

AGENDA  
SARASOTA MANATEE AIRPORT AUTHORITY  
REGULAR MEETING  
November 17, 2020 - 1:00 p.m.  
Dan P. McClure Auditorium East

1. Call to order, invocation, and pledge to flag.
2. Election of Officers:
  - A. Chairman (Sarasota County)
  - B. Vice Chairman (Manatee County)
  - C. Secretary (Manatee County)
3. Chairman Plaque Presentation to Kristin Incrocchi (presented by newly elected Chairman)
4. Introduction of New Employees (AE)
5. Re Approval: Minutes of Regular Meeting & Public Hearing of September 28, 2020, and Minutes of Special Meeting of October 19, 2020
6. Citizen's Comments.  
***Must be limited to an absolute maximum of 5 minutes per person and concern only business that is on the current agenda. If the item concerns a matter not on the current agenda, comments will be heard under "Public Comments" at the end of the meeting. Please fill out a Citizen's Comments form and present it to the Executive Assistant. Any person failing to complete this form in its entirety and/or who fails to identify the agenda topic will not be heard. No individual may give his/her time to another speaker.***
7. ITEMS NEEDING ACTION
  - A. Approval: Changes to The Principal U.S. Property Separate Account Investment Option Included in Authority's Retirement Plans (AE)
  - B. Approval: Proposed Schedule of CY 2021 SMAA Board Meeting Dates (FJP)
  - C. Approval: Proposed Schedule of Calendar Year 2021 Employee Holidays (FJP)
  - D. Approval: Amendment No. 4 to Scheduled Airline Operating Agreement and Terminal Building Lease (FJP)
  - E. Approval: SMAA Resolution 2020-08, Ratifying The Appointment of Membership to Fire Prevention Code Board Of Appeals by Manatee County Fire Chiefs' Association (FJP)
8. DEPARTMENT REPORTS
  - A. Financial Statements (AE)
  - B. Investment Portfolio (AE)
  - C. Finance & Administration Department (AE)
  - D. Real Estate Development & Properties Department (FJP)
  - E. ARFF, Operations & Police Departments (FJP)
  - F. Development/Community Relations, Activity Report (FJP)
  - G. Engineering, Planning & Facilities Departments (FJP)
  - H. Internal Audit & Investment Compliance (FJP)
  - I. Information Technologies (FJP)
9. Attorney Presentations (D. Bailey)

10. Old/New Business

11. Public Comments

*Comments must be limited to absolute maximum of five (5) minutes per person. Anyone wishing to speak must complete a Citizen's Comment form and present it to the Executive Assistant prior to the beginning of the meeting. No individual may give his/her time to another speaker.*

12. Comments by Commissioners

13. Adjournment

## AGENDA ITEM NO. 5

SARASOTA MANATEE AIRPORT AUTHORITY  
REGULAR MEETING & PUBLIC HEARING  
Monday, September 28, 2020 - 1:00 p.m.  
Dan P. McClure Auditorium East

### THOSE PRESENT:

Kristin Incrocci, Chairman  
John Stafford, Vice Chairman  
Doug Holder, Secretary  
Carlos Beruff, Commissioner  
Bob Spencer, Commissioner  
Fredrick J. Piccolo, President, Chief Executive Officer  
C. Dan Bailey, Jr., Airport Counsel  
Mark Stuckey, Exec. VP COS  
Anita Eldridge, Sr. VP, Finance & Administration  
Kent Bontrager, Sr. VP Engineering & Facilities  
Karen Garofalo, Executive Assistant – SMAA

### THOSE ABSENT:

Commissioner Peter A. Wish (via  
teleconference)

### **Item 1. Call to Order, Invocation, and Pledge to Flag**

Chairman Incrocci called the meeting to order at 1:00 p.m. and gave the invocation and led the pledge of allegiance to the flag.

### **Item 2. Re Approval: Participation in Meeting Discussion via Amplified Telephone by Commissioner Wish**

Chairman Incrocci stated that Commissioner Wish is unable to be physically present today, but desires to participate and address the assembly by means of amplified telephone. Article II, Section 5. D. of the Authority bylaws permits this if a majority of a quorum of the Board votes to permit it, and if Commissioner Wish does not make, second or vote on any motions. The Board unanimously approved a motion to allow Commissioner Wish to address the Board by amplified telephone without making, seconding or voting on any motions.

**MOTION:** Commissioner Stafford moved approval for Commissioner Wish to participate and address the assembly by means of amplified telephone, as permitted in Article II, Section 5. D. of the Authority bylaws, if a majority of a quorum of the Board votes to permit it, and if Commissioner Wish does not make, second or vote on any motions. Commissioner Beruff seconded.  
**MOTION PASSED UNANIMOUSLY (5 -0).**

### **Item 3. Presentation of Florida's 16<sup>th</sup> District Congressional Law Enforcement Dedication and Professionalism Award to Airport Police Sergeant Jeremy Beal.**

Chairman Incrocci presented to Sergeant Beal the Congressional Law Enforcement Dedication and Professionalism Award received from the 16<sup>th</sup> District Office of Congressman Vern Buchanan for his outstanding service to the law enforcement community. Sgt. Beal accepted the award and thanked the Command staff and the Airport Authority Board for their support.

**Item 4. Introduction of New Employees**

Ms. Eldridge introduced new employee, Kevin Phillips, Maintenance Technician in the Facilities Department.

**Items 5. Public Hearing Regarding Approval of SMAA Resolution 2020-05 Adopting FY2021 Budget Establishing Airline Rentals, Fees and Charges, Designating Employee Promotion Increases, Contributions to Employee Defined Contribution Retirement Plan, Employer Contribution Credit to 457(f) Retirement Plan, and Public Parking Rates**

Chairman Incrocci opened the public hearing on SMAA Resolution 2020-05 Adoption of FY2021 Budget Establishing Airline Rentals, Fees and Charges, Designating Employee Promotion Increases, Contributions to Employee Defined Contribution Retirement Plan, Employer Contribution Credit to 457(f) Retirement Plan, and Public Parking Rates. Karen Garofalo, Notary Public, administered the oath to those taking part in today's public hearing. Staff members, Fredrick Piccolo, Anita Eldridge, Mark Stuckey, Kent Bontrager, and C. Dan Bailey, Airport Counsel, were sworn in. No members of the audience came forward to offer testimony.

Chairman Incrocci requested a member of staff summarize the budget proposal. Mr. Piccolo advised that the Board held a Workshop on August 24, 2020, to review the FY2021 Budget in detail. No issues were raised by the Board at that meeting. He stated he is very pleased with this particular budget as it was extremely challenging because of the complications of COVID during the past year. A meeting was held with the airport's signatory airlines to review the budget and stated they are very pleased with its proposal. He read into the record, a letter from Amira Trebincevic, Chairman of the Airport Airline Affairs Committee on behalf of the airport's signatory airlines, recognizing the efforts of the airport's management team and employees (attached to original minutes as Exhibit A).

Chairman Incrocci requested comments from the Board on the budget as presented. There were no questions. No members of the audience came forward to offer evidence or testimony for this public hearing. Chairman Incrocci requested a motion to close the public hearing.

**MOTION:** Commissioner Stafford moved approval to close the Public Hearing on SMAA Resolution 2020-05 Adoption of FY2021 Budget Establishing Airline Rentals, Fees and Charges, Designating Employee Promotion Increases, Contributions to Employee Defined Contribution Retirement Plan, Employer Contribution Credit to 457(f) Retirement Plan, and Public Parking Rates. Commissioner Beruff seconded. **MOTION PASSED UNANIMOUSLY (5-0).**

**Item 6. Approval of SMAA Resolution 2020-05 Adopting FY2021 Budget Establishing Airline Rentals, Fees and Charges, Designating Employee Promotion Increases, Contributions to Employee Defined Contribution Retirement Plan, Employer Contribution Credit to 457(f) Retirement Plan, and Public Parking Rates**

Chairman Incrocci requested a motion to approve the FY 2021 budget.

**MOTION:** Commissioner Holder moved approval of SMAA Resolution 2020-05 Adoption of FY2021 Budget Establishing Airline Rentals, Fees and Charges, Designating Employee Promotion Increases, Contributions to Employee Defined Contribution Retirement Plan, Employer Contribution Credit to 457(f) Retirement Plan, and Public Parking Rates. Commissioner Beruff seconded. **MOTION PASSED UNANIMOUSLY (5-0).**

**Item 7. Approval of the Minutes of the Budget Workshop of August 24, 2020, and Regular Meeting of August 24, 2020**

The Board approved the minutes of the August 24, 2020 Budget Workshop and the August 24, 2020 Regular Meeting as presented.

