

MINUTES

AIRPORTS SPECIAL MANAGEMENT COMMITTEE MEETING

JUNE 11, 2019

A meeting of the Airports Special Management Committee (ASMC) was held this date, June 11, 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
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 Report for June and the Procurement Status Report for June.

EXECUTIVE DIRECTOR RECOGNITIONS:

The details of the recognitions are contained in the 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)	C.2
Robbie Roepstorff (Vice-Chair)	None
Noel Andress	None
John Goodrich	None
Fran Myers	None
Dana Carr	None

CONSENT AGENDA - A motion to approve the Consent agenda items, with the exception of pulled item C.2, was made by Noel Address, seconded by Fran Myers; called and carried with Committee member Scott Cameron absent (6-0).

CONSENT AGENDA ITEMS

ADMINISTRATION

1. Request Committee approve the minutes of the May 21, 2019 Airports Special Management Committee (ASMC) meeting.

Term:

N/A

Funding Source:

N/A

2. Request the Board approve (1) the FY 2019-20 Lee County Port Authority Budget, (2) the Rates & Fees pursuant to the Airline-Airport Use and Lease Agreement for Southwest Florida International Airport, (3) the FY 2019-20 Compensation Plan, (4) the Page Field Rates and Fees for FY 2019-20, (5) an average 4% merit for all non-union employees and (6) the authorization for the Executive Director or his designee to make inter-fund transfers during the year, as necessary, to maintain proper cash flow. Staff requests tentative approval subject to Public Hearings and final Board approval during the month of September.

Term:

October 1, 2019 – September 30, 2020

Funding Source:

N/A

PULLED FOR DISCUSSION

Mr. Krise, chair, requested this item be pulled for discussion. From the podium, Brian McGonagle, finance director, provided a detailed budgetary update for the proposed FY 2019/2020 budget and then asked if there were any questions. Mr. Krise, read into the record the letter received from the chair of the Airport Airlines Affairs Committee (AAAC) commending the LCPA staff for the exemplary job done building the FY20 budget.

Ms. Roepstorff complemented the staff and management team on what a great job they have done managing the RSW budget. Mr. Address asked for clarification regarding the increases in next year's passenger and revenue projections and Mr. Goodrich asked about the increases in health benefits. Mr. McGonagle responded to the members questions to the satisfaction of all members.

With no further discussion, a motion to approve item C.2 was made by Mr. Address, seconded by Ms. Myers, called and carried with Committee member Scott Cameron absent (6-0).

3. Request Board approve an "Off-Airport Parking Company Airport Use Permit Agreement" with Picoger LLC.

Term:

month-to-month beginning September 1, 2019

Funding Source:

n/a

4. Request Board approve a Second Amendment to “Airline-Airport Use and Lease Agreement” with Delta Air Lines, Inc.

Term:

October 1, 2008, to September 30, 2021

Funding Source:

n/a

AVIATION

5. Request Board award RFB 19-12, Operation, Management and Maintenance of a Rental Car Fueling System at Southwest Florida International Airport to Swissport Fueling, Inc., the lowest, responsive and responsible bidder.

Term:

October 1, 2019 – September 30, 2023

Funding Source:

General Operating Revenues collected during the normal operations of the SWFIA, Account WJ5422941200.503490, Other Contracted Services, contingent upon approval of associated annual operating budget.

6. Request Board approve a First Amendment and Extension to Service Provider Agreement for Elevator and Escalator Maintenance and Repair at Southwest Florida International Airport, with KONE, Inc., extending the initial term of Contract No. 7511 for a combined additional four (4) years as provided for in the original Agreement.

Term:

October 1, 2019 to September 30, 2023

Funding Source:

General Operating Revenues collected during the normal operation of RSW, Account WJ5422941200.503490, Other Contracted Services, contingent upon approval of associated annual operating budgets.

7. Request Board approve, after-the-fact, total project costs exceeding Board approved On-Call General Repair and Maintenance and Project Services, limited to \$300,000.00, for the Concourse-D restrooms renovation project in the amount of \$170,559.25.

Term:

June 1, 2018 to May 31, 2021

Funding Source:

General Operating Revenues collected during the normal operation of the SWFIA, Account WJ5422941200.503490, Other Contracted Services, contingent upon approval of associated annual operating budgets.

DEVELOPMENT

8. Request Board approve a federal grant (Other Transaction Agreement - OTA) between the United States of America, as represented by the Transportation Security Administration (TSA), and the Lee County Port Authority for \$3,249,358.02 to partially reimburse the Port Authority for costs related to the baggage handling system for the Midfield Terminal Complex.

Term:

N/A

Funding Source:

N/A

9. Request Board 1) approve a contract amendment with Kimley-Horn for the design of Interim Security Checkpoint Improvements at RSW; and 2) approve a Total Project Budget in the amount of \$1,727,652.

Term:

N/A

Funding Source:

Net revenues from the normal operation of the Airport. Account No
20861041234.506540.30

10. Approve Letter of Release from the Federal Aviation Administration for parcels of land within Southwest Florida International Airport's inventory, commonly referred to as the "Commerce Lakes Parcel".

Term:

N/A

Funding Source:

N/A

11. Request Board award RFB #19-03, Sale of Surplus Real Property – Commerce Lakes Drive Parcel to 1227 Holdings, LLC, the sole bidder, in the amount of \$2,050,000.00 and recommend the Board of County Commissioners authorize the Chair or Vice-Chair to execute a real estate sales agreement and all necessary closing documents.

Term:

N/A

Funding Source:

N/A

ADMINISTRATIVE AGENDA ITEMS

12. Request Board accept presentation/information regarding the RSW Terminal Expansion Concessions Program.

Term:

N/A

Funding Source:

N/A

Mark Fisher, deputy executive director of development, presented a brief update on the RSW Expansion Project - Concession Program Update (On File), before introducing consultant, Stephen Freibrun, Principal in ICF's Aviation Services Practice, who detailed the Concession Program Update.

There were questions from the ASMC members during and after the presentation all of which were answered satisfactorily by Mr. Mulder and Mr. Freibrun. Inquiries included the hours of operation, location of concession, brand selection, mix of food/beverage and retail, as well as the time frame for the project.

PORT ATTORNEY ITEMS

Mr. Hagen reminded members, if they hadn't already done so, to submit their Statement of Financial Interest form, due July 1, 2019, to their local elections office.

AIRPORTS SPECIAL MANAGEMENT COMMITTEE ITEMS

Fran Myers reminded the ASMC members about the TDC meeting on June 13, 2019.

Mr. Mulder reminded the ASMC members about the Workshop being held immediately after the Joint Port Board Meeting on June 27, 2019.

ADJOURN

A motion to adjourn the meeting was made by John Goodrich, seconded by Robbie Roepstorff, called and carried with Committee member Scott Cameron absent (6-0). The Chair adjourned the meeting at 2:27 p.m.

ON AUGUST 20, 2019 A MOTION TO APPROVE THE JUNE 11, 2019 ASMC MEETING MINUTES WAS MADE BY NOEL ANDRESS, SECONDED BY FRAN MYERS, CALLED AND CARRIED.