

MINUTES

AIRPORTS SPECIAL MANAGEMENT COMMITTEE MEETING DECEMBER 17, 2019

A meeting of the Airports Special Management Committee (ASMC) was held this date, December 17, 2019, in the Training and Conference Center at Southwest Florida International Airport, with the following members present:

Randy Krise (Chair)
Robbie Roepstorff (Vice-Chair)
Noel Andress
John Goodrich
Fran Myers
Scott Cameron
Dana Carr

Randy Krise called the meeting to order at 1:30 p.m. followed by the Pledge of Allegiance.

On file (electronically) in the Communications and Marketing Office: Monthly Project Summary Report for December and the Procurement Status Report for December.

INTERIM EXECUTIVE DIRECTOR RECOGNITIONS: The details of the recognitions are contained in the Interim Executive Director Employee Achievement Remarks (Copy on file, electronically, in the Communications & Marketing Department at the Lee County Port Authority).

Public Comment on Consent or Administrative Agenda Items: No public comments on the Consent or Administrative agenda.

The following are Consent Agenda items pulled for discussion:

Randy Krise (Chair)	None
Robbie Roepstorff (Vice-Chair)	None
Noel Andress	None
John Goodrich	None
Fran Myers	None
Scott Cameron	None
Dana Carr	None

CONSENT AGENDA - A motion to approve the Consent agenda was made by Noel Andress, seconded by Fran Myers; called and carried (7-0).

CONSENT AGENDA ITEMS

ADMINISTRATION

1. Request Committee approve the minutes of the October 15, 2019 Airports Special Management Committee (ASMC) meeting.
Term:
N/A
Funding Source:
N/A
2. Request Committee approve the minutes of the November 7, 2019 Airports Special Management Committee (ASMC) Special meeting.
Term:
N/A
Funding Source:
N/A
3. Request Board approve the Actual Fiscal Year 2018-19 Rates and Fees for Southwest Florida International Airport and authorize any fee settlement and revenue sharing to the airlines, as required by the Airline-Airport Use Agreement.
Term:
N/A
Funding Source:
General airport operating revenues collected during the normal operation of the Airport, Fund 41200.
4. Request Board approve a budget amendment to the Fiscal Year 2019-20 Port Authority Budget to properly account for the \$50,000,000 revolving credit facility.
Term:
N/A
Funding Source:
Fund 41262 - Revolving Credit Facility
5. Request Board consent to a proposed amendment and extension of a sublease from Aero Ft. Myers, LLC to United Parcel Service, Inc.
Term:
November 1, 2019, to October 31, 2024
Funding Source:
n/a
6. Request Board approve a “Nonparticipating Airline Airport Use Permit” agreement at Southwest Florida International Airport with Swift Air, L.L.C.
Term:
month to month, beginning October 20, 2019
Funding Source:
n/a

7. Request Board approve a “First Amendment to Lease of Terminal Space at Southwest Florida International Airport” with Airline Tech Reps, LLC.
Term:
month-to-month, beginning December 1, 2019
Funding Source:
n/a
8. Request Board approve a “Second Amendment to November 9, 1999 Land Lease with ALH Aviation, LLC”
Term:
potentially extends to Jan. 31, 2051
Funding Source:
n/a
9. Request Board consent to a proposed amendment to the Fuel System Interline Agreement
Term:
until September 30, 2031
Funding Source:
n/a

AVIATION

10. Request Board award RFB 19-15LD Fuel Tank Polishing to 1800 FUELGUY, LLC d/b/a TANK KLEEN, the lowest responsive, responsible bidder, authorize the Chair to execute the attached Service Provider Agreement on behalf of the Board
Term:
One (1) year term with the possibility of three (3) additional one (1) year renewal periods.
Funding Source:
General Airport Operating Revenues collected during the normal operation of SWFIA, Account WJ53000041200.503490.
11. Request Board award RFB 19-35MLW for the Purchase of Diesel and Unleaded Fuel for the Lee County Port Authority to Palmdale Oil Company, Inc., the lowest, most responsive, responsible bidder and authorize the Chair to execute the attached Service Provider Agreement on behalf of the Board.
Term:
Initial term of three (3) years with option for one (1) additional two (2) year term.
Funding Source:
General Airport Operating Revenues collected during the normal operation of RSW & FMY, Account WJ5100041200.505210 Maintenance Resources.
12. Request Board permit transfer of \$7,613.00 from fund 10501 Law Enforcement Trust Fund to 41200 for the purchase of a portable hardtop canopy.
Term:
N/A
Funding Source:
10501 Law Enforcement Trust Fund

