



## **Minutes for January 29, 2024 Board Meeting**

01/29/2024 | 01:00 PM - 02:08 PM

### **Attendees – Board:**

Carlos Beruff; 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 Spencer called the meeting to order at 1:00 p.m. and Commissioner Jackson gave the invocation and led the pledge.

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

Pamela Kantor, Executive VP, CFO introduced the following new employees:

- Zaire Kekahuna-Samedi, Baggage Handler
- Marek Borkowski, Baggage Handler
- Czesława Szymanski, Baggage Handler
- Josue Morales, Maintenance Technician
- Peter Fischer, Property Leasing Agent
- Paul Matynka, Traffic Control Specialist
- Destiny O'Neill, IT System Technician

Ms. Kantor noted that an additional 23 employees were hired between September 2023 and January 2024. She also recognized Jeremy Beal, the new SMAA Police Chief.

### **Item 3. Approval of Minutes of Regular Meeting of November 27, 2023**

The Board unanimously approved the minutes of the Regular Meeting of November 27, 2023.

### **Item 4. Public Comments - Items on the Agenda**

There were no public comments regarding items on the agenda.

### **Item 5. Communication: Plante Moran Audited Fiscal Year 2023 Financials**

Blake Roe, Partner, Plante Moran provided an overview of the Fiscal Year 2023 financial audit for the Authority and noted there were no audit exceptions again this year.

**Item 6. Items Needing Action**

**6.1 Public Hearing to Approve Resolution 2024-02 and Annual Updates & Revisions to the Minimum Standards for Aeronautical Activities**

Commissioner Spencer opened the Public Hearing and Dori Guzman, Notary Public, administered the oath to staff members taking part in the Public Hearing. Mr. Piccolo noted the Standards are updated annually.

**THE PUBLIC HEARING WAS CLOSED.**

**6.2 Resolution 2024-02 Adopting Minimum Standards for Aeronautical Activities**

**MOTION:** Commissioner Beruff motioned to approve Resolution 2024-02 and revisions to Minimum Standards for Aeronautical Activities, as presented. Commissioner Jackson seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

**6.3 Public Hearing to Approve Resolution 2024-03 and Award Development & Operating Agreement to Aircraft Services Group, Inc. for Aircraft Management, Charter, and Self Fueling Services**

Commissioner Spencer opened the Public Hearing and Dori Guzman, Notary Public, administered the oath to staff members taking part in the Public Hearing. Mr. Piccolo noted the terms of the Development and Operating Agreement to Aircraft Services Group, Inc.

**THE PUBLIC HEARING WAS CLOSED.**

**6.4 Approval of Resolution 2024-03 and Award of Development & Operating Agreement to Aircraft Services Group.**

**MOTION:** Commissioner Beruff motioned to approve Resolution 2024-03 as presented. Commissioner Jackson seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

**6.5 RFQ-04-2023-OCC Professional Planning, Engineering & Architectural Design Services to Provide On-Call Consulting Services**

With the intention of having two firms able to provide on-call consulting services, a Request for Qualifications was issued in November 2023. Thirteen firms responded, three were deemed qualified and were selected to present to the Board. The firms presenting their qualifications to the Board were: AtkinsRealis, Infrastructure Consulting & Engineering, and Kimley-Horn. The Board voted and ranked first AtkinsRealis and Kimley-Horn as the two firms to provide on-call general consulting services, with two separate professional services contracts to be negotiated. Infrastructure Consulting & Engineering was ranked third.

**MOTION:** Commissioner Beruff motioned to approve the selections. Commissioner Jackson seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

**6.6 Resolution 2024-01 Authorizing President, CEO to Execute certain Leases, Contracts, and Grant Agreements**

**MOTION:** Commissioner Beruff motioned to approve Resolution 2024-01, authorizing the President, CEO (or in his absence, the Executive Vice President, Chief of Staff) to execute certain leases, contracts and grant agreements. This resolution is updated annually. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

**6.7 Revisions to the SMAA Official Travel Policy**

**MOTION:** Commissioner Beruff motioned to approve revisions to the SMAA Official Travel Policy, as presented. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

**6.8 Permanent Utilities Easement(s) to Manatee County for Service to Team Success Facilities**

The Team Success charter school is currently under construction on airport property. In order to accommodate a large water meter, Manatee County is requesting/requiring two permanent utilities easements.

