SARASOTA BRADENTON INTERNATIONAL

Minutes for July 11, 2025 Special Board Meeting

07/11/2025 | 03:00 PM - Eastern Time (US and Canada)
Dan McClure Auditorium East, 6000 Airport Circle, Sarasota FL 34243

Attendees (11)

Fredrick Piccolo; Kent Bontrager; Evan Knighting; Kristin Incrocci; Robert Spencer; Doug Holder; Jeff Jackson; Dan Bailey; Anita Eldridge; Kevin Podsiad; Kimberly Steele

Agenda

Attendees:
Kristin Incrocci, Doug Holder, Jeff Jackson, Robert Spencer

Item 1. Call to Order, Invocation, Pledge to Flag

Vice Chair Incrocci called the special meeting to order at 3:00 p.m. , gave the Invocation and led the pledge to flag.

Item 2. Public Comments - Items on the Agenda

There were no Public Comments.

Item 3. Items Needing Action

3.1 Approval: Employment Agreement for New President, Chief Executive Officer

Mr. Piccolo stated that at the Board's May 19, 2025 meeting, presentations were received from three candidates, with the Board unanimously selecting Mr. Paul Hoback for the position of President, Chief Executive Officer. At the May 19 meeting, the Board requested Commissioner Beruff to ascertain a proposed terms of employment with Mr. Hoback, which is now before the Board for approval. Due to his absence today, Chairman Biter presented a letter to the Board endorsing the proposed agreement with Paul Hoback as President, CEO (letter attached to original minutes as Exhibit A). Mr. Piccolo requested the Board approve the employment agreement with Mr. Paul Hoback for an initial employment period of three years commencing on October 19, 2025, to give time consideration to Mr. Hoback's current involvement with a $l.7 billion project at the Allegheny Airport in Pittsburgh, with the project ending in September.

Mr. Piccolo advised the Board that Mr. Hoback is involved in helping us find a replacement for the departure of Mr. Kent Bontrager, V.P. Engineering, Planning & Facilities, and is reviewing applications and doing virtual interviews for the position. He noted we should have a short-list of candidates and hopefully a choice by the end of the month.

MOTION: Commissioner Spencer motioned to approve the employment contract with Mr. Paul Hoback as President, Chief Executive Officer. Commissioner Jackson seconded.
MOTION PASSED UNANIMOUSLY (4-0)

3.2 Approval: Increase Contract Scope for Construction of Baggage Handling System Project with Archer Western Construction

Mr. Piccolo advised that no action is necessary on this matter as it will now come under his signing authorization at a lower cost.

ITEM 3.2 REMOVED FROM AGENDA

Item 4. Items Needing Action - Over $500,000 Threshold

4.1 Approval: Professional Engineering Services for the Emergency Operations and Public Safety Complex

Mr. Piccolo requested the Board approve a design contract with Mead & Hunt, Inc. as the number one ranked firm at the March Board meeting, to provide professional engineering services to design, permit, and provide bidding services for the Emergency operations and Public Safety complex. The design includes demolition of the existing ARFF facility and construction of a new expanded ARFF, emergency operation, and Ops facility.

MOTION: Commissioner Holder motioned to approve the design contract with Mead & Hunt, Inc. for $2,819,887.00 with a 10% contingency providing an authorized level of $3,101,876.00 and authorize staff to prepare all documents necessary to implement this action. Commissioner Spencer seconded.
MOTION PASSED UNANIMOUSLY (4-0)

4.2 Approval: Increase Contract Scope for West Apron Expansion & Employee Lot Relocation Project with Kimley-Horn and Associates

Mr. Piccolo requested approval to amend the Kimley-Horn and Associates contract to include design and permitting for expansion of the employee parking lot into the existing stormwater pond as discussed.

MOTION: Commissioner Holder motioned to amend the Kimley-Horn & Associates contract for $1,016,656.80 with a 10% contingency for a total budget of $1,118.322.48. Commissioner Spencer seconded.
MOTION PASSED UNANIMOUSLY (4-0)

Item 5. Miscellaneous Matters

5.1 Approval: Eighth Amendment to Employment Agreement

Mr. Bailey requested the Board extend the Eighth Amendment to Mr. Piccolo's employment contract to accommodate the start date of Mr. Hoback's arrival as the new CEO. Mr. Piccolo will remain until November 2025, and from that date will continue for seven months as Advisor to Mr. Hoback and the Airport.

MOTION: Mr. Commissioner Spencer motioned to approve the Eighth Amendment to the Employment Agreement with Mr. Fredrick Piccolo. Commissioner Holder seconded.
MOTION PASSED UNANIMOUSLY (4-0)

5.2 Approval: Quality Enterprises Commercial USA - Litigation Settlement

Mr. Bailey requested the Board approve the Litigation Settlement with Quality Enterprises, the contractor that constructed an apron expansion area serving the new Allegiant terminal. The mediation process is complete, and a proposed litigation settlement will entail the Authority paying $920,000. Of that amount, $160,000 is to be contributed by the Authority's consulting engineers. That will enable the closeout of the contract, including closeout of the FAA grant agreement. The airport will get a reimbursement of $559,000 with the Authority's net payment being approximately $200,000 in satisfaction of the contractor's (recently increased) claim of $2,000,000. The cost of litigation to the SMAA would greatly exceed that amount.

MOTION: Commissioner Spencer motioned to approve the Litigation Settlement with Quality Enterprises Commercial USA, subject to Quality Enterprises Commercial USA to provide all necessary close out documents to satisfy the Federal Aviation Administration. Commissioner Holder seconded.

MOTION PASSED UNANIMOUSLY (4-0)

Mr. Piccolo noted we will hold a Budget Workshop on the morning of August 25, with our Regular Board meeting held the same afternoon. He noted that Kent Bontrager, Senior Vice President, Engineering, Planning & Facilities, will be leaving the airport for a position at the Greenville Airport before the end of July, and thanked him for the great job he has done at SRQ and wished him well.

Adjournment

The meeting adjourned at 3:14 p.m.

ATTEST:

Carlos Beruff, Secretary

APPROVE:

for Jesse Biter, Chairman

Robert Spencer
ACTING
CHAIR

Jesse Biter
Chairman
Sarasota Manatee Airport Authority

SRQ SARASOTA BRADENTON INTERNATIONAL

Monday, July 7, 2025

To the Members of the Sarasota Manatee Airport Authority,

Due to a longstanding, pre-planned trip, I regretfully cannot be present to formally vote on the proposed Employment Agreement for our new President, Chief Executive Officer, Paul Hoback and the short extension for the incumbent President, Chief Executive Officer Rick Piccolo to remain to ensure a smooth transition period.

Though I am not with you in person, I want to assure you that I have reviewed the proposed agreements and want to compliment Commissioner Carlos Beruff for his diligent efforts to bring the Board a sound and fair agreement. I am confident that Mr. Hoback will continue the great trajectory of the airport and want my fellow Commissioners to know I fully endorse the proposed agreements.

Please accept my sincerest apologies for my absence. I am deeply grateful to each of you for your time, commitment, and service to our community as you lead this critical decision-making process.

Sincerely,

Jesse Biter
Chairman
Sarasota Manatee Airport Authority

EXHIBIT A
(Agenda Item No. 3.1 – July 11, 2025 SMAA Special Meeting)