**MOTION:** Commissioner Spencer moved approval of the minutes of the August 24, 2020 Budget Workshop and Regular Meeting of August 24, 2020 as presented. Commissioner Beruff seconded. **MOTION PASSED UNANIMOUSLY (5-0)**

**(Item 10A. brought forward at this time)**

**Item 10A. Approval: RFQ-06-2019-CONRAC, Professional Services to Design the Consolidated Rent-A-Car Facility**

Mr. Piccolo advised staff received Request for Qualifications for a qualified firm capable of providing professional engineering services and architectural design services to develop a new Consolidated Rent-A-Car Facility (CONRAC) off Rental Card Road. The facility will consolidate rental car storage, cleaning, automotive maintenance, and fueling activities for all rental car operators at SRQ. Staff reviewed the submitted responses and selected three proposing firms to make presentations today at which time the Board will rank the firms.

Mr. Bailey explained the general protocol for presenters and the voting process that would take place following the presentations. Under CCNA, no clear law exists, therefore, competing firms have the right to remain in the room while competitors are presenting. He advised that the tradition at the airport is for the firms chosen to present, leave the room during the other presentations, but it is not required.

Each firm made presentations in alphabetical order: Demattei Wong Architecture; Infrastructure Consulting & Engineering PLLC; and PGAL. The Board selected the first, second, and third choice firm, with Mr. Bailey conducting the ballot voting process.

The ballot vote for first choice resulted in three votes for PGAL, one vote for Infrastructure Consulting, and one vote for Demattei Wong. The ballot vote for second choice resulted in four votes for Infrastructure Consulting, and one vote for Demattei Wong. The Board ranked the firms as follows:

1. **PGAL**
2. **Infrastructure Consulting & Engineering**
3. **Demattei Wong Architecture**

Contract negotiations will begin with the first ranked firm of PGAL and a contract will be brought back to the Board if successful.

**MOTION:** Commissioner Stafford moved approval of the selected firms of PGAL as first ranked firm; Infrastructure Consulting & Engineering as second ranked firm; and Demattei Wong Architecture as third ranked firm; and for staff to negotiate scope and fees with the first ranked firm and if successful to present contract for approval at the next Board meeting and prepare all documents necessary to implement this action. Commissioner Beruff seconded. **MOTION PASSED UNANIMOUSLY (5-0)**

**Item 8. Presentation of Master Plan Update – AECOM**

Mr. Piccolo advised that the Master Plan presentation is a working draft and not the final master plan with periodic updates given to the Board under the agreement. This is the first update for review. He introduced Mr. Steve Henriquez and Mr. Howard Klein, from AECOM and stated that staff has been meeting on a frequent basis with Mr. Klein and his team to review all issues of the Master Plan. Mr. Klein advised the Board that the plans are nearly seventy percent complete and the recommended projects identified. They are currently refining the cost estimates on the identified projects and phasing will commence to develop the capital improvement plans for the financial consultant to assess the financial feasibility of the projects. The draft plan should be completed by the end of this year and forwarded to the FAA and FDOT for their review.

Mr. Klein presented a PowerPoint forecast working through each project in the Master Plan by area/function of the airport. All forecasts presented were developed and approved by the FAA prior to COVID. Presentation topics included forecasts, airfield projects, terminal projects, North Quadrant projects, roadway and parking projects and support facility projects. He reviewed passenger forecast numbers and scenarios for baseline, high and low growth projections and stated the enplanement projections going forward for SRQ are at 1.5%, which is faster than the FAA national rate at 0.9% for airports. The forecast projection for based aircraft is at 1.5% assuming the airport can accommodate the demand for hangar space by aircraft owners. He identified existing and future design aircraft for the airfield and reviewed aerials of AECOM's recommendations for various projects i.e., proposed runway shift & displacement of landing thresholds, proposed taxiway segment removal and replacement area, and proposed parcel or easement acquisitions areas. He reviewed relocation of the existing ASOS to take advantage of potential development at the north end of the airport.

From the PowerPoint, Mr. Klein reviewed additional terminal projects in the Master Plan including the Concessions/Holdroom Expansions, New Concourse A, the General Aviation Federal Inspection Services facility, Baggage Claim Expansion and Pedestrian bridge and concessions reconfiguration. He identified and discussed the terminal requirements for the projects by using Planning Activity Levels (PAL) for the facility's demand capacity. By this process, Concessions, Holdrooms, and Gates would need improvements earlier than the security checkpoint and baggage claim areas. He discussed expansion of the concourse going east of the current concourse at Gate B1 and configuration of the additional gates for new Concourse A. He discussed a possible general aviation FIS facility gate at lower cost. He reviewed a possible option for redevelopment of concession space near Dewar's to construct a passenger bridge that would improve the flow of passengers not checking baggage and not needing to enter the bag claim area. He reviewed various options for the north airfield including additional aprons, conventional hangars and t-hangars. He reviewed options for a roadway and parking project and discussed the ground transportation center and parking expansions within the Master Plan.

Following the presentation, Mr. Piccolo stated AECOM has done excellent work on the Master Plan and will continue going forward. We are looking at a twenty-year window and we will ensure costs of all improvements are prudent and functional. Chairman Incrocci thanked Mr. Klein and staff for a very well done presentation.

**Item 9. Citizens Comments**

No Citizen Comments were offered.

**Item 10. ITEMS NEEDING ACTION**

**10A. (See Page 3 of Minutes)**

**10B. Approval: Construction License Agreement with Ryan Companies US, Inc.**

**10C. Approval: Extension of COVID 19 Relief Guidelines to Defer/Waive Airport Tenant Rents and Fees**

**10D. Approval: SMAA Resolution 2020-06, One Time Substitution to Various Employee Incentive Programs (Approved with revision as discussed)**

Mr. Piccolo requested a revision to the agreement to eliminate the term "union contract agreements" from the Resolution. Following consultation with Airport legal team, and as this is a voluntary program, we do not want to set a precedent as it is not in the Police Union contract.

**10E. Approval: Letter of Agreement for Establishment of Aviation Immersion Program**

**MOTION:** Commissioner Stafford moved approval of Agenda Items 10B. Approval of Construction License Agreement with Ryan Companies US, Inc; Item 10C. Approval of Extension of COVID 19 Relief Guidelines to Defer/Waive Airport Tenants Rents and Fees; 10D. Approval of SMAA Resolution 2020-06, One Time Substitution to Various Employee Incentive Programs; Agenda Item 10E. Approval of Letter of Agreement for Establishment of Aviation Immersion Program. Commissioner Beruff seconded.

**AMENDED MOTION:** Commissioner Stafford moved approval of Agenda Items 10B. Approval of Construction License Agreement with Ryan Companies US, Inc; Item 10C. Approval of Extension of COVID 19 Relief Guidelines to Defer/Waive Airport Tenants Rents and Fees; 10D. Approval of SMAA Resolution 2020-06, One Time Substitution to Various Employee Incentive Programs (with revision to Resolution to eliminate the term "union contract agreements" from Resolution); and Agenda Item 10E. Approval of Letter of Agreement for Establishment of Aviation Immersion Program. Commissioner Beruff seconded. **MOTION PASSED UNANIMOUSLY (5-0)**

**Item 11. Department Reports**

The following department reports were accepted:

- A.** Financial Statements
- B.** Investment Portfolio
- C.** Finance & Administration Department Report
- D.** Real Estate Development & Properties Department
- E.** ARFF, Operations & Police Departments
- F.** Development/Community Relations Report, Activity Report
- G.** Engineering, Planning & Facilities Departments
- H.** Internal Audit & Investment Compliance
- I.** Information Technologies

**Item 12. Attorney Presentations**

No items offered.

**Item 13. Old/New Business**

No items offered.

**Item 14. Public Comments:**

No Public Comments offered.

**Item 15: Commissioner Comments:**

No Comments by Commissioners offered.

**Item 16. Adjournment**

There was no further business to come before the Authority. The meeting adjourned at 2:29 p.m.

