

MINUTES

AIRPORTS SPECIAL MANAGEMENT COMMITTEE MEETING DECEMBER 15, 2020

A meeting of the Airports Special Management Committee (ASMC) was held this date, December 15, 2020, in the Training and Conference Center at Southwest Florida International Airport, with the following members present:

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

Robbie Roepstorff 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.

Public Comment on Consent or Administrative Agenda Items: Committee Chair Robbie Roepstorff called for public comment and there was one speaker:

- Al Ribas, A² Group, Inc.

Immediately following the public comment there was a short discussion by the Committee members. Noel Andress clarified a statement he made during the Nov. 7, 2020 Port Board meeting and confirmed his order of firm rankings after oral presentations held at the Oct. 20, 2020 ASMC meeting.

The following are Consent Agenda items pulled for discussion:

Robbie Roepstorff (Chair)	None
Noel Andress (Vice Chair)	None
John Goodrich	None
Randy Krise	None
Scott Cameron	None

CONSENT AGENDA - A motion to approve the Consent agenda was made by Noel Andress, seconded by John Goodrich; called and carried with Fran Myers and Dana Carr absent (5-0).

CONSENT AGENDA ITEMS

ADMINISTRATION

1. Request Committee approve the minutes of the October 20, 2020 Airports Special Management Committee (ASMC) meeting.
Term:
N/A
Funding Source:
N/A

2. Request Board approve use of Florida State Contract # NVP #AR233 (14-19) FL #43220000-WSCA-14-ACS to purchase 31 switches for use in the Passenger Boarding Bridge replacement project for a total cost of \$283,975, which includes a 10% contingency.
Term:
N/A
Funding Source:
20860841234.506542

3. Request Board approve a Third Amendment to “Airline-Airport Use and Lease Agreement with JetBlue Airways Corporation.”
Term:
October 1, 2008, to September 30, 2021
Funding Source:
n/a

4. Request Board approve a “First Amendment To Lease of Terminal Space at Southwest Florida International Airport” with WestJet.
Term:
commenced January 15, 2009; continuing month-to-month
Funding Source:
n/a

5. Request Board approve an “On-Airport Rental Car Concession Agreement and Counter Space Lease For Page Field” with Gitibin and Associates, Inc. d/b/a Go Rentals
Term:
October 15, 2020 through April 30, 2021.
Funding Source:
n/a

6. Request Board approve a “Second Amendment to Land Lease for Construction and Operation of a Flight School at Page Field” with FMY Holdings, LLC.
Term:
Initial term to June 30, 2040, with two (2) options to extend by five (5) years each.
Funding Source:
n/a

AVIATION

7. Request Board 1) approve a contract between the Lee County Port Authority and SP PLUS DFS Joint Venture for janitorial services at Southwest Florida International Airport and 2) authorize the Executive Director or designee to amend the contract up to 15% above the annual contract amount to account for unforeseen circumstances and special cleaning projects.

Term:

Five (5) years with two (2), two-year renewal options.

Funding Source:

Account WJ5422941200.503490

DEVELOPMENT

8. Request Board adopt changes to the Southwest Florida International Airport (RSW) Airport Layout Plan (ALP) set to more accurately reflect current conditions and prior Board approvals

Term:

N/A

Funding Source:

N/A

9. Request Board adopt changes to the Page Field (FMY) Airport Layout Plan (ALP) set to more accurately reflect current conditions and prior Board approvals.

Term:

N/A

Funding Source:

N/A

10. Request Board authorize a contract between the Lee County Port Authority and Johnson Engineering to provide General Planning and Environmental Services.

Term:

Three year contract.

Funding Source:

N/A

11. Request Board authorize a contract between the Lee County Port Authority and Stantec Consulting Services, Inc., to provide General Planning and Environmental Services.

Term:

Three year contract

Funding Source:

N/A

12. Request Board authorize execution of a professional services agreement between the Port Authority and EG Solutions, Inc., for Construction Engineering & Inspection Services for the Terminal Expansion Project at RSW.

Term:

Four Years.

Funding Source:

N/A.

PORT ATTORNEY

13. Request Board approve grant of non-exclusive underground easement to Florida Power & Light Company to provide electrical service to the proposed new Airfield Electrical Vault at the Southwest Florida International Airport.

Term:

N/A

Funding Source:

N/A

ADMINISTRATIVE AGENDA ITEMS

ADMINISTRATION

14. Request Board (1) approve the Actual Fiscal Year 2019-2020 Rates and Fees for Southwest Florida International Airport and any airline fee settlement, revenue sharing and coverage reimbursements to the airlines, as required by the Airline-Airport Use and Lease Agreement and (2) request the Board approve a one-time lump sum 3% Employee Retention Incentive to all employees, actively at work, based on salaries as of January 7, 2021.

Term:

N/A

Funding Source:

General airport operating revenues collected during the normal operation of the Airport, Fund 41200 and Fund 41231 Airport Discretionary.

From the podium, Brian McGonagle, division director of administration, gave a brief summary to update the Committee on the item and then asked if there were any questions. There was a short discussion involving the one-time three percent lump-sum Employee Retention Incentive payment, with questions and comments by the ASMC members, all of which were answered satisfactorily by Acting Executive Director Ben Siegel and Mr. McGonagle.

A motion to approve the item was made by Randy Krise, seconded by Noel Andress called and carried with Fran Myers and Dana Carr absent (5-0).

ACTING EXECUTIVE DIRECTOR ITEMS

Items of interest are contained in the Acting Executive Director Remarks dated December 15, 2020 (copy on file, electronically, in the Communications & Marketing Department at the Lee County Port Authority).

Acting Executive Director Ben Siegel announced the upcoming retirement of Senior Assistant Port Authority Attorney Gregory S. Hagen. He then introduced Lee County Attorney Mark Trank, who will be taking over the role of Port Authority Attorney in March 2021.

Mr. Trank was welcomed by the Committee members and responded to inquiries, which included some of his duties as a Lee County attorney.

PORT ATTORNEY ITEMS

Mr. Hagen stated that he has been attending the ASMC meetings since 1993, working with many ASMC members over the years. He thanked the current Committee members for their professionalism and for making his job easy. He stated that Mark Trank is an excellent choice to replace him and members will find him quite capable of handling the work and position. The ASMC members then thanked Mr. Hagen for his service to the Port Authority.

AIRPORTS SPECIAL MANAGEMENT COMMITTEE ITEMS

John Goodrich thanked the staff for the great job they did this year and on a personal note, he thanked everyone for their well-wishes throughout the year before wishing everyone Happy Holidays.

Mr. Krise also wished everyone a Merry Christmas.

As ASMC Chair, Robbie Roepstorff thanked Ben Siegel and staff for the tremendous job they did and the support she received through the difficult 2020 year with all the challenges it presented. She then wished everyone a Merry Christmas!

ADJOURN

The Chair adjourned the meeting at 2:03 p.m.

ON FEBRUARY 16, 2021 A MOTION TO APPROVE THE DECEMBER 15, 2021 ASMC MEETING MINUTES WAS MADE BY RANDY KRISE, SECONDED BY BOBBIE ROEPSTORFF, CALLED AND CARRIED WITH JOHN GOODRICH ABSENT (6-0).