanding of local design, permitting, and construction phase services encourages resource collaboration with the ICE Team. He has provided permitting services for various projects throughout Sarasota, Manatee, and Charlotte Counties.

**PROJECT EXPERIENCE**

**Engineering/Permitting – SRQ Ground Transportation Center, Sarasota-Bradenton International Airport – Sarasota, FL |** Mike is providing engineering design and permitting of the new utility improvements and fire line extensions to serve the new SRQ Ground Transportation Center. His responsibilities include utility coordination with Manatee County and utility construction plan review through Manatee County Public Works Department. Mike is also coordinating permit submittals and processing the overall project through Sarasota County Land Development Services Department for Concurrent Site and Development/Construction Plan approval. The project recently started construction and included certifying the final utilities at construction completion.

**Project Manager/Principal-in-Charge – Lakewood Ranch – Sarasota and Manatee Counties, FL |** Mike served as the Project Manager and Principal-in-Charge and was responsible for all aspects of permitting for this more than 35,500-acre premier residential development and destination master planned community in the Sarasota/Bradenton metropolitan area. The permitting of drainage, infrastructure, utilities, and roadways were part of Mike's responsibilities for many projects throughout Lakewood Ranch.

**Principal-in-Charge – Southeast High School Drainage Improvements – Manatee County, FL |** Mike served as the Principal-in-Charge responsible for completing the preliminary site investigations and design solutions for ongoing drainage issues at the existing Southeast High School. The project also included permitting for the proposed drainage improvements.

**Principal-in-Charge – East Fork Cooper Creek Drainage Improvements – Manatee County, FL |** Mike served as the Principal-in-Charge responsible for the permitting of the conditional letter of map revision to FEMA for floodplain improvements to East Fork Cooper Creek to allow development to take place adjacent to the existing creek. The map revision included floodplain mitigation for impacts to the floodplain and floodway. The project included the follow up to FEMA with record drawings and final approval of the letter of map revision after the project was completed.

**Principal-in-Charge – Fire Station 12 – Sarasota County, FL |** Mike served as the Principal-in-Charge for the site and civil engineering, surveying, design, permitting, and construction phase services for Fire Station 12 for Sarasota County Government. The fire station was an existing constrained fire station site that required complete removal of the existing building and site improvements prior to the construction of the new facilities. Fire station 12 services also included the complete design and permitting of a temporary off-site fire station located within one mile of the existing/proposed station which was removed once Fire Station 12 was completed. Unique also to this project was the FDOT permitting required to coordinate the drainage and driveway access to Clark Road.

**Project Manager – Lakewood Ranch Boulevard – Manatee County, FL |** Mike served as the Project Manager responsible for the design, permitting, and construction of 1.5 miles of a four-lane arterial roadway. The project included major bridge crossing (200 feet) over the Braden River and all associated utility infrastructure within the new right of way.

**STATEMENT OF QUALIFICATIONS**

On-Call General Consulting Services











RFQ-04-2023-OCC

**SUPPORT PERSONNEL / OTHER PROJECT TEAM MEMBERS**

<b>Names/Qualifications</b>	<b>Office Location</b>	<b>Project Experience</b>
<b>Elham Farzam, PE</b> Principal-in-Charge FL PE: #37487 Years of Exp: 41	Charleston, SC	<ul style="list-style-type: none"> <li>Henry E. Rohlsen Airport</li> <li>Memphis International Airport</li> <li>McGhee Tyson Airport</li> <li>Greenville-Spartanburg International Airport</li> </ul>
<b>Hamed Jafarian, PE</b> Civil Engineering FL PE: #76516 Years of Exp: 19	Tampa, FL	<ul style="list-style-type: none"> <li>West Apron Expansion, Destin-Fort Walton Beach Airport</li> <li>Taxiway C, D, and E, Sebastian Municipal Airport</li> <li>Taxiway N, Daytona Beach Airport</li> <li>Runway 5-23 Rehabilitation, Sebastian Municipal Airport</li> </ul>
<b>Tom Lindquist, PE</b> Civil Engineering TN PE: #00020607 <i>(currently seeking licensure in Florida)</i> Years of Exp: 51	Tampa, FL	<ul style="list-style-type: none"> <li>North Development Access Road, Ocala International Airport</li> <li>CMCD Hangar Project, Immokalee Regional Airport</li> <li>Runway 5-23 Rehabilitation, Sebastian Municipal Airport</li> </ul>
<b>Jerry Dabkowski, PE</b> Landside/Traffic Design FL PE: #34810 Years of Exp: 43	Tampa, FL	<ul style="list-style-type: none"> <li>On-Call Engineering Services, Sumter County, FL</li> <li>Sports Complex Traffic Study, City of Gainesville, FL</li> <li>College Boulevard Traffic Study, Okaloosa County, FL</li> <li>Mics. Consulting Services, City of Dunedin, FL</li> </ul>
<b>Michael Schofield, PE</b> Landside/Traffic Design FL PE: #88740 Years of Exp: 8	Tampa, FL	<ul style="list-style-type: none"> <li>Taxiway A Construction/Repair, Sebastian Municipal Airport</li> <li>CMCD Hangar Project, Immokalee Regional Airport</li> <li>Hangar Development, Valkaria Airport</li> <li>On-Call Engineering Services, Sumter County, FL</li> </ul>
<b>Amr Mansour, EI</b> Production Engineer-in-Training: #1100020644 Years of Exp: 6	Tampa, FL	<ul style="list-style-type: none"> <li>Hangar Development, Valkaria Airport</li> <li>West Apron Expansion, Destin-Fort Walton Beach Airport</li> <li>Shade Hangar Project, Sebastian Municipal Airport</li> <li>Taxiway C, D, and E, Sebastian Municipal Airport</li> </ul>
<b>Jeff Thompson, EI</b> Production Engineer-in-Training: # 0033150 Years of Exp: 8	Baton Rouge, LA	<ul style="list-style-type: none"> <li>Runway 18-36 Rehabilitation, John H. Hooks, Jr. Memorial Airport</li> <li>T-Hangar and Taxilane, DeQuincy Industrial Airpark</li> <li>Perimeter Fencing, DeQuincy Industrial Airpark</li> </ul>
<b>Mike Allen</b> Production Years of Exp: 32	Tampa, FL	<ul style="list-style-type: none"> <li>West Apron Expansion, Destin-Fort Walton Beach Airport</li> <li>Airport Landside and Parking Lot Improvements, St. Pete-Clearwater International Airport</li> <li>Taxiway C, D, and E, Sebastian Municipal Airport</li> </ul>
<b>Karina Lanier, AIA</b> Architectural Design FL RA: #102410 Years of Exp: 14	Tampa, FL	<ul style="list-style-type: none"> <li>Hangar Development, Valkaria Airport</li> <li>Restaurant/GA Terminal, Ocala International Airport</li> <li>Hangar 17, Orlando Executive Airport</li> <li>T-Hangar and Taxilane, DeQuincy Industrial Airpark</li> </ul>
<b>Jessica Gutierrez</b> Architectural Design Years of Exp: 9	Tampa, FL	<ul style="list-style-type: none"> <li>Hangars 18 and 19, Orlando Executive Airport</li> <li>FBO Terminal Expansion, Northwest Florida Beaches International Airport</li> <li>Hangar Development, Valkaria Airport</li> </ul>
<b>Barrett Stone</b> Environmental Services Years of Exp: 25	West Columbia, SC	<ul style="list-style-type: none"> <li>Perimeter Fencing and Access Gates, Allen Parish Airport</li> <li>Hangar Development, Valkaria Airport</li> <li>Taxiway E Rehab/Widening, Houma-Terrebonne Airport</li> </ul>

**STATEMENT OF QUALIFICATIONS**  
**On-Call General Consulting Services**










EG-04-2023-000

Names/Qualifications	Office Location	Project Experience
<b>Jennifer Perry, PE, CM</b> Construction Phase FL PE: #59456 Years of Exp: 24	 Lake City, FL	<ul style="list-style-type: none"> <li>• FDOT District 3 Rural Curve Initiative</li> <li>• FDOT District 5 ST 25/500 from Morse Boulevard to SE 179<sup>th</sup> Place, Sumter County, FL</li> <li>• FDOT District 2 SR 228 from Yellow Water Road to North Solomon Road</li> </ul>
<b>Jeff Long</b> Construction Phase Years of Exp: 31	 Tampa, FL	<ul style="list-style-type: none"> <li>• Taxiway A Repair/Construction, Sebastian Municipal Airport</li> <li>• Runway 18-36 Repair, Seal, &amp; Restripe, Ocala International Airport</li> <li>• Runway 5-23 Rehabilitation, Sebastian Municipal Airport</li> </ul>
<b>Alex Vacha</b> Planning Years of Exp: 5	 Tampa, FL	<ul style="list-style-type: none"> <li>• Taxiway C Justification Study &amp; ALP Update, Ocala International Airport</li> <li>• Runway 5-23 Rehabilitation, Sebastian Municipal Airport</li> <li>• Policy and Procedure Updates, Titusville-Cocoa Airport</li> </ul>
<b>Andrew Nazarkewych</b> Planning Years of Exp: 21	 Tampa, FL	<ul style="list-style-type: none"> <li>• Taxiway C Justification Study &amp; ALP Update, Ocala International Airport</li> <li>• Hangar Development, Valkaria Airport</li> <li>• CMCD Hangar Project, Immokalee Regional Airport</li> <li>• Sitework for Future Hangar Development, Sebastian Municipal Airport</li> </ul>
<b>Mike Harris</b> Drainage Grading Design Years of Exp: 23	 Lakewood Ranch, FL	<ul style="list-style-type: none"> <li>• Taxiways C &amp; F, Sarasota Bradenton International Airport</li> <li>• Stormwater Management System Improvements, Sarasota-Bradenton International Airport</li> <li>• On-Call Engineering Services, Naples Airport</li> </ul>
<b>Scott Brady, PE</b> Program Management FL PE: #34966 Years of Exp: 45	 Lakewood Ranch, FL	<ul style="list-style-type: none"> <li>• General Consulting Services, Sarasota Bradenton International Airport</li> <li>• Stormwater Management System Improvements, Sarasota-Bradenton International Airport</li> <li>• FDOT 2021 Statewide Airport Stormwater Study Phase 1</li> </ul>
<b>Ian Brady, PE</b> CE&I Services FL PE: #91757 Years of Exp: 13	 Lakewood Ranch, FL	<ul style="list-style-type: none"> <li>• Commercial Apron Expansion, Sarasota-Bradenton International Airport</li> <li>• Stormwater Management System Improvements, Sarasota-Bradenton International Airport</li> <li>• Runway 14 Pipe Repair, Sarasota-Bradenton International Airport</li> </ul>
<b>Dale Simmers</b> CE&I Services Years of Exp: 16	 Lakewood Ranch, FL	<ul style="list-style-type: none"> <li>• Commercial Apron Expansion, Sarasota-Bradenton International Airport</li> <li>• Perimeter Security Road, Sarasota-Bradenton International Airport</li> </ul>
<b>Russell Hyatt, PSM</b> Surveying FL PSM: #5303 Years of Exp: 35	 Bradenton, FL	<ul style="list-style-type: none"> <li>• Ready Return Lot, Sarasota-Bradenton International Airport</li> <li>• FEMA Evaluation Certifications, Sarasota-Bradenton International Airport</li> <li>• Runway 14 Rehab, Sarasota-Bradenton International Airport</li> </ul>
<b>Bryan Zapf, PE, LEED AP</b> Electrical FL PE: #46141 Years of Exp: 28	 Lakewood Ranch, FL	<ul style="list-style-type: none"> <li>• Fire Station 8 &amp; Refueling Station, Sarasota, FL</li> <li>• Utilities Administration Building Renovation, Sarasota, FL</li> <li>• Manatee County Fleet Services Building, Bradenton, FL</li> <li>• Manatee County Central Energy Plant, Bradenton, FL</li> </ul>

**STATEMENT OF QUALIFICATIONS**

**On-Call General Consulting Services**

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Names/Qualifications	Office Location	Project Experience
<b>KC Clem, PE, LEED AP</b> Mechanical FL PE: #53270 Years of Exp: 29	 Lakewood Ranch, FL	<ul style="list-style-type: none"> <li>Manatee County Fleet Services Building, Bradenton, FL</li> <li>Manatee County Central Energy Plant, Bradenton, FL</li> <li>Utilities Administration Building Renovation, Sarasota, FL</li> <li>Fire Station 8 &amp; Refueling Station, Sarasota, FL</li> </ul>
<b>Sidney Pritchard, LEED AP</b> HVAC Years of Exp: 28	 Lakewood Ranch, FL	<ul style="list-style-type: none"> <li>City of Sarasota Utilities Admin Building, Sarasota, FL</li> <li>Manatee County Utilities &amp; Admin Building, Bradenton, FL</li> <li>Manatee County Fleet Services Building, Bradenton, FL</li> </ul>
<b>Marcy Bartges, CPD</b> Plumbing Years of Exp: 5	 Lakewood Ranch, FL	<ul style="list-style-type: none"> <li>Manatee County Fleet Services Building, Bradenton, FL</li> <li>Restroom Renovation, Sarasota Bradenton International Airport</li> </ul>
<b>David Grigg, GISP</b> URISA Certified GIS Professional: #28380 GIS Mapping Years of Exp: 22	 Charlotte, NC	<ul style="list-style-type: none"> <li>Aeronautical Obstruction Survey, Vero Beach Regional Airport</li> <li>PAPI Siting &amp; Obstruction Surveys, Plam Beach County Park Airport &amp; North Palm Beach County Airport</li> </ul>
<b>Kevin Scott, PE</b> Geotechnical FL PE: #65514 Years of Exp: 23	 Tampa, FL	<ul style="list-style-type: none"> <li>Exterior Wayfinding Signage Design, Sarasota Bradenton International Airport</li> <li>Baggage Handling Building Expansion, Sarasota Bradenton International Airport</li> <li>Johnson Air Hangar, Brooksville-Tampa Bay Regional Airport</li> </ul>
<b>David Ruel, PE</b> Geotechnical FL PE: #82404 Years of Exp: 11	 Tampa, FL	<ul style="list-style-type: none"> <li>North Quad Access Roadway, Sarasota Bradenton International Airport</li> <li>Fuel Farm Upgrades, Sarasota Bradenton International Airport</li> <li>Ground Transportation Center, Sarasota Bradenton International Airport</li> </ul>
<b>David Gratzke, PMP</b> Low Voltage, Security, & BHS PMP: #2182125 Years of Exp: 33	 Arlington, TX	<ul style="list-style-type: none"> <li>T2/T4 Recap, Ontario International Airport</li> <li>Terminal A/B BHS Improvements, San Antonio International Airport</li> <li>Claim Unit Modernization, Palm Springs International Airport</li> </ul>
<b>Jason Sutton, PLA, ISA CA</b> Landscape Architecture FL RLA: #6667189 Years of Exp: 20	 Winter Park, FL	<ul style="list-style-type: none"> <li>Continuing District-Wide Landscape Design, FDOT District 1</li> <li>SR 528 Brightline Landscape Buffer Phase 1</li> <li>SR 528 Brightline Landscape Buffer Phase 2</li> </ul>
<b>Robert Best Jr., PE</b> Utilities FL PE: #69875 Years of Exp: 18	 Greater Orlando, FL	<ul style="list-style-type: none"> <li>Reclaimed Water Main &amp; Booster Pump Station, Lakewood Ranch, FL</li> <li>I-75 Interchange at Toledo Blade, FDOT District 1</li> <li>I-75 Interchange at North River Road, FDOT District 1</li> </ul>

RFQ-04-2023-OCC

**On-Call GENERAL CONSULTING SERVICES**

Sarasota Manatee Airport Authority

**Sarasota Bradenton International Airport (SRQ)**

January 5, 2024

Mr. Kent D. Bontrager, A.A.E., P.E.  
Vice President Engineering, Planning & Facilities  
Sarasota Manatee Airport Authority  
6000 Airport Circle  
Sarasota, FL 34243

**Kimley»Horn**

201 North Franklin Street  
Suite 1400  
Tampa, FL 33602

**Re: RFQ-04-2023-OCC – On-Call General Consulting Services**

Dear Mr. Bontrager and Members of the Selection Committee:

**Kimley-Horn** is grateful to have been given the opportunity to serve the Authority on multiple projects in recent years, and we look forward to continuing to assist with SRQ's growth in the role of general consultant. **Having served as general consultant for many other commercial service airports across the U.S., we are highly familiar with the rigors of such assignments.** However, we also understand each airport is different, and that our approach to providing superior consulting must be tailored specifically to address SRQ's unique needs.

With over 16 years of experience in aviation engineering experience, I, Jared Moreng, will serve as your point of contact, lead, and direct the Kimley-Horn team's efforts on this task as Project Manager. Having served the Authority as Project Manager on other assignments, I fully understand the importance of listening, bringing the right resources at the right time, and proactively driving results with a sense of urgency and closure. We have enjoyed building your staff's trust in us as a reliable, responsive, and technically creative partner as your airport continues to flourish.

**I have hand-selected the professionals and firms indicated in the Organizational Chart (located in Tab B of our response) for not only their technical expertise in the disciplines outlined in your RFQ, but also for their familiarity to SRQ and the surrounding communities.** The Kimley-Horn team is structured to provide the wide-range of services that may be required under this contract, while seeking to minimize complicated subcontracting or confusion of roles. Furthermore, our team is comprised of individuals and firms who reside and work within the SRQ community, ensuring that those serving you on this contract hold a sense of ownership in your success.

As you review our team structure, you may notice that some roles are filled with multiple individuals or firms. This is intentional—we have found, in the performance of other airport on-call contracts, that the nature of the role requires responsive attention to multiple, concurrent priorities. Therefore, a level of redundancy is often valuable in ensuring that tight schedules and deadlines are met.

Our team is supported by subconsultant partners who offer specialized institutional knowledge of SRQ: **EG Solutions, Inc. (DBE)** will provide stormwater permitting, stormwater design, construction inspections, and in-house program management; having recently completed SRQ's Master Plan, **AECOM Technical Services, Inc.** will complement Kimley-Horn's aviation planning team; **Tierra, Inc. (MBE)** will provide geotechnical investigations and QA materials testing; **Hyatt Survey Services, Inc. (DBE)** will provide topographic surveying; **McKim & Creed, Inc.** will perform subsurface utilities investigations and bolster Hyatt's surveying efforts should multiple tasks be undertaken concurrently; **Connico, LLC (DBE)** will provide cost estimating and scheduling. Finally, **Schenkel Schultz, Inc.** will provide architectural design services.

Each of our subconsultant team members excel at their respective roles for this project and have partnered with Kimley-Horn on many assignments at SRQ and other Florida airports. Many of our subconsultant partners are Florida-registered DBE firms, and we are fully committed to exceeding the 3% DBE Goal established by the Authority.

**We are pleased to fully dedicate this group of professionals to the Authority's needs.**



kimley-horn.com

201 North Franklin Street, Suite 1400, Tampa, FL 33602

813 620 1460

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**Appendix. Resumes and Certificate of Insurance**

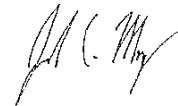
Based on our extensive experience as general consultant to other commercial service airports nationwide, as well as our history of performance at SRQ, our approach to serving the Authority on this contract will revolve around the following crucial elements:

- **Unmatched Responsiveness and Flexibility** – This role requires your consultant to be available 24/7 and have the ability to direct adequate resources in a timely manner. Backed by over 7,400 professionals nationally performing a wide array of services, our local team of experts will serve you with this in mind.
- **Familiarity and Partnership with Funding Agencies, Permitting Authorities, and You** – Your consultant needs to be familiar with your staff, priorities, and procedures, and also serve as an effective liaison between the Authority and the various permitting and funding agencies that hold influence over development at the airport. Our team members assigned to this contract are uniquely qualified and experienced in this aspect, having led, and permitted countless projects in the Sarasota community.
- **Organized Communication and Collaboration** – We place emphasis on clear communication between the design team, the Authority, and stakeholders. With multiple varying assignments under a general on-call contract, it is essential that the appropriate individuals are engaged at the right time, and that decisions and action items are closely tracked.
- **Designing to Your Schedule and Budgets** – A critical aspect of helping the Authority achieve its goals with this contract is ensuring that tasks assigned under this project are executed according to your budget and schedule. This requires your consultant to not only carefully manage their approved budget, but to prepare designs that are mindful of construction funding amounts and the critical dates for implementing your capital program.
- **Achieving Closure** – The nature of this assignment demands that the completion of each task is pursued with a sense of urgency. Open issues must not be allowed to slip through the cracks or compound on one another.
- **Leveraging Lessons Learned** – We strive for continuous improvement of our work product and service to you and will ensure that the lessons learned from previous tasks are incorporated into future assignments.

We know that quality service is tied to dependable and responsive staff who are easily accessible and personally invested in your objectives. The Sarasota Manatee Airport Authority can count on Kimley-Horn to provide uncompromising quality, innovation, timely deliverables, and unwavering partnership on this assignment; we view your success as our success, and we look forward to continuing our service to you.

Sincerely,

**KIMLEY-HORN AND ASSOCIATES, INC.**



**Jared Moreng, P.E.**  
 Project Manager; Point of Contact  
 813-635-5504  
 jared.moreng@kimley-horn.com



**Nathan Lee, P.E.**  
 Vice President  
 813-635-5588  
 nathan.lee@kimley-horn.com

*We have received and acknowledge addendum #1.*

**KIMLEY-HORN QUICK FACTS**

*Founded in 1967*

*More than 7,400 employees*

*248 employees in our Sarasota, Tampa, and St. Petersburg offices alone*

*250+ aviation professionals nationwide*

*120+ offices nationwide*

*Full-service aviation consulting firm*

*Ranked #5 in Airports by Engineering News-Record in 2023*

*25 aviation awards in the last three years (2021 - 2023)*

*1,600+ runway, taxiway and apron projects nationwide*



**A. EXPERIENCE WITH SIMILAR AIRPORT PROJECTS**

The Kimley-Horn team has been assembled to provide the best core talent of airside, landside, and facilities design expertise necessary to provide for a successful assignment. We believe that it is imperative to provide the Authority with professionals who are familiar with the demands and expectations of being a general consultant at a busy commercial-service airport. Additionally, we understand that every airport is different – for this reason, the individuals selected for this assignment have been hand-picked by our **Project Manager, Jared Moreng, P.E.**, for their familiarity with Sarasota Bradenton International Airport (SRQ) and the requirements of completing projects in the surrounding jurisdictions of Sarasota County, Manatee County, and City of Sarasota. Our team is uniquely experienced in this regard; in addition to having successfully planned, designed, and permitted countless projects in a variety of disciplines within these jurisdictions, Kimley-Horn has often been entrusted with projects working directly for each of these entities. **By selecting Kimley-Horn, the Authority not only benefits from the unmatched expertise one of the nation's leading aviation firms (ranked number 5 in airports in 2023 by Engineering News Record); the Authority gains a trusted, local, and experienced partner who is in the best position of any of our competitors to assist in navigating the challenges and opportunities stemming from SRQ's unprecedented growth.**

Throughout our company, we currently hold over 3,500 on-call contracts:

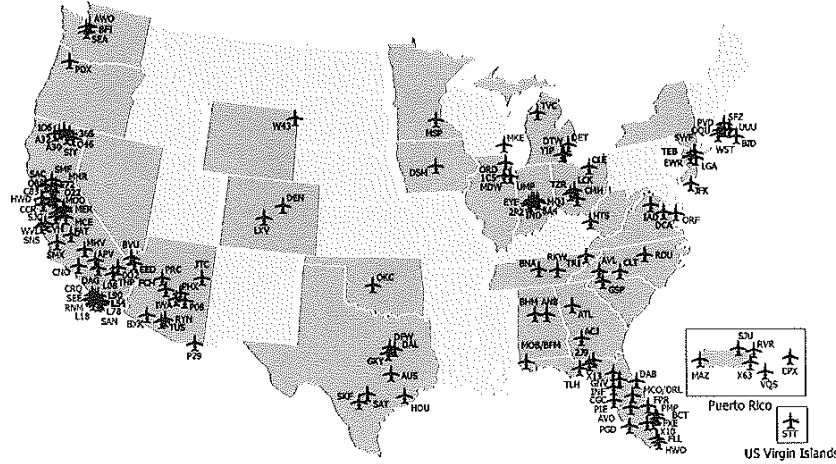
- More than 125+ aviation on-call contracts, serving more than 150+ airports nationwide
- 88% of these contracts are repeat business for Kimley-Horn

On-call continuing aviation consulting is our niche market. Our success in this market comes not from just performing engineering duties—it comes from functioning as an extension of staff and as a trusted advisor. We proactively engage ourselves by looking out for the betterment of the airport. This includes keeping current with legislative changes that may affect the airport or seeking out alternate funding opportunities outside of the normal Federal Aviation Administration (FAA) and Florida Department of Transportation (FDOT) sources. In Florida alone, we have more than 1,300 employees in 19 offices, including 60+ aviation staff dedicated to aviation-only projects and clients. **Whether it's runways, roadways, or parking; landside access or environmental studies; operations or technology—our firm's experienced professionals can develop innovative solutions you can rely on.** Kimley-Horn offers comprehensive planning, engineering, and construction phase services to meet the wide-ranging needs at the Sarasota Bradenton International Airport. Kimley-Horn services include:

- |  |   |   |
|--|---|---|
| ➤ Aircraft Maintenance and Storage Hangars   | ➤ Program Management  | ➤ Project Development and Environmental Studies (PD&E)  |
| ➤ Airfield Improvements  | ➤ Camera Surveillance System Improvements                               | ➤ Preparation for and/or serving as a consultant or Witness for the Authority in any Litigation, Public Hearing or Other Legal or Administrative Proceeding |
| ➤ Airfield Lighting and Signage  | ➤ Construction Administration   | ➤ Information Display (IDS)   |
| ➤ Airfield Lighting Electrical Vaults, Airfield Lighting                                   | ➤ Engineering and Related Design  | ➤ Landscape Design  |
| ➤ Control Systems, and Stand-By Power Systems  | ➤ Environmental Analysis/ Environmental Impact Statement and Permitting | ➤ NAVAIDS   |
| ➤ Airport Concessions Disadvantaged Business Enterprise (ACDBE)/ Monitoring and Compliance | ➤ FAA AIP and FDOT Grant Administration and Compliance                  | ➤ Rental Car Facilities   |
| ➤ Airport Development Studies  | ➤ FAA/FDOT Coordination Feasibility Studies                             | ➤ Runway, Taxiway and Apron   |
| ➤ Airport Layout Plan Updates and airspace Analysis Studies                                | ➤ Fence and Gate Design, Rehabilitation, Updates and Improvements       | ➤ Security Access Control and Monitoring System   |
| ➤ Airport Master Plan  | ➤ Passenger Boarding Bridges  | ➤ Utility Infrastructure  |
| ➤ Airport Planning Studies and Forecasting   | ➤ Project Coordination with Local, State and Federal Officials          | ➤ Wildlife Hazard Assessment/ Mitigation  |
| ➤ Airport Security Improvements  | ➤ Project Management  | ➤ Other Engineering or Planning Services Requested by the Authority   |
| ➤ Project Inspections  |   |   |

**On-Call Experience**

Kimley-Horn holds more than 125+ On-Call contracts, serving more than 150+ airports nationwide.



**Sarasota Bradenton International Airport Experience**

Beyond our firm's nationwide experience serving as general consultant to many small, medium, and large-hub airports, Kimley-Horn is proud to have served the Authority on many assignments at SRQ. **Project Manager Jared Moreng, P.E.** has been leading these efforts over the last five years on a variety of airfield and landside projects described below:

**SRQ West Apron Expansion and Employee Parking Lot Relocation**

The SRQ West Apron project includes the expansion of the west terminal concrete apron to include three additional Airplane Design Group (ADG) III hardstand positions to support remain overnight (RON) aircraft parking and ground boarding. As a result of the apron expansion, reconfiguration and relocation of the existing employee parking lot is also required. This project included design of new portland cement concrete (PCC) apron pavements, aircraft-rated drainage structures, high-mast lighting, jet blast deflectors, asphalt parking lot layout and pavement design, drainage design, water and sanitary sewer design, airfield electrical and markings design, and CCTV/security systems design. This project also included permitting efforts through Sarasota County, Manatee County, and SWFWMD.

**KH Team Involved:** Jared Moreng, P.E. (PM), Paul Piro, P.E., Brian Goodling, P.E., Dustin Colwell, P.E., Bill Conerly, P.E., EG Solutions, Tierra Inc., Hyatt Surveying

**SMAA Staff Involved:** Kent Bontrager, Kenneth Hinkle, John Rose, Cameron Newhouse, Lionel Guillbert, Jeff Sasada, Eric Morrow, Tim Ressler

**SRQ Commercial Apron Expansion**

Due to the expansion of SRQ's terminal to include the new ground-boarding facility, the terminal apron was required to be expanded to accommodate additional terminal parking positions, aircraft ingress/egress maneuvers, and provide additional remain overnight (RON) aircraft parking. The SRQ Commercial Apron Expansion project includes approximately 18,000 SY of additional portland cement concrete (PCC) apron pavement. Additionally, the project includes the removal of Taxiway A8 and reconstruction of Taxiway R5 adjacent to the terminal apron to eliminate a potential "hot spot" from the apron to Runway 14-32. As a subconsultant to EG Solutions, Kimley-Horn serves as Engineer of Record and lead designer for the airfield electrical and aircraft-rated drainage structures within the project. Kimley-Horn also completed all plans production and surface grading design for the project under the direction of EG Solutions to meet the Authority's aggressive deadline for bidding and constructing the apron.

**KH Team Involved:** Jared Moreng, P.E., Paul Piro, P.E., Brian Goodling, P.E., Dustin Colwell, P.E., Juan Fuentes, P.E., EG Solutions, Hyatt Surveying

**SMAA Staff Involved:** Kent Bontrager, Cameron Newhouse, Lionel Guillbert, Jeff Sasada, Dan Bulfin, John Rose, Tim Ressler

**SRQ Master Parking Plan**

Kimley-Horn is serving the Authority's efforts to develop a Master Parking Plan for SRQ. As a subconsultant to InterVistas Consulting, Kimley-Horn developed utilities and civil base maps to assist in the evaluation of different parking alternatives, including locations and configurations of surface parking and future parking garage locations.

**KH Team Involved:** Jared Moreng, P.E., Brian Goodling, P.E., Gerald Schweintek, P.E.

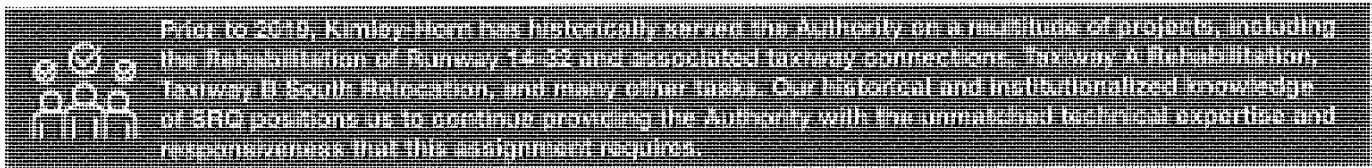
**SMAA Staff Involved:** Kent Bontrager, Rick Piccolo, Mark Stuckey, Lionel Guillbert, Jeff Sasada

**SRQ Taxiway Bravo Rehabilitation**

Taxiway Bravo at the Sarasota Bradenton International Airport (SRQ) is a full-length parallel taxiway to Runway 4-22. This project included the rehabilitation of the Taxiway Bravo pavements north of Runway 14-32, including various taxiway crossings and pavement tie in locations. The scope of work included asphalt milling at various depths, asphalt paving, airfield markings, and reconstruction of a portion of the concrete ramp pavements adjoining the taxiway. In addition, the Taxiway Bravo edge light system was upgraded with new LED edge light fixtures and a new home-run circuit back to the airfield electrical vault and included the installation of a new constant current regulator to maximize efficiency of the new edge light system.

**KH Team Involved:** Jared Moreng, P.E., (PM), Paul Piro, P.E., Brian Goodling, P.E., Dustin Colwell, P.E., James Howell, P.E., Juan Fuentes, P.E., EG Solutions, Tierra Inc., Hyatt Surveying

**SMAA Staff Involved:** Kent Bontrager, Cameron Newhouse, Lionel Guilbert, Jeff Sasada, Dan Bulfin, Eric Morrow, Tim Ressler



**Airport General Consulting Contract Experience**

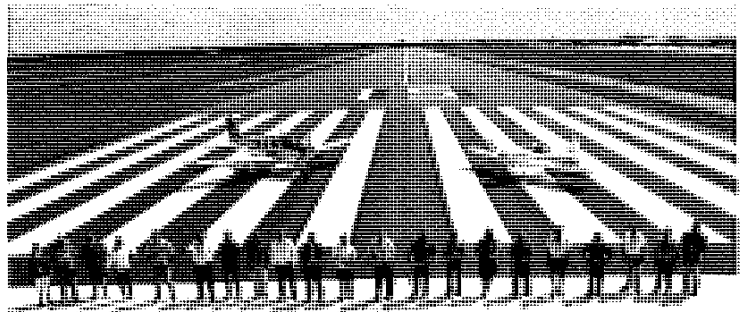
*We believe the sampling of projects below actively illustrates our team's long history of relevant Airport On-Call Consulting experience.*

Punta Gorda Airport (PGD), Architectural, Engineering, and Planning Services, Punta Gorda, FL

**Kimley-Horn has been providing on-call general consulting services to Charlotte County Airport Authority at Punta Gorda Airport (PGD) since 2016, and was recently reselected for this role in 2022.**

Services provided have included project management and coordination, field investigations including geotechnical, survey, and subsurface utilities exploration, design services, bidding assistance, pavement inspection, FAA and FDOT coordination, Construction Safety and Phasing Plans (CSPP), construction plans and contract documents, grant assistance, and cost estimating. Task orders include:

- Rehabilitation and Extension of Runway 15-33 and Associated Taxiways E, D, G, A, and H
- Wetlands Mitigation
- Woodlawn Drive Relocation Project



**Relevance to this RFQ**

- |  |  |  |
|--|--|--|
| ✓ Assignments Part of an On-Call Contract  | ✓ Contract Document Preparation          | ✓ Geotechnical Investigations/ Surveying/SUE |
| ✓ Rehabilitation of Airfield Pavements     | ✓ Bidding Services                       | ✓ Airfield Electrical and Signage Design     |
| ✓ Construction Safety and Phasing Elements | ✓ Construction Administration            | ✓ Airfield Drainage Design                   |
| ✓ Stakeholder Coordination                 | ✓ Runway Pavement Design                 | ✓ NAVAIDs Design and Coordination            |
| ✓ Airfield Markings                        | ✓ Runway Asphalt Pavement Rehabilitation | ✓ Scheduling/Cost Estimating                 |
|  | ✓ Construction Phasing and Sequencing    | ✓ Taxiway Geometric Design                   |

**Client Name:** Raymond Laroche, C.M., Manager of Facilities and Security

**Address:** Charlotte County Airport Authority, 28000 Airport Road, Suite A-1, Punta Gorda, FL 33982

**Contact Information:** 941.639.1101 ext: 113 | rlaroche@flypgd.com

**Team Members/Roles:** Paul Piro, P.E. (Project Manager), Jared Moreng, P.E. (Project Engineer), Steve Cornell, P.E. (QA/QC Reviewer), Brian Goodling, P.E. (Project Engineer), Dustin Colwell, P.E. (Electrical Engineer), Hyatt (Surveying), Tierra (Geotechnical)

RFQ-04-2023-OCC

**On-Call GENERAL CONSULTING SERVICES**

Sarasota Manatee Airport Authority

**Sarasota Bradenton International Airport (SRQ)**

**St. Petersburg-Clearwater International Airport (PIE), General Engineering Consulting Services, Clearwater, FL**

**Kimley-Horn has served as general engineering consultant for PIE since 2008.** Services provided have included project management and coordination, design services, field investigation, pavement inspection, Federal Aviation Administration (FAA) and Florida Department of Transportation (FDOT) coordination, construction plans and specifications, bidding assistance, grant preparation, and cost estimating. Task orders under this contract include:

- Rehabilitation of Taxiways A and B
- Rehabilitation of Service Road Drainage Structure
- Tree Clearing of Runway 4
- Grant Application Assistance
- Surface Parking Study

**Relevance to this RFQ**

- |   |                            |                             |
|---|----------------------------|-----------------------------|
| ✓ Assignments Part of an On-Call Contract | ✓ Stakeholder Coordination | ✓ Airfield Engineering      |
| ✓ Landside Engineering                    | ✓ Funding Solutions        | ✓ Environmental Engineering |
|   | ✓ FAA Coordination         | ✓ Cost Estimating           |

**Client Name:** Mark Sprague, C.M., Deputy Director  
**Address:** St. Pete-Clearwater International Airport (PIE), 14700 Terminal Boulevard, Suite 221, Clearwater, FL 33762  
**Contact Information:** 727.453.7802 | msprague@fly2pie.com  
**Team Members/Roles:** Paul Piro, P.E. (Project Manager), Jared Moreng, P.E. (Project Engineer), Jill Capelli, P.E. (Project Engineer), Steve Cornell, P.E. (Quality Control), Gerald Schweintek, P.E. (Project Engineer), Connico (Cost Estimating), Hyatt (Surveying), Tierra (Geotechnical)

**Tallahassee International Airport On-Call Services, Tallahassee, FL**

**Kimley-Horn has served as a general engineering consultant for the Tallahassee International Airport since 2006.** As one of three consultants available to the Airport, Tallahassee International Airport has consistently turned to Kimley-Horn for their most critical projects, including airside design and landside transportation. Kimley-Horn has provided planning and design services for roadways, rental agency facilities, runway and taxiway rehabilitation and parking studies. Below are some of the projects completed under this on-call contract:



- Runway 18-36 and Taxiway A Rehabilitation
- Cargo Apron Expansion
- Parking Area ADA and Lighting Improvements
- International Passenger Processing Facility (Terminal Expansion)
- Airport Perimeter Fence and Road Realignment
- Rental Car QTA Facility and Environmental Analysis
- Landside Master Plan and Parking Garage Planning
- Airport Terminal Entrance and Exit Road Realignment
- DBE and ACDBE Plans and Goals
- Old Terminal and North Apron
- Taxiways A, J, K, M, P, S, K, and Z
- Airport Pavement Management System

**Relevance to this RFQ**

- |   |  |                             |
|---|--|-----------------------------|
| ✓ Assignments Part of an On-Call Contract | ✓ Landside Engineering                 | ✓ FAA/FDOT Coordination     |
| ✓ Rental Car Projects                     | ✓ Rehabilitation of Airfield Pavements | ✓ Airfield Engineering      |
| ✓ Parking Lot Improvements                | ✓ Stakeholder Coordination             | ✓ Environmental Engineering |
|   | ✓ Funding Solutions                    |                             |

**Client Name:** David Pollard, Deputy Director of Aviation  
**Address:** 3300 Capital Circle SW, Suite 1, Tallahassee, FL 32310  
**Contact Information:** 850.891.7815 | david.pollard@talgov.com  
**Team Members/Roles:** Paul Piro, P.E. (Project Manager), Jared Moreng, P.E. (Project Engineer), Gerald Schwientek, P.E. (Project Engineer), Steve Cornell, P.E. (Quality Control Officer)

**On-Call GENERAL CONSULTING SERVICES**

**Sarasota Bradenton International Airport (SRQ)**

Sarasota Manatee Airport Authority

**Orlando International Airport (MCO), Continuing Civil Engineering Services, Orlando, FL**

*Since 2008, Kimley-Horn consecutively served the Greater Orlando Aviation Authority (GOAA) as one of their continuing civil engineering prime consultants.* Through this contract, we developed strong relationships with GOAA staff, gained knowledge of GOAA's policies and procedures, and a thorough understanding of MCO's operations and safety requirements. Projects and services provided include:

- H-225 AOA Security Fence Upgrades
- H-236 West Ramp Pavement Rehabilitation
- V-710A APM Airside 4 Guideway Structural Steel Repainting
- BP-433, BP-452 Hangar Blvd Sanitary Sewer System Improvements – Phases 1 and 2
- W-318 Loop Road Pavement Assessment
- W-321 Orlando Executive Airport Master Drainage Atlas Update
- W-313 Master Drainage Analysis
- BP-430 Runway 18L-36R Joint Rehabilitation
- Maintenance of Stormwater Ponds 69A and 69B (BP-454)
- On-Call Drainage Design Review and Assistance Services for Various Drainage Related Needs at Both Orlando International Airport and Orlando Executive Airport
- BP-433 Runway 17L-35R Joint Repairs
- BP-436 Intrusion Detection System for Airsides 1 and 3
- H-192 West Airfield Pavement Repairs

**Relevance to this RFQ**

- ✓ Assignments Part of an On-Call Contract
- ✓ Landside Engineering
- ✓ Stakeholder coordination
- ✓ FAA Coordination
- ✓ Airfield Engineering
- ✓ Environmental Engineering
- ✓ Contract Document Preparation

**Client Name:** Tuan Nguyen, P.E., Assistant Vice President of Engineering  
**Address:** Greater Orlando Aviation Authority (GOAA), 5855 Cargo Road, Orlando, FL 32827  
**Contact Information:** 407.825.4662 | tnguyen@goaa.org  
**Team Members/Roles:** Paul Piro, P.E. (Project Engineer), Steve Cornell, P.E. (Quality Control Officer), Jill Capelli, P.E. (Project Engineer)

**Southwest Florida International Airport (RSW), On-Call Engineering Consultant and Project Specific Consultant, Fort Myers, FL**

*Kimley-Horn was selected in 2011 as one of the Lee County Port Authority's General Consultants serving Southwest Florida International Airport (RSW) and Page Field (FMY).* The exceptional level of service and diverse range of expertise Kimley-Horn continues to offer the Lee County Port Authority has enabled the firm to obtain two consecutive 3-year contracts, as well as provide design services for the Closed-Circuit Television System Cameras and Related Security Upgrades at the Southwest Florida International Airport. The Authority has expressed that Kimley-Horn's high quality project performance and superior client services have held true to expectations, and we are viewed as valuable assets. A representation of the tasks assigned to date includes the following:

- Apron Expansion and Airfield Improvement
- RSW Mitigation Park
- Checkpoint Evaluation
- Parcel Development Evaluation
- RSW Runway 6-24 Pavement Classification
- Federal Tiger Grant Application Assistance
- Runway 6 Precision Approach Path Indicator (PAPI)

**Relevance to this RFQ**

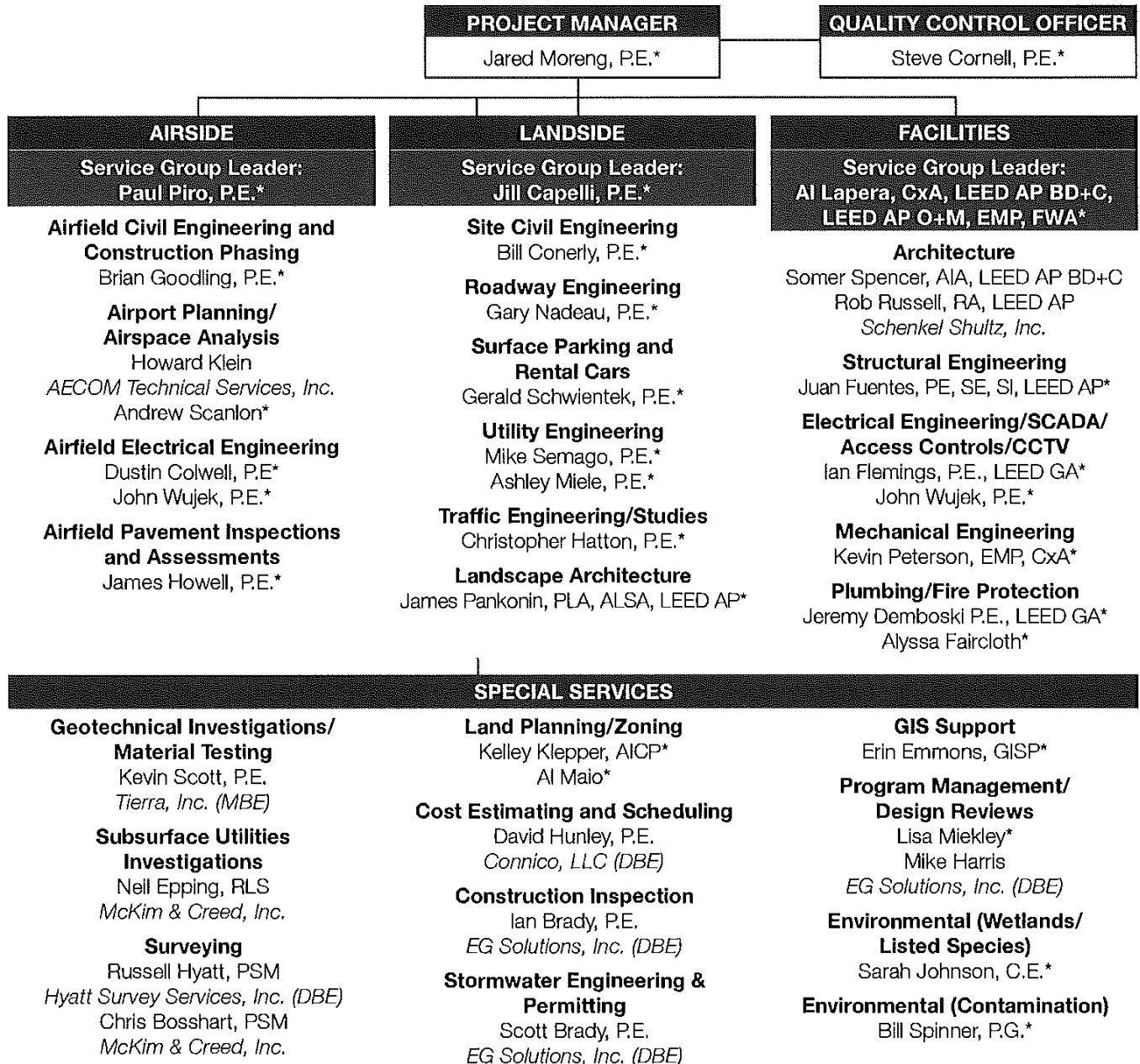
- ✓ Assignments Part of an On-Call Contract
- ✓ Landside Engineering
- ✓ Stakeholder coordination
- ✓ FAA Coordination
- ✓ Airfield Engineering
- ✓ Environmental Engineering
- ✓ Contract Document Preparation

**Client Name:** Hector Yanez, P.E., Department Director, Engineering & Construction  
**Address:** Lee County Port Authority, 11000 Terminal Access Road, Fort Myers, FL 33913  
**Contact Information:** 239.590.4605 | hyanez@flylcpa.com  
**Team Members/Roles:** Jared Moreng, P.E. (Project Engineer), Erin Emmons, GISP (Project Planner), James Howell, P.E. (Project Engineer), Paul Piro, P.E. (Project Engineer), Dustin Colwell, P.E. (Project Engineer), Lisa Miekley (Field Representative), Steve Cornell, P.E. (Quality Control Officer), Jill Capelli, P.E. (Project Engineer)

**— B. TEAM ORGANIZATION**

Kimley-Horn has a long history of achieving successful project completion through a combination of effective project management and technical expertise. We know that when you select a consultant, you are really choosing the people who offer you technical expertise, extensive “hands-on” experience with similar projects, and a demonstrated record of quality and responsiveness that will make your projects successful. The Sarasota Manatee Airport Authority needs a consulting team who can navigate the responsibilities and challenges presented by this contract with a clear, visionary approach, as well as a proactive partner who is familiar with the local community and your goals. **Kimley-Horn’s long-standing experience with SMAA and similar projects throughout Florida provides the Authority with unmatched service, responsiveness, and essential local knowledge.** As indicated by the organization chart below, our strong and diverse team will be led by seasoned Project Manager **Jared Moreng, P.E.**

**Sarasota Manatee Airport Authority**



\* Kimley-Horn

## Service Group Leaders

Summary biographies of key group leads and subconsultant information are provided below. We have also provided resumes for Kimley-Horn and our subconsultants in the Appendix.



Tampa, FL

### **Jared Moreng, P.E. – Project Manager**

From concept to completion, Jared will lead the Kimley-Horn team and is responsible for all management and technical aspects of tasks issued under this contract. Jared's role includes anticipating problems and developing creative solutions to implementing a comprehensive work plan based upon individual task scopes of work. Jared is an aviation civil engineering professional with more than 16 years of engineering and management experience in airfield and aviation projects. He specializes in project management, airfield civil design, development of construction phasing and sequencing, development of bidding and contract documents, and providing responsive, client-focused service at all stages of a project from inception to final closeout. In addition to his high level of familiarity with the design and bidding process for airport and FAA funded projects, Jared has served as a resident project representative and field engineer on numerous airfield pavement construction and rehabilitation projects, which enables him to produce designs with an eye for constructability. Jared has served as both lead airfield engineer and project manager for a variety of airport and airfield projects. He has experience operating at both General Aviation and Hub-Airports for projects encompassing concrete pavement construction and rehabilitation, asphalt pavement construction and rehabilitation, airfield electrical infrastructure, NAVAIDs, safety area grading and drainage, airfield markings, and utilities.



Tampa, FL

### **Paul Piro, P.E. – Airside Service Group Leader**

Paul is a senior aviation manager with more than 35 years of experience in engineering for aviation, municipal, industrial, and commercial projects. His duties at Kimley-Horn include the design, coordination, and management of multidiscipline design projects. With his civil engineering experience, Paul is accomplished in design and contract document development as part of major airport improvement projects. Paul has coordinated many assignments requiring the disciplines of civil, architectural, MEP, structural, geotechnical, materials testing, survey, environmental, and electrical. Having a background in civil/site and environmental engineering, Paul has applied technical expertise in the site engineering components of aviation development projects, including terminal renovation and new construction, airfield pavement rehabilitation for concrete aprons and bituminous ramps, and crack seal and seal coating for taxiways and runways, AOA security fencing, rehabilitation of airfield pavements and landside roadway/utility improvements. Paul's technical capabilities complement his management skills. Paul has experience leading multiple significant design projects with concurrent, pressing due dates to successful completion. He understands the value of keeping clients informed regarding schedule, budget, and project status. He has coordinated the efforts of large, multidisciplinary teams on various types of projects, and knows permitting, agency requirements, and processes.



Ft. Lauderdale, FL

### **Jill Capelli, P.E. – Landside Service Group Leader**

Jill specializes in landside analysis, traffic engineering and transportation modeling/planning. She has over 24 years of experience using multimodal simulation modeling, intersection analysis, stop controlled warrant analysis, and training in simulation software, including supporting more than 15 airports across the country with these services. Some of Jill's key projects include surface transportation modeling of the on-airport systems at Chicago O'Hare international Airport and on-airport transportation modeling at Fort Lauderdale-Hollywood International airport. She is also well-versed in pedestrian simulation for terminal planning and is a leading user of Kimley-Horn's Advanced Land-Transportation Performance Simulation (ALPS) computer modeling and analysis program suite. ALPS allows for creation of simulations encompassing the various pedestrian and vehicular movements within a multimodal transportation environment. For airports, the ALPS model is demand driven, with activity generated based on the airport flight schedule and air passenger activity. The assembly of roadways, curbsfronts, parking facilities, transit systems, pedestrian walkways, elevators, ticket processing counters, security screening points, concession areas, and other such subsystems can all be simulated to study how changes to one subsystem affect the performance and operation of all other subsystem.



Tampa, FL

### **Al Lapera, CxA, LEED AP BD+C, LEED AP O+M, EMP, FWA – Facilities Service Group Leader**


Al has worked on a broad range of building types within his more than 45 years of experience, including municipal, educational, healthcare, and commercial facilities. His expertise in the design and analysis of HVAC systems has contributed to his successful management of projects, from inception to construction administration. Al's specialty lies in energy services such as systems commissioning, energy analysis, and energy auditing. Many projects have attained LEED certification with Al's leadership and assistance during design or commissioning. Al currently sits on the Board of Directors for the Energy Management Association, along with leading one of two lectures that teaches the national Energy Management Professional (EMP) Workshop and Operation and Maintenance (O&M) Workshop. Additionally, he serves on the ACG (AABC Commissioning Group) Education Committee and is one of four experts who teaches their National Commissioning Authority Workshop.

**On-Call GENERAL CONSULTING SERVICES**


Sarasota Manatee Airport Authority

Sarasota Bradenton International Airport (SRQ)

**SUBCONSULTANTS**

**AECOM TECHNICAL SERVICES, INC. – Airport Planning/Airspace Analysis** 


AECOM's comprehensive airport consulting services include airport and environmental planning, architecture, engineering and design, environmental impact assessment and permitting, specialty systems construction, program management, and general consulting. Their experience includes airside and landside projects for airports of all sizes.

**CONNICO, LLC (DBE) – Cost Estimating and Scheduling** 

For over three decades, Connico has been providing cost estimating and scheduling services on aviation projects stretching all the way through the separate phases of a project. Connico has worked at more than 275 airports across the U.S. They have been involved in projects at aviation facilities including small general aviation, municipal, and air carrier, to large hub international airports.

**EG SOLUTIONS, INC. (EGS) (DBE) – Stormwater Engineering & Permitting; Program Management; Construction Inspection** 

EGS is a Lakewood Ranch, FL based aviation consulting firm. EGS is recognized as an industry leader in stormwater management consulting, design, constructing, and permitting for the transportation industry. EGS co-authored the current state rules for permitting of stormwater ponds on the airside of airports. EGS was also the technical manager and author of the award-winning FDOT Statewide Airport Stormwater Best Management Practices Manual and Technical Report for the Statewide Airport Stormwater Study. They have provided program management oversight and/or construction observation services for multiple airport projects having individual construction values exceeding \$250 million. Their senior management has worked at SRQ for the past 38 years on various assignments including the stormwater management system.

