

## MINUTES

AIRPORTS SPECIAL MANAGEMENT COMMITTEE MEETING      FEBRUARY 16, 2021

A meeting of the Airports Special Management Committee (ASMC) was held this date, Feb.16, 2021, in the Training and Conference Center at Southwest Florida International Airport, with the following members present:

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

Committee member John Goodrich was absent for the entire meeting.

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

Before the meeting got started, Committee Chairman Robbie Roepstorff expressed what a pleasure it was to be the Chair of the ASMC during a very challenging year and thanked the other members of the Committee and LCPA staff for all the support she received from them. Randy Krise agreed that Ms. Roepstorff faced more challenges during her tenure as Chair than others have faced in the past and congratulated her on the excellent job she did.

### 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. Randy Krise nominated Noel Andress, seconded by Fran Myers. Mr. McGonagle called for any additional nominations for Chairman. No other members were nominated. Robbie Roepstorff moved to close the nominations, seconded by Scott Cameron. Mr. McGonagle took a voice vote and Mr. Andress was approved 6-0. Mr. McGonagle then turned the meeting over to the newly appointed Chairman to conduct the nomination for Vice Chairman. Mr. Andress announced that John Goodrich had declined the Vice Chairmanship due to family health issues. Mr. Andress then nominated Fran Myers as Vice Chairman, seconded by Ms. Roepstorff. Mr. Andress called for any additional nominations for Vice Chairman and no other members were nominated. Ms. Myers was approved 6-0.

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:**

Noel Andress (Chair)	None
Fran Myers (Vice Chair)	None
Randy Krise	None
Robbie Roepstorff	None
Scott Cameron	C.3
Dana Carr	None

**CONSENT AGENDA - A motion to approve the balance of the Consent agenda was made by Randy Krise, seconded by Robbie Roepstorff; called and carried with John Goodrich absent (6-0).**

**CONSENT AGENDA ITEMS**

**ADMINISTRATION**

1. Request Committee approve the minutes of the Dec. 15, 2020 Airports Special Management Committee (ASMC) meeting.

**Term:**

N/A

**Funding Source:**

N/A

2. Request Board approve a Budget Amendment to the FY 2020-21 Lee County Port Authority Operating Budget to increase the budgeted operating revenues and expenses for the Page Field Airport.

**Term:**

N/A

**Funding Source:**

Net revenues from the operating of Page Field

3. Request Board award RFB #21-02MLW (Request for Bids for On-Airport Rental Car Concession and Counter Space Lease - Page Field) to, and approve an "On-Airport Rental Car Concession Agreement and Counter Space Lease for Page Field" with, the sole responsive, responsible bidder, Gitibin & Associates, Inc.

**Term:**

Commences on May 1, 2021, and continues until April 30, 2023, with two potential extensions of two years each.

**Funding Source:**

N/A

Mr. Cameron requested this item be pulled for discussion. Mr. Cameron asked whether Go Rentals would charge "drop fees" to customers who rented their vehicles at Page Field and drop them off in another location. From the podium, Brian McGonagle, division director of administration, addressed the question, explaining that the answer depended on many factors including the customer's specific needs. Executive Director Ben Siegel went on to explain that Go Rentals has a non-exclusive concession agreement and if they could not accommodate the needs of a customer, the customer had the option to make arrangements with a different rental car company. A lengthy discussion ensued. It was decided that more information was needed from the proposer Gitibin & Associates, Inc. d/b/a Go Rentals before a decision could be made on the item. Senior Port Authority Attorney Greg Hagen recommended the committee move to defer the item to a future ASMC meeting, which would allow the staff to bring in the proposer, who is currently on a month-to-month continuing agreement, to answer questions that would help the Committee members make an informed decision. There were no further comments or questions from the committee members.

**A motion, to defer item C.3 to a future ASMC to allow staff to obtain additional information from proposer, Gitibin & Associates, Inc., was made by Ms. Myers, seconded by Ms. Roepstorff, called and carried with Committee member John Goodrich absent (6-0).**

## **DEVELOPMENT**

4. Request Board approve a Settlement Agreement from the Florida Department of Transportation in the amount of \$1,764,759.24 for design services associated with the Terminal Expansion at Southwest Florida International Airport.

**Term:**

N/A

**Funding Source:**

N/A

5. Request Board approve the execution and recording of a conservation easement over the Flint Pen Strand portion of RSW Airport Mitigation Park.

**Term:**

N/A

**Funding Source:**

N/A

## **ADMINISTRATIVE AGENDA ITEMS**

### **ADMINISTRATION**

6. Approve an amendment and extension of the existing agreement with Amadeus Airport IT Americas, Inc. for Common/Shared Use Passenger Processing System (C/SUPPS) software and hardware maintenance and support for up to five years at a total amount of \$505,066. Delegate authority to the Executive Director to purchase additional services, as necessary, in accordance with the terms of the agreement, as amended.