**APPROVED:**

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**Chairman**

**ATTEST:**

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**Secretary**



# AGENDA ITEM NO. 5

SARASOTA MANATEE AIRPORT AUTHORITY  
MINUTES - SPECIAL MEETING  
October 19, 2020 – 10:00 A.M.  
DMA East, 1<sup>st</sup> floor terminal

## **Those Present:**

John Stafford, Vice Chairman  
Commissioner Carlos Beruff  
Commissioner Bob Spencer  
Commissioner Peter A. Wish  
Fredrick J. Piccolo, President, Chief Executive Officer  
C. Dan Bailey, Jr., Airport Counsel  
Mark Stuckey, Exec. VP, Chief of Staff  
Kent Bontrager, Sr. VP, Engineering & Facilities  
Anita Eldridge, Sr VP, Finance & Administration  
Kimberly Steele, Technical Support Specialist, IT  
Karen Garofalo, Executive Assistant – SMAA

## **Those Absent:**

Kristin Incrocci, Chairman  
Doug Holder, Secretary

### 1. Call to Order.

Vice Chairman John Stafford called the Special Meeting to order at 10:00 a.m. Commissioner Beruff led the pledge of allegiance to the flag.

Mr. Bailey reviewed Ch. 2020-167 (HB 915) s. 332.0075 of the Florida Statutes that became effective October 1, 2020 that poses transparency obligations on the governing board of commercial service airports and effects Item No. 3 of today's agenda. Item No. 3, Approval of Construction contract award for the SRQ Hangar Project exceeds \$325,000. The new statute requires this type of item appear as a separate line item on the agenda, and additionally, the public must be given an opportunity to address that item as comments from the public. He will follow up with an email to all Commissioners advising of the new statute requirement. (See page 3 of Minutes, Chapter 2020-167 Discussion)

2. Open to the Public: Time reserved for Comments on Item 3 of today's Agenda  
(See Item 3)

### 3. Approval: BID-06-2020-SMH Construction of the SRQ Maintenance Hangars Project (Manatee Technical College Facilities)

Mr. Piccolo requested approval of the construction contract award to Banded Construction for the SRQ Maintenance Hangar Project. The Airport, Cirrus Aviation and Manatee Technical College (MTC) each secured partial funding through a Development of Economic Opportunity (DEO) grant to design and construct a maintenance hangar and an airframe and powerplant (A&P) School. Due to COVID, Cirrus Aviation and MTC need additional time to secure additional funding. The airport secured a \$3 Million grant from the DEO, which must be expended by July 1, 2021. Therefore, we would like to move ahead with the construction to expend the funds and maintain another month of construction time by not waiting until the November meeting for approval. Fourteen bids were received on October 7 for the project, with the low, responsive bid submitted by Banded Construction for \$3,739,750.83 for the base bid and \$14,935,275.83 for the base bid plus additive alternate number one. MTC would like to continue to move forward and present before the Manatee School Board to receive full funding approval of \$9 Million within the next four months and commence construction under their own project.

The design is completed and fully paid through the DEO grant. The Airport will do sitework for both the SRQ Hangar and MTC hangar with DEO grant funds. Mr. Piccolo noted that if funding is not available for the hangars, we foresee no issues in leasing those hangars. The Airport has received a 50/50 grant from FDOT for the sitework. Mr. Piccolo answered questions on the time frame for MTC to move on with the project and advised we will continue to market the site to move forward if necessary. He stated MTC believes it will take four months to get their full approval and funding and commence construction in eight months. Our goal is to bring a lease already approved by Manatee County to the Board in January. Following questions, the Board reviewed an aerial map of the location of the project on airport property. Mr. Piccolo advised that there would be two hangars at 25,000 sq. ft., plus 20,000 sq. ft. of classroom facilities, with the design already completed.

**MOTION:** Commissioner Beruff moved to authorize the Chairman to execute a construction contract with Bandes Construction, pending receipt of grant from FDOT, for the project in the amount up to \$3,739,750.83 with a 10% contingency for a total budget of \$4,113,725.00. Commissioner Wish seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

**OPEN TO PUBLIC:** Ms. Wendy Heath, E & L Construction Group, Inc. addressed Item No. 3, Construction of the SRQ Maintenance Hangars Project and stated that E & L Construction Group was the low bidder on the hangar plus alternative bid. She questioned if the discussion now is doing the base bid plus some of the alternate bid as it includes the sitework for the school. Mr. Piccolo stated that the sitework was already included in the base bid. It will be up to MTC to either rebid or do the alternate totally separate. Mr. Piccolo explained that E & L was low bidder for the entire project, with Bandes the low bidder for base bid only. As we decided to move ahead with the base bid only, the bid went to Bandes as low bidder. Mr. Piccolo thanked Ms. Heath for her comments.

#### 4. Miscellaneous Matters

##### **Approval: SMAA Resolution 2020-07 Policy for FY 2021-2022 Air Carrier Incentive Program**

Mr. Piccolo requested approval of Resolution 2020-07 Policy for FY 2021-2022 Air Carrier Incentive Program (ACIP) to attract increased commercial flight activity at the airport. He advised that since approval of Resolution 2019-02 in January of 2019, multiple airlines have qualified for fee waivers and marketing funds by adding new nonstop service. Staff would like to extend the ACIP until October 18, 2022 and establish additional appropriation of \$750,000 to the \$820,150.10 remaining in the ACIP. Mr. Piccolo reviewed the state of SRQ and surrounding airports due to COVID 19 and stated that we are in a much better financial position than other airports, we have tremendous flexibility and far more strategic advantage, and have the ability to attract more service and bring back existing service. The airlines are looking closer at leisure markets because of COVID 19 restrictions and see long term stability, rate reduction and a great leisure market at SRQ. He noted that we budgeted FY21 at 50% revenue but if our numbers continue to increase as they have, we will be far ahead from that standpoint. Mr. Stuckey stated that July and August traffic numbers are up 43%, September 53%, and we expect October to be up 60% to 63%. We have taken advantage of the air carriers wanting to operate into a leisure destination as JetBlue adds Newark service, and United added two times daily to Dulles. Mr. Piccolo noted that last Saturday we had 90% in passengers from last year on the same date, which is phenomenal considering the effects of Covid 19. Mr. Stuckey

noted the marketing dollars in the ACIP are matched by both the Bradenton CVB and Visit Sarasota, which doubles the amount we can offer. Last year the airport added \$1.3 Million, Visit Sarasota \$600,000 and Bradenton CVB \$575,000 to market the airlines that qualified for the incentive program.

Mr. Piccolo advised that he is in discussions with the four signatory carriers regarding forgiveness of rents in return for extensions on their agreements and other options and hopes to have new agreements to bring to the Board at the January 2021 meeting. There were questions on contact with other air service carriers. Mr. Piccolo advised that we continue to be in contact with many carriers.

**MOTION:** Commissioner Beruff moved to approve Resolution 2020-07, Sarasota Manatee Airport Authority Air Carrier incentive Program, funded from unrestricted funds for \$750,000 dollars for promotion of additional domestic and international air service at SRQ; it is furthermore recommend that the Public Hearing requirement contained in the Authority by-laws is waived in this instance. Commissioner Spencer seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

#### **Chapter 2020-167 Discussion**

Mr. Bailey advised that Ch. 2020-167 (HB 915) s. 332.0075, of the Florida Statutes, as discussed earlier in the meeting (see page 1 following Call to Order) was in response to the controversial award of a contract to a bridge contractor at Miami International Airport, after that contractor had earlier constructed a bridge that collapsed. The new law seeks greater transparency and accountability by airports in awarding contracts. It requires the posting of certain information on an airport's website and imposes obligations of the governing body to include all published notices of meetings and agendas, official minutes and the budget within seven days of adoption by the Board. Links to Airport Master Plans, financial statistical reports filed with the FAA, and any contract for procurement of services over \$65,000, with redaction of any confidential information. Additionally, posting on website all airport positions and salary information (positions only, no names of employees). Historically, as a Special District of the State, we have not been required to comply with Chapter 287 for the purchase of commodities and contractual services, but we have our own Purchasing Policy that basically mirrors Chapter 287. Although going forward we must comply with this particular statute. As we have done today, we must show any contract over \$65,000 as a separate item on the agenda and must include Public Comments. We will review our fairly extensive contracts to see how we can comply.

Additionally, beginning January 1, 2021, each member of the government body must complete four hours of ethics training each calendar year, which will include Code of Ethics and Sunshine Public Records requirements. We have one year to accomplish the program and Mr. Bailey will get back to the Board when we have established an adaptable program to ensure the Board's compliance.