**HYATT SURVEY SERVICES, INC. (DBE) – Surveying** 

Hyatt Survey Services, a full-service surveying and mapping firm, takes pride in its professional licensed surveying staff, boasting a collective experience of over 202 years in the field. With their Florida headquarters located in Manatee County, Hyatt Survey Services, Inc. has convenient access to a broad geographic area. Hyatt has provided professional surveying services throughout the state of Florida for more than 20 years.


**MCKIM & CREED, INC. – Subsurface Utilities Investigations; Surveying** 

Mckim & Creed, Inc., is one of the largest, most technically advanced full-service geomatics firms in the Southeast. Their team provides airborne and mobile LiDAR/scanning, unmanned aerial systems, subsurface utility engineering and hydrographic and conventional surveying services for the energy, transportation, federal, land development, water and building markets.

**SCHENKEL SCHULTZ, INC. – Architecture** 

Aviation is a primary market and focus for Schenkel Shultz. Their local Sarasota office has provided architectural design to the community since 2008. In total, they have worked with 15 Airport Authorities throughout Florida on over 450 aviation projects and have experience on more than 7.3 million square feet (SF) of work nationwide. This depth of experience in both large international airports and smaller regional airports, as well as their deep ties to the local community, is a significant asset for this assignment.

Schenkel Shultz's experience encompasses a variety of project types, including analysis, master planning, design, renovation, and expansion for international and regional airport terminals, as well as, Fixed-Based Operators (FBO)/Executive Terminals, CBP facilities, hangars, Aircraft Rescue Firefighting Facilities stations, rental car facilities, ground support equipment (GSE) facilities, and maintenance facilities. Through this experience, they have gained a thorough understanding of the regulations and standards for all the jurisdictions providing oversight for this project, including the FAA, the Transportation Security Administration (TSA), and the Florida Department of Transportation (FDOT). Schenkel Shultz has a local office in Sarasota, which is less than five miles from Sarasota Bradenton International Airport. Their team's close proximity to the Airport will allow them to respond to the Authority's needs in a quick manner.


**TIERRA, INC. (MBE) – Geotechnical Investigations/Material Testing** 

Tierra, Inc. is a full-service consulting geotechnical, environmental and construction materials testing engineering firm. Tierra's project experience includes airport construction, pavement design of municipal airports, buildings, highways, bridges, and more. Recent projects at Sarasota Manatee Airport Authority include Taxiway Bravo Rehabilitation, Parking Lot Expansion, Construct North Quad Access Roadway, Fuel Tank Improvements, Park-N-Ride Parking Expansion, Rental Car Maintenance Facility, Terminal Concourse B Expansion and Concourse A Design, General Aviation Federal Inspection Station, West Apron Expansion, Ground Transportation Center, and the McClure Auditorium and Airport Vehicle Canopy.



**C. APPROACH**

**Understanding Your Goals and Projects**



Kimley-Horn's approach to a general consulting assignment is different than many of our competitors. We don't sit back and wait for a task, complete the assignment, and then fade into the background until the next task comes along. We approach each general consulting contract as a long-term partnership, working to develop the relationship with our clients to the point they see us as a trusted advisor, not just a firm to turn to for a set of construction plans. To do that, we strive to better understand the client's business and remain an integral part of the community. If we see issues that could be important to our clients, we will be the first to bring them to that client's attention, whether we have an assignment or not. With Kimley-Horn, you can expect more than just consulting - you can expect partnership.

Our team recognizes that success is contingent upon the Authority selecting a well-experienced project manager leading a team of professionals that have successful track records in diverse types of airport projects, together with a thorough understanding of the Authority's expectations, preferences, processes, and procedures. With more than 16 years of experience and a history of serving the Authority, **Jared Moreng, P.E.** will see to it that appropriate resources for a particular task are assigned according to the project's needs. Having served as Project Manager and Engineer of Record on multiple assignments at SRQ in the last five years, **Jared knows firsthand the expectations of the Authority when it comes to communication, seeking timely and budget-conscious solutions, and achieving closure on issues with a sense of urgency and ownership.**

While your RFQ describes a variety of services and tasks anticipated, we recognize that defining all potential assignments to be completed under a general-services contract at this time is not feasible. Therefore, it is important that you select a team that possesses a broad-range of capabilities, a deep-bench of professionals to draw on, and flexibility to successfully meet any challenge. As shown on our Organizational Chart in Tab B, the Kimley-Horn Team has been carefully structured to include individuals and firms with the specific, relevant expertise required to achieve all services listed in your RFQ; however, our team structure seeks to strike the proper balance between providing a wide-range of professional services while avoiding being a tangled web of various firms and individuals.

To achieve this, services performed under this contract will largely be accomplished through our team of local, in-house experts. Their experience and relationships with the various jurisdictions, funding agencies, and permitting authorities relevant to completing projects at SRQ will enable the greatest amount of success for timely and cost-effective project delivery. Additionally, our team is supplemented by subconsultant partners who have been selected for their specific knowledge of SRQ and the value they bring to this assignment: **EG Solutions, Inc. (Scott Brady and Mike Harris)** will supplement our team's stormwater design and permitting, construction inspection, and program management capabilities. **AECOM (Howard Klein)** will compliment our planning capabilities with institutional knowledge of SRQ's Airport Master Plan. **Schenkel Schultz (Somer Spencer)** will provide the local, responsive architectural design services required under this contract.

The Kimley-Horn team is fully committed to providing a comprehensive service program, as well as focusing on meeting the specialized requirements of each task work order. We are prepared to manage the dynamics of changing priorities and special needs that may arise. Whether our task is as simple as staying ahead of a deadline or as complicated as negotiating multiagency agreements to benefit SRQ, Jared and the Kimley-Horn Team are prepared to successfully navigate any challenge as the Authority's steadfast and reliable partner.

**Keys to Success**

Based on our experience serving as a general consultant at other commercial-service airports in Florida and nationwide, we view the following as a few of the **keys to success** when it comes to serving you on this contract:

**Responsiveness and Flexibility:** A key aspect of serving the Authority's needs on this contract depends on your consultant being available, responsive, and flexible. While having a dedicated and passionate Project Manager is of great benefit to this assignment, the wide variety of services that may be required means that your general consultant must be able to quickly assemble and direct the appropriate resources to meet your needs.



The Kimley-Horn team is organized to provide the highest level of responsive and flexible service to the Authority. To achieve this, we have structured the team to include three Service Groups - Airside, Landside, and Facilities; each will focus on a specific need of assignments under this contract. The Service Groups will be managed by key staff members with the relevant experience to lead a project from predesign to close out and commissioning.

Most of our team assigned to this contract will serve the Authority locally from our Sarasota and Tampa offices. This enables us to be on-site and in your offices within minutes should the need arise. Our key staff live and work in the Sarasota and Tampa areas - we take pride in the services we provide to the Authority and within Sarasota and Manatee County. To this end, by selecting Kimley-Horn, the Authority benefits from the deep-bench of over 7,500 diverse professionals nationwide, while enjoying the responsive and personalized service of a local firm.

**Partnership with Funding Agencies and Permitting Authorities:** With any general-consulting contract, there is the potential for multiple projects with overlapping schedules and deadlines. This often requires shepherding multiple grant applications, permit applications, and other required approvals through various agencies and authorities having jurisdiction.

Kimley-Horn enjoys excellent working relationships with the Southwest Florida Water Management District, Manatee County, Sarasota County, and the City of Sarasota, all of which have the potential to be involved with permitting and other decision-making that impact development at SRQ. Having planned, designed, and permitted a multitude of projects in these geographies in across many different disciplines, our local staff has built a level of trust with the decision-makers in each of these jurisdictions that no other consultant can match. The Authority has recently witnessed Kimley-Horn's success with these agencies over the course of leading the West Apron Expansion and Employee Parking Lot Relocation project.

Partnership with funding agencies such as FAA, FDOT, and local economic development organizations is also crucial in achieving timely project delivery. Additionally, our team is fully aware that each funding agency has specific documentation requirements, contracting and procurement requirements, and processes that must be guaranteed by the recipient of those funds. Kimley-Horn is well-versed in ensuring that timelines for grant applications, status reporting, and closeout documents are met in accordance with strict deadlines set by the funding agencies. To that end, Kimley-Horn regularly partners with FAA to develop new policies and standards through our involvement with industry organizations such as ACC and AAAE, and directly serves FDOT's Aviation Office in multiple capacities such as the Statewide Airfield Pavement Management Program (SAPMP), Statewide Aviation System Planning, and conducting airport economic impact studies.

**Our success in navigating the permitting and funding environment with each of the jurisdictions and agencies relevant to development at SRQ is a major benefit to the Authority's goals under this contract and is a significant differentiator between us and our competitors.**

**Organized Communication and Collaboration:** To effectively manage and track multiple assignments at once, organized communication and collaboration with your Staff, the project team, and stakeholders is key. This starts with an emphasis on effective, uniform record keeping and document control in a manner that allows for timely filing, retrieval, and distribution of documents to relevant individuals and stakeholders. Additionally, engagement of all relevant Authority Staff, permitting and funding agencies, and other stakeholders is essential to ensure that tasks are developed and progressed to satisfy all requirements.

Our Project Manager, Jared Moreng, P.E., will be the primary point of contact with the Authority for this assignment and will be responsible for ensuring that the appropriate parties are engaged at the right time with the right information. Jared will also ensure that all project communications and decisions are appropriately documented, filed, and distributed in accordance with the Authority's preferences and industry best-practices.

Various software tools may be useful in this regard. Kimley-Horn is prepared to integrate with whichever program management tools the Authority currently or wishes to utilize, such as Smartsheet, Primavera, Viewpoint, Procore, or others.

**Schedule and Budget Adherence:** Having served the Authority on multiple assignments, we fully understand that each task assigned under this contract must adhere to the schedules and budgets as approved and directed by the Board. Careful and diligent management of schedule and budget starts during the scoping and negotiations phase of each task, and carries through planning, design, construction, and closeout.

With general-consulting assignments, it is important that the entire project team involved with delivering a task is engaged and takes ownership of schedule and budget adherence. As further described in our Management Approach, our Project Manager will utilize variety of strategies and tools to ensure this is achieved.

**Achieving Closure:** With any singular project, there exists the potential to lose track of discussions held, action items, and decisions made as time progresses. When multiple concurrent tasks are in motion, lingering issues can easily slip through the cracks. Jared will pay particular attention to, and use all tools at his disposal, tracking all open issues, action items and their status, and seek resolution and closure on all issues to ensure that the Authority's goals are met.

## Management Approach

Our approach to managing the tasks assigned under this contract incorporates the above **keys to success** into four distinct and equally critical components: scope of work development, planning for budget success, quality control, and project implementation. Each of these components is discussed below:



### Scope of Work Development

Development a clear, concise project scope of work with Authority staff will be the most critical step towards successfully completing each assignment on this contract. **The organizational chart in Tab B** illustrates the organization of our team and the various disciplines we offer. In addition to overseeing all project developments, our Project Manager, Jared Moreng, P.E., will be directly involved in developing and presenting specific project scopes and budgets to your staff.

As the Authority identifies task assignments, Jared will lead the project delivery team, delegating assignments to the appropriate Service Group Leader and defining responsibilities within each unit. One advantage Kimley-Horn offers is our thorough understanding of and ability to coordinate with Authority staff. This existing cooperation eliminates any learning curve and avoids unnecessary time investments by your staff in training unproven and unfamiliar consultant teams. We will meet with Authority staff to discuss your objectives, schedule, budget, and other general aspects of each assignment. Based upon these discussions, the chosen team members for each assignment will be finalized and a draft scope of services, delivery schedule, and a manpower-loaded fee proposal will be developed that maximizes DBE participation. Our project team will initiate services upon delivery of a task work order. The development of each detailed scope of services will be unique and must consider a wide variety of parameters. Examples of some of these parameters include:

- Listing and confirming the applicable design conditions, codes, and criteria that will be applied to the assignment
- Confirming the availability and reliability of existing documentation, including record drawings, existing geotechnical data, reports and previous studies, operational forecasts, master planning criteria, etc.
- Identifying the need for on-site data collection/coordination and safety requirements associated with its procurement
- Determining the impact that availability and timing of state and federal grant assistance will have on the project schedule
- Identifying impacts that will occur to existing airport tenant operations due to data collection, construction, and final project conditions
- Determining the need for early identification of requirements and timing for obtaining regulatory agency approval and permits
- Identifying potential impacts on aircraft operations and the necessary lead time associated with issuing NOTAMs, recertification of NAVAIDs, and other airfield impacts.

**Planning for Budget Success**

For each assignment under this contract, Kimley-Horn will establish a detailed scope of services and delivery schedule based on guidelines provided by the Authority. Our team will work with Authority staff in developing a level of detail for all deliverables.

With the scope and schedule defined, Kimley-Horn will develop estimates of the engineering fees based on the deliverable phases of the work and the not-to-exceed level of effort (cost of work basis) required to complete these phases. The phases will comprise the work breakdown structure (WBS) for each project within the program. A preliminary WBS for this program is shown to the right:

SAMPLE WBS		
Project	Phase	Description
Task Order #11	1100	Schematic Design – 30%
	2100	Design Development and Permitting – 60%
	3100	Construction Document Preparation – 90%
	4100	Bidding Documents – 100%
	5100	Bid Phase
	6100	Construction Phase*

The project WBS will be further divided into disciplines and all subconsultant tasks, with specific tasks assigned and estimates of manpower and required durations developed. This detailed estimating procedure will identify the specific professionals assigned to the project and the level of effort assigned to each person in completing individual work tasks. In addition to the labor, estimates will be made for direct expenses including printing, travel, permitting fees, and field supplies. Additionally, as we prepare our fee proposal, we will endeavor to incorporate efficiencies where possible due to our previous design experience at SRQ.

The detailed level of effort (hours) estimate will be compared to the project schedule and durations of each milestone submission to establish an estimate of number of "full-time employees," or FTE's, assigned for the life of the project. Kimley-Horn will compare the results with past projects of similar scope and complexity as an additional back-checking measure to ensure that estimated effort for this project is reasonable and commensurate with the scope of work.

This process will establish the baseline for all tasks within our scope of services and will establish a clear definition of each firm and team member's role within executing the program.

**Controlling Design Costs**

Before any design is initiated, a baseline budget will be established and plotted over the scheduled duration for each phase of the work. The cost-to-complete effort for each phase of design are incorporated into the **Project Work Plan** established by the Project Manager, which our team reviews regularly and utilizes as the road map to completing the project on-time and within budget.



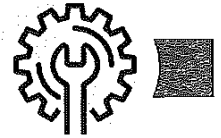
Additionally, **Kimley-Horn's unique integrated project management technology tools enables Project Manager Jared Moreng to consistently view effort expended against each design task, ensuring that design objectives are achieved within budget.** This software, known as Real Time Effort (RTE), allows the Project Manager, Project Accountants, and Task Managers to view budgets and effort on design tasks in real time based, and is integrated with Deltek Costpoint. All Kimley-Horn employees track and assign their time within the Deltek Costpoint program daily. As such, RTE provides an accurate and useful method for tracking

project budgets in real time, knowing which individuals are working on the project and how much time they are spending on each task, estimating individual task costs to complete, and enabling any adjustments required. This enables a proactive (versus reactive) management approach to ensure established budgets are not exceeded.

Our team's effort against each task, along with budget remaining and cost-to-complete, will be reported to the Authority on a monthly basis. **We know that effective communication between the design team and the Authority is an essential element of cost control.** For this assignment, we recommend monthly meetings with the Authority where we will discuss the various task order scopes of work, the progress of individual tasks (including budget and schedule review), and any potential cost impacting issues. Design costs are directly affected by a change in scope of work and/or schedule. Our team will advise the Authority of any potential cost increases before they are incurred, and we will work with you to provide solutions that minimize cost impacts.

### Controlling Construction Costs

As a result of Kimley-Horn's recent experiences at SRQ, our Team is highly familiar with the Authority's procedures and aware of the critical importance of knowing and adhering to approved construction budgets and funding limitations. The need for accurate estimates of the construction costs is essential for the Authority to successfully plan, sequence, and implement the various improvements and studies required to support the continued growth at the airport. For this reason, we have included **Connico, LLC** on our Team. Connico's expertise in developing construction cost estimates for airports has been called upon nationwide, including at many Florida Airports.



In today's climate, inflation of labor and construction materials prices continues to present challenges to airports striving to implement their capital projects. Kimley-Horn and Connico are constantly reviewing multiple sources for cost data to glean any information related to how cost is being impacted. This includes conducting research on the Florida Department of Transportation website, analyzing recent bid information, and collaborating with the contracting community to gain broader understanding of the bidding climate in the region. Using this collected data, our Team can better understand the local market as we prepare various levels of estimates. Kimley-Horn and Connico will approach development of construction cost estimates utilizing the following strategies:

- Develop quantity takeoffs based on the design drawings and specifications on a per-phase basis
- Investigate material, equipment, and labor availability at the time of the proposed construction
- Develop estimates considering recent bid history, labor, materials, and equipment costs
- Conduct constructability reviews with Authority staff
- Solicit feedback from the contracting community on the project and the estimate
- Adjust the design and the estimate based on feedback from the contractors
- Plan for varying levels of contingency to be held at each design or planning milestone, with refinement of estimates and subsequent contingency reduction as the work is progressed

Quantities for projects will be developed independently by two or more individuals and reconciled with an independent reviewer prior to being incorporated into the estimate.

Our efforts to control construction costs of tasks under this contract will not end with design. Of particular importance in this regard is the responsiveness and availability of your consultant during the construction phase. During construction, our Project Manager and other members of our Team will be available at a moment's notice to respond to contractor questions, RFI's, review submittals, review quantities with the resident inspector, assess materials testing reports, and be fully available to the Authority and their inspectors. Many of our staff assigned to this contract are local to Sarasota and can be on-site within minutes if requested. Additionally, our Project Manager understands the importance of being on-site regularly during construction to assist in heading off issues before they arise.

## Quality Control Program



Kimley-Horn's approach to frequent communication and Quality Assurance/Quality Control (QA/QC) is intended to relieve the Authority Staff of any significant review efforts. A QA/QC review of project deliverables ensures a top-quality deliverable for the Authority. Our formal QA/QC program is based upon assigning experienced senior professionals who are otherwise qualified to manage a particular project, to serve in an independent quality control role. **Steve Cornell, P.E.**, will lead and monitor our team's QA/QC efforts for this project.

Quality control (QC) will begin during the initial design development phase (prior to submission of 30% design deliverables) and will continue throughout each phase of design. QC efforts will also continue through construction and closeout. All quality control will be overseen by our Project Manager and will comply with Kimley-Horn's internal Quality Management System (QMS) requirements. To ensure quality control, a formal evaluation of the work product will take place at the completion of each design phase using standard Kimley-Horn quality review checklists and procedures. Our QC process will evaluate design deliverables at each benchmark submission. The types of QC and discipline reviews to be conducted at various completion stages include the following:

**Conceptual Review.** During early design stages of the project, general concepts and exhibits will be developed for implementation throughout the remainder of the design process. Our team will evaluate these concepts to ensure project goals of the Authority are achieved.

**Intra-Disciplinary Review.** Each technical discipline will be responsible for its own QC review. This review will ensure that an independent, experienced individual from each technical discipline checks applicable drawings, specifications, calculations, and reports produced by that particular discipline.

**Inter-Disciplinary Review.** Each design submission will be reviewed for consistency and coordination among all disciplines. This review will ensure that all technical disciplines involved in the project are consistent and complement one another.

**Constructability Review.** Our inspection and construction management personnel will conduct a separate review to assess constructability. Constructability for each project requires an understanding of the schedule and sequence of ongoing development at the airport.

**Final Review.** The final QC review will be conducted to ensure that concerns and comments of all contributing parties have been addressed and/or resolved in subsequent design submissions, as well as the final work product.

**Continuous Quality Improvement.** Apart from our formal QA/QC process, our team conducts weekly electronic "print offs" of the design plans and specifications in development. These draft deliverables are then reviewed by our Project Manager and Task Leads to allow for continuous quality improvement of our work product prior to entering the formal QA/QC process for each milestone submission.

**As Project Manager, Jared Moreng, P.E., will be responsible for confirming and crosschecking the accuracy, completeness, and constructability of our deliverables to the Authority.**

## Project Implementation

For a typical design assignment, the Kimley-Horn team's approach to the design phase generally consists of a two-step process: preliminary design and final design. Following completion of design, we are prepared to assist the Authority with bidding assistance, construction phase services, and project closeout. While some projects may require additional (or fewer) design milestones or services, you can count on us to provide comprehensive and responsive service at every step of your program.

### Preliminary Design

During preliminary design, Kimley-Horn team will typically provide the following services:

- Provide topographic surveys within areas of proposed construction (**Hyatt/McKim and Creed**)
- Conduct geotechnical investigations of subgrade soils conditions for proposed pavements, new buildings, stormwater management facilities, and other structures (**Tierra, Inc.**)
- Provide geometric layout designs, typical sections, etc.
- Establish project design criteria
- Perform subsurface utility engineering and coordinate with local utilities, airport maintenance staff, and the FAA to locate existing utilities, cables, and other underground facilities (**McKim and Creed**)
- Prepare preliminary project technical specifications
- Prepare a preliminary Construction Safety and Phasing Plan (CSPP) and coordinate with FAA
- Prepare a preliminary opinion of probable cost for comparison with budgets (**Connico**)
- Identify alternative pavement designs and evaluate them for both proposed pavements and rehabilitation of existing pavements
- Hold pre-application meetings with other permitting agencies and authorities having jurisdiction to help them understand the project goals and develop early communication lines and relationships with new staff
- Finalize criteria with the Southwest Florida Water Management District (SWFWMD) on drainage design concepts (**EG Solutions, Inc.**)
- Provide a preliminary construction schedule; the schedule must be coordinated with other concurrent projects at SRQ (**Connico**)
- Document the preliminary design decisions through meeting minutes, design criteria memos/design reports

Preliminary design is the phase during which decisions can be made regarding the need to evaluate further alternatives or redefine the project to meet budget constraints. Regular review meetings between Authority staff and the project team have always been important to communicate progress and reach timely decisions. Beyond scheduled meetings, we welcome meetings or calls outside of business hours to avoid conflicts with your day-to-day operations and facilitate the progression of the project.

### Final Design

Our team has successfully completed multiple design projects for the Authority and has experience working for numerous airports across Florida and throughout the U.S. In all cases, we have obtained permits and met grant deadlines as needed on a timely basis. Plans and specifications preparation is accomplished in compliance with applicable FAA, FDOT, and local standards and guidelines. During this phase, the team will be responsible for:

- Preparing final engineer's reports, permit applications, CSPP, and sponsor/engineer certifications for submittal to FAA and FDOT as required
- Submitting construction plans and specifications for review at milestone intervals to be mutually determined
- Developing the selected designs

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- Adjust the design documents through the plans and specifications phase
- Providing all engineering and architectural drawings and specifications for the contract documents and reviewing those documents for compatibilities with other adjacent projects and SRQ's approved Airport Master Plan
- Providing typical submittals, including geometric, grading, specifications, NAVAIDs, lighting, markings, drainage, and utility plans and details. Bid documents will include local, FAA, and FDOT specifications and contract provisions as applicable, as well as construction phasing plans, bid schedule, and engineer's opinion of probable costs

**Bid Assistance**

For the bidding phase of construction projects, the Kimley-Horn team will assist Authority staff during the advertisement for bids, analysis of bids received, and recommending award of the construction contract, including:

- Prepare the notice to bidders for advertising the project
- Prepare bidding documents and distribute them to firms and agencies requesting them
- Attend and participate in the bid opening
- Review and tabulate the bids received
- Conduct a pre-bid meeting with potential bidders and affected agencies
- Respond to bidders' questions and prepare addenda as necessary
- Review the bids for conformance with the bid documents and the qualifications of the bidders
- Prepare a recommendation for awarding the project to the lowest responsive bidder

Beyond the standard procedures identified above, our unique value to the bidding process is staying aware of prospective bidders and informing additional contractors of these opportunities at SRQ.

**Construction Phase Services**

During the construction phase, Kimley-Horn is experienced in and prepared to perform the following services:

- Assist the Authority in distributing construction contract documents for execution
- Preparation and distribution of conformed documents
- Conducting the preconstruction conference with the contractor, Authority, and affected utilities and agencies
- Providing periodic observation of the project during construction, as well as reports of progress and conformance with construction documents
- Establishing a field-testing program, coordinating field tests, and reviewing reports from the contractor and testing lab
- Providing qualified and local Resident Project Representatives (RPR) to monitor and document construction (if requested)
- Reviewing shop drawings, samples, and other contractor submittals for conformance with contract document material requirements
- Responding to contractor questions, Requests for Information (RFIs), issue Engineer's Supplemental Instructions (ESIs), and review contractor requests for changes or substitutions

**Project Closeout and Lessons Learned**

Our team understands the rigorous internal audits that the Authority correctly conducts on its projects to assure compliance with state and federal standards. As construction approaches completion, we will perform the following services:

- **Substantial Completion** – Promptly after notice from contractor that it considers the work ready for its intended use, in company with the Authority and contractor, Kimley-Horn will conduct a site visit to determine if the work is substantially complete. Work will be considered substantially complete following satisfactory completion of all items with the exception of those identified on a final punch list. If after considering any objections of Authority staff, Kimley-Horn considers the work substantially complete, Kimley-Horn will notify the Authority and contractor
- **Final Notice of Acceptability of the Work** – Kimley-Horn will conduct a final site visit to determine if the completed work of contractor is generally in accordance with the plans and specs so that we may recommend, in writing, final payment to the contractor.
- **Prepare Closeout Documentation** – Following completion of the work, we will prepare and process the final project documentation, including the final pay application from the contractor, change orders, and final certifications. The closeout documentation will be prepared based on the requirements of the Authority, FAA, FDOT, and local jurisdictions as required by each task and grant funding requirements
- **Record Drawings** – Kimley-Horn will prepare the record drawings to incorporate all changes incurred throughout the project, and will incorporate all ESI changes, RPR redlines, and contractor as-built drawings
- **Final Quality/Lessons Learned Meeting** – While not explicitly required, we recommend a final "lessons learned" meeting be held at the completion of each task within the contract in conjunction with the project team and Authority staff. The purpose of this meeting will be to review lessons learned on the project and how best to incorporate them into future task assignments.

**We believe that taking stock of what went well, and what could be improved upon, is vital to promoting continuous quality improvement over the duration of this contract. Our goal is to continue to be your trusted partner in supporting the continued growth at SRQ, and we look forward to serving you on this contract.**

**D. PHONE INTERVIEW**

Communication is imperative to integrating the consultant team. Communication protocols and expectations will be articulated through conversation at the start of the project and continued through the amendments process, until completion. These conversations are invaluable in setting the stage for successfully executing the project once we are given notice-to-proceed. If the Authority chooses to conduct a phone interview, our project manager and service group leaders will be readily available to answer any questions. **Jared Moreng, P.E.** serving as Project Manager and **Jill Capelli, P.E.** serving as Landside Service Group Leader will be available to discuss their experience and the comprehensive approach to this project. Jared and Jill, in conjunction, will serve as liaison with the Authority for the duration of this engagement. They will guide this endeavor and manage the project in its entirety, ultimately responsible for the services and deliverables our team will provide. They will be available and accessible to SMAA to execute elements necessary to complete the On-Call General Consulting Services for the Sarasota Bradenton International Airport - RFQ-04-2023-OCC on time and within budget. **Jared and Jill are prepared to fully devote the necessary time and resources on this project.**

**E. DEMONSTRATED ABILITY TO MEET THE DBE GOAL**

**Kimley-Horn is committed to exceeding the Authority's established 3% DBE participation goal.**

DBE utilization is a matter of corporate philosophy at Kimley-Horn, and we have sought to involve our DBE subconsultants in meaningful roles to meet or exceed our client's goals. We believe that it is important to select businesses who are qualified and can meet any needs that may arise for this On-Call Consulting Services contract. While not every DBE firm included on our team may be required for each task order assigned under this contract, in aggregate, we anticipate exceeding the Authority's 3% participation goal.

**PLAN TO MEET DBE REQUIREMENTS FOR THIS CONTRACT**

<b>DBE/MBE Subconsultant</b>	<b>Services to be Performed</b>	<b>Proposed Participation</b>
Connico, LLC (DBE)	Cost Estimating and Scheduling	3-5%
EG Solutions, Inc. (DBE)	Stormwater Engineering & Permitting; Construction Inspection	5-20%
Hyatt Survey Services, Inc. (DBE)	Surveying	3-10%
Tierra, Inc. (MBE)	Geotechnical Investigations/Material Testing	3-10%

This list can be amended as necessary with input provided by SMAA.

**SAMPLING OF PAST EXPERIENCE MEETING AND EXCEEDING CLIENT'S DBE GOALS**

<b>Name of Project</b>	<b>Client Name</b>	<b>Owner's DBE Goals</b>	<b>Kimley-Horn's Actual DBE Participation</b>
Taxiway Bravo Rehabilitation	Sarasota Bradenton International Airport	9%	9%
Airport Pavement Management System – AF- 113	Detroit Metropolitan Wayne County Airport Authority	20%	26%
Airfield Rehabilitation FY 15, FY 16 & FY17	Hillsborough County Aviation Authority, Tampa International Airport	8%	30%
Airport Layout Plan Update	City of Hollister, Hollister Municipal Airport	None	36%
South Terminal Complex Airfield Design	Orlando International Airport	20%	38%

**DBE ACTION PLAN**

The focus of our program is to engage the services of subconsultants to fulfill our DBE commitment. The selected firms are those who we have worked with and feel comfortable with, not only concerning the timeliness and quality of the work they provide, but also in their history of providing quality work within schedule and budget.

Kimley-Horn's approach to developing strong working relationships with valuable disadvantaged businesses begins by assessing the company's needs and determining how Kimley-Horn can serve in the most supportive role to assist them on the job and help them grow as a company. We provide management and technical assistance to the owner and staff to improve efficiency, provide training and guidance, and promote business development strategies. **We will provide hands-on training in the management, design, and construction administration of projects, including scheduling and budgeting, document control, QA/QC program and procedures, and FAA design requirements.** We work in collaboration with disadvantaged firms to cultivate a sound business

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model to compete more successfully in the open market. Our assistance in the development of local expertise to compete for future opportunities in Florida and potentially nationwide will result in keeping and growing jobs locally and enriching these businesses.

Kimley-Horn is committed to engaging women, minorities, small business, and socially/economically disadvantaged participation whenever possible on a project. In addition, it is the firm's philosophy to assist in the training and development of DBE's in both the public and private sectors whenever possible. We will make the most of every opportunity to involve and inform our DBE team members of project elements and future plans enabling them to apply their specialized services and expertise.

Kimley-Horn has coordinated with our subconsultants to assist them in obtaining the minimum insurance requirements which will allow them to participate on the project at a greater level. Very frequently, Kimley-Horn will assume some level of risk of our subconsultants product by permitting them to perform under less stringent insurance coverage. This would apply to those subconsultants whose role presents little risk to the success of the overall project. This is very useful in engaging those disadvantaged businesses that otherwise would not have the opportunity to participate due to the demanding coverage required by an owner.

Further, we have a policy of paying our subconsultants within five days of payment from our client. We understand financial difficulties disadvantaged businesses may face with cash flow issues if clients are slow to pay, and we will work with our subconsultants to make sure they receive prompt payments. Cash flow is one of the biggest obstacles for a disadvantaged business and is the lifeblood of their growth; therefore, ***we make every effort to serve as a true partner to our subconsultants and help ease any financial burdens they may face.***

**F. OTHER FACTORS**

One Stop Shop

We have outlined numerous service areas in our organizational chart, however, if a need occurs that we did not previously highlight, Kimley-Horn offers is a full-service aviation consulting firm offering all the services listed below—there is no learning curve! This gives you the comfort of knowing that a wide range of activities are all under the management and quality control of one firm—meaning better coordination, better decisions, better communication, increased productivity, and quicker, more accurate project deliverables that are consistent with your needs.

***Kimley-Horn Aviation Services***

- |   |   |  |   |  |
|---|---|--|---|--|
| <ul style="list-style-type: none"> <li>• Airside Engineering                             <ul style="list-style-type: none"> <li>» Runways</li> <li>» Taxiways</li> <li>» Aprons</li> <li>» Hangars</li> <li>» Access and Service Roads</li> <li>» Safety Areas</li> <li>» Utilities</li> </ul> </li> <li>• Airfield Lighting                             <ul style="list-style-type: none"> <li>» Runway Edge Lights</li> <li>» Taxiway Edge Lights</li> <li>» Apron Flood Lights</li> </ul> </li> <li>• General &amp; Administrative                             <ul style="list-style-type: none"> <li>» FAA Grant Applications and Administration</li> <li>» Financial Feasibility Studies</li> <li>» Benefit Cost Analysis</li> </ul> </li> <li>• Other Services                             <ul style="list-style-type: none"> <li>» MEP</li> <li>» Site Lighting</li> <li>» Microgrids</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Construction Services                             <ul style="list-style-type: none"> <li>» Construction Administration</li> <li>» Construction Cost Estimating</li> <li>» Constructability Plan Reviews</li> <li>» Resident Construction Administration</li> <li>» Construction Observation</li> </ul> </li> <li>• NAVAIDS                             <ul style="list-style-type: none"> <li>» Approach Lighting Systems</li> <li>» Glide Slopes</li> <li>» Localizers</li> <li>» PAPIs</li> <li>» REILs</li> </ul> </li> <li>• FAA Coordination                             <ul style="list-style-type: none"> <li>» Grant Funds</li> <li>» AIP Programs</li> <li>» Cost Estimates</li> <li>» CIP Programs</li> <li>» FAA Processes</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Airport Planning                             <ul style="list-style-type: none"> <li>» Master Planning and Updates</li> <li>» Terminal Areas</li> <li>» Hangar Development</li> <li>» Vicinity Land Use Plans</li> <li>» Airport Layout Plans</li> <li>» Site Selection</li> <li>» Air Cargo Systems Planning</li> <li>» Pavement Management</li> </ul> </li> <li>• Environmental                             <ul style="list-style-type: none"> <li>» Environmental Studies</li> <li>» Assessments</li> <li>» Reports (CEQA/NEPA)</li> <li>» Regulatory Agency Coordination</li> <li>» Clean Water Act Section 401/404 Permitting</li> <li>» Wetland Delineation</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Landside Planning                             <ul style="list-style-type: none"> <li>» Design</li> <li>» Users Survey</li> <li>» Land Procurement</li> <li>» Construction Traffic Modeling/Routing</li> <li>» Terminal Planning, Passenger Flow Simulation, Baggage, People Movers</li> <li>» Perimeter Roadways</li> <li>» Parking Garage/Surface Layout Design</li> <li>» Revenue Control</li> <li>» Rental Car Facilities</li> <li>» GIS Mapping</li> </ul> </li> <li>• Airfield Security                             <ul style="list-style-type: none"> <li>» Security Fencing</li> <li>» Security Gates</li> <li>» Blast Analysis Studies</li> <li>» Bollards</li> </ul> </li> <li>• Traffic &amp; ITS                             <ul style="list-style-type: none"> <li>» Traffic Volume</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Collection                             <ul style="list-style-type: none"> <li>» Traffic Studies for Capital Projects</li> <li>» Traffic Operations and Safety Analysis</li> <li>» Roadway Planning and Design (including Intersection Control Evaluations and Roundabouts)</li> <li>» Traffic Control Plan</li> <li>» Traffic Signal Design</li> <li>» Intelligent Transportation Systems (ITS)</li> <li>» Advanced Land Transportation Performance Simulation (ALPS)</li> <li>» Curbside Management</li> <li>» Dynamic Variable Messaging Signs</li> <li>» Way finding and Circulation/Access</li> </ul> </li> </ul> |
|---|---|--|---|--|



RFQ-04-2023-OCC

**On-Call GENERAL CONSULTING SERVICES**

**Sarasota Bradenton International Airport (SRQ)**

Sarasota Manatee Airport Authority

<b>FLORIDA-BASED KIMLEY-HORN AVIATION EXPERIENCE</b>	<b>HUB SIZE</b>	<b>ACCELERATED PROJECTS</b>	<b>MULTI-YEAR PHASING</b>	<b>R/W DESIGN</b>	<b>TW DESIGN</b>	<b>TW FILLET DESIGN</b>	<b>PAVEMENT DESIGN</b>	<b>ELECTRICAL DESIGN</b>	<b>SMS/SRAISRM PANEL</b>	<b>INFRASTRUCTURE DESIGN/ANALYSIS</b>	<b>CONSTRUCTION PHASE SERVICES</b>
<b>AIRPORT/PROJECT NAME</b>											
<b>FLL Fort Lauderdale-Hollywood International Airport</b>	Large										
RW 10L-28R Rehab.				→	→	→	→	→	→	→	→
<b>TPA Tampa International Airport</b>	Large										
Airfield Pavement Rehab. and Recon.			→	→		→	→	→		→	→
North RON Parking Apron					→	→	→	→		→	→
<b>RSW Southwest Florida International Airport</b>	Medium										
RW 6-24		→	→	→	→	→	→	→	→	→	→
<b>FXE Fort Lauderdale Executive Airport</b>	None										
RW 8-26 Rehab. and Realignment of TW H		→		→			→	→			→
RW 13-31 Rehab.		→		→			→	→			→
<b>TLH Tallahassee International Airport</b>	Non-Hub										
RW 18-36 Rehab.			→	→	→	→	→	→		→	→
Cargo Apron Expansion							→	→		→	→
<b>2J9 Quincy Municipal Airport</b>	N/A										
RW 14-32 Rehab.				→			→	→			→
<b>PGD Punta Gorda Airport</b>	Small										
RW 4-22 Rehab. & Recon.		→		→			→	→		→	→
RW 15-33 Rehab.			→	→	→	→	→	→		→	→
RW 15-33 Extension and Associated TWs			→	→	→	→	→	→		→	→
TW D Rehabilitation					→	→	→	→		→	→
New TW G					→	→	→	→		→	→
TWs A, C, and D Recon.					→	→	→	→		→	→
<b>PIE St. Pete-Clearwater International Airport</b>	Small										
RW 18-36 Rehab.		→	→	→	→	→	→	→	→	→	→
<b>SRQ Sarasota Bradenton International Airport</b>	Small										
RW 14-32 Rehab. and Associated Connectors		→		→	→		→	→		→	→
TW A Rehab.		→			→		→	→		→	→
TW B Rehab.					→		→	→		→	→
TW B South Relocation		→			→	→	→	→		→	→
East Commercial Apron Expansion					→	→	→	→		→	→
West Commercial Apron/Employee Parking Lot							→	→		→	→
<b>APF Naples Municipal Airport</b>	N/A										
RW 5-23 Rehab. and Threshold Improvements		→	→	→			→	→		→	→
<b>FPR Treasure Coast International Airport</b>	N/A										
RW 14-32 Improvements											→

Successful Track Record of On Time and Within Budget Projects

At Kimley-Horn, we believe that the best results are achieved by working together to meet the common goal of completing your project on time and within budget. When a project goes to construction, we give priority to any issue that may arise and place it at the top of the pile. We work with the contractor to help ensure they understand the design intent and can successfully build the project on time and within budget. Our goal is to remove obstacles that may hinder the contractors' performance, therefore avoiding disputes and claims, which means a better project for you. This does not mean we give the contractor freedom to do whatever they please.

During construction, we will utilize project-specific, standardized forms to provide consistent and accurate project documentation, qualified site observation, certified inspection and testing, formalized manuals for procedures, and other monitoring and quality assurance programs. The intent is to help ensure the construction proceeds in a manner that is consistent with the design plans and meets your needs. With Kimley-Horn, you get a partner with a track record of successfully completing planning, design, and construction projects on or ahead of schedule and within budget.

PROJECT	DESIGN COMPLETED	BUDGET
Punta Gorda Airport (PGD), Rehabilitation of Runway 15-33	ON TIME	WITHIN BUDGET
Avon Park Executive Airport (AVO), FBO/Terminal Apron Rehabilitation	ON TIME	UNDER BUDGET
Sarasota Bradenton International Airport (SRQ), Taxiway Bravo Rehabilitation	ON TIME	WITHIN BUDGET
Southwest Florida International Airport (RSW), Rehabilitation of Airfield Pavements	ON TIME	WITHIN BUDGET
Tampa International Airport (TPA), Taxiway W Reconstruction	ON TIME	UNDER BUDGET
Punta Gorda Airport (PGD), Reconfiguration of Taxiways A, D, and H	ON TIME	UNDER BUDGET
Puerto Rico Ports Authority (PRPA), A/E Services for Regional Airports Improvements Program	ON TIME	WITHIN BUDGET
Quincy Municipal Airport (2J9), Parallel Taxiway A Construction	ON TIME	WITHIN BUDGET
Fort Lauderdale Executive Airport (FXE), Taxiway Foxtrot Pavement Rehabilitation	ON TIME	UNDER BUDGET
Tampa International Airport, Remain Overnight (RON) Aprons	ON TIME	UNDER BUDGET
Tampa International Airport, Taxiways E and U Rehabilitation	ON TIME	UNDER BUDGET

Trusted Advisors

Kimley-Horn has developed an unparalleled, historical knowledge of your airport and maintains key relationships with your staff and stakeholders. Our history of working at SRQ includes past projects such as the relocation of Taxiway Bravo South, rehabilitation of Runway 4-22, extension of Runway 14-32 and Taxiway A, and the construction of Taxiways Juliet and Kilo, all of which finished on time and within budget. Over the past several years, Kimley-Horn has worked hard to earn the confidence and trust of your staff on a variety of tasks. We are excited about the opportunity to continue to build on our partnership with SMAA and we will work tirelessly to become your trusted advisor. At Kimley-Horn, we understand that a strong commitment to client satisfaction must be the foundation of our service to you. Our local knowledge, extensive experience, and responsive service make the Kimley-Horn team the best candidate for this contract. We offer unmatched client services, exceptional technical resources, commitment to quality, and knowledge of the Sarasota Manatee Airport Authority's (SMAA's) goals.

Our services routinely include the design of runways, taxiways, aprons, ingress and egress, drainage, permitting, roadway networks, parking garages, lighting, special signage, landscaping, utilities, and a variety of other landside and airside facilities. Our professionals have strong relationships with the Federal Aviation Administration (FAA) and the Florida Department of Transportation (FDOT), as well as a keen understanding of their policies and procedures. Our Florida-based aviation personnel include former FAA Orlando Area District Office (ADO) personnel who maintain personal relationships with the ADO staff. Kimley-Horn delivers outcomes you can depend on—projects that can be successfully delivered on time and within budget.

We have specifically formulated a team with both local and regional experience and expertise aimed at exceeding the SMAA's expectations. Our firm is fully committed to providing SMAA with the required staff and resources for the duration of this contract. Kimley-Horn is structured to allow for long-term commitments of specific personnel to serve a client's needs—there is no revolving door of staff.

We have organized a core team of practiced professionals to provide an exceptional level of responsiveness with extensive technical experience needed for this important On-Call Consulting Services contract. We are confident that we can meet the technical and staffing needs anticipated for this contract.

— APPENDIX. RESUMES AND CERTIFICATE OF INSURANCE



**Jared Moreng, P.E.**

*Project Manager*

**Relevant Experience**

**Sarasota Bradenton International Airport (SRQ) Taxiway Bravo Rehabilitation, Sarasota, FL** — Project Manager. Taxiway Bravo at the Sarasota Bradenton International Airport (SRQ) is a full-length parallel taxiway to Runway 4-22. This project included the rehabilitation of the Taxiway Bravo pavements north of Runway 14-32, including various taxiway crossings and pavement tie in locations. The scope of work included asphalt milling at various depths, asphalt paving, airfield markings, and reconstruction of a portion of the concrete ramp pavements adjoining the taxiway. In addition, the Taxiway Bravo edge light system was upgraded with new LED edge light fixtures and a new home-run circuit back to the airfield electrical vault and included the installation of a new constant current regulator to maximize efficiency of the new edge light system. The project limits exist within a busy section of the airfield that is consistently utilized by the Rectrix FBO and other general aviation tenants at SRQ. As such, during the development of the project's construction phasing, close coordination with SMAA engineering, maintenance, and operations staff, as well as Rectrix management was essential to preserve access and usability of the Taxiway Bravo pavements to the greatest extent possible during construction.

**Sarasota Bradenton International Airport (SRQ) West Apron Hardstand Expansion And Employee Parking Lot Relocation, Sarasota, FL** — Project Manager. Kimley-Horn was selected by the Sarasota Manatee Airport Authority to provide professional engineering services for design, permitting, bidding, and construction phase services for the West Apron Hardstand Expansion and Employee Parking Lot Relocation project at Sarasota Bradenton International Airport (SRQ). Design efforts included topographic survey, geotechnical exploration of the site, subsurface utilities investigations, and permitting through Southwest Florida Water Management District (SWFWMD), Manatee County, and Sarasota County. The project includes expansion of the concrete terminal apron at SRQ to include three new Aircraft Design Group (ADG) III parking positions, new on-ramp vehicle service roads to support ground-loading and fueling of aircraft, high-mast lighting, new jet blast deflectors, pavement markings, apron edge lighting, and airfield drainage infrastructure. Kimley-Horn utilizes AviPlan software in CADD to model all aircraft movements to ensure maneuverability and adherence to clearance requirements while maximizing economy and efficiency.

**GOAA, Orlando Executive Airport (ORL), Runway 7-25 Rehabilitation Alternatives Analysis, Orlando, FL** — Project Manager. Kimley-Horn was selected by GOAA to provide engineering analysis services for ORL Runway 7-25 Rehabilitation Alternatives Analysis at Orlando Executive Airport under W000478. As part of this project, Kimley-Horn provided rehabilitation strategies and opinions of probable construction costs (OPCC) alternatives. The Scope of Work consisted of the initial planning work for identification of the preferred alternative/ approach to rehabilitation, which included a site visit, records review, pavement design and rehabilitation strategies preparation, and program-level OPCCs for each alternative. Survey, geotechnical investigations, or non-destructive testing (NDT) were not part of the scope. The OPCCs included the costs for rehabilitating the pavements, upgrading the pavement geometry, marking, lighting, guidance signs and runway safety area to meet the FAA standards.

**Tampa International Airport (TPA) Taxiways E And U Rehabilitation, Tampa, FL** — Airfield Civil Engineer. Taxiway E is a 75' wide by 3,200' long asphalt taxiway that primarily serves the FBO and MRO facilities. As Prime Consultant, Kimley-Horn delivered the design contract documents and construction administration services that provided for a nominal 2" mill and 2" asphalt overlay covering approximately 25,000 SY of surface. Rehabilitation also included the demolition of connecting taxiways to eliminate hot spots. This also required the reconfiguration of the taxiway's edge light and signage system. A significant design element included the exposure and structural investigation of twin 54" stormwater pipes installed 50 years ago.

**Professional Credentials**

- » Bachelor of Science, Civil Engineering, Colorado State University
- » Professional Engineer in Florida #81611
- » Society of American Military Engineers (SAME)

**Special Qualifications**

- » Civil engineering professional with more than 16 years of experience in aviation projects
- » Specializes in project management, airfield civil design, construction administration on airfield projects, and high-quality client-focused service
- » Focus areas include airfield pavement design, airfield geometric design, airfield grading and drainage, NAVAIDs coordination, development of construction sequencing and phasing plans and schedules, and production of contract documents



## Steve Cornell, P.E.

*Quality Control Officer*

### Relevant Experience

**Sarasota Bradenton International Airport (SRQ), Taxiway Bravo Rehabilitation, Sarasota, FL**— Quality Control Officer. Taxiway Bravo at the Sarasota Bradenton International Airport (SRQ) is a full-length, parallel taxiway to Runway 4-22. This project includes the rehabilitation of the Taxiway Bravo pavements north of Runway 14-32, including various taxiway crossings and pavement tie in locations. The scope of work includes asphalt milling at various depths, asphalt paving, airfield markings, and reconstruction of a portion of the concrete ramp pavements adjoining the taxiway. In addition, the Taxiway Bravo edge light system will be upgraded with new LED edge light fixtures and a new home-run circuit back to the airfield electrical vault and will include the installation of a new constant current regulator to maximize efficiency of the new edge light system. In addition, while completing in-field, due diligence activities during design, Kimley-Horn determined that the existing Taxiway Bravo edge light circuit required replacement. With no impact to the design schedule, Kimley-Horn took on the additional scope, working towards receiving bids within the funding cycle of FAA.

**GOAA, Orlando International Airport (MCO), STC South Terminal C Phase 1, Orlando, FL**— Quality Control Officer. Kimley-Horn is providing engineering and construction phase services for the airside design of the new South Terminal C. The scope includes the design of apron and taxiway pavements, pavement markings, airfield electrical, a hydrant fueling system, sanitary sewer, fire hydrant loop, drainage design, airside roadway system, and an AOA security fence. The taxiways will provide access between the new terminal and the existing airfield. Kimley-Horn assisted the airport in the location and geometry of the new taxiways to meet the FAA requirements for Runway Incursion Mitigation (RIM). The first stage of Phase I of the South Terminal C will consist of 16 gates and roughly 91 acres of pavement. In addition, we also are serving as subconsultant on the landside portion of the same effort.

**Punta Gorda Airport (PGD), Rehabilitation and Extension of Runway 15-33, Punta Gorda, FL** — Quality Control Officer. Kimley-Horn provided design, bidding, and construction administration services for the Punta Gorda Airport (PGD). The project encompassed rehabilitation and reconstruction of asphalt pavements on 5,688 linear feet of Runway 15-33 and involved design extensions of Runway 15-33 by 593 linear feet, as well as associated electrical infrastructure, paved shoulders, installation of new PAPIs, coordination with FAA for development of revised approach procedures, and airfield markings. This project required the reconfiguration of Taxiways G and D to accommodate access to the newly extended runway. Other services included drainage, wetland mitigation, cost estimating, scheduling, surveying, geotechnical, and materials testing. Kimley-Horn met the strict deadline for the FAA grant application. The Kimley-Horn team punctually prepared the contract documents and coordinated with PGD staff, while exceeding their expectations for quality and service. Construction was recently completed in November of 2020.

**Tampa International Airport, Remain Overnight (RON) Aprons, Tampa, FL** — Quality Control Officer. The Hillsborough County Aviation Authority selected Kimley-Horn to prepare bid documents for the design of the North Remain Overnight (RON) apron at Tampa International Airport. The North RON is sized to accommodate a flexible mix Aircraft Design Group (ADG) III and IV commercial aircrafts. The apron and associated taxiway connectors are designed to the current FAA Advisory Circulars. Design tasks associated with the project included geometric configuration, pavement design, stormwater management, airfield lighting design, airfield markings, construction phasing, and an engineer's opinion of probable construction cost. Kimley-Horn also conducted an environmental due diligence and listed species survey for the RON. As part of the Documented Categorical Exclusion, a commitment to survey for migratory bird nests was made to ensure there are no active avian nests protected under the Migratory Bird Treaty Act located within the construction limits. A field reconnaissance was conducted to review existing environmental conditions and to determine property use by listed species, including the presence of nesting avian species.

### Professional Credentials

- » Bachelor of Science, Civil Engineering, University of South Florida
- » Professional Engineer in Florida #39434
- » Professional Engineer in Alabama #38548-E
- » Airport Consultants Council (ACC)
- » American Association of Airport Executives (AAAE)

### Special Qualifications

- » Has 39 years of progressive experience with varying roles as an owner, consultant, and contractor in the planning, design, and construction of complex airport development programs
- » Extensive experience includes new greenfield airports, as well as expansion, redevelopment, and rehabilitation of airside and landside facilities
- » Expert in the efficient and effective use of alternative project delivery methods and terminal facilities for airport clients across the U.S. and on four continents abroad



## Paul Piro, P.E.

*Airside Service Group Leader*

### Relevant Experience

**Sarasota Bradenton International Airport (SRQ) Taxiway Bravo Rehabilitation, Sarasota, FL** — Lead Airfield Engineer. Taxiway Bravo at the Sarasota Bradenton International Airport (SRQ) is a full-length parallel taxiway to Runway 4-22. This project included the rehabilitation of the Taxiway Bravo pavements north of Runway 14-32, including various taxiway crossings and pavement tie in locations. The scope of work included asphalt milling at various depths, asphalt paving, airfield markings, and reconstruction of a portion of the concrete ramp pavements adjoining the taxiway. In addition, the Taxiway Bravo edge light system was upgraded with new LED edge light fixtures and a new home-run circuit back to the airfield electrical vault and included the installation of a new constant current regulator to maximize efficiency of the new edge light system. The project limits exist within a busy section of the airfield that is consistently utilized by the Rectrix FBO and other general aviation tenants at SRQ. As such, during the development of the project's construction phasing, close coordination with SMAA engineering, maintenance, and operations staff, as well as Rectrix management was essential to preserve access and usability of the Taxiway Bravo pavements to the greatest extent possible during construction. Kimley-Horn completed an extensive geotechnical pavement coring program to analyze the various pavement sections within the project limits. Core strata were studied in detail to determine the appropriate mill depths required to properly restore the Taxiway Bravo pavements and avoid constructability issues, such as scabbing and shoving. In addition, while completing in-field due-diligence activities during design, Kimley-Horn determined that the existing Taxiway Bravo edge light circuit was in need of replacement. With no impact to the design schedule, Kimley-Horn took on the additional scope, working towards receiving bids within the funding cycle of FAA.

**Continuing Consulting Engineering Services Charlotte County Airport Authority, Punta Gorda, FL** — Served as project manager for providing engineering and planning on-call services for Punta Gorda Airport (PGD). Managed both in-house and outsource staff of various disciplines including architectural, civil, electrical, mechanical, plumbing, surveying and geotechnical engineering. Throughout a two-year period seven task orders were executed. Assignments included new entrance roadways, terminal capacity planning, legal descriptions, city permitting, state permitting, airfield marking upgrades, and civil site design.