**Term:**

Five Years commencing April 1, 2021 – 3/31/2026

**Funding Source:**

General operating revenues collected during the normal operations of the airport, account string VF5132541200.503460

From the podium, Brian McGonagle, division director of administration, gave a summary to update the Committee on the item and then asked Port Attorney Greg Hagen, to explain the new law that went into effect in October 2020. Mr. Hagen explained that there is a new state statute that requires any contract in excess of \$325,000 be approved on the administrative agenda rather than the consent agenda; some contracts we had in the past that were exempt in the purchasing manual have now been extremely limited by the new statute; and any purchase of contract services or commodities over \$65,000 will now have to be put out for competitive solicitation. Mr. Hagen also mentioned the new statute includes requirements for the LCPA website, but he did not explain in any detail. Mr. McGonagle asked if there were any questions on the item. There were no questions from the Committee members.

**A motion to approve the item was made by Robbie Roepstorff, seconded by Scott Cameron called and carried with John Goodrich absent (6-0).**

7. Request Board select the proposal submitted by the sole responsive, responsible proposer, AFCO Aviation Facilities Company Management, LLC, in response to Request for Proposals (RFP) 21-03TLB for “Lease of Land for Development and Operation of an Air

Freight Building at Southwest Florida International Airport.”

**Term:**

25 years, plus two (2) options to extend term for 5 years each

**Funding Source:**

N/A

From the podium, Brian McGonagle, division director of administration, gave a summary to update the Committee on the item and then asked if the Committee would like to hear a presentation from the sole responsive, responsible proposer, AFCO. The Committee agreed to hear a presentation. Mr. McGonagle introduced the AFCO and Haskell representatives:

**REPRESENTING AVIATION FACILITIES COMPANY MANAGEMENT, LLC (AFCO): CHUCK STIPANCIC, PRESIDENT AND CEO; STEVE FORRER, EXECUTIVE VP AND CIO**

**REPRESENTING HASKELL: JOHN BRINDEL, DIRECTOR OF PLANNING AND DEVELOPMENT**

After the presentation, there was an unlimited question and answer period, with questions and comments by the ASMC members, all of which were answered satisfactorily by the AFCO and Haskell representatives.

**A motion to approve the item was made by Randy Krise, seconded by Fran Myers called and carried with John Goodrich absent (6-0).**

**DEVELOPMENT**

8. Request Board 1) authorize execution of a contract amendment with Gates Construction in the amount of \$1,160,433.18 to provide Construction Manager/General Contractor Services associated with the Relocation of Security Gate 64 project at Southwest Florida International Airport (RSW), and 2) authorize a Total Project Budget in the amount of \$1,472,756.18.

**Term:**

Project duration.

**Funding Source:**

Passenger Facility Charges, RSW Construction Account 20859441234.506540.30.

From the podium, Mark Fisher, deputy executive director of development, gave a summary to update the Committee on the item and then asked if there were any questions. There were no questions from the committee members.

**A motion to approve the item was made by Scott Cameron, seconded by Robbie Roepstorff called and carried with John Goodrich absent (6-0).**

9. Request Board authorize execution of a contract amendment with Johnson Engineering to prepare a Master Plan Update for RSW in the amount of \$1,999,776.67.

**Term:**

3 Years

**Funding Source:**

Federal Administration Aviation Grant (pending receipt); Passenger Facility Charges and RSW account 20861741234.506510

From the podium, Mark Fisher, deputy executive director of development, gave a summary to update the Committee on the item and then asked if there were any questions. Mr. Andress asked staff to schedule a workshop to discuss the new Master Plan in greater detail. Mr. Cameron asked if

one of the meetings could be scheduled in Collier County. Mr. Fisher clarified that throughout the master plan process there will be public workshops outside of the current Committee meeting forum. Mr. Fisher also mentioned that Mr. Siegel scheduled a Workshop after the March 4 Board meeting to discuss Skyplex. Mr. Krise asked for clarification regarding the term of the agreement. Mr. Fisher explained that there was a typo on the green sheet and the term was actually two years, not three. With no further questions or comments by the ASMC members, a motion to amend the term of the agreement on the green sheet to two years and approve the item was made by Randy Krise, seconded by Scott Cameron called and carried with John Goodrich absent (6-0).

#### **EXECUTIVE DIRECTOR ITEMS**

Items of interest are contained in the Executive Director Remarks dated February 16, 2021 (copy on file, electronically, in the Communications & Marketing Department at the Lee County Port Authority).

#### **PORT ATTORNEY ITEMS**

Mr. Hagen stated that this would be his last ASMC meeting. He thanked the Committee members and expressed that he has enjoyed working with them. He assured the members that Mark Trank would do a great job for them and said that he would see them at the March 4 Joint Board meeting. The ASMC members then thanked Mr. Hagen for his service to the Port Authority.

#### **AIRPORTS SPECIAL MANAGEMENT COMMITTEE ITEMS**

As ASMC Chair, Noel Andress thanked the Committee members for the opportunity to serve as their Chairman for a year.

#### **ADJOURN**

The Chair adjourned the meeting at 2:25 p.m.

<p><b>ON APRIL 20, 2021 A MOTION TO APPROVE THE FEBRUARY 16, 2021 ASMC MEETING MINUTES WAS MADE BY RANDY KRISE, SECONDED BY SCOTT CAMERON, CALLED AND CARRIED WITH JOHN GOODRICH ABSENT (6-0).</b></p>
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