

# AGENDA ITEM NO. 5

SARASOTA MANATEE AIRPORT AUTHORITY  
REGULAR MEETING & PUBLIC HEARING  
Monday, September 28, 2020 - 1:00 p.m.  
Dan P. McClure Auditorium East

## THOSE PRESENT:

Kristin Incrocci, Chairman  
John Stafford, Vice Chairman  
Doug Holder, Secretary  
Carlos Beruff, Commissioner  
Bob Spencer, Commissioner  
Fredrick J. Piccolo, President, Chief Executive Officer  
C. Dan Bailey, Jr., Airport Counsel  
Mark Stuckey, Exec. VP COS  
Anita Eldridge, Sr. VP, Finance & Administration  
Kent Bontrager, Sr. VP Engineering & Facilities  
Karen Garofalo, Executive Assistant – SMAA

## THOSE ABSENT:

Commissioner Peter A. Wish (via  
teleconference)

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

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

### **Item 2. Re Approval: Participation in Meeting Discussion via Amplified Telephone by Commissioner Wish**

Chairman Incrocci stated that Commissioner Wish is unable to be physically present today, but desires to participate and address the assembly by means of amplified telephone. Article II, Section 5. D. of the Authority bylaws permits this if a majority of a quorum of the Board votes to permit it, and if Commissioner Wish does not make, second or vote on any motions. The Board unanimously approved a motion to allow Commissioner Wish to address the Board by amplified telephone without making, seconding or voting on any motions.

**MOTION:** Commissioner Stafford moved approval for Commissioner Wish to participate and address the assembly by means of amplified telephone, as permitted in Article II, Section 5. D. of the Authority bylaws, if a majority of a quorum of the Board votes to permit it, and if Commissioner Wish does not make, second or vote on any motions. Commissioner Beruff seconded.  
**MOTION PASSED UNANIMOUSLY (5 -0).**

### **Item 3. Presentation of Florida's 16<sup>th</sup> District Congressional Law Enforcement Dedication and Professionalism Award to Airport Police Sergeant Jeremy Beal.**

Chairman Incrocci presented to Sergeant Beal the Congressional Law Enforcement Dedication and Professionalism Award received from the 16<sup>th</sup> District Office of Congressman Vern Buchanan for his outstanding service to the law enforcement community. Sgt. Beal accepted the award and thanked the Command staff and the Airport Authority Board for their support.

**Item 4. Introduction of New Employees**

Ms. Eldridge introduced new employee, Kevin Phillips, Maintenance Technician in the Facilities Department.

**Items 5. Public Hearing Regarding Approval of SMAA Resolution 2020-05 Adopting FY2021 Budget Establishing Airline Rentals, Fees and Charges, Designating Employee Promotion Increases, Contributions to Employee Defined Contribution Retirement Plan, Employer Contribution Credit to 457(f) Retirement Plan, and Public Parking Rates**

Chairman Incrocci opened the public hearing on SMAA Resolution 2020-05 Adoption of FY2021 Budget Establishing Airline Rentals, Fees and Charges, Designating Employee Promotion Increases, Contributions to Employee Defined Contribution Retirement Plan, Employer Contribution Credit to 457(f) Retirement Plan, and Public Parking Rates. Karen Garofalo, Notary Public, administered the oath to those taking part in today's public hearing. Staff members, Fredrick Piccolo, Anita Eldridge, Mark Stuckey, Kent Bontrager, and C. Dan Bailey, Airport Counsel, were sworn in. No members of the audience came forward to offer testimony.

Chairman Incrocci requested a member of staff summarize the budget proposal. Mr. Piccolo advised that the Board held a Workshop on August 24, 2020, to review the FY2021 Budget in detail. No issues were raised by the Board at that meeting. He stated he is very pleased with this particular budget as it was extremely challenging because of the complications of COVID during the past year. A meeting was held with the airport's signatory airlines to review the budget and stated they are very pleased with its proposal. He read into the record, a letter from Amira Trebincevic, Chairman of the Airport Airline Affairs Committee on behalf of the airport's signatory airlines, recognizing the efforts of the airport's management team and employees (attached to original minutes as Exhibit A).

Chairman Incrocci requested comments from the Board on the budget as presented. There were no questions. No members of the audience came forward to offer evidence or testimony for this public hearing. Chairman Incrocci requested a motion to close the public hearing.

**MOTION:** Commissioner Stafford moved approval to close the Public Hearing on SMAA Resolution 2020-05 Adoption of FY2021 Budget Establishing Airline Rentals, Fees and Charges, Designating Employee Promotion Increases, Contributions to Employee Defined Contribution Retirement Plan, Employer Contribution Credit to 457(f) Retirement Plan, and Public Parking Rates. Commissioner Beruff seconded. **MOTION PASSED UNANIMOUSLY (5-0).**

**Item 6. Approval of SMAA Resolution 2020-05 Adopting FY2021 Budget Establishing Airline Rentals, Fees and Charges, Designating Employee Promotion Increases, Contributions to Employee Defined Contribution Retirement Plan, Employer Contribution Credit to 457(f) Retirement Plan, and Public Parking Rates**

Chairman Incrocci requested a motion to approve the FY 2021 budget.