**Tampa International Airport, Remain Overnight (RON) Aprons, Tampa, FL** — Project Manager. The Hillsborough County Aviation Authority selected Kimley-Horn to prepare bid documents for the design of two Remain Overnight (RON) aprons at Tampa International Airport. The Airside F RON and the North RON were sized to accommodate five and eight Aircraft Design Group (ADG) III commercial aircrafts, respectively. The North RON included an additional apron to serve general service equipment for the airfield. The aprons and their associated taxiway connectors were designed to the current FAA Advisory Circulars. Design tasks associated with the project included geometric configuration, pavement design, stormwater management, airfield lighting design, airfield markings, construction phasing, and an engineer's opinion of probable construction cost. Kimley-Horn also conducted an environmental due diligence and listed species survey at both RON locations. As part of the Documented Categorical Exclusion, a commitment to survey for migratory bird nests was made to ensure there are no active avian nests protected under the Migratory Bird Treaty Act located within the construction limits. A field reconnaissance was conducted to review existing environmental conditions and to determine property use by listed species, including the presence of nesting avian species. A summary of the findings was provided.

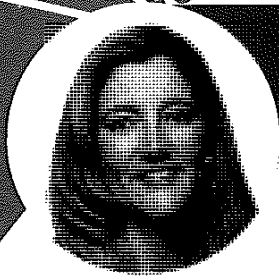
**Punta Gorda Airport, Rehabilitation and Extension of Runway 15-33 and Associated Taxiways, Punta Gorda, FL** — Project Manager. Kimley-Horn provided design, bidding, and construction administration services to rehabilitate and extend Runway 15-33. Paul assembled the consulting team, scope and fee preparation, internal oversight of the design production team, coordinated with stakeholders such as FAA Tower, FAA Tech Ops, FAA ADO, airlines, and tenants. Paul conducted bimonthly project working group meetings with the client, prepared and published meeting minutes, ensured schedule compliance, developed engineer's estimate of probable construction costs, ensured quality control reviews occurred on schedule and provided full availability to the client.

### Professional Credentials

- » Master of Science, Water Resources and Environmental Engineering, Villanova University
- » Bachelor of Science, Civil Engineering, Merrimack College
- » Professional Engineer in Florida #53407
- » Professional Engineer in Connecticut, Delaware, Maine, Massachusetts, New Jersey, Pennsylvania, South Carolina, and Texas
- » American Society of Civil Engineers (ASCE)
- » Society of American Military Engineers (SAME)

### Special Qualifications

- » Has more than 35 years of experience in engineering for aviation, municipal, industrial, and commercial projects
- » Technical experience in the site engineering components of aviation development projects, including terminal renovation and new construction, airfield pavement rehabilitation for concrete aprons and bituminous ramps, crack seal and seal coating for taxiways and runways, AOA security fencing, rehabilitation of airfield pavements and landside roadway/utility improvements



## Jill Capelli, P.E.

*Landside Service Group Leader*

### Relevant Experience

**Sarasota Bradenton International Airport - Various Aviation Consulting Services, Sarasota, FL** — Project Engineer. Over the past 10 years, Kimley-Horn has completed design and construction phase services for projects, including the Extension of Runway 14-32 and Taxiway Alpha; Taxiway Echo; Taxiway Juliet and Service Road Extension; Runway 14-32 Rehabilitation; Taxiway Alpha Rehabilitation; and Runway 4-22 Rehabilitation. Collectively, construction of those projects was completed 7% below the initial construction contract amount through a combination of careful monitoring during construction and working with the contractors to identify cost savings opportunities without sacrificing quality.

**Fort Lauderdale-Hollywood International Airport Master Plan Update, Fort Lauderdale, FL** — Project Manager. Project manager for Kimley-Horn's services for the preparation of a comprehensive master plan update for the Fort Lauderdale-Hollywood International Airport (FLL). This master plan will position the airport for long-term success and operational sustainability. We are leading several master plan components including situational analysis and airport visioning to identify the airport's strengths, weaknesses, threats, and opportunities; an assessment of the off-airport and regional transportation needs; an assessment of the terminal roadway system; and demand/capacity assessment and identification of current and future requirements airport facilities. This effort included an extensive inventory of existing conditions and outreach to the various tenants and operators.

**Fort Lauderdale-Hollywood International Airport Terminal 5 Program Definition Document (PDD), Fort Lauderdale, FL** — Project Manager. Fort Lauderdale-Hollywood International Airport (FLL) has experienced significant growth in passenger activity, driving the need to add passenger processing and aircraft gate facilities. Kimley-Horn was retained to lead the landside roadway and curbside elements of the terminal expansion program. Kimley-Horn developed the facility requirements, facility roadway access and egress concepts, private vehicle curbside concepts, commercial vehicle curbside concepts, concepts of operations, and cost estimates. A critical component of Kimley-Horn's role was to coordinate the concepts for the terminal expansion program with the broader Airport Master Plan Update and other capital projects under design.

**Pinellas County, St. Pete-Clearwater International Airport, Master Plan, Clearwater, FL** — Project Manager. As a subconsultant, Kimley-Horn is providing landside planning for the terminal access and curbside roadways, parking, and rental car facilities in support of the terminal area master plan. The facilities that are being studied include the terminal area curbsides and access roadway, short- and long-term parking lots, economy parking, employee parking, and rental car facilities and parking. The study will focus on documenting the existing landside conditions, assessing terminal and access roadways, and parking areas to identify congestion points, and develop improvements to mitigate the identified congestion points. For the rental car facilities, Kimley-Horn will compare capacity and future demand and identify future requirements for terminal counters, booths, ready/return spaces, quick-turnaround (QTA) facilities, remote storage/maintenance, and access and traffic patterns for jockey trips.

**Omaha Airport Authority, Eppley Airfield Terminal Area and Airport Master Plan, Omaha, NE** — Lead Landside Planner. As a subconsultant, Jill performed landside planning services for the terminal area and airport master plan update for Eppley Airfield. This effort includes surface transportation traffic forecasting and analysis of on-airport and off-airport roadways and intersections, airport parking facilities, and the terminal curbside. Nearly 20 different terminal, access roadway configuration, and parking facility alternatives were evaluated as part of the alternative's development process. Kimley-Horn also led the environmental overview process.

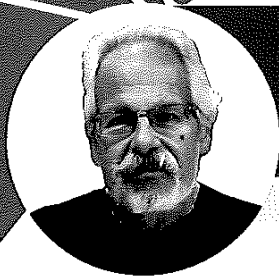
**Broward County Aviation Department, North Perry Airport Master Plan Update, Pembroke Pines, FL** — Project Engineer. In addition to our on-call planning support to the Broward County Aviation Department (BCAD), Kimley-Horn is a key team member for the preparation of comprehensive master plan update for the North Perry Airport (HWO).

### Professional Credentials

- » Master of Science, Civil Engineering, University of Kentucky
- » Bachelor of Science, Civil Engineering, U.S. Coast Guard Academy
- » Professional Engineer in Florida #62365
- » Women's Transportation Seminar (WTS)

### Special Qualifications

- » Has 24 years of experience of landside services including traffic engineering and multimodal transportation modeling/planning
- » Project management experience with the planning, design, and deployment of communications networks and their subsystems that comprise computerized traffic control and management systems and security systems
- » Specializes in use of the Advanced Land Transportation Performance Simulations (ALPS) for multimodal simulations
- » Proficient with data analysis methods and applications
- » Experienced with simulation modeling, intersection analysis, and training in multimodal simulation software



## Al Lapera, CxA, LEED AP BD+C, LEED AP O+M, EMP, FWA

*Facilities Services Group Leader*

### Relevant Experience

**\*Sarasota International Airport Ground Boarding Facility, Sarasota, FL**

Mechanical Engineer. New 5-gate terminal expansion and existing central energy plant renovation. The project added 75,000 square feet to the existing terminal, including a new 4-lane TSA security checkpoint. Renovation of the existing chilled water plant added new chillers, pump controls, and cooling tower refurbishment. Phasing plans were developed to be able to operate the airport while adding additional capacity and coordinating shutdowns to tie in new equipment to existing plant operations. The design also included full mechanical plumbing and fire protection design of the new terminal.

**\*Orlando International Airport South Terminal C Expansion, Orlando, FL**

Mechanical Engineer. New 15-gate Terminal C expansion. Mechanical design included analysis, design, and layout of (2) Precondition Air (PCA) Chilled Water Plants that served all air handling units at the boarding bridges and aircrafts. Each plant consisted of 1,650 tons of chilled water serving all aircraft gates. Total airside and landside size – 1.8 million SF.

**\*Tampa International Airport Main Terminal Curbside Expansion, Tampa, FL**

Mechanical Engineer. Replacement of the existing Central Utility Plant with a new 10,000sf facility and (2) new vertical circulation buildings (VCB). The new plant included design of 4800 tons of chilled water, 10000 MBH hot water heating and 350 tons of heat recovery. The plant is 30% more efficient, saves 25 million gallons of water/year using reclaim water, increased capacity by 33% for future expansions. Full mechanical design for both VCB's included a new train station for the future airside international terminal. Scope also included construction administration services and commissioning services for both the plant and vertical circulation buildings. Total new added square footage – 150,000SF.

**\*Tampa International Airport Main Terminal Concessions Redevelopment, Tampa, FL**

— Mechanical Engineer. 50,000SF expansion of the main terminal transfer level to improve the concessions program, wayfinding signage and seating improvements to support the 20-year facility requirements. Mechanical design included the new expansion areas, tenant fitouts and peer reviews of tenant fitouts not done under the airport project. Scope also included replacement of all chilled and hot water pumps in the existing central utility plant as a maintenance replacement including construction administration services.

**\*Tampa International Airport Main Consolidated Rental Car Facility, Tampa, FL**

Mechanical Engineer. Addition of a new consolidated rental car facility along with a 1.3-mile guideway for passengers to travel between the main terminal and the rental car facility. Design included a new 1200-ton central energy plant to serve six site buildings including capacity for future expansion. It also included design for the 5-story main rental car facility, train station (automated people mover) and car rental tenants. Total project scope was 2.44 million SF.

**Water Street Central District Cooling Plant, Tampa, FL**

— Lead Commissioning Agent. LEED commissioning for this new 12,500-square-foot facility that produces chilled water for the cooling of the neighboring 56 acres of adjacent mixed-use properties known as the Water Street District in Tampa. Commissioning scope consisted of (2) 2500-ton chillers, (1) 1500-ton ice making chiller, (6) cooling tower cells, (98) ice storage tanks, (11) chilled water and condenser water pumps, (1) air handling unit and a water softening system for make-up water. Team was also responsible for reviewing the connection details for all building connecting to the system as well as the installation and flushing of the district loop piping.

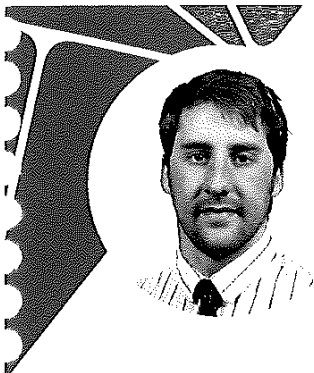
**\*Project prior to joining Kimley-Horn.**

### Professional Credentials

- » Associate of Science, Pre-Architecture, Staten Island Community College
- » Associate, Liberal Arts, College of Staten Island
- » Commissioning Authority #408-295
- » LEED Building Design Construction #10137754
- » EMP #1012-E48
- » LEED Ops + Maintenance #10137754

### Special Qualifications

- » Al has worked on a broad range of building types within his more than 45 years of experience, including municipal, educational, healthcare, and commercial facilities
- » Al's specialty lies in energy services such as systems commissioning, energy analysis, and energy auditing
- » Many projects have attained LEED certification with Al's leadership and assistance during design or commissioning
- » Al currently sits on the Board of Directors for the Energy Management Association, along with leading one of two lectures that teaches the national Energy Management Professional (EMP) Workshop and Operation and Maintenance (O&M) Workshop
- » Additionally, he serves on the ACG (AABC Commissioning Group) Education Committee and is one of four experts who teaches their National Commissioning Authority Workshop



## Dustin Colwell, P.E.

*Airfield Electrical Engineering*

### Relevant Experience

**Sarasota Bradenton International Airport (SRQ), West Apron & Employee Parking Lot Relocation, Sarasota, FL** — Lead Electrical Engineer. Kimley-Horn is providing professional engineering services for design, permitting, bidding, and construction phase services for the West Apron Hardstand Expansion and Employee Parking Lot Relocation project at SRQ. Design efforts included topographic survey, geotechnical exploration of the site, subsurface utilities investigations, and permitting through Southwest Florida Water Management District (SWFWMD), Manatee County, and Sarasota County. The project includes expansion of the concrete terminal apron at SRQ to include three new Aircraft Design Group (ADG) III parking positions, new on-ramp vehicle service roads to support ground-loading and fueling of aircraft, high-mast lighting, new jet blast deflectors, pavement markings, apron edge lighting, and airfield drainage infrastructure.

**Sarasota Bradenton International Airport (SRQ), Commercial Apron Expansion/ Taxiway R5 Rehabilitation and Removal of Taxiway A8, Sarasota, FL** — Lead Electrical Engineer. While serving as a subconsultant to another firm, Kimley-Horn was selected to provide support during the design and bidding phases of the project. Services include providing production support, airfield electrical engineering, structural engineering of drainage structures, and development of construction specifications and project quantities for the project. Kimley-Horn serves as the Engineer-of-Record for airfield electrical and structural engineering.

**Punta Gorda Airport (PGD), Reconstruction of Taxiway D, Punta Gorda, FL** Lead Airfield Electrical Engineer. Kimley-Horn provided design, bidding, and construction administration services for the Reconstruction of Taxiway D. The design required 29,000 square yards of full depth asphalt pavement removal, 31,000 square yards of 12-inch-thick lime base. Dustin was responsible for the electrical design and worked directly with the Airport Engineer to assure completeness and accuracy for the taxiway edge lighting and signage.

**Puerto Rico Ports Authority, A/E Services for Regional Airports Improvements Program, Puerto Rico, PR** — Lead Electrical Engineer. Kimley-Horn provides professional consulting services to the Puerto Rico Ports Authority (PRPA) for the program verification, design, permitting, bid, and construction phase services for its regional airports program. The scope includes reviewing existing information and conditions and performing preliminary studies to determine the viability of existing infrastructure. The ongoing projects will bring the current airfield geometry at each airport into conformance with the most current criteria contained in the FAA AC 150/5300-13A (Change 1). The projects include pavement rehabilitation, geometric changes (including mitigation of hot spots), airfield lighting and visual aids modifications, and all new airfield electrical vaults.

**Southwest Florida International Airport (RSW), Rehabilitation of Airfield Pavements, Fort Myers, FL** — Lead Electrical Engineer. Kimley-Horn was selected to provide design manager services for the rehabilitation of airfield pavements at RSW including taxiways, taxiway connectors, and aircraft parking ramps. Dustin led the airfield electrical design and was the Engineer of Record for the design of airfield lights, including taxiway edge and taxiway centerline lights, guidance signs, new lighting vault building with new constant current regulators and Runway Guard Lights. Dustin coordinated with the airport engineering team and airfield maintenance to transition half of the lighting circuit to the old vault and reconfigure the existing vault to comply the NEC regulations. Kimley-Horn led an extensive investigation of the pavement and subsurface conditions, which included visual observations, geotechnical investigation, geophysical testing, non-destructive testing, and topographic and utility surveying. The project also incorporated safety and electrical improvements for the airfield. Coordinating closely with LCPA and FAA-ADO staff, Kimley-Horn developed strategies to reduce the potential for runway incursions and mitigate airport hot spots. Efficient phasing coordination of this project was a top priority for Kimley-Horn, as RSW is a busy single-runway airport. Kimley-Horn is currently providing construction administration services for three construction projects under this program.

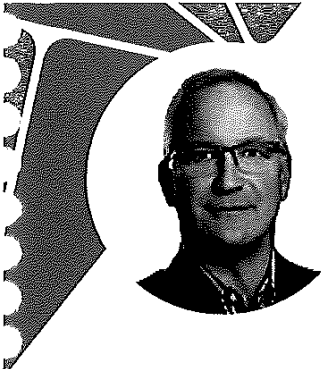
### Professional Credentials

- » Bachelor of Science, Electrical Engineering, University of Nebraska, Lincoln
- » Professional Engineer in Florida #84554
- » Professional Engineer in Nevada, Texas, Arizona, Washington, California, Colorado, Oklahoma, Puerto Rico, Ohio, and Massachusetts
- » Institute of Electrical and Electronic Engineers (IEEE), Member

### Special Qualifications

- » Brings 15 years of electrical engineering experience in design, analysis, and construction management
- » He prepares bid documents and specifications, cost estimates, and planning for electrical and architectural projects
- » Construction management experience includes inspection, submittal review, pay request review, RFI response, and field directives
- » Technical experience includes design and analysis of airfield lighting and signage design, voltage drop calculations for power distribution, photometric design and calculations, and fiber optic network design





## John Wujek, P.E.

*Airfield Electrical Engineering; Electrical Engineering/SCADA/Access Controls/CCTV*

### Relevant Experience

**Indianapolis International Airport, Part B - Design and Construction Oversight, Runway 5R/23L and Taxiway D Strengthening and Capacity Enhancement, Indianapolis, IN** — Design Manager/Quality Control. John is responsible for quality control of the airfield lighting system improvements for runway packages 2 and 3. The design and construction packages include the replacement of the runway edge, centerline, touchdown zone, approach lighting systems, and guidance signs for Runway 5R/23L. The Taxiway D enhancements include a new geometry for the taxiway requiring new placement of taxiway edge lights and signage. The construction packages have been updated to reflect existing conditions created by the completed package 1 construction of the midsection of the runway. Ultimately, the runway will have all runway lighting converted to LED lighting.

**San Antonio International Airport, Airfield Enhancement Program 2022-2027 (aka Airfield Engineering Design Services - 2022 Projects), San Antonio, TX** — Electrical Engineer. Kimley-Horn is leading advanced planning efforts related to the full reconstruction of SAT's primary commercial runway. The team is conducting a series of simulations to determine the impacts of closing the runway and pushing traffic to another runway. Impacts are expected to reach throughout the National Airspace System (NAS). The team is leveraging Total Airspace and Airport Modeler (TAAM) software to demonstrate the costs and risks, which analyzes both ground and airspace impacts under the same program. Kimley-Horn is one of few consulting firms with the access and wherewithal to operate this technology. The advanced planning for SAT is being done within the context of an environmental assessment (EA).

**Air Force AE NEXT, Edwards Air Force Base Master Planning Services for a South Base Airfield District Plan, CA** — Electrical Engineer. The AEJV team is providing master planning support services to develop an Airfield District Plan (DP) and an airfield restoration Planning Charrette Report by collecting the most recent data and working with installation participants, mission partners, and stakeholders in a 5- day planning charrette to update the existing ADP recommendations as required to meet current and future mission requirements. AEJV will produce a District Plan and Charrette Report, which will be thorough, professional, and high quality. Total Plan Buildout Cost: \$700-900M over 20 years.

**Greenville-Spartanburg Airport (GSP) On-Call Consulting Services, Greer, SC** — Electrical Engineer. Kimley-Horn is providing on-call professional consulting services to GSP. Tasks under this five-year contract will include general planning, pre-design, engineering design, and construction administration. Services provided include aircraft apron expansion/rehabilitation, airfield rehabilitation, maintenance facilities improvements, environmental improvements/mitigation, fuel farm expansion, landside landscaping/streetscaping, parking lot design, roadway design, taxiway construction, terminal improvements/expansion, and utility improvements.

**Rhode Island Airport Corporation, Quonset State Airport (OQU), Runway 16-34 Reconstruction, Contract No. 31740, North Kingstown, RI** — Electrical Engineer. Kimley-Horn provided design, bidding, and construction administration services to reconstruct Runway 16-34. This project includes rehabilitation of Runway 16-34 at Quonset State Airport. This airport is home to a busy Air National Guard wing providing mission-critical logistics to the U.S. armed forces. As such, maintaining the ability of the airport to operate as normally as possible during construction was a critical focus of the project. Frequent coordination with the owner, Rhode Island Airport Corporation (RIAC), Rhode Island Air National Guard (RIANG), FAA, and local FBOs was required to ensure safe and efficient construction, as well as minimize disruptions to critical operations at the airport.

**MDOT Aeronautics, Romeo State Airport Runway 18-36 Reconstruction, Ray, MI** Electrical Engineer. John designed the replacement runway edge light system and REILs for the reconstruction of the runway. The Michigan Department of Transportation selected Kimley-Horn to provide design and construction phase services for improvements to Runway 18-36, the airport's sole runway, which was exhibiting pavement distress that was detrimental to the useful life of the pavement. Rehabilitating the runway was necessary to extend the useful life of the pavement and support economic growth in the future.

### Professional Credentials

- » Bachelor of Science, Electrical Engineering, Ohio Northern University
- » Professional Engineer in Florida #64930
- » Professional Engineer in Indiana, Kentucky, Tennessee, Michigan, Virginia, South Carolina, West Virginia, Minnesota, North Carolina, Hawaii, Oregon, New York, New Mexico, and Missouri
- » National Fire Protection Association (NFPA)

### Special Qualifications

- » John brings more than 36 years of experience in airfield lighting NAVAIDs and other airfield electrical systems, including the design of airfield lighting systems, such as guidance signs, runway edge, runway centerline, touchdown zone, threshold and taxiway edge, taxiway centerline, and associated hold position and runway guard lights for airports nationwide as well as internationally
- » John's NAVAIDs design experience includes approach lighting systems (ALSF-2, SSALR, MALSR), REILs, PAPIs, wind cones, airport beacons, and heliport lighting design
- » His experience is invaluable for coordinating airfield lighting designs when interfacing with buildings such as the airfield lighting vaults, ATCT, maintenance facilities, and/or ARFF



## Brian Goodling, P.E.

### *Airfield Civil Engineering and Construction Phasing*

#### Relevant Experience

**Sarasota Bradenton International Airport (SRQ), West Apron & Employee Parking Lot Relocation, Sarasota, FL** — Project Engineer. Kimley-Horn is providing professional engineering services for design, permitting, bidding, and construction phase services for the West Apron Hardstand Expansion and Employee Parking Lot Relocation project at SRQ. Design efforts included topographic survey, geotechnical exploration of the site, subsurface utilities investigations, and permitting through Southwest Florida Water Management District (SWFWMD), Manatee County, and Sarasota County. The project includes expansion of the concrete terminal apron at SRQ to include three new Aircraft Design Group (ADG) III parking positions, new on-ramp vehicle service roads to support ground-loading and fueling of aircraft, high-mast lighting, new jet blast deflectors, pavement markings, apron edge lighting, and airfield drainage infrastructure.

**Sarasota Bradenton International Airport (SRQ) Taxiway Bravo Rehabilitation, Sarasota, FL** — Project Engineer. Taxiway Bravo at the Sarasota Bradenton International Airport (SRQ) is a full-length parallel taxiway to Runway 4-22. This project included the rehabilitation of the Taxiway Bravo pavements north of Runway 14-32, including various taxiway crossings and pavement tie in locations. The scope of work included asphalt milling at various depths, asphalt paving, airfield markings, and reconstruction of a portion of the concrete ramp pavements adjoining the taxiway. In addition, the Taxiway Bravo edge light system was upgraded with new LED edge light fixtures and a new home-run circuit back to the airfield electrical vault and included the installation of a new constant current regulator to maximize efficiency of the new edge light system. The project limits exist within a busy section of the airfield that is consistently utilized by the Rectrix FBO and other general aviation tenants at SRQ. As such, during the development of the project's construction phasing, close coordination with SMAA engineering, maintenance, and operations staff, as well as Rectrix management was essential to preserve access and usability of the Taxiway Bravo pavements to the greatest extent possible during construction. Kimley-Horn completed an extensive geotechnical pavement coring program to analyze the various pavement sections within the project limits. Core strata were studied in detail to determine the appropriate mill depths required to properly restore the Taxiway Bravo pavements and avoid constructability issues, such as scabbing and shoving. In addition, while completing in-field due-diligence activities during design, Kimley-Horn determined that the existing Taxiway Bravo edge light circuit was in need of replacement. With no impact to the design schedule, Kimley-Horn took on the additional scope, working towards receiving bids within the funding cycle of FAA.

**Tampa International Airport, Remain Overnight (RON) Aprons, Tampa, FL** — Project Engineer. The Hillsborough County Aviation Authority selected Kimley-Horn to prepare bid documents for the design of two Remain Overnight (RON) aprons at Tampa International Airport. The Airside F RON and the North RON were sized to accommodate five and eight Aircraft Design Group (ADG) III commercial aircrafts, respectively. The North RON included an additional apron to serve general service equipment for the airfield. The aprons and their associated taxiway connectors were designed to the current FAA Advisory Circulars. Design tasks associated with the project included geometric configuration, pavement design, stormwater management, airfield lighting design, airfield markings, construction phasing, and an engineer's opinion of probable construction cost. Kimley-Horn also conducted an environmental due diligence and listed species survey at both RON locations. As part of the Documented Categorical Exclusion, a commitment to survey for migratory bird nests was made to ensure there are no active avian nests protected under the Migratory Bird Treaty Act located within the construction limits.

**St. Petersburg-Clearwater International Airport, Runway 18-36 Rehabilitation, Clearwater, FL** — Project Engineer. Kimley-Horn provided airfield civil engineering, pavement design, airfield markings, and bid and construction phase services for the rehabilitation of Runway 18-36. The project involved the rehabilitation of the existing bituminous asphalt pavement; reconstruction of the centerline, touch down zone, and runway edge lighting systems; reconstruction of the runway distance remaining signs; reconstruction of the existing airfield signage; and widening of the paved shoulders; and the extension of Runway 4 for use by an aircraft carrier during construction.

#### Professional Credentials

- » Bachelor of Science, Civil Engineering, Pennsylvania State University
- » Professional Engineer in Florida #93398

#### Special Qualifications

- » Brian is an aviation engineering professional with six years of experience and his specialties include aircraft pavement design, airfield and landside grading and drainage, airspace analysis, security improvements, parking and circulation design, stormwater design, utility design, and development of detailed technical construction phasing and scheduling
- » Brian has served as a project engineer or project manager for various airside and landside projects at general aviation and commercial service airports encompassing asphalt and concrete pavement reconstruction and rehabilitation, new construction of airside and landside infrastructure such as aircraft aprons and parking areas, airspace analysis, and landside site design including stormwater and utility design
- » He has extensive knowledge of permitting through various review agencies across Florida including the Southwest Florida Water Management District (SWFWMD), Florida Department of Transportation (FDOT), and Sarasota and Manatee Counties



## James Howell, P.E.

### *Airfield Pavement Inspections and Assessments*

#### Relevant Experience

**GOAA, Orlando Executive Airport (ORL), Runway 7-25 Rehabilitation Alternatives Analysis, Orlando, FL** — Project Engineer. Kimley-Horn was selected by GOAA to provide engineering analysis services for ORL Runway 7-25 Rehabilitation Alternatives Analysis at Orlando Executive Airport under W000478. As part of this project, Kimley-Horn provided rehabilitation strategies and opinions of probable construction costs (OPCC) alternatives. The Scope of Work consisted of the initial planning work for identification of the preferred alternative/approach to rehabilitation, which included a site visit, records review, pavement design and rehabilitation strategies preparation, and program-level OPCCs for each alternative. The OPCCs included the costs for rehabilitating the pavements, upgrading the pavement geometry, marking, lighting, guidance signs and runway safety area to meet the FAA standards.

**FDOT Aviation Office, Statewide Airfield Pavement Management Program - System Update, Statewide, FL** — Project Manager. Since 2010, Kimley-Horn has supported FDOT in performing timely system updates to the SAPMP to improve the knowledge of pavement conditions at 95 public airports, identify maintenance needs at individual airports, automate information management, and establish standards to address future needs. Kimley-Horn performs condition analysis, evaluates future pavement performance, develops performance curves, and determines maintenance and rehabilitation needs for each airport which includes projected costs based on unit costs researched and developed as part of the program.

**Puerto Rico Ports Authority (PRPA), Islandwide Airport Pavement Maintenance Management Program, Islandwide, Puerto Rico** — Deputy Project Manager. Kimley-Horn developed the first islandwide APMP for PRPA consisting of nine airports. James was responsible for oversight of field preparation activities, on-site leadership of survey teams, management of reporting activities, and client coordination. James led the PAVER analysis including PCI performance modeling, condition forecasting, database calibration, M&R development, and CIP planning.

**GOAA, Orlando International Airport (MCO), STC South Terminal C Phase 1 and 1X Phase, Orlando, FL** — Project Engineer. Kimley-Horn was selected to provide engineering services for the airside design of the new South Terminal C. The scope included the design of apron and taxiway pavements, pavement markings, airfield electrical, a hydrant fueling system, sanitary sewer, fire hydrant loop, drainage design, airside roadway system, and an AOA security fence. The taxiways will provide access between the new terminal and the existing airfield. Kimley-Horn assisted the airport in the location and geometry of the new taxiways to meet the FAA requirements for Runway Incursion Mitigation (RIM). The first stage of Phase I of the South Terminal C will consist of 16 gates and roughly 91 acres of pavement. In addition, we also are serving as subconsultant on the landside portion of the same effort.

**Virgin Islands Port Authority, Cyril E. King Airport Pavement Management System Update, St. Thomas, Virgin Islands** — Project Engineer. James was responsible for oversight of field preparation activities, management of reporting activities, and client coordination. James also performed a site walk of high priority areas, including the runway, to verify distresses and help identify possible repair solutions.

**Punta Gorda Airport (PGD), Rehabilitation and Extension of Runway 15-33 and Associated Taxiways, Punta Gorda, FL** — Project Engineer. Kimley-Horn provided design, bidding, and construction administration services to rehabilitate and extend Runway 15-33. With a very stringent schedule to meet the deadline for FAA grant application, Kimley-Horn successfully prepared the contract documents on-time and fully coordinated with PGD staff exceeding their expectations for quality and service.

**Punta Gorda Airport (PGD), Runway 4-22 Rehabilitation and Reconstruction, Punta Gorda, FL** — Project Engineer. Kimley-Horn provided professional consulting services for Runway 4-22, PGD's primary runway and the longest of the three runways at 7,193 feet long. The center portion of the runway was removed and reconstructed along its entire length. The remaining portion was milled and resurfaced. Both portions of the runway were paved with asphalt and grooved and painted with runway markings. New blast pads also were constructed at each end of the runway and new energy-efficient lighting was installed.

#### Professional Credentials

- » Master of Engineering, Civil Engineering, University of Florida
- » Bachelor of Science, Civil Engineering, University of Florida
- » Professional Engineer in Florida #81814
- » Professional Engineer in Pennsylvania and Tennessee
- » American Society of Civil Engineers (ASCE)

#### Special Qualifications

- » 11 years of experience in project design, construction administration, and pavement management implementation
- » James has conducted pavement condition index (PCI) surveys and analysis at more than 120 public use airports according to FAA and American Society for Testing and Materials (ASTM) D5340 requirements
- » He has provided instruction in the method of field data collection according to FAA and ASTM D5340 requirements, the performance of PCI surveys, and analysis of pavement condition for nearly 300 aviation staff through the FDOT Airfield Pavement Inspection and Repair Training Course
- » Has successfully lead field investigations at both commercial and general aviation airports as part of the FDOT statewide airfield pavement management program



## Bill Conerly, P.E.

*Site Civil Engineering*

### Relevant Experience

**Sarasota National Community Development District (CDD), District Engineer, FL** — Project Manager. Kimley-Horn provided all civil engineering services for this 2,400-acre, master-planned community including: Florida Department of Transportation (FDOT) signalization and turn lanes, U.S. Army Corps of Engineers (USACE) permitting, Southwest Florida Water Management District (SWFWMD) permitting, master water, wastewater, and roadway design. The Sarasota National project included a stormwater management system comprised of 80 lakes and more than 1,000 acres of wetland preserve, an 80,000,000-gallon lined reclaim storage pond, seven lift stations, and more than 17 miles of new utilities.

**Sarasota National, Sarasota County, FL** — Project Manager and District Engineer for Sarasota National, a 2,400-acre, master planned community, Bill was responsible for all civil engineering for the project, including the FDOT signalization and turn lanes, U.S. Army Corps of Engineers (USACE) permitting, Southwest Florida Water Management District (SWFWMD) permitting, master water, wastewater, and roadway design. The Sarasota National project included a stormwater management system composed of 80 lakes and more than 1,000 acres of wetland preserve, an 80,000,000-gallon lined reclaim storage pond, seven lift stations, and more than 17 miles of new utilities.

**Sarasota County Blackburn Creek, FL** — Project Engineer. Kimley-Horn is providing conceptual site and master planning for the project. Blackburn Creek is a walkable, mixed-use village-style community proposed to include approximately 1,568 dwelling units, 150,000 square feet of retail/office, and substantial open space system of preserved habitats and parks facilities. The project also includes a mixed-use village center, interconnected system of multimodal trails and neighborhood centers, and a 60-acre central park, amenity center, and regional lake. Kimley-Horn is also providing construction phase services.

**Grand Palm Utility Master Plan, Sarasota County, FL**— Project Engineer. Grand Palm consists of 2,000 residential units situated on 1,000 acres in south Sarasota County. The project is the first "2050" plan approved by Sarasota County. The utility system included the design of four lift stations and approximately 14,000 feet of off-site 10-inch force main. The water and sewer systems were modeled using WaterCAD and SewerCAD, respectively.

**Artisan Tower Hotel Redevelopment, Sarasota, FL** — Project Engineer. Kimley-Horn is providing professional engineering and landscape architectural services for this hotel redevelopment project, located adjacent to downtown Sarasota. This 1.4-acre hotel redevelopment project is proposed to include the removal of the existing structured parking to construct a new mixed-use tower. Additional project elements include a four-story parking garage and new Central Energy Plant. Specific services for this project include pre-design services, administrative site plan review, civil engineering design, permit applications, and enhanced landscape architectural design plans.

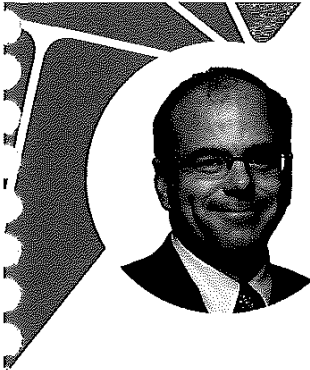
**Boca Royale, Englewood, FL** — Project Engineer. This project included the design of the infrastructure and stormwater management system for several residential pods totaling 115 units permitted and constructed and 213 units currently in the permitting process on the existing Boca Royale golf course and residential subdivision. The focus of the design was to alleviate existing flooding problems, layout and design of the water and wastewater utility system, and complete site layout reflecting the developer's concept. Following design, Kimley-Horn provided complete permitting with Southwest Florida Water Management District (SWFWMD) and Sarasota County Development Services. Oversaw construction of Units 7 through 10, including site inspections and agency certifications. During all phases of the project, Kimley-Horn was responsible for complete project management, including scheduling and account invoicing.

### Professional Credentials

- » Bachelor of Science, Agricultural Engineering, University of Florida
- » Professional Engineer in Florida #57414
- » National Society of Professional Engineers (NSPE), Member
- » Florida Engineering Society, Member
- » American Planning Association (APA), Member

### Special Qualifications

- » Engineering manager with 30 years of technical experience and 21 years of professional experience
- » Has expertise in all aspects of development, engineering, and the construction process including design, permitting, contracting, construction, and project management for a wide range of diverse projects



## Gary Nadeau, P.E.

### Roadway Engineering

#### Relevant Experience

**Fruitville Road/Coburn Road to Debrecen Road Transportation Engineering Services (aka Fruitville Road Reconstruction), Sarasota, FL** — Project manager for the Kimley-Horn team that completed design services for the reconstruction of Fruitville Road from a two-lane roadway to a four-lane, urban arterial over a distance of 2.1 miles. The new roadway section consists of an urban four-lane, divided roadway with multi-use paths, closed drainage, signalized intersections, street lighting, and landscaping. Our services also included design of a 16-inch water main and provision of a utility corridor for existing (and future) water, wastewater, cable, and telephone utility service. Kimley-Horn staff helped direct an extensive public involvement effort. At the request of our client, Sarasota County, we compressed the design schedule from 22 months to 12 months.

**Myrtle Street Improvements from US 41 to West of US 301, Sarasota, FL** — Project manager for the Kimley-Horn team that is providing engineering services for improvements to Myrtle Street from US 41 to west of US 301. The proposed roadway improvements include the widening of the existing two-lane road; adding/widening the shoulder of the roadway to include bicycle lanes, sidewalks, street lighting, landscaping, and utility coordination; and permitting. In addition, the design will include replacing the existing ditches with a closed drainage system and stormwater management facility to minimize the right-of-way acquisition along the road frontage. Other services will include preparation of right-of-way maps, parcel sketches, and easement acquisition needs. Kimley-Horn will be incorporating Low Impact Design (LID) elements into the design of this road widening project.

**Modern Roundabout Improvement Design for Ringling Boulevard and Palm Avenue, Sarasota, FL** — Project manager involved with providing services for modern roundabouts at the intersections of Ringling Boulevard and Palm Avenue and Ringling Boulevard and Pineapple Avenue in Sarasota. The projects involved advancing the design from the conceptual layout to final design plans. The roundabout will enhance the project area by providing more parking and pedestrian access for the business and residences in the area. Services included establishing design criteria, collecting topographic survey data for the intersection, and delivering final construction plans.

**US 41 at Gulfstream Avenue Intersection Improvement Statewide Acceleration and Transformation (SWAT), FDOT District One, Sarasota, FL** — Project manager for the design portion of this State-Wide Acceleration and Transformation (SWAT) project for the addition of a multi-lane roundabout. Designated as a SWAT project, the PD&E and design efforts overlap to reduce schedule and streamline efficiency. This project includes full reconstruction of the intersection to a roundabout configuration, pedestrian signals, lighting, landscape, and drainage improvements. This is the first partial 3-lane roundabout in the state and, due to its complexity, an emphasis has been placed on public involvement. Design improvements for this constrained urban intersection address multi-modal transportation, pedestrian connectivity/safety enhancements and balanced roundabout performance.

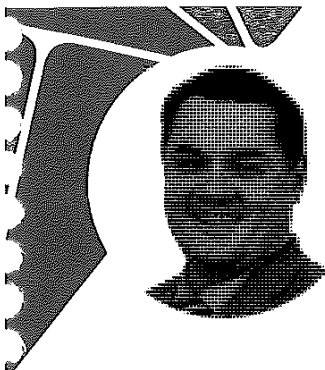
**West Dearborn Street and South McCall Road Improvements, Englewood, FL** — Project Engineer. Kimley-Horn was retained by Sarasota County to complete the West Dearborn Street and South McCall Road improvements project. This project consists of the reconstruction of the downtown Englewood corridor along West Dearborn Street from Indiana Avenue to Old Englewood Road. This multi-faceted project included heavy public involvement and visioning which was aided by Kimley-Horn's fly through and graphics presentations outlining concepts and developing the visions based on public input. The project included the addition of more than 60 new parking spaces and the conversion of existing parking to pervious parking fields. In addition, landscape, hardscape, lighting, and wayfinding signing were included as part of the project. A gateway feature which spans the roadway was custom designed and included to establish the sense of place when users arrive along the corridor. Kimley-Horn also designed over a mile of retrofitted drainage improvements along South McCall Road. The South McCall Road area of Englewood routinely floods, threatening not only community mobility but existing homes along the corridor. Kimley-Horn modeled the improvements and cut them into the County's coastal fringe model.

#### Professional Credentials

- » Master of Science, Civil Engineering, California State University
- » Bachelor of Science, Civil Engineering, University of Hartford
- » Professional Engineer in Florida #49629
- » Professional Engineer in California #52631
- » American Society of Civil Engineers (ASCE)
- » Florida Institute of Consulting Engineers
- » Florida Engineering Society
- » American Public Works Association (APWA)

#### Special Qualifications

- » Has 33 years of experience in transportation design, structural, construction, hydraulic, and traffic engineering
- » Areas of expertise include freeway and expressway detailed design, design supervision, bridge and highway design, highway and street drainage design, traffic control design, right-of-way assessment, construction observation, and project management
- » An FDOT-certified maintenance of traffic (MOT) professional and accustomed to designing MOT plans that balance all modes of traffic in an efficient and effective manner



## Gerald Schwientek, P.E.

### Surface Parking and Rental Cars

#### Relevant Experience

**Minneapolis-St. Paul International Airport (MSP), Terminal 1-Lindbergh Parking Expansion, Hennepin County, MN** — Project Manager. Kimley-Horn is leading the planning and final design of a significant parking expansion at MSP. MAC intends to add a new 5,000-space parking ramp at Terminal 1-Lindbergh to accommodate growth in airport operations and continued increases in public parking demand. The expansion includes significant enabling projects that will modify landside and airside facilities, roadways, and utilities to prepare for the parking ramp's construction. The construction of a new parking exit plaza, which will service the roughly 16,000 public parking spaces at the Terminal 1, also is a part of the project. The existing rental car facility at Terminal 1 will be moved to the new parking ramp, allowing for short- and long-term expansion of rental car operations. The project is scheduled to break ground in the spring of 2016, and will open in 2020. Kimley-Horn is the prime consultant and program manager, leading the planning and final design process, including all aspects of parking- and transit-related improvements and providing structural, civil, roadway, traffic, landscape architecture, and construction support.

**Fresno Yosemite International Airport (FAT), Parking Expansion and Parking Forecast, Fresno, CA** — Project Manager. The airport is experiencing significant parking growth and has determined the need to develop a parking implementation plan as well as perform a rate analysis. As part of this analysis, Kimley-Horn is performing a detail review of projected parking growth, including consideration of impacts from alternate transportation modes such as Transportation Network Companies (TNC's) and a sensitivity analysis related to their potential impact on parking rates and airport revenues.

**Spokane International Airport (GEG), Landside Operations Improvement Study, Spokane, WA** — Project Planner. The Airport parking system is currently operating at capacity during peak periods. Kimley-Horn was retained to provide parking recommendations to solve near-term and long-term parking deficits in the context of the overall landside area master plan. Kimley-Horn analyzed parking data and projected future airline activity to determine future parking demand. The projected parking demand formed the basis for recommendations to expand the parking supply in an orderly fashion over a 10-year period. These recommendations included expanding the parking system while simplifying wayfinding and adjusting the parking rates to obtain a better distribution of parking patrons with the existing parking system. This proposal is the first step in implementing the parking master plan.

**San Diego International Airport, Terminal 1 Replacement Program, San Diego, CA** Assistant Planner. As a subconsultant, Kimley-Horn is leading the advanced planning and facility program requirements for all landside components of the proposed replacement Terminal 1 complex at San Diego International Airport. Kimley-Horn's scope includes programming of a new airport access roadway, new curbside facilities, a new ground transportation center, and a new structured parking facility. The structured parking facility is proposed to be constructed in phases with approximately 3,000 stalls in the first phase and 2,000 stalls in the second phase. The parking facility is being programmed to accommodate potential future operations other than public parking including expansion of ground transportation facilities. The curbside facilities are being designed to accommodate a variety of transportation modes including transportation network companies (TNCs).

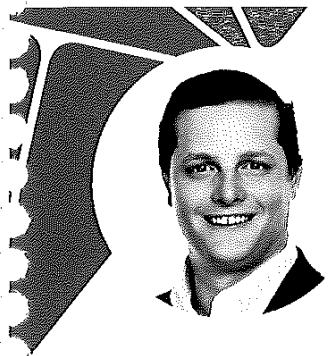
**MSP, Terminal 2 Rental Car Expansion, Hennepin County, MN** — Project Manager. The Terminal 2-Humphrey Rental Auto Center (RAC) expansion at MSP consisted of three unique projects: the customer service building, the ready return, and the quick turnaround. This \$26 million expansion doubled the rental space for the RAC agencies and added a fueling and car wash facility to the Terminal 2 campus. Kimley-Horn served as the overall design coordinator for MAC, working on a fast-tracked schedule that allowed only 6 months for the design of the three components. Kimley-Horn provided site civil design, structural design, pavement design, landscaping, sewer design, and construction administration services. Kimley-Horn has served as liaison for the airport with the rental car industry throughout the design process. In that capacity, we assisted with the sizing analysis and layout of the facilities to meet the airport's master plan and rental car operational requirements.

#### Professional Credentials

- » Bachelor of Science, Civil Engineering, North Dakota State University
- » Professional Engineer in Minnesota #41671
- » Professional Engineer in Kansas, Iowa, Nevada, West Virginia

#### Special Qualifications

- » Jerry brings 27 years of experience working in and around airport landside facilities
- » He has worked on planning complex public parking and rental car facilities including customer service, ready return, and quick turnaround facilities
- » Jerry's airport work also includes public, employee, and rental car facility demand forecasting, campus roadway networks, parking functional planning, structured parking design, and revenue control systems
- » Jerry's experience in structural engineering allows him to uniquely plan facilities by understanding the constraints of operations due to structure and code requirements
- » Jerry is known for his attention to detail, collaboration, and proactive approach for the various aspects involved in airport landside planning



## Mike Semago, P.E.

*Utility Engineering*

### Relevant Experience

**Manatee County General Utility Services (includes Anna Maria Island), Manatee County, FL** — Project Engineer. Kimley-Horn was selected in 2012 to provide general engineering services to Manatee County for various public works projects. Consultant's services include the necessary architectural/engineering and other professional services that consist of records services for design and specifications; services during bidding and construction; preparation of as-built drawings and permits for construction; value engineering; and operation of water, wastewater, reclaimed water, stormwater, solid waste projects, and related utility facilities. Services may also include renovations/additions to existing facilities, asbestos surveys, buildings, special project analysis, and studies. Work orders assigned to date include the following:

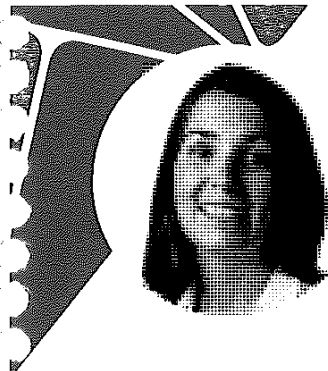
- **Bradenton Beach Gravity Sewer Replacement** — Engineer of Record and Project Manager. The project consists of design, permitting, public outreach, and construction phase services for the replacement of the existing gravity sewer in Bradenton Beach. The project is Construction Manager at Risk (CMAR). The project includes the replacement of approximately 4,400 LF of 8- to 12-inch PVC sanitary sewer piping installed via open cut, 550 LF of 8-inch PVC gravity sewer installed via close tolerance horizontal direction drill, 23 proposed manholes, and removing and reconnecting approximately 93 service laterals. Kimley-Horn is responsible for coordinating, permitting and involving stakeholders including the County, local residents, City of Bradenton Beach, and FDOT. Permitting for this project includes FDEP wastewater collections and transmission, FDEP CCCL, and FDOT utility permit. Kimley-Horn is currently providing construction services for this project.
- **North County Regional Water Reclamation Facility (NCRWRF) Flow Equalization Tank, Manatee County, FL** — Project engineer including design, permitting, and construction phase services. The project consists of constructing three (3) 1.0-million-gallon equalization storage tanks at the North Water Reclamation Facility (NWRf), 8500 69th Street East, Palmetto, FL. In addition to the equalization tanks, the project includes a new equalization return pump station, equalization compressed air mixing system, site piping improvements, flow splitter box modifications, prefabricated electrical/storage building, platform, walkway, stairs, demolition, electrical, instrumentation, and controls.
- **Manatee County Southeast Water Reclamation Facility (SEWRF) Internal Recycle Pump Replacement, Headworks Rehabilitation, and Slope Stabilization (Erosion Control), Bradenton, FL** — Project Engineer. The Southeast Water Reclamation Facility (SEWRF) is a 12.6-MGD public access reuse facility. Kimley-Horn is providing engineering services for. Currently in design, the project includes the design of a 10MGD centralized pump back station from the South Lake 2 and East Lake reclaimed water storage ponds. The treated reclaimed water is pump back from the storage ponds where it goes through disc filters, disinfected through the chlorine contact chamber and back out to the distribution system during peak demands. Along with the design of the pump station, we are evaluating pond algae control, pond berm repair strategies, addition of boat docks, and pond emergency overflow structures.
- **Manatee County Southeast Water Reclamation Facility (SEWRF) Storage Lakes and Reclaimed Pump Back Station Improvements, Manatee County, FL** — Project Engineer. The project included the design for the replacement of the two existing reclaimed water pump back stations for the Southeast Water Reclamation Facility (SEWRF) South 2 and East Reclaimed Water Storage Lakes. As part of our preliminary design efforts, Kimley-Horn evaluated several options to replace the existing reclaimed water pump back stations, while increasing the overall pumping capacity to 10.0 MGD, matching the capacity of the existing Lake Filtration System. Ultimately it was determined to design and construct one centralized pump station with a pumping rate of 10.0 MGD. New intake pipes from the East and South 2 Reclaimed Storage Lakes were required, including relocation of the existing reclaimed water intake structures. The new reclaimed pump back station is located adjacent to South Lake 2 Reclaimed Storage Lake. New 24-inch discharge piping, approximately 3,500 LF, from the reclaimed pump station to the Lake Filtration System was required.

### Professional Credentials

- » Bachelor of Science, Civil Engineering, University of Central Florida
- » Bachelor of Science, Environmental Engineering, University of Central Florida,
- » Professional Engineer in Florida #87501
- » Water Environment Federation (WEF)
- » American Water Works Association (AWWA)

### Special Qualifications

- » Water resources engineer with 11 years of experience serving municipal clients throughout Florida
- » Specializes in water and wastewater pipeline design, pump stations, WaterCAD, SewerCAD, and construction observation
- » Experience includes the planning, design, permitting, and construction of water, wastewater, and reclaimed water collection, transmission, treatment, and disposal systems
- » Has also prepared wastewater water master plans that have included hydraulic modeling and forecasting of future flows
- » Proficient in Microsoft Excel, Word, PowerPoint, Outlook, Bluebeam, AutoCAD Civil3D, Revit, MEP, and Boreaid
- » Experienced in Math Cad, Solid Works, and Primavera P6



## Ashley Miele, P.E.

*Utility Engineering*

### Relevant Experience

**Osprey Avenue Phase II Utilities and Roadway Improvements (also Phase II and Phase IV 20-inch Force Main and 12-inch Water Main Replacements), Sarasota, FL**  
 Utilities Project Manager. The City of Sarasota hired Kimley-Horn to evaluate and perform utility and roadway design services on a half-mile downtown corridor extending from an historic residential neighborhood to the south, while the northern end extends into a commercial business district. This ongoing project includes the replacement of two aged asbestos cement (AC) pipelines (10-inch and 18-inch), which are being used for a water main and a force main (respectively). A new 16-inch water main and a new 24-inch force main will be installed (along with new curbing, sidewalks, and pavement), while maintaining existing tree canopies that include a "Grand Oak Tree," requiring special protection. The project has been initiated with a Basis of Design Report (BODR) evaluation where we recommend a project layout and approach that best maintains the community and commerce within this residential/commercial neighborhood throughout the duration of this project life.

**Grand Palm Utility Master Plan, Sarasota County, FL, Sarasota, FL** — Project Engineer. Grand Palm consists of 2,000 residential units situated on 1,000 acres in south Sarasota County. The project is the first "2050" plan approved by Sarasota County. The utility system includes the design of four lift stations and approximately 14,000 feet of off-site 10-inch force main. The water and sewer systems were modeled using WaterCAD and SewerCAD, respectively.

**Manatee County General Utility Services (includes Anna Maria Island), Manatee County, FL** — Project engineer for Force Main 1M Rehabilitation. Kimley-Horn was selected in 2012 to provide general engineering services to Manatee County for various public works projects, including the Force Main 1M Rehabilitation. The project is currently in design and includes the rehabilitation of Force Main 1M, which connects Lift Station 1M located west of the intersection of Palma Sola Blvd. and Cortez Blvd. to the County's Southwest Water Reclamation Facility (SWWRF). This work will include approximately 8,700 linear feet of 27-inch high density polyethylene (HDPE) force main along the northern right-of-way of Cortez Road. The pipeline will increase to a 36-inch diameter HDPE force main for 2,200 linear feet in a southerly direction to the construction entrance of the SWWRF. Once the pipeline enters the SWWRF, it will be 30-inch lined ductile iron pipe and will traverse the plant site approximately 2,100 LF. Plans will be coordinated with the County's Force Main 1D plans and connection points coordinated with the County.

**Fruitville Park Restroom Facility, Sarasota, FL** — Project engineer providing utility design support for this project. Located on Richardson Road and surrounded by a residential neighborhood, this 2,600-square-foot covered shelter and restroom facilities pavilion consolidates and replaces several structures for a local community playground and intramural baseball park. Kimley-Horn worked closely with the Sarasota County Parks Department and an architectural firm as the civil subconsultant for the project. As the civil subconsultant, Kimley-Horn provided input regarding the location of the new facility; was responsible for the grading, drainage, and utility design for the project; and processed the permit applications required for construction.

**Lakewood Ranch Boulevard Extension and Water Main Extension, Sarasota, FL**  
 Project manager for design and construction of a new roadway corridor from the southern village boundary of the Lakewood Ranch Stewardship District to Fruitville Road. The new Lakewood Ranch Boulevard roadway was designed as a four-lane urban minor arterial roadway with closed drainage and constructed to meet Sarasota County land development regulations. This joint partnership between Lakewood Ranch Stewardship District and Sarasota County allows for the accelerated design and construction of a desperately needed roadway corridor that provides an alternate route to the I-75 corridor when incidents occur on the interstate. The four-lane divided closed drainage roadway will include 5-foot bicycle lanes, 6- to 8-foot sidewalks on both sides of the corridor, lighting, utility improvements, and water quality pond sites. Distinctive aspects of this project were the design of 2 two-lane roundabouts to improve circulation along the future commercial center, new future roadway connection to Richardson Road, landscaping enhancements, and decorative retaining wall system along the existing Main C channel. This project was fully modeled in 3D with FDOT SS4.