**MOTION:** Commissioner Beruff motioned to approve permanent utilities easement(s) to Manatee County, as presented. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

**6.9 Ratification of SMAA Defined Benefit Retirement Plan Governance Report**

Staff is requesting ratification of the 2023 Governance Report, clarifying certain items requested by the Florida Department of Management Services. Particularly, that the Authority uses on pecuniary factors when deciding to invest plan assets.

**MOTION:** Commissioner Beruff motioned to ratify the 2023 SMAA Retirement Plan Governance Report, as presented. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

**6.10 Second Lease Amendment to FBO Development and Operating Lease Agreement with Sheltair Aviation SRQ, LLC.**

Staff is recommending approval of the following: a) requirement for the construction of additional aircraft apron to serve the adjoining FIS facility ("FIS Apron"); b) establishment of an easement and tenant right of way for access to, from, and across the FIS Apron; c) increase minimum capital investment to include FIS Apron; d) extend the period of abated rent for the expansion parcel, from two years up to three and one half years, in consideration of the requirement to construct the FIS Apron; e) redefine

the commencement date of the Agreement to occur no later than December 31, 2025; and f) adjust the initial rental rate accordingly.

**MOTION:** Commissioner Beruff motioned to approve the second amendment to agreement with Sheltair Aviation, LLC., as presented. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

**Item 7. Items Needing Action – Over \$500,000 Threshold**

**7.1 Construction Contract Award to Stellar Development, Inc. for the 15<sup>th</sup> Street Observation Area**

Five bids were received and evaluated to construct the 15<sup>th</sup> St. Observation Area. Staff is recommending the Authority enter into an agreement with the lowest responsive bidder, Stellar Development, Inc. Manatee County as agreed to share half the costs of the project, and the Authority will be responsible for the other half.

**MOTION:** Commissioner Beruff motioned to approve the Chairman to execute a contract with Stellar Development for the 15<sup>th</sup> Street Observation Area project in an amount up to \$1,974,212.00, with a 10% contingency for a total budget of \$2,171,633.00. Commissioner Jackson seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

**Item 8. Department Reports Accepted**

- 8.1. Financial Statements
- 8.2. Investment Portfolio
- 8.3. Finance & Administration
- 8.4. Real Estate Development & Properties
- 8.5. ARFF, Operations & Police
- 8.6. Development/Community Relations & Activity Report
- 8.7. Engineering, Planning & Facilities
- 8.8. Internal Audit & Investment Compliance
- 8.9. Information Technology

**Item 9. Attorney Presentations**

There were no attorney presentations.

**Item 10. Old/New Business**

There was no old/new business.

**Item 11. Public Comments - Items Not on the Agenda**

There were no public comments regarding items not on the agenda.

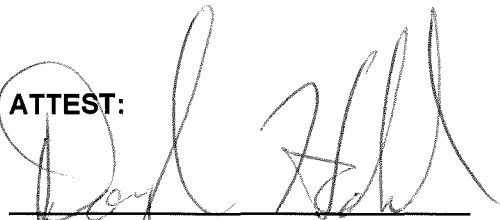
**Item 12. Comments by Commissioners**

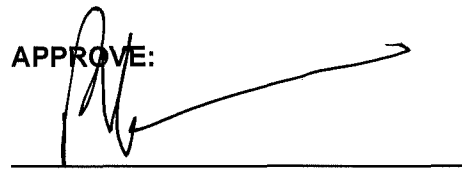
Commissioner Spencer opened the discussion regarding extending the President, CEO employment contract through June 30, 2025, with an additional six months (through December 31, 2025) as an advisor.

**MOTION:** Commissioner Beruff motioned to approve the President, CEO's Sixth Amendment to Employment Contract, as presented. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

**Item 13. Adjournment**

The meeting was adjourned at 2:08 p.m.

**ATTEST:**  
  
\_\_\_\_\_  
Doug Holder, Secretary

**APPROVE:**  
  
\_\_\_\_\_  
Robert Spencer, Chairman