

MINUTES

AIRPORTS SPECIAL MANAGEMENT COMMITTEE MEETING

JUNE 15, 2021

A meeting of the Airports Special Management Committee (ASMC) was held this date, June 15, 2021, in the Training and Conference Center at Southwest Florida International Airport, with the following members present:

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

Noel Andress 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.

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
John Goodrich	None
Randy Krise	None
Robbie Roepstorff	None
Scott Cameron	None
Dana Carr	None

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

CONSENT AGENDA ITEMS

ADMINISTRATION

1. Request Committee approve the minutes of the May 18, 2021 Airports Special Management Committee (ASMC) meeting.
Term:
N/A
Funding Source:
N/A
2. Request Board approve a Budget Amendment in the FY 2020/2021 Lee County Port Authority Operating Budget to increase the budgeted operating expenses and revenues for both the Southwest Florida International Airport and Page Field
Term:
N/A
Funding Source:
Net revenues from the Southwest Florida International Airport and Page Field
3. Request Board approve an interlocal agreement between Lee County and the Lee County Airports Fire District
Term:
N/A
Funding Source:
Fund 63557
4. Approve Interlocal Agreement between the Board of County Commissioners and the Lee County Port Authority for the use of the Computer Aided Dispatching and Records Management System, and for the transfer of funds to pay for expenses associated with each entity.
Term:
N/A
Funding Source:
Account VF5132541200.504110 Information Technology
5. Request Board approve a Service Provider Agreement with PrimeGov Inc. to implement and host an Agenda Management System for the Lee County Port Authority.
Term:
five (5) years with optional five (5) one-year extensions
Funding Source:
General Airport Operating Revenue Fund - VD5131741200.503460, Information Technology

6. Request Board approve a “First Amendment to Lease of Hangars at Page Field” with Paragon Airplane Leasing Co.

Term:

10 years, plus two potential options to extend for an additional 5 years each.

Funding Source:

N/A

AVIATION

7. Request Board award RFB #21-31NJD, Purchase, Delivery and Installation of a new Bullet Trap to InVeris Training Solutions, Inc., the lowest, responsive and responsible bidder in the amount of \$125,000 and 2) authorize a Project Budget of \$140,000 and 3) authorize the Chair to execute the corresponding Service Provider Agreement.

Term:

N/A

Funding Source:

VB5131541200.506410

DEVELOPMENT

8. Request Board authorize a Contract Amendment with AECOM Technical Services, Inc. in the amount of \$309,640 to provide support during the FAA commissioning period for the new Airport Traffic Control Tower/Terminal Radar Approach Control facility at the Southwest Florida International Airport; and authorize a revised Total Project Budget in the amount of \$81,111,267.

Term:

1 year

Funding Source:

Florida Department of Transportation Grant 420652-1-94-04 and Passenger Facility Charges, Account No. 21845041234.506510.70

9. Request Board authorize a Contract Amendment with AECOM Technical Services, Inc. in the amount of \$137,435.51 to perform design services associated with the demolition of the former Airport Traffic Control Tower/Terminal Radar Approach Control facility at the Southwest Florida International Airport.

Term:

Five years

Funding Source:

Florida Department of Transportation Grant 420652-1-94-04 and Passenger Facility Charges, Account No. 21845041234.506510.25

ATTORNEY

10. Request Board approve grant of permanent non-exclusive underground utility easement to Florida Power & Light Company and Embarq Florida, Inc., d/b/a CenturyLink to provide electrical service to Alta Resources at Southwest Florida International Airport.

Term:

N/A

Funding Source:

N/A

ADMINISTRATIVE AGENDA ITEMS

ADMINISTRATION

11. Request the Board approve (1) the FY 2021-22 Lee County Port Authority Budget, (2) the Rates & Fees pursuant to the Airline-Airport Use and Lease Agreement for the Southwest Florida International Airport, (3) the FY 2021-22 Compensation Plan, (4) the Page Field Rates and Fees for FY 2021-22, (5) a 2% salary adjustment and an average 1.25% merit for all non-union employees, (6) the authorization for the Executive Director or his designee to make interfund 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:

10/1/2021 - 9/30/2022

Funding Source:

N/A

From the podium, Brian McGonagle, deputy executive director of administration, gave a brief summary to update the Committee on the item. There were no questions from the committee members.