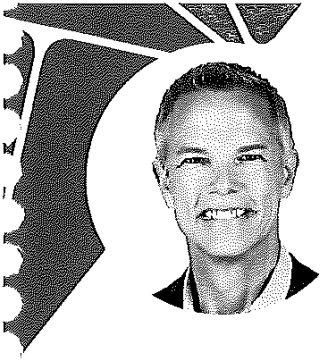
### Professional Credentials

- » Bachelor of Science, Environmental Engineering, Roger Williams University, Bristol, RI
- » Professional Engineer in Florida #66476
- » American Society of Civil Engineers (ASCE)
- » Water Environment Federation (WEF)
- » American Water Works Association (AWWA)

### Special Qualifications

- » Ashley is a senior project manager with more than 22 years of experience including design and management of water and wastewater infrastructure, pumping systems, subsurface utility relocation and permitting, hydraulic analyses, and feasibility studies
- » Ashley has served as engineer of record for more than \$200 million of infrastructure improvement projects in Sarasota County
- » She has extensive experience with permitting through all agencies, including FDEP, SWFWMD, FDOT, and ACOE and provides construction phase services, including contractor solicitation, bid analyses, management recommendations, site construction management, and quality control





## Christopher Hatton, P.E.

*Traffic Engineering/Studies*

### Relevant Experience

**Traffic Engineering Study for Intermodal Transfer Station - Sarasota County, FL,** QC/QA Manager and Senior Traffic Engineer. Sarasota County requested that Kimley-Horn provide a traffic study and operational analysis of a future SCAT transfer station located on the County's Cattlemen campus. This analysis included assessment of existing and future traffic volumes, as well as future bus volumes to determine potential challenges associated with the proposed transit site. It also included an engineering assessment of a pre-empted bus priority signal system to accommodate unimpeded bus movements from the County's site. Our investigation included a detailed circulation study and the identification of infrastructure improvements to accommodate the future site and an engineering feasibility assessment of the future construction cost associated with specific corridor improvements to maintain the County's level-of-service (LOS) standard for the roadway segment. This accelerated project was completed in just over 30 days.

**Winter Haven Traffic Study for New Public Safety Complex, Polk County, FL, Winter Haven, FL** — Project Manager. As project manager, completed a traffic study for the new Public Safety Complex in Winter Haven to satisfy the requirements of the FDOT Driveway Permit. As part of the Consultant Evaluation Summary from Polk County Facilities Management, Kimley-Horn received a perfect score of 100. Kimley-Horn prides itself on exceeding the expectations of its clients, and this type of performance exemplified that commitment, core competency, and technical excellence.

**Ellenton Commerce Park, Bradenton, FL** — Project Manager. Kimley-Horn provided a transportation impact analysis for the Ellenton Commerce Park in accordance with the Manatee County Traffic Study Guidelines (March 2015). The report identified the estimated traffic impacts of 500,000 square feet of warehousing for the Ellenton Commerce Park. The proposed development site is located west of I-75, east of 36th Avenue, and north of US 301 in Manatee County, Florida. The analysis summarized the procedures used and presented recommendations for transportation concurrency approval including a multi-modal evaluation of the site.

**US 41 Concurrency Study, FL** — Project manager for Kimley-Horn team that conducted a detailed capacity analysis for US 41 in an effort to understand actual congestion conditions and appropriate mitigation measures. Charlotte County's 2007 Level-of-Service Map showed concurrency deficiencies for a 15-mile segment of US 41 between the Sarasota County Line and the City of Punta Gorda. The study initially included a review of existing transportation conditions on the corridor. The team then developed a p.m. peak hour Synchro network of 22 signalized intersections used to analyze existing intersection and roadway conditions. The Kimley-Horn team then evaluated policy options and implementation strategies to manage concurrency along the corridor. The study findings proved that in 2007, the existing US 41 operated at acceptable level-of-service during the p.m. peak period and that, through prioritized intersection improvements (immediate, short-term, and long-term), US 41 capacity could be enhanced for years to come.

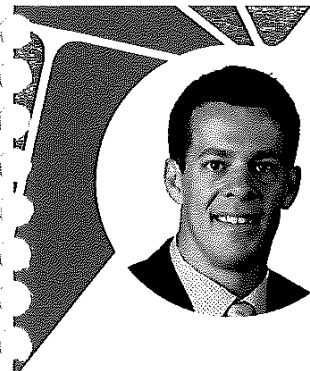
**Sarasota Bradenton International Airport - Various Aviation Consulting Services, Sarasota, FL** — Project Engineer. The Sarasota Manatee Airport Authority began moving forward with plans to extend runway 14-32 and parallel taxiway to optimize current operations and attract additional airlines and flights. The 2,500-foot extension was a necessary improvement to allow air carrier aircraft to depart fully loaded during times of hot temperatures. Kimley-Horn's services involved preliminary and final design, construction administration, special studies, and development review committee coordination between the Federal Aviation Administration, Manatee County and Sarasota County Development Review Committees, Manatee County, Sarasota County, and the Southwest Florida Water Management District. The project included earthwork, drainage, utility relocation, paving, airfield lighting and signage, relocation of ILS localizers, and modifications to MALSR systems and pavement marking. To minimize impacts on air carrier operations, Kimley-Horn established a phased construction schedule to avoid any air carrier flights being diverted to another facility. Services: Civil design, construction phase services.

### Professional Credentials

- » Master of Science, Civil Engineering (Transportation), Georgia Institute of Technology
- » Bachelor of Science, Civil Engineering, Georgia Institute of Technology
- » Professional Engineer in Florida #0048905
- » Institute of Transportation Engineers (ITE)

### Special Qualifications

- » Has 33 years of professional experience, including performing regional and traffic impact analyses, multimodal planning and evaluation analyses, and Complete Street planning services
- » Serves as project manager for a wide range of traffic planning and transportation operation projects
- » Served as President of the Tampa Bay Applications Group from 1999-2006; currently serves on the Advisory Board HCS, Synchro, and FSUTMS software experience
- » 2020 Tampa Bay Institute of Transportation Engineers (ITE) Transportation Professional of the Year



## James Pankonin, PLA, ASLA, LEED AP

### Landscape Architecture

#### Relevant Experience

**Continuing Landscape Architecture Services-Systemwide, Florida's Turnpike Enterprise** — Project manager for a continuing services contract to provide as-needed landscape design services and construction documents for toll facilities statewide. Work is assigned on a task-work order basis and can include drainage, roadway design, utility coordination, structural design, ITS, lighting, surveying, geotechnical, or architectural support.

**Districtwide On-Call Landscape Design Services, FDOT District Five (2017), FL** — Project Manager. Under this contract, Kimley-Horn has managed the landscape architectural design on multiple Task Work Orders, including push-button contracts and major landscape design projects. One signature project is the landscape design at the interchange of I-95 and I-4 and the I-4/SR 92 interchange. This will provide a high visual impact landscape with a distinctive sense of place along the I-95 corridor while producing the lowest design, construction, and maintenance cost for the installed landscape elements. This project also included coordination and permitting with the FAA, Daytona International Airport, and Volusia County. Under this contract, Kimley-Horn provides ERC plan reviews for the Department, ensuring that plans submitted by others through the ERC system are compliant with current FDM criteria.

**500 Harbour Island Residential, Tampa, FL** — Landscape Architect located near the heart of downtown Tampa in the Harbour Island District, Kimley-Horn provided civil engineering, transportation engineering, stakeholder outreach and public involvement, permitting, entitlements, and hardscape/pool design services for this 28-story, high-rise multifamily development. Due to its height and proximity to the Tampa International Airport flight corridor, coordination of an aeronautical study with the Federal Aviation Administration (FAA) and Hillsborough County Aviation Authority (HCAA) was necessary. There was also extensive project coordination with City of Tampa, DOH, and SWFWMD.

**Siesta Key Beach Park, Sarasota County, FL** — Landscape Architect. Kimley-Horn worked with Sarasota County for the implementation of this \$21-million project. Construction started in fall 2013 and opened February 2016. Construction was carefully sequenced to minimize interruption during peak tourist season. Services included programming, park design, landscape architecture, civil engineering, construction documents, and permitting for this high-profile park project. Design components included "site design" enhancements; a beachfront esplanade to connect key park components; improved traffic circulation and parking; high-quality, indigenous architecture; beautification consistent with a "world class" beach park; phasing and effective implementation while keeping the park open; wayfinding signage; environmental permitting; sustainable design to respect the environment and wildlife; and LID/LEED design solutions.

**Manatee County Parks, Recreation, and Open Spaces Master Plan, Bradenton, FL** — Landscape architect working with Manatee County staff to prepare an update to the County's Parks and Recreation Master Plan. Kimley-Horn is leading the team that is reviewing the County's current master plans, growth and demographic projections, capital improvements plan(s), as well as operations and maintenance programs. Our team prepared a robust community outreach and public involvement plan that included community-wide and neighborhood workshops, but also prepared an online survey for residents' input.

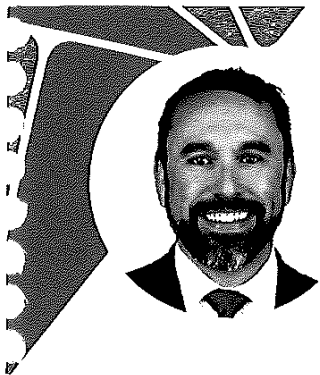
**Celery Fields Regional Stormwater Facility (CFRSWF), Sarasota County, FL** Landscape Architect. Kimley-Horn completed design services for the expansion of this stormwater facility to include the southern cell and Walker tract. This project proposed to move nearly one million cubic yards of excavated material to the 42-acre redevelopment site behind the SWFWMD office south of Fruitville Road and the existing mound located north of Palmer Boulevard. A parking area was refurbished, and an acre of impervious parking was permitted for future use. We prepared renderings and a sketch-up fly through model for use at the public meeting to show the surrounding citizens the impacts of the project. The project provided four miles of recreational trails around the facility and on top of the observation mound.

#### Professional Credentials:

- » Bachelor of Landscape Architecture, Landscape Architecture, University of Georgia
- » Professional Landscape Architect in Florida #LA6666900
- » LEED AP, National Registration
- » American Society of Landscape Architects (ASLA)

#### Special Qualifications

- » James is a registered landscape architect with more than 19 years of experience
- » His project experience includes master planning and programming, streetscape design, parks and recreation design, site planning, amenity center programming and design, custom hardscape design and detailing, construction document preparation and permitting, construction phase services, project team coordination, and preparation of presentation graphics
- » James is also experienced in facilitating public engagement meetings, design charrettes, and building consensus among diverse stakeholder groups
- » He has worked with many local municipalities to incorporate low impact development practices (such as bioswales and rain gardens) into the landscape design to capture and treat stormwater runoff



## Juan Fuentes, PE, SE, SI, LEED AP

### Structural Engineering

#### Relevant Experience

**Virgin Islands Port Authority, Cyril E. King International Airport Parking Garage and Transportation Center, Virgin Islands** — Structural Engineer. The Virgin Islands Port Authority (VIPA), an autonomous agency that manages both the airports and most of the public seaports in the U.S. Virgin Islands, has retained the assistance of Kimley-Horn for civil and structural engineering services for developing construction documents for a new parking and transportation center at the Cyril E. King Airport in St. Thomas, Virgin Islands. The proposed area of construction is located on the existing surface parking east of the existing airport terminal. The proposed parking garage will provide approximately 500 parking spaces for visitors, employees, and rental car operations. Associated with the parking garage, the project will include limited pedestrian connections through the existing roadway and limited roadway improvements within the Airport.

**Sarasota Bradenton International Airport (SRQ), Commercial Apron Expansion/ Taxiway R5 Rehabilitation and Removal of Taxiway A8, Sarasota, FL** — Structural Engineer. While serving as a subconsultant to another firm, Kimley-Horn was selected to provide support during the design and bidding phases of the project. Services include providing production support, airfield electrical engineering, structural engineering of drainage structures, and development of construction specifications and project quantities for the project. Kimley-Horn serves as the Engineer-of-Record for airfield electrical and structural engineering.

**Southwest Florida International Airport (RSW), Structural Assessment Services, Fort Myers, FL** — Structural Engineer. Kimley-Horn was selected by another firm to provide a structural condition assessment for an existing pre-manufactured building at Southwest Florida International airport that was damaged during Hurricane Ian.

**GOAA, Orlando International Airport (MCO), W-428 Stormwater Drainage Atlas Update, Orlando, FL** — Structural Engineer. Kimley-Horn provided Stormwater Drainage Atlas Update consulting services. The project boundary included the entire campus of the Orlando International Airport. The basins are within the jurisdiction of the South Florida Water Management District (SFWMD). The services updated the Drainage Atlas, adding changes in drainage features which have been made to the airport since the 2015 Atlas Update.

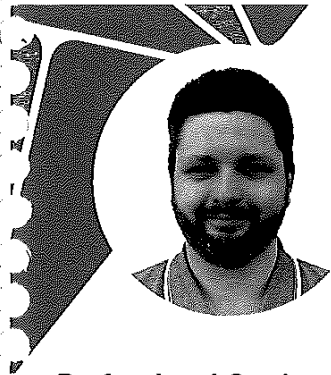
**South Florida Water Management District, S-29 Pump Station for Resiliency and S-29 Control Structure Refurbishment, FL** — Structural Engineer. Kimley-Horn is providing professional design services for a new 2,500-CFS forward pumping station to be located on the northwest side of the existing S-29 Control Structure within the C-9 Canal. This new pump station will provide the District added level of support for improving the flood protection level of service for the C-9 watershed and basin. In addition, this project includes the structural evaluation of the existing S-29 control structure and design of the recommended refurbishments for its continued flood protection and service. Our services include preliminary design, CFD and physical pump station modeling, a hydraulic model study, permitting with the Florid Department of Protection (FDEP) and the U.S. Army Corps of Engineers (USACE), and 100% Final/RTA Design.

#### Professional Credentials

- » Bachelor of Science, Civil Engineering, University of Miami
- » Bachelor of Science, Architectural Engineering, University of Miami
- » Professional Engineer in Florida #62426
- » Special Inspector Threshold Buildings in Florida #62426
- » Structural Engineer in Illinois #081.006736
- » LEED AP, National Registration
- » American Society of Civil Engineers (ASCE), Member
- » Urban Land Institute, Member

#### Special Qualifications

- » Juan has more than 25 years of structural engineering experience
- » During this time, he has been involved in all aspects of a project from design concept through construction administration
- » He has worked on a variety of project types including educational, healthcare, institutional, municipal and sports facilities



## Ian Flemings, P.E., LEED GA

*Electrical Engineering/SCADA/Access Controls/CCTV*

### Relevant Experience

**Clearwater Marina District Block A Medical Office Building MEP\_S\_Solar, Clearwater, FL** — Electrical Engineer. Kimley-Horn is providing mechanical, electrical, plumbing, and fire protection engineering services as well as commissioning services associated with a 129,600-square-foot, three-story office building with integral two-level parking garage, rooftop terrace, and solar. Tasks include schematic design, design development, and construction documents phases, as well as permitting, and construction phase site visits and observation. Code required commissioning services will be provided. Roof top solar design and engineering services include electrical interconnection application support and process support, PV array electrical drawings. Structural services include canopy framing and parking design.

**Johnson Pope Interior Renovation, Tampa, FL** — Electrical Engineer. Kimley-Horn is providing mechanical, electrical, plumbing, and fire protection engineering services for multiple floors of the Rivergate Tower. The project team will complete due diligence and preliminary engineering phases, produce construction documents, assist with permitting, and provide construction phase services. The project specified reuse of the existing HVAC systems, so the project team evaluated the existing ductwork for reuse. The team also rebalanced existing ventilation for the needs of this renovation.

**Living Wellen Park, North Port, FL** — Electrical Engineer. Kimley-Horn provided professional engineering services for the Wellen Park in the City of North Port, Sarasota County, Florida. Electrical engineering services will consist of the design for the power and exterior lighting systems for the project including load calculations, riser diagrams, luminaire schedules, fault current calculation, drawings, and specifications. Project tasks included the preparation of a lighting plan to show locations and fixture types for the roadway/parking lot, low voltage landscape light fixtures for palm/tree up lighting in amenity areas, low voltage lighting transformer selection and proposed locations.

**Johnson Pope Interior Renovation, Tampa, FL** — Electrical Engineer. Kimley-Horn will provide mechanical, electrical, plumbing, and fire protection engineering services. Electrical design services will include electrical system design and power and lighting design. HVAC design services will be designed based on program requirements set by the client and the reuse of existing HVAC systems. Fire protection design to consist of schematic plans and performance-based specifications. Additional tasks include preparation of construction documents, permitting assistance, and construction phase services.

**Sans Souci Renovations, Tampa, FL** — Electrical Engineer. Kimley-Horn provided mechanical, electrical, plumbing, fire protection and structural engineering services for the San Souci renovations. The 10,800 square foot second floor space will be renovated. Services included site visit observation reports, meeting with the architect, and the preparation of construction documents and drawings.

**W. Church St Renovations, Orlando, FL** — Electrical Engineer. Kimley-Horn is providing mechanical, electrical, plumbing, and fire protection services for the repositioning an existing building located at 501 W Church Street. Electrical systems will be provided with meter center and empty conduits as needed for future tenant connection. Plumbing systems will be provided with sanitary, vent, and water stub-ins to the space and capped for future tenant connection. Fire protection and alarm services will be provided per FL Statute 61-G15. Additional tasks include preparing schematic design narratives describing the proposed MEP/FP systems and required sizing for mechanical/electrical equipment rooms, preparation of construction documents, permitting assistance, and construction phase services.

**Ray of Hope Hotel, Nashville, TN** — Electrical Engineer. Kimley-Horn provided mechanical, electrical, plumbing, and fire protection engineering services for the boutique hotel project in East Nashville called Ray of Hope. The project included the adaptive reuse of an existing 38,000 sf church structure conjoined to a new, 4 story hotel on the adjacent parcel. The electrical design will be based on the latest program requirements and include power and lighting design. Our team will coordinate mechanical and electrical equipment space requirements and coordination with the owner. Additional tasks included preparation of construction documents, bid/negotiation support, and construction phase services.

### Professional Credentials

- » Bachelor of Science, Electrical, University of Central Florida
- » LEED Green Associate #0011267545
- » Professional Engineer in Florida #95233
- » Professional Engineer in Texas #149314

### Special Qualifications

- » Ian brings more than 16 years of total industry experience, beginning as an electrician and advancing to electrical design engineer
- » He has experience building and providing design for a wide variety of projects and building types, with specialized expertise in power distribution systems, standby power systems, lighting controls and photometrics, short circuit analysis, and selective coordination
- » Ian's hands-on electrical experience gives him a unique understanding of the challenges and implementation realities of both new construction and renovation projects, and how to effectively mitigate through high-quality design



## Kevin Peterson, EMP, CxA

*Mechanical Engineering*

### Relevant Experience

**Johnson Pope Interior Renovation, Tampa, FL** — Mechanical Designer. Kimley-Horn is providing mechanical, electrical, plumbing, and fire protection engineering services for multiple floors of the Rivergate Tower. The project team will complete due diligence and preliminary engineering phases, produce construction documents, assist with permitting, and provide construction phase services. The project specified reuse of the existing HVAC systems, so the project team evaluated the existing ductwork for reuse. The team also rebalanced existing ventilation for the needs of this renovation.

**\*Tampa International Airport Consolidated Rental Car Facility (ConRAC) Central Energy Plant, Tampa, FL** — Lead Mechanical Designer. The project design consisted of a new energy efficient 1200-ton central energy plant, which feeds six building sites and provides spare capacity for future expansion.

**\*Punta Gorda Airport Expansion, Punta Gorda, FL** — Mechanical Designer. Completed in 2016, the project included 40,000 sf of expansion to the existing terminal facility, a new chilled water plant, and future back-feeding of the existing terminal.

**\*Water Street District Chilled Water Plant, Tampa, FL** — Mechanical Designer. The project consisted of a 12,500 sf LEED Gold facility, which supplied chilled water to the Water Street Downtown District towers. Buildout consisted of 5000 tons of chiller capacity, an additional 1500 tons of ice making capacity, and 99 tanks of ice storage. At full build out, this facility supplied over 10,000 tons of cooling capacity to the district at an estimated energy savings of 40 percent versus typical individual building chilled water systems.

**\*Suncoast Credit Union (SCU) Administration Office Building, Tampa, FL**  
Lead Mechanical Designer. The design included high performance curtain wall systems, automated lighting control, and 1,200 PV panels that generate 401 kW of power and under floor air distribution. The three-story administration building for Suncoast Credit Union (SCU) included offices, member support areas, collaborative lounges and open spaces distributed through-out, as well as a large innovation room with a balcony designed for alternative meeting activities. The design reflected SCU's commitment to sustainability. The project consisted of 101,000 sf and target of net zero energy. The project cost was \$28 million.

**\*Winter Haven Hospital Emergency Department Expansion & Renovation, Winter Haven, FL** — Mechanical Designer and Commissioning Agent. New two-story building addition connecting to existing hospital with first level housing 45,100 sf replacement Emergency Department containing 51 beds and related medical imaging and support spaces. The second floor is 46,200 sf of shell space for ICU and Cath Labs with a connector between the main hospital and the new building. Renovations include a 12-bed psych ED, a 14-bed medical observation unit, a 9,000 sf central sterile processing department added to 22,700 sf of the former ED and two levels or 200 spaces added to the parking garage with an additional elevator. Requirements include Central Energy Plant assessment with equipment upgrade recommendations, utility relocation, site lighting for adjacent parking areas and planning for a third floor added to the two-story rehab. \$51 million / 114,000 sf

**\*Project prior to joining Kimley-Horn.**

### Professional Credentials

- » Bachelor of Science, Mechanical Engineering, University of South Florida
- » Commissioning Authority #216-1400
- » EMP #522-E110

### Special Qualifications

- » Kevin brings 18 years of experience in mechanical design and commissioning experience
- » He has worked on a wide range of projects and building types including multifamily and luxury high-rise residential, commercial spaces, educational facilities (K-12 and Higher Education), stadiums and venues, airports, and large central energy plant systems
- » For the last 7 years, while still designing HVAC systems, Kevin has utilized his intimate understanding of mechanical systems design and building controls to focus on performing energy services such as commissioning, energy auditing, sustainability, and conceptual green building design



## Jeremy Demboski, P.E., LEED GA

Plumbing/Fire Protection

### Relevant Experience

**Clearwater Marina District Block A Medical Office Building MEP\_S\_Solar, Clearwater, FL** — Project Engineer. Kimley-Horn is providing mechanical, electrical, plumbing, and fire protection engineering services as well as commissioning services associated with a 129,600-square-foot, three-story office building with integral two-level parking garage, rooftop terrace, and solar. Tasks include schematic design, design development, and construction documents phases, as well as permitting, and construction phase site visits and observation. Code required commissioning services will be provided. Roof top solar design and engineering services include electrical interconnection application support and process support, PV array electrical drawings. Structural services include canopy framing and parking design.

**Johnson Pope Interior Renovation, Tampa, FL** — Project Engineer. Kimley-Horn is providing mechanical, electrical, plumbing, and fire protection engineering services for multiple floors of the Rivergate Tower. The project team will complete due diligence and preliminary engineering phases, produce construction documents, assist with permitting, and provide construction phase services. The project specified reuse of the existing HVAC systems, so the project team evaluated the existing ductwork for reuse. The team also rebalanced existing ventilation for the needs of this renovation.

**\*Raymond James Financial Tower 2 Retro-Commissioning, Tampa, FL** — Commissioning agent. Performed retro-commissioning of the heating, ventilation, and air conditioning (HVAC) systems on a nine-story occupied office building. The project was successfully completed to satisfaction of the owner with minimal impact to occupants during process.

**\*The Depository Trust and Clearing Corporation (DTCC), Energy Audit/Design/Retro CX, Tampa, FL** — Commissioning Agent. This team has provided energy and engineering expertise to DTCC. The team has retro-commissioned the building multiple times to maximize energy efficiency (energy costs have been reduced by nearly 50% since this team began serving the building). We also upgraded the fuel depot that supports the 100% emergency power back up system, replaced the building uninterruptable power supply (UPS), performed analyses of the building management system (BMS), performed after-hours cooling routines, and completed drawings for roof-mounted equipment during re-roofing to harden the facility.

**\*Pinellas County Leadership Center Net Zero Building, Pinellas County, FL** Commissioning Agent. This project entails designing the mechanical and Solar Photovoltaic (PV) system for a 20,000-square-foot multipurpose building located in Clearwater that is striving to achieve net zero. An energy model analysis was completed to determine the estimated annual energy consumption of the schematic design. Energy conservation measures were developed and implemented into the design. A solar PV optimization analysis was performed to offset 100% of the buildings estimated annual energy consumption using only the upper roof for PV panels and to minimize panel performance deratings due to shading, azimuth angle, and panel tilt angle.

**\*Millennium Tower Energy Audit, Nuveen, Seattle, WA** — Commissioning Agent. Performed an energy audit for a 20 story 400,000-square-foot mixed use building located in Seattle, WA for Nuveen Real Estate. An energy model of the building was completed to assist in developing the energy conservation measures.

**\*Rider University Master Energy and Carbon Neutral Assessment, Lawrenceville, NJ** — Commissioning Agent. Performed an energy audit and carbon neutral assessment for 18 different buildings located in Lawrenceville, NJ at Rider University. A masterplan for the campus was also developed to achieve carbon neutral and to reduce overall campus energy consumption.

**\*Project prior to joining Kimley-Horn.**

### Professional Credentials

- » Bachelor of Mechanical Engineering, University of South Florida
- » LEED Green Associate in Florida #0011173912
- » Commissioning Authority in Florida #0522-2004
- » Professional Engineer in Florida #94304
- » Professional Engineer in Puerto Rico #28740
- » EMP in Florida #923-e135

### Special Qualifications

- » Jeremy brings more than 6 years of experience as a mechanical engineering professional and commissioning agent, providing services such as mechanical & plumbing design, solar PV design, energy modeling/analysis, commissioning, and energy auditing/analysis of new and existing buildings to identify appropriate energy savings measures and optimize building performance
- » Jeremy has performed mechanical design and energy analysis for a multitude of project types including performing arts theaters, museums, high-rise residential, retail, office, institutional, commercial, and more
- » His mechanical and plumbing design expertise includes a variety of systems such as chilled water, hot water, condenser water, variable refrigerant flow and direct expansion



## Alyssa Faircloth

*Plumbing/Fire Protection*

### Relevant Experience

**\*Pinellas County Building Assessments, St. Petersburg, FL** — Plumbing/Fire Protection. Assessment of twenty-five office buildings and three parking garages attached to three of the buildings. Located at various locations, the assessment includes an evaluation of the existing heating, ventilating, and HVAC engineering systems, as well as plumbing, electrical, and fire protection systems and equipment throughout the buildings. The deliverable is a report of existing conditions, system capacities, age and expected useful life of equipment, immediate repairs or corrections needed, major code and other deficiencies observed, and identification of potential capital expenditures required within two years.

**\*City of Venice Fire Station and City Hall, Venice, FL** — Plumbing/Fire Protection. Alyssa performed code commissioning of the newly built fire station attached to the newly renovated City Hall in Venice, FL. Additional services included commissioning of the new chilled water plant and fan coil units as well as the instantaneous water heaters.

**\*Florida Polytechnic University, Applied Research Center (ARC) Building Commissioning, Lakeland, FL** — Plumbing/Fire Protection. New 90,000-square-foot building for laboratory and classroom spaces. Code commissioning was performed on the new heating, ventilation, and air conditioning (HVAC) systems as well as plumbing and lighting. Additional services included site visits and construction administration throughout the construction phase of the project. At acceptance, Alyssa also performed function testing of the controls of the new air handlers, air devices, pumps, and boilers.

**\*Toronto Blue Jays Stadium, Dunedin, FL** — Plumbing/Fire Protection. Alyssa performed commissioning on the newly renovated and new spaces of the Toronto Blue Jays Spring Training Ballpark in Dunedin. Services included code commissioning on new heat pump and variable refrigerant flow systems, plumbing, and lighting; site visits, and construction administration throughout the construction phase of the project. At acceptance, function testing of the control system was performed, as well as new air handlers, condensing units, split systems, and water heaters.

**\*Suncoast Credit Union Administrative Office Building, Tampa, FL** — Plumbing/Fire Protection. Three-story administration building for Florida's largest credit union that includes offices, member support areas, collaborative lounges and open spaces distributed throughout, as well as a large innovation room with a balcony designed for alternative meeting activities. In response to SCU's commitment to sustainability, the design includes high performance curtain wall systems and automated lighting control, as well as 1,200 PV panels that generate 401 kW of power and under floor air distribution. Target of net zero energy. \$28 million / 101,000 sf

**\*Suncoast Credit Union Chiller Relocation / Replacement, Tampa, FL** — Plumbing/Fire Protection. Phased replacement of two chillers supporting the headquarters facility with new air-cooled chillers, including associated pumps and piping.

**\*Project prior to joining Kimley-Horn**

### Professional Credentials

- » Bachelor of Mechanical Engineering, University of Central Florida
- » Commissioning Authority #419-1759
- » EMP #418-E154
- » LEED Green Associate, USGBC

### Special Qualifications

- » Alyssa brings more than 8 years of experience as an energy services consultant
- » She began her career at an energy company where she provided field support for maintenance and assembly of gas turbines while studying for her bachelor's degree in Mechanical Engineering
- » Since then, Alyssa has gained extensive experience as an energy management professional and commissioning agent, providing services such as commissioning, retro commissioning, auditing, and analysis of new and existing buildings to identify appropriate energy savings measures and optimize building performance
- » Alyssa is skilled in advanced energy modeling and investigative HVAC analysis and has earned industry credentials confirming her talents



## Kelley Klepper, AICP

### Land Planing/Zoning

#### Relevant Experience

**SRQ Gateway Center DRI-Innovation Green, Sarasota, FL** — Project Manager. Kimley-Horn assisted in the preparation of the rezoning of certain properties within the SRQ Development of Regional Impact (DRI).

**Manatee County Airport Land Use and Code Updates (Comprehensive Plan and Land Development Code Amendments), Manatee County, FL** — Project Manager. Kimley-Horn is currently assisting Manatee County to update and amend their Comprehensive Plan and corresponding (implementing) Zoning Code standards specific to airport zoning and land use controls specific to Florida Statutes, Chapter 333. Kimley-Horn is assisting County staff to prepare the necessary analysis, GIS Mapping, and plan and code language updating the County's development standards.

**BCAD On-Call Aviation Planning Services, Broward County, FL** — Project Planner. Kelley is part of a multifirm team providing planning support services for both Fort Lauderdale-Hollywood International Airport (FLL) and North Perry Airport (HWO). Jill led a detailed near-term study of the terminal access roadways, parking, curb operations, pedestrian/vehicle interaction, and ground transportation interface with roadways to identify near-term actions to mitigate growing congestion on the terminal roadway system at FLL.

**Manatee County Evaluation And Appraisal Report (EAR), Manatee County, FL** Project Manager. As project manager, assisted Manatee County with the preparation of their EAR, as required by Chapter 163 of the Florida Statutes. As a part of the EAR review process, the Kimley-Horn team performed a detailed review of the Comprehensive Plan and the County's Major Issues (Economic Growth/Development, Urban Core/Redevelopment/Transit Oriented Design, and Energy Efficiency/HB 697) with current statutory requirements to ensure that the plan was up to date, addressed major land use planning issues, and trends, and recommended plan updates and amendments to better address the plan's objectives. Kimley-Horn also assisted the County with public participation and community involvement. Approved by the Department of Community Affairs, the EAR will serve as the foundation and vision for the development of any future EAR-based amendments. Kimley-Horn also assisted with the County's EAR implementation including the review of the County's "How Will We Grow" initiatives.

**Manatee County Parks Recreation and Open Space (PROS) Master Plan, Manatee County, FL** — Project manager working with Manatee County staff to prepare an update to the County's Parks and Recreation Master Plan. Kimley-Horn is leading the team that is reviewing the County's current master plans, growth and demographic projections, capital improvements plan(s), as well as operations and maintenance programs. Our team prepared a robust community outreach and public involvement plan that included community-wide and neighborhood workshops, but also prepared an online survey for residents' input.

**St. Lucie County Airport Connector Land Use Pre-Study Inventory Report, Ft. Pierce, FL** — Project Manager. Kimley-Horn was selected by the Planning Division of St. Lucie County to perform an analysis of the existing conditions of the area between Treasure Coast International Airport and Business Park (formerly St. Lucie County International Airport) and the major highways in the region, Interstate-95, and Florida's Turnpike. The pre-study was multifaceted, consisting of an existing Future Land Use carrying capacity investigation, a transportation network analysis (both existing and future), an environmental review, and a water/wastewater availability review. This analysis was intended to serve as the basis for understanding the needs and requirements to support the continued economic development of St. Lucie County through an airport connector roadway. It serves as a snapshot of the existing conditions and assesses and reassesses the various studies and changes undertaken over the years.

**Project Innovation – Large Scale Comprehensive Plan Amendment, Rezone and GDP, Manatee County, FL**— Project Manager.

**FDOT Aviation Office Consultant Contract (FS 333 Updates, Land Use Compatibility Guidebook, Statewide, FL** — Project Planner.

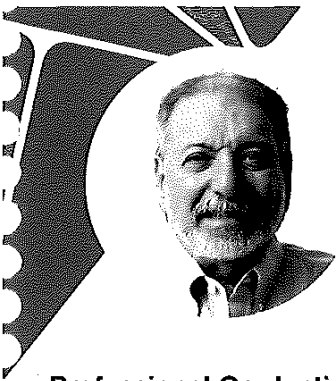
#### Professional Credentials

- » Master of Arts, Geography and Urban Planning, East Tennessee State University
- » Bachelor of Science, Psychology, East Tennessee State University
- » American Institute of Certified Planners #014572
- » American Planning Association (APA)
- » Florida Planning and Zoning Association (FPZA)

#### Special Qualifications

- » Has more than 30 years of planning experience in Florida, Kentucky, North Carolina, South Carolina, Georgia, Virginia, and Tennessee
- » Extensive experience working with local government agencies, community redevelopment agencies, development and redevelopment projects, master planning and plan implementation
- » Extensive knowledge of land and entitlements planning, comprehensive planning, development-related issues, public policy, funding coordination, urban growth boundaries and management, urban/rural design, mobility projects, form-based codes





## Alan Maio

### Land Planning/Zoning

#### Relevant Experience

**Palmer Ranch Development, Sarasota County, FL** — Project planner on the Kimley-Horn team that provided comprehensive consulting services for this ongoing development of more than 10,000 acres. Original traffic impact analysis in 1987 led to continued services including site civil and traffic engineering, roadway design, survey stormwater management, wetland restoration and mitigation, wildlife habitat preservation, permit coordination, regulatory assistance, and construction phase services throughout the life of this showcase project. This project required coordination with Sarasota County, Florida Department of Environmental Protection, U.S. Army Corps of Engineers, and Southwest Florida Water Management.

**Taylor Ranch Village District Pattern Planning Process (Now Thomas Ranch), Sarasota County, FL** — Principal-in-Charge. The Thomas Ranch project is comprised of 15,000 acres and is to be the future urban center of Sarasota County. Oversaw the annexation of 8,000 acres into the City of North Port, along with associated comprehensive plan amendment. The Kimley-Horn team developed a village plan that was approved by the Florida Department of Community Affairs (DCA), which incorporated all features of village, mixed-use, smart growth best development practices, green development, and low-impact development.

**WCI Communities, Waterlefe Golf and River Club, Manatee County, FL** — Principal-in-Charge. Located on the scenic Manatee River, this 622-acre, 18-hole golf course community by WCI will ultimately contain about 660 residential units—a mix of both single-family and multi-family dwellings. Kimley-Horn has provided a range of services since the inception of this project, including master planning, permitting, and agency coordination. Extensive floodplain replacement and permitting were needed to accommodate the project's location in the Manatee River floodplain. In addition, the site's planning challenges also included both saltwater and freshwater wetlands. To take full advantage of the Manatee River access, Waterlefe also features docking facilities. One of the project's challenges was addressing submerged lands lease requirements with the Florida Department of Environmental Protection (FDEP) in order to implement bridge crossings, golf course flyways, and boat docks. Kimley-Horn successfully obtained staff approval for an environmental resource permit for the project.

**Venice Land Development Code Master Format, Venice, FL** — Principal-in-Charge. Kimley-Horn prepared an outline and approach to a master rewrite of the City's land development regulations to integrate zoning, subdivision, signage, site and development review, and concurrency, as well as to implement provisions of their recently-enacted comprehensive plan (Envision Venice). The master land development code format included recommendations to identify potential existing internal code conflicts, modifications to processes, examined the roles and responsibilities of review agencies and appointed boards, and recommended modernization of terms and definitions.

**Siesta Key Beach Park, Sarasota County, FL** — Project Planner. Kimley-Horn worked with Sarasota County for the implementation of this \$21-million project. Construction started in fall 2013 and opened February 2016. Construction was carefully sequenced to minimize interruption during peak tourist season. Services included programming, park design, landscape architecture, civil engineering, construction documents, and permitting for this high-profile park project. Design components included "site design" enhancements; a beachfront esplanade to connect key park components; improved traffic circulation and parking; high-quality, indigenous architecture; beautification consistent with a "world class" beach park; phasing and effective implementation while keeping the park open; wayfinding signage; environmental permitting; sustainable design to respect the environment and wildlife; and LID/LEED design solutions.

#### Professional Credentials

- » Bachelor of Science, Accounting, Seton Hall University
- » Urban Land Institute
- » American Planning Association (APA)
- » Florida Planning and Zoning Association (FPZA)

#### Special Qualifications

- » Land planner with 50 years of experience in land management, permitting, developing, and renovating residential and commercial properties, real estate brokerage, and local code regulations
- » Served on numerous planning and zoning commissions and has expertise in preparing successful public presentations and county commission hearings
- » Broad range and thorough understanding of urban planning issues. Instrumental in changing the land use process to require mandatory neighborhood meetings for public input and buy-in



## Lisa Miekley

### Program Management/Design Reviews

#### Relevant Experience

**Tampa International Airport, Remain Overnight (RON) Aprons, Tampa, FL** — Field Representative. The Hillsborough County Aviation Authority selected Kimley-Horn to prepare bid documents for the design of two Remain Overnight (RON) aprons at Tampa International Airport. The Airside F RON and the North RON were sized to accommodate five and eight Aircraft Design Group (ADG) III commercial aircrafts, respectively. Lisa was part of the design team, coordinating with the Authority on Front End documents, attending weekly design meetings with the client, compiling meeting notes for distribution and reviewing aircraft layout and phasing plans. She verified quantities for different layout options. She also authored the Geometric Verification report, which reviewed the operational requirements identified by the Authority and confirmed that the design met the FAA Advisory Circular (AC) standard design requirements as well as the standards for airport markings. The North RON included an additional apron to serve general service equipment for the airfield. The aprons and their associated taxiway connectors were designed to the current FAA Advisory Circulars. Design tasks associated with the project included geometric configuration, pavement design, stormwater management, airfield lighting design, airfield markings, construction phasing, and an engineer's opinion of probable construction cost. Kimley-Horn also conducted an environmental due diligence and listed species survey at both RON locations. As part of the Documented Categorical Exclusion, a commitment to survey for migratory bird nests was made to ensure there are no active avian nests protected under the Migratory Bird Treaty Act located within the construction limits. A field reconnaissance was conducted to review existing environmental conditions and to determine property use by listed species, including the presence of nesting avian species. A summary of the findings was provided.

**St. Petersburg-Clearwater International Airport, Runway 18-36 Rehabilitation, Clearwater, FL** — Field Representative. Kimley-Horn provided airfield civil engineering, pavement design, airfield markings, and bid and construction phase services for the rehabilitation of Runway 18-36. The project involved the rehabilitation of the existing bituminous asphalt pavement; reconstruction of the centerline, touch down zone, and runway edge lighting systems; reconstruction of the runway distance remaining signs; reconstruction of the existing airfield signage; and widening of the paved shoulders; and the extension of Runway 4 for use by an aircraft carrier during construction.

**Southwest Florida International Airport (RSW), Rehabilitation of Airfield Pavements, Fort Myers, FL** — Field Representative. Kimley-Horn was selected to provide design manager services for the rehabilitation of airfield pavements at RSW including taxiways, taxiway connectors, and aircraft parking ramps. Kimley-Horn led an extensive investigation of the pavement and subsurface conditions, which included visual observations, geotechnical investigation, geophysical testing, non-destructive testing, and topographic and utility surveying. The project also incorporated safety and electrical improvements for the airfield. Coordinating closely with LCPA and FAA-ADO staff, Kimley-Horn developed strategies to reduce the potential for runway incursions and mitigate airport hot spots. Efficient phasing coordination of this project was a top priority for Kimley-Horn, as RSW is a busy single-runway airport. Kimley-Horn is currently providing construction administration services for three construction projects under this program.

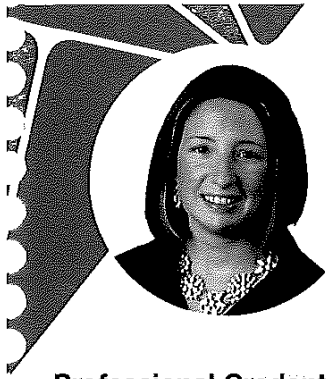
**Southwest Florida International Airport (RSW), General Engineering Consultant and Project Specific Consultant, Fort Myers, FL** — Field representative for the Kimley-Horn team that was selected in 2011 as one of the General Engineering Consultants for the Lee County Port Authority which operates both Southwest Florida International Airport (RSW) and Page Field (FMY). To date, Kimley-Horn has been assigned more than 50 tasks, including Mitigation Park Evaluation Report, Checkpoint Evaluation, Parcel Development Evaluation, Runway 6-24 Pavement Classification, and Federal Tiger Grant Application Assistance. Kimley-Horn specialties used to date include security and IT services, environmental services, traffic studies, cost estimates, land development due diligence, pavement evaluations, aircraft loading bridge reconfiguration, passenger planning activities, curb front studies, PA system upgrades, parking reviews and garage structural repairs. Additionally, Kimley-Horn has been active in using local small business in introducing them to the airport environment and mentoring them in developing aviation design related skills.

#### Professional Credentials

- » Bachelor of Engineering, Civil Engineering, Widener University
- » OSHA 10 Hour

#### Special Qualifications

- » Lisa has 34 years of experience in airport project management, design and construction
- » In addition to her design skills, Lisa has also served as an Airfield Construction Operations Manager and as a Resident Project Representative during airfield construction projects
- » Lisa is skilled in airfield design and planning and adept at implementing FAA Advisory circular (AC) recommendations including those pertaining to airport design, operational safety, standards for airport sign systems and pavement markings
- » Lisa recently completed the FDOT Airfield Pavement Inspection and Repair courses and is also a certified as a Qualified Stormwater Management Inspector



## Erin Emmons, GISP

*GIS Support*

### Relevant Experience

**Fort Lauderdale-Hollywood International Airport Master Plan Update, Fort Lauderdale, FL** — GIS specialist for Kimley-Horn's services for the preparation of a comprehensive master plan update for the Fort Lauderdale-Hollywood International Airport (FLL). This master plan will position the airport for long-term success and operational sustainability. We are leading several master plan components including situational analysis and airport visioning to identify the airport's strengths, weaknesses, threats and opportunities; an assessment of the off-airport and regional transportation needs; an assessment of the terminal roadway system; and demand/capacity assessment and identification of current and future requirements airport facilities. This effort included an extensive inventory of existing conditions and outreach to the various tenants and operators.

**Broward County Aviation Department, Fort Lauderdale-Hollywood International Airport Terminal Access Roadways, Curbfront, and Parking Short-Term Improvements, Fort Lauderdale, FL** — GIS Specialist. Terminal landside analysis and congestion mitigation planning was performed to analyze and conduct extensive vehicle movement simulations of the upper and lower terminal access roadways and all points of interface with airport parking garages, Consolidated Rental Car facility, Ground Transportation Centers, bus and taxi staging areas, and ridesharing. The purpose was to identify and mitigate increasing congestion and reduction in level of service. Conducted traffic counts and observations of roadway and curbside operations including vehicle and pedestrian interaction. Options considered and recommended included curbside operational enhancements, changes in the exit from the CONRAC to the terminal road, improved signage, flexing use of upper and lower roadways through blue-tooth technology and dynamic signage, restriping to provide an additional exit roadway lane, addition of a new lane, and mitigation of pedestrian impacts to traffic flow.

**Broward County Aviation Division Fort Lauderdale Hollywood International Airport ADA Transition Plan, Ft. Lauderdale, FL** — Task Manager. The Broward County Aviation Division (BCAD) recently selected Kimley-Horn to update their ADA Transition Plan. Facilities evaluated as part of the Self-Evaluation included all four terminal facilities and their associated curbside frontage, three multi-level parking garages, two employees surface lots, and four BCAD administration buildings and their associated parking. The project team also reviewed BCAD's programs and services to identify barriers to access. The Final Transition Plan was completed at the end of 2017.

**San Jose International Airport (SJC), Runway Incursion Mitigation/Design Standards Analysis, San Jose, CA** — GIS specialist on the Kimley-Horn team that is preparing the RIM and design standards analysis for SJC. This includes identification of discrepancies and conformity issues, analysis of design options and alternatives, stakeholder outreach, simulation modeling, aeronautical survey and AGIS systems, multiple rounds of FAA submittals, an airport layout plan (ALP) amendment, and implementation analysis.

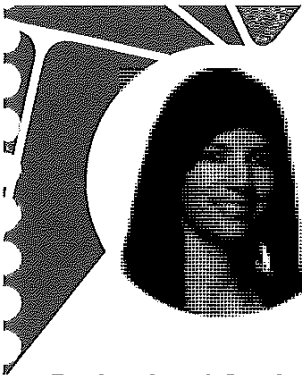
**Southwest Florida International Airport (RSW), General Engineering Consultant and Project Specific Consultant, Fort Myers, FL** — Project planner for the Kimley-Horn team that was selected in 2011 as one of the General Engineering Consultants for the Lee County Port Authority which operates both Southwest Florida International Airport (RSW) and Page Field (FMY). To date, Kimley-Horn has been assigned more than 50 tasks, including Mitigation Park Evaluation Report, Checkpoint Evaluation, Parcel Development Evaluation, Runway 6-24 Pavement Classification, and Federal Tiger Grant Application Assistance. Kimley-Horn specialties used to date include security and IT services, environmental services, traffic studies, cost estimates, land development due diligence, pavement evaluations, aircraft loading bridge reconfiguration, passenger planning activities, curb front studies, PA system upgrades, parking reviews and garage structural repairs. Additionally, Kimley-Horn has been active in using local small business in introducing them to the airport environment and mentoring them in developing aviation design related skills.

### Professional Credentials

- » Bachelor of Science, Urban and Regional Planning, Florida Atlantic University
- » GIS Professional #66559

### Special Qualifications

- » Erin has 19 years of experience as a multimodal transportation planner, with a specialty focus in GIS
- » Her experience includes the development of long-range transportation plans and agency master plans for State MPO's and counties and the development of strategic plans associated with asset management, capital investments and regulatory compliance
- » Erin has been task manager on several Florida DOT District office aviation projects involving statewide general aviation airport security assessments, airport zoning and land use compatibility analysis, as well as the development of an aviation emergency response guidebook



## Sarah Johnson, C.E.

*Environmental (Wetlands/Listed Species)*

### Relevant Experience

#### **Tampa International Airport, Remain Overnight (RON) Aprons, Tampa, FL**

Environmental Scientist. The Hillsborough County Aviation Authority selected Kimley-Horn to prepare bid documents for the design of two Remain Overnight (RON) aprons at Tampa International Airport. The Airside F RON and the North RON were sized to accommodate five and eight Aircraft Design Group (ADG) III commercial aircrafts, respectively. The North RON included an additional apron to serve general service equipment for the airfield. The aprons and their associated taxiway connectors were designed to the current FAA Advisory Circulars. Design tasks associated with the project included geometric configuration, pavement design, stormwater management, airfield lighting design, airfield markings, construction phasing, and an engineer's opinion of probable construction cost. Kimley-Horn also conducted an environmental due diligence and listed species survey at both RON locations. As part of the Documented Categorical Exclusion, a commitment to survey for migratory bird nests was made to ensure there are no active avian nests protected under the Migratory Bird Treaty Act located within the construction limits. A field reconnaissance was conducted to review existing environmental conditions and to determine property use by listed species, including the presence of nesting avian species. A summary of the findings was provided.

#### **AVO - Phase 1 Perimeter Fence and Security Improvements, Avon Park, FL**

Environmental Scientist. Kimley-Horn was selected to prepare and design the Phase 1 Perimeter Fence and Security Improvements Project at Avon Park Executive Airport (AVO). This consists of the design of a new Air Operations Area (AOA) perimeter fence of approximately 13,000 linear feet. Sarah and her team are conducting a Natural Resource Assessment to identify potential wetlands and surface waters and upland habitats (including potential sensitive habitats) within the vicinity of the project. Protected Species-Specific Surveys include Gopher Tortoise Burrow Survey, Sand Skink Survey, Florida Scrub-Jay Survey, and Listed Plant Species Survey.

#### **Tampa Bay Passenger Ferry (aka South Swell HMS Ferry), Tampa, FL**

Environmental scientist providing design, planning, engineering, and survey services for additional feasibility analysis of the Tampa Bay Passenger Ferry project that includes developing preliminary site and business plans for at least two options for the South County Terminal location. Environmental tasks include site assessments for multiple potential sites to determine existing land use, extent of wetlands, quality of wetlands, potential species involvement and permitting constraints. Additionally, the team is conducting general site analysis of the proposed properties to review overall site performance—both land side and sea side—to facilitate the program, mobility options, regional network, destination access alternatives (MacDill, St. Petersburg, and Tampa) natural amenities and impacts.

#### **SR 659 (Combee Road) PD&E Study from US 98 to North Crystal Lake Drive, FDOT District One, Lakeland, FL**

Lead environmental scientist who provided evaluation of roadway alternatives with respect to wetland and protected species involvement and documented findings in NEPA Natural Resources Evaluation report. Kimley-Horn performed a PD&E study which prepared design alternatives for the corridor to accommodate pedestrians and bicyclist, improve transit facilities, and optimize vehicle access. The study team analyzed and assessed the project's impact on the social, economic, cultural, natural, and physical environment to obtain location and design concept acceptance (LDCA) of the project in accordance with FDOT policy, procedures, and requirements.

#### **Lena Road Administration Building Site Assessment, Manatee County, FL**

Project Manager. Kimley-Horn is providing engineering and environmental services for Manatee County associated with the development of a preliminary site plan and conceptual building design for a proposed utilities/public works administration building. Kimley-Horn collected extensive due diligence data to inform and support the development and optimization of the preliminary site plan and conceptual building design. Our environmental scientists performed site assessments and gopher tortoise surveys to assess existing habitats for potential development constraints such as wetlands and protected species. This information is being used during site planning to help avoid and/or minimize impacts to natural resources while also meeting the County's development goals for the project. Size: 200 acres

### Professional Credentials

- » Master of Science, Zoology, University of Oklahoma
- » Bachelor of Arts, Zoology, Ohio Wesleyan University
- » Cert Environmental Pro, Certified Ecologist, ESA

### Special Qualifications

- » Has 22 years of experience in project management, environmental assessments, NEPA documentation, state and federal permitting, SWEPT database documentation, wetland and protected species surveys, and mitigation planning
- » Sarah has been a certified FWC gopher tortoise authorized agent for over 10 years for conducting surveys, capture by bucket trapping, capture by backhoe excavation, capture by hand shoveling, and mark, transport, and release of captured gopher tortoises
- » Direct experience conducting protected species surveys for the Florida panther, crested caracara and nests, Florida scrub-jay, Big Cypress fox squirrel, gopher tortoise, red-cockaded woodpecker, wood stork, Florida bonneted bat, sand skink, West Indian manatee, bald eagle, Florida sandhill crane nests, protected wetland dependent and shore birds, southeastern American kestrel, and burrowing owls



## Bill Spinner, P.G.

*Environmental (Contamination)*

### Relevant Experience

**St. Petersburg FedEx Logistics Facility Reuse of Former Landfill, St. Petersburg, FL** — Project Manager. Kimley-Horn was contracted to perform a Phase I Environmental Site Assessment (ESA) on a Closed Class III Landfill for the purposes of redeveloping the landfill into a distribution facility, which will include a 240,000-square-foot warehouse, parking lots, and stormwater retention ponds on top of the landfill. A Phase II ESA was completed to evaluate current landfill conditions with respect to soil/groundwater contamination and landfill gas concentrations. Kimley-Horn coordinated with the Florida Department of Environmental Protection (FDEP) prior to any landfill disturbance, and to discuss long term care. Kimley-Horn prepared documents required by FDEP (Waste Relocation Plan, Health and Safety Plan, Permit Revisions) to ensure landfill integrity and to provide our client with the information necessary for good business decisions. All documents were approved, and the facility has been constructed. Kimley-Horn prepared the necessary permit modifications for post-construction monitoring and is currently overseeing groundwater and landfill gas monitoring.

**City of Wauchula 226 West Main Street, Wauchula, FL** — Project manager for the assessment and remediation of identified contamination associated an underground storage tank on a 0.2-acre parcel in the City of Wauchula for the purposes of redevelopment in the downtown district. Prior to the 1940s, the site was used for auto sales and service. Soil and groundwater impacts were identified during a Phase II Environmental Site Assessment (ESA), which are migrating onto other downtown properties.

