

MINUTES

AIRPORTS SPECIAL MANAGEMENT COMMITTEE MEETING

OCTOBER 19, 2021

A meeting of the Airports Special Management Committee (ASMC) was held this date, October 19, 2021, in the Training and Conference Center at Southwest Florida International Airport, with the following members present:

Fran Myers (Vice Chair)
John Goodrich
Randy Krise
Robbie Roepstorff
Scott Cameron

Committee Chair Noel Andress and Committee member Dana Carr were absent for the entire meeting.

Fran Myers 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 September and October and the Procurement Status Report for October.

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:

Fran Myers (Vice Chair)	None
John Goodrich	None
Randy Krise	None
Robbie Roepstorff	None
Scott Cameron	None

Before proceeding to the Consent agenda, Vice Chair Fran Myers advised the Committee members that Consent agenda item No. 8 was being moved to the Administrative agenda and Administrative agenda item No. 21 was being pulled from the agenda. No other Consent agenda items were pulled for discussion.

A motion to approve the changes to the meeting agenda was made by Randy Krise, seconded by Robbie Roepstorff, called and carried with Noel Andress and Dana Carr absent (5-0).

CONSENT AGENDA - A motion to approve the balance of the Consent agenda was made by Robbie Roepstorff, seconded by Randy Krise, called and carried with Noel Andress and Dana Carr absent (5-0).

CONSENT AGENDA ITEMS

ADMINISTRATION

1. Request Committee approve the minutes of the August 17, 2021 Airports Special Management Committee (ASMC) meeting.
Term:
N/A
Funding Source:
N/A
2. Approve the Joint and ASMC meeting date schedule for the calendar year 2022.
Term:
N/A
Funding Source:
N/A
3. Request Board approve a budget amendment to the FY 2021-22 Lee County Port Authority Budget to properly reflect the issuance of the Lee County Airport Revenue Bonds Series 2021(B) AMT.
Term:
N/A
Funding Source:
N/A
4. Request Board approve a two-year extension to the professional service agreement with Ricondo & Associates and the Lee County Port Authority.
Term:
November 4, 2021 - November 3, 2023
Funding Source:
Net revenues from the normal operation of the Southwest Florida International Airport
5. Request Board approve an "On Airport Land Lease" with the Federal Aviation Administration.
Term:
October 1, 2021 to September 30, 2031.
Funding Source:
N/A

6. Request Board approve a “First Amendment to Lease of Terminal Space at Southwest Florida International Airport” with American Sales and Management Organization, LLC (d/b/a Eulen America).

Term:

commenced March 1, 2021; month-to-month

Funding Source:

N/A

7. Request Board approve a “Nonparticipating Airline Airport Use Permit” agreement with Air Transat A.T. Inc.

Term:

from December 1, 2021, until terminated.

Funding Source:

N/A

ITEM NO. 8 WAS MOVED TO THE ADMINISTRATIVE AGENDA

- ~~8. Request Board approve a “Ground Lease for Construction and Operation of an Air Freight Building at Southwest Florida International Airport” with AFCO Cargo RSW, LLC.~~

~~**Term:**~~

~~25 years, plus two (2) options to extend for 5 years each~~

~~**Funding Source:**~~

~~N/A~~

9. Request Board approve a proposed sublease from Ft. Myers Airport Plaza, LLC, to Airport RSW Donuts LLC to operate a Dunkin’ franchise.

Term:

10 years, plus one option to extend by 5 years

Funding Source:

N/A

10. Request Board approve a “Page Field Office Lease and Aeronautical Operator Agreement” with The Sundowners Inc.

Term:

month-to-month, commenced April 1, 2021

Funding Source:

n/a

11. Request Board approve a “Second 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

12. Request Board consent to assignment of a Lease Agreement from Societe Internationale De Telecommunications Aeronautiques, a Belgium Co-operative, to SITA Information Networking Computing USA Inc., a Delaware corporation.

Term:

commenced September 9, 2005; continues month-to-month

Funding Source:

N/A

AVIATION

13. Request Board award RFB 21-33MLB Generator Inspections for the Lee County Port Authority, to LJ Power Inc., the lowest, most responsive, responsible bidder in the annual estimated amount of \$22,790 per the terms and conditions of the contract.