**Adjournment**

There was no further business to come before the Authority. The meeting adjourned at 10:31 a.m.

**APPROVED:**

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Chairman

**ATTEST:**

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Secretary

# AGENDA ITEM NO. 7A

SARASOTA MANATEE AIRPORT AUTHORITY  
NOVEMBER 17, 2020 REGULAR MEETING  
STAFF NARRATIVE

APPROVAL:

REQUEST FOR APPROVAL: APPROVAL OF CHANGES TO THE PRINCIPAL U.S. PROPERTY SEPARATE ACCOUNT INVESTMENT OPTION INCLUDED IN AUTHORITY'S RETIREMENT PLANS

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**EXECUTIVE SUMMARY:** Staff requests approval to remain invested in the Principal U.S. Property Separate account for the Defined Benefit, Defined Contribution and Deferred Compensation retirement plans, subject to the changes effective January 4, 2021.

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**NARRATIVE:** The Airport Authority provides at no cost to eligible employees a Defined Benefit (DB) Retirement Plan for employees hired before October 1, 2007, and a Defined Contribution (DC) Retirement Plan for employees hired on or after October 1, 2007. The Authority also offers a voluntary Deferred Compensation (457) Plan for eligible employees. All three retirement plans are administered through Principal Financial Group and managed by staff with assistance from Principal Financial Advisors and LPF Financial Advisors.

Each year staff, Principal Financial Advisors, Inc. and LPF Financial Advisors meet to review strategic asset allocation selections, analyze retirement plan assets, and control investment risk by diversifying assets by class, style, and investment manager. Staff with recommendations from Principal Financial Advisors' Inc. and LPF Financial Advisors choose which investments to allocate the DB funds, while participants of the DC and 457 Plans make their individual choices in which investment option(s), they choose to invest their funds.

Changes to the Principal U.S. Property Separate Account ("Separate Account"), effective January 4, 2021 requires the Authority to either approve to remain invested in the Separate Account, subject to the changes, or disapprove the transaction by requesting a redemption of our Plan's units prior to December 15, 2020. As of September 30, 2020, 5.9% of the DB Plan investments were invested in the Separate Account by the Authority, 1.3% of the DC Plan and 3% of the 457 Plan investments were invested in the Separate Account by individual participants.

A brief summary of the changes:

- Transfer of nearly all assets and liabilities of the Separate Account to the Principal U.S. Property Portfolio.
- Investment in properties is changing from holding all the properties to holding an interest in the Portfolio.
- Formation of the Portfolio will allow additional investors not currently eligible.

While evaluating the Separate Account changes, staff worked with Principal Financial Group, the Authority's investment advisors as well as legal counsel specializing in pension benefits to understand the options and make a recommendation to the board.

The benefit in approving the changes and staying invested in the Separate Account is to avoid the possibility of a withdrawal limit, potentially providing greater diversification, higher quality properties, reduction in fixed costs and to allow participants in the DC and 457 plans to make their own decisions if they want to continue to invest in the Separate Account.

We currently have four (4) employees in the DC Plan, and six (6) current and one (1) previous employee in the 457 Plan invested in the Separate Account. To fulfill the Authority's fiduciary duty

to those participants currently invested in the Separate Account, they will be advised to contact professional advisors familiar with both investments and retirement planning to review their personal investment options to make their own decisions to continue to invest or move their investments out of the Separate Account.

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**RECOMMENDATION:** It is hereby recommended that the Sarasota Manatee Airport Authority approve to continue to invest and offer the Separate Account in the Authority's three retirement plans.

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Attachments: Copy of Notice from Principal and Frequently Asked Questions regarding the Principal U.S. Property Separate Account structure changes.

To: anita.eldridge@srq-airport.com  
Received: 10/16/2020, 08:19 PM CT  
Product: 708901  
Expires: 02/18/2021, 12:00 AM CT  
Subject: Principal U.S. Property Separate Account structure changes

We're pleased to provide you, as a Plan Fiduciary, some important information about upcoming changes to the Principal U.S. Property Separate Account ("Separate Account"), effective Jan. 4, 2021, or after receipt of all necessary regulatory approvals. It's important that you read this notice and these [Frequently Asked Questions](#) to understand the changes and determine whether your plan will remain invested in the Separate Account.

The following is a summary of the changes; more specific information can be found in these [Frequently Asked Questions](#). Later in this notice, you'll be asked to approve or disapprove the proposed changes and, if you disapprove, redeem your Plan's interest in the Separate Account.

#### What's changing?

The proposed change to the Separate Account structure is the transfer of nearly all of the assets (properties, cash, and other investments) and liabilities of the Separate Account to the Principal U.S. Property Portfolio ("Portfolio"), a newly created real estate operating partnership.

While most assets will be transferred to the Portfolio, the Separate Account will retain some properties (the "Retained Assets"). The investment strategy of the Separate Account is unchanged and the Portfolio will be managed according to that same investment strategy and objective. What will change is how the Separate Account invests in properties. Instead of holding all properties in the Separate Account, the Separate Account will now hold an interest in the Portfolio, which will hold most of the properties, and hold a small number of properties directly as Retained Assets.

On the date of the transfer and for a period of at least six months, only the Separate Account will have an economic interest in the Portfolio. That means that for at least six months following the transfer, unitholders of the Separate Account will have the same ownership interest in the underlying assets of the Portfolio as they did in the Separate Account prior to the transfer. After six months, investors who are not eligible for the Separate Account may be able to invest in the Portfolio through a newly created investment option called the Principal U.S. Property Fund ("Fund").

#### Why change the structure?

The Separate Account is an insurance company separate account maintained by Principal Life Insurance Company. Participation in separate accounts is only available to certain types of U.S. based retirement plans, including plans subject to ERISA. The property transfer, creation of the Portfolio and the Fund allow other investors, not currently eligible for the Separate Account, to invest together in the Portfolio and thus create the opportunity for a larger pool of assets held by the Portfolio.

We believe these changes may be favorable to unitholders of the Separate Account by potentially providing greater diversification, higher quality properties, and reduction in fixed cost - among others. Review these [Frequently Asked Questions](#) for additional potential benefits.

#### What do I need to do?

Please provide your affirmative approval or disapproval of the transaction by contacting your Principal® representative, no later than Dec. 15, 2020.

- If you provide affirmative approval, your organization's plan will remain invested in the Separate Account, subject to the changes described in this notice.
- If you disapprove of the transaction, you must request a redemption of your Plan's units as described in your Plan's group annuity contract with Principal Life prior to Dec. 15, 2020.
  - Your redemption request may be subject to a withdrawal limitation until such time as the withdrawal limitation is lifted.
  - The Fund will not invest in the Portfolio until such time that any plans that do not approve the transaction have redeemed their units.
- If you do not provide affirmative approval or disapproval prior to Dec. 15, 2020, you will remain invested in the Separate Account and will be deemed to have approved the Separate Account structure changes described in this notice.

**Questions?**

Review these [Frequently Asked Questions](#) for additional details regarding the Separate Account structure changes. If you still have questions, feel free to contact your Principal® representative.

Please note that Principal Life or its affiliates will not provide you advice regarding whether to approve or disapprove the changes, or whether to remain invested in the Separate Account. Any information that we provide you about the changes to the Separate Account is not intended to be investment advice for purposes of ERISA or any other applicable law. You should consult your Plan's financial professional to aid you in making these determinations.

**Before directing retirement funds to a separate account, investors should carefully consider the investment objectives, risks, charges and expenses of the separate account as well as their individual risk tolerance, time horizon and goals. For additional information contact us at 800-547-7754 or by visiting [principal.com](#).**

**Investing involves risk, including possible loss of principal.** Real Estate investment options are subject to investment and liquidity risk and other risks inherent in real estate such as those associated with general and local economic conditions. Property values can decline due to environmental and other reasons. In addition, fluctuation in interest rates can negatively impact the performance of real estate investment options.

Separate Accounts are available through a group annuity contract with Principal Life Insurance Co. Insurance products and plan administrative services provided through Principal Life Insurance Company, a member of the Principal Financial Group, Des Moines, Iowa 50392. See the group annuity contract for the full name of the Separate Account. Certain investment options and contract riders may not be available in all states or U.S. commonwealths. Principal Life Insurance Company reserves the right to defer payments or transfers from Principal Life Separate Accounts as permitted by the group annuity contracts providing access to the Separate Accounts or as required by applicable law. Such deferment will be based on factors that may include situations such as: unstable or disorderly financial markets; investment conditions which do not allow for orderly investment transactions; or investment, liquidity, and other risks inherent in real estate (such as those associated with general and local economic conditions). If you elect to allocate funds to a Separate Account, you may not be able to immediately withdraw them.

