

MINUTES

AIRPORTS SPECIAL MANAGEMENT COMMITTEE MEETING

OCTOBER 15, 2019

A meeting of the Airports Special Management Committee (ASMC) was held this date, October 15, 2019, in the Training and Conference Center at Southwest Florida International Airport, with the following members present:

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

Committee Chair Randy Krise was absent for the entire meeting.

Vice-Chair 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 October and the Procurement Status Report for October.

PUBLIC PRESENTATION:

1. Aviation Division Director Chris Styles, gave a brief history of job experience, accomplishments, and personal life, and along with the ASMC Vice-Chair, congratulated and presented Length of Service Awards to:
 - **Mark Adams - 25 Year Service Award**
 - **Richard Keane – 30 Year Service Award**

EXECUTIVE DIRECTOR RECOGNITIONS: Recognitions were deferred to Executive Director Items at the end of meeting.

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 (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 with Committee Chair Randy Krise absent (6-0).

CONSENT AGENDA ITEMS

ADMINISTRATION

2. Request Committee approve the minutes of the September 17, 2019 Airports Special Management Committee (ASMC) meeting.
Term:
N/A
Funding Source:
N/A
3. Approve the Joint and ASMC meeting date schedule for the calendar year 2020.
Term:
N/A
Funding Source:
N/A
4. Request Board approve a Declaration of Intent Resolution allowing for reimbursement of costs incurred on three capital projects: the Terminal Expansion, the Airport Traffic Control Tower and the Replacement of the Passenger Boarding Bridges.
Term:
N/A
Funding Source:
N/A
5. Request Board approve a concurring resolution authorizing the Lee County Port Authority to secure a taxable bank loan in the form of a revolving credit facility not to exceed \$50,000,000 for the purpose of providing interim funding for various projects in the Lee County Port Authority's Five Year Capital Program for Southwest Florida International Airport.
Term:
N/A
Funding Source:
Passenger Facility Charges, State Grants, Federal Grants and Airline Rates and Charges.
6. Request Board approve a "First Amendment to Lease of Terminal Space at Southwest Florida International Airport" with Arthrex, Inc.
Term:
commenced June 1, 2019; month-to-month
Funding Source:
n/a

7. Request Board award Request for Bids (RFB) #19-20TB (“New Entrant On-Airport Rental Car Concession at Southwest Florida International Airport”) to Sixt Rent A Car, LLC, as the highest qualified bidder, and authorize the Board’s Chair or Vice Chair to execute the contract documents with the successful bidder.

Term:

five years, beginning February 1, 2020, with the Authority having options to extend up to five years thereafter

Funding Source:

n/a

8. Request Board approve a new “On-Airport Rent-A-Car Concession Lease and Operating Agreement” with Avis Budget Car Rental, LLC.

Term:

five years, beginning February 1, 2020, with the Authority having options to extend up to five years thereafter

Funding Source:

n/a

9. Request Board approve a new “On-Airport Rent-A-Car Concession Lease and Operating Agreement” with The Hertz Corporation.

Term:

five years, beginning February 1, 2020, with the Authority having options to extend up to five years thereafter

Funding Source:

n/a

10. Request Board approve a new “On-Airport Rent-A-Car Concession Lease and Operating Agreement” with Enterprise Leasing Company of Florida, LLC.

Term:

five years, beginning February 1, 2020, with the Authority having options to extend up to five years thereafter

Funding Source:

n/a

11. Request Board approve a “Second Amendment to Ground Lease” with Skyplex, LLC, and an “Exclusive Option to Lease Agreement” with Skyplex II, LLC.

Term:

unchanged (20 years, plus six 5-year extension options)

Funding Source:

n/a

DEVELOPMENT

12. Accept a state grant (Public Transportation Grant Agreement, Financial Project No. 446314-1-94-01) in the amount of \$525,000 from the Florida Department of Transportation for design services associated with the South Quadrant Hangars and Ramp at Page Field (FMY).