**Residences at the Riverwalk, Tampa, FL** — Project geologist to complete a Phase I ESA. The Residences at the Riverwalk is a proposed residential mixed-use tower within the Cultural Arts District of Tampa. The proposed development will be constructed on approximately one acre of land to be created through modifications to the existing roadway network. Kimley-Horn is providing transportation planning, traffic engineering, urban design, site civil design, landscape architecture, and environmental design services for the project. In addition to the complex and creative design process, Kimley-Horn is working with stakeholders such as the City of Tampa, the David A. Straz Center for the Performing Arts, and the John F. Germany Library to ensure that all stakeholders' interests are being addressed during the design process.

**City of Lake Wales Engineering and Related Services (includes potable water master plan, Whispering Ridge, Southside Elevated Water Storage Tower), Lake Wales, FL** Environmental project manager for the Kimley-Horn team that provided consulting services to the City of Lake Wales. Specifically involved with the preparation of a Phase I Environmental Site Assessment report for 600 Chalet Suzanne Road and the Ridge Fertilizer site. Additionally, completed a contamination assessment for the Ridge Fertilizer site.

**TD Bank (formerly Commerce Bank), Miami-Dade, Broward, and Palm Beach Counties, FL** — Project geologist for the Kimley-Horn team that is providing a range of environmental design, transportation planning, traffic engineering, landscape design, and site civil services for this retail bank program in Florida. The firm has investigated more than 300 South Florida locations, and designed and permitted more than 60 sites. Many locations were developed on sites with contamination from previous gas station use. TD Bank has made sustainable design a priority and seeks LEED certification for many of its new branches.

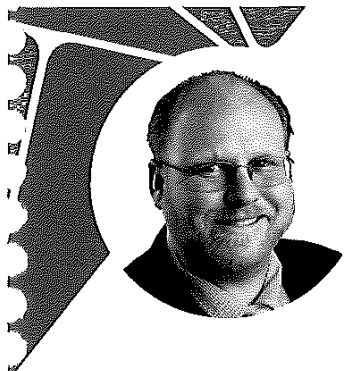
**Osprey Avenue Phase II Utilities and Roadway Improvements (also Phase II and Phase IV 20-inch Force Main and 12-inch Water Main Replacements), Sarasota, FL** — Environmental Scientist. Kimley-Horn completed preliminary desktop reviews of environmentally impacted properties during the due diligence phase of pipeline installation activities. This information was used to focus the pipeline route without affecting environmentally impacted sites along the route. The City used this information to select a route that would save them money and have the least impact on the construction schedule.

### Professional Credentials

- » Bachelor of Science, Geology, University of South Florida
- » Professional Geologist in Florida #2570
- » OSHA 10 Hour

### Special Qualifications

- » Has 20 years of experience with preparing Phase I Environmental Site Assessments and conducting and managing remediation projects involving Brownfield sites, hazardous waste, industrial waste, and petroleum contamination; groundwater modeling; and regulatory reporting
- » Experience with environmental compliance, RCRA, CERCLA, and state hazardous waste and petroleum cleanup programs



## Andrew Scanlon

### *Airport Planning/Airspace Analysis*

#### Relevant Experience

**Aerostar, San Juan Luis Munoz Marin International Airport (SJU), Taxiway H Reconstruction, Carolina, Puerto Rico** — Project Planner. Kimley-Horn is providing design and construction phase services for the SJU Taxiway H reconstruction. Taxiway H is the parallel taxiway to Runway 10-28. The project consists of the full depth portland cement concrete pavement reconstruction of the western portion of the taxiway approximately 3,400 feet long and 75 feet wide and associated taxiway connectors. The scope includes geotechnical investigations, survey, subsurface utility exploration, construction specifications and plans, bid, permitting and construction phase services.

**Louisville Muhammad Ali International Airport, Professional Airport Planning Services Airport Master Plan, Louisville, KY** — Project Planner. Kimley-Horn is currently leading the development of a Master Plan for Louisville Muhammad Ali International Airport (SDF). The Master Plan will be a comprehensive planning effort that will assess the existing airport, forecast demand, and develop concepts for the entire airport including airside, landside, and terminal facilities. Two of the most imperative focus areas are maximizing the efficiency of the airfield to facilitate cargo and other flight operations and simplifying the access roadways to maximize the customer experience. The project includes the microsimulation of airfield operations to identify the benefits of infrastructure changes. Landside facilities (roadways and auto parking) are another major element of this Master Plan. Kimley-Horn's responsibilities include project management and coordination, public outreach and stakeholder facilitation, aviation forecasts, airfield analysis and conceptual design, and landside analysis and conceptual design. In the concluding phases of this master plan, Andrew performed specific analysis on a proposed generator facility and taxiway extension.

**Volusia County, Professional Aviation Planning Services for an Airport Master Plan Update at Daytona Beach International Airport (DAB), Volusia County, FL** — Deputy Project Manager. Andrew managed the final documentation phases of this master plan update. Kimley-Horn completed a master plan update for the Daytona Beach International Airport (DAB), which included all traditional elements of a master plan update, such as aviation activity forecasts, airside and landside facility requirements, and development alternatives. In addition to the traditional master plan elements, a full Airports GIS (AGIS) airfield survey was performed, and a comprehensive "Exhibit A" property map was completed. This project also included a comprehensive airport stormwater master plan led by Kimley-Horn, in which a key focus was identifying the drainage and floodplain improvements necessary to 350 acres of vacant airport property for the purposes of ultimate aeronautical revenue development. This master plan has been a key example of the multidisciplinary offerings of Kimley-Horn working in concert, balancing the airport master planning process with engineering realities.

**Cottonwood Municipal Airport, Master Plan and Airport Layout Plan Update, Cottonwood, AZ** — Project Planner. Kimley-Horn prepared a master plan for the Cottonwood Municipal Airport in northern Arizona as part of our on-call planning contract with the city. This has required substantial contingency planning to map out various optimizations based on wide-ranging projections of aviation growth at the airport. The master plan also included a full aeronautical survey and development of noise contours to assist the airport sponsor with noise mitigation efforts.

#### Professional Credentials

- » Master, Masters of Information Systems, University of Phoenix
- » Master of Business Administration, Technology Management, University of Phoenix
- » Bachelor of Science, Industrial Design, ITT Technical Institute

#### Special Qualifications

- » Andrew has been in the aviation consulting field for 24 years
- » While the primary focus throughout his career has been traditional airport planning, Andrew is well versed in unique airport planning studies such as Airports-GIS, runway incursion mitigation, airspace analysis including 7460-1 filings, and land use compatibility
- » Andrew is a multidiscipline leader, managing varied aspects of airport consulting from planning, to environmental, to design, through program and construction management

## Howard R. Klein

Senior Project Manager / Airport Planner



### Overview

Mr. Klein's background includes management and execution of complex airport planning assignments at airports across the United States. In addition to project management, he provides technical expertise in the areas of forecasting, demand/capacity analyses, facility requirements, airspace analyses, CIP development and NEPA documentation. Mr. Klein has extensive experience in the development and assessment of proposed capital improvements for airfields and terminals. He also is experienced in the preparation of environmental documents for Federal and local approvals of master-planned improvements.

### Areas of Expertise

Project Management  
Airport Master Planning

### Years of Experience

With AECOM: 34 Years  
With Other Firms: 5 Years

### Location

Tampa, FL

### Education

BS/1984/Air Commerce &  
Transportation Technology/  
Florida Institute of Technology  
MBA/1994/Business  
Administration/University of  
South Florida

### Registration/Certification

Licensed Private Pilot

### Project Specific Experience

**Project Manager, ALP Updates for Regional Airports, Puerto Rico Ports Authority (2023).** Project manager for the update of Airport Layout Plans at eight regional airports in Puerto Rico. This assignment also includes the update of Airport Property Maps and preparing Pavement Condition Index inspections.

**Project Manager, On-Call Planning, Sarasota-Bradenton International Airport, Florida (2020-2023).** Project manager and lead planner for a variety of on-call planning assignments. Recent tasks include a gating analysis, reviews of site plans for development in the North Quadrant, the preparation of apron marking plans, a justification analysis for a Concourse A environmental assessment and participation on a parking master plan.

**Project Manager, Master Plan Update, Sarasota-Bradenton International Airport, Florida (2019-2020).** Project Manager for a comprehensive evaluation of the Airport's needs to accommodate rapid growth generate by the introduction of multiple low-cost carriers and expansion of service by mainline carriers. The plan is focusing on a wide range of airfield, terminal and ground transportation facility alternatives including concourse expansions and a dedicated ground transportation facility for ride sharing services.

**Project Planner, Master Plan Update, Tri-County Airport, Florida (2018-2019).** Project Planner for a Master Plan Update at a general aviation airport in a rural portion of the Florida panhandle. The plan focused on a variety of airfield, landside and security improvements needed to accommodate the growing number of based aircraft owners. This planning effort also included an aeronautical survey to support new flight procedures and the preparation of a new Exhibit "A" property map.

**Senior Airport Planner, Master Plan Update, LaBelle Municipal Airport, Florida (2018-2019).** Senior Airport Planner for a Master Plan Update at this general aviation airport serving south central Florida. The Master Plan Update focused on addressing the infrastructure requirements to continue the growth of general aviation facilities on the west side of the airfield. Taxiway and roadway improvements needed to support the construction of these facilities was identified by the study. The master plan also addressed airfield compliance with FAA design standards.

**Project Manager, Master Plan Update, e-ALP and Environmental Assessment, Punta Gorda Airport, Florida (2017).** Project Manager for a Master Plan Update and e-ALP that focused on creating a financially efficient plan for the orderly expansion of an airport that serves a low-cost air carrier and the local general aviation community. The recommended plan proposes runway extensions, reconstruction of a runway, relocation of general aviation facilities and expansion of terminal area facilities to accommodate future passenger volumes. The associated EA focuses on obtaining environmental clearance for all projects in the 5-year Capital Improvement Program.

**Project Manager, Master Plan Update, Crystal River Airport, Florida (2016 - 2017).** Project Manager for an update of a Master Plan Update at a general aviation airport that supports significant flight training. Recommended improvements include obstruction removal, construction of a flight training building, new hangars, property acquisition and a runway extension.

**Project Manager, Airport Layout Plan Update, San Antonio International Airport, Texas (2015-2016).** Project Planner for an update of the Airport Layout Plan for this medium-hub airport. The plan focused exclusively on airfield improvements, specifically the extension and upgrade of a parallel runway to accommodate jet operations. A comprehensive Capital Improvement Program was developed for all recommended airfield improvements.

# David J. Hunley, PE | Cost Estimating/Scheduling



## Overview

David has 40 years of experience with responsibilities including cost estimating, scheduling, construction oversight and administration, resident project representation, design support, and engineering fee reviews. He has worked on projects at more than 90 different aviation facilities in the last 10 years.

## Relevant Experience

### Los Angeles International Airport (LAX), Los Angeles, CA

- Airfield and Terminal Modernization
- California Environmental Quality Act (CEQA) National Environmental Policy Act (NEPA) Ground Transportation Program

### Cincinnati/Northern Kentucky International Airport (CVG), Hebron, KY

- Consolidated Rental Car Facility (CONRAC)

### Kansas City International Airport (MCI), Kansas City, MO

- Terminal Development Program

### Raleigh-Durham International Airport (RDU), Raleigh, NC

- Consolidated Rental Car Facility

### San Diego International Airport (SAN), San Diego, CA

- Consolidated Rental Car Facility (CONRAC)
- Terminal 1 Modernization

### Bill and Hillary Clinton National Airport (LIT), Little Rock, AR

- Airport Terminal Planning Project

### Tulsa International Airport (TUL), Tulsa, OK

- Rental Car and Public Parking Study

### Portland International Airport (PDX), Portland, OR

- Terminal Balancing Renovation

### Nashville International Airport (BNA), Nashville, TN

- Long Term Parking Garage Design
- Stormwater Pipe Replacement

### John Glenn Columbus International Airport (CMH), Columbus, OH

- Utility Corridor Study
- Stormwater Management and Study Services for Outfall 4

### Memphis International Airport (MEM), Memphis, TN

- Terminal Modernization

### George Bush Intercontinental Airport (IAH), Houston, TX

- Enabling Utilities Landside Project
- Terminal Redevelopment Program
- C-West Parking Garage Expansion

### Pittsburgh International Airport (PIT), Pittsburgh, PA

- Terminal Modernization Program

### Richmond International Airport (RIC), Richmond, VA

- General Aviation Fixed Base Operator Terminal

## EDUCATION

Bachelor of Science, Civil Engineering, University of Tennessee, Knoxville, TN | 1983

## CERTIFICATION

Professional Engineer (PE): GA #45926; HI #14447; KY #18793; MI #6201057418; OH #69096; and TN #100806

## YEARS OF EXPERIENCE

40

## JOINED CONNICO

1992

## AFFILIATIONS

Airport Consultants Council (ACC); Airports Council International (ACI); American Association of Airport Executives (AAAE); American Society of Civil Engineers (ASCE); Kentucky Aviation Association (KAA); Kentuckians for Better Transportation; Kentucky Society of Professional Engineers (KSPE); National Society of Professional Engineers (NSPE)

## OFFICE LOCATION

Hebron, KY





**Scott T. Brady, P.E. | Senior Consulting Engineer**



Scott Brady has over 45 years of experience in civil engineering, emphasizing public sector projects. More than 34 years of his total experience has been focused on airport projects, which includes assignments as program manager, project engineer, and consultant. His varied engineering functions have included engineering analysis, design documents preparation, permitting, cost estimating, CPM scheduling, bid analysis, grant assistance, field observation, construction claims evaluation and resolution, forensic engineering, expert testimony, research, and instruction. He has worked on over 175 airport projects at over 50 airports. These have been located in 11 states in four FAA regions, with a concentration in Florida in the FAA Southern Region.

Total Experience: 45  
With Firm: 10

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Parkway, Suite 106  
Lakewood Ranch,  
FL 34202  
+1 (941) 567-1622



sbrady@eg-solutionsinc.com

**Relevant Projects:**

**Sarasota Bradenton International Airport, General Consulting Services, Sarasota, FL.** Consulting Engineer. Responsibilities include consulting on FAA and FDOT grant applications, pavement strengths, local and state permitting, construction compliance with specific contract requirements, and independent reviews of construction cost increase requests. The project is on-call consulting for non-EGS projects and generally involves efforts requiring less than two hours of consulting time to complete.

**Education**

B.S./1977/Civil Engineering/  
Georgia Institute of Technology  
M.S./1978/Civil Engineering/  
Georgia Institute of Technology

**Sarasota Bradenton International Airport, Stormwater Management System Improvements - Planning, Design, Permitting, and Construction, Sarasota, FL.** Program Manager. Responsibilities included project formulation, alternatives, eligibility and scoping with FDOT and/or FAA, coordination for concurrence of alternative criteria with SWFWMD, Manatee County, and Sarasota County, coordinating field data collection, establishing design criteria, modelling assistance, permitting assistance, plans review, specifications and engineers report preparation, bidding assistance, construction phase services, and project closeout. The project reduced, modified, and eliminated wet ponds that were attractants for hazardous wildlife. This improved safety. It also permitted 111 acres of new aviation business development consisting of terminal expansion, aprons, taxilanes, hangars and offices, access roads and parking, thus increasing airport revenue. This is about 55 acres greater than would otherwise be available using presumptive design criteria.

**Professional Registrations**

Professional Engineer/FL 34966  
Professional Engineer/GA  
Professional Engineer/TN  
Commercial Pilot, single engine, land and sea,  
instrument rated

**Florida Department of Transportation (FDOT), 2021 Statewide Airport Stormwater Study Phase 1, Tallahassee, FL.** Technical Program Manager. Responsibilities included coordinating updates with FDEP, FDOT, and the water management districts, reviewing current technical information, attending the Technical Advisory Committee (TAC) meetings for rulemaking updates, revising the 2016 FDOT *Statewide Airport Stormwater Best Management Practices Manual*, and assisting in new language for *Applicant's Handbook, Volume 1, Rule 62-330 FAC*. The project requirements are congruent with these responsibilities.

**Professional Affiliations**

American Society of Civil Engineers  
Aircraft Owners and Pilot Association  
Florida Airports Council

**Awards and Recognition**

- Nomination for FAA Southern Region "Most Innovative/Creative Environment Award"
- Consultant /Construction Phase Project Manager – Runway 14-32 Rehabilitation at Sarasota-Bradenton Airport – 1990 National Asphalt Paving Association 1st Place Quality Paving Award for Airfield Project
- Corporate Eagle Award – Florida Airport Council, 2014 and 2015
- Program Manager for the 2014 and 2015 J. Bryan Cooper Environmental Award projects

## Mike Harris | Program Manager - Chief Designer

Mike Harris is chief designer at EG Solutions and has over 23 years of experience designing, planning, and managing various airport projects. He is knowledgeable regarding FAA Advisory Circulars and in construction administration through his experience performing construction observation and management of airport, highway, and building construction projects. Representative projects include runway, taxiway, and apron rehabilitation projects; taxiway extensions; apron paving; airfield lighting design; security and wildlife fencing projects; and preparing airport layout plans and other airport planning documents.

### Relevant Projects:

**Sarasota Bradenton International Airport, Taxiways C and F, Sarasota, FL.** Project Manager. Responsibilities included project management, schedule and budget tracking, subconsultant coordination, design and construction administration lead for this the design, bidding, and permitting for the rehabilitation of asphalt pavement for approximately 8,000 feet of Taxiway C and reconstruction of approximately 1,400 feet of Taxiway F. This project required a detailed construction safety and phasing plan due to impacts to the airport's primary, air carrier runway and navigational aids, which included coordination with airport operations, airlines, and ATCT. Services for this project included topographic surveys, geotechnical subsurface exploration, pipe video inspection and recommendation for repairs, geometric layouts, and pavement design. The project included preparation of plans and specifications, cost estimates, bidding services, and grant application assistance. This project was primarily funded through an FAA grant.

**Sarasota Bradenton International Airport, Stormwater Management System Improvements - Planning, Design, Permitting, and Construction, Sarasota, FL.** Designer. Responsibilities included preparation of maps and drawings for the master stormwater system. The project reduced, modified, and eliminated wet ponds that were attractants for hazardous wildlife. This improved safety. It also permitted 111 acres of new aviation business development consisting of terminal expansion, aprons, taxilanes, hangars and offices, access roads and parking, thus increasing airport revenue. This is about 55 acres greater than would otherwise be available using presumptive design criteria.

**Naples Airport, On-Call Engineering Consultant Services, Naples, FL.** Project Manager and Program Manager. Responsibilities included management of design and construction for over 40 projects at the airport. This includes two on-call Engineering Consultant Services contracts with the Naples Airport. Representative projects included airfield paving projects, hangars, drainage and safety improvements, airport support buildings, fuel farm improvements, airfield lighting and signage, SWPP and SPCC plan updates.

Total Experience: 23  
With Firm: <1



mharris@eg-solutionsinc.com

### Education

B.S./1999/Public Affairs/Indiana University

### Professional Training

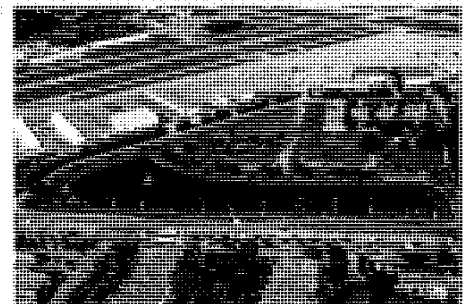
AutoCAD  
AutoCAD Civil3D  
AutoCAD Map3D  
ArcGIS  
Microstation

### Professional Affiliations

Florida Airports Council  
Airport Consultants Council



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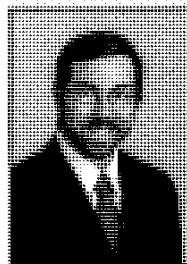
# Ian Brady, PE | Construction Services Project Engineer



9015 Town Center Parkway, Suite 106  
Lakewood Ranch, FL 34202  
+1 (941) 567-1622

Ian Brady is a full-time project engineer for EG Solutions tasked with a variety of field and office duties including data collection, evaluation, alternatives analyses, and design of various project elements. In this capacity, he is involved in most projects the firm has completed or that are now underway. These projects have included general civil design, airport specific design, surface and groundwater hydrology and hydraulics, minor structural design, basic geotechnical and materials analyses, field topographic surveys, field water quality sampling and testing, and full and part-time construction observation.

Total Experience: 13  
With Firm: 10



brady@eg-solutions.com

**Sarasota Bradenton International Airport, Commercial Apron Expansion, Sarasota, FL.** Project Engineer. Responsibilities include pavement design, plans production coordination, bidding assistance, construction phase engineering services, RPR and testing services coordination, and project closeout. The project includes expansion of the commercial apron parking ramp east of the existing ramp, reconstruction and realignment of Taxiway R5, and removal of Taxiway A8. SRQ is experiencing rapid growth and requires five additional ground loading gates with parking for the Airbus A320/A321 Aircraft. The services being performed include field surveys, geotechnical investigation, geometric layouts, pavement design, stormwater management design and permitting with three jurisdictional agencies, electrical modifications, signage, pavement markings, bidding, and construction observation.

### Education

B.S./2011/Civil Engineering/Florida Institute of Technology

### Professional Registrations

Professional Engineer/FL 91757  
Private Pilot Certificate

### Professional Affiliations

Florida Airports Council  
Airports Consultants Council Education Committee Member

**Sarasota Bradenton International Airport, Stormwater Management System Improvements - Planning, Design, Permitting, and Construction, Sarasota, FL.** Project Engineer and RPR. Responsibilities included stormwater modelling assistance, plans production coordination, construction safety and phasing plan assistance, field observation, construction testing coordination, post construction reviews and special testing coordination, change order assistance, and project closeout assistance. The project reduced, modified, and eliminated wet ponds that were attractants for hazardous wildlife. This improved safety. It also permitted 111 acres of new aviation business development consisting of terminal expansion, aprons, taxilanes, hangars and offices, access roads and parking, thus increasing airport revenue. This is about 55 acres greater than would otherwise be available using presumptive design criteria.



**Sarasota Bradenton International Airport, Runway 14 Pipe Repair, Sarasota, FL.** Resident Project Representative. Responsibilities included observation and recording of grouting operations and cutoff approvals, pavement materials and mix reviews for repair areas, observation of pavement repairs and marking, and project closeout assistance. The project was the evaluation and repair of the Runway 14 approach end pavement extension which was exhibiting settlement/subsidence in two areas that had progressively increased with time. While it was not yet a safety concern, the depressions were noticeable to aircraft or authorized ground vehicles operating on the pavement. Rehabilitation or reconstruction of the affected pavement was completed to correct the grade issues.





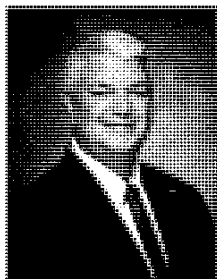
## Russell Hyatt, PSM

Senior Surveyor and Mapper  
Hyatt Survey Services, Inc.

Years of Experience: 35

### Education:

Bachelor of Science, Survey and Mapping, University of Florida, 1990



26 years of continuing education in Florida Law, standards of practice, land title, environmental, GIS, GPS and business and professional development

### Distinguishing Attributes:

- Mr. Hyatt has 35 years of professional surveying and mapping experience relating to transportation planning, construction and engineering. He, also has experience as an expert witness in depositions regarding survey and property titles.

### Certifications/Registrations:

- Professional Surveyor and Mapper, FL. LS#5303

### Affiliations:

- Florida Surveying and Mapping Society (Past President)
- Manasota & Tampa Bay Chapters of the Florida Surveying and Mapping Society
- University of Florida Surveying and Mapping Advisory Committee
- The Hydrographic Society of America
- National Society of Professional Surveyors
- American Society of Civil Engineers
- Florida Water Environment Association
- Society of Military Engineers
- American Public Works Association
- Florida Shore and Beach Preservation Association

### EXPERTISE:

As Vice President of Hyatt Survey Services, Inc., Russell's duties include local, state and federal contract administration and overall quality control. In addition to his administrative duties, Russell is also responsible for the production of boundary, hydrographic and topographic surveys. He couples over 32 years of surveying experience with a four-year degree in Surveying and Mapping. His project experience has included commercial / municipal development surveys and geodetic surveys and beach/channel/port hydrographic surveys. Russell has extensive experience providing survey services to local, state and federal agencies such as the Pinellas, Hillsborough, Manatee, Sarasota, and Charlotte Counties, Florida Department of Transportation, Florida Department of Environmental Protection and the U.S. Army Corps of Engineers-Jacksonville District.

AVAILABILITY: 60%

### 53<sup>rd</sup> Avenue West, Manatee County, Florida

Hyatt Survey- performed a Topographic Survey, Right-of-Way Control Survey and Right-of Way Mapping of 9,700LF of roadway extension and widening for corridor modifications along 53<sup>rd</sup> Avenue West in Bradenton, Florida. This project included the location of all visible improvements, section corners, alignments, platted/deeded Rights-of-Way, underground utilities and preparation of utility easement descriptions, Right-of-Way takings and final Right-of-Way maps for the length of the project. All work was completed within schedule and budget constraints.

### 45<sup>th</sup> Street (Lockwood Ridge Road), Manatee County, Florida.

Hyatt Survey- performed a Topographic Survey, Right-of-Way Control Survey and Right-of Way Mapping for 5,800LF of roadway widening for corridor modifications along 45<sup>th</sup> Street (Lockwood Ridge Road) in Bradenton, Florida. This project included the location of all visible improvements, section corners, alignments, platted/deeded/maintained Rights-of-Way, underground utilities, preparation of utility easement descriptions, Right-of-Way takings and final Right-of-Way maps for the length of the project.

All work was completed within schedule (2019) and budget constraints.

### Moccasin Wallow Road, Manatee County, Florida.

Hyatt Survey- performed a Topographic Survey, Right-of-Way Control Survey and Right-of Way Mapping for 10,900LF of roadway widening for corridor modifications along Moccasin Wallow Road in Bradenton, Florida. This project included the location of all visible improvements, section corners, alignments, platted/deeded/maintained Rights-of-Way, underground utilities, preparation of utility easement descriptions, Right-of-Way takings and final Right-of-Way maps for the length of the project.

All work was completed within schedule (2020) and budget constraints.

### Longboat Key FPL Undergrounding, Manatee & Sarasota Counties, FL

As Project Manager and Lead Surveyor, Russell performed a right of way and topographic survey of 97,500 LF of proposed FPL utility undergrounding route within urban and residential areas on the island of Longboat Key.

### SFWMD/Big Cypress Basin Golden Gate Canal, Gordon River, Henderson Creek and Haldeman Creek, Collier County, FL

As Project Manager and Lead Surveyor, Russell was responsible for performing a hydrographic/topographic survey of three tributaries to aid in the fulfillment of the operational and flood control objectives within the Big Cypress Basin. The



## Neil Eppig, RLS

### SUE SUPPORT

Mr. Eppig is a SUE project manager located in McKim & Creed's Sarasota office. With over four decades of professional experience, he brings exceptional client and project management skills to McKim & Creed, along with technical expertise in land surveying and subsurface utility engineering (SUE)

### QUALIFICATIONS

- ✔ SUE
- ✔ Surveying

### EDUCATION

Diploma, Calvert High School  
 Attended, Storm Drain Design,  
 Catonsville Community College

### LICENSURE

Professional Land Surveyor, DE  
 #S6-0000659  
 Professional Land Surveyor, MD  
 #21210

### ► Project Experience

**FDOT District 1, SR 789 From: E. of Sunset Dr To: W of Bird Key Dr; Kimley-Horn and Associates, Inc. | Sarasota, FL:** Mr. Eppig was the SUE project manager. McKim & Creed provided survey support services as a subconsultant to Kimley-Horn for the FDOT project on SR 789 from Sunset Drive to West of Bird Key Drive, Sarasota County, FL. The team performed a design, right of way, and construction survey along with photogrammetric mapping and right of way mapping for the project development and environmental study of US 41 (SR 45) at Gulfstream Ave (MP 18.559 to MP 18.745).

**Legacy Trail Extension; Kimley-Horn and Associates, Inc. | Sarasota, FL:** McKim & Creed performed Quality Level A & B SUE services at major intersections of the Legacy Trail extension in Sarasota, FL. The Legacy Trail, which opened in 2008, provides a safe, recreational trail for walking, bicycling and running. The purpose of this project was to extend the trail and enhance connectivity from the City of North Port through Venice to downtown Sarasota. Next steps included creating nearly 30 miles of continuous non-motorized paved multi-use trail, which could become a regional connection between Manatee, Sarasota, DeSoto and Charlotte counties, providing access to local neighborhoods and place 48 schools within two linear miles of the Legacy Trail and enhancing connectivity from the City of North Port through Venice to downtown Sarasota. In addition to the addition of the septage and grease receiving facility, increases in leachate volumes from the adjacent Lena Road Landfill, and the operation of the biosolids dryer at the site.

**Lift Station 14-A Force Main Replacement and Extension; Manatee County | Sarasota, FL:** McKim & Creed provided design services to extend the Lift Station 14-A force main to serve two goals. The first objective of the project was to prevent further corrosion to a manhole where the main originally terminated by extending the main to an MLS 13-A wetwell. The manhole had exhibited severe corrosion due to hydrogen sulfide gases from the force main discharge. The second objective was to prevent future capacity issues in the gravity system on 63rd Avenue East. Extending the force main allowed for the County to accomplish its goals while also avoiding the necessity of upsizing the gravity main, as was recommended in the County's Master Plan.

**City of Tampa Water Main Replacement Design-Build; Westra Construction Corporation | Tampa, FL:** Mr. Eppig was the SUE project manager. McKim & Creed teamed with Westra Construction to provide design-build services to replace undersized and aging water mains within the City of Tampa. Our team was tasked with providing design, permitting and construction administration services for approximately 67,000 LF of water main varying from 4 to 12 inches in diameter throughout a dozen neighborhoods. The water mains were installed using open-cut and horizontally directional drilled (HDD) technology. We coordinated permit applications related to City of Tampa ROW, Hillsborough County ROW, Florida Department of Transportation ROW, Hillsborough County Health Department, Florida Department of Environmental Protection and Hillsborough County Environmental Protection Commission.



## Chris Bosshart, PSM

### SURVEY SUPPORT

As Florida Regional Manager, Mr. Bosshart has experience surveying and mapping extensively on Florida Department of Transportation roadway topographic and design surveys. He oversees complex projects and coordinates the efforts of all Florida survey offices. Mr. Bosshart communicates daily with his clients to ensure their needs are being met, addresses potential challenges, and ensures the dedicated project surveyor has the office and field resources to meet client schedules. His strong scheduling and organizational skills have earned him the reputation for consistently completing high-quality, well-managed projects that exceed his clients' expectations. He also serves as McKim & Creed's QA/QC reviewer ensuring every survey meets and exceeds delivery requirements.

### ► Project Experience

**Design Services for I-75 at Fruitville Road Interchange; ICON Consultant Group, Inc. | Sarasota, FL:** Mr. Bosshart served as SUE project coordinator for the major design of Fruitville Road. Services included baseline stakeout, baseline reference, horizontal control, vertical control, wetland locations, wetland survey, section breakdown and retracement, subdivision breakdown and retracement, boring locations and SUE locations. McKim & Creed provided surveying services for minor design including re-surfacing and the proposed design of a railroad hub adjacent to US27. Services included baseline retracement, baseline reference points, horizontal control, vertical control and electronic field book data collection of topography.

**FDOT District 1, I-75 (SR93) at SR72 (Clark Rd) - 201277-3-32-01; American Consulting Professionals, LLC | Sarasota, FL:** Mr. Bosshart was the survey project manager. McKim & Creed teamed with American Consulting Engineers of Florida to provide SUE services for the widening of I-75 and improvement of the Clark Road interchange. McKim & Creed designated and located underground utilities in conjunction with this FDOT project.

**FDOT District 1, I-75 at Bee Ridge Road; HDR Engineering, Inc. | Sarasota, FL:** Mr. Bosshart was the survey project manager. McKim & Creed provided design surveying services along I-75 from Bee Ridge Road to Fruitville Road in Sarasota County for the widening of I-75. Services included historical survey baseline retracement, baseline reference points, horizontal control, vertical control, right-of-way control survey and right-of-way maps.

**US 41 at Gulfstream Ave; Kimley-Horn and Associates, Inc. | Sarasota, FL:** Mr. Bosshart was the project manager. McKim & Creed performed a design, right of way, and construction survey along with photogrammetric mapping and right of way mapping for the project development and environmental study of US 41 (SR 45) at Gulfstream (MP 18.559 to MP 18.745).

**McCall Road from SR 776 to Dearborn Street; Kimley-Horn and Associates, Inc. | Englewood, FL:** Mr. Bosshart was the survey project manager. McKim & Creed with Kimley-Horn completed a 1.25 mile roadway drainage improvement along S McCall Road, completed in two phases. Phase 1 included Level B SUE designations, utilizing multi-frequency electromagnetic (EM) and ground penetrating radar (GPR) equipment and techniques, in conjunction with the as-built information. Utility designation was surveyed and delivered in Microstation format, utilizing FDOT standards. Phase 2 included 32 Level A SUE locates using non-destructive vacuum excavation equipment to expose the underground utilities. After exposing underground utilities, we recorded the findings on construction baseline-linked test hole forms. The test hole spreadsheet, data sheets, and Microstation survey followed FDOT guidelines.

### QUALIFICATIONS

- ✔ Transportation Design Surveys
- ✔ Transportation Resurfacing Surveys
- ✔ Boundary and Topographic Surveys
- ✔ Utility Transmission and Substation Surveys
- ✔ Control Surveys
- ✔ ALTA Surveys

### EDUCATION

B.S., Business Management,  
Florida Gulf Coast University

Geomatics Certificate, University  
of Florida

### LICENSURE

Professional Surveyor & Mapper,  
FL #LS-7150

OSHA 10-hour Safety Training



## Rob R. Russell, RA, LEED® AP Project Architect

### EDUCATION

Bachelor of Science in Architecture, 1991, University of Illinois Urbana-Champaign

### REGISTRATION

FL Registered Architect, #AR96345

LEED® Accredited Professional

### EXPERIENCE

39 years

Rob has been involved in over 4.5 million SF of projects with Schenkel Shultz. As Project Architect, Rob's understanding of the Client's standards will be invaluable to Sarasota-Bradenton International Airport. He is also well-versed in BIM technology to create a coordinated, cohesive set of documents and maintain continuity throughout the project. He will be responsible for the documentation during the planning, programming and design phases throughout projects assigned under this contract. Rob is located in Schenkel Shultz's Sarasota office, ensuring that our team possesses the local resources necessary to respond to the client's needs quickly.

### RELEVANT EXPERIENCE

**Maintenance Hangars Facility** – Sarasota-Bradenton International Airport / 59,943 SF / \$15.8 million / aviation experience / two-story academic building consisting of classrooms, labs, and administrative offices to support an Aircraft Maintenance Training Program / Maintenance Hangar "A" and Hangar "B" attached to Academic Building to support Training Program / freestanding Maintenance Hangar "C" / site improvements, including utility connections, parking, landscaping/irrigation, and ramp/apron airfield paving

**Aircraft Rescue and Firefighting Facility** – City of Naples / 10,200 SF / \$4.8 million / aviation experience / facility will house 4 firefighting trucks and will include chemical and equipment storage rooms, watch room offices, conference and training room, kitchen, day room, dormitory, physical fitness area and locker room, laundry room and house an emergency generator

**CBP GA FIS Facility** – Boca Raton Airport Authority / 4,000 SF / \$4.4 million / aviation experience / new facility has an architectural presence from both the landside and airside of the facility welcoming passengers to Boca Raton / includes passenger processing area, offices for CBP staff, interview, screening and hold rooms / designed to achieve LEED® certification

**CBP GA FIS Facility** – Martin County's Witham Field Airport / 3,200 SF / \$1.4 million / aviation experience / new facility serves as international arriving passenger processing center for both general aviation air arrivals and sea arrivals / includes covered entrance, airside and landside porches, lobby, passenger processing area and waiting areas, and support spaces for County Administration offices

**Administration Building** – Boca Raton Airport Authority / 7,735 SF / \$2.4 million / aviation experience / new single-story administration building at the Boca Raton Airport, which was designed to accommodate a future 2,700 SF expansion

**Terminal Expansion and Renovation** – Punta Gorda Airport / 30,000 SF / \$8.9 million / aviation experience / terminal expansion accommodates five airlines and expanded ticketing area, added holding rooms, and improved security / incorporated customer service counters and TSA security screening

**Executive Terminal and Storage** – Inverness Airport / 14,500 SF / \$2.6 million / aviation experience / 10,000 SF Aircraft Maintenance Hangar and 4,5000 SF FBO Terminal building / both buildings were designed and constructed as hurricane-hardened structures



## Somer A. Spencer, AIA, LEED® AP BD+C Lead Aviation Architect

### EDUCATION

Master of Architecture, 2007, Florida A&M University

### REGISTRATION

FL Registered Architect, #AR96094

LEED® Accredited Professional, BD+C

### EXPERIENCE

16 years

Somer, an Associate Principal at Schenkel Shultz, has spent the majority of her career with the firm focused on aviation design. Over the past decade, she has completed more than 75 aviation projects, including new and renovated FBO terminals, office renovations, and general aviation terminals at International and regional airports, as well as having worked on multiple continuing services contracts. Somer will be responsible for documentation during planning, programming, and design.

### RELEVANT EXPERIENCE

**Maintenance Hangers Facility** – Sarasota-Bradenton International Airport / 58,943 SF / \$15.8 million / current experience with SRQ / two-story academic building consisting of classrooms, labs, and administrative offices to support an Aircraft Maintenance Training Program / Maintenance Hangar "A" and Hangar "B" attached to Academic Building to support Training Program / freestanding Maintenance Hangar "C" / site improvements, including utility connections, parking, landscaping/irrigation, and ramp/apron airfield paving

**Virgin Islands Port Authority Continuing Services** – St. Croix, U.S. Virgin Islands / 15,150 SF / \$7.8 million / aviation continuing services experience / minor projects up to \$2 million / projects include planning and building design, master planning, preparation of design and construction plans and specifications / 2 projects completed under contract

**Naples Airport GAT Renovation** – Naples Airport Authority / 20,125 SF / \$6.6 million / aviation experience / renovated the existing general aviation terminal to enhance the passenger experience / modern coastal design that embraces the local community aesthetic / inviting lobby with a green living wall feature / upgraded lobby, expanded passenger lounge and new cafe / renovated office and support space for staff

**Naples Airport AOB Renovation** – Naples Airport Authority / 9,036 SF / \$1.1 million / aviation experience / exterior renovations to blend with terminal design / renovation to the common entry corridor, restrooms and finishes / improved office and conference space for staff

**Naples Airport NRT Renovation** – Naples Airport Authority / 14,000 SF / \$740,000 / aviation experience / upgrades to the existing terminal / created bright, open spaces for the authority and FBO tenant / renovated restrooms / added office space

**Dulles FBO Terminal Renovation** – Signature Flight Support / 33,158 SF / \$1.3 million / aviation experience / improvements to the existing terminal / includes new flooring, paint, fixtures, and finishes throughout the facility

**DCA Terminal Renovation** – Signature Flight Support / 10,264 SF / \$3.5 million / aviation experience / improvements to the existing terminal / includes new flooring, paint, fixtures, and finishes throughout the facility

**FBO Terminal at Bedford L.G. Hanscom Field** – Signature Flight Support / 6,572 SF / \$6.6 million / aviation experience / design focused on creating a sense of place upon arrival / elements embrace the local community culture and aesthetic / includes passenger lobby, offices and support spaces



## KEVIN H. SCOTT, P.E.

Senior Geotechnical Engineer



### Summary of Capabilities

Geotechnical Engineering  
Civil Engineering  
Foundation Engineering  
Project Management  
Engineering Management  
Ground Subsidence Investigations  
Construction Materials Testing and Inspection

### Years of Experience

With Tierra: 16 Years  
With Other Firms: 7 Years

### Education

BS, Civil Engineering, University of South Florida, 2000

### Professional Organizations/Registrations

Florida Professional Engineer, No. 65514  
National Society of Civil Engineers

Mr. Scott has 23 years' experience in geotechnical investigation and evaluation for roadway and bridge design, industrial, landfill, borrow sites, commercial, high rise, and residential projects. His experience includes shallow and deep foundation analyses, retaining wall design, settlement analyses, and pavement evaluation. In addition to his geotechnical experience, Mr. Scott has also provided project management and project consulting services for construction materials testing and inspection projects including high rise, industrial, roadway, commercial and residential projects.

### Airport Project Experience

**Sarasota-Bradenton International Airport: Exterior Wayfinding Signage Design, Sarasota County, Geotechnical Engineer of Record.** The project consisted of designing a master signage plan throughout Airport Circle Road and adjacent roadways. Tierra's services were retained to evaluate the subsurface conditions at one of two proposed overhead truss locations. Tierra performed one (1) Standard Penetration Test (SPT) boring to a depth of 40 feet below existing grade and recommended soil parameters were provided to the design team for use in the foundation design.

**Sarasota-Bradenton International Airport Baggage Handling Building Expansion, Sarasota Manatee Airport Authority, Geotechnical Engineer of Record.** The project consisted of expanding the existing baggage handling area on the east side of the existing terminal building. Tierra's services included SPT borings, pavement cores and laboratory testing. Kevin provided geotechnical recommendations to support the project.

**LaBelle Municipal Airport: Taxiway and Taxilane Rehabilitation, Hendry County, Geotechnical Engineer of Record.** The project consisted of improvements to the existing T-Hangar taxilane and taxiway. Tierra provided geotechnical support through pavement cores, Standard Penetration Test (SPT) borings, hand auger borings and laboratory testing. Geotechnical recommendations were provided to the design team to assist in the design and construction of the proposed rehabilitation.

**Tampa International Airport: Taxiway E Rehabilitation, Hillsborough County, Geotechnical Engineer of Record.** Tierra performed a geotechnical exploration program within the proposed improvement area of Taxiway E at Tampa International Airport. The project included evaluating approximately 360 feet of Taxiway E in the area connecting to Runway 1L-19R. The area had undergone continuing distress including rutting and slippage cracking. Tierra performed three (3) SPT borings to a depth of 10 feet below grade and a pavement core was performed at each SPT location. The groundwater was measured at depths ranging from 3.5 to 7 feet below grade within the borings performed. Geotechnical recommendations were provided to the design engineer to support the design of the project.

**Brooksville-Tampa Bay Regional Airport: Johnson Air Hangar, Hernando County, Geotechnical Engineer of Record.** The project consisted of improvements to the Brooksville-Tampa Bay Regional Airport in Hernando County, Florida. Specifically, the project consisted of the design and construction of a new 10,200SF hangar with paved parking and a stormwater pond. Tierra executed a program of subsurface exploration consisting of borings, subsurface sampling and field testing. Foundation recommendations and general pavement section design considerations were provided to the design team to assist in the design and construction of the proposed project.



## **AGENDA ITEM NO. 6.6**

### **RESOLUTION 2024-01**

#### **SARASOTA MANATEE AIRPORT AUTHORITY**

##### **Resolution No. 2024-01**

#### **AUTHORIZING PRESIDENT, CHIEF EXECUTIVE OFFICER TO EXECUTE CERTAIN LEASES, CONTRACTS AND GRANT AGREEMENTS**

**WHEREAS**, the Sarasota Manatee Airport Authority (the "Authority") is a body politic and corporate created by Chapter 2003-309, Laws of Florida, as amended (the Enabling Act"); and

**WHEREAS**, the Authority owns and operates the Sarasota Bradenton International Airport (the "Airport"); and

**WHEREAS**, pursuant to subsections 5. (5) and (6) of the Enabling Act, the Authority is authorized and empowered to enter into certain leases ("Leases") as lessor of any airport facilities; and

**WHEREAS**, pursuant to subsection 5. (13) of the Enabling Act, the Authority is authorized and empowered to make and enter into all contracts and agreements ("Contracts") necessary or incidental to the performance of its duties and the execution of its powers under the Enabling Act; and

**WHEREAS**, pursuant to subsection 5.(14) of the Enabling Act, the Authority is authorized and empowered to accept grants ("Grant Agreements") for materials or property of any kind for any airport facilities from any federal or state agency, political subdivision, or other public body or from any private agency or individual, upon such terms and conditions as may be imposed, and to enter into contracts and grant agreements with the Federal Aviation Administration, or any successor or successors thereof, and with the State of Florida or any of its agencies, in the capacity of sponsor or cosponsor of any airport development project involving the acquisition, construction, reconstruction, improvement, extension, enlargement, or equipment or any airport facilities owned or operated by the Authority, pursuant to any federal or state law providing for aid to airports; and

**WHEREAS**, the Authority desires to delegate to its executive director, who is designated as "President, Chief Executive Officer," or, in his absence, the Executive Vice President/Chief of Staff, of the Airport, the authority and power to execute on behalf of the Authority, certain Leases, Contracts, and Grant Agreements, provided that the Lease, Contract or Grant Agreement is one to which the Authority may otherwise legally bind itself;

**NOW, THEREFORE, BE IT RESOLVED** that the **Sarasota Manatee Airport Authority** hereby authorizes and empowers the President/CEO, or, in his absence, the Executive Vice President/Chief of Staff, of the Sarasota Bradenton International Airport to execute, on behalf of the Authority:

- (1) any Lease in which the Authority will be the landlord, and which has a term that does not exceed one year;
- (2) any Contract whose primary purpose is to generate income to the Authority, and which has a term of one year or less;
- (3) any Lease or Contract intended to generate less than \$50,000 in income to the Authority, and which has a term that does not exceed five years;

- (4) any Contract for the procurement by the Authority of commodities, contractual services, or construction works having a value of less than \$250,000;
- (5) any Contract for interagency coordination among law enforcement agencies or emergency responders; or
- (6) any Grant Agreement whereby the Federal Aviation Administration (FAA); the Transportation Security Administration (TSA); the State of Florida Department of Transportation (FDOT); the Southwest Florida Water Management District (SWFWMD); Manatee or Sarasota Counties; or any other governmental agency offers to pay the allowable costs of any airport improvement project ("Project") including, without limitation, such agreement that imposes a monetary obligation on the Authority to participate in the costs of the Project, under the following conditions:
  - a. The Project is listed in the Authority's current capital projects budget or joint automated capital improvements plan, or the Project has otherwise been authorized by prior Board action; and the official executing the agreement provides the granting agency with a separate certificate attesting to the same; and
  - b. The form and standard terms and conditions of the grant offer do not differ materially from those previously accepted by the Board.

Provided, however, that nothing herein shall authorize the execution of a Lease, Contract or Grant Agreement to which the Authority may not otherwise legally bind itself.

**PASSED AND ADOPTED** this 29<sup>th</sup> day of January 2024.

**SARASOTA MANATEE AIRPORT AUTHORITY**

\_\_\_\_\_  
Robert Spencer, Chairman

**ATTEST:**

\_\_\_\_\_  
Douglas Holder, Secretary

## **AGENDA ITEM NO. 6.7**

### **SARASOTA MANATEE AIRPORT AUTHORITY**

**January 29, 2024**

**STAFF NARRATIVE**

**RE: REVISIONS TO SMAA OFFICIAL TRAVEL POLICY**

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**EXECUTIVE SUMMARY:** The President, Chief Executive Officer, requests Board approval of revisions to the SMAA Official Travel Policy

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**NARRATIVE:** The SMAA Official Travel Policy was last updated 10 years ago on January 27, 2014. To bring the policy up-to-date, changes were made to sections involving transportation, meals and incidental expenses, business development expenses, and working meals.

A redline copy of the existing policy showing changes and the proposed policy are attached.

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**RECOMMENDATION:** It is hereby recommended that the SMAA Board approve the attached recommended revisions to the SMAA Official Travel Policy.

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**Attachments:**

- A. Proposed Official Travel Policy
- B. Redline copy of existing Official Travel Policy

# **SARASOTA MANATEE AIRPORT AUTHORITY OFFICIAL TRAVEL POLICY**

Adopted November 19, 2001

Revised February 18, 2003

Revised January 20, 2004

Revised September 15, 2008

Revised April 18, 2011

Revised May 13, 2013

Revised January 27, 2014

Revised January 29, 2024

## **SARASOTA MANATEE AIRPORT AUTHORITY OFFICIAL TRAVEL POLICY**

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## **SARASOTA MANATEE AIRPORT AUTHORITY OFFICIAL TRAVEL POLICY**

### **I. General**

#### A. Purpose

The purpose of the travel policy is to establish a procedure which applies to travel expenses for Airport Authority Members and all Authority employees (hereinafter "traveler") in the performance of their official duties while traveling on Authority business, and for authorization, approval, and reimbursement of necessary and actually incurred traveling expenses. The authority for this policy is found in Section 4, paragraph 3 of Chapter 2003-309, Laws of Florida, as amended. Travel expenses shall be limited to those expenses necessarily incurred by the traveler in the performance of Authority business.

#### B. Definitions

The following words shall have the meanings indicated:

1. Common carrier – Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.
2. GSA – General Services Administration
3. Incidental expenses - Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses, taxi and limousine drivers, and others.
4. Per Diem – Daily allowance for meals and incidental expenses
5. Travel expense, traveling expenses, necessary expenses while traveling, actual expenses while traveling, or words of similar nature - the usual, ordinary, and incidental expenditures necessarily incurred by a traveler.

#### C. Travel Authorization

1. Subject to budgetary authority, commissioners, executive, and managerial staff of the Authority are authorized to attend recurring training and/or conventions, conferences, board, and committee meetings of the professional and/or trade organizations specific to their job requirements without further specific action at a regular meeting of the Authority.
2. Subject to budgetary authority, travel by the President/CEO, executive, or management staff associated with holding an elected or appointed position on a board or committee of any professional organization shall be approved in advance by the SMAA Board in the annual budget. Should additional participation and associated travel be proposed after adoption of the annual budget, such participation and travel shall be subject to approval by the Board through a budget amendment and identification of the funding source.

### **II. Transportation**

#### A. General

1. All travel must be by a usually traveled route. If a traveler travels by an indirect route for his own convenience, any extra costs shall be borne by the traveler; reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route.
2. The President/CEO shall designate the most economical method of travel for each trip, keeping in mind the following conditions:
  - a. The nature of the business



## **SARASOTA MANATEE AIRPORT AUTHORITY OFFICIAL TRAVEL POLICY**

- b. The most efficient and economical means of travel (considering time of traveler, impact on productivity of traveler, cost of transportation, and per diem or subsistence required).
- 3. No traveler shall be allowed either mileage or transportation expense when he/she is gratuitously transported by another person or when he/she is transported by another traveler who is entitled to mileage or transportation expense.

### **B. Common Carriers**

The following transportation expenses of the traveler may be directly paid or reimbursed, and must be supported by appropriate receipts:

- 1. Air Travel
  - a. Air travel shall be based upon economy/coach class fares unless otherwise indicated within this Policy. Factors such as time and productivity of the traveler, cost of transportation, per diem/subsistence costs, cancellation fees, and any additional costs (such as baggage fees) should be considered when making reservation.
  - b. If a Board member, the CEO, EVPs, or Sr. VPs are scheduled to travel to a destination 1,800 flight miles or greater (as measured direct between airports) to engage in Authority business and conducts business within 24 hours of arriving at a destination or commences the return trip within 24 hours of completing Authority business, he/she is permitted to book fares in business class or its equivalent. The President/CEO deems airline business class as the most efficient and economical means of travel when flight miles are 1,800 miles or greater (as measured direct between airports). Business class or equivalent travel by other Authority employees must be approved in writing with justification in advance by the President/CEO.
  - c. All travelers are required to check flight options originating from SRQ first before booking a flight. Any traveler with a domestic flight not originating from and returning to SRQ shall request authorization from the President/CEO and then may only utilize airlines that currently serve SRQ. No airline travel will be reimbursed for air travel not originating from and returning to SRQ without prior approval by the President/CEO
  - d. Miscellaneous airline fees including, but not limited to, seat reservations fees, early or preferred boarding, checked baggage fees, airline change fees, and in-flight internet expenses are allowable if utilized for Authority purposes. Checked baggage fees will be limited to one checked bag, unless supported by adequate business justification.
  - e. In the event a flight must be changed for acceptable business reasons, applicable airline fees are allowable expenses under this Policy with adequate written justification.
  - f. If the primary purpose of the trip is to visit a specific airline, it is acceptable to book a flight on that airline even if the airline does not offer the lowest fare available.
  - g. Direct payment or reimbursement of travel expenses incurred by a physically disabled traveler which are in excess of the travel expenses ordinarily authorized by this Policy may be authorized, provided such excess travel expenses are reasonable and necessary to the safe travel of the physically

## **SARASOTA MANATEE AIRPORT AUTHORITY OFFICIAL TRAVEL POLICY**

disabled individual and sufficient documentation is submitted to permit a proper audit.

2. Rental Cars
  - a. Board Members, the President/CEO, and EVPs are authorized to procure a rental vehicle to conduct Authority business. All others must request approval from and provide written justification to the President/CFO and the business reason for a rental car to be used on the trip. Approved rental cars should be obtained at the most reasonable size and rate needed for conducting business.
  - b. The State of Florida contract for rental vehicles should be consulted for discounted rates. The State of Florida contract provides rental vehicle services to Florida's government agencies.
  - c. The Authority provides insurance coverage for both Automobile Liability and Collision Damage Waivers and will not reimburse a traveler for the cost of such coverage on a rental car contract for travel within the United States.
    - i. Exception: If the traveler rents a vehicle in a foreign country, he/she shall purchase both automobile liability and collision damage waiver from the rental car company.
  - d. If the traveler is going on an extended trip that includes personal days or weekends, there is no Authority provided coverage during that time. The traveler should ensure coverage through his/her personal automobile insurance or credit card.
  - e. Reimbursement for a rental car used for travel shall be limited to the lesser of the GSA Mileage Allowance for a privately owned vehicle or the total cost of the rental car.
3. Authority Owned Vehicles
  - a. If available, Authority owned vehicles may be used for travel to conferences, business meetings, and other Authority related travel within the state of Florida.
  - b. An Authority owned vehicle shall not be utilized longer than five (5) consecutive days and must be coordinated with the appropriate department manager.
  - c. All vehicle expenses, such as gas, oil, tolls, parking, etc., incurred while using an Authority owned vehicle must be substantiated with receipt(s).
4. Privately Owned Vehicle (POV)
  - a. Mileage Allowance
    - i. Mileage or transportation expenses allowed or allowable are intended to reimburse travelers for expenses incurred in the conduct of official business.
    - ii. Travelers shall be reimbursed for mileage at the current GSA rate.
    - iii. Use of POVs for local travel may not be reimbursed if an Authority owned vehicle was available for use.
    - iv. Board members, the CEO, EVPs, and VPs are authorized to use their personal vehicle if necessary to conduct Authority business in the state of Florida, without advance approval.