HZ3662A | 1348461-092020 | 10/2020

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# Frequently Asked Questions

Principal U.S. Property Separate Account structure changes  
October 6, 2020

## What are the specifics of the new structure?

Three new entities will be created:

1. A new operating partnership—The Principal U.S. Property Portfolio (“Portfolio”)
  - The Portfolio will own a one-hundred percent economic interest in multiple limited liability companies (“REIT LLCs”) that intend to elect REIT status at a later date. In some cases, the REIT LLCs will create subsidiaries (“REIT Subs”) in which the REIT LLCs will have a one-hundred percent economic interest.
  - Most Principal U.S. Property Separate Account (“Separate Account”) properties will be transferred to the REIT LLCs or REIT Subs held by the Portfolio. Cash and other non-real estate assets and liabilities also will be transferred to the Portfolio.
  - In exchange, the Separate Account will receive a limited partnership interest in the Portfolio, initially valued at an amount equal to the value of all assets and liabilities transferred by the Separate Account to the Portfolio and REIT subsidiaries. Subsequent valuations will be made in accordance with the Portfolio valuation policy, which mirrors that of the Separate Account.
2. A new commingled fund—The Principal U.S. Property Fund (“Fund”)
  - In conjunction with the creation of the Portfolio, REIT LLCs and REIT Subs, the GP will also create the Fund.
  - The Fund will be structured as an open-end, commingled privately placed investment option offered to investors who are otherwise not qualified to invest in the Separate Account. The Fund will invest in the Portfolio and together with the Separate Account, will be a limited partner in the Portfolio.
  - The Fund and the Separate Account will hold interests in the Portfolio. The Fund’s and Separate Account’s ownership interests in the Portfolio will be proportionate to the value of the contributions by the Separate Account and the Fund to the Portfolio.
3. A new single member limited liability company, or LLC, that will act as the general partner, called the Principal U.S. Property GP, LLC (“GP”)
  - Principal Real Estate Investors LLC (“PrinREI”) will form the GP. The GP will not have an economic interest in the Fund or the Portfolio. The GP will be the General Partner of the Portfolio and the Fund.

- As the general partner of the Portfolio and the Fund, the GP oversees the investment activity of the Portfolio and the Fund. The GP manages the Portfolio and the Fund for the benefit of investors.

#### **Does the structure change impact the withdrawal limitation?**

No, there is no impact to the status of the withdrawal limitation.

#### **How will these changes benefit unitholders of the Separate Account?**

Principal Life believes the changes may be favorable to unitholders of the Separate Account by potentially providing the following benefits:

- **Greater diversification:** A common investment principle is a group of assets has collectively lower risk than any individual asset. A larger investment portfolio can invest in more and different properties, which can lead to greater diversification, by property sector and geography.
- **Higher quality properties:** A larger pool of assets could invest in higher quality properties without compromising diversification by property sector and geography.
- **Expanded transaction opportunity set:** A larger pool of assets could participate in large portfolio transactions or large single asset transactions without compromising diversification.
- **Cycle opportunity:** At different times in economic and real estate cycles, better relative value can exist in the purchase of large assets versus small assets.
- **Potential investment performance improvement:** Over long time periods, larger properties have historically outperformed smaller properties and larger core real estate funds have historically outperformed smaller core real estate funds.<sup>1</sup>
- **Reduction in fixed costs:** By creating a larger pool of assets, fixed costs paid to third parties, such as those for an audit or valuation services, will be spread over a larger number of investors.
- **Investor diversification:** Plan sponsors currently eligible to invest in the Separate Account are tax-favored retirement plans. Different investor types may exhibit different characteristics, including liquidity timing and frequency.

<sup>1</sup>Property performance: based on data from the NCREIF Property Index through June 30, 2020. Large and small fund performance: based on June 30, 2020 data from NFI-ODCE data contributing funds.

#### **What are the Retained Assets? How were they selected and how will they be monitored?**

Initially, the Separate Account will transfer assets and liabilities, valued at no more than 95% of the Separate Account's holdings, to the Portfolio. Such assets will include most of the properties, cash and liabilities of the Separate Account. However, the Retained Assets in the Separate Account will consist of some of the properties it holds that have a value equaling approximately 7% of Separate Account holdings.

Principal Life retained an independent fiduciary that is a registered investment adviser with substantial expertise in real estate consulting and valuations to analyze the proposed Retained Assets portfolio. The independent fiduciary provided an opinion, a condensed version is available to you upon request on a non-reliance basis. To obtain a copy of the condensed opinion, please contact your Principal® representative. The independent fiduciary concluded in their opinion that:

- The proposed creation of the Portfolio, transfer of approximately 95% of the assets currently held by the Separate Account to the Portfolio, and maintenance of the Retained Asset portfolio are consistent with the investment objectives of the Separate Account.
- The properties selected by Principal Life Insurance Company for the Retained Assets portfolio and held directly by the Separate Account are of the same high quality as the assets that will be transferred to the Portfolio and can be reasonably expected to produce returns similar to that of the Portfolio.
- The existing Separate Account investors will benefit by the enhanced structure, which will allow for broader investor participation, contributing to the potential for increased property diversification, increased scale, greater liquidity, and investor capital diversification.

On an ongoing basis, the Separate Account will generally maintain at least 5% of assets directly and outside of its interests in the Portfolio. Such assets will include the Retained Assets and, possibly, other assets the Separate Account purchases. Principal Life will test annually whether the Separate Account meets the 5% requirement based on the five-year rolling average value of the Retained Assets and any other assets directly held by the Separate Account for the prior five calendar years.

**Will this structure impact unit value or the valuation of Separate Account properties?**

No. The value of your Plan's units of the Separate Account will not change as a result of the transfer. On the date of the transfer, unitholders of the Separate Account will have the same economic ownership of assets as they did prior to the transfer as the Separate Account will continue to own all of the economic interest in the Portfolio and the Retained Assets. In addition, the Portfolio will follow the same valuation policy currently in place for the Separate Account.

**When will this change occur?**

The Separate Account changes will be effective Jan. 4, 2021 or upon receipt of all necessary regulatory approvals.

**Is there a fee impact?**

The amount of fees paid by unitholders of the Separate Account will not change. Further, unitholders of the Separate Account will not bear any initial or ongoing expenses or costs related to this structure change. Principal Life, its affiliates and Fund investors will be responsible for such expenses and costs.

**What is the relationship between Principal Life, PrinREI, the Fund, and GP?**

PrinREI is a sub-advisor of the Principal Life and a direct subsidiary of Principal Global Investors Holding Company (US), LLC. Principal Global Investors Holding Company (US), LLC and Principal Life are brother-sister subsidiaries of Principal Financial Services, Inc.

PrinREI is the sole member of the Principal U.S. Property GP, LLC. The GP will be the general partner of both the Fund and the Portfolio.

**How will oversight of the new structure be managed?**

The Separate Account will continue as an insurance company separate account maintained by Principal Life and managed by PrinREI. As it does today, Principal Life will continue to act as

the Investment Manager, as defined in ERISA, for the purpose of managing funds in the Separate Account.

PrinREI will act as investment manager of the Fund and the Portfolio. Through its ownership of the GP, PrinREI will have indirect general partner fiduciary responsibility under state law to the Fund and the Portfolio. Because of PrinREI's ownership of the general partner of the Portfolio, and its role as the Portfolio's investment manager, it will be involved in the management of the REIT LLC's and REIT Subs.

**If I want to invest more money, where will my new contributions be invested?**

Additional contributions will be invested in the Separate Account. The Separate Account in turn will invest in the Portfolio or use the contributions to invest in properties.

**Plan sponsors with the Separate Account active in their investment option lineup need to provide their affirmative approval or disapproval of the transaction. How do I approve or disapprove of the changes to the Separate Account?**

Please call your Principal® representative indicating your approval or disapproval no later than Dec. 15, 2020.