Term:

N/A

Funding Source:

N/A

13. Accept a state grant (Public Transportation Grant Agreement, Financial Project Nos. 441981-1-94-01 and 441981-1-94-02) in the amount of \$10,679,532 from the Florida Department of Transportation for the Terminal Expansion at Southwest Florida International Airport.

Term:

N/A

Funding Source:

N/A

14. Request Board authorize a contract amendment with Atkins North America, Inc., in the amount of \$178,550.50 to perform additional design services associated with the Terminal Expansion Project at Southwest Florida International Airport (RSW).

Term:

Five years

Funding Source:

Florida Department of Transportation Grant 441981-1-94-01 and 441981-1-94-02; Passenger Facility Charges and Net Funds from the normal operation of the Southwest Florida International Airport, Account No. 20859541234.506510.20.

PORT ATTORNEY

15. Request Board approve grant of non-exclusive underground utility easement to Florida Power & Light Company to provide electrical service to a proposed building for the Air Traffic Control Tower at the Southwest Florida International Airport.

Term:

N/A

Funding Source:

N/A

ADMINISTRATIVE AGENDA ITEMS

ADMINISTRATION

16. Request Board rank qualifications submitted for RFP#19-26TB Professional Financial Advisory Services for the Lee County Port Authority.

Term:

3 years with 2 one year extensions

Funding Source:

N/A

Deputy Executive Director of Administration Ben Siegel gave a brief summary to update the Committee on this item and stated that staff recommends ASMC rank firms in accordance with the staff's review and scoring of the three submitting firms. However, if the ASMC members would like to hear oral presentations prior to their ranking, staff recommends these be held with the three submitting firms, with the presentations held at a future ASMC meeting. The staff ranking of proposals is as follows:

1. PFM Financial Advisors, LLC
2. Frasca and Associates
3. Hilltop Securities

John Goodrich asked Mr. Siegel why staff chose PFM Financial over Frasca and Associates. Mr. Siegel responded to the question by stating that both firms were great firms, but in this particular instance staff has worked with PFM's principal over the past few years and was more familiar with them and that was the deciding factor. Scott Cameron asked if we met with each firm personally. Mr. Siegel responded to the question to Mr. Cameron's satisfaction. With no further questions, the ASMC then ranked the firms in order of the staff's recommendation and as a result ranked PFM Financial Advisors, LLC as the number one ranked firm.

With no further discussion, Noel Andress moved approval, seconded by Fran Myers, called and carried, with Committee Chair Randy Krise absent (6-0).

EXECUTIVE DIRECTOR ITEMS:

Employee 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).

Remarks

Items of interest are contained in the Executive Director Remarks dated October 15, 2019 (copy on file, electronically, in the Communications & Marketing Department at the Lee County Port Authority).

Mr. Mulder discussed an incident at RSW on October 7, 2019 when a private aircraft experienced a nose wheel collapse on landing. The aircraft was disabled on the runway, which closed RSW to flight operations for nearly two hours. There was a team effort to remove the aircraft but ten scheduled flights were either significantly delayed or cancelled, affecting more than 1000 passengers. It is fortunate that if this had to happen it was late at night and in a slow month. Mr. Mulder said we continue to meet with the FAA to move the Parallel Runway Project forward.

Robbie Roepstorff asked if there was anything the ASMC members could not to expedite the parallel runway. Mr. Mulder answered the question to her satisfaction.

Scott Cameron asked if LCPA had a written plan of action for emergencies involving aircraft incidents or accidents. Mr. Mulder confirmed we do.

PORT ATTORNEY ITEMS

No items offered by County Attorney Richard Wesch.

AIRPORTS SPECIAL MANAGEMENT COMMITTEE ITEMS

Vice-Chair Robbie Roepstorff remarked that the ribbon-cutting ceremony for the new hangar at Page Field on Oct. 10 went very well and that the staff did an awesome job.

ADJOURN

The Chair adjourned the meeting at 1:50 p.m.

ON DECEMBER 17, 2019 A MOTION TO APPROVE THE OCTOBER 15, 2019 ASMC MEETING MINUTES WAS MADE BY NOEL ANDRESS, SECONDED BY FRAN MYERS, CALLED AND CARRIED.