

## MINUTES

AIRPORTS SPECIAL MANAGEMENT COMMITTEE MEETING

JUNE 16, 2020

A meeting of the Airports Special Management Committee (ASMC) was held this date, June 16, 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  
Scott Cameron  
Dana Carr

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 May and June and the Procurement Status Report for June.

**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 (Chair)	None
Noel Andress (Vice Chair)	None
John Goodrich	None
Randy Krise	None
Fran Myers	None
Scott Cameron	None
Dana Carr	None

**CONSENT AGENDA - A motion to approve the balance of the Consent agenda was made by Fran Myers, seconded by Randy Krise; called and carried (7-0).**

**CONSENT AGENDA ITEMS**

**ADMINISTRATION**

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

**ADMINISTRATION**

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

**ADMINISTRATION**

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**

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**

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

**DEVELOPMENT**

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**

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 ITEMS**

**ADMINISTRATION**

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

From the podium, Brian McGonagle, division director of administration, provided a detailed update for the proposed FY 2020/2021 budget and then asked if there were any questions. There was a discussion with numerous questions and comments by the ASMC members, both during and after the presentation, all of which were answered satisfactorily by Acting Executive Director Ben Siegel and Mr. McGonagle. Inquiries included funding received from the federal Coronavirus Aid, Relief and Economic Security (CARES) Act and where the funds will be applied; potential budget cuts; cost saving efforts to offset operating costs; the hiring freeze and no merit increases proposed for staff; projected passenger traffic; next year's projected revenues from airlines, terminal concessions and rental car agencies; expenses that include increases in insurance premiums; and the Page Field budget.

**With no further discussion, a motion to approve the item was made by John Goodrich, seconded by Randy Krise, called and carried (7-0).**

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

Division Director of Administration Brian McGonagle introduced the item and gave a brief summary to update the Committee. He stated that staff recommends the ASMC rank firms in accordance with staff's review and scoring of the five proposals and authorize staff to begin contract negotiations with the top ranked firm. However, if the ASMC members wanted to hear oral presentations prior to their ranking, all five firms were prepared to give their presentations via video conference at the current meeting. The staff ranking of proposals is as follows:

1. KORN FERRY INTERNATIONAL
2. ADK CONSULTING & EXECUTIVE SEARCH
3. ACS FIRM, LLC
4. CAREER MANAGEMENT PARTNERS (CMP)
5. SUNSHINE ENTERPRISE USA

A lengthy discussion ensued. Fran Myers stated that she felt the cost and timing of the Executive Director Search was unfortunate due to the continuing spread of the Covid-19 global pandemic and the economic impact it was having across the country and at the nation's airports. Ms. Myers suggested tabling the item until the next fiscal year budget. Mr. Cameron, then read into the record the last paragraph of the letter received from the chair of the Airport Airlines Affairs Committee (AAAC) commending the LCPA staff for the exemplary job done building the FY21 budget. All ASMC members weighed-in on the item and agreed to recommend to the Board of Port Commissioners that the item be tabled and the search be deferred until Fiscal Year 2021-2022.

**With no further discussion, a motion was made by Fran Myers to table the item and recommend the Board defer the solicitation of an Executive Director Search firm until Fiscal Year 2021-2022. The motion was seconded by Randy Krise, called and carried (7-0).**

### **AVIATION**

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.

Deputy Executive Director of Aviation Gary Duncan gave a brief summary to update the Committee on this item and stated that staff recommends that the ASMC rank firms in accordance with staff's review and scoring of the four proposals and authorize staff to begin contract negotiations with the top ranked firm. However, if the ASMC members wanted to hear oral presentations prior to their ranking, staff recommends these be held with the top three submitting firms, with the presentations held at a future ASMC meeting. The staff ranking of proposals is as follows:

1. AVFUEL CORPORATION
2. TITAN AVIATION FUELS
3. EPIC FUELS

With no further questions, the ASMC then ranked the firms in order of the staff's recommendation and as a result ranked Avfuel Corporation as the top ranked firm.