- If you provide affirmative approval, your organization's plan will remain invested in the Separate Account, subject to the changes described in this notice.
- If you disapprove of the transaction, you must request a redemption of your Plan's units as described in your Plan's group annuity contract with Principal Life prior to Dec. 15, 2020.
  - Your redemption request may be subject to a withdrawal limitation until such time as the withdrawal limitation is lifted.
  - The Fund will not invest in the Portfolio until such time that any plans that do not approve the transaction have redeemed their units.
- **If you do not provide affirmative approval or disapproval prior to Dec. 15, 2020, you will remain invested in the Separate Account and will be deemed to have approved the Separate Account structure changes described in this notice.**

**Questions?**

If you have any questions about the changes to the Separate Account, you should contact your Principal® representative.

If you're a plan sponsor with the Separate Account active in your investment option lineup, your Principal representative, Principal Life, or its affiliates will not provide you advice regarding whether to approve or disapprove the changes, or whether to remain invested in the Separate Account. Any information that we provide you about the changes to the Separate Account is not intended to be investment advice for purposes of ERISA or any other applicable law. You should consult your Plan's advisers to aid you in making these determinations.

**Before directing retirement funds to a separate account, investors should carefully consider the investment objectives, risks, charges and expenses of the separate account as well as their individual risk tolerance, time horizon and goals. For additional information contact us at 800-547-7754 or by visiting [principal.com](http://principal.com).**

Investing involves risk, including possible loss of principal. Asset allocation and diversification do not ensure a profit or protect against a loss.

Real Estate investment options are subject to investment and liquidity risk and other risks inherent in real estate such as those associated with general and local economic conditions. Property values can decline due to environmental and other reasons. In addition, fluctuation in interest rates can negatively impact the performance of real estate investment options.

Principal Real Estate Investors, LLC is an external investment management group under Principal Global Investors Holding Company." Principal Global Investors leads global asset management and is a member of the Principal Financial Group®.

Separate Accounts are available through a group annuity contract with Principal Life Insurance Co. Insurance products and plan administrative services provided through Principal Life Insurance Company, a member of the Principal Financial Group, Des Moines, Iowa 50392. See the group annuity contract for the full name of the Separate Account. Certain investment options and contract riders may not be available in all states or U.S. commonwealths. Principal Life Insurance Company reserves the right to defer payments or transfers from Principal Life Separate Accounts as permitted by the group annuity contracts providing access to the Separate Accounts or as required by applicable law. Such deferment will be based on factors that may include situations such as: unstable or disorderly financial markets; investment conditions which do not allow for orderly investment transactions; or investment, liquidity, and other risks inherent in real estate (such as those associated with general and local economic conditions). If you elect to allocate funds to a Separate Account, you may not be able to immediately withdraw them.

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# AGENDA ITEM NO. 7B

SARASOTA MANATEE AIRPORT AUTHORITY  
NOVEMBER 17, 2020  
STAFF NARRATIVE

**APPROVAL: SCHEDULE OF CALENDAR YEAR 2021 SARASOTA MANATEE AIRPORT AUTHORITY BOARD MEETING DATES**

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**EXECUTIVE SUMMARY:** Staff is requesting approval of the meeting dates of the Authority for the calendar year 2021.

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**NARRATIVE:** In accordance with SMAA By-Laws, the Board conducts regular meetings a minimum of six times per year. The six meetings include:

- The month of **January** to approve the Audited Financials before January 31 of each year;
- The month of **May** to conduct the evaluation workshop for the President, CEO;
- The months of **August and September** to review and approve the airport's fiscal year budget; and
- The month of **November** to conduct the annual organizational meeting and elect officers of the Board.

Additionally, the November meeting in each *even-numbered* year shall be held on the third Tuesday following the first Monday. The Board holds the President, CEO evaluation workshop on the morning of the May meeting and the Budget Workshop on the morning of the August meeting date.

Except for appointments by the Governor for seat vacancies, all members assume office on the third Tuesday of November in the year of appointment. Commissioners in seats up for reappointment or term limited, remain in their respective seats until the Governor makes the Appointments.

Staff has reviewed holidays and Airport related conference dates to identify any conflicts. The CY 2021 dates for review and approval by the Board are:

**CY 2020 Regular Meetings Commence at 1:00 p.m.:**

**Monday, JANUARY 25**

**Monday, MARCH 22**

**Monday, MAY 24 w/Workshop meeting to evaluate the Pres. CEO at 11:00 am same day)**

**Monday, AUGUST 23 (w/Budget Workshop starting at 11:00 am, or as determined by the Chair)**

**Monday, SEPTEMBER 27**

**Monday, NOVEMBER 15**

According to the by-laws, **if necessary**, the Board would schedule a second Budget Workshop for the first Wednesday after Labor Day: **Wednesday, September 8.**

Upon approval of the Calendar Year 2021 dates by the Board, the Executive Assistant shall notify the Clerks of the Board of Commissioners in both Sarasota and Manatee Counties of the meeting

dates and shall publish a legal advertisement in the newspapers advising the public of all regularly scheduled meeting dates of the Authority for CY 2021. Additionally, we post the meeting dates in the terminal display and on the airport's website in accordance with Florida Statutes.

Article II, Section 1.H of the Authority By-laws states, "Nothing herein shall preclude the Board from holding a regular Board or committee meeting on dates or at times or places other than those specified herein..."

Staff requests that the Board review and approve the list of meeting dates to set the Airport Authority's regular meetings calendar for the year 2021 and to publish proper notice in the newspapers and forward calendar to the county clerks.

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**RECOMMENDED MOTION: The Authority approves the schedule of Authority meeting dates for Regular Meetings and scheduled Workshops for the year 2021 as presented and authorizes staff to prepare all documents to implement this action.**

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# AGENDA ITEM NO. 7C

SARASOTA MANATEE AIRPORT AUTHORITY  
NOVEMBER 17, 2020 REGULAR MEETING  
STAFF NARRATIVE

REQUEST FOR APPROVAL:  
PROPOSED SCHEDULE OF CALENDAR YEAR 2021 EMPLOYEE HOLIDAYS

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**EXECUTIVE SUMMARY:** The proposed CY 2021 holiday schedule is consistent with the schedule of paid holidays approved by the Airport Authority for CY 2020. For your reference, attached are the results of a recent survey completed by Human Resources staff, which provides a comparison of the SMAA holiday schedule with that of the public sector and airports.

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**NARRATIVE:** The proposed holiday schedule for the Calendar Year (CY) 2021 is as follows:

<u>HOLIDAY</u>	<u>DAY OBSERVED</u>	
New Year's Day 2021	January 1	(F)
Martin Luther King, Jr. Day	January 18	(M)
Memorial Day	May 31	(M)
Independence Day	July 5	(M)
Labor Day	September 6	(M)
Veteran's Day	November 11	(TH)
Thanksgiving Day	November 25	(TH)
Day after Thanksgiving	November 26	(F)
Christmas Eve*	December 24	(F)
Christmas Day*	December 27	(M)
Two Floating Holidays	Not Designated	

\* In accordance with the SMAA Employee Handbook, Approved Holidays, "Any scheduled holiday that falls on a Saturday will be observed on the previous Friday. Any holiday that falls on a Sunday will be observed on the following Monday." However, since Christmas Eve is already being celebrated on Friday, Christmas Day will be observed on Monday.

**Note:** For scheduled shift workers, the paid scheduled holiday time shall be defined as the day nationally observed as the actual holiday.

The President, Chief Executive Officer requests approval of the CY 2021 employee holiday schedule as proposed.

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**RECOMMENDED MOTION:** It is hereby recommended that the Airport Authority approves the proposed CY 2021 holiday schedule as presented.

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**ATTACHMENTS:** Holiday Surveys.



HOLIDAY SCHEDULE SURVEY FOR CY 2021  
PUBLIC SECTOR

Holidays	Observed	City of Sarasota	City of Bradenton	City Of Tampa	Sarasota County	Manatee County	SMAA
New Year's Day	(F) 01-01-21	X	X	X	X	X	X
Martin Luther King Day	(M) 01-18-21	X	X	X	X	X	X
Presidents Day	(M) 02-15-21	X	X		X	X	
Good Friday	(F) 04-02-21			X			
Memorial Day	(M) 05-31-21	X	X	X	X	X	X
Independence Day*	(M) 07-05-21	X	X	X	X	X	X
Labor Day	(M) 09-06-21	X	X	X	X	X	X
Columbus Day	(M) 10-11-21						
Veterans Day	(TH)11-11-21	X	X	X	X	X	X
Thanksgiving Day	(TH)11-25-21	X	X	X	X	X	X
Thanksgiving Friday	(F) 11-26-21	X	X	X	X	X	X
Christmas Eve	(F) 12-24-21	X	X	X	X	X	X
Christmas Day*	(M) 12-27-21	X	X	X	X	X	X
Floating or Personal Days		0	1	1	3	3	2
<b>Total Days Per Year</b>		<b>11</b>	<b>12</b>	<b>12</b>	<b>14</b>	<b>14</b>	<b>12</b>

\*Note: For shift workers, the paid holiday time shall be defined as the day nationally observed.