## **SARASOTA MANATEE AIRPORT AUTHORITY OFFICIAL TRAVEL POLICY**

- b. Vehicle Insurance Requirements
  - i. The Authority provides personal liability insurance in excess of the traveler's personal vehicle insurance.
  - ii. Each traveler who uses his/her personal vehicle for Authority business and/or submits mileage reimbursement requests shall provide evidence of liability insurance for limits of at least \$100,000/\$300,000/\$50,000 or \$300,000 Combined Single Limit.
- 5. Other Transportation Expenses
  - a. Taxis/Uber/Lyft and other Transportation Network Company's fares on a per fare basis.
  - b. Storage and parking fees are not allowed on a weekly or monthly basis unless the traveler can justify that such method results in savings to the Authority.
  - c. Ferry, bridge, roadway, and tunnel fees.
- 6. Personal or Rented Aircraft
  - a. If a traveler is piloting his/her own or rented aircraft, he/she may claim the mileage rate of the most economical commercial direct airfare available for the same trip.
  - b. If a rented aircraft is used and additional travelers are passengers on the aircraft, the pilot may be reimbursed for the lesser of the actual cost to rent the aircraft, or the total of the airfare that would have been paid by the pilot and the passengers for the most economical commercial direct airfare for the same trip.
  - c. In either situation, if there is no direct commercial airfare available, reimbursement is limited to the most economical direct commercial airfare closest to the point of origin and the point of destination.
  - d. The most economical direct airfare means a commercial flight between the same points of travel as a private flight. For example, if a private aircraft were traveling from SRQ to Atlanta, then the traveler would be entitled to reimbursement up to the amount of the most economical commercial flight from SRQ to Atlanta.

### **III. Public Lodging**

#### **A. Reimbursement**

Lodging expenses will be for a single occupancy rate, and the traveler is expected to exercise his or her best judgment and reasonableness in the selection of lodging.

#### **B. Location**

The location of the hotel should be as convenient as possible to the place where the business of the Authority will be transacted.

#### **C. Safety**

The traveler should also consider safety and other factors when choosing the hotel.

## **SARASOTA MANATEE AIRPORT AUTHORITY OFFICIAL TRAVEL POLICY**

### D. Internet Access

Paid usage of hotel sponsored Wi-Fi or wired internet access is an allowable lodging expense.

## **IV. Meals and Incidental Expenses**

### A. Domestic Meal Expenses

1. Meal expenses for domestic travel will be reimbursed up to maximum of the GSA Meal and Incidental Expense rates in effect for the destination city on the date travel is initiated. Receipts substantiating actual meal expenses must be provided in order to be reimbursed.
2. Those rates may be found on [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem), or see "Per Diem rates" in the directory, [:\FORMS\Finance Forms\Per diem rates and breakdown 2013.xlsx](file:///C:/FORMS/Finance%20Forms/Per%20diem%20rates%20and%20breakdown%202013.xlsx), or click FORMS on the SMAA intranet. The rates for the cities shown in that schedule also apply to cities or locations within the same county.
3. Meal reimbursement on the first and last calendar day of travel will be at 75 percent in accordance with the GSA allowance.
4. Meals included in a convention, conference or seminar/training registration fee paid by the Authority must be deducted from the GSA meal allowance as indicated in the chart found on [www.gsa.gov/mie](http://www.gsa.gov/mie). When a meal is included in a registration fee, the meal allowance must be deducted even if the traveler decides for personal reasons not to eat the meal. A copy of the conference/seminar agenda shall be attached to the travel expense report to confirm that the meal reimbursement allowance has been adjusted properly.
5. No allowance shall be made for meals when the in-state travel is confined to the Sarasota and/or Manatee County area.

### B. Meal Expenses During International Travel

1. Meal expenses for international travel will be reimbursed up to the maximum of the U.S. State Department Meal and Incidental Expenses rates in effect for the destination city on the date travel is initiated. Receipts substantiating actual meal expenses must be provided in order to be reimbursed.
2. Those rates may be found on <http://aoprals.state.gov/web920/perdiem.asp>.
3. Meal reimbursement on the first and last calendar day of travel will be at 75 percent of the U.S. State Department allowance.
4. Meals included in a convention, conference, seminar, or training registration fee paid by the Authority must be deducted from the U.S. State Department meal allowance as indicated in the chart found on [http://aoprals.state.gov/content.asp?content\\_id=114&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=114&menu_id=78). When a meal is included in a registration fee, the meal allowance must be deducted even if the traveler decides for personal reasons not to eat the meal. A copy of the conference/seminar agenda shall be attached to the travel expense report to confirm that the meal reimbursement allowance has been adjusted properly.

### C. Miscellaneous Expenses

1. Receipts for the following shall be provided to the Authority Finance department with the traveler's reimbursement request:

## **SARASOTA MANATEE AIRPORT AUTHORITY OFFICIAL TRAVEL POLICY**

- a. Dry-cleaning, laundry and pressing expenses when official travel extends beyond seven calendar days and such expenses are necessarily incurred to complete the official business portion of the trip. For trips less than 7 days, dry-cleaning expenses for suits and other dry-clean only articles of clothing worn while conducting official business on behalf of the Authority.
  - b. Passport and visa fees required for official travel.
  - c. Fee charged to exchange currency necessary to pay official travel expenses.
2. Receipts Not Required:
- a. The following incidental expenses do not require a receipt:
    - i. Gratuities; if payment of a meal gratuity does not cause the price of the meal to exceed the amounts set forth in paragraph IV.B.3. above.
    - ii. A statement that photocopy charges were business related.
    - iii. Hotel safe charges; reimbursable only if the charges are mandated by the hotel.

D. Conference and Convention Registration Fees

The traveler will be reimbursed for all registration fees at meetings and conferences as well as fees for attending events that are not included in the basic registration fee that directly enhance the public purpose of the Authority's participation at the meeting or conference.

**V. Business Development Expenses**

- A. Business development meal, beverage (including alcoholic) and other expenses may be incurred locally or while traveling. Business development activities require meeting with non-Authority personnel. Employees may be reimbursed for actual, reasonable, and appropriately documented expenses related to the business development activity.
- B. To qualify as business development, such an employee must (a) reasonably expect, and have as the primary motivation for the expenditure, that the Authority will derive revenue or another business benefit as a result of the business development activity; (b) incur the expense in a setting where the party being entertained would reasonably understand that the expenditure was for an Authority business objective; and (c) use the expenditure for the person from who the Authority expects the business benefit, as well as for the employee and other Authority staff in attendance.
- C. Alcoholic beverage expenses may be incurred at business development events related to meetings including non-Authority personnel from organizations from which the Authority is reasonably expected to derive revenue or another business benefit.
- D. Partnering with local Destination Marketing Organizations, Chambers of Commerce, and Economic Development Corporations for special events, travel shows, and to host airline and business executives in an effort to increase air service or business development at the airport is considered an acceptable expense.
- E. The CEO and EVPs may authorize lodging and meal expenses for influential airline and other business personnel when hosting them for business meetings, at events, or for familiarization of the airport and local area.

## **SARASOTA MANATEE AIRPORT AUTHORITY OFFICIAL TRAVEL POLICY**

- F. All receipts for business development expenses shall clearly indicate the name, title, and company of the person or persons attending along with the date, location, and reason for the activity, event, or meeting.

### **VI. Working Meals**

- A. Expenditures for meals during business meetings between Authority employees or between Authority employees and individuals from outside organizations are allowable only (a) when there is a valid business need to have the meeting during a meal time (i.e., schedules will not accommodate the meeting at other times); (b) during periods of extended overtime (i.e. irregular operations, working on a budget or another major project); or (c) periodic department meetings (not more than quarterly), full or half-day Authority-wide meetings, or Authority strategic planning sessions.
- B. Notwithstanding subparagraph (b) above, Executive staff, VPs, Directors, and Managers may occasionally purchase meals for employees provided the meals are reasonable and for the purpose of conducting Authority business and/or employee recognition.
- C. Alcoholic beverage expenditures shall not be reimbursed or charged to the Authority under this section.
- D. Reasonable expenditures for meals with Board members are reimbursable provided there is a valid business need to have the meeting during a mealtime.
- E. Working meals will be reimbursed upon presentation of appropriate documentation including a list of attendees.

### **VII. Emergency / Disaster Travel, and Meal Allowance**

#### A. Definition

"Emergency notice" means notification of less than 24 hours prior to scheduled departure under circumstances in which there is an immediate danger or a threat of immediate danger to the public health, safety or welfare or of other substantial loss to the Airport requiring emergency travel by an Airport employee.

#### B. Travel Time

Such travel may include continuous travel of 24 hours or more away from the Airport, or continuous travel of less than 24 hours that involves an overnight absence from the Airport.

#### C. Meals and Incidental Expense Allowance

- 1. The President/CEO may authorize the purchase of meals, food, and beverages for any Authority staff after declaration of an emergency/disaster. The following guidelines should be followed for such purchase:
  - i. The food service should not exceed the daily subsistence amount and the service should be carefully controlled.
  - ii. Each department manager shall be allowed to determine when food should be made available to workers.
  - iii. In order to ensure the workers' health, all catered food should be from a licensed establishment meeting health inspection standards.

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2. In such emergency situations, the President/CEO may authorize an increase in the amount paid for a specific meal, provided that the total daily cost of meals does not exceed the total amount authorized for meals each day.

### **VIII. Direct Payment and SMAA Purchasing Card**

- A. Direct Payment Criteria
  1. Direct payment of travel expenses may be made in situations that result in cost savings to the Authority.
  2. A statement detailing the cost savings shall be included with the payment information.
  3. Avoidance of sales tax shall not be considered a cost saving to the Authority.
  4. Examples of criteria for cost savings include discount for earlier payment, documented savings in processing costs, or free use of a hotel meeting room if the traveler has a need for such room.
- B. SMAA Purchasing Card
  1. Traveler transportation (airline tickets and car rentals), lodging (hotel or motel), meals, and registration paid by the use of the SMAA Purchasing Card shall be authorized direct payment to vendors pursuant to Section 112.061(13), Florida Statutes.
  2. Such payments shall be deemed to be adequately documented when recorded on the SMAA Travel Report and Purchasing Card Log.

### **IX. Travel Advances/Travel Reports/Reimbursement**

- A. Requests for Travel Advance
  1. Each traveler may submit a Request for Travel Advance to cover the anticipated cost of travel.
  2. A travel advance may not exceed 80 percent of the estimated total travel expense payable to the traveler.
  3. A travel advance may not be requested earlier than 15 workdays before the travel period begins unless the traveler can provide justification for an earlier request. International travel is justification for such an earlier request.
  4. Each traveler may have no more than one travel advance outstanding at a time unless the traveler can provide justification for the need for more than one outstanding advance. International travel is justification for having more than one request outstanding.
  5. Authority Commissioners may not request a Travel Advance.
  6. A [Request for Travel Advance](#) form may be found in Excel format under the directory, [I:\FORMS\Finance Forms\Travel advance request.xlsx](#) or click FORMS on the SMAA Intranet.
- B. Travel Reports
  1. Out of State Travel – The [Travel Recap/Expense Detail](#) form (Exhibit 1) shall be completed and signed by all travelers to verify that expenses, for which the traveler is seeking reimbursement, or for which the Authority has made direct payments to vendors, were actually incurred by the traveler, approved by his/her immediate

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supervisor (only in the case of employee travel), and submitted to the Finance Department.

- a. Travel Reports must be filed by the earlier of (a) the 60th day after the last day of the trip; or (b) the commencement of subsequent authorized travel.
2. In State Travel – The Travel Reimbursement Request shall be completed and signed by all travelers to verify that expenses for which the traveler is seeking reimbursement were actually incurred by the traveler.
  - a. Each traveler shall submit an approved Travel Reimbursement Request to the Finance Department on or before the last day of the following month in order to be reimbursed for such expenses and mileage incurred in the preceding calendar month (i.e., a Report must be filed by October 31 for mileage incurred in September).
3. Both forms may be found in Excel format in the directory, <I:\FORMS\Finance Forms> or click FORMS on the SMAA Intranet.

### **C. Travel Reimbursement and Travel Advance Settlement**

1. Travel report(s) must be completed by the traveler when the travel period has ended.
2. Any travel advance shall be reconciled to the travel expenses, to be reimbursed to the traveler.
  - a. If the travel advance exceeds the actual amount payable, the traveler shall reimburse the Authority upon submittal of the travel report.
  - b. If the amount payable to the traveler exceeds the travel advance, the traveler shall receive the net amount owed.
  - c. Commissioners shall receive such payment by check.
  - d. Employees shall receive such payment in the form of an addition to their next payroll check.
3. If a traveler fails to timely sign and file a Report and the traveler is claiming reimbursement for expenses, such reimbursement shall not be authorized unless approved by the President/CEO.
4. If the Authority has made direct payments to vendors, the traveler shall not be authorized further travel at Authority expense until such delinquent travel report is signed, approved, and filed by the traveler.

### **X. Travel Insurance**

- A. The Authority provides group travel and accident insurance for all travelers for \$300,000 per incident per traveler.



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Adopted November 19, 2001

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Style Definition: Heading 1

Style Definition: Heading 2

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**SARASOTA MANATEE AIRPORT AUTHORITY  
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**I. General**

A. Purpose

The purpose of the travel policy is to establish a procedure which applies to travel expenses for Airport Authority Members and all Authority employees (hereinafter "traveler") in the performance of their official duties while traveling on Authority business, and for authorization, approval, and reimbursement of necessary and actually incurred traveling expenses. The authority for this policy is found in Section 4, paragraph 3 of Chapter 2003-309, Laws of Florida, as amended. Travel expenses shall be limited to those expenses necessarily incurred by the traveler in the performance of Authority business.

B. Definitions

The following words shall have the meanings indicated:

1. Common carrier – Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.
2. GSA – General Services Administration
3. Incidental expenses - Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses, taxi and limousine drivers, and others.
4. Per Diem – Daily allowance for meals and incidental expenses
5. Travel expense, traveling expenses, necessary expenses while traveling, actual expenses while traveling, or words of similar nature--The usual, ordinary, and incidental expenditures necessarily incurred by a traveler.

C. Travel Authorization

1. Subject to budgetary authority, commissioners, executive, and managerial staff of the Authority are authorized to attend recurring training and/or conventions, conferences, board, and committee meetings of the professional and/or trade organizations specific to their job requirements without further specific action at a regular monthly meeting of the Authority.
2. Subject to budgetary authority, travel by the President/CEO, executive, or management staff associated with holding an elected or appointed position on a board or committee of any professional organization shall be approved in advance by the SMAA Board in the annual budget. Should additional participation and associated travel be proposed after adoption of the annual budget, such participation and travel shall be subject to approval by the Board through a budget amendment and identification of the funding source.

**II. Transportation**

A. General

1. All travel must be by a usually traveled route. If a traveler travels by an indirect route for his own convenience, any extra costs shall be borne by the traveler; reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route.
2. The President, CEO shall designate the most economical method of travel for each trip, keeping in mind the following conditions:
  - a. The nature of the business
  - b. The most efficient and economical means of travel (considering time of traveler, impact on productivity of traveler, cost of transportation, and per diem or subsistence required).
- 2-3. No traveler shall be allowed either mileage or transportation expense when he/she is gratuitously transported by another person or when he/she is transported by another traveler who is entitled to mileage or transportation expense.

B. Common Carriers

The following transportation expenses of the traveler may be directly paid or reimbursed, and must be supported by appropriate receipts:

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OFFICIAL TRAVEL POLICY**

1. Air Travel

- a. Air travel shall be based upon economy/coach class fares unless otherwise indicated within this Policy. Factors such as time and productivity of the traveler, cost of transportation, per diem/subsistence costs, cancellation fees, and any additional costs (such as baggage fees) should be considered when making reservation, with the following exceptions:
  - b. If a Board member, the CEO, EVPs, or Sr. VPs are scheduled to travel to a destination 1,800 flight miles or greater (as measured direct between airports) to engage in Authority business, and conducts business within 24 hours of arriving at a destination, or commences the return trip within 24 hours of completing Authority business, he/she is permitted to book fares in business class or its equivalent. The President, CEO deems airline business class as the most efficient and economical means of travel when flight miles are 1,800 miles or greater (as measured direct between airports). Business class or equivalent travel by other Authority employees must be approved in writing with justification in advance by the CEO.
  - b. ~~If the travel time is ten hours or greater, and the traveler is scheduled to engage in the business of the Authority within 24 hours of arriving at the destination, any reimbursement or direct payment to common carriers, may be based upon Business Class supported by appropriate receipt. Likewise, if the traveler commences the return trip within 24 hours of engaging in the business of the Authority, such reimbursement, advancement, or direct payment to common carriers may be based upon Business Class, supported by appropriate receipt.~~
  - c. ~~All travelers are required to check flight options originating from SRQ first before booking a flight. Any traveler with a domestic flight not originating from and returning to SRQ shall request authorization from the President/CEO and then may only utilize airlines that currently serve SRQ. No airline travel will be reimbursed for air travel not originating from and returning to SRQ without prior approval by the President/CEO~~
  - d. Miscellaneous airline fees including, but not limited to, seat reservations fees, early or preferred boarding, checked baggage fees, airline change fees, and in-flight internet expenses are allowable if utilized for Authority purposes. Checked baggage fees will be limited to one checked bag, unless supported by adequate business justification.
  - e. In the event a flight must be changed for acceptable business reasons, applicable airline fees are allowable expenses under this Policy with adequate written justification.
  - e.f. If the primary purpose of the trip is to visit a specific airline, it is acceptable to book a flight on that airline even if the airline does not offer the lowest fare available.
  - e.g. ~~Direct payment or reimbursement of travel expenses incurred by a physically disabled traveler which are in excess of the travel expenses ordinarily authorized by this Policy may be authorized, provided such excess travel expenses are reasonable and necessary to the safe travel of the physically disabled individual and sufficient documentation is submitted to permit a proper audit.~~

2. Rental Cars

- a. Board Members, the President/CEO, and ~~the Senior Vice President, CFO/EVPs~~ are authorized to procure a rental vehicle to conduct Authority business. All others must request approval from and provide written justification to the President/CFO and the business reason for a rental car to be used on the trip. Approved rental cars should be obtained at the most ~~economical/reasonable~~ size and rate needed for conducting business.
- a.b. The State of Florida contract for rental vehicles should be consulted for discounted rates. The State of Florida contract provides rental vehicle services to Florida's government agencies.
- b.c. The Authority provides insurance coverage for both Automobile Liability and Collision Damage Waivers and will not reimburse a traveler for the cost of such coverage on a rental car contract for travel within the United States.

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- i. Exception: If the traveler rents a vehicle in a foreign country, he/she shall purchase both automobile liability and collision damage waiver from the rental car company.
  - ~~e.d.~~ If the traveler is going on an extended trip that includes personal days or weekends, there is no Authority provided coverage during that time. The traveler should ensure coverage through his/her personal automobile insurance or credit card.
  - ~~d.e.~~ Reimbursement for a rental car used for travel shall be limited to the lesser of the GSA Mileage Allowance for a privately owned vehicle or the total cost of the rental car.
3. Authority Owned Vehicles
- a. If available, Authority owned vehicles may be used for travel to conferences, business meetings, and other Authority related travel within the state of Florida.
  - b. An Authority owned vehicle shall not be utilized longer than five (5) consecutive days, and must be coordinated with the appropriate department Manager.
  - c. All vehicle expenses, such as gas, oil, tolls, parking, etc., incurred while using an Authority owned vehicle must be substantiated with receipt(s).
4. Privately Owned Vehicle (POV)
- a. Mileage Allowance
    - i. Mileage or transportation expenses allowed or allowable are intended to reimburse travelers for expenses incurred in the conduct of official business.
    - ii. Travelers shall be reimbursed for mileage at the current GSA rate.
    - ~~iii.~~ Use of POV's for local travel may not be reimbursed if an Authority owned vehicle was available for use.
    - ~~iii.iv.~~ Board members, the CEO, EVPs, and VPs are authorized to use their personal vehicle if necessary to conduct Authority business in the state of Florida, without advance approval.
  - b. Vehicle Insurance Requirements
    - i. The Authority provides personal liability insurance in excess of the traveler's personal vehicle insurance.
    - ii. Each traveler who uses his/her personal vehicle for Authority business and/or submits mileage reimbursement requests shall provide evidence of liability insurance for limits of at least \$100,000/\$300,000/\$50,000 or \$300,000 Combined Single Limit.
5. Other ~~T~~ransportation ~~e~~xpenses
- a. Taxis/Uber/Lyft/ and other Transportation Network Company's fares on a per fare basis.
  - b. Storage and parking fees are not allowed on a weekly or monthly basis unless the traveler can justify that such method results in savings to the Authority.
  - c. Ferry, bridge, roadway, and tunnel fees.
6. Personal or Rented Aircraft
- a. If a traveler is piloting his/her own or rented aircraft, he/she may claim the mileage rate specified in paragraph C.1. above, or of the most economical commercial direct airfare available for the same trip.
  - b. If a rented aircraft is used and additional travelers are passengers on the aircraft, the pilot may be reimbursed for the lesser of the actual cost to rent the aircraft, or the total of the airfare that would have been paid by the pilot and the passengers for the most economical commercial direct airfare for the same trip.

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- c. In either situation, if there is no direct commercial airfare available, reimbursement is limited to ~~the mileage rate specified in paragraph C.1. above, or~~ the most economical direct commercial airfare closest to the point of origin and the point of destination.
- d. The most economical direct airfare means a commercial flight between the same points of travel as a private flight. For example, if a private aircraft were traveling from SRQ to Atlanta, then the traveler would be entitled to reimbursement up to the amount of the most economical commercial flight from SRQ to Atlanta.

**III. Public Lodging**

A. Reimbursement

Lodging expenses will be for a single occupancy rate, and the traveler is expected to exercise his or her best judgment and reasonableness in the selection of lodging.

B. Location

The location of the hotel should be as convenient as possible to the place where the business of the Authority will be transacted.

C. Safety

The traveler should also consider safety and other factors when choosing the hotel.

D. Internet Access

Paid usage of hotel sponsored ~~WiFi~~Wi-Fi or wired internet access is an allowable lodging expense.

**IV. Meals and Incidental Expenses**

A. Domestic Meal Expenses

- 1. Meal expenses for domestic travel will be reimbursed ~~up to the~~up to maximum of the GSA Meal and Incidental Expense rates in effect for the destination city on the date travel is initiated. Receipts substantiating actual meal expenses must be provided in order to be reimbursed.
- 2. Those rates may be found on [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem), or see "Per Diem rates" in the directory, <I:\FORMS\Finance Forms\Per diem rates and breakdown 2013.xlsx>, or click FORMS on the SMAA intranet. The rates for the cities shown in that schedule also apply to cities or locations within the same county.
- 3. Meal reimbursement on the first and last calendar day of travel will be at 75 percent ~~of the~~in accordance with the GSA ~~allowance~~allowance.
- 4. Meals included in a convention, conference or seminar/training registration fee paid by the Authority must be deducted from the GSA meal allowance as indicated in the chart found on [www.gsa.gov/mie](http://www.gsa.gov/mie). When a meal is included in a registration fee, the meal allowance must be deducted even if the traveler decides for personal reasons not to eat the meal. A copy of the conference/seminar agenda shall be attached to the travel expense report to confirm that the meal reimbursement allowance has been adjusted properly.
- 5. No allowance shall be made for meals when the in-state travel is confined to the Sarasota and/or Manatee County area.

B. Meal Expenses During International Travel

- 1. Meal expenses for international travel will be reimbursed up to the ~~maximum of the~~U.S. State Department Meal and Incidental Expenses rates in effect for the destination city on the date travel is initiated. Receipts substantiating actual meal expenses must be provided in order to be reimbursed.
- 2. Those rates may be found on <http://aoprals.state.gov/web920/perdiem.asp>.
- 3. Meal reimbursement on the first and last calendar day of travel will be at 75 percent of the U.S. State Department allowance.

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4. Meals included in a convention, conference or seminar/training registration fee paid by the Authority must be deducted from the U.S. State Department meal allowance as indicated in the chart found on [http://aoprals.state.gov/content.asp?content\\_id=114&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=114&menu_id=78). When a meal is included in a registration fee, the meal allowance must be deducted even if the traveler decides for personal reasons not to eat the meal. A copy of the conference/seminar agenda shall be attached to the travel expense report to confirm that the meal reimbursement allowance has been adjusted properly.

C. Miscellaneous Expenses

1. Receipts for the following shall be provided to the Authority Finance department with the traveler's reimbursement request:
  - a. Dry-cleaning, laundry and pressing expenses when official travel extends beyond seven calendar days and such expenses are necessarily incurred to complete the official business portion of the trip. For trips less than 7 days, dry-cleaning expenses for suits and other dry-clean only articles of clothing worn while conducting official business on behalf of the Authority.
  - b. Passport and visa fees required for official travel.
  - ~~c. Actual and necessary fees charged to purchase traveler's checks for official travel expenses.~~
  - ~~d.c.~~ Fee charged to exchange currency necessary to pay official travel expenses.
  - ~~e. Cost of maps necessary for conducting official business.~~
2. Receipts Not Required:
  - a. The following incidental expenses do not require a receipt:
    - i. Gratuities; provided that payment of a meal gratuity does not cause the price of the meal to exceed the amounts set forth in paragraph IV.B.3. above.
    - ii. A statement that photocopy charges were business related.
    - iii. Hotel safe charges; reimbursable only if the charges are mandated by the hotel.

D. Conference and Convention Registration Fees

The traveler will be reimbursed for all registration fees at meetings and conferences as well as fees for attending events that are not included in the basic registration fee that directly enhance the public purpose of the Authority's participation at the meeting or conference.

V. Business Development Expenses

- A. Business development meal, beverage (including alcoholic) and other expenses may be incurred locally or while traveling. Business development activities require meeting with non-Authority personnel. Employees may be reimbursed for actual, reasonable, and appropriately documented expenses related to the business development activity.
- B. To qualify as business development, such an employee must (a) reasonably expect, and have as the primary motivation for the expenditure, that the Authority will derive revenue or another business benefit as a result of the business development activity; (b) incur the expense in a setting where the party being entertained would reasonably understand that the expenditure was for an Authority business objective; and (c) use the expenditure for the person from whom the Authority expects the business benefit, as well as for the employee and other Authority staff in attendance.
- C. Alcoholic beverage expenses may be incurred at business development events related to meetings including non-Authority personnel from organizations from which the Authority is reasonably expected to derive revenue or another business benefit.

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- D. Partnering with local Destination Marketing Organizations, Chambers of Commerce, and Economic Development Corporations for special events, travel shows, and to host airline and business executives in an effort to increase air service or business development at the airport is considered an acceptable expense.
- E. The CEO and EVPs may authorize lodging and meal expenses for influential airline and other business personnel when hosting them for business meetings, at events, or for familiarization of the airport and local area.
- F. All receipts for business development expenses shall clearly indicate the name, title, and company of the person or persons attending along with the date, location, and reason for the activity, event, or meeting.

**VI. Working Meals**

- A. Expenditures for meals during business meetings between Authority employees or between Authority employees and individuals from outside organizations are allowable only (a) when there is a valid business need to have the meeting during a meal time (i.e., schedules will not accommodate the meeting at other times); (b) during periods of extended overtime (i.e. irregular operations, working on a budget or another major project); or (c) periodic department meetings (not more than quarterly), full or half-day Authority-wide meetings, or Authority strategic planning sessions.
- B. Notwithstanding subparagraph B above, Executive staff, VPs, Directors, and Managers may occasionally purchase meals for employees provided the meals are reasonable and for the purpose of conducting Authority business and/or employee recognition.
- C. Alcoholic beverages expenditures shall not be reimbursed or charged to the Authority under this section.
- D. Reasonable expenditures for meals with Board members are reimbursable provided there is a valid business need to have the meeting during a mealtime.
- E. Working meals will be reimbursed upon presentation of appropriate documentation including a list of attendees.

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**VII. Emergency / Disaster Travel, and Meal Allowance**

A. Definition

"Emergency notice" means notification of less than 24 hours prior to scheduled departure under circumstances in which there is an immediate danger or a threat of immediate danger to the public health, safety or welfare or of other substantial loss to the Airport requiring emergency travel by an Airport employee.

B. Travel Time

Such travel may include continuous travel of 24 hours or more away from the Airport, or continuous travel of less than 24 hours that involves an overnight absence from the Airport.

C. Meals and Incidental Expense Allowance

1. The President/CEO may authorize the purchase of meals, food, and beverages for any Authority staff after declaration of an emergency/disaster. The following guidelines should be followed for such purchase:
  - i. The food service should not exceed the daily subsistence amount and the service should be carefully controlled.
  - ii. Each department manager shall be allowed to determine when food should be made available to workers.



**SARASOTA MANATEE AIRPORT AUTHORITY  
OFFICIAL TRAVEL POLICY**

- iii. In order to ensure the workers' health, all catered food should be from a licensed establishment meeting health inspection standards.
- 2. In such emergency situations, the President/CEO may authorize an increase in the amount paid for a specific meal, provided that the total daily cost of meals does not exceed the total amount authorized for meals each day.

**VIII. Direct Payment and SMAA Purchasing Card**

- A. Direct Payment Criteria
  - 1. Direct payment of travel expenses may be made in situations that result in cost savings to the Authority.
  - 2. A statement detailing the cost savings shall be included with the payment information.
  - 3. Avoidance of sales tax shall not be considered a cost saving to the Authority.
  - 4. Examples of criteria for cost savings include discount for earlier payment, documented savings in processing costs, or free use of a hotel meeting room if the traveler has a need for such room.
- B. SMAA Purchasing Card
  - 1. Traveler transportation (airline tickets and car rentals), lodging (hotel or motel), meals, and registration paid by the use of the SMAA Purchasing Card shall be authorized direct payment to vendors pursuant to Section 112.061 (13), Florida Statutes.
  - 2. Such payments shall be deemed to be adequately documented when recorded on the SMAA Travel Report and Purchasing Card Log.

**IX. Travel Advances/Travel Reports/Reimbursement**

- A. Requests for Travel Advance
  - 1. Each traveler may submit a Request for Travel Advance to cover the anticipated cost of travel.
  - 2. A travel advance may not exceed 80 percent of the estimated total travel expense payable to the traveler.
  - 3. A travel advance may not be requested earlier than 15 workdays before the travel period begins unless the traveler can provide justification for an earlier request. International travel is justification for such an earlier request.
  - 4. Each traveler may have no more than one travel advance outstanding at a time unless the traveler can provide justification for the need for more than one outstanding advance. International travel is justification for having more than one request outstanding.
  - 5. Authority Commissioners may not request a Travel Advance.
  - 6. A [Request for Travel Advance](#) form may be found in Excel format under the directory, [I:\FORMS\Finance Forms\Travel advance request.xlsx](#) or click FORMS on the SMAA Intranet.
- B. Travel Reports
  - 1. Out of State Travel – The [Travel Recap/Expense Detail](#) form (Exhibit 1) shall be completed and signed by all travelers to verify that expenses, for which the traveler is seeking reimbursement, or for which the Authority has made direct payments to vendors, were actually incurred by the traveler, approved by his/her immediate supervisor (only in the case of employee travel), and submitted to the Finance Department.
    - a. Travel Reports must be filed by the earlier of (a) the 60th day after the last day of the trip; or (b) the commencement of subsequent authorized travel.
  - 2. In State Travel – The [Travel Reimbursement Request](#) shall be completed and signed by all travelers to verify that expenses, for which the traveler is seeking reimbursement, were actually incurred by the traveler.

**SARASOTA MANATEE AIRPORT AUTHORITY  
OFFICIAL TRAVEL POLICY**

- a. Each traveler shall submit an approved Travel Reimbursement Request to the Finance Department on or before the last day of the following month in order to be reimbursed for such expenses and mileage incurred in the preceding calendar month (i.e., a Report must be filed by October 31 for mileage incurred in September).
- 3. Both forms may be found in Excel format in the directory, [I:\FORMS\Finance Forms](#) or click FORMS on the SMAA Intranet.
- C. Travel Reimbursement and Travel Advance Settlement
  - 1. Travel report(s) must be completed by the traveler when the travel period has ended.
  - 2. Any travel advance shall be reconciled to the travel expenses, to be reimbursed to the traveler.
    - a. If the travel advance exceeds the actual amount payable, the traveler shall reimburse the Authority upon submittal of the travel report.
    - b. If the amount payable to the traveler exceeds the travel advance, the traveler shall receive the net amount owed.
    - c. Commissioners shall receive such payment by check.
    - d. Employees shall receive such payment in the form of an addition to their next payroll check.
  - 3. If a traveler fails to timely sign and file a Report and the traveler is claiming reimbursement for expenses, such reimbursement shall not be authorized unless approved by the President/CEO.
  - 4. If the Authority has made direct payments to vendors, the traveler shall not be authorized further travel at Authority expense until such delinquent travel report is signed, approved, and filed by the traveler.

**VIII.**

**Travel Insurance**

The Authority provides group travel and accident insurance for all travelers for \$300,000 per incident per traveler.

## **AGENDA ITEM NO. 6.8**

**SARASOTA MANATEE AIRPORT AUTHORITY  
JANUARY 29, 2024, REGULAR MEETING  
STAFF NARRATIVE**

**APPROVAL: TO MANATEE COUNTY FOR PERMANENT UTILITIES  
EASEMENT(S) FOR SERVICE TO TEAM SUCCESS FACILITIES**

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**EXECUTIVE SUMMARY:** On July 17, 2020, Team Success A School of Excellence, Inc. entered into a ground lease with the SMAA for the lease of 15.56 acres at 8237 15<sup>th</sup> St. E. Team Success is currently constructing a charter school on the site. To enable Manatee County to provide utility service to the school, it requires two permanent utilities easements to accommodate a large water meter. Staff requests approval of the easements.

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**NARRATIVE:** The Team Success ground lease requires the school to make all provisions necessary for connection to utilities; and all such utilities are to be segregated by a separately metered account. The school received final site plan approval from Manatee County on May 21, 2021, which authorized construction of 73,835 sf of facilities. Those facilities are now substantially completed. The certificate of occupancy cannot be issued until easements depicted on the approved site plan have been furnished to the County. One of those easement areas is a 300 sf rectangle; and the second one is an adjacent 500 sf rectangle. The easement areas, in combination, are to accommodate a large water meter located along the southern boundary of the leasehold premises, just east of Lindbergh Way. Attached is a copy of the Permanent Utilities Easement to which the legal description of both rectangular areas have been attached as Composite Exhibit A.

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**RECOMMENDATION:** It is hereby recommended that the Sarasota Manatee Airport Authority approve the attached Permanent Utilities Easement and authorize the Chairman to execute it.

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**ATTACHMENT:** Permanent Utilities Easement

**THIS INSTRUMENT PREPARED BY:**

Maria Ramirez, Real Property Coordinator  
On behalf of Charles Meador, Property Acquisition Division  
Manatee County Property Management Department  
1112 Manatee Avenue West, Suite 800  
Bradenton, Florida 34205

PROJECT NAME: Team Success A School of Excellence  
PID NO: 2023000009

SPACE ABOVE THIS LINE FOR RECORDING DATA

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**PERMANENT UTILITIES EASEMENT**

***THIS INDENTURE*** made between **SARASOTA – MANATEE AIRPORT AUTHORITY**, a body politic and corporate existing under the laws of the State of Florida (**Grantor**), whose mailing address is 6000 Airport Circle, Sarasota, Florida 34243, and **MANATEE COUNTY**, a political subdivision of the State of Florida, whose mailing address is Post Office Box 1000, Bradenton, Florida 34206, as "**Grantee**,"

**WITNESSETH:**

***THAT*** said Grantor, for and in consideration of the sum of \$1.00 and other valuable consideration in hand paid, the receipt whereof is hereby acknowledged, has granted, bargained, sold, and transferred, and by these presents does grant, bargain, sell, and transfer unto Grantee, a ***nonexclusive, permanent easement for ingress, egress, construction, and maintenance of surface and/or underground utility facilities*** over, under, and across the property situated in Manatee County, State of Florida, more particularly described in **Composite Exhibit "A"** attached hereto and incorporated herein by this reference.

***THAT*** said Grantor reserves unto itself, its heirs, successors or assigns, the right to the continued free use and enjoyment of the property herein described, for any purposes which are not inconsistent with the rights granted herein unto the Grantee.

***IN WITNESS WHEREOF***, the Grantor has hereunto set its hand and seal, the day and year written below.

**SIGNATURE PAGE AND ACKNOWLEDGEMENT FOLLOW ON NEXT PAGE.**

Signed, sealed and delivered in the presence of two witnesses as required by law.

**GRANTOR:**  
**SARASOTA – MANATEE AIRPORT AUTHORITY**, a Florida body politic and corporate

\_\_\_\_\_  
First Witness Signature

By: \_\_\_\_\_  
Robert Spencer

\_\_\_\_\_  
First Witness Printed Name

As: \_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Mailing Address of First Witness

Date: \_\_\_\_\_

\_\_\_\_\_  
Second Witness Signature

\_\_\_\_\_  
Second Witness Printed Name

\_\_\_\_\_  
Mailing Address of Second Witness

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Before me, a Notary Public, the foregoing instrument was acknowledged by means of

- physical presence or
- online notarization

this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by Robert Spencer, as Chairman of the Board of SARASOTA – MANATEE AIRPORT AUTHORITY, a Florida body politic and corporate, on behalf of the corporation, who

- is personally known to me or
- has produced \_\_\_\_\_ as

identification.

[CHECK APPLICABLE BOXES TO SATISFY IDENTIFICATION REQUIREMENT OF SECTION 117.05, FLORIDA STATUTES]

\_\_\_\_\_  
Signature of Notary Public

(Legibly print, type, or stamp commissioned name of Notary Public and affix official notary seal below.)

My Commission Expires: \_\_\_\_\_

*PUBLIC UTILITY, ACCESS, & MAINTENANCE EASEMENT*  
 Section 31, Township 35 South, Range 18 East  
 8237 15th St E, Sarasota, Florida

DESCRIPTION: (Created By Levine Surveying and Mapping, LLC)

A ten foot wide Public Utility, Access, & Maintenance Easement, Lying in Section 31, Township 35 South, Range 18 East, Manatee County, Florida, described as follows:

COMMENCE at the West Quarter Corner of said Section 31, per Certified Corner Record # 109868, said Corner being monumented with a Lag Bolt; thence S.00°32'50"W., along the West line of the Southwest Quarter of said Section 31, a distance of 1,320.74 feet; thence S.89°24'50"E., along the South line of the South half of the Northwest Quarter of the Southwest Quarter of said Section, a distance of 686.94 feet, passing through a 5/8" capped iron rod, LB 6982 at a distance of 451.99 feet, to the POINT OF BEGINNING; thence S.89°24'50"E., continuing along said South line, a distance of 50.00 feet; thence S.00°35'10"W., a distance 10.00 feet; thence N.89°24'50"W., a distance of 50.00 feet; thence N.00°35'10"E., a distance of 10.00 feet, to the POINT OF BEGINNING.

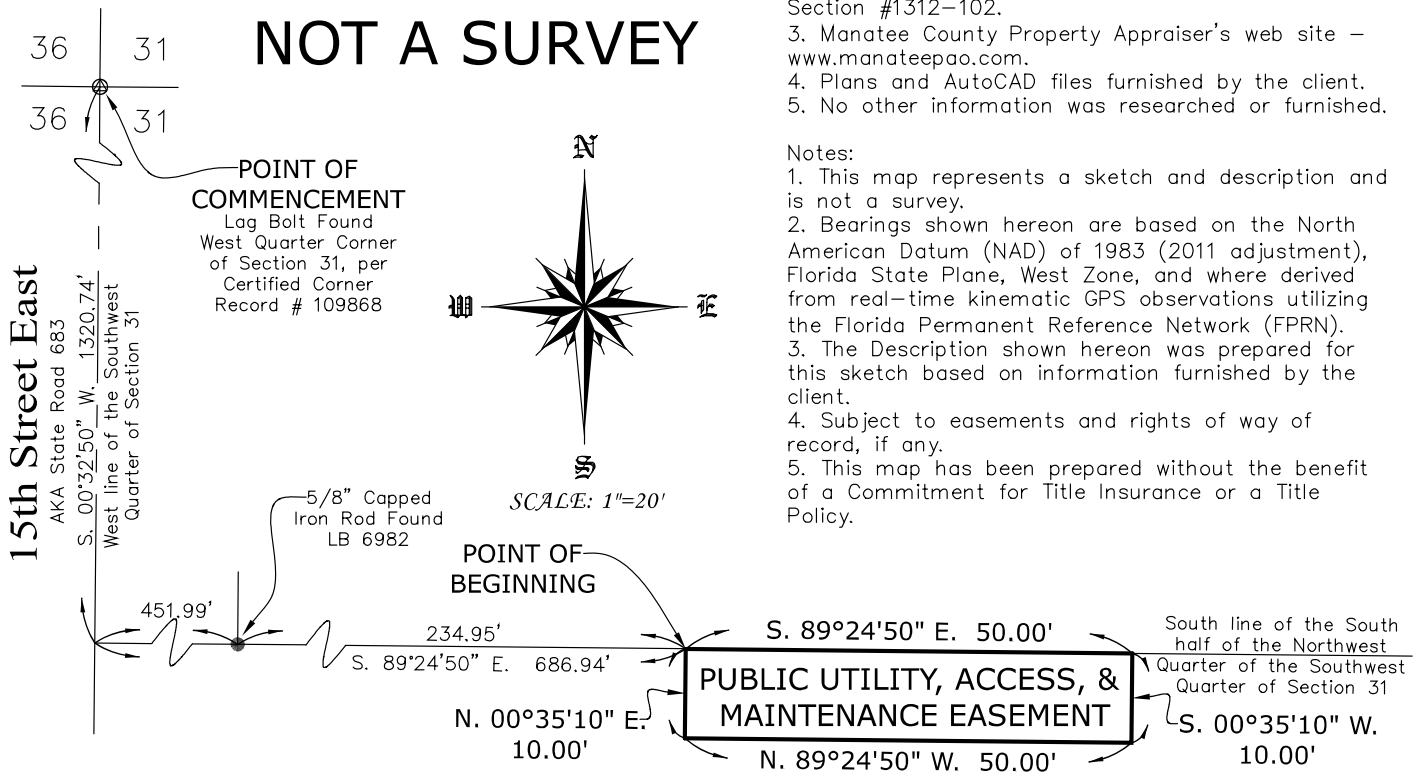
Easement Contains 500 Square Feet More or Less

Data Sources:

1. An ALTA/NSPS Land Title Survey by ZNS Engineering, Dated 11-20-2019.
2. State of Florida State Road Department Map Section #1312-102.
3. Manatee County Property Appraiser's web site - www.manateepao.com.
4. Plans and AutoCAD files furnished by the client.
5. No other information was researched or furnished.

Notes:

1. This map represents a sketch and description and is not a survey.
2. Bearings shown hereon are based on the North American Datum (NAD) of 1983 (2011 adjustment), Florida State Plane, West Zone, and where derived from real-time kinematic GPS observations utilizing the Florida Permanent Reference Network (FPRN).
3. The Description shown hereon was prepared for this sketch based on information furnished by the client.
4. Subject to easements and rights of way of record, if any.
5. This map has been prepared without the benefit of a Commitment for Title Insurance or a Title Policy.



LEVINE SURVEYING & MAPPING INC.  
 871 DARWIN ROAD  
 VENICE, FLORIDA 34293  
 PHONE NO.: (941) 315-0900



Aaron V Levine  
 2023.07.18  
 15:26:26 -04'00'

JOB NUMBER: 20092950  
 DATE OF SKETCH: 07/18/2023  
 DRAWN BY: AVL

AARON V. LEVINE,  
 REGISTERED SURVEYOR & MAPPER, FLA. CERT. NO. LS 7011  
 NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED OR ELECTRONIC SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

# PUBLIC UTILITY, ACCESS, & MAINTENANCE EASEMENT

## Section 31, Township 35 South, Range 18 East 8237 15th St E, Sarasota, Florida

DESCRIPTION: (Created By Levine Surveying and Mapping, LLC)

A fifteen foot wide Public Utility, Access, & Maintenance Easement, Lying in Section 31, Township 35 South, Range 18 East, Manatee County, Florida, described as follows:

COMMENCE at the West Quarter Corner of said Section 31, per Certified Corner Record # 109868, said Corner being monumented with a Lag Bolt; thence S.00°32'50"W., along the West line of the Southwest Quarter of said Section 31, a distance of 1,320.74 feet; thence S.89°24'50"E., along the South line of the South half of the Northwest Quarter of the Southwest Quarter of said Section, a distance of 721.94 feet, passing through a 5/8" capped iron rod, LB 6982 at a distance of 451.99 feet, to the POINT OF BEGINNING; thence S.89°24'50"E., continuing along said South line, a distance of 15.00 feet; thence N.00°35'10"E., a distance 20.00 feet; thence N.89°24'50"W., a distance of 15.00 feet; thence S.00°35'10"W., a distance of 20.00 feet, to the POINT OF BEGINNING.

Easement Contains 300 Square Feet More or Less

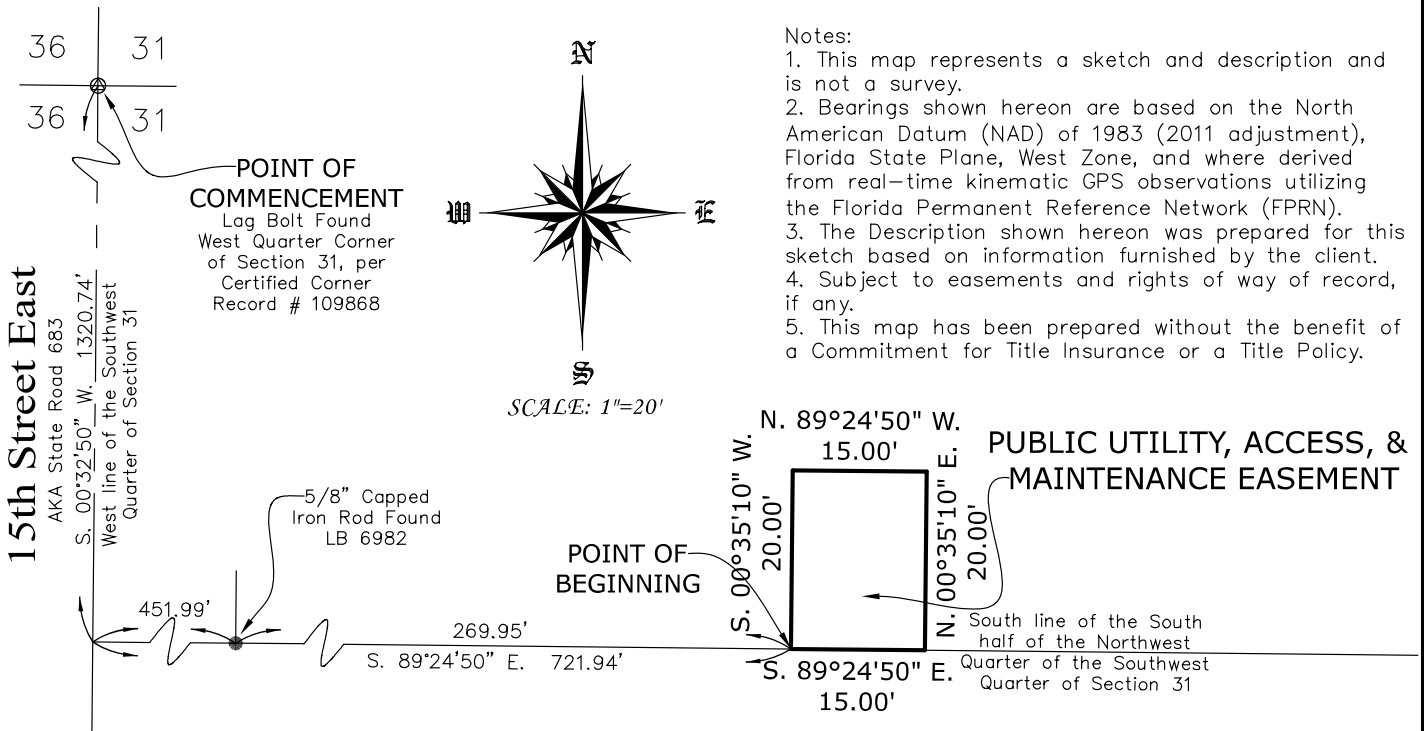
Data Sources:

1. An ALTA/NSPS Land Title Survey by ZNS Engineering, Dated 11-20-2019.
2. State of Florida State Road Department Map Section #1312-102.
3. Manatee County Property Appraiser's web site - www.manateepao.com.
4. Plans and AutoCAD files furnished by the client.
5. No other information was researched or furnished.

# NOT A SURVEY

Notes:

1. This map represents a sketch and description and is not a survey.
2. Bearings shown hereon are based on the North American Datum (NAD) of 1983 (2011 adjustment), Florida State Plane, West Zone, and where derived from real-time kinematic GPS observations utilizing the Florida Permanent Reference Network (FPRN).
3. The Description shown hereon was prepared for this sketch based on information furnished by the client.
4. Subject to easements and rights of way of record, if any.
5. This map has been prepared without the benefit of a Commitment for Title Insurance or a Title Policy.



LEVINE SURVEYING & MAPPING INC.  
 871 DARWIN ROAD  
 VENICE, FLORIDA 34293  
 PHONE NO.: (941) 315-0900



**Aaron V Levine**  
 2023.07.18  
 15:25:44 -04'00'

JOB NUMBER: 20092950  
 DATE OF SKETCH: 07/18/2023  
 DRAWN BY: AVL

AARON V. LEVINE,  
 REGISTERED SURVEYOR & MAPPER, FLA. CERT. NO. LS 7011  
 NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED OR  
 ELECTRONIC SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

## AGENDA ITEM NO. 6.9

**SARASOTA MANATEE AIRPORT AUTHORITY  
January 29, 2024 REGULAR MEETING  
STAFF NARRATIVE**

**RATIFICATION: SARASOTA MANATEE AIRPORT AUTHORITY RETIREMENT PLAN GOVERNANCE  
REPORT FOR THE FLORIDA DEPARTMENT OF MANAGEMENT SERVICES**

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**EXECUTIVE SUMMARY: Staff requests ratification of the report for the State of Florida Department of Management Services, as required under a new State law.**

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**NARRATIVE:** The Airport Authority provides a Defined Benefit (DB) Retirement Plan for employees hired before October 1, 2007. The Plan is governed by the Authority and administered by the Principal Financial Group.

The State of Florida recently adopted new requirements for governmental defined benefit plans. In accordance with section 112.662(4), Florida Statutes, each defined benefit plan must submit (to Florida Department of Management Services (DMS)) a comprehensive report on governance policies concerning vote decisions and adherence to fiduciary standards, including the exercise of shareholder rights. The purpose of the report is to confirm that the Authority uses only pecuniary (i.e., economic) factors when deciding to invest plan assets and make proxy votes.

The attached report has been prepared by Carlton Fields, the Authority's outside retirement plan attorney, and reviewed by the staff.

Staff recommends ratification of the attached 2023 Governance Report for Florida Department of Management Services (DMS).

This filing does not impact plan's funding requirements or on any retirees who are currently collecting a pension because it explains how the retirement plan has been operating.

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**RECOMMENDATION: It is hereby recommended that the Sarasota Manatee Airport Authority ratifies the attached report for Florida Department of Management Services (DMS).**

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Attachments: 2023 Governance Report on the Sarasota Manatee Airport Authority Retirement Plan.





**SARASOTA MANATEE AIRPORT AUTHORITY**

6000 Airport Circle  
Sarasota, Florida 34243-2105  
Telephone (941) 359-2770

[flysrq.com](http://flysrq.com)

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To: Florida Department of Management Services (DMS)  
From: Sarasota Manatee Airport Authority  
Division of Retirement  
Bureau of Local Retirement Systems  
Date: January 8, 2024  
Re: 2023 Governance Report

Sarasota Manatee Airport Authority (the “Authority”) submits this report with respect to the Sarasota Manatee Airport Authority Retirement Plan (“Plan”), in conformance with Florida Statutes Chapter 112.662(4). Via letter posted to the DMS website, dated September 15, 2023, DMS explained that this statute requires a “report on governance policies concerning vote decisions and adherence to fiduciary standards, including the exercise of shareholder rights” in order to confirm that the Authority “...use[s] only pecuniary factors when deciding to invest plan assets.”

Plan investment decisions are based on pecuniary factors only. The Plan invests in funds that were specifically selected to provide a diversified portfolio that balances potential earnings, potential risk of loss, and expenses.

The Plan retained Principal Financial Advisers, Inc. (“Advisers”) to determine the appropriate Plan investments. Advisers monitors the performance of the funds and reports to the Authority on a regular basis. It is authorized and required to rebalance or replace funds, as appropriate, based on pecuniary factors. Advisers selected a wide variety of investments offered through Principal Financial Services, Inc. (“Services”). Services reviews and monitors the work and performance of the investment managers of the funds used. It is authorized and required to replace fund managers, as appropriate, based on pecuniary factors.