**With no further discussion, Randy Krise moved approval, seconded by John Goodrich, called and carried (7-0).**

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

Deputy Executive Director of Aviation Gary Duncan gave a brief summary to update the Committee on this item and stated that staff recommends that the ASMC select the single, qualified proposing firm, MBA Airport Transportation, LLC and authorize staff to begin contract negotiations with the firm. Also, staff recommends that ASMC extend the current contract with MBA on a month-to-month basis until a new contract is in place. However, if the ASMC members wanted to hear an oral presentation prior to selection, the firm was prepared to give their presentation at the meeting.

With no further questions, the ASMC chose to extend the current contract with MBA on a month-to-month basis and to concur with staff's recommendation to waive the oral presentation and begin contract negotiations with MBA Airport Transportation, LLC as the single, qualified firm.

**With no further discussion, a motion to approve the staff ranking was made by Fran Myers, seconded by Randy Krise, called and carried (7-0), and a motion to approve the contract on a month-to-month basis was made by Fran Myers, seconded by Noel Address, called and carried (7-0).**

## **DEVELOPMENT**

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

Deputy Executive Director of Development Mark Fisher gave a brief summary to update the Committee on this item and stated that staff recommends that the ASMC rank firms in accordance with staff's review and scoring of the four written letters of qualifications and authorize staff to begin contract negotiations with the top ranked firm. However, if the ASMC members wanted to hear oral presentations prior to their ranking, staff recommends these be held with the top three submitting firms, with the presentations held at a future ASMC meeting. The staff ranking of proposals is as follows:



1. MICHAEL BAKER INTERNATIONAL, INC.
2. AVCON, INC.
3. A2 GROUP, INC.

With no further questions, the ASMC then ranked the firms in order of the staff's recommendation and as a result ranked Michael Baker International, Inc. as the top ranked firm.

**With no further discussion, a motion to approve the item was made by Noel Andress, seconded by Randy Krise, called and carried (7-0).**

#### **ACTING EXECUTIVE DIRECTOR ITEMS**

Items of interest are contained in the Acting Executive Director Remarks dated June 16, 2020 (copy on file, electronically, in the Communications & Marketing Department at the Lee County Port Authority).

#### **PORT ATTORNEY ITEMS**

No items offered by Senior Assistant Port Authority Attorney Gregory S. Hagen.

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

John Goodrich thanked Mr. Siegel and staff, for the airport updates he has seen on Instagram and the communications he has received over the last three months and said staff is doing a tremendous job.

Robbie Roepstorff thanked Mr. Siegel and Vicki Moreland, communications and marketing department director, for the marketing piece they received, stating it was very nice, concise and attractive. Mr. Siegel added that the piece is in an effort to restore the confidence of the flying public, as well as to support the airlines and concessionaires. He stated that there would be two more pieces, one regarding the RSW employees and the other covering Base Operations at Page Field.

Mr. Krise left the meeting at 2:45 and did not return.

Fran Myers agreed that the marketing piece was "excellent." Ms. Myers also stated that she did not think there would be a Tourist Development Council (TDC) meeting until possibly August.

Robbie Roepstorff reminded the ASMC members that the next Port Board meeting would be on Thursday, June 25, 2020. Mr. Siegel added that the meeting will be in Commission Chambers in the Old County Courthouse in Fort Myers. Ms. Roepstorff asked when the next ASMC meeting would be and was advised it was scheduled for July 21, 2020.

#### **ADJOURN**

The Chair adjourned the meeting at 2:50 p.m.

**ON JULY 21, 2020 A MOTION TO APPROVE THE JUNE 16, 2020 ASMC MEETING MINUTES WAS MADE BY NOEL ANDRESS, SECONDED BY RANDY KRISE, CALLED AND CARRIED WITH FRAN MYERS AND JOHN GOODRICH ABSENT (5-0).**