



**LEE COUNTY PORT AUTHORITY  
AIRPORTS SPECIAL MANAGEMENT COMMITTEE**

**MEETING AGENDA**

**1:30 PM**

**June 16, 2020**

**Training and Conference Center  
Southwest Florida International Airport**

**Pledge of Allegiance**

**Public Comment on Consent and Administrative Agenda**

**Consent Agenda**

**Administrative Agenda**

**Oral Presentations**

- **RFP 20-28MMW Executive Search Services for an Airport Executive Director**

**Acting Executive Director Items**

**Port Attorney Items**

**Airports Special Management Committee Items**

**Adjourn**

**CONSENT AGENDA**

**ADMINISTRATION – Brian McGonagle**

1. Request Committee approve the minutes of the February 18, 2020 Airports Special Management Committee (ASMC) meeting.

**Term:**

N/A

**Funding Source:**

N/A

2. Recommend Board approve a partial redemption of the Series 2010 Airport Revenue Bonds.

**Term:**

N/A

**Funding Source:**

N/A

3. Request Board approve a resolution authorizing Passenger Facility Charges to be treated as additional security.

**Term:**

N/A

**Funding Source:**

N/A

4. Request Board adopt a Resolution approving a proposed amendment to the Lee County Port Authority Personnel Policies and Procedures Manual to create Part 314 Voluntary Furlough Policy

**Term:**

N/A

**Funding Source:**

N/A

5. Request the Board approve the sole source purchase and installation of eleven (11) EMV compliant fee computers and two (2) automated pay stations and associated hardware and software from HUB Parking Technology for use at the Southwest Florida International Airport in an amount not to exceed \$212,566

**Term:**

N/A

**Funding Source:**

General airport operating revenues collected during the normal operation of the airport, account number VB51341200.506410, Airport Finance

**CONSENT AGENDA – Continued****ADMINISTRATION – Brian McGonagle**

6. Request Board approve a Third 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
7. Request Board approve a “Nontenant Rent-A-Car Airport Use Permit Agreement” with ER Travel, LLC (d/b/a Easirent)  
**Term:**  
Month to month commencing March 1, 2020  
**Funding Source:**  
n/a
8. Request Board approve a “Second Amendment to Lease of Portion of Parking Lot at Southwest Florida International Airport” with Gartner, Inc.  
**Term:**  
terminates lease effective March 12, 2020, and grants Lessee an option to lease an alternate parcel through June 30, 2022.  
**Funding Source:**  
n/a
9. Request Board approve an “Airline Parking Agreement” with Comlux Aruba N.V.  
**Term:**  
month to month, beginning March 1, 2020.  
**Funding Source:**  
n/a
10. Request Board approve a “First Amendment to “Lease of Office Space at Page Field Airport” with FMY Holdings, LLC.  
**Term:**  
Month-to-month  
**Funding Source:**  
n/a
11. Request Board approve an “On-Airport Land Lease” with the United States of America Department of Transportation Federal Aviation Administration.  
**Term:**  
October 1, 2020 to September 30, 2029.  
**Funding Source:**  
n/a

**CONSENT AGENDA – Continued****ADMINISTRATION – Brian McGonagle**

12. Request Board adopt an updated Zone Schedule for Foreign Trade Zone #213, and approve submission of the new Zone Schedule to the Foreign-Trade Zone Board of the U.S. Department of Commerce.
- Term:**  
n/a
- Funding Source:**  
n/a

**AVIATION – Gary Duncan**

13. Request Board approve a First Amendment and Extension to Service Provider Agreement for Landscaping Services at Page Field with P&T Lawn & Tractor Service, Inc., for a continued annual amount of \$159,504 plus extra services as authorized, extending the initial term of the contract for two (2) years as provided for in the original Agreement.
- Term:**  
June 24, 2020 to June 23, 2022
- Funding Source:**  
Account UH5120041203.503490, Other Contracted Services,

**DEVELOPMENT – Mark Fisher**

14. Accept a state grant (Supplemental Joint Participation Agreement, Financial Project No. 441245-1-94-01) in the amount of \$1,502,176 from the Florida Department of Transportation for construction services associated with the completed Multi-use Aircraft Hangar and Ramp at Page Field (FMY).
- Term:**  
N/A
- Funding Source:**  
N/A
15. Accept a state grant (Public Transportation Grant Agreement, Financial Project No. 431367-1-94-02) in the amount of \$100,000 from the Department of Transportation for the Airside Pavement Rehabilitation at Southwest Florida International Airport.
- Term:**  
N/A
- Funding Source:**  
N/A
16. Request Board authorize execution of a contract between the Port Authority and RS&H, Inc., to provide General Architectural and Engineering Services.
- Term:**  
Three (3) years
- Funding Source:**  
N/A

**CONSENT AGENDA – Continued**

**DEVELOPMENT – Mark Fisher**

17. Request Board authorize execution of a contract between the Port Authority and Hole Montes, Inc. to provide General Architectural and Engineering Services.

**Term:**

Three (3) years

**Funding Source:**

N/A

**PORT ATTORNEY – Greg Hagen**

18. Request Board approve grant of non-exclusive underground utility easement to Florida Power & Light Company to provide electrical service to JCP Leasing, Inc.'s corporate hangar at Page Field Airport.

**Term:**

N/A

**Funding Source:**

N/A

**ADMINISTRATIVE AGENDA****ADMINISTRATION – Brian McGonagle**

19. Request the Board approve (1) the FY 2020-21 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 2020-21 Compensation Plan, (4) the Page Field Rates and Fees for FY 2020-21, and (5) 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, 2020 - September 30, 2021

**Funding Source:**

N/A

20. Request Board rank qualifications submitted for Request for Proposals RFP 20-28MMW for Executive Search Services for an Airport Executive Director.

**Term:**

N/A

**Funding Source:**

HR

**AVIATION – Gary Duncan**

21. Request Board rank proposals submitted for RFP 20-12MLW Aviation Fuel Supplier for Base Operations at Page Field.

**Term:**

Five (5) to Ten (10) yrs. with or without renewals based on firm selected and incentives proposed.

**Funding Source:**

Acct. UH5120041203.505265, Inv. Purch.

22. Request Airport Special Management Committee consider an oral presentation from the single, qualified, proposing On-Demand Taxicab firm, MBA Airport Transportation, LLC or waive the presentation and recommend Board authorize staff to begin negotiations to provide on-demand taxicab concession services at Southwest Florida International Airport. In addition, request extending MBA's existing contract on a month-to-month basis until a new contract becomes effective.

**Term:**

3 yrs. with one (1) two-year renewal option starting 7/1/20.

**Funding Source:**

N/A

**ADMINISTRATIVE AGENDA – Continued**

**DEVELOPMENT – Mark Fisher**

23. Request Board rank qualifications submitted for LOQ #20-33 Construction Engineering & Inspection Services for the RSW Airside Pavement Rehabilitation - Airfield Electrical Vault project at Southwest Florida International Airport.

**Term:**

TBD

**Funding Source:**

N/A

**ACTING EXECUTIVE DIRECTOR ITEMS**

**PORT ATTORNEY ITEMS**

**COMMENTS FROM THE CHAIR OF THE ASMC**

**ADJOURN**