A motion to approve the item was made by John Goodrich, seconded by Dana Carr called and carried (7-0).

12. Authorization to enter into a multi-year agreement with Prodigiq, Inc. for multi module software as a subscription service and support agreement.

Term:

Seven Years commencing on execution of agreement

Funding Source:

General Airport operating revenues collected during the normal operations of the Airport, account string VF5132541200.503460 Information Technology.

From the podium, Brian McGonagle, deputy executive director of administration, gave a summary to update the Committee on the item. There were no questions from the committee members.

A motion to approve the item was made by John Goodrich, seconded by Robbie Roepstorff called and carried (7-0).

AVIATION

13. Request Board rank proposals received for RFP 21-05MLW Aircraft Administrative and Flight Services.

Term:

Five (5) years

Funding Source:

Acct. WJ5100041200.503490

From the podium, Mark Fisher, deputy executive director of development, gave a brief summary to update the Committee on the item. Noel Andress asked the name of the company that held the current contract and whether the Port Authority was happy with the service. Mark Fisher stated that Brown Aviation, the single proposer for the RFP, was the incumbent and staff was happy with the

service. There was a brief discussion with various questions asked by the members, including aircraft usage, average usage by number of hours over five years, monthly administrative cost and whether the cost included parts and repairs. Executive Director Ben Siegel and Scott Sheets, director of Page Field, responded to all questions to the satisfaction of all committee members.

With no further questions or discussion, a motion to approve the staff's ranking recommendation was made by Randy Krise, seconded by Scott Cameron called and carried (7-0).

14. Request Board 1) award RFB #21-21, Temporary Employment Payroll Services to Employment Solutions of NY, Inc. as the lowest responsive bidder and 2) authorize the Executive Director, or designee, to approve expenditures up to \$100,000 per year for the term of the agreement and 3) authorize the Chair to execute the corresponding Service Provider Agreement.

Term:

Three (3) years with two (2) additional one (1) year renewals

Funding Source:

General Operating Revenues Account WD5423041200.503490

From the podium, Mark Fisher, deputy executive director of development, gave a summary to update the Committee on the item. There was a brief discussion and Mark Fisher responded to all questions to the satisfaction of all Committee members.

A motion to approve the item was made by Scott Cameron, seconded by John Goodrich called and carried (7-0).

15. Request Board award the purchase and installation of modular carpet tiles to Tarkett USA, Inc. in an amount not to exceed \$430,462.74, under Florida State Contract (30167100-20-ACS) piggybacking the Sourcewell Contract for carpet and flooring (080819-TFU).

Term:

N/A

Funding Source:

Funds are available in account string: WJ5200041200.504650, Lee County Port Authority.

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

A motion to approve the item was made by John Goodrich, seconded by Fran Myers called and carried (7-0).

DEVELOPMENT

16. Request Board review and endorse the general scope of work and outline of the upcoming Skyplex Consultant and Brokerage Services Request for Proposals.

Term:

N/A

Funding Source:

N/A

From the podium, Mark Fisher, deputy executive director of development, gave a summary to update the Committee on the item. There was a lengthy discussion and a number of questions were asked by the Committee members including, the role of the consultant, conflict of interest, local preference and Lee County staff's involvement in the RFP's development process. Executive Director Ben Siegel and Mark Fisher responded to all questions to the satisfaction of all committee members.

With no further discussion from the committee, a motion to approve the item was made by Scott Cameron, seconded by Randy Krise called and carried (7-0).

EXECUTIVE DIRECTOR ITEMS

Items of interest are contained in the Executive Director Remarks dated June 15, 2021 (copy on file, electronically, in the Communications & Marketing Department at the Lee County Port Authority).

PORT ATTORNEY ITEMS

No items offered by Assistant Port Authority Attorney Mark A. Trank.

AIRPORTS SPECIAL MANAGEMENT COMMITTEE ITEMS

The Committee congratulated Mr. Siegel on his recent award, the 2020 Air Carrier Airport Manager of the Year by the Federal Aviation Administration.

ADJOURN

The Chair adjourned the meeting at 2:15 p.m.

ON AUGUST 17, 2021 A MOTION TO APPROVE THE JUNE 15, 2021 ASMC MEETING MINUTES WAS MADE BY JOHN GOODRICH, SECONDED BY RANDY KRISE, CALLED AND CARRIED, WITH FRAN MYERS ABSENT (6-0).