**MOTION:** Commissioner Holder moved approval of SMAA Resolution 2020-05 Adoption of FY2021 Budget Establishing Airline Rentals, Fees and Charges, Designating Employee Promotion Increases, Contributions to Employee Defined Contribution Retirement Plan, Employer Contribution Credit to 457(f) Retirement Plan, and Public Parking Rates. Commissioner Beruff seconded. **MOTION PASSED UNANIMOUSLY (5-0).**

**Item 7. Approval of the Minutes of the Budget Workshop of August 24, 2020, and Regular Meeting of August 24, 2020**

The Board approved the minutes of the August 24, 2020 Budget Workshop and the August 24, 2020 Regular Meeting as presented.

**MOTION:** Commissioner Spencer moved approval of the minutes of the August 24, 2020 Budget Workshop and Regular Meeting of August 24, 2020 as presented. Commissioner Beruff seconded. **MOTION PASSED UNANIMOUSLY (5-0)**

**(Item 10A. brought forward at this time)**

**Item 10A. Approval: RFQ-06-2019-CONRAC, Professional Services to Design the Consolidated Rent-A-Car Facility**

Mr. Piccolo advised staff received Request for Qualifications for a qualified firm capable of providing professional engineering services and architectural design services to develop a new Consolidated Rent-A-Car Facility (CONRAC) off Rental Card Road. The facility will consolidate rental car storage, cleaning, automotive maintenance, and fueling activities for all rental car operators at SRQ. Staff reviewed the submitted responses and selected three proposing firms to make presentations today at which time the Board will rank the firms.

Mr. Bailey explained the general protocol for presenters and the voting process that would take place following the presentations. Under CCNA, no clear law exists, therefore, competing firms have the right to remain in the room while competitors are presenting. He advised that the tradition at the airport is for the firms chosen to present, leave the room during the other presentations, but it is not required.

Each firm made presentations in alphabetical order: Demattei Wong Architecture; Infrastructure Consulting & Engineering PLLC; and PGAL. The Board selected the first, second, and third choice firm, with Mr. Bailey conducting the ballot voting process.

The ballot vote for first choice resulted in three votes for PGAL, one vote for Infrastructure Consulting, and one vote for Demattei Wong. The ballot vote for second choice resulted in four votes for Infrastructure Consulting, and one vote for Demattei Wong. The Board ranked the firms as follows:

1. **PGAL**
2. **Infrastructure Consulting & Engineering**
3. **Demattei Wong Architecture**

Contract negotiations will begin with the first ranked firm of PGAL and a contract will be brought back to the Board if successful.

**MOTION:** Commissioner Stafford moved approval of the selected firms of PGAL as first ranked firm; Infrastructure Consulting & Engineering as second ranked firm; and Demattei Wong Architecture as third ranked firm; and for staff to negotiate scope and fees with the first ranked firm and if successful to present contract for approval at the next Board meeting and prepare all documents necessary to implement this action. Commissioner Beruff seconded. **MOTION PASSED UNANIMOUSLY (5-0)**

**Item 8. Presentation of Master Plan Update – AECOM**

Mr. Piccolo advised that the Master Plan presentation is a working draft and not the final master plan with periodic updates given to the Board under the agreement. This is the first update for review. He introduced Mr. Steve Henriquez and Mr. Howard Klein, from AECOM and stated that staff has been meeting on a frequent basis with Mr. Klein and his team to review all issues of the Master Plan. Mr. Klein advised the Board that the plans are nearly seventy percent complete and the recommended projects identified. They are currently refining the cost estimates on the identified projects and phasing will commence to develop the capital improvement plans for the financial consultant to assess the financial feasibility of the projects. The draft plan should be completed by the end of this year and forwarded to the FAA and FDOT for their review.

Mr. Klein presented a PowerPoint forecast working through each project in the Master Plan by area/function of the airport. All forecasts presented were developed and approved by the FAA prior to COVID. Presentation topics included forecasts, airfield projects, terminal projects, North Quadrant projects, roadway and parking projects and support facility projects. He reviewed passenger forecast numbers and scenarios for baseline, high and low growth projections and stated the enplanement projections going forward for SRQ are at 1.5%, which is faster than the FAA national rate at 0.9% for airports. The forecast projection for based aircraft is at 1.5% assuming the airport can accommodate the demand for hangar space by aircraft owners. He identified existing and future design aircraft for the airfield and reviewed aerials of AECOM's recommendations for various projects i.e., proposed runway shift & displacement of landing thresholds, proposed taxiway segment removal and replacement area, and proposed parcel or easement acquisitions areas. He reviewed relocation of the existing ASOS to take advantage of potential development at the north end of the airport.