HOLIDAY SCHEDULE SURVEY FOR CY 2021  
AIRPORTS

Holidays	Observed	Tampa	Ft. Myers	West Palm Beach	St. Petersburg	SRQ
New Year's Eve Day	(TH) 12-31-20		X			
New Year's Day	(F) 01-01-21	X	X	X	X	X
Martin Luther King Day	(M) 01-18-21	X	X	X	X	X
Presidents Day	(M) 02-15-21			X		
Good Friday	(F) 04-02-21					
Memorial Day	(M) 05-31-21	X	X	X	X	X
Independence Day	(M) 07-05-21	X	X	X	X	X
Labor Day	(M) 09-06-21	X	X	X	X	X
Columbus Day	(M) 10-11-21			X		
Veterans Day	(TH) 11-11-21	X	X	X	X	X
Thanksgiving Day	(TH) 11-25-21	X	X	X	X	X
Thanksgiving Friday	(F) 11-26-21	X	X	X	X	X
Christmas Eve	(F) 12-24-21		X*	X		X
Christmas Day	(M) 12-27-21	X	X*	X	X	X
Floating or Personal Days		0	0	0	2	2
<b>Total Days Per Year</b>		<b>9</b>	<b>11</b>	<b>12</b>	<b>11</b>	<b>12</b>

\*Note: Christmas Eve and Christmas Day observed on December 23-24, 2021

# AGENDA ITEM NO. 7D

## SARASOTA MANATEE AIRPORT AUTHORITY

NOVEMBER 17, 2020 MEETING  
STAFF NARRATIVE

### REQUEST FOR APPROVAL:

### AMENDMENT NO. 4 TO THE SCHEDULED AIRLINE OPERATING AGREEMENT AND TERMINAL BUILDING LEASE

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**EXECUTIVE SUMMARY:** Airport management has met and discussed an amendment to the signatory airline agreement, which will provide the two positive provisions for the Airport Authority. The amendment will extend the agreement with the four existing signatory carriers an additional year to September 30, 2024 and exclude all CARES Act funds or any subsequent, federal, state, or local funds from the year-end reconciliation. In return the Airport Authority will waive the previously deferred six-month fixed rents, waive an additional 12 months of fixed rents, and waive any shortfalls in year-end reconciliation calculations until September 30, 2023. The normal reconciliation process returns in the final year of the agreement.

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**NARRATIVE:** Management briefly discussed a possible amendment to the present Signatory Airline Agreement when the FY 2021 budget with the airlines in August given the tremendous impacts Covid-19 has had on airline business. Subsequently, the President, CEO began more intense discussions with the signatory airlines to see if a mutually beneficial amendment to the existing agreement could be worked out to assist both parties during this crisis.

All airlines agreed that the present Agreement was working well and were generally pleased with the performance of the Agreement. The negotiation continued over the last sixty days and the following provisions were agreed to subject to Airline Executive Management and SMAA Board approval.

The provision helpful to the Airport Authority is an additional year extension of the present agreement that will take the agreement out to September 30, 2024, affording ample time for the full impacts of the Covid-19 pandemic to hopefully dissipate. In addition, all CARES Act funds, or any subsequent federal, state, or local relief funds are exempted from the year-end reconciliation process. This allows the Airport Authority to utilize the entire \$23.3 million of CARES Act funds or any additional relief funds strictly for airport operating or capital purposes without having to add those funds into the revenue totals for reconciliation. If that provision were not included, that could result in airlines receiving airport CARES Act funds, which is not its purpose.

The Board previously approved the waiver of signatory airlines fixed rents only (Exclusive Use and Preferential Use Space) for a period of six months covering April 2020 through September 2020, which would become due in April 2021. The signatory airlines still paid and continue to pay all variable rentals and fees (Joint Use and Common Use Space). The amendment waives the deferred fixed rents and provides for an additional 12 months waiver for fixed rents. The amendment also waives the collection of any shortfall because of the year-end reconciliation process. Given the CARES Act funds are not included in the calculation under this amendment it would be unfair to send the airlines additional invoices when the airport is exempting any relief funds from the calculation. Should the airport generate an operating surplus without the benefit of using relief funds, the signatory airlines would receive the appropriate refund of excess fees paid as normally occurs pre-pandemic.

The President, Chief Executive Officer recommends approval.

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**RECOMMENDATION:** Staff recommends approval of Amendment No. 4 to the Scheduled Airline Operating Agreement and Terminal Building Lease and that Staff be authorized to prepare any documents to implement this action.

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**ATTACHMENTS:** Amendment No. 4

**SARASOTA MANATEE AIRPORT AUTHORITY  
AMENDMENT NO. 4 TO SCHEDULED AIRLINE  
OPERATING AGREEMENT AND TERMINAL BUILDING LEASE**

**THIS Fourth AMENDMENT** is entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2020, by and between the **Sarasota Manatee Airport Authority**, a public and governmental body, existing under and by virtue of the laws of the State of Florida (hereinafter referred to as the "Authority"), and JetBlue Airways Corporation, a corporation organized and existing under the laws of the State of Delaware, and authorized to do business in the State of Florida (hereinafter referred to as "Airline").

WITNESSETH:

**WHEREAS**, Authority and Airline entered into the SARASOTA MANATEE AIRPORT AUTHORITY SCHEDULED AIRLINE OPERATING AGREEMENT AND TERMINAL BUILDING LEASE, (the "Agreement"), the term of which commenced October 1, 2014; and

**WHEREAS**, Authority and Airline entered into Amendment Number 1 and extended the Agreement to September 30, 2023; and

**WHEREAS**, Authority and Airline entered into Amendment Number 2 and deferred rents for April, May and June 2020, and Amendment Number 3 which further deferred fixed rents for July, August and September 2020; and

**WHEREAS**, Authority and Airline desire to further amend said Agreement as set forth herein.

**NOW, THEREFORE**, for and in consideration of the agreements set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Authority and Airline, intending to be legally bound, agree as follows:

**I. Article 4 TERM**

Section 4.01 of the Agreement is deleted in its entirety and replaced with the following:

**Section 4.01 Term**

The term of this Agreement shall commence October 1, 2014 and terminate September 30, 2024, subject to the termination provisions of Article 13.

**II. Article 5. RENTALS AND FEES**

The following is added to Article 5 Rentals and Fees:

**Section 5.12 Waiver of Certain Rentals and Fees**

The Authority hereby waives and shall not require payment from Airline of Rentals and Fees (as described in Section 5.01 of the Agreement) that pertain to Exclusive Use Space, Preferential Use Space, and Preferential Apron Area (as each is described in Section 3.01 of the Agreement) for (1) the twelve months ending September 30, 2021 and (2) those previously deferred rents for April 2020 through September 2020. However, Airline shall continue to pay Rentals and Fees (as described in Section 5.01 of the Agreement) pertaining to Joint Use Space

and Common Use Space (as each is described in Section 3.01 of the Agreement) as well as any Non-Preferential Gate Use Fees and Landing Fees as described in Sections 5.04 and 5.05 of the Agreement, respectively, including any taxes in accordance with Section 9.04 of the Agreement.

**III. Article 6 RECALCULATION OF RENTALS AND FEES**

Section 6.09 is deleted in its entirety and replaced with the following:

**Section 6.09. Year-End Adjustment to Actual and Settlement**

A. On or about April 1 of each Fiscal year, Authority shall furnish Airline with an accounting of the costs and expenses actually incurred, revenues and other credits actually realized, (reconciled to the audited financial statements of the Airport System) and actual enplaned passengers and landed weights during the preceding Fiscal Year with respect to each of the components of the calculation of the average Terminal Building Rental Rate, the Preferential Apron Area Fee Rate, and the Landing Fee Rate in this Article 6 and shall recalculate the rates, fees, and charges required for the Fiscal Year based on those actual costs and revenues, including the proration of rentals for Common Use and Joint Use Space in accordance with the defined formulas. For the purposes of this Section, any revenues received by the Sarasota Manatee Airport Authority through the Coronavirus Aid, Relief, and Economic Security Act" or the "CARES Act" or any additional relief funds provided by Federal, State or Local Government bodies shall not be utilized in this recalculation.