13. Request Board approve the transfer of \$5,530 from fund 10501 - Law Enforcement Trust Fund to 41200 for the purchase of a LiveScan Electronic Fingerprint System.

Term:

N/A

Funding Source:

10501 Law Enforcement Trust Fund

14. Request the Board approve the purchase of one (1) 2019 John Deere 6120M Tractor with 30-foot telescoping boom and 60-inch radial cutting deck from Alamo Industrial utilizing the Florida Sheriffs Association Cooperative Purchasing Program (FSA19-Veh 17.0) for a total cost of \$186,478.00.

Term:

N/A

Funding Source:

Capital Account VB5131541200.506410 in the amount of \$186,478.00.

DEVELOPMENT

15. Accept a revision to the state grant (Public Transportation Grant Agreement, Financial Project Nos. 441981-1-94-01 and 441981-1-94-02) with the Florida Department of Transportation for the Terminal Expansion at Southwest Florida International Airport.

Term:

N/A

Funding Source:

N/A

16. Request Board approve a contract amendment to DeAngelis Diamond Construction, General Construction Manager-General Contractor to extend the contract time to complete six land management Tasks.

Term:

September 30, 2020

Funding Source:

N/A

PORT ATTORNEY

17. Approve Recognition Agreement recognizing sublease of Page Field Commons retail space to Ross Dress for Less, Inc.

Term:

N/A

Funding Source:

N/A

ADMINISTRATIVE AGENDA ITEMS

ADMINISTRATION

18. Update on the RSW Terminal Expansion Project

Term:

N/A

Funding Source:

N/A

Interim Executive Director Ben Siegel gave a brief summary of the item to the Committee before introducing Deputy Executive Director of Development Mark Fisher who updated the members on the details of the project. There was a robust discussion both during and after the presentation, with numerous questions and comments by the ASMC members, all of which were answered satisfactorily by Mr. Siegel and Mr. Fisher. Inquiries included funding for the project, new gate options of a headhouse added to Concourse C versus a new concourse, the timeframe for new gates, expansion of the baggage handling system, passenger traffic balance on the concourses and a discussion about security checkpoints.

INTERIM EXECUTIVE DIRECTOR ITEMS

Items of interest are contained in the Interim Executive Director Remarks dated Dec. 17, 2019 (copy on file, electronically, in the Communications & Marketing Department at the Lee County Port Authority).

PORT ATTORNEY ITEMS

Senior Assistant Port Authority Attorney Gregory S. Hagen wished everyone "Happy Holidays."

AIRPORTS SPECIAL MANAGEMENT COMMITTEE ITEMS

Noel Andress asked staff to give some thought to incorporating solar energy into the Terminal Expansion Project.

Fran Myers expressed her gratitude to everyone who donated to the annual Fort Myers Beach Spirit of the Holidays Dinner Auction and mentioned the Fire Truck event for distributing the donated gifts will be held on Dec. 21, 2019.

Chair Randy Krise wished everyone a "Merry Christmas."

ADJOURN

The Chair adjourned the meeting at 2:24 p.m.

ON FEBRUARY 18, 2020 A MOTION TO APPROVE THE DECEMBER 17, 2019 ASMC MEETING MINUTES WAS MADE BY JOHN GOODRICH, SECONDED BY NOEL ANDRESS, CALLED AND CARRIED WITH COMMITTEE MEMBER SCOTT CAMERON ABSENT.