Funds and fund managers are analyzed based on various criteria such as past performance and fund expenses. The assessment of performance focuses on a fund’s performance compared to passive indexes and similar funds. Funds and fund managers are placed on a “watch list” for potential removal if performance is poor and will be removed if poor performance does not improve within an appropriate time. From the materials in the Authority’s possession and its experience in working with Advisers, both Advisers and Services focus on pecuniary factors when determining the propriety of the funds and fund managers.

Proxy votes are cast by the fund managers without input from the Plan, the Authority or the Principal organizations referenced above. Proxy votes are expected to be made by the fund managers in favor of proposals that it believes will maximize investor value. The Authority understands that this means “pecuniary value.”

## **AGENDA ITEM NO. 6.10**

**SARASOTA MANATEE AIRPORT AUTHORITY  
JANUARY 29, 2024, REGULAR MEETING  
STAFF NARRATIVE**

**REQUEST FOR APPROVAL  
SECOND AMENDMENT TO FIXED BASE OPERATOR  
DEVELOPMENT AND OPERATING LEASE AGREEMENT  
WITH SHELTAIR AVIATION SRQ, L.L.C.**

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**EXECUTIVE SUMMARY: Requesting Approval of a Second Amendment to the Fixed Base Operator, Development and Operating Lease Agreement with Sheltair Aviation SRQ, L.L.C.**

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**NARRATIVE:** On April 25, 2021, following an invitation for competitive proposals, the Sarasota Manatee Airport Authority ("Authority") approved a Fixed Base Operator, Development and Operating Lease Agreement ("Agreement") with Sheltair Aviation SRQ, LLC ("Sheltair"), for approximately 24 acres of land located in the North Quadrant of the Airport ("Premises"). The required improvements, include a 10,400 SF executive terminal, 45,490 SF of aircraft hangar, 9,358 SF of office, 522,720 SF of aircraft apron, 40,000 gal. Jet-A fuel storage, and 20,000 gal. 100LL fuel storage.

On November 22, 2022, the Authority approved a First Amendment to the Agreement that memorializes the final description of the premises, based on a recent survey, and adjusted the corresponding initial rental rate accordingly.

The proposed Second Amendment to the Agreement includes i) a requirement for the construction of additional aircraft apron to serve the adjoining FIS Facility ("FIS Apron"); ii) establishes an easement and tenant right of way for access to, from, and across the FIS Apron; iii) increases the minimum capital investment to include the FIS Apron; iv) extends the period of abated rent for the expansion parcel, from two (2) years up to three and one half (3½) years, in consideration of the requirement to construct the FIS Apron; v) redefines the commencement date of the Agreement to occur not later than December 31, 2025; and iv) adjusts the initial rental rate accordingly.

Based on the terms, covenants, and conditions of the proposed amendment to the Agreement, the President and CEO recommends approval of the Second Amendment to the Fixed Base Operator, Development and Operating Lease Agreement with Sheltair Aviation SRQ, L.L.C., as presented.

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**RECOMMENDATION: It is hereby recommended that the Sarasota Manatee Airport Authority Board approve the Second Amendment to the Fixed Base Operator, Development and Operating Lease Agreement with Sheltair Aviation SRQ, L.L.C.**

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**ATTACHMENTS:** Second Amendment to the Fixed Base Operator, Development and Operating Lease Agreement with Sheltair Aviation SRQ, L.L.C, with exhibits.

**SECOND AMENDMENT  
TO  
FIXED BASE OPERATOR DEVELOPMENT AND OPERATING LEASE AGREEMENT  
BETWEEN  
SARASOTA MANATEE AIRPORT AUTHORITY  
AND  
SHELTAIR AVIATION SRQ, LLC**

This Second Amendment to the Fixed Base Operator Development and Operating Lease Agreement (this "Amendment"), made and entered into this 29<sup>th</sup> day of January, 2023 ("Effective Date" of this Amendment), by and between the Sarasota Manatee Airport Authority, an Independent Special District, organized and existing under the laws of the State of Florida ("Authority"), and Shelair Aviation SRQ, L.L.C., a limited liability company organized and existing under the laws of the State of Florida, ("Tenant"), collectively hereinafter referred to as the "Parties", which Parties agree as follows:

**WITNESSETH:**

**WHEREAS**, Authority owns and operates the Sarasota Bradenton International Airport (the "Airport"), located in Sarasota County and Manatee County, Florida; and

**WHEREAS**, Authority entered into a Fixed Base Operator Development and Operating Lease Agreement with the Tenant, dated April 25, 2022 ("Lease"), which Lease was amended by that First Amendment to Fixed Base Operator Development and Operating Lease Agreement, dated November 22, 2022 ("First Amendment"); and

**WHEREAS**, Tenant wishes to increase the Premises of the Lease by approximately 1.4 acres of contiguous undeveloped land to construct an additional aircraft hangar ("Expansion Parcel"); and

**WHEREAS**, Authority wishes to design and construct a Flight Inspection Service Facility ("FIS Facility") providing Flight Inspection Services ("FIS Service"), on undeveloped land adjacent to the Premises of the Lease, and a paved vehicle access road benefiting the FIS Facility and the Expansion Parcel ("FIS Access Road"), collectively hereinafter referred to as the "Authority Improvements"; and

**WHEREAS**, Tenant wishes to design and construction aircraft apron to serve the FIS Facility ("FIS Apron"), and paved vehicle parking to serve the FIS Facility ("FIS Parking Lot"), collectively hereinafter referred to as the "Additional Required Improvements"; and

**WHEREAS**, upon completion of construction of the Additional Required Improvements, the Tenant desires to convey ownership of the Additional Required Improvements to the Authority to control, operate and maintain, and the Authority agrees to accept ownership of the Additional Required Improvements to control, operate and maintain; and

**WHEREAS**, concurrent with conveyance of ownership of the Additional Required Improvements to the Authority, the Authority agrees to decrease the Tenant's Premises and Land Rent attributable to the Additional Required Improvements; and

**WHEREAS**, in lieu any monetary reparation for conveyance of ownership of the Additional Required Improvements, the Tenant desires to obtain from the Authority the non-exclusive right to use

the Additional Required Improvements, and the Authority agrees to grant Tenant the non-exclusive right to use the Additional Required Improvements.

**NOW THEREFORE**, for and in consideration of the foregoing and of the mutual covenants hereinafter contained, and other good and valuable considerations, the Parties hereto agree to amend this Lease as provided herein below.

**Article 3.01 Initial Term.** Article 3.01, Initial Term, is hereby deleted in its entirety and replaced with the following Article:

3.01 Initial Term. The initial term of this Lease shall commence on the first of the following to occur ("Commencement Date"), which Commencement Date shall be memorialized by Authority in writing to the Tenant: (a) the date of substantial completion of the Terminal Building as evidenced by Tenant's receipt of a certificate of occupancy for said building; (b) the date Tenant commences using the Premises (or any part thereof) for the conduct of its business (other than construction); or c) December 31, 2025, and shall terminate thirty (30) years following the Commencement Date ("Initial Term"), unless sooner terminated pursuant to the terms of this Lease. As used herein, "Lease Year" shall have the following meaning: the "First Lease Year" shall be the period beginning on the Commencement Date and ending on the last day of the previous calendar month one year later, and "Successive Lease Years" shall be the annual periods immediately succeeding the end of the First Lease Year.

**Article 4 – Premises and Privileges.** Article 4, Premises and Privileges, is hereby amended to incorporate the following Articles:

4.09 FIS Easement. The Tenant shall grant the Authority, throughout the Term of this Lease, a non-exclusive easement over, on, under, upon, and across portions of the Premises between Taxiway K and the FIS Apron to provide aircraft access to and from the FIS Apron, as depicted on Exhibit A-1 Revised, dated January 29, 2023 ("FIS Easement"). The FIS Easement shall be sufficient to accommodate all Group III aircraft. No aircraft or vehicles shall be allowed to park, stage, or otherwise occupy or obstruct in any way the FIS Easement when required by aircraft to access the FIS Apron for FIS Services. All aircraft requiring access to the FIS Apron for FIS Services shall be granted immediate right of access to use the FIS Easement. No dedication, easement, right of way, or other right of access, or right of use, to or from any other portion of the Premises is conveyed by this Easement.

4.10 Tenant Right of Way. As preparation for the conveyance of the Additional Required Improvements to the Authority, the Authority shall grant the Tenant, throughout the Term of this Lease, a non-exclusive right of way over, on, under, upon, and across the FIS Apron and FIS Access Road, for the use by vehicles and aircraft engaged in Tenant's approved Aeronautical Activities ("Tenant Right of Way"). The Tenant acknowledges and agrees that the Tenant Right of Way shall serve as sole reparation for conveyance of ownership of the Additional Required Improvements to the Authority. No vehicles or aircraft will be allowed to park, stage, or otherwise occupy or obstruct in any way the Tenant Right of Way, unless required by vehicles or aircraft to access the FIS Facility for FIA Services. All aircraft requiring access to the FIS Facility for FIS Services shall be granted immediate right of access to use the Tenant Right of Way. No dedication, easement, right of way, or other right of access, or right of use, to or from any other portion of the Premises is conveyed by this Right of Way.

**Article 5.01 (A) Initial Rent Rate.** Article 5.01(A), Initial Rental Rate, is hereby deleted in its entirety and replaced with the following Article:

5.01 Initial Rental Rate. Upon the Effective Date of this Lease, the Premises shall include approximately Twenty-Four and Thirty-Three Hundredths (24.33) acres of undeveloped Land ("Original Premises") and approximately one and four tenths (1.4) acres of undeveloped Land for Tenant's exclusive use as a Fixed Base Operator, as depicted on Exhibit A-1 Revised, dated January 29, 2023, plus the equivalent of approximately Three and Eighty-Six Hundredths (3.86) acres of developed Land for the nonexclusive use of the Authority's existing offsite stormwater management facilities, as depicted on Exhibit A-2 ("Non-Exclusive Off-Site Stormwater Facilities).

Beginning on the Commencement Date, Tenant shall pay Authority an initial annual rental rate of \$0.45 per square foot per annum ("Rental Rate") for the Original Premises plus the proportionate share of Non-Exclusive Off-Site Stormwater Facilities, subject to adjustment as set forth in Article 5.06 and 5.07 herein.

Rent for the Expansion Parcel shall commence on the first to occur of (a) Tenant's receipt of a permit to construct an aircraft hangar within the Expansion Parcel, or (b) two (2) years following the date of substantial completion of the Terminal Building as evidenced by Tenant's receipt of a certificate of occupancy for said building. In consideration of the Additional Tenant Construction Requirements, upon Tenant's receipt of a permit, rent (at the then rental rate adjusted in accordance with Articles 5.06 and 5.07) shall continue to be abated until the first to occur of: (i) eighteen (18) months or (ii) issuance of a certificate of occupancy. Thereafter, Tenant shall pay Authority the Rental Rate effective on the Adjustment Date ("Adjusted Rental Rate") for the Original Premises and the Expansion Parcel, plus the Non-Exclusive Off-Site Stormwater Facilities for said Premises and Parcel, subject to adjustment as set forth in Article 5.06 and 5.07 herein. -

**Article 5.01 (B) Monthly Installments.** Article 5.01, Monthly Installments, third paragraph, First Sentence, is hereby deleted in its entirety and replaced with the sentence:

Thereafter, prior to the Commencement Date, Tenant shall cause a survey of the Premises, and Improvements to be prepared and submitted to Authority, which survey shall separately include the Original Premises, Expansion Parcel, Required Improvements, Additional Required Improvements, the Land attributable to the Additional Required Improvements, as depicted on Exhibit A-1 Revised, dated January 29, 2023. The survey shall be subject to approval by Authority, and if approved by Authority, shall be incorporated as Exhibit A-3 to this Lease, and Exhibit A-2 to the Memorandum of Lease, without the need for a formal amendment of this Lease.

**Article 8(A) – Tenant Construction Requirements.** Article 8(A), Tenant Construction Requirements, is hereby amended to incorporate the following Articles:

Additional Tenant Construction Requirements. The Tenant shall, at its sole cost and expense, design and construct the Additional Required Improvements, as generally depicted on Exhibit A-1 Revised, dated January 29, 2023. The final location, design, and construction of the Additional Required Improvements shall be subject to prior written approval of the Authority consistent with the terms, covenants, and conditions of this Lease and all applicable rules and regulations.

Upon completion of construction of the Additional Required Improvements, Tenant shall provide the Authority a complete set of "as built" drawing of the Additional Required Improvements. Upon receipt of said drawings, the Tenant shall convey fee simple title of the Additional Required Improvements to the Authority to control, operate and maintain, and the Authority shall decrease the Tenant's Premises and the Land Rent by the amount of Land attributable to the Additional Required Improvements.

Authority Improvements. The Authority shall design and construct at its sole cost and expense the Authority Improvements, as generally depicted on Exhibit A-1 Revised, dated January 29, 2023. The Authority shall provide the Tenant with an opportunity to review and comment on the final location and design of the Authority Improvements prior to completion of the design of the Authority Improvements. The final location, design, and construction of the Authority Improvements shall be determined solely by the Authority.

**Article 8.02 (B) Tenant Construction Requirements.** Article 8.02(B), Tenant Construction Requirements, is hereby deleted in its entirety and replaced with the following Article:

8.02(B) Construction of the Required Improvements and Additional Required Improvements shall be completed no later than December 31, 2025, subject to automatic extensions as set forth under 29.01 below of a Force Majeure Event, unless otherwise approved in writing by Authority, which approval shall not be unreasonably withheld, conditioned, or delayed for reasons beyond the reasonable control of Tenant. All aircraft apron to be constructed on the Premises, including the apron to be constructed as a part of the Required Improvements and Additional Required Improvements, shall be designed in accordance with FAA Advisory Circular 150/5320-6 Airport Pavement Design and Evaluation, as now or hereafter amended.

**Article 8.02 (C) - Minimum Capital Expenditure.** Article 8.02(C), Minimum Capital Expenditure is hereby deleted in its entirety and replaced with the Article:

8.02(C) Minimum Capital Expenditure. Tenant shall expend not less than Forty Million Dollars (\$40,000,000) on the combined construction of the Required Improvements and Additional Required Improvements ("Minimum Capital Expenditure").

Except as specifically amended herein, all other terms, covenants, and conditions of this Lease, as amended, shall remain unchanged and in full force and effect.

(Continued on next page).

**IN WITNESS WHEREOF**, the parties hereto have duly executed this Lease as of the day and year first above written.

**ATTEST:**

**SARASOTA MANATEE AIRPORT AUTHORITY,  
a body politic and corporate existing under the  
laws of the State of Florida**

By: \_\_\_\_\_

By: \_\_\_\_\_

(SEAL)

WITNESSES:

\_\_\_\_\_

Print name: \_\_\_\_\_

\_\_\_\_\_

Print name: \_\_\_\_\_

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY**

**APPROVED AS TO TERMS  
AND CONDITIONS**

By: \_\_\_\_\_  
General Counsel

By: \_\_\_\_\_  
Fredrick J. Piccolo  
President & CEO

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was sworn to and subscribed before me by means of [ ] physical presence or [ ] online notarization this \_\_\_ day of \_\_\_\_\_, 2023, by Fredrick J. Piccolo as President/CEO of Sarasota Manatee Airport Authority [ ] who is personally known to me or [ ] has produced \_\_\_\_\_ as identification.

[SEAL]

\_\_\_\_\_  
Notary Public  
Print Name:

[Signature pages continued next page]



Signed, sealed, and delivered,  
in the presence of witnesses  
for Tenant:

[Signature]  
Signature

Print name: Rex C. Peralta

[Signature]  
Signature

Print name: Tony Sherbert (SEAL)

SHELTAIR AVIATION SRQ, L.L.C.

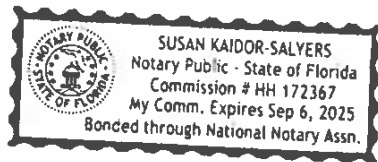
[Signature]  
Todd Anderson  
Chief Operating Officer

Date: 1/22/24

STATE OF FLORIDA  
COUNTY OF Orange

The foregoing instrument was sworn to and subscribed before me by means of  physical presence or  
 online notarization this 22 day of Jan., 2023, by Todd Anderson as Chief Operating Officer of  
Sheltair Aviation SRQ, LLC  who is personally known to me or  has produced  
\_\_\_\_\_ as identification.

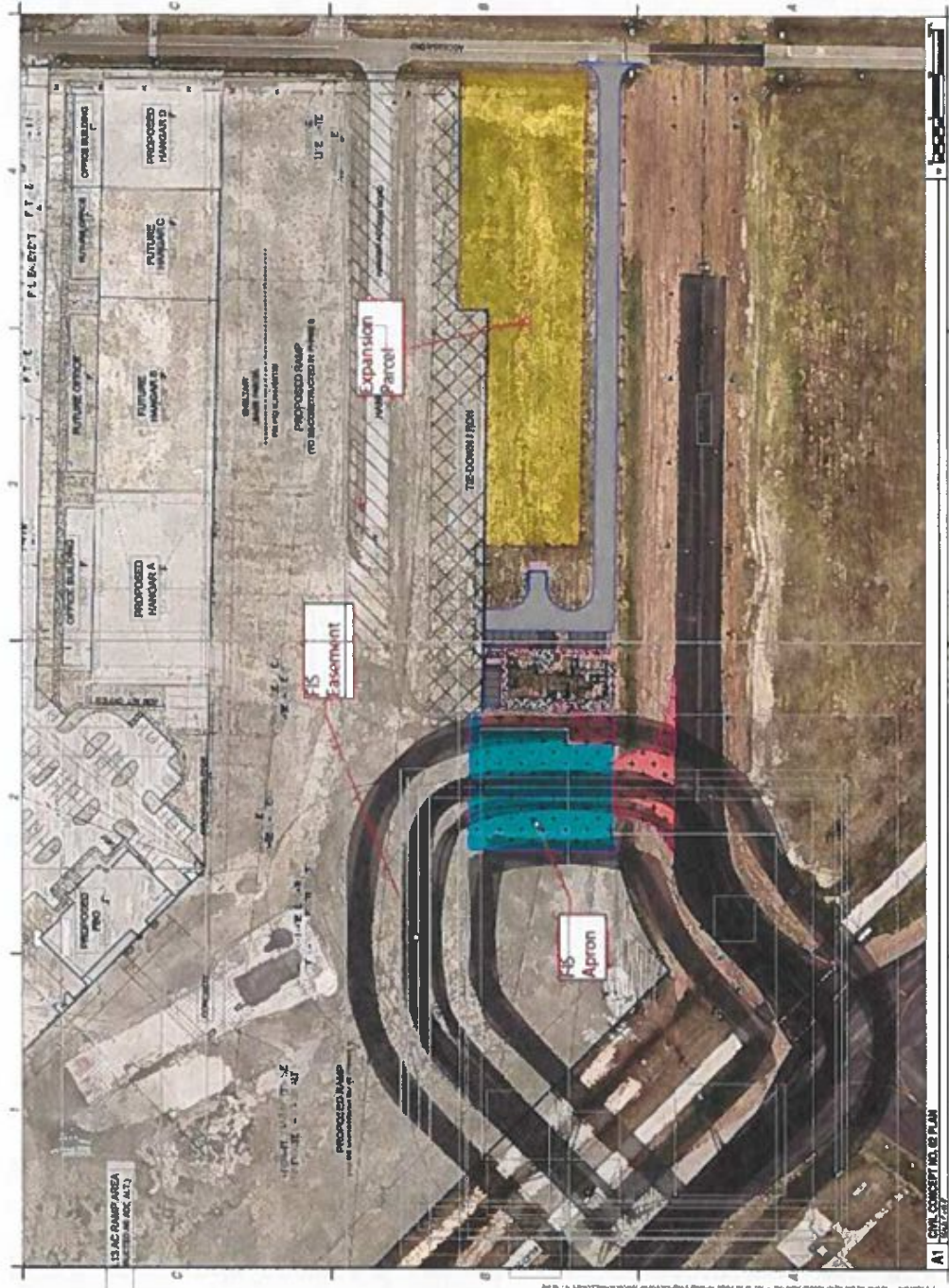
[SEAL]



[Signature]  
Notary Public  
Print Name: Susan Kaidor-Salyers

**EXHIBIT A-1 REVISED**  
**Dated January 29, 2023**

**PREMISES**



**EXHIBIT A-3  
PREMISES LEGAL DESCRIPTION**

**PARCEL 1: LEASE PARCEL**

A certain area of land located in the Northwest quarter of Section 36 and Southwest quarter of Section 25, Township 35 South, Range 17 East, Manatee County, Florida, being more particularly described as follows:

Commence at the Northwest corner of the Northwest quarter of Section 36, Township 35 South, Range 17 East, Manatee County, Florida; thence South 00°25'09" West, along the West line of said Northwest quarter, a distance of 352.45 feet; thence departing said West line, South 89°34'51" East, a distance of 942.88 feet, to the Point of Beginning; thence North 44°38'49" East, a distance of 703.21 feet; thence North 45°21'11" West, a distance of 8.00 feet; thence North 44°38'49" East, a distance of 48.00 feet; thence South 45°21'11" East, a distance of 8.00 feet; thence North 44°38'49" East, a distance of 24.31 feet; thence South 45°15'50" East, a distance of 394.68 feet, to a point of curvature of a curve concave Northeasterly with a radius of 280.40 feet; thence Southeasterly, along the arc of said curve, through a central angle of 43°25'47", a distance of 212.54 feet; thence South 88°41'10" East, a distance of 594.24 feet; thence South 00°49'38" West, a distance of 520.04 feet; thence North 89°16'04" West, a distance of 268.44 feet; thence South 00°44'22" West, a distance of 33.84 feet; thence North 89°10'21" West, a distance of 475.83 feet; thence South 00°50'09" West, a distance of 97.91 feet; thence North 89°47'30" West, a distance of 15.80 feet; thence South 00°50'47" West, a distance of 51.60 feet, to a point on the Taxiway Object Free Area (TOFA) line; thence along said TOFA line, North 89°07'00" West, a distance of 58.98 feet, to a point of curvature of a curve concave Southeasterly with a radius of 322.74 feet; thence Southwesterly along the arc of said curve, through a central angle of 37°29'09", a distance of 211.15 feet; thence departing said TOFA line, North 45°21'53" West, a distance of 820.54 feet, to the Point of Beginning.

**PARCEL 2: FUEL FARM LEASE PARCEL**

A certain area of land lying within the Northeast and Northwest quarter of Section 36, Township 35 South, Range 17 East, Manatee County, Florida, being more particularly described as follows:

Commence at the Northwest corner of the Northeast quarter of Section 36, Township 35 South, Range 17 East, Manatee County, Florida; thence South 00°23'32" West, along the West line of said Northeast quarter, a distance of 164.29 feet, to the Point of Beginning; thence South 88°41'10" East, a distance of 51.98 feet; thence South 38°35'15" East, a distance of 145.99 feet; thence South 00°49'38" West, a distance of 238.00 feet; thence North 88°41'10" West, a distance of 192.70 feet; thence North 00°49'38" East, a distance of 350.00 feet; thence South 88°41'10" East, a distance of 48.02 feet, to the Point of Beginning.

## **AGENDA ITEM NO. 7.1**

**SARASOTA MANATEE AIRPORT AUTHORITY  
JANUARY 29, 2024 MEETING  
STAFF NARRATIVE**

**REQUEST FOR APPROVAL: CONSTRUCTION CONTRACT AWARD TO STELLAR DEVELOPMENT, INC.  
FOR THE 15<sup>th</sup> STREET OBSERVATION AREA**

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**EXECUTIVE SUMMARY:** Five (5) bids were received for the 15<sup>th</sup> Street Observation Area on January 12, 2024. The bids were evaluated by the Airport's consultant, and four of the five were determined to be responsive. The bid submitted by Stellar Development, Inc. with a base bid amount of \$1,154,607.00 was determined to be the low responsive bid for the base bid. The total bid submitted by Stellar Development, Inc. including alternates 1, 2, and 3 was also determined to be the lowest responsive bid. Staff is recommending approval of the base bid and Alternates 1, 2, and 3 for a total construction cost of \$1,974,212.00 to Stellar Development, Inc.

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**NARRATIVE:** The local community has gathered in the gravel area off 15<sup>th</sup> Street to observe aircraft landings and takeoffs for decades. Improvements to this area would greatly enhance the experience and provide a benefit to the community. Manatee County has agreed to partner on this project that will include paving the lot, adding a shade structure, aircraft playground set, lighting, landscaping, and historical plaques and development timelines of the airport.

Manatee County has agreed to share half of the costs for the construction of the facility, and the remaining half will come from the Authority. Construction is expected to take approximately 11 months to complete.

Sweet Sparkman Architects and staff evaluated the five (5) bids received and determined that four of the five are regular and responsive. Staff recommends award of the project to the low responsive bidder with a price of \$1,974,212.00 for the base bid plus additive alternates 1, 2, and 3.

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**RECOMMENDATION:** It is hereby recommended that the Board authorize the Chairman to execute a construction contract with Stellar Development, Inc., for the project in the amount up to \$1,974,212.00 with a 10% contingency for a total budget of \$2,171,633.00.

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**ATTACHMENTS:** Consultant letter of recommendation for the low, responsive bidder  
Bid Tabulation  
Attorney's letter of review and concurrence

**SWEETSPARKMAN**  
ARCHITECTURE & INTERIORS

January 18, 2024

Mr. Kent Bontrager, P.E.  
Sr. Vice President  
Engineering, Planning & Facilities  
Sarasota Bradenton International Airport  
6000 Airport Circle  
Sarasota, Florida 34243-2105

Re: **SRQ - 15<sup>th</sup> St Observation Area**

Dear Mr. Bontrager:

Sweet Sparkman Architects has completed a review of the bids received on January 12, 2024, for the above-referenced project. Please find attached the Bidders Checklist summarizing our review of the bid documents submitted by each Bidder.

The following Bidders submitted bids:

- AP Contracting Co.
- Magnum Builders of Sarasota, Inc.;
- Stellar Development
- E.O. Koch Construction, Co.
- R.E. Crawford Construction, LLC.

It appears R.E Crawford failed to acknowledge Alternates #2 and #3 as well as Addendum #5. Stellar Development submitted a low base bid of \$1,154,607. Based on our review it appears that all the submitted forms by Stellar Development were complete and met the bid requirements.

If funding is available, Sweet Sparkman Architects recommends the Owner accept all the Alternates and add this to the contract for construction.

Based on Sweet Sparkman Architect's evaluation, we deem Stellar Development the lowest, responsive bidder and recommend the Owner continue contract negotiations with this company.

Respectfully Submitted,  
Sweet Sparkman Architecture and Interiors



Jenna Albers, AIA, NCARB  
Project Manager





**Charles D. (Dan) Bailey, Jr.**  
Attorney at Law  
dbailey@williamsparker.com  
T: (941) 329-6609  
F: (941) 954-3172

January 19, 2024

Kent Bontrager, P.E.  
Sr. Vice President of Engineering, Planning & Facilities  
Sarasota Manatee Airport Authority  
6000 Airport Circle  
Sarasota, FL 34243

**Re: SRQ – 15h St Observation Area  
Bid Review/Contract Award Recommendation**

Dear Kent:

You have solicited my review and recommendation regarding the bids received on January 12, 2024, for the above-referenced project. In that connection, I have reviewed the letter of January 18, 2024, from Jenna Albers, AIA, NCARB of Sweet Sparkman Architecture & Interiors, addressed to you, which provides a bid tabulation and recommendation of award.

Bids were submitted by AP Contracting Co.; Magnum Builders of Sarasota, Inc.; Stellar Development, Inc.; E.O. Koch Construction Co; and R.E. Crawford Construction, LLC. Stellar Development, Inc. submitted the apparent low bid of \$1,154,607.

I concur with Ms. Albers's findings that Stellar Development, Inc. is indeed the lowest and best bidder, and I recommend that it be awarded the contract based on its bid of \$1,154,607.

Respectfully submitted,

Charles D. (Dan) Bailey, Jr.  
For the Firm

cc: Jenna Albers, AIA, NCARB

8288355.v1

**AGENDA ITEM NO. 8.1**

**Sarasota Manatee Airport Authority  
Balance Sheet  
Sunday, December 31, 2023**

**Assets***Current Assets*

Cash & Investments	\$36,839,645
Accounts Receivable	1,185,570
Grants Receivable	9,127,313
Accrued Interest Receivable	175,276
Inventory	325,928
Prepaid Insurance	274,874
Prepaid Expense & Other Assets	4,185,801
<i>Total Current Assets</i>	<u>52,114,407</u>

*Non-Current Assets*

<i>Customer Facility Funds</i>	19,781,192
<i>Passenger Facility Funds</i>	847,200
Airport Facilities & Equipment	375,345,370
Accumulated Depreciation	(220,051,218)
Intangible Assets, net	629,739
Construction in Progress	102,472,191
<i>Total Non-Current Assets</i>	<u>279,024,474</u>

**Total Assets****\$331,138,881****Deferred Outflow of Resources - Pension****4,923,816****Liabilities and Net Position***Current Unrestricted Liabilities*

Accounts Payable	1,083,105
Unearned Income	621,546
Accrued Expenses & Other Liabilities	1,473,927
<i>Total Unrestricted Liabilities</i>	<u>3,178,578</u>

*Non-Current Liabilities*

Net Pension Liabilities	7,958,292
<i>Total Non-Current Liabilities</i>	<u>7,958,292</u>

**Total Liabilities****11,136,870****Deferred Inflow of Resources - Pension****1,487,992****Net Position**

Net Assets	310,496,766
Current Profit Account	12,941,068

**Total Net Position****323,437,834**



**Sarasota Manatee Airport Authority**  
**Budget/Year to Date Actual**  
**For the Period Ending Sunday, December 31, 2023**

	<i>This Month</i> <i>This Year</i>	<i>Total</i> <i>Budget</i>	<i>Year to Date</i> <i>This Year</i>	<i>Budget Less</i> <i>Actual YTD</i>	<i>Actual</i> <i>YTD %</i>
<b>Airline Rentals, Fees and Charges</b>					
Landing Fees - Signatory	\$105,817	\$1,114,424	\$285,442	\$828,982	25.6%
Landing Fees - Nonsignatory	6,869	30,863	12,580	18,283	40.8%
Landing Fees - Nonscheduled	1,233	0	2,557	(2,557)	0.0%
Preferential Apron Fees	39,353	471,464	118,059	353,405	25.0%
Concourse Circulation	465,846	5,603,024	1,400,134	4,202,890	25.0%
Baggage Claim Area	105,067	1,248,887	316,048	932,839	25.3%
Gate Use Fees - Signatory	19,803	193,311	34,440	158,871	17.8%
Terminal and Gate Fees - Nonsignatory	84,280	250,390	160,395	89,995	64.1%
Airline Terminal Rent - Signatory	181,388	2,154,790	544,758	1,610,032	25.3%
Airline Terminal Rent - Nonsignatory	4,686	56,233	14,058	42,175	25.0%
<b>Total Airline Revenues</b>	<b>1,014,343</b>	<b>11,123,386</b>	<b>2,888,473</b>	<b>8,234,913</b>	<b>26.0%</b>
<b>Non-Airline Revenue</b>					
Air Cargo Facility	17,854	214,253	53,563	160,690	25.0%
<b>Subtotal</b>	<b>17,854</b>	<b>214,253</b>	<b>53,563</b>	<b>160,690</b>	<b>25.0%</b>
<b>Airfield</b>					
Fuel Flowage Fees	52,265	770,000	150,979	619,021	19.6%
Ground Lease Airfield	32,628	374,689	99,883	274,806	26.7%
T-Hangar Facilities	91,201	1,025,000	272,697	752,303	26.6%
Fixed Base Operators - Rent	79,685	941,264	238,646	702,618	25.4%
Fuel Service - ASIG	6,861	92,000	20,583	71,417	22.4%
<b>Subtotal</b>	<b>262,639</b>	<b>3,202,953</b>	<b>782,788</b>	<b>2,420,165</b>	<b>24.4%</b>
<b>Terminal Building</b>					
RAC Counter Space	14,500	174,000	43,499	130,501	25.0%
Other Terminal Rents	34,623	415,000	102,484	312,516	24.7%
Advertising	32,402	400,000	98,446	301,554	24.6%
Restaurant Services	203,646	1,900,000	524,734	1,375,266	27.6%
Gift Shop	115,944	1,125,000	304,139	820,861	27.0%
Miscellaneous	223	1,500	408	1,092	27.2%
Vending	2,876	25,000	5,875	19,125	23.5%
<b>Subtotal</b>	<b>404,213</b>	<b>4,040,500</b>	<b>1,079,585</b>	<b>2,960,915</b>	<b>26.7%</b>
<b>Terminal Area</b>					
Car Rental %	804,962	10,625,000	2,425,336	8,199,664	22.8%
Auto Parking	1,021,504	9,900,000	3,107,534	6,792,466	31.4%
Ground Transportation	78,225	630,000	148,913	481,087	23.6%
Fuel Flowage Fees - Menzies	84,579	859,900	203,367	656,533	23.7%
RAC Ready Car Spaces	5,280	71,100	15,840	55,260	22.3%
Parking Stickers/Hang Tags	7,719	80,000	30,921	49,079	38.7%
Taxi Cab Service	7,378	100,000	15,418	84,583	15.4%
RAC Buildings Land Rent	45,945	698,000	137,834	560,166	19.7%
<b>Subtotal</b>	<b>2,055,594</b>	<b>22,964,000</b>	<b>6,085,163</b>	<b>16,878,837</b>	<b>26.5%</b>
<b>Non-Aviation Area</b>					
University Self Storage Income	44,853	500,000	143,516	356,484	28.7%
Buildings - Non-Aviation	35,140	293,748	105,419	188,329	35.9%
Common Area Maint - Comm Parke	500	7,462	1,500	5,962	20.1%
Land - Non-Aviation	37,427	457,038	113,471	343,567	24.8%
<b>Subtotal</b>	<b>117,919</b>	<b>1,258,248</b>	<b>363,906</b>	<b>894,342</b>	<b>28.9%</b>
<b>Total Operating Revenue</b>	<b>3,872,561</b>	<b>42,803,340</b>	<b>11,253,477</b>	<b>31,549,863</b>	<b>26.3%</b>
<b>Investment Income + Other Income</b>					
<b>Investment Income</b>					
Interest Earned - Operating	261,857	400,000	764,102	(364,102)	191.0%
Interest Earned - Other	0	0	0	0	0.0%
<b>Subtotal</b>	<b>261,857</b>	<b>400,000</b>	<b>764,102</b>	<b>(364,102)</b>	<b>191.0%</b>
<b>Other Income</b>					
Passenger Facility Charges	712,231	8,716,838	873,121	7,843,717	10.0%
Customer Facility Charges	654,775	7,725,000	1,880,598	5,844,402	24.3%
Grant Revenue - Other	0	0	0	0	0.0%
Grant Revenue - FAA	8,330,351	0	8,330,351	(8,330,351)	0.0%
Grant Revenue - FDOT	0	0	0	0	0.0%
Miscellaneous Income	367	10,000	769	9,231	7.7%
Miscellaneous Income - LEO	7,320	0	7,440	(7,440)	0.0%
I.D. Badges	4,348	30,000	19,997	10,003	66.7%
Profit/Loss on Disposal	4,222	15,000	4,736	10,265	31.6%
Extraordinary Items	0	0	0	0	0.0%
Asset Writedown/Up on Investments	0	0	87,558	(87,558)	0.0%
<b>Subtotal</b>	<b>9,713,614</b>	<b>16,496,838</b>	<b>11,204,569</b>	<b>5,292,269</b>	<b>67.9%</b>
<b>Subtotal Investment Income &amp; Other</b>	<b>9,975,471</b>	<b>16,896,838</b>	<b>11,968,671</b>	<b>4,928,167</b>	<b>70.8%</b>
<b>Total Revenues</b>	<b>13,848,033</b>	<b>59,700,178</b>	<b>23,222,148</b>	<b>36,478,030</b>	<b>38.9%</b>

**Sarasota Manatee Airport Authority**  
**Budget/Year to Date Actual**  
**For the Period Ending Sunday, December 31, 2023**

	<i>This Month</i> <i>This Year</i>	<i>Total</i> <i>Budget</i>	<i>Year to Date</i> <i>This Year</i>	<i>Budget Less</i> <i>Actual YTD</i>	<i>Actual</i> <i>YTD %</i>
<b>Utilities</b>					
Electric-Utility	72,541	897,000	145,019	751,981	16.2%
Refuse Collection	12,622	124,200	25,473	98,727	20.5%
Water and Sewer	15,181	166,800	31,729	135,071	19.0%
<b>Subtotal</b>	<b>100,344</b>	<b>1,188,000</b>	<b>202,221</b>	<b>985,779</b>	<b>17.0%</b>
<b>Personnel</b>					
Salary/Wages	1,095,457	12,860,337	3,171,548	9,688,789	24.7%
Health Insurance	208,798	2,627,153	646,024	1,981,129	24.6%
Retirement	165,161	2,200,002	523,968	1,676,034	23.8%
Social Security	51,642	764,971	147,875	617,096	19.3%
Medicare	14,530	186,476	40,549	145,927	21.7%
Disability	119	2,500	358	2,142	14.3%
Unemployment	0	30,146	0	30,146	0.0%
Worker's Compensation	24,808	341,547	74,425	267,122	21.8%
Employment Expenses	327	10,000	654	9,346	6.5%
<b>Subtotal</b>	<b>1,560,843</b>	<b>19,023,132</b>	<b>4,605,402</b>	<b>14,417,730</b>	<b>24.2%</b>
<b>Administration</b>					
Advertising	5,030	125,700	32,335	93,365	25.7%
Bad Debts Expense	0	5,000	0	5,000	0.0%
Business Development Properties	3,843	20,000	3,843	16,157	19.2%
CEO Auto Expenses	1,315	20,000	3,946	16,054	19.7%
Public Relations	4,191	56,000	8,091	47,909	14.4%
Customs	53,576	225,000	39,040	185,960	17.4%
Data Processing	7,532	157,000	17,153	139,847	10.9%
Software Licenses/Annual Support	10,522	421,700	80,790	340,910	19.2%
Dues and Subscriptions	8,074	151,324	56,316	95,008	37.2%
Employee Service Awards	38	6,125	132	5,993	2.2%
Entertainment	2,128	21,000	5,208	15,792	24.8%
Insurance - Property	63,623	832,216	202,275	629,941	24.3%
Insurance - General Liability	26,323	257,748	26,323	231,425	10.2%
Insurance - Surety Bonds	4,965	15,666	15,435	231	98.5%
Insurance - Vehicles	7,951	46,469	23,852	22,617	51.3%
Legal Expense	116,451	400,000	210,495	189,505	52.6%
Loss & Safety Program	0	200	0	200	0.0%
Marketing Trade Show Registration	1,050	37,200	11,345	25,855	30.5%
Miscellaneous	6,606	75,900	14,182	61,718	18.7%
Office Supplies and Equipment	3,795	104,975	10,463	94,512	10.0%
Postage	609	5,200	1,061	4,139	20.4%
Professional Services	24,318	665,150	135,154	529,996	20.3%
Records Retention	0	2,500	0	2,500	0.0%
Sponsored Events	177	5,400	1,429	3,971	26.5%
Taxes	0	16,000	18,198	(2,198)	113.7%
Telephone Service	34,965	369,600	88,300	281,300	23.9%
Training	15,500	191,450	42,067	149,383	22.0%
Travel	6,630	240,100	36,260	203,840	15.1%
Holiday Decorations	326	42,000	1,726	40,274	4.1%
Uniforms	4,590	100,200	19,807	80,393	19.8%
<b>Subtotal</b>	<b>414,129</b>	<b>4,616,823</b>	<b>1,105,228</b>	<b>3,511,595</b>	<b>23.9%</b>
<b>Operations</b>					
Air Conditioning	2,810	100,500	14,132	86,368	14.1%
Carpentry	13	45,000	9,520	35,480	21.2%
Common Area Maint - Comm Parke	835	10,000	1,831	8,169	18.3%
Electrical	7,035	83,700	19,659	64,041	23.5%
Access Control	0	20,000	0	20,000	0.0%
Equipment Rental	0	49,000	3,120	45,880	6.4%
Equipment Repair	2,695	169,500	12,623	156,877	7.4%
Loading Bridge Repair	3,956	140,000	22,282	117,718	15.9%
Conveyor & Belts	0	40,000	5,914	34,086	14.8%
Terminal Audio & Paging Repairs	0	19,000	0	19,000	0.0%
Repairs Generator	0	53,000	0	53,000	0.0%
Repairs - Tires	618	0	4,687	(4,687)	0.0%
FAA Mandated Security Measures	0	50,000	0	50,000	0.0%
Fence and Gate Repair	1,086	26,500	1,743	24,757	6.6%
Interior Planting	0	40,000	0	40,000	0.0%
Irrigation System	564	13,000	1,777	11,223	13.7%
Janitorial Service	87,514	1,840,000	309,426	1,530,574	16.8%
Floor Maintenance	369	58,000	501	57,499	0.9%
Landscape Maintenance	1,227	77,500	10,405	67,095	13.4%
Miscellaneous Construction	4,396	124,000	21,282	102,718	17.2%
Paint and Markings	6,259	126,500	17,321	109,179	13.7%
Permits & Licenses	35	3,400	35	3,365	1.0%
Paving and Pavement Repairs	0	68,000	154	67,846	0.2%
Plumbing	11,556	60,500	29,074	31,426	48.1%
Radio Equipment Repairs	0	5,400	70	5,330	1.3%
Service Contracts	138,514	1,592,898	337,029	1,255,869	21.2%
Shuttle Service	1,489	30,000	3,557	26,443	11.9%
Vehicle Repairs	548	96,500	11,718	84,782	12.1%
<b>Subtotal</b>	<b>271,521</b>	<b>4,941,898</b>	<b>837,861</b>	<b>4,104,037</b>	<b>17.0%</b>

**Sarasota Manatee Airport Authority**  
**Budget/Year to Date Actual**  
**For the Period Ending Sunday, December 31, 2023**

	<i><b>This Month This Year</b></i>	<i><b>Total Budget</b></i>	<i><b>Year to Date This Year</b></i>	<i><b>Budget Less Actual YTD</b></i>	<i><b>Actual YTD %</b></i>
<b>Supplies</b>					
Fabrication Supplies	906	19,000	1,026	17,974	5.4%
Extinguishing Agent	0	40,000	0	40,000	0.0%
First Aid Supplies	274	12,000	214	11,786	1.8%
Gas & Fuel	558	126,900	590	126,310	0.5%
Identification	302	20,000	10,471	9,529	52.4%
Janitorial Supplies	24,671	376,338	73,725	302,613	19.6%
Lighting	3,423	41,200	4,934	36,266	12.0%
Lighting - Airfield	31,860	60,000	53,010	6,990	88.4%
Miscellaneous Supplies	2,146	12,500	2,539	9,961	20.3%
Miscellaneous Terminal Furnishings	648	12,000	648	11,352	5.4%
Non-Capital Equipment	2,207	90,100	9,741	80,359	10.8%
Safety Supplies	101	4,000	428	3,572	10.7%
Shop Supplies	1,598	22,500	3,727	18,773	16.6%
Signage	1,054	55,000	14,784	40,216	26.9%
Small Tools and Equipment	4,025	55,750	12,861	42,889	23.1%
Vegetation Control	22	27,000	3,326	23,674	12.3%
Ammunition/Wildlife Disbursement	30	13,500	30	13,471	0.2%
<b>Subtotal</b>	<b>73,825</b>	<b>987,788</b>	<b>192,053</b>	<b>795,735</b>	<b>19.4%</b>
<b>Total Operating Expenses</b>	<b>2,420,661</b>	<b>30,757,641</b>	<b>6,942,766</b>	<b>23,814,875</b>	<b>22.6%</b>
<b>Profit (Loss) from Operations</b>	<b>11,427,371</b>	<b>28,942,537</b>	<b>16,279,382</b>	<b>12,663,155</b>	<b>56.2%</b>
<b>Depreciation and Amortization</b>					
Amortization	31,441	0	94,323	(94,323)	0.0%
Depreciation	1,007,528	0	3,052,555	(3,052,555)	0.0%
<b>Total Depreciation and Amortization</b>	<b>1,038,969</b>	<b>0</b>	<b>3,146,878</b>	<b>(3,146,878)</b>	<b>0.0%</b>
<b>Other Expenses</b>					
Marketing	34,209	300,000	191,436	108,564	63.8%
<b>Total Other Expenses</b>	<b>34,209</b>	<b>300,000</b>	<b>191,436</b>	<b>108,564</b>	<b>63.8%</b>
<b>Net Profit (Loss)</b>	<b>\$10,354,193</b>	<b>\$28,642,537</b>	<b>\$12,941,068</b>	<b>\$15,701,469</b>	<b>45.2%</b>

**Sarasota Manatee Airport Authority  
Investment Portfolio  
For the Month of December 2023**

<u>Description</u>	<u>Cusip/Invest</u>	<u>Coupon</u>	<u>Par Value Orig Face</u>	<u>Purchase or Book Yield</u>	<u>Acquisition Cost</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Int. Rec'd</u>	<u>Market Value</u>	<u>Yield @ Market</u>	<u>Market Price</u>	<u>Purchase or Book Price</u>
				(1)				(2)	(3)			
1 US Treasury Note	91282CDR9	0.750	8,000,000	0.091	7,974,688	1/18/2022	12/31/2023	5,000	8,000,000	0.75	100.000	99.680
2 TD Bank CD	3282200422	5.690	10,000,000	5.690	10,000,000	9/16/2023	1/16/2024	24,942	10,000,000	5.69	100.000	100.000
4 US Treasury Bill	912797FW2		4,235,000	5.283	4,157,402	9/1/2023	1/4/2024		4,233,772	1.76	99.971	98.17
5 US Treasury Bill	912797HZ3		5,079,000	5.484	4,999,590	10/2/2023	1/16/2024		5,068,639	4.14	99.796	98.4365
7 US Treasury Bill	912797JD0		4,070,000	5.513	4,000,100	10/20/2023	2/13/2024		4,044,929	4.92	99.34	98.282555
8 US Treasury Bill	91297GE1		4,229,000	5.3	4,177,175	11/9/2023	2/1/2024		4,210,435	4.73	99.561	98.77
9 Cash			163,752		163,752				163,752	4.97	1.000	1.00
Total Investments			<u>35,776,752</u>		<u>35,472,707</u>			<u>29,942</u>	<u>35,721,526</u>			

(1) Yield to Maturity.

(2) Interest on Notes is paid semi-annually, accrued monthly (USTN)

(3) Market value on non-restricted funds are provided by the Custodian, US Bank.

**Sarasota Manatee Airport Authority  
Investment Analysis - Portfolio Activity Report  
For the Month of December 2023**

<u>Transaction Date</u>	<u>Maturity Date</u>	<u>Description</u>	<u>Cusip/Invest</u>	<u>Coupon Yield</u>	<u>Original Face Purchase price</u>	<u>Sales Price Market Price</u>	<u>Gain or (Loss) on Sale</u>
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Securities Purchased:

Securities Sold:

Transaction Type	Purchase Date	Maturity / Sale Date	Issuer	Cusip	Par Amount	Purchase Price	Book Yield	Book Value	Maturity / Sales Price	Maturity / Sales Value	Gain (Loss)	Accrued Interest
Buy	10/20/2023				4,166,000.00			4,166,000.00				
Maturity		12/5/2023	USTB	912797HNO		4,099,043.00			1.00	4,166,000.00	66,957.00	
Buy	10/2/2023				5,054,000.00			5,054,000.00				
Maturity		12/14/2023	USTB	912797FU6		4,999,735.00			1.00	5,054,000.00	54,265.00	

All information can be found on the trade ticket

## AGENDA ITEM NO. 8.3

### SARASOTA MANATEE AIRPORT AUTHORITY FINANCE & ADMINISTRATION STAFF REPORT FOR THE MONTH OF NOVEMBER

**FINANCE**

**DECEMBER 2023**

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**Budget/Financial Information:**

Included in the Board packet are the unaudited **preliminary** financial statements for **December**.

Summary information contained therein for **December** is as follows:

- Operating revenues for **the month of December** were approximately **7.4% higher** than anticipated in the FY 24 budget.
- Operating expenses for **the month of December** were approximately **5.7% lower** than anticipated in the FY 24 budget.
- On a **year-to-date basis**, operating income is **4.6% above** budget and operating expenses are **9.8% below** budget.

As part of the ongoing development of investment policies and procedures, reports have been developed based on information provided by Sarasota County Clerk of the Court. The current disclosure reflects an Investment Portfolio Analysis, along with a Portfolio Activity Report. Staff continues to work closely with the Clerk's office. **Investments earned a total of \$261,857 for December 2023. Year to Date investment earnings is \$764,102.**

**Passenger Facility Charge (PFC):** A separate detail which reflects PFC collections for the month of **December** and cumulative to date.

**Summary Costs and Grant Reimbursements:** on both the Capital Projects and in-house projects are as follows: In December 2023, we expended \$ 7,231,445 and received grant reimbursements of \$11,580,101 which represent prior months filings. Cumulatively, we have expended \$113,215,455 with grant reimbursements of \$46,947,756 for a current cash flow deficit of \$ 66,267,699.

Sarasota Manatee Airport Authority  
Sarasota Bradenton International Airport (SRQ)  
PFC Collections by Carrier

Carrier	Collected since		Carrier	Collected since		Carrier	Dec-23	Collected since inception
	Dec-23	inception		Dec-23	inception			
Aces Airlines		24.86	Croatia Airlines		79.02	Northwest		1,996,108.91
Aer Lingus		1,394.24	Czech Airlines (Aviation Industry Consultants)		2,516.42	Olympic Airways		165.43
Aero California		8.64	Delta Air Lines	127,502.68	33,393,902.49	Pan American		5.84
Aero Costa Rico		2.92	El Al Israel Airlines	4.17	1,421.77	Panamena De Aviacion		8.78
Aeroflot - Russian Airlines		965.48	Elite		61,345.86	Paradise Island		28.80
Aeromexico	70.24	5,962.35	Emirates	17.56	4,388.87	PenAir (Penninsula Airways)		13.17
AeroPeru		19.02	Empire		757.44	Philippine Air		188.77
Aerpostal Venezuela		17.52	Eva Airways		831.92	Private Jet		3,719.95
Air Aruba		11.68	ERA Aviation		84.84	Qantas		4,069.17
Air Canada	5,815.30	1,097,787.16	Etiihad Airways		698.01	Qatar	47.63	4,028.21
Air Europa		401.46	Express One		8,387.70	Reno Air		35,332.00
Air France	140.58	35,826.38	Falcon Express		1,454.16	Republic Airlines		3,612.86
Air India		2.88	Faucett		8.76	Royal Air Maroc		69.66
Air New Zealand		1,980.82	Finnair		677.25	Royal Aviation		10,170.36
Air Pacific Ltd.		135.81	Florida Coastal Airlines		8,516.60	Royal Jordanian		29.20
Air Portugal		308.10	Front Page Tours		245.28	Sabena		393.92
Air Serbia		575.09	Frontier Airlines	22,608.71	689,689.69	SAHSA		5.28
Air Sunshine		109,075.76	G-P Express		89.28	SAS (Scandinavian)		4,481.15
Air Trans At		144,133.51	Gold Transportation Services		26,702.01	Saudi Arabian Airlines		7.31
AirTran Airways		5,850,221.51	Gol Linhas Aereas	4.39	118.53	Sevicios Avensa		280.28
Alaska Airlines		6,275.03	Great Lakes Aviation		44.06	Silver Airways Corp		114.14
Alitalia/ITA		4,457.12	Hahn Air		2,956.82	Singapore		3,326.18
All Nippon Airways (ANA)	4.39	605.71	Hawaiian Airlines		1,022.43	Skyservice		9,903.84
Alleghiant Air	165,289.94	6,619,096.74	Iberia	8.78	1,554.02	South African Airways		4,309.11
Aloha		46.64	Island Air		30.73	Southeast Airlines		6,234.20
America West		116,500.91	Insel Air		4.39	Southwest	137,378.73	5,762,922.70
American (AMR)	110,252.37	7,135,420.68	JAL (Japan Airlines)		931.65	Sun Country	11,225.23	454,260.19
ATA Airlines, Inc.		2,527,486.80	Jet Airways		114.14	Sun Pacific Int'l (HMHF)		3,612.04
Asiana Airlines	4.28	686.30	Jet Blue	34,486.07	6,022,411.07	Sunworld Int'l Airlines		224.84
ATA Leisure Corp.		90,614.78	JetsGo		6,418.18	SwissAir	21.95	5,621.81
Austrian Airlines		1,033.66	Kenya		206.43	Taca Int'l Air		348.76
AV Atlantic		1,027.84	KLM	172.52	12,090.82	TAM Airlines (Aviation Industry Consultants)		1,056.56
Avelo Airlines	17,803.24	284,050.54	Korean Air	65.87	17,878.82	TAP Air Portugal		220.87
Avensa		43.20	Kuwait Airways		2.92	Tower Air		17.52
Avianca		245.09	Laoca		36.54	Trans Brasil Airlines		33.61
Aviateca, S.A.		5.84	Laker Airways		803.00	Trans World Airways		781,609.36
Azul Brasileiras		17.56	Lan Airlines		21.95	Turk Hava (Turkish)	74.41	2,327.71
Big Sky		2.92	Lan Argentina		17.56	Ultrair		2.88
Breeze Airlines	14,882.10	143,320.33	Lan Chile		372.72	United	62,426.36	4,694,389.63
British Airways	26.34	11,942.17	Lan Peru		21.95	US Air Shuttle		2.92
Brussels Airlines		206.22	LATAM Airlines Group	39.51	539.97	US Airways		8,883,648.83
BWIA		78.84	Leisure Air		33,007.40	USA 3000		79,178.04
Canada 3000		100,572.36	Lineas Aereas Privadas Argentinas		16.07	V Australia (Virgin Blue)		386.32
Canadian Airlines		64,977.45	Lone Star		69.52	Varig		668.53
Canair		20,334.88	Lot Polish Airlines	8.78	1,533.40	Vietnam Airlines		83.41
CanJet		120,295.00	LTU		74.88	Virgin Atlantic	100.31	7,969.13
Cape Air / Hyannis Air Service		242.90	Lufthansa	8.67	8,267.38	Viscount Air Service		2,006.04
Carnival Air Lines		1,883.40	Malaysia		406.88	Viscount Air Tours		353.32
Casino Air Link		887.68	Malev Hungarian		241.88	Vision		2,809.60
Casino Express		8,389.66	Mark Travel Corp.		10,856.56	WestJet		59,780.01
Cathay Pacific		3,276.36	Mesa Airlines		132.20	World Airways		35.04
Cayman Airways		101.96	Compania Mexicana		438.74	Total	710,491.11	91,290,423.49
Champion Air (MLT, Inc.)		9,343.96	MGM Grand Air		302.40	PFC checking interest	1,375.36	1,754,297.68
China Airlines		2,445.95	Miami Air Int'l		5,515.47	PFC investment interest		1,526,893.55
Colgan Air, Inc.		151.86	Midway Airlines		601.52	Securities-bought		32,071,184.66
ComAir		21,805.38	Midwest		1,922.08	Securities-sold		32,058,520.85
Compania		33.75	Mountain West		11.68	Securities interest		224,518.18
Conquest		5.76	National Airlines		5.84	Service charges		6,970.26
Continental Airlines		3,580,174.07	Nicaraguense de Aviacion		5.84	Expenditures		93,929,299.19
Continental Micronesia		44.05	North American Airlines		443.39	Balance		847,199.64
Copa		11.56						0.00
								847,199.64

**HUMAN RESOURCES**

**DECEMBER 2023**

**HUMAN RESOURCES DEPARTMENT  
ACTIVITY FOR THE MONTH OF DECEMBER 2023**

**OPEN POSITIONS**

POSITION	NUMBER OF POSITIONS	POSITIONS FILLED	APPLICANT(S) HIRED	STARTING DATE
Baggage Handling System Technicians PT	3	2	Marek Borkowski Czeslawa Szymanski	12/15/2023 12/18/2023
Baggage Handling System Technicians FT	1			
Engineering Assistant	1			
Firefighter	1	1	Christopher Bolds	12/4/2023
Floor Maintenance Technican	1			
IT System Technicians	3			
Maintenance Technician	3			
Operations Supervisor, Communications & Access Control	1			
Police Officer - PT	2	1	Michael Jones	12/20/2023
Police Officer - FT	1	1	Tracy Shelly	12/4/2023
Property Leasing Assistant	1	1	Pefer Fischer	12/18/2023
Senior Project Manager	1			
Technical Support Specialist	1	1	Umoza Abenaki-Nibbs	12/4/2023
Traffic Control Specialist	3	1	Gregory Moscatello	12/20/2023
<b>TOTALS</b>	<b>23</b>	<b>8</b>		

**SEPERATIONS**

NAME	HIRE DATE	SEPARATION DATE	POSITION
Samuel Vives	10/31/2023	12/4/2023	Floor Maintenance Technician
Michael Walsh	7/1/2010	12/6/2023	Police Officer
Mary Fischer	8/11/1999	12/17/2023	Property Leasing Manager
John Buhacevich	11/1/2023	12/22/2023	Traffic Control Specialist

The following positions(s) are funded in the FY 23 Budget, but have not been authorized to fill at this time.

