

## MINUTES

AIRPORTS SPECIAL MANAGEMENT COMMITTEE MEETING      FEBRUARY 18, 2020

A meeting of the Airports Special Management Committee (ASMC) was held this date, February 18, 2020, 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 - Absent  
Dana Carr

**Committee member Scott Cameron was absent for the entire meeting.**

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 Reports for January and February and the Procurement Status Report for February.

### **ANNUAL REORGANIZATION OF AIRPORTS SPECIAL MANAGEMENT COMMITTEE:**

The annual reorganization of the Airports Special Management Committee was held and conducted by Brian McGonagle, division director of administration. Noel Andress nominated Robbie Roepstorff, seconded by Randy Krise. Mr. McGonagle called for any additional nominations for Chairman. No other members were nominated. Mr. Goodrich moved to close the nominations. Mr. McGonagle took a voice vote and Ms. Roepstorff was approved 6-0. Mr. McGonagle then turned the reorganization over to the newly appointed Chair to conduct the nomination for Vice Chairman. Mr. Krise nominated Noel Andress as Vice Chair, seconded by Mr. Goodrich. Ms. Roepstorff called for any additional nominations for Vice Chairman and no other members were nominated. A voice vote was taken and Mr. Andress was approved 6-0 as Vice-Chairman.

Ms. Roepstorff then asked Mr. Krise to keep his current seat as the ASMC representative on the Horizon Council for 2020 and Mr. Krise agreed.

Ms. Roepstorff announced that at the last Board of County Commissions (BoCC) meeting, the regional members of the ASMC, Scott Cameron, of Collier County and Dana Carr, of Charlotte County were reappointed to the Committee.

### **PUBLIC PRESENTATION:**

1. Maintenance Department Senior Manager of Facilities Richard Keane and Director of General Aviation at Page Field Scott Sheets, gave a brief history of the job experiences, accomplishments, and personal lives, and along with the ASMC Chair, congratulated and presented Length of Service Awards to:
  - **Patrick Brown – 15 Year Service Award**
  - **Arlie McMillan – 15 Year Service Award**
  - **Cheryl Morrison – 20 Year Service Award**

**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:**

Robbie Roepstorff (Chair)	None
Noel Andress (Vice Chair)	None
John Goodrich	None
Randy Krise	C.16
Fran Myers	C.12
Dana Carr	None

**CONSENT AGENDA - A motion to approve the Consent agenda was made by Fran M, seconded by Randy Krise; called and carried, with Committee member Scott Cameron absent (6-0).**

**CONSENT AGENDA ITEMS**

**ADMINISTRATION**

2. Request Committee approve the minutes of the December 17, 2019 Airports Special Management Committee (ASMC) meeting.  
**Term:**  
N/A  
**Funding Source:**  
N/A
3. Request Board approve a concurring resolution authorizing the Lee County Port Authority to secure a non taxable bank loan in the form of a direct placement bond not to exceed \$42,000,000.  
**Term:**  
N/A  
**Funding Source:**  
Net revenues from the normal operation of the Southwest Florida International Airport.
4. Request the Board approve an amendment to the Crown Castle Distributed Antenna System agreement to add additional locations for DAS antennas.  
**Term:**  
September 8th, 2026  
**Funding Source:**  
N/A
5. Request Board approve a “Lease of Terminal Space at Southwest Florida International Airport” with G2 Secure Staff, L.L.C.  
**Term:**  
Month-to-month beginning February 1, 2020  
**Funding Source:**  
n/a
6. Request Board approve a “Ground Lease of Certain Non-Aviation Land at Page Field” with Moralez Real Estate LLC.  
**Term:**  
Commences May 1, 2020, and continues until 20 years after the “Rent Commencement Date” (which will be no later than November 1, 2021); Lessee will have two (2) options to extend by five years each  
**Funding Source:**  
n/a

**AVIATION**

7. Request Board award RFB #19-18LKD, for Grounds Maintenance Service for SFIA- Multiple Entrance(s) to two (2) vendors, a primary: Commercial Landscape Professionals, Inc. dba Trimac Outdoor, and a secondary vendor: P&T Lawn and Tractor Services, Inc., in the event the primary vendor cannot perform.  
**Term:**  
One (1) year term with authority to extend term for up to three (3) additional one-year renewal periods as delegated to the Executive Director.  
**Funding Source:**  
Account WJ5300041200.503490, Lee County Port Authority Maintenance Other Contracted Services.
  