From the PowerPoint, Mr. Klein reviewed additional terminal projects in the Master Plan including the Concessions/Holdroom Expansions, New Concourse A, the General Aviation Federal Inspection Services facility, Baggage Claim Expansion and Pedestrian bridge and concessions reconfiguration. He identified and discussed the terminal requirements for the projects by using Planning Activity Levels (PAL) for the facility's demand capacity. By this process, Concessions, Holdrooms, and Gates would need improvements earlier than the security checkpoint and baggage claim areas. He discussed expansion of the concourse going east of the current concourse at Gate B1 and configuration of the additional gates for new Concourse A. He discussed a possible general aviation FIS facility gate at lower cost. He reviewed a possible option for redevelopment of concession space near Dewar's to construct a passenger bridge that would improve the flow of passengers not checking baggage and not needing to enter the bag claim area. He reviewed various options for the north airfield including additional aprons, conventional hangars and t-hangars. He reviewed options for a roadway and parking project and discussed the ground transportation center and parking expansions within the Master Plan.

Following the presentation, Mr. Piccolo stated AECOM has done excellent work on the Master Plan and will continue going forward. We are looking at a twenty-year window and we will ensure costs of all improvements are prudent and functional. Chairman Incrocci thanked Mr. Klein and staff for a very well done presentation.

**Item 9. Citizens Comments**

No Citizen Comments were offered.

**Item 10. ITEMS NEEDING ACTION**

10A. (See Page 3 of Minutes)

10B. Approval: Construction License Agreement with Ryan Companies US, Inc.

10C. Approval: Extension of COVID 19 Relief Guidelines to Defer/Waive Airport Tenant Rents and Fees

10D. Approval: SMAA Resolution 2020-06, One Time Substitution to Various Employee Incentive Programs (*Approved with revision as discussed*)

Mr. Piccolo requested a revision to the agreement to eliminate the term "union contract agreements" from the Resolution. Following consultation with Airport legal team, and as this is a voluntary program, we do not want to set a precedent as it is not in the Police Union contract.

10E. Approval: Letter of Agreement for Establishment of Aviation Immersion Program

**MOTION:** Commissioner Stafford moved approval of Agenda Items 10B. Approval of Construction License Agreement with Ryan Companies US, Inc; Item 10C. Approval of Extension of COVID 19 Relief Guidelines to Defer/Waive Airport Tenants Rents and Fees; 10D. Approval of SMAA Resolution 2020-06, One Time Substitution to Various Employee Incentive Programs; Agenda Item 10E. Approval of Letter of Agreement for Establishment of Aviation Immersion Program. Commissioner Beruff seconded.

**AMENDED MOTION:** Commissioner Stafford moved approval of Agenda Items 10B. Approval of Construction License Agreement with Ryan Companies US, Inc; Item 10C. Approval of Extension of COVID 19 Relief Guidelines to Defer/Waive Airport Tenants Rents and Fees; 10D. Approval of SMAA Resolution 2020-06, One Time Substitution to Various Employee Incentive Programs (with revision to Resolution to eliminate the term "union contract agreements" from Resolution); and Agenda Item 10E. Approval of Letter of Agreement for Establishment of Aviation Immersion Program. Commissioner Beruff seconded. **MOTION PASSED UNANIMOUSLY (5-0)**

**Item 11. Department Reports**

The following department reports were accepted:

- A. Financial Statements
- B. Investment Portfolio
- C. Finance & Administration Department Report
- D. Real Estate Development & Properties Department
- E. ARFF, Operations & Police Departments
- F. Development/Community Relations Report, Activity Report
- G. Engineering, Planning & Facilities Departments
- H. Internal Audit & Investment Compliance
- I. Information Technologies

**Item 12. Attorney Presentations**

No items offered.

**Item 13. Old/New Business**

No items offered.

**Item 14. Public Comments:**

No Public Comments offered.

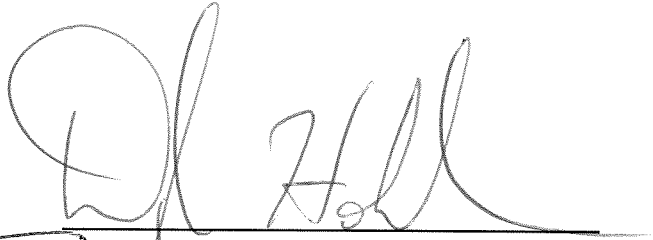
**Item 15: Commissioner Comments:**

No Comments by Commissioners offered.

**Item 16. Adjournment**

There was no further business to come before the Authority. The meeting adjourned at 2:29 p.m.

**APPROVED:**



DOUG HOLDER Chairman

**ATTEST:**



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CARLOS BERUFF, Secretary