



Minutes for February 15, 2022

02/15/2022 | 11:00 AM - 11:46 AM - Eastern Time (US and Canada)

Dan P McClure Auditorium, 6000 Airport Circle, Sarasota FL 34243

Attendees (10)

Commissioners: Carlos Beruff; Jesse Biter; Kristin Incrocchi; Jeff Jackson; Robert Spencer
Staff/Council: Fredrick Piccolo; Kent Bontrager; Anita Eldridge; Dori Guzman; Dan Bailey

Absent (1)

Commissioner Holder

Note

Commissioner Jackson arrived to the meeting at 11:05 a.m., and did not vote on Items 6.1 through 6.6.

AGENDA

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

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

Item 2. Introduction of New Employees

Anita Eldridge introduced new employee Emma Klostermeyer, Operations Officer.

Item 3. Approval: Minutes of Regular Meeting of November 22, 2021

The Board approved the minutes of the Regular Meeting of November 22, 2021, as presented.

Item 4. Public Comments

No public comments were offered.

Item 5. Communication: Plante Moran Audited Fiscal Year 2021 Financials

Mr. Piccolo informed the Board the audited FY 2021 Financial Report was available. He also noted this is the Authority's twentieth year with no audit exceptions, and the Authority is strong, with \$54 million in reserves.

Item 6. Items Needing Action

Item 6.1 Approval: Increase Contract Scope for Airport Parking Lot Expansion Project with American Infrastructure Development

Due to significant and unanticipated increase in airline traffic and the loss of three overflow parking lots, it is necessary to amend professional engineering services which were approved at the May 20, 2019 SMAA Board Meeting. Additional design and permitting fees associated with two new Park and Ride lots were negotiated in the amount of \$224,507.00 with a 10% contingency, providing an authorized level of \$246,958.00.

MOTION: Commissioner Biter moved to approve the design amendment with American Infrastructure Development and authorized staff to prepare all documents necessary to implement this action. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

Item 6.2 Approval: Ratification of Increase in Contract Scope for Construction of Parking Lot Expansion Project with Magnum Builders of Sarasota, Inc

After analyzing the need for immediate parking spaces for holiday traffic, the President, CEO spoke with the Commissioners, and the Board Chairman approved an increase in scope with Magnum Builders. Staff is requesting ratification of the emergency expenditures of \$253,100.67 that was needed to complete the parking lot improvements.

MOTION: Commissioner Biter moved to ratify the increase in contract scope and fee of \$253,100.67 with Magnum Builders to improve the old Avis overflow lot and authorize staff to prepare all documents necessary to implement this action. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

Item 6.3 Approval: Intergovernmental Agreement Fire Marshal Services in Unincorporated Sarasota County

An agreement has been reached with the County of Sarasota whereby the SMAA Fire Marshal will be designated as the Authority Having Jurisdiction (AHJ) in the portions of the Airport within unincorporated Sarasota County.

MOTION: Commissioner Biter moved to approve an Intergovernmental Agreement with County of Sarasota allowing the SMAA Fire Marshal to function as AHJ in the portions of the Airport within unincorporated areas of Sarasota County. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

Item 6.4 Approval: Request to Award FBO Lease and Development Agreement

In FY 2021, the Authority received unsolicited inquiries from two national firms requesting to develop and operate a new Fixed Base Operation (FBO) at the Airport: REW Investments, a privately held affiliate of Million Air Interlink, Inc (Million Air) and Sheltair Aviation SRQ, LLC (Sheltair). In reply, staff issued an Invitation for Proposal to each firm for award of an FBO Lease and Development Agreement on a 20-acre site on the Airport's North Quadrant, identified in the Airport's Master Plan for general aviation development. Based on criteria established and reviewed by staff, the President, CEO recommended award of the proposed Lease and Development Agreement to Sheltair. The proposed initial Term of Agreement to be awarded is 30 years, with one 10-year Renewal Term, subject to compliance; initial land rental rate of \$0.45/SF, subject to CPI adjustments every three years thereafter; and proposed fuel flowage fee of \$0.09/gallon, consistent with all other FBOs on the Airport.

MOTION: Commissioner Biter moved to approve award of proposed Lease and Development Agreement to Sheltair Aviation SRQ, LLC. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

Item 6.5 Approval: B-220003 Roof Replacement on Air Cargo Building, Contract Award to Allied Roofing, Inc.

In order to replace the original 1988 gravel-tar roof on the air cargo building, staff prepared and distributed a Request for Proposal to secure the services of a qualified roofing firm. After all bids were received and reviewed, staff determined Allied Roofing, Inc. to be the lowest, responsive, and responsible bidder meeting all specification requirements. The winning bid was \$214,000.00.

MOTION: Commissioner Biter moved to approve the award of the replacement roof for the air cargo building to Allied Roofing, Inc., in the amount of \$214,000.00 and authorized staff to prepare all documents necessary. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

Item 6.6 Approval: One Time Addition to Employee Incentive Plan Policy

Staff is requesting a one-time addition to the SMAA Employee Incentive Plan Policy to recognize employees hired on or before September 30, 2021. This one-time payment of \$500 (FT) or \$250 (PT or substitute) is to recognize those employees who did not meet the qualification of the plan for 2021.

MOTION: Commissioner Biter moved to approve a one-time addition to the Employee Incentive Plan to recognize employees hired on or before September 30, 2021. Commissioner Incrocci seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

Item 7. Department Reports

7.1 Financial Statements

7.2 Investment Portfolio

7.3 Finance and Administration

7.4 ARFF, Operations and Police

7.5 Development/Community Relations and Activity Report
7.6 Engineering, Planning, and Facilities

7.7 Internal Audit and Investment Compliance
7.8 Information Technologies
7.9 Real Estate Development and Properties

Item 8. Attorney Presentation

Airport council reminded the Board of annual requirement of four hours of ethics training. Staff will provide further instructions.

Item 9. Old/New Business

There was no old/new business.

Item 10. Public Comments - Items Not on the Agenda

No public comments were offered.

Item 11. Commissioners' Comments

Commissioner Spencer made a motion to direct the President, CEO to request the Transportation Security Administration (TSA) assume passenger and baggage screening functions at Sarasota Bradenton International Airport, effective immediately.

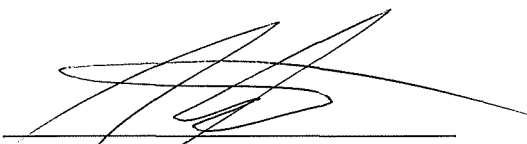
After discussion between the Board, President, and Airport Council, the motion was amended as follows:

MOTION: Commissioner Spencer directed the President, CEO, on behalf of Airport Authority, to request that TSA terminate the present provider for non-compliance; and request that TSA provide required services on a temporary basis; and request that TSA put out proposals for replacement private providers. Commissioner Jackson seconded. **MOTION PASSED UNANIMOUSLY (5-0).**

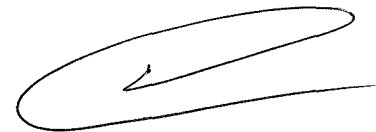
Item 12. Adjournment

The meeting was adjourned at 1:46 p.m.

ATTEST:



Jesse Biter, Secretary



Carlos Beruff, Chairman