8. Request Board approve the purchase of air handler filters from Motion Industries, Inc. through Sourcewell Contract #121218-MII and authorize the Chair to execute the attached Service Provider Agreement on behalf of the Board.  
**Term:**  
Four (4) year Service Provider Agreement with the option for one (1), one-year renewal.  
**Funding Source:**  
General Airport Operating Revenues collected during the normal operation of Southwest Florida International Airport account WJ5200041200.504635 Equipment Repair Parts.
  
9. Request Board award RFB 20-15MLW for the purchase, and if needed, the installation of two (2) bridge mounted passenger boarding pre-conditioned air units (PCA) to ITW GSE Inc., the lowest, most responsive and responsible bidder in the amount of \$169,064.00 per the terms and conditions of the purchase contract.  
**Term:**  
One (1) year, to commence on or about March 12, 2020.  
**Funding Source:**  
Capital Account VB5131541200.506410
  
10. Request Board approve the use of up to \$110,000 in Passenger Facility Charge (PFC) funds to replace forty (40) sets of Personal Protective Equipment (PPE) for the Aircraft Rescue and Fire Fighting Department personnel.  
**Term:**  
NA  
**Funding Source:**  
PFC account VB5131541231.506410.
  
11. Request Board approve the purchase of three (3) emergency response vehicles from Tamiami Ford under Collier County Solicitation Contract 19-7522 in the amount of \$234,225.97.  
**Term:**  
N/A  
**Funding Source:**  
Account VB5131541200.506430 Vehicle and Rolling Stock.

## **AVIATION**

12. Request Board approve nine (9) part time positions in our Airport Police Department (APD).

**Term:**

N/A

**Funding Source:**

APD WD5423041200.501230

Ms. Myers requested this item be pulled for discussion. Ms. Myers asked Mr. Duncan to expand on the hiring of nine part-time police officers. Ms. Myers then asked if the new officers would be patrolling the airport. From the podium, Gary Duncan, deputy executive director of aviation, explained that the nine fully certified part-time police officers will primarily be assigned to respond to calls and patrol in the area within the three TSA checkpoints. Mr. Duncan went on to explain that there is also a considerable cost savings in hiring part-time officers in this capacity. Mr. Krise commented that the Authority should have no trouble finding and hiring qualified part-time police officers and commended the staff on the great job they are doing. There were no further comments or questions from the committee members.

**A motion to approve item C.12 was made by Ms. Myers, seconded by Mr. Address, called and carried with Committee member Scott Cameron absent (6-0).**

## **DEVELOPMENT**

13. Accept a state grant (Amendment to the Public Transportation Grant Agreement, Financial Project No. 420652-1-94-04) in the amount of \$2,505,653 from the Florida Department of Transportation for the Air Traffic Control Tower at Southwest Florida International Airport.

**Term:**

N/A

**Funding Source:**

N/A

14. Request Board authorize a contract with Halfacre Construction Company to provide Construction Management/General Contracting Services.

**Term:**

Three (3) years.

**Funding Source:**

N/A

15. Request Board authorize a contract with GATES Construction to provide Construction Management/General Contracting Services.

**Term:**

Three (3) years.

**Funding Source:**

N/A

**DEVELOPMENT**

16. Authorize staff to begin contract negotiations with Atkins North America, Inc. for design phase services associated with a future new headhouse, concourse and/or other expansion of the RSW terminal

**Term:**

N/A

**Funding Source:**

N/A

Mr. Krise requested this item be pulled for discussion. Mr. Krise and Ms. Roepstorff commented that they were happy with the direction being taken with this item. Mr. Siegel stated that approval of this item would allow staff to negotiate with Atkins North America to do a study of the gate expansion, including a new headhouse at the end of the concourse, a new concourse or both, as part of the design phase services associated with the Terminal Expansion Project. There were no further comments or questions from the committee members.