POSITION	NUMBER OF POSITIONS	DEPARTMENT
Facilities Administrator	1	Facilities
Property Leasing Administrator	1	USS



**PURCHASING****DECEMBER 2023**

**BIDS/QUOTES:** Schindler Elevator is finishing up work on the Concourse Service Elevator and the 2 Stop Elevator in the Terminal. We are waiting on JCI parts to complete this phase of the work and have the state inspect the elevators to approve usage. Work will begin on the remaining two elevators needing to be updated as soon as the first two have passed inspection and put back into service. The plan is to have all complete before March 2024.

The new Parking Lot Equipment has been installed in all lots. We are now working on getting the system up and running. This includes the new Pay on Foot kiosk, the Mobile Pay APP, and new LED Signs at the entrances and over the tollbooth lanes. Working on getting camera footage for APD and AIRCOM.

LED signs are being installed the week of 01/01/24 in the cellphone lot. These signs will first be used to display flight information for people waiting to pick-up passengers. The signs will be capable to display advertising if the Authority wants to expand their usage.

Purchasing is working with APD and OPS to hire a towing service to remove illegally parked cars when needed. We are sending out an RFP to see which towing companies might be interested.

Informal written quotes requested from prospective suppliers to provide airport lighting/lamps, artificial plants, batteries, computer hardware, technical support and software related items, electrical fixtures, extinguishing agents, firefighting gear, landscaping supplies, loading bridge repairs and supplies, industrial supplies, MRO items, office chairs, paint and paint supplies, promotional and advertising novelties, rental equipment, tires, tractor, uniforms, etc. and other misc. repairs and services.

**WAREHOUSE:** The Warehouse continues to add and delete items stocked in inventory and to generate purchase orders to replenish stock based on monitoring of inventory levels: **0** new items added, and we have reduced the number of items in the warehouse by **59**.

**Year-end inventory value was slightly down from FY22 at \$133,595.** Purchasing is reviewing all stock items to further reduce non-usage/slow moving items as needed.

On-line auction activity through GovDeals for surplus/obsolete items: **There were \$17,848.69 of sales in the month of December 2023.**

**DEPARTMENT PROJECTS:**

- Elevator Modernization Project and the new Parking Lot Equipment Replacement Projects are moving forward.
- Developing bid packages for needed ground equipment to support airport operations at the new GBF.
- Writing new Management directives for our Cellphone Program.

**CONTRACTS ISSUED: NONE.**

**PURCHASING ACTIVITY:**

- Purchase Orders Issued: 62
- Blanket Purchase Orders Issued: 1
- Emergency Purchase Orders Issued: 0
- Change Orders Issued: 1

**WAREHOUSE/RECEIVING ACTIVITY:**

- Inventory Stock Transactions: 87

**NOTICE TO THE BOARD:** Per the Purchasing Policy, all purchases up to \$150,000 require at least three informal quotes. All purchases above \$150,000 value shall be publicly noticed and made on the basis of competitive sealed bids, competitive sealed proposals, or competitive sealed replies. All exceptions shall be noted to the Authority at its next regular meeting. The following are exceptions to this policy for December 2023: **NONE.**

# AGENDA ITEM NO. 8.4

## SARASOTA MANATEE AIRPORT AUTHORITY REAL ESTATE DEVELOPMENT & PROPERTIES STAFF REPORT JANUARY 29, 2024 REGULAR MEETING

### REAL ESTATE DEVELOPMENT & PROPERTIES

DECEMBER 2023

**Allegiant Airlines:** Plans are underway with Allegiant for to occupy all 5 gates in the Ground Boarding facility and to expand in the Cargo building.

**Property #7/NEC and #12 NWC University & Bradenton Rd:** SMAA application for DRI termination and rezoning. Property 7 temporary economy overflow parking under construction. The City Council approved.

**Property #5/6 and Airfield:** DRI termination and rezoning in process for airport parcels in Manatee County and will include airside and off airport parcels, including the DaVinci training center. Pre-Submittal conference scheduled with the county.

**Rental Car/Status:** Development of a consolidated QTA lot/facility in process and Properties to prepare amended lease/operating agreements with all three car companies, including lease extensions and rent increases. The ready/return reconfiguration is near complete and should be implemented by December 1. The rental car companies requested an extension of the current agreement to carry over until such time the contemplated improvements are complete, including new rental car agreements. Amendments are underway and will be scheduled for January Board meeting.

### NORTH QUAD DEVELOPMENT:

- **Sheltair FBO:** Sheltair is proceeding with plans, 100% design plans submitted to the county. An amendment is in negotiations to incorporate the GA FIS facility into portions of the Sheltair ramp. In addition, the amendment will include certain economic changes in exchange for Sheltair's participation in GA FIS improvements. The amendment will be scheduled for the Jan Board meeting for consideration/approval.
- **SRQ Hangar, LLC:** SRQ Hangar due diligence and conceptual site planning underway. Design plans have commenced. An amendment is in negotiations to reconfigure/relocate this hangar project to better allow neighboring lots/hangar to be developed in the most efficient use of airport properties was approved at the November Board meeting.
- **EAA:** EAA has commenced with due diligence and conceptual site planning. Fundraising is underway.
- **GA FIS:** The GA FIS facility is in process and in redesign to value engineer, Redesign to include downsizing and merging with Sheltair ramp to reduce construction requirements. Properties to submit a lease amendment with Sheltair ground lease for Board consideration/approval at the Jan meeting.
- **Roper Tech:** Roper Tech submitted an application for a 20,000-sf hangar in the N Quad, a lease has been drafted and will be submitted to the Board for consideration/approval at the March meeting.
- **Sarasota Avionics:** Sarasota Avionics submitted an application for a 18,000-sf hangar in the N Quad, a lease has been drafted and will be submitted to the Board for consideration/approval at the March meeting.
- **ASG:** ASG submitted an application for a 30,000-sf hangar in the N Quad, a lease has been drafted and will be submitted to the Board for consideration/approval at the January meeting.

**School District of Manatee County, Florida:** Manatee Schools to value engineer facility plans which may include eliminating one of two hangars, then proceed to the permit and construction.

**Team Success:** Team Success received final approval(s) to operate. Sitework and buildings are complete, opening of the school is delayed and is now scheduled for the fall of 2024

**Validus hangar/BAM:** Validus completed the sale of its hangar improvements per a consent of assignment and a lease amendment which was approved at the November Board meeting. BAM is planning certain needed improvements to outfit the hangar for MRO services.

**DaVinci:** DaVinci is in design for the development of a 15,000-sf aircraft training facility on a portion of Property 5. SMAA will obtain DRI modifications in conjunction with this project. SMAA will participate in the overall infrastructure development including costs whereby the additional improvement will ready the remainder of the property for development.

**Ferrovial vertiports:** Negotiations are underway with Ferrovial for a lease of 3.5 acres to develop a vertiport. SMAA will obtain a consultant/study to research/investigate best practices for this operation prior to finalizing an agreement. This lease/project will be scheduled for consideration/approval in a future Board meeting.

**Property 5 and 6:** Property 5/6 is contemplated to be temporarily utilized as Park N Fly lots and are both in process. A one (1) acre site on Property 5 will be leased to DaVinci Inflight Training and the remainder of Property 5 (approx. 3.5 acres) is planned for a vertiport operation.

**Concessions:** The respondents to the two package RFP for solicitation with for concessionaires has been reviewed and ranked by staff. The two finalists were approved by the Board in November meeting. The Concessions redevelopment process with the finalist has commenced which is a one year to 18 months process to open new concessions. Existing concessions agreements with both HMS Host and Paradise have been extended and amended to coordinate redevelopment plans.

**HMS Host:** HMS Host is in due diligence and submitted 30% design plans for this Island Bar project.

**Mitchell Management of Florida, Inc.:** An amendment to substitute Huey Magoo's was approved at the September Board. The HMS Host Island Bar will be coordinated with this project to provide bar/lounge services to replace the Kona and allow Huey Magoo's to move into the space. Huey Magoo's to submit 30% plans.

**Property #10/M-lot hangars:** The maintenance hangar and Agape hangar lease with Aerovanti expired November 14. A short-term lease with ASG, a charter company has been completed for the two hangars. ASG plans to transition from rental hangars and develop a hangar facility in the N Quad as described above.

A lease with Elixir aircraft was approved at the September Board. Elixir aircraft is working towards its FAA certification and will transition into the hangars one at a time. Thus, ASG will be transitioned out one hangar at a time as Elixir takes occupancy of each hangar. The Authority is negotiating with Atlantic FBO for additional parking areas for Elixir employees, an amendment to add parking is fourth coming.

**Property #2/Tallevast:** Properties continues discussions/negotiations with Industrial development groups as to a joint development of this property.

**Parking:** SKIDATA parking revenue equipment was installed and is operational.

**Dolphin FBO Expansion and Acquisition:** Construction underway on six planned hangars at Dolphin/Hawthorne. Dolphin/Hawthorne plans to renovate the Dolphin facilities and plans are underway.

**Atlantic FBO:** Atlantic has submitted conceptual plans for expansion of hangars, discussions are underway.

**USS storage/Property 9:** Redevelopment of USS/Property 9 to an aviation industrial park is in process. A design team has been selected by the Board to assist in the project. An agreement to redesign Property 9 was approved by the Board at the November meeting. The design process has commenced.

**Menzies/Fuel Farm:** The project to add fueling stations for both transport truck delivery and fuel truck refueling for aircraft fueling is in design. Menzies and the Authority will share the \$4,400,000 cost and each will receive recovery charges back to the airlines. Menzies notified the airlines of the recovery charges forth coming and has commenced with design plans.

**General:** Insurance notices, tenant inquiries, showing of properties, construction permits, meetings with surveyors, appraisers, contractors and engineering consultants, collections and past due notices, notices of insurance renewals and compliance, loss prevention committee, meetings with insurance claimants, planning and staff meetings.

**GENERAL AVIATION:**

**T-HANGAR MONTHLY STATUS REPORT  
For the Month of DECEMBER 2023**

Item	Qty.	No. Leased	Wait List	Leased %	Monthly Rate	Monthly Rent	Annual Rent
T-Hangars							
51'5 W Oversize	4	4	25	100%	\$1,700.00	\$6,800.00	\$81,600.00
48' W Large	27	27	62	100%	\$695.00	\$18,765.00	\$225,180.00
42' W Standard w/additional 176 sq. ft. storage	4	4	3	100%	\$629.00	\$2,516.00	\$30,192.00
42' Standard (42' wide)	121	121	113	100%	\$508.00	\$61,468.00	\$737,616.00
42' W Standard Discounted rate for CAP & EAA	2	2		100%	\$250.00	\$500.00	\$6,000.00
Storage Rooms	7	4		57%	\$100.00	\$400.00	\$4,800.00
Storage Rooms (Discounted rate for CAP & EAA)	2	2		100%	\$10.00	\$20.00	\$240.00
<b>TOTALS</b>	<b>167</b>	<b>164</b>	<b>203</b>			<b>\$90,469.00</b>	<b>\$1,085,628.00</b>

- Maintenance Requests: **3**
- Total number of tenants: **161**
- Total rentable spaces: **167**
- **108** tenants using auto credit card method of payment
- **4** co-tenancies

## **AGENDA ITEM NO. 8.5**

### **MANATEE AIRPORT AUTHORITY ARFF, OPERATIONS & POLICE DEPARTMENTS JANUARY 29, 2024**

#### **OPERATIONS DEPARTMENT - PROJECT/ACTIVITY/INCIDENT REPORT FOR THE MONTH OF DECEMBER**

##### **Projects and Activities**

- Operations corrected several minor issues with the Access Control System during the month.
- Operations attended construction meetings for In-line Baggage System, East Ramp Expansion, West Ramp/Employee Parking Lot Expansion, Ground Boarding Facility, Overflow Parking Lots, and Ground Transportation Center.
- Operations conducted multiple vehicle and aircraft escorts throughout the month.
- Operations conducted multiple "drivers training" sessions on the airfield.
- Operations responded to multiple wildlife and FOD calls throughout the month.
- Operations conducted the semi-annual Vulnerability Assessment.
- Operations escorted an engineering contractor on Taxiway A, taking core samples for future taxiway rehabilitation.
- Two additional 55" CCTV monitors were added to AIRCOM.
- 12/01 – 12/03: Runway 14/32 closed from midnight to 5:30AM nightly, for rubber removal.
- 12/04 – 12/07: Annual FAA Part 139 inspection.
- 12/14 – Operations and APD assisted with escorts for the arrival of a fallen serviceman on a Delta flight.
- 12/20 - Operations escorted a Breeze (SCAT) bus on the ramp for a photo shoot.
- 12/27 – Operations escorted an ABC 7 (40) reporter on concourse for a holiday travel story.
- 12/29 – Operations and APD assisting a very late arriving/departing Breeze Airline flight deplane/enplane passengers on Remote Hard Stand #4, due to all gates being occupied by overnighting aircraft.

##### **Alerts and Incidents**

- 12/01 – Fuel Spill: A contractor was transporting a five gallon can of diesel fuel in the back of an all-terrain vehicle, when the can tipped over, spilling one gallon of fuel on the ramp near Gate B1. ARFF responded and used fuel pads & speedy-dry to clean up the spill.
- 12/05 – Alert II: AA2439 returning to SRQ with a Flight Control problem. Aircraft (A319) lands safely.
- 12/06 – Alert II: After take-off, a Beech Baron lost power in the right engine. Aircraft circled around and landed safely on Runway 32. After clearing runway, aircraft was unable to taxi. Operations escorted Dolphin tug to tow aircraft.
- 12/12 – Pilatus PC-7 blows left main tire landing Runway 32. Aircraft stops on Taxiway B, between runway and Taxiway A (in Runway Safety Area). ARFF responded w/Plane Skate (recovery dolly); Operations responded to Atlantic South for tug. Aircraft towed to its hangar. Runway 14/32 closed for approximately 30 minutes.

**OPERATIONS DEPARTMENT  
JANUARY 2024**

**Miscellaneous Activities**

<b>December Activity</b>	<b>2023</b>	2022	
Medical Runs Dispatched by AIRCOM	<b>37</b>	34	9%
Medical Runs requiring County EMS Response	<b>9</b>	13	-31%
Aircraft Alerts/Incidents	<b>4</b>	7	-43%
NOTAMs Issued	<b>80</b>	53	51%
Notice of Violations	<b>2</b>	8	-75%
CHRC (Fingerprint check) conducted	<b>80</b>	90	-11%
New I.D. Badges Issued	<b>101</b>	120	-16%
I.D. Badges Renewed	<b>78</b>	58	34%
Security Threat Assessments	<b>272</b>	270	.7%
Computer Based Training Classes completed	<b>494</b>	508	-3%

**FIRE DEPARTMENT  
JANUARY 2024**

<b>FIRE DEPARTMENT ACTION REPORT DECEMBER 2023</b>			
<b>SAFETY INCIDENT/RESPONSES</b>			
<b>TYPE OF RESPONSE</b>	<b>AREA OF RESPONSE</b>	<b>NUMBER OF RESPONSES</b>	<b>TOTAL YEAR TO DATE</b>
EMT FIRST AID RESPONSES:	Ticket wing	1	32
	Main	2	27
	Baggage Wing	3	39
	Escalator	1	6
	Curbside	4	44
	2nd Floor	1	19
	3rd Floor	0	1
	TSA Checkpoint	1	7
	Walk-in	1	1
	Restaurant	0	5
	Concourse 1st	0	4
	Concourse 2nd	14	118
	Ramp	1	15
	Aboard Aircraft	11	86
	Parking lot	1	19
	Toll Booth	0	2
	Airfield	0	16
	<b>TOTAL EMT FIRST AID:</b>	<b>41</b>	<b>441</b>
FIRE RESPONSES:	Aircraft Fire	0	1
	Structural Fire	0	6
	Vegetation Fire	0	1
	Vehicle Fire	0	1
	Trash Fire	0	2
FIRE ALARM RESPONSES:	Fire Alarms	2	11
	Bomb Scare	0	0
	<b>TOTAL FIRE / ALARM:</b>	<b>2</b>	<b>22</b>
HAZARDOUS MATERIALS RESPONSES:	Fuel Spill	1	10
	Chemical Spill	0	2
	Other	0	7
	<b>TOTAL HAZARDOUS MATERIAL:</b>	<b>1</b>	<b>19</b>
AIRCRAFT EMERGENCY RESPONSES:	Alert I	0	10
	Alert II	2	18
	Alert III	0	1
	Stand By/Hot Fuel	5	35
	<b>TOTAL AIRCRAFT EMERGENCY:</b>	<b>7</b>	<b>64</b>
SUPPLEMENT REPORT		11	49
	<b>TOTAL RESPONSES</b>	<b>62</b>	<b>595</b>

**POLICE DEPARTMENT  
JANUARY 2024**

**POLICE ACTIVITIES DECEMBER 2023**

<b>CRIMES</b>	
ASSAULT/BATTERY	1
BOMB THREATS	0
GRAND THEFT AUTO	1
DAMAGE TO PROPERTY	0
DISORDERLY CONDUCT	4
FIELDS INTERVIEWS	2
DOMESTIC VIOLENCE	0
NARCOTICS	0
PERSONAL PROPERTY THEFT	1
RECOVER GRAND THEFT AUTO	0
SUSPICIOUS PERSON	4
SUSPICIOUS VEHICLE	2
TRESPASS	2
OTHER CRIMES	0
<b>TOTAL:</b>	<b>17</b>
<b>PATROLS</b>	
AOA	49
CONCOURSE PATROL	146
SECURITY CHECKPOINT	146
GROUND TRANS	38
PARKING LOTS	162
PERIMETER (INSIDE)	21
ROADWAY	141
BAGGAGE AREA PATROL	106
TACTICAL PATROLS	83
SECURITY PATROLS	376
<b>TOTAL:</b>	<b>1268</b>
<b>CHECKPOINTS</b>	
AOA BREACH	0
ASSIST ASM MISC.	2
CHECKPOINT BREACH	0
DOOR ALARMS	0
DRUGS-NARCOTICS	0
EXIT LANE ALARM	0
EXIT LANE BREACH	0
HOLD BAGGAGE CALLS	0
NO FLY LIST	0
OTHER PROHIBITED ITEMS	0
SUSPICIOUS ITEMS	0
OTHER	1
<b>TOTAL</b>	<b>3</b>

<b>INSPECTIONS</b>	
COMMERCIAL INSPECTION	25
GATE INSPECTION	142
GT INSPECTION	341
SIDA CHECK	152
OTHER INSPECTIONS	0
<b>TOTAL:</b>	<b>660</b>
<b>TRAFFIC</b>	
DISABLED VEHICLE/TOWING	4
PARKING TICKETS	14
TRAFFIC CRASHES	4
TRAFFIC CITATIONS	4
WARNINGS	1
OTHER TRAFFIC	0
<b>TOTAL:</b>	<b>27</b>
<b>ASSISTANCE</b>	
BAKER/MARCHMAN ACT	4
CUSTOMERS	37
MOTORISTS	5
OUTSIDE AGENCIES	5
SMAA EMPLOYEE/DEPT	0
TENANTS	4
MEDICAL CALLS	36
LOST & FOUND LOGGED	56
LOST & FOUND RETURNED	22
LOST & FOUND INQUIRIES	327
<b>TOTAL:</b>	<b>496</b>
<b>WEAPONS</b>	
EXPLOSIVES	0
FIREARM PARTS/AMMO	1
FIREARMS AT CHECKPOINT	2
UNDECLARED WEAPONS	2
OTHER WEAPONS	2
<b>TOTAL:</b>	<b>7</b>
<b>ARRESTS</b>	
ARRESTS FELONY	0
ARRESTS JUVENILE	0
ARRESTS MISD	0
SAO REFERRAL	0
NOTICE TO APPEAR	2
OTHER ARRESTS	0
<b>TOTAL:</b>	<b>2</b>

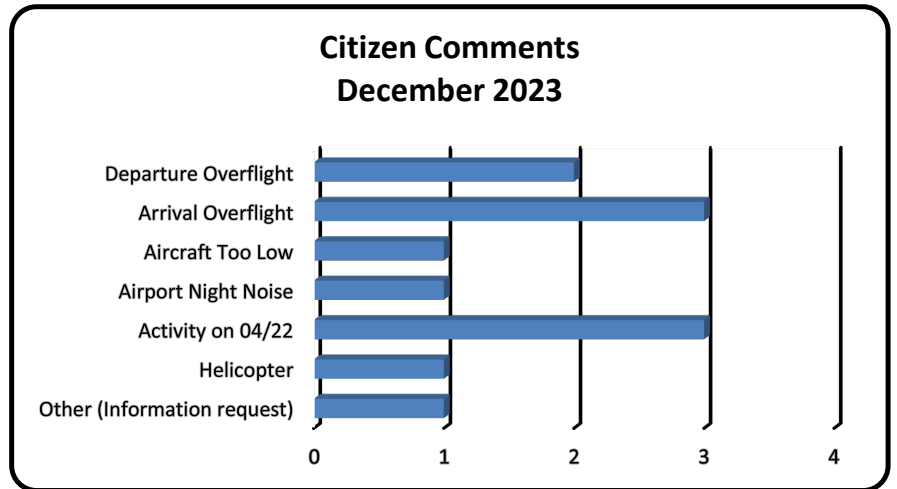


**OPERATIONS  
JANUARY 2024**

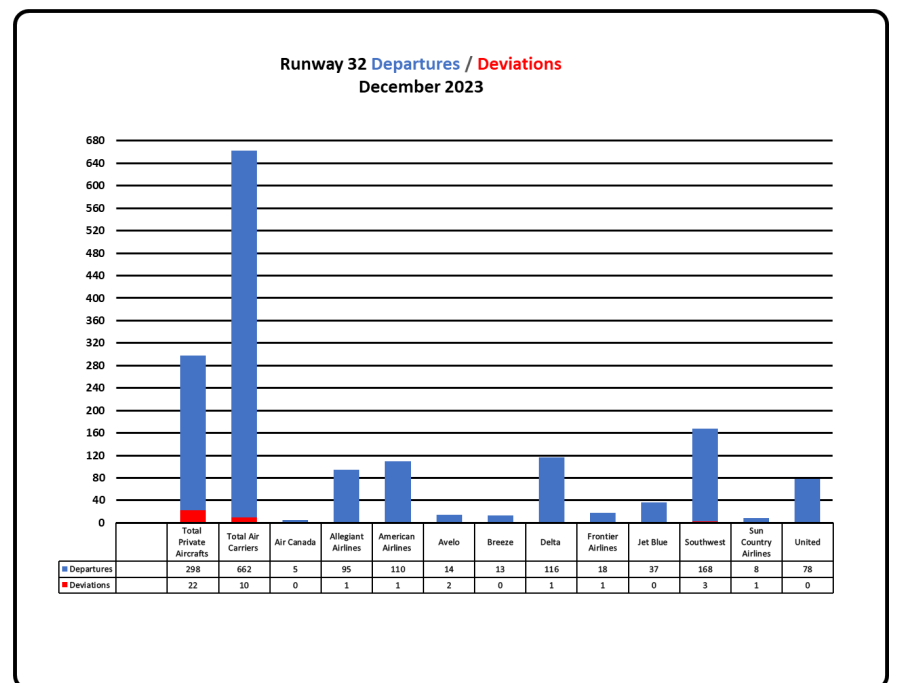
**NOISE MONITORING AND FLIGHT TRACKING FOR THE MONTH OF DECEMBER**

The chart to the right displays the distributions of noise complaints for the month of **December 2023**. There were **7 call and 5 web forms which generated 11 complaints and 1 request for information** by the Noise Abatement Hotline or by the Operations Department.

Of the total complaints, **42% were from Sarasota County and 58% from Manatee**. The average number of calls received for the month were **.39 calls per day**.



Flight Tracking & Runway 32 Deviation data is for **December 2023**. There were **10 air carrier and 22 private jet deviations** observed during this period. **In December 2023, Southwest (SWA) had 3 deviations, Avelo (VXP) had 2 deviations, Delta (DAL) had 1 deviation, American (AAL) had 1 deviation, Allegiant (AAY) had 1 deviation, Frontier (FFT) had 1 deviation and Sun Country (SCX) had 1 deviation**. This office continues to work with representatives from the airlines, private jets and the SRQ ATCT to ensure compliance with SRQ Five & SRKUS Four Departure Procedures (NADP for Runway 32).



**RUNWAY UTILIZATION**

The overall runway utilization for the month of **December 2023** is distributed as follows:

Operations	Runway 04	Runway 22	Runway 14	Runway 32
Arrivals	4%	3%	53%	40%
Departures	17%	3%	47%	33%

## **AGENDA ITEM NO. 8.6**

### **SARASOTA MANATEE AIRPORT AUTHORITY DEVELOPMENT/COMMUNITY RELATIONS & ACTIVITY REPORT JANUARY 29, 2024**

#### **SRQ AMBASSADORS**

In December, the SRQ Ambassadors volunteered 926 hours. Our ambassadors gave 1 guided tour with 60 participants during the month.

#### **MEDIA RELATIONS**

Met with or contacted this month by reporters from the Sarasota Herald-Tribune, the Bradenton Herald, ABC7, SNN TV, Bay News 9 and News Channel 8.

#### **Mark Stuckey, Executive Vice President, Chief of Staff: January 1, - January 31, 2024**

Jan 4	Teleconference – OMA airport regarding baggage handling system
Jan 8	Teleconference – United Airlines
Jan 11	Meeting – Marketing firm Media Garage
Jan 16	Speaker – provided PowerPoint presentation at Tenant Manager's Meeting
Jan 17-19	Meeting and Event – with Breeze Airways & BACVB in Salt Lake City
Jan 24	Meeting – with Manatee County on Observation Area Project
Jan 25	Meeting – Lease & Concession Agreement

#### **Fredrick Piccolo, President, CEO: January 1 – January 31, 2024**

Jan 8	Meeting – ACI-NA Political Affairs Subcommittee
Jan 11	Hosting – Council of Governments Lunch Meeting
Jan 12	Interview – ABC 7
Jan 16	Speaker- Michael Saunders Co
Jan 22	Speaker – USF Sarasota-Manatee Construction Celebration
Jan 25	Meeting – FAA Orlando (thru 01-26)
Jan 31	Meeting – Manatee Chamber of Commerce

Mr. Piccolo participates in various impromptu media interviews throughout the month.

# **ACTIVITY REPORT**

## **DECEMBER 2023**

**ACTIVITY REPORT**  
**SARASOTA-MANATEE AIRPORT AUTHORITY**  
**SARASOTA BRADENTON INTERNATIONAL AIRPORT**

ACTIVITY MONTH:      **DECEMBER**

	2023			2022			12 MONTHS ACTIVITY THRU DECEMBER		
	2023	2022	% CHANGE	2023 YEAR TO DATE	2022 YEAR TO DATE	% CHANGE	2023	2022	% CHANGE
<b>AIRCRAFT OPERATIONS</b>									
<b>ITINERANT</b>									
AIRLINES	3,316	2,985	11.09%	32,743	30,111	8.74%	32,743	30,111	8.74%
AIR TAXI	1,446	1,495	-3.28%	15,522	14,284	8.67%	15,522	14,284	8.67%
GENERAL AVIATION	6,090	5,474	11.25%	73,419	72,470	1.31%	73,419	72,470	1.31%
MILITARY	87	156	-44.23%	1,927	2,145	-10.16%	1,927	2,145	-10.16%
<b>TOTAL ITINERANT</b>	<b>10,939</b>	<b>10,110</b>	<b>8.20%</b>	<b>123,611</b>	<b>119,010</b>	<b>3.87%</b>	<b>123,611</b>	<b>119,010</b>	<b>3.87%</b>
GENERAL AVIATION (Local)	2,761	2,408	14.66%	43,066	33,720	27.72%	43,066	33,720	27.72%
<b>TOTAL OPERATIONS</b>	<b>13,700</b>	<b>12,518</b>	<b>9.44%</b>	<b>166,677</b>	<b>152,730</b>	<b>9.13%</b>	<b>166,677</b>	<b>152,730</b>	<b>9.13%</b>
<b>TOTAL PASSENGERS:</b>									
<b>ON</b>	<b>193,930</b>	<b>181,407</b>	<b>6.90%</b>	<b>2,162,785</b>	<b>1,927,529</b>	<b>12.21%</b>	<b>2,162,785</b>	<b>1,927,529</b>	<b>12.21%</b>
<b>OFF</b>	<b>212,183</b>	<b>196,368</b>	<b>8.05%</b>	<b>2,159,617</b>	<b>1,920,077</b>	<b>12.48%</b>	<b>2,159,617</b>	<b>1,920,077</b>	<b>12.48%</b>
<b>TOTAL</b>	<b>406,113</b>	<b>377,775</b>	<b>7.50%</b>	<b>4,322,402</b>	<b>3,847,606</b>	<b>12.34%</b>	<b>4,322,402</b>	<b>3,847,606</b>	<b>12.34%</b>

SARASOTA BRADENTON INTERNATIONAL AIRPORT  
 TOTAL PASSENGERS - DECEMBER 2023  
 MONTH / YEAR-TO-DATE COMPARISON

AIRLINES	MONTH			YEAR-TO-DATE			YTD MKT SHARE	
	2023	2022	% CHG	2023	2022	% CHG	2023	2022
<b>[MAJOR CARRIERS]</b>								
AIR CANADA	2,677	4,897	-45.3%	34,868	9,142	100.0%	0.8%	0.3%
ALLEGiant	72,841	88,873	-18.0%	833,136	792,013	5.2%	19.7%	21.7%
AVELO	8,507	5,122	66.1%	87,374	43,815	99.4%	2.1%	1.2%
BREEZE	7,109	4,147	71.4%	49,545	14,673	100.0%	1.2%	0.4%
DELTA	80,628	67,191	20.0%	873,042	784,937	11.2%	20.6%	21.5%
ELITE AIRWAYS	0	0	0.0%	0	200	-100.0%	0.0%	0.0%
FRONTIER	13,408	3,250	312.6%	53,666	34,554	55.3%	1.3%	1.0%
JETBLUE	20,081	19,631	2.3%	193,808	210,874	-8.1%	4.6%	5.8%
UNITED	42,220	33,091	27.6%	418,787	260,732	60.6%	9.9%	7.2%
AMERICAN	55,188	52,721	4.7%	549,150	420,866	30.5%	13.0%	11.5%
SOUTHWEST	93,243	81,073	15.0%	1,104,494	1,032,587	7.0%	26.1%	28.3%
SUN COUNTRY	6,458	6,556	-1.5%	38,548	43,341	-11.1%	0.9%	1.2%
<b>MAJOR TOTAL:</b>	<b>402,360</b>	<b>366,552</b>	<b>9.8%</b>	<b>4,236,418</b>	<b>3,647,734</b>	<b>16.1%</b>	<b>100.0%</b>	<b>100.0%</b>
<b>[AFFILIATE AIRLINES]</b>								
MESA AIRLINES-United Express	1,001	2,801	0.0%	15,908	18,785	-15.3%	19.0%	9.5%
PSA AIRLINES -American	1,524	2,630	-42.1%	46,031	71,706	-35.8%	55.1%	36.3%
REPUBLIC-American	287	1,835	0.0%	4,798	15,346	-68.7%	5.7%	7.8%
Republic - United	246	602	0.0%	6,953	50,626	-86.3%	8.3%	25.6%
Republic-Delta	0	0	0.0%	0	8,159	-100.0%	0.0%	4.1%
SKY WEST - United	0	2,948	0.0%	6,112	13,749	-55.5%	7.3%	7.0%
ENDEAVOR-Delta	0	0	0.0%	0	0	0.0%	0.0%	0.0%
ENVOY-American	392	136	0.0%	3,757	19,166	-80.4%	4.5%	9.7%
<b>REGIONAL TOTAL:</b>	<b>3,450</b>	<b>10,952</b>	<b>-68.5%</b>	<b>83,559</b>	<b>197,537</b>	<b>-57.7%</b>	<b>100.0%</b>	<b>100.0%</b>
<b>[DOMESTIC-CHTR]</b>								
SUN COUNTRY	303	271	11.8%	2,425	2,129	13.9%	100.0%	91.2%
SWIFT AIR		0	100.0%		206	-100.0%	100.0%	8.8%
<b>SUBTOTAL:</b>	<b>303</b>	<b>271</b>	<b>11.8%</b>	<b>2,425</b>	<b>2,335</b>	<b>3.9%</b>	<b>100.0%</b>	<b>100.0%</b>
<b>CHARTER TOTAL:</b>	<b>303</b>	<b>271</b>	<b>11.8%</b>	<b>2,425</b>	<b>2,335</b>	<b>3.9%</b>	<b>0.1%</b>	<b>0.1%</b>
<b>GRAND TOTAL:</b>	<b>406,113</b>	<b>377,775</b>	<b>7.5%</b>	<b>4,322,402</b>	<b>3,847,606</b>	<b>12.3%</b>	<b>100.0%</b>	<b>100.0%</b>

SARASOTA BRADENTON INTERNATIONAL AIRPORT  
TOTAL YOY PASSENGER COMPARISON - BY MONTH

2023					2022					YOY
JAN	232,060	145,007	550	377,617	JAN	160,119	141,562	508	302,189	25.0%
FEB	240,742	152,743	322	393,807	FEB	173,945	166,165	355	340,465	15.7%
MAR	292,811	222,078	0	514,889	MAR	244,551	198,131	164	442,846	16.3%
APR	253,246	197,790	0	451,036	APR	234,933	150,693	387	386,013	16.8%
MAY	200,947	141,568	322	342,837	MAY	187,689	144,416	326	332,431	3.1%
JUNE	178,835	130,139	153	309,127	JUNE	188,770	98,970	318	288,058	7.3%
JULY	186,274	136,973	149	323,396	JULY	184,958	98,167	0	283,125	14.2%
AUG	143,343	117,460	288	261,091	AUG	149,079	87,720	0	236,799	10.3%
SEPT	130,276	100,409	0	230,685	SEPT	111,733	78,672	0	190,405	21.2%
OCT	207,489	126,705	338	334,532	OCT	190,148	117,864	0	308,012	8.6%
NOV	226,723	150,549	0	377,272	NOV	222,438	137,050	0	359,488	4.9%
DEC	248,604	157,206	303	406,113	DEC	238,222	139,282	271	377,775	7.5%
<b>TOTAL:</b>	<b>2,541,350</b>	<b>1,778,627</b>	<b>2,425</b>	<b>4,322,402</b>	<b>TOTAL:</b>	<b>2,286,585</b>	<b>1,558,692</b>	<b>2,329</b>	<b>3,847,606</b>	<b>12.3%</b>

## **AGENDA ITEM NO. 8.7**

### **SARASOTA MANATEE AIRPORT AUTHORITY ENGINEERING, PLANNING & FACILITIES ACTIVITY REPORT January 29, 2024**

#### **ENGINEERING**

→ **Parking Expansion/Remote Lot Improvements**

Staff bid the expansion portion to the long-term and overflow lot due to increases in airline traffic. The Authority awarded the low-responsive bidder at the January 2021 Board meeting. A CO was issued to design and permit the Remote Lot Improvements. The contractor is installing landscape, fencing, and anticipates substantial completion in early November. Revenue Control equipment has been installed, and parking is now available. Contractor is completing punch list items and staff is beginning project closeout.

→ **Baggage Handling System Project**

The Baggage Handling System Project will consolidate the three-existing mini-inline systems into one fully inline system. This project will allow all bag belts in ticketing to feed to one checked baggage inspection room and will allow for redundant screening machines. The project was advertised for bids and the low responsive bidder was approved at the May 2022 Board meeting. Staff received funding from TSA and conducted a preconstruction meeting in October 2022. A Notice to Proceed was issued on December 7<sup>th</sup>, 2022, and construction is near complete for Phase 4. Contractor is also working concurrently in Phase 5. Contractor continues installing lighting, electrical panels, conveyors, and controls. The new (3) EDS machines have been delivered to site and temporary power has been provided through a new transformer set by FPL. Contractor will begin testing controls and conveyors for the Phase 5 portion. Phase 5 is scheduled for completion in May of 2024. Total project duration is 24-months and should be substantially complete in January 2025.

→ **Consolidated Rental Car Facility Project**

The Consolidated Rental Car Facility project will relocate all three rental car families to one lot to perform maintenance, fueling, cleaning, and storage. The Project will allow for future development of property along University Parkway and will improve the efficiency of the Rental Car's Quick turn-around process. Project was advertised for architectural/engineering qualifications, and the Authority selected PGAL to design, permit, and bid the project. Project design is complete and is being permitted with the City of Sarasota and Manatee County. The project will be bid in three separate projects including the Cell Lot, Storage Lot, and the QTA project.

- The Cell Lot bid package was advertised for bid, and the low responsive bidder was approved at the May 2022 Board meeting. The Contractor is substantially complete, and the new cell lot is open to public parking. Two new FIDS screens have been installed, and punch list items have been completed. Staff is working to closeout project.
- The QTA Bid Package has been suspended pending the results from the Master Parking Study.

→ **Ground Transportation Center Project**

The Ground Transportation Center project will reconfigure and expand the ground transportation area at the west end of baggage claim. The Project will improve efficiency and space for ground transportation including TNCs, taxis, bus, and limos. Project was advertised for bids and the low responsive bidder was approved at the November 2022 board meeting, contracts have been executed, and staff conducted a preconstruction meeting. Contractor has received permits, the old DMA has been demolished, and site grading, utility work, and canopy structures are underway. The project duration is 365 calendar days and should be complete in early summer.

→ **15<sup>th</sup> Street Observation Area Project**

The 15<sup>th</sup> Street Observation Area will improve the area off 15<sup>th</sup> Street East that is currently utilized for parking and aircraft viewing. Improvements will include a seating area, shade, lighting, pavement parking, landscape, a playground, and other enhancements. Project was advertised for architectural/engineering qualifications, and the Board selected Sweet Sparkman as the number one ranked firm to complete the design, bidding and permitting for the project. A funding agreement with Manatee County has been executed, and the contract with the approved architect has been executed. The project has been advertised for public bids, and staff anticipates bringing the low responsive bidder to the January Board meeting.

➔ **Commercial Apron Expansion Project**

The Commercial Apron Expansion project will expand the commercial apron to the East to allow for additional Remain Over Night (RON) parking and overflow hardstand parking for commercial aircraft. This project will address capacity restraints caused by inclement weather and will allow additional growth from existing airlines. EG Solutions prepared construction documents, the project was advertised for bids, and the low responsive bidder was approved at the May 2022 Board meeting. An NTP was given July 11, 2022, and contractor mobilized to site. The contractor has completed the concrete apron work, removal of Taxiway A8 and the reconstruction of Taxiway R5. The project has been suspended until after the holidays and work will continue with final markings and vehicle service road work. The substantial completion date will be extended to early 2024.

➔ **Terminal Concourse Expansion Project**

The Terminal Concourse Expansion project will modify existing Concourse B to provide increased holding room areas, concession areas and support facilities, airline podium upgrades, and upgrade escalators within terminal. Project will also construct a new Ground Boarding Facility with five new gates. The Expansion Project will be designed and constructed in multiple work packages. The following are current updates on each work package:

- Work Package 1: Board approved installation of four new escalators, two in baggage wing and two in ticketing. Contractor is working on the baggage wing escalator. The new escalators were delivered and are being installed. The new Bag Claim escalator should be operational in March. Ticket wing escalator will begin after completion of baggage wing escalator.
- Work Package 2: Concourse B Realignment work package was approved by Board. Contractor has completed the restrooms. New gate kiosks/podiums have been installed, carpet has been replaced, and additional seats have been replaced. Contractor is working on final cabling at American/Allegiant gates and removal of the two remaining kiosks. Substantial completion is expected at the beginning of March 2024.
- Work Package 3: The Utility Relocation Package was bid with local subcontractors and the GMP Amendment was approved at the November Board meeting. Contractor has mobilized to site, material has arrived on site, contractor has installed a new lift station, completed sewer and storm utilities. Contractor continues to work dual shifts installing remaining water, gas, and fiber, and has begun pouring back concrete apron. Engineer/Contractor has accelerated concrete pour near Gate B1 which will reopen Gate B1 in February.
- Work Package 5: Ground Boarding Facility; bids have been received and GMP prepared for Special Board meeting. Sarasota County has approved site plan and building permit. Contractor has completed the steel erection, the roof panels have been installed, concrete slab on grade is complete, exterior framing is nearing completion, MEP work continues, and contractor has begun work on the Central Energy Plant (CEP) expansion.
- Work Package 6: Concourse B Improvements & Dedicated outside Air Systems (DOAS); work package is in final design and should be complete in January.
- Work Package 7: Fire Alarm Upgrades and Modifications design plans have been completed and the Board approved the GMP at the September Board meeting. Contract has been executed and work is expected to begin in February 2024.

➔ **General Aviation FIS (GAF) Project**

The GAF project will design, permit, and construct a new General Aviation Federal Inspection Facility for CBP. The project will allow CBP to clear GA aircraft through a facility in the North quad, allowing Southwest to continue to operate from Gate B8. Project was advertised for architectural/engineering qualifications, and the Board selected C&S Engineers. C&S is preparing 100-percent design plans for review. FDOT has executed a funding grant to fund 50/50 of the construction costs. Staff advertised project for bids and received no bids on this project. Staff readvertised project for bids in January, and bids were opened in March. The three (3) bids received were significantly higher than budget estimates. Staff has been working with CBP and the project Engineer/Architect to reduce project size and costs. Staff anticipates executing a new contract in January 2024.

➔ **Taxiway Charlie & Foxtrot Rehabilitation Project**

The Taxiway C & F rehab project will design, permit and rehabilitate Taxiways Charlie and Foxtrot. Project will also include airfield lighting and sign replacement as needed. The Board awarded the contract to Hanson Professional Services, Inc. at their January meeting and a design kick-off meeting was held June 11<sup>th</sup>. Hanson completed the design of the project, and the project was advertised for



construction bids. The low responsive bidder was approved at the April Board meeting. The FAA has noticed the grant, and staff has conducted the preconstruction meeting. Construction NTP was issued on November 7<sup>th</sup>, 2022, and the project is substantially complete. Final inspection occurred in mid-August. Staff will begin preparing closeout documents.

→ **ASOS Relocation**

Project will relocate the existing ASOS from the North quad to site near ASR. This relocation will allow for further development of the North quad. Staff received final plans and technical specifications from FAA. Staff prepared the Construction Safety and Phasing Plan and advertised the project for bidding. The project is currently under construction and the contractor has installed foundations for the relocation of the existing equipment. Contractor has coordinated with FAA and NWS to relocate the existing equipment in January.

→ **West Apron Expansion & Employee Lot Relocation**

Project will expand the commercial apron on the west side south into the employee parking lot. The expansion will provide for three additional remain overnight (RON) aircraft parking positions. The apron expansion will impact the existing employee parking lot, which will be relocated and expanded to accommodate current and proposed employee parking. Kimley-Horn and Associates were selected for the design and have completed the design and permitting. Staff received five bids for the project and the Board awarded the project to the low responsive bidder. The contractor has mobilized to the site and has begun grading and installing storm and relocation of utilities.

→ **Master Airport Parking Plan**

Project will evaluate parking facilities needs for SRQ, and coordinate construction with terminal expansion and other airport projects. Staff has issued an RFQ for consultants and Board ranked the top firm at the January Board meeting. Staff negotiated scope and fee, and project was approved at the March 2023 Board meeting. Consultant has collected existing information and has developed an inventory and needs for the Airport. The consultant conducted a workshop to review existing constraints and needs. Consultant has also conducted a workshop to review alternatives. The next workshop with staff is scheduled for February 26, 2024 and will provide further detailed concepts with revised estimated costs for staff review.

## PLANNING

→ **2024 FDOT JACIP**

Staff has updated the FDOT JACIP for FY 2024-2028.

## FACILITIES

→ **PROJECTS:** The Facilities Department is working on multiple projects and maintenance items:

- ATCT: Participated in "Confined Spaces" inspection. Are working with FAA for "safety Stand Down" training.
- Graphics: Cell lot signage changes/additions. Hand-outs for various departments. Construction related signs. Directional signage for parking. Graphics for vehicles.
- Loading Bridge: Cleaning and lubrication in preparation for peak season. Rust repair and repainting on B5.
- Public Works: Assisting with various contractor projects. New plantings in beds and mulching. Insecticide application. Mowing and maintenance at Whitfield. Removal of homeless encampments. Holiday decoration installations.
- Airfield: Multiple painting repairs and cleaning underway. Repair/correction of hold bars. Filling of erosion holes. PAPI replacement calibration ongoing/scheduled.
- Conveyor Coverage: CT-80 relocated and in use successfully over holiday. Staffed to 7 of 8 full time personnel to porter bags and monitor equipment. Implementing a new staffing strategy to limit staff and O.T.
- Industrial Mechanics: Loading bridge and conveyor system repairs, as needed. Conveyor repairs and services for season. Converting trailer for debris clean-up.

- HVAC: Multiple PC-Air repairs. Seasonal filter changes are underway. Working through control issues with new system. Assisting with chiller room switch over to temporary plant.
- Electronics: Multiple camera installations and repairs. Access control system maintenance. Escort of multiple contractors for tenants. Working on new cell lot.
- Electrical: Verifying circuits for BHS project. Multiple electrical repairs and diagnosis. Re-lamping stairwells. Auto door repairs/PMC&S. New lighting in Admin Conference room.
- Carpentry: Potable water cabinet repairs. Eyewash station repairs and relocations completed. Multiple office/furniture moves. Advertising installs and BSO moves.
- Vehicle Fleet: Mowing equipment repairs and service. Fleet PMC&S. Equipping of new trucks/carts for APD/OPS. Shuttle bus repairs.
- Janitorial: Devising different scheduling strategies for floor crew. Crew training is underway. Monitoring Owens performance. Short two floor techs.

→ **TOTAL WORK ORDERS: 400**

VEHICLE MAINTENANCE/EQUIPMENT REPAIR - 1 PMs, 1 work orders

SIGN/CADD – 8 PMs, 29 work orders

AIRSIDE (Airfield) - 6 PMs, 5 work orders

LANDSIDE (Landscape, Equip Oper, Public Works) - 69 PMs, 15 work orders

INDUSTRIAL TRADES – 144 PMs, 121 work orders

## **AGENDA ITEM NO. 8.8**

### **SARASOTA MANATEE AIRPORT AUTHORITY INTERNAL AUDIT/RECORDS RETENTION DEPARTMENT AND INVESTMENT COMPLIANCE REPORT JANUARY 29, 2024 REGULAR MEETING**

The following is a recap of Internal Audit Department projects and activities during December 2023:

**External Audit:** Assisted the external auditors from Plante Moran PLLC with the audit of the Authority's fiscal 2023 financial statements and single audit procedures relative to federal and state grant programs. PM staff were on-site the week of December 4th and continued working remotely the remainder of the month.

**Monthly Investment Activity Compliance Report:** The Authority had two US T-Bills and one US T-Note mature in December 2023 with principal totaling \$17.220 million. \$8.0 million was reinvested in US T Bills maturing in 2 to 3 months. The remaining \$9.220 million was retained to meet current cash flow obligations of the Authority associated with on-going construction projects. This activity is compliant with the Authority's duly adopted Investment Policy.

**Risk Management:** Renewed Fiduciary Liability and Pollution Liability insurance policies. Continued to provide assistance to counsel appointed by liability insurance carrier in defending claims brought by plaintiffs in four separate actions for slip and fall incidents at SRQ.

**Title VI Compliance:** Continued drafting FAA-required Title VI Non-discrimination Plan for the Authority. Plan is required to be filed with FAA by 1/30/2024.

**Parking:** Parking operations are reviewed and tested monthly by Internal Audit. A total of 350 one-day complimentary parking cards or stickers were issued to the Badge Office, Executive Office, Marketing, Purchasing, and the Front Desk. Auction commenced on one abandoned vehicle during the month and the owner of a second vehicle offered to convey title to the Authority in exchange for lien waiver. There were no other vehicles being monitored for abandonment at month-end.

**Records Requests:** The Records Department received and processed 20 external/public record requests and three internal records requests during the month.

**Management of Paper Records:** The Records Department received and processed 7 central file records and pulled 10 boxes of records for scanning and destruction. A total of 4 bags of obsolete, superseded, and duplicate records equaling 3.0 cubic feet were shredded per Authority directives and in accordance with Florida statutes.

**Continuing Education:** During December, the Records Retention Coordinator completed IT security training.

## AGENDA ITEM NO. 8.9

SARASOTA MANATEE AIRPORT AUTHORITY  
INFORMATION TECHNOLOGY DEPARTMENT  
January 2024

**System upgrades and implementation:**

- Evaluation to determine redundancy and environmental needs for Network Operation Centers- implementation of new server cabinet technologies- Airside complete.
- Additional fiber installation planned for Terminal and Concourse- In progress.
- Hardware refresh of computer systems- 200+ systems upgraded. Ongoing
- Security Awareness online training- Renewed/ Ongoing.
- Anti-phishing solution to improve email security – monitoring.
- Datacenter backup solution upgrade- ongoing
- Uniti and Crown Castle circuit installations for redundant internet connectivity-In progress.

**Common Use:**

- Working with airlines on continual support for Ticket/Gate operations- ongoing
- Use of Aerocloud CUPPS for expanded gate capacity- ongoing.
- Working with Engineering and contractor on Concourse B realignment- ongoing

**Phone System:**

- Replacement of pay phones with Courtesy phones- complete.
- ShoreTel phones will continue their upgrade to new Mitel phones- Ongoing.
- Shoretel phones system upgraded to new Mitel platform- In process.
- Install new conference room phones to improve calls/Teams meetings -Complete

**SRQ Web Page:**

- Ongoing updates- Website refresh including Home screen updates, Updated pictures and content- New site is live and updates are in progress.

**IT Assessment**

- Ongoing: Updating policies and procedure to comply with NIST, CJIS and CIS frameworks.

**Training:**

- Network +\ MCP Certification- In progress
- CCNA Certification- Complete
- MCA Training- In progress
- MCE Training- Complete
- CJIS Training- Complete
- CISSP Training- Complete

**Project Coordination:**

- Conversion to digital record with Internal Audit- working with Purchasing and Internal Audit for scanning of documents including CAD files.
- FOTS cabinet upgrades- identify replacement UPS/ Cooling options- In progress.
- Distributed Antenna System (DAS) install by Crown Castle- Verizon evaluating installation.
- Airport Wide WIFI system upgrades- New APs and equipment upgrades in progress.
- Working with Facilities to setup new Telecom closet at revenue house- in progress.
- New Managed Network Services provider- in progress
- Upgrade the PA system switches- switches installed and configured.
- New Common Use switches for CUPPS- Complete