B. If requested by any Signatory Airline, Authority shall convene a meeting of the Signatory Airlines to discuss the calculation of the year-end settlement.

C. In the event that Airline 's rentals, fees, and charges billed during the Fiscal Year were more than the amount of Airline's rentals, fees, and charges required (as recalculated based on actual costs and revenues), such excess amount shall be paid to Airline in lump sum within sixty (60) days of the calculation of such final settlement.

D. In the event that Airline's rentals, fees, and charges billed during the Fiscal Year were less than the amount of Airline's rentals, fees, and charges required (as recalculated based on actual costs and revenues), such deficiency shall be not be billed to or collected from Airline for the period October 1, 2019 through September 30, 2023. For the period beyond September 30, 2023, such deficiency shall be billed to Airline and payable by Airline within 60 days of the date of invoice.

**IV. Binding Nature.** This Fourth Amendment shall be deemed a part of the Agreement. The provisions of this Fourth Amendment shall be binding upon, and inure to the benefit of, the respective successors and assigns (including without limitation, any receiver, debtor in possession or trustee in bankruptcy) of Airline and Authority.

**V. Conflict or Inconsistency.** In the event of any conflict or inconsistency between the terms and provisions contained in the Agreement (as previously amended) and the terms and provisions contained in this Amendment, the terms and provisions of this Fourth Amendment shall govern

and prevail to the extent necessary to resolve such conflict or inconsistency. All other terms and provisions as set forth in the Agreement shall remain in full force and effect.

**VI. Counterparts.** This Fourth Amendment may be executed simultaneously in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute but one and the same instrument.

**VI. Miscellaneous.** This Fourth Amendment shall be deemed to have been negotiated and made in and shall be governed and interpreted under the laws of the State of Florida. This Fourth Amendment shall be subject to the dispute resolution, remedies and jurisdictional provisions of the Agreement.


**IN WITNESS WHEREOF**, the parties have executed this Third Amendment as of the day and year first above written.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name and Title


**SARASOTA MANATEE AIRPORT AUTHORITY**

\_\_\_\_\_  
Witness

 Nov 3, 2020  
\_\_\_\_\_  
Signature Date

Lisa Reifer  
Vice President, Infrastructure Properties & Development  
Printed Name and Title

**JETBLUE AIRWAYS CORPORATION**

  
Erick Capps (Nov 3, 2020 15:48 EST)  
\_\_\_\_\_

Witness  
Erick Capps  
Manager, Properties






# SRQ 4th Amendment

Final Audit Report

2020-11-03

Created:	2020-11-03
By:	Robert Kriedberg (Robert.Kriedberg@jetblue.com)
Status:	Signed
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# AGENDA ITEM NO. 7E

SARASOTA MANATEE AIRPORT AUTHORITY  
NOVEMBER 17 2020 REGULAR MEETING  
STAFF NARRATIVE

**APPROVAL: SMAA RESOLUTION 2020-08, RATIFYING THE APPOINTMENT OF MEMBERSHIP TO FIRE PREVENTION CODE BOARD OF APPEALS BY MANATEE COUNTY FIRE CHIEFS' ASSOCIATION; PROVIDING FOR AN EFFECTIVE DATE**

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**EXECUTIVE SUMMARY:** In the 2015 legislative session (Chapter 2015-185), the Sarasota Manatee Airport Authority (SMAA) acquired Fire Marshal Powers in the Manatee portion of the air operations area (AOA). In August 2016, the SMAA Board adopted Resolution 2016-01, providing for the implementation and enforcement of Florida Fire Prevention Code within the Airport Enclave in Manatee County. The Manatee County Fire Chiefs' Association is now requesting the Airport, as a participating district, to ratify the appointment of seven members to the Fire Prevention Code of Appeals.

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**NARRATIVE:** The SMAA's Airport Rescue and Fire Fighting (ARFF) department employs Florida State Certified Firefighters/Emergency Medical Technicians (EMTs) to provide aircraft fire protection, and airport medical services 24 hours per day within the Air Operations Area ("AOA") to meet its obligations as a "Class 1, Index C, certificate holder" under Federal Aviation Regulation (FAR) Part 139. Jurisdictional boundaries of neighboring Manatee fire districts did not embrace the AOA for traditional fire marshal powers, therefore, Chapter 2015-185, Laws of Florida, granted the Airport the fire marshal powers within the AOA "enclave area" in Manatee County, providing for the performance of the necessary function.

In January 2016, the Manatee County Fire Chiefs' Association established Rules of the Fire Prevention Code Board of Appeals (attached), setting forth specific duties and responsibilities for the Fire District. In August 2016, the SMAA adopted Resolution 2016-01, providing for the implementation and enforcement of Florida Fire Prevention Code within the Airport Enclave in Manatee County.

On October 29, 2020, the Manatee County Fire Chiefs' Association re-appointed seven members to the Fire Prevention Code of Appeals. As a participating district, the Association is requesting ratification by the SMAA of the re-appointment of seven members to the Fire Prevention Code of Appeals as listed in Resolution 2020-08 (attached).

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**RECOMMENDATION:** It is hereby recommended that the Sarasota Manatee Airport Authority adopt Resolution 2020-08, Ratifying the Re-Appointment of Membership of Fire Prevention Code Board of Appeals by Manatee County Fire Chiefs' Association, providing for an effective date.

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Attachments: SMAA Resolution 2020-08, Appeals Board Rules  
Rules of the Fire Prevention Code Board of Appeals



**RESOLUTION 2020-08 SARASOTA MANATEE AIRPORT AUTHORITY  
SARASOTA BRADENTON INTERNATIONAL AIRPORT**

**A RESOLUTION OF THE SARASOTA MANATEE AIRPORT AUTHORITY; RATIFYING THE APPOINTMENT OF MEMBERSHIP OF THE FIRE PREVENTION CODE BOARD OF APPEALS BY THE MANATEE COUNTY FIRE CHIEFS' ASSOCIATION; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Sarasota Manatee Airport Authority is a body politic and corporate that is empowered pursuant to Ch. 2003-309, Laws of Florida, as amended, to acquire and operate any airport facilities within either or both of the Counties of Sarasota and Manatee, and, as such is the owner and operator of the Sarasota Bradenton International Airport (the "Airport"); and

**WHEREAS**, Sec. 5.(22) of Ch. 2003-309, as amended by Ch. 2015-185, Laws of Florida, authorizes and empowers the Authority to enforce the Florida Fire Prevention Code within the Enclave of the Airport; and

**WHEREAS**, on August 22, 2016, the Sarasota Manatee Airport Authority adopted Resolution 2016-01, providing for the Implementation and enforcement of Florida Fire Prevention Code within Airport Enclave in Manatee County; and

**WHEREAS**, on January 28, 2016, at a meeting of the Manatee County Fire Chiefs' Association a Fire Prevention Code Board of Appeals was established for the purpose of resolving matters, which are unable to be resolved at the Fire District-level, related to that particular Fire District's Fire Code; and

**WHEREAS**, at the January 28, 2016 meeting, the Manatee County Fire Chiefs' Association also approved Rules of the Fire Prevention Code Board of Appeals, a copy of which is attached hereto as Exhibit 1; and

**WHEREAS**, the Rules of the Fire Prevention Code Board of Appeals set forth specific duties and responsibilities for the Fire District which include the ratification of the appointment of the members for the Fire Prevention Code Board of Appeals by the Manatee County Fire Chiefs' Association; and

**WHEREAS**, the Manatee County Fire Chiefs' Association appointed seven members of the Fire Prevention Code of Appeals at a publicly advertised meeting on March 30, 2017; and

**NOW, THEREFORE, BE IT RESOLVED** by the Sarasota Manatee Airport Authority that:

1. The above stated recitals are true and correct and are hereby fully incorporated herein.
2. The appointment of the following members of the Fire Prevention Code Board of Appeals by the Manatee County Fire Chiefs' Association is hereby ratified by the Sarasota Manatee Airport Authority:
  - Raj