**With no further discussion, a motion to approve item C.16 was made by Mr. Krise, seconded by Mr. Goodrich, called and carried with Committee member Scott Cameron absent (6-0).**

**PORT ATTORNEY**

17. Approve Recognition Agreement recognizing sublease of Page Field Commons retail space to subtenant Trader Joe's East, Inc.

**Term:**

N/A

**Funding Source:**

N/A

**ADMINISTRATIVE AGENDA ITEMS**

**DEVELOPMENT**

18. Request Board rank qualifications submitted for LOQ 19-28LKD General Architectural & Engineering Services.

**Term:**

3 years

**Funding Source:**

N/A

Deputy Executive Director of Development Mark Fisher gave a brief summary to update the Committee on this item and stated that staff recommends that the ASMC rank firms in accordance with staff's review and scoring of the eleven written letters of qualifications and authorize staff to begin contract negotiations with the top two ranked firms. However, if the ASMC members would like to hear oral presentations prior to their ranking, staff recommends these be held with the top three submitting firms, with the presentations held at a future ASMC meeting. The staff ranking of proposals is as follows:

1. RS&H, INC.
2. HOLE MONTES, INC.
3. MEAD & HUNT, INC.

Mr. Krise stated the project doesn't require the Committee to hear oral presentations and that he would prefer to support and accept the recommendation of the staff. Mr. Goodrich asked if the staff was receiving fewer or more responses to LOQs and RFPs under the new process. Mr. Fisher responded that it was still too soon to tell since this is only the second project LCPA has done under the new process. Mr. Fisher pointed out that this project received eleven proposals, which was a good sign of response. Ms. Roepstorff stated that she went through the submittals thoroughly and felt that the top two recommended firms were very qualified and felt the staff did an excellent job of laying out the order of most to least qualified. With no further questions, the ASMC then ranked the firms in order of the staff's recommendation and as a result ranked RS&H, Inc. and Hole Montes, Inc. as the top two ranked firms.

**With no further discussion, Mr. Andress moved approval, seconded by Ms. Myers, called and carried, with Committee member Scott Cameron absent (6-0).**

**ACTING EXECUTIVE DIRECTOR ITEMS**

Items of interest are contained in the Acting Executive Director Remarks dated February 18, 2020 (copy on file, electronically, in the Communications & Marketing Department at the Lee County Port Authority).

Mr. Krise asked if there are any problems associated with the janitorial transition. Mr. Siegel stated that the transition has gone very well with little to no interruption of service, pointing out that the janitorial staff has been very positive and excited about their new uniforms and employee benefits with the new company SP Plus.

**PORT ATTORNEY ITEMS**

No items offered by Senior Assistant Port Authority Attorney Gregory S. Hagen.

**AIRPORTS SPECIAL MANAGEMENT COMMITTEE ITEMS**

Noel Andress stated that he was glad that there would be a full analysis of the Terminal Expansion Project as it pertains to the gate expansion and is looking forward to the next step, reviewing the results.

John Goodrich asked about the traffic backup along the curb outside of the baggage claim area on the lower level that was encountered earlier in the week and asked if there was any way to remedy it. Mr. Duncan answered the question to Mr. Goodrich's satisfaction, noting that the airline location within the terminal determines the baggage belt used for arrival flights, which impacts the curb.

Fran Myers mentioned that those in the tourism industry feel that "season" started earlier than usual this year and feels that this will be a very good tourism year for the area. She also said she was concerned that the "bed tax" would be removed if a certain financial threshold was met and was watching the State legislature closely to see if this happens.

Randy Krise mentioned that Fort Myers was voted one of the best cities to retire in in the country and that the county has won many awards.

Robbie Roepstorff requested that the "next" ASMC meeting be listed at the bottom of the Agenda going forward.

**ADJOURN**

The Chair adjourned the meeting at 2:11 p.m.

<p><b>ON JUNE 16, 2020 A MOTION TO APPROVE THE FEBRUARY 18, 2020 ASMC MEETING MINUTES WAS MADE BY FRAN MYERS, SECONDED RANDY KRISE, CALLED AND CARRIED (7-0).</b></p>
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