Term:

One (1) initial three-year term with one (1) additional two-year renewal period with services to commence on or around November 15, 2021.

Funding Source:

General Airport Operating Revenues collected during the normal operation of Southwest Florida International Airport. Funds are available in Account String WJ5100041200.503490 - Other Contracted Services.

14. Request Board approve Second Amendment to 2019-2022 Collective Bargaining Agreement between Lee County Port Authority and Southwest Florida Professional Fire Fighters & Paramedics, Local 1826/District 10, I.A.F.F., Inc., amending Article 17-Pay Plan and Article 23-Incentive Pay.

Term:

One Year

Funding Source:

NA

DEVELOPMENT

15. Request Board approve Interlocal Agreement for Coordinated Tall Structure Permitting with the Village of Estero.

Term:

Continue unless terminated, per Section 163.01, F.S.

Funding Source:

N/A

16. Request Board approve a Contract Amendment with Manhattan Construction (Florida), Inc. clarifying and restating the contract term for the RSW Terminal Expansion Project as previously approved by the Board.

Term:

Contract Term extended through January 31, 2025.

Funding Source:

N/A

17. Request Board approve a Contract Amendment with Atkins North America, Inc. clarifying and restating the contract term for the RSW Terminal Expansion Project as previously approved by the Board.
Term:
Contract Term extended through January 31, 2025.
Funding Source:
N/A

18. Request Board approve a Contract Amendment with Kimley-Horn & Associates, Inc. clarifying and restating the contract term for the RSW Rehabilitation of Airside Pavement project as previously approved by the Board.
Term:
Contract Term extended through Contract Term extended through March 1, 2022.
Funding Source:
N/A

19. Request Board approve natural gas line easement to Peoples Gas System, a Division of Tampa Electric Company, to provide natural gas service to the Qdoba Restaurant Corporation leased property at Page Field Commons
Term:
N/A
Funding Source:
N/A

ADMINISTRATIVE AGENDA ITEMS

ADMINISTRATION

ITEM NO. 8 WAS MOVED FROM THE CONSENT AGENDA

8. Request Board approve a “Ground Lease for Construction and Operation of an Air Freight Building at Southwest Florida International Airport” with AFCO Cargo RSW, LLC.
Term:
25 years, plus two (2) options to extend for 5 years each
Funding Source:
N/A

From the podium, Brian McGonagle, deputy executive director of administration, gave a summary to update the Committee on the item. There was a brief discussion and a few questions were asked by the Committee members, including questions pertaining to cargo at RSW and location of the facility. Mr. McGonagle responded to the questions to the satisfaction of all Committee members.

A motion to approve the item was made by Scott Cameron, seconded by Randy Krise, called and carried with Noel Andress and Dana Carr absent (5-0).

20. Request Board approve the first amendment to the service provider agreement with UDT Corporation exercising the option to extend the agreement’s term for a period of three additional years.
Term:
Three Years commencing January 17, 2022 – January 16, 2025

Funding Source:

General Airport Operating Revenues collected during the normal operation of Southwest Florida International Airport, Account Number VF5132541200.3190, Information Technology

From the podium, Brian McGonagle, deputy executive director of administration, gave a brief summary to update the Committee on the item. Mr. McGonagle satisfactorily responded to a question from Committee member Scott Cameron. 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 Noel Andress and Dana Carr absent (5-0).

ITEM NO. 21 WAS PULLED FROM THE AGENDA

21. ~~Request Board approve the use of Florida State contract 43220000-NASPO-19-ACS to purchase network equipment needed for the Terminal Expansion Project at Southwest Florida International Airport in an amount not to exceed \$945,031 which includes 10% contingency.~~

Term:

TBD

Funding Source:

RSW Construction account string 20859541236.506542

22. Request Board (1) approve the use of Contract 081419CDW to purchase Technology Catalog Solutions from CDW-G Government, LLC. through a Sourcewell cooperative agreement and (2) Request Board authorize the Executive Director to exercise the optional one year renewal at the same terms and conditions as the initial contract.

Term:

From execution of agreement until 10/30/2023 with an optional one-year (1) renewal

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 brief summary to update the Committee on the item. There were no questions from Committee members.

A motion to approve the item was made by Robbie Roepstorff, seconded by John Goodrich, called and carried with Noel Andress and Dana Carr absent (5-0).

23. Request Board (1) approve use of Contract 2018011-01 to purchase Information Technology Solutions and Services from CDW-G Government, LLC. through Omnia Partners cooperative agreement and (2) Request Board authorize the Executive Director to exercise the optional two one (1) year renewals at the same terms and conditions as the initial contract.

Term:

From execution of agreement until 2/28/2023 with two one (1) year options until 2/28/2025.

Funding Source:

General Airport operating revenues collected during the normal operations of the Airport, account string VF5132541200.505280 Information Technology

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 Committee members.

A motion to approve the item was made by Scott Cameron, seconded by Robbie Roepstorff, called and carried with Noel Andress and Dana Carr absent (5-0).

24. Request Board approve an amendment to the “Lease of TSA Office Space at Southwest Florida International Airport’s Midfield Terminal” with the United States of America.

Term:
through April 25, 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 Committee members.

A motion to approve the item was made by John Goodrich, seconded by Robbie Roepstorff, called and carried with Noel Andress and Dana Carr absent (5-0).

25. Request Board approve a Third Amendment to “Airline-Airport Use and Lease Agreement with United Airlines, Inc.”

Term:
extending from September 30, 2021, to September 30, 2023

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 Committee members.

A motion to approve the item was made by Robbie Roepstorff, seconded by Scott Cameron, called and carried with Noel Andress and Dana Carr absent (5-0).

26. Request Board approve a Sixth Amendment to “Airline-Airport Use and Lease Agreement” with Spirit Airlines, Inc.

Term:
extending from September 30, 2021, to September 30, 2023

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 Committee members.

A motion to approve the item was made by Randy Krise, seconded by John Goodrich, called and carried with Noel Andress and Dana Carr absent (5-0).

27. Request Board approve a Fifth Amendment to “Airline-Airport Use and Lease Agreement” with American Airlines, Inc.

Term:
extending from September 30, 2021, to September 30, 2023

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 Committee members.

A motion to approve the item was made by Robbie Roepstorff, seconded by John Goodrich, called and carried with Noel Andress and Dana Carr absent (5-0).

28. Request Board approve a participating airline “Airline-Airport Use and Lease Agreement” with Sun Country, Inc.

Term:

October 1, 2021 to September 30, 2023

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. Executive Director Ben Siegel and Mr. McGonagle responded to questions from Committee members, including airline minimum requirements and an explanation of exclusive-use gates, 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 Noel Andress and Dana Carr absent (5-0).

29. Request Board approve the key terms and proposed concepts to Paradies for the terminal concession program.

Term:

N/A

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 before introducing ICF consultant Stephen Friebrun, Principal, Airports and Americas Sector Lead, Aviation, to explain the plan to expand the food and retail concession program for the Terminal Expansion Project. During his PowerPoint presentation a number of questions were asked by the Committee members including, restrictions on the number of food and retail concessions, how the concession space is allocated, the advantage to non-terminus expiration dates on leases, solutions to nonproductive concessions and types of airline club space. Executive Director Ben Siegel, Brian McGonagle and Mr. Friebrun responded to all questions to the satisfaction of all Committee members.

Mr. McGonagle then introduced Pamela Brown, Vice President of Business Development at Paradies Lagardère, who provided details of the new concepts being developed to expand the retail, food and beverage concessions for the Terminal Expansion Project. During her PowerPoint presentation, Ms. Brown introduced her colleague Pam Cronin, owner of the Shell Factory in Fort Myers, who encouraged the involvement of local vendors and artists for a unique shopping experience. Ms. Brown responded to several questions from Committee members regarding kiosks and local artists, 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 Noel Andress and Dana Carr absent (5-0).

30. Request Board approve the key terms and proposed concepts to Host for the terminal concession program.

Term:

N/A

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 before introducing Eddie Silva, Director of Portfolio Development & Brand Partnerships at HMSHost, who provided details of the new concepts being developed to expand their food and beverage and retail concessions for the Terminal Expansion Project and responded to Scott Cameron's inquiry regarding the location of concessions. There were no further questions from the Committee members.

A motion to approve the item was made by John Goodrich, seconded by Robbie Roepstorff, called and carried with Noel Andress and Dana Carr absent (5-0).

AVIATION

31. Request Board approval to 1) enter into a purchase agreement with Allen Enterprises, Inc. for the supply and delivery of ADB Safegate Airfield Lighting and Related Airfield Parts on an as-needed basis to meet operational requirements at Southwest Florida International Airport and Page Field Airport. 2) Request board authorize the executive Director to exercise the option to renew the agreement for one additional two-year period at the same terms and conditions as the initial agreement.

Term:

Three-year term with one (1) additional two-year renewal period.

Funding Source:

General Airport Operating Revenues collected during the normal operation of Southwest Florida International Airport, account WJ5300041200.504655 and account UH5120041203.504655 for Page Field Airport - Repairs and Maintenance – Parts for building and equipment maintenance.

From the podium, Steve Hennigan, deputy executive director of aviation, 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 Scott Cameron, called and carried with Noel Andress and Dana Carr absent (5-0).

32. Recommend Board award RFB 21-46CDE, Purchase and Delivery of Aircraft Rescue and Fire Fighting (ARFF) Crash Truck for Lee County Port Authority, to the lowest, responsive, responsible bidder, Rosenbauer Minnesota, LLC for the base bid amount of \$915,369 and in addition approve the purchase of the items listed in Appendix B in the amount of \$215,992 including contingency, for a total cost of \$1,131,361.

Term:

NA

Funding Source:

Federal Aviation Administration Grant 3-12-0135-059-2021; Florida Department of Transportation Grant 429511-1-94-01; and General airport operating revenues collected during the normal operation of the Airport. Account String: 20862141231.506430

From the podium, Steve Hennigan, deputy executive director of aviation, gave a brief summary to update the Committee on the item. There were a couple of questions asked by the Committee

members, including what will happen to the vehicle being replaced and who receives the money if the vehicle is sold. Executive Director Ben Siegel and Mr. Hennigan responded to the 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 Noel Andress and Dana Carr absent (5-0).

DEVELOPMENT

33. Request Board approve a federal grant (Airport Improvement Program No. 3-12-0135-059-2021) in the amount of \$915,368 from the Federal Aviation Administration towards the acquisition of an Aircraft Rescue and Fire Fighting Crash Vehicle for the Southwest Florida International Airport.

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 Noel Andress and Dana Carr absent (5-0).

34. Request the Board approve a Service Provider Agreement with Chris-Tel Construction to provide On-Call General Repairs, Maintenance and Project Services (acting as general contractor) and 2) authorize the Executive Director, or designee, to approve expenditures up to \$100,000 per project, not to exceed \$1 million annually for the term of the agreement.

Term:

Five (5) years

Funding Source:

Account WJ5422941200.503490, Other Contracted Services

From the podium, Mark Fisher, deputy executive director of development, gave a summary to update the Committee on the item. Mr. Fisher satisfactorily responded to a question from Committee member John Goodrich. 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 Noel Andress and Dana Carr absent (5-0).

EXECUTIVE DIRECTOR ITEMS

Items of interest are contained in the Executive Director Remarks dated October 19, 2021 (copy on file, electronically, in the Communications & Marketing Department at the Lee County Port Authority).

Mr. Krise asked for an update on the RFP, Development of Skyplex, Consultant & Brokerage Services, in conjunction with the development of Skyplex. From the podium, Mark Fisher, deputy executive director of development, updated the committee on the status of the RFP, stating the Committee would receive the proposals and staff recommendations for the November ASMC.

PORT ATTORNEY ITEMS

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

AIRPORTS SPECIAL MANAGEMENT COMMITTEE ITEMS

Randy Krise thanked Dana Carr for the great job he did coordinating the Charlotte County Florida International Air Show held at the Punta Gorda Airport.

ADJOURN

The Chair adjourned the meeting at 3:35 p.m.

ON NOVEMBER 16, 2021 A MOTION TO APPROVE THE OCTOBER 19, 2021 ASMC MEETING MINUTES WAS MADE JOHN GOODRICH, SECONDED BY RANDY KRISE, CALLED AND CARRIED. (7-0).