

MINUTES

AIRPORTS SPECIAL MANAGEMENT COMMITTEE MEETING

AUGUST 17, 2021

A meeting of the Airports Special Management Committee (ASMC) was held this date, August 17, 2021, in the Training and Conference Center at Southwest Florida International Airport, with the following members present:

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

Committee member Fran Myers was absent for the entire meeting.

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 Reports for July and August and the Procurement Status Report for August.

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
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 John Goodrich, seconded by Randy Krise; called and carried with Fran Myers absent (6-0).

CONSENT AGENDA ITEMS

ADMINISTRATION

1. Request Committee approve the minutes of the June 15, 2021 Airports Special Management Committee (ASMC) meeting.
Term:
N/A
Funding Source:
N/A
2. Request Board approve a Budget Amendment to the FY 2020-21 Lee County Port Authority Operating Fund to increase both revenue and expenses for Page Field
Term:
N/A
Funding Source:
41203
3. Request Board approve a “First Amendment to Airline-Airport Use and Lease Agreement with Frontier Airlines, Inc.”
Term:
extending from September 30, 2021, to September 30, 2023
Funding Source:
N/A
4. Request Board approve an “Aircraft Parking Agreement” with Olympus Aviation LLC.
Term:
month-to-month commencing May 1, 2021
Funding Source:
N/A
5. Request Board approve a Fifth Amendment to “Airline-Airport Use and Lease Agreement with Southwest Airlines Co.”
Term:
extending from September 30, 2021, to September 30, 2023
Funding Source:
N/A
6. Request Board approve a “Permit Agreement For Provision of Into-Plane Fueling Service at Southwest Florida International Airport” with FSM Group, LLC.
Term:
month-to-month, beginning August 1, 2021
Funding Source:
N/A

7. Request Board approve a “Lease of Terminal Space at Southwest Florida International Airport” with FSM Group, LLC.
Term:
month-to-month, beginning August 1, 2021
Funding Source:
N/A
8. Request Board approve an “Off-Airport Parking Company Airport Use Permit Agreement” with Ft Myers Airport Parking LLC.
Term:
month-to-month beginning August 1, 2021
Funding Source:
N/A
9. Request Board approve the Authority’s Shared Tenant Services business plan for airlines.
Term:
NA
Funding Source:
NA

COMMUNICATIONS & MARKETING

10. Request Board approve a Professional Services Agreement with Ailevon Pacific Aviation Consulting, LLC for Air Service Consultant Services for Southwest Florida International Airport.
Term:
Three (3) years with optional two (2) one-year extensions
Funding Source:
General Airport Operating Revenue Fund - WC5121841200.503190, Air Service Development

AVIATION

11. Request Board approve a three-year collective bargaining agreement effective October 1, 2021 through September 30, 2024, between Lee County Port Authority and Southwest Florida Professional Fire Fighters & Paramedics, Local 1826, District 22, I.A.F.F., Inc.
Term:
Three (3) years commencing October 1, 2021 through September 30, 2024.
Funding Source:
NA
12. Request Board Approval of Voluntary Cooperation Agreement between Lee County Sheriff’s Office and Lee County Port Authority Police Department
Term:
Termination upon written execution of chief executive officers and receipt of delivery.
Funding Source:
No funding required

13. Request Board award RFB 21-32MLB: Palm Frond Trimming at Southwest Florida International Airport to P&T Lawn and Tractor Service, Inc., the lowest, most responsive, responsible bidder in the estimated annual amount of \$41,200 per the terms and conditions of the contract, and authorize the Executive Director to approve and execute the contract renewal terms.
Term:
One initial three-year term with one (1) additional two-year renewal period with services to commence on or around October 01, 2021.
Funding Source:
General Airport Operating Revenues collected during the normal operation of Southwest Florida International Airport. Funds are available in Account String WJ5300041200.503490, Other Contracted Services.

14. Request Board award RFB 21-35MLB Airfield Runway Photometric Testing at the Southwest Florida International Airport, to Malms Navaid Inc., the lowest, most responsive, responsible bidder in the annual estimated amount of \$27,700 per the terms and conditions of the contract, and authorize the Executive Director to approve and execute contract renewal terms.
Term:
One (1) initial three-year term with two (2) additional one-year renewal periods with services to commence on or about October 01, 2021.
Funding Source:
General Airport Operating Revenues collected during the normal operation of Southwest Florida International Airport. Funds are available in Account String WJ5300041200.503490, Other Contracted Services.

15. Request Board award RFB 21-15MLB: Purchase & Delivery of Electric Motors for the Lee County Port Authority to Bob Dean Supply, Inc., the lowest, most responsive, and responsible bidder with an estimated annual amount of \$35,000 per the terms and conditions of the contract, and authorize the Executive Director to approve and execute the contract renewal terms.
Term:
One initial three-year term with one (1) additional two-year renewal period with services to commence on or around October 01, 2021.
Funding Source:
General Airport Operating Revenues collected during the normal operation of Southwest Florida International Airport. Funds are available in Account String WJ5100041200.504655, Repairs and Maintenance - Parts.

DEVELOPMENT

16. Request Board approve a contract amendment to Owen-Ames-Kimball Company (OAK), General Construction Manager/General Contractor to extend the contract time to potentially complete the ongoing Rehabilitation of Roads at the Southwest Florida International Airport.
Term:
Extended 3 years.
Funding Source:

N/A.

17. Request Board approve a contract amendment to Johnson Engineering, Design Manager, to extend the contract time to potentially complete the Rehabilitation of Roads at the Southwest Florida International Airport.

Term:

Extended 3 years.

Funding Source:

N/A.

ATTORNEY

18. Request Board approve grant of permanent non-exclusive underground utility easement to Florida Power & Light Company to provide electrical service to the FMY Holdings, LLC hangar at Page Field Airport.

Term:

N/A

Funding Source:

N/A

19. Request Board approval of an Access Road Easement to South Florida Water Management District for nonexclusive access to the County-owned Florida Gulf Coast University Mitigation Site for vehicular and pedestrian access, ingress and egress, and maintenance purposes.

Term:

N/A

Funding Source:

N/A

ADMINISTRATIVE AGENDA ITEMS

ADMINISTRATION

20. Request Board approve a concurring resolution approving the issuance of Lee County Airport Revenue Bonds Series 2021B (AMT) for \$244,129,519 to finance a portion of the terminal expansion project and to authorize payment of the related costs of issuance.

Term:

N/A

Funding Source:

Fund 41278

From the podium, Brian McGonagle, deputy executive director of administration, gave a brief summary to update the Committee on the item then introduced Kevin McPeek, Financial Advisor for PFM, who walked through the parameters of the deal. There was a lengthy discussion and a number of questions were asked by the Committee members including how the lowest interest rates are obtained, what the contingency plan or “Plan B” is if the bonds don’t sell, the role of the underwriter, Bank of America, and the estimated sale date. Executive Director Ben Siegel, Brian McGonagle and Mr. McPeek responded to all questions to the satisfaction of all Committee members.

A motion to approve the item was made by Randy Krise, seconded by Robbie Roepstorff called and carried with Fran Myers absent (6-0).

21. Request Board approve a budget amendment to the FY 2020-21 Lee County Authority Budget for the issuance of the Lee County Revenue Bonds Series 2021(B)

Term:

N/A

Funding Source:

41278

From the podium, Brian McGonagle, deputy executive director of administration, gave a brief summary to update the Committee on the item. There was a brief discussion with questions involving where the funds get deposited, interest on the money, the treasurer and investing. Brian McGonagle 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 with Fran Myers absent (6-0).

22. Request Board approve a “Land Lease for Construction of a Corporate Hangar Building at Southwest Florida International Airport” with CapStone Holdings Inc.

Term:

20 years, with two options to extend by five years each

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. Mr. Krise asked if this was a corporate hangar and Brian McGonagle responded that it was and the hangar was for ae corporate plane. Mr. Siegel, executive director, clarified that the hangar was to be built at RSW. There were no further questions from the Committee members.

A motion to approve the item was made by Randy Krise, seconded by Scott Cameron called and carried with Fran Myers absent (6-0).

COMMUNICATIONS & MARKETING

23. Request Board approve the renewal of the Air Service Incentive Plan.

Term:

Extend Plan to September 30, 2024

Funding Source:

Net operating revenues from the normal operation of Southwest Florida International Airport.

From the podium, Vicki Moreland, chief communications & marketing officer, 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 Scott Cameron, seconded by John Goodrich called and carried with Fran Myers absent (6-0).

AVIATION

24. Request Board approve the purchase and delivery of fleet and equipment repair parts from NAPA Auto Parts in the approximate annual amount of \$130,000, piggybacking the terms in Sourcewell Contract for aftermarket vehicle parts and supplies (32521-GPC).

Term:

One (1) - Four (4) year term with no renewal options that expires on May 19, 2025.

Funding Source:

General Airport Operating Revenues collected during the normal operation of Southwest Florida International Airport and Page Field. Funds are available in Account String WJ5100041200.504655, Repairs and Maintenance - Parts, for RSW and Account String UH5120041203.504655, Repairs and Maintenance - Parts, for FMY.

From the podium, Steve Hennigan, deputy executive director of aviation, gave a brief summary to update the Committee on the item. There was a discussion and a number of questions were asked by the Committee members including garage facilities at RSW, percentage discounts, annual spend on parts and repair, percentage increase over the previous contract and the Page Field cost component. Mr. Hennigan and James Furiosi, department director of maintenance, responded to all questions to the satisfaction of all Committee members.

A motion to approve the item was made by John Goodrich, seconded by Dana Carr called and carried with Fran Myers absent (6-0).

25. Request Board approve the Aircraft Administration and Flight Services Agreement with Brown Aviation for the Authority's aircraft and authorize expenditure not to exceed \$500,000 over the 5-year term of the Agreement.

Term:

Five (5) years with no option for renewal.

Funding Source:

Acct. WJ5100041200.503190

From the podium, Steve Hennigan, deputy executive director of aviation, gave a brief summary to update the Committee on the item. There was a brief discussion involving contractual services being provided and Steve Hennigan responded to all questions to the satisfaction of all Committee members.

A motion to approve the item was made by John Goodrich, seconded by Dana Carr called and carried with Fran Myers absent (6-0).

26. Request Board approve LCPA to piggyback the State of Florida Department of Transportation Airport Pavement Marking Condition Assessment Services and Airport Pavement Marking and Related Services Contract DOT-RFP-21-9019-CA.

Term:

Two year term to commence after 10/01/2021 and expiring two years after the contract start date

Funding Source:

General Airport Operating Revenues collected during the normal operation of

Southwest Florida International Airport. Funds are available in Account String WJ5300041200.503490, Other Contracted Services, contingent upon approval of the associated fiscal year operating budgets not to exceed \$250,000 annually.

From the podium, Steve Hennigan, deputy executive director of aviation, gave a brief summary to update the Committee on the item. There was a brief discussion and questions regarding piggyback contracts. Steve Hennigan responded to all questions to the satisfaction of all Committee members.

A motion to approve the item was made by Robbie Roepstorff, seconded by John Goodrich Robbie Roepstorff called and carried with Fran Myers absent (6-0).

27. Request Board approval for the purchase of seven (7) Ford fleet vehicles from Tamiami Ford under Collier County contract number 19-7522 and eight (8) Chevrolet fleet vehicles from Alan Jay Automotive under Sourcewell contract number 060920-NAF for the total amount of \$800,114 for all quotes received; and allow the Executive Director to approve up to an additional 15% contingency amount or \$120,017 not to exceed a total cost of \$920,131

Term:

One-time purchase

Funding Source:

General Airport Operating Revenues derived from airport user fees in the estimated amount of \$920,131 from account string VB5131541200-506430.

From the podium, Steve Hennigan, deputy executive director of aviation, gave a brief summary to update the Committee on the item. There was a brief discussion and questions were asked by the Committee members including use of regional and national contracts verses a bidding process, local vendor participation and the additional 15 percent contingency to cover supply chain issues due to COVID-19. Executive Director Ben Siegel and Steve Hennigan responded to all questions to the satisfaction of all Committee members.

A motion to approve the item was made by John Goodrich, seconded by Robbie Roepstorff called and carried with Fran Myers absent (6-0).

28. Request Board rank proposals submitted for RFP 21-44NJD On-call General Repairs, Maintenance and Project Services (acting as General Contractor).

Term:

5 years

Funding Source:

N/A

From the podium, Mark Fisher, deputy executive director of development, gave a brief summary to update the Committee on the item, stating staff recommends the ASMC rank firms in accordance with Staff Evaluation Committee's review and scoring of the proposals. Mr. Krise recommended approval of staff recommendation.

A motion to approve the item was made by Randy Krise, seconded by John Goodrich called and carried with Fran Myers absent (6-0).

DEVELOPMENT

29. 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 \$2,437,018.52 to partially reimburse the Port Authority for costs related to the baggage handling system for the Midfield Terminal

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 were no questions from the Committee members.

A motion to approve the item was made by John Goodrich, seconded by Scott Cameron called and carried with Fran Myers absent (6-0).

30. Request Board authorize a Contract Amendment with Manhattan Construction (Florida), Inc. in the amount of \$267,162,220.72 to perform Construction Manager/General Contractor services associated with the Terminal Expansion Project at Southwest Florida International Airport (RSW); and approve a Total Project Budget in the amount of \$331,586,401.18.

Term:

Funding Source:

Florida Department of Transportation (FDOT) Aviation Grant 441981 1 94 02; Florida Department of Transportation (FDOT) Strategic Intermodal System (SIS) Grant 441981 1 94 01; Passenger Facility Charges (PFC) Pay-Go and Bond Funds; Airport Revenue Bond Funds; and Lee County Port Authority (local) construction funds.

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. Mr. Fisher responded to questions concerning funding and grant funding eligibility, contingency plans, the Notice-to-Proceed date and project delays due to COVID-19. Mr. Fisher introduced John Reyhan, President of Manhattan Construction, who responded to questions including supply chain disruptions causing inflated prices and shortages and demand outpacing the ability to supply product. However, he noted pricing for this project was secured. Mr. Reyhan also stated the greater challenge will be the availability of the labor force. Executive Director Ben Siegel, Mark Fisher and Mr. Reyhan responded to all questions to the satisfaction of all Committee members.

A motion to approve the item was made by Randy Krise, seconded by John Goodrich called and carried with Fran Myers absent (6-0).

31. Request Board authorize a Contract Amendment with Atkins North America, Inc., in the amount of \$11,183,843.82 to perform Construction Administration services associated with the Terminal Expansion Project at RSW.

Term:

Through construction completion (expected January 2025).

Funding Source:

Florida Department of Transportation (FDOT) Aviation Grant 441981 1 94 02;

Florida Department of Transportation (FDOT) Strategic Intermodal System (SIS) Grant 441981 1 94 01; Passenger Facility Charges (PFC) Bond Funds; Airport Revenue Bond Funds

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 Randy Krise, seconded by Scott Cameron called and carried with Fran Myers absent (6-0).

32. Request Board authorize a Contract Amendment with EG Solutions, Inc., in the amount of \$5,761,689.48 for Construction Engineering & Inspection Services for the Terminal Expansion Project at RSW.

Term:

Through construction completion (expected January 2025).

Funding Source:

Florida Department of Transportation (FDOT) Aviation Grant 441981 1 94 02; Florida Department of Transportation (FDOT) Strategic Intermodal System (SIS) Grant 441981 1 94 01; Passenger Facility Charges (PFC) Bond Funds; Airport Revenue Bond Funds

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. Mr. Krise and Ms. Roepstorff asked what EG Solutions was inspecting. Mr. Fisher explained the role of the firm was to inspect that the work is being done according to the design plans. There were no further questions from the Committee members.

A motion to approve the item was made by John Goodrich, seconded by Scott Cameron called and carried with Fran Myers absent (6-0).

33. Request Board approve a federal grant (Airport Improvement Program Grant Agreement No. 3-12-0135-058-2021) from the Federal Aviation Administration in the amount of \$1,999,776 for the Southwest Florida International Airport's Master Plan Study update.

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 were no questions from the Committee members.

A motion to approve the item was made by Scott Cameron, seconded by Robbie Roepstorff called and carried with Fran Myers absent (6-0).

34. Request Board endorse RSW aviation activity forecasts to be used in the RSW Master Plan Update.

Term:

N/A

Funding Source:

N/A

Term:

10/1/2021 - 9/30/2022

Funding Source:

N/A

From the podium, Mark Fisher, deputy executive director of development, gave a presentation and summary to update the Committee on the item before introducing consultant Marc Champigny, Service Group Manager/Aviation Planning for C&S Engineers, who gave additional presentation details. Mr. Fisher and Mr. Champigny responded to questions from the Committee members to the satisfaction of all Committee members.

A motion to approve the item was made by John Goodrich, seconded by Robbie Roepstorff called and carried with Fran Myers absent (6-0).

EXECUTIVE DIRECTOR ITEMS

Items of interest are contained in the Executive Director Remarks dated August 17, 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

No items were offered by the individual Committee Members.

ADJOURN

The Chair adjourned the meeting at 2:35 p.m.

<p>ON OCTOBER 19, 2021 A MOTION TO APPROVE THE AUGUST 17, 2021 ASMC MEETING MINUTES WAS MADE ROBBIE ROEPSTORFF, SECONDED BY RANDY KRISE, CALLED AND CARRIED, WITH NOEL ANDRESS ABSENT (6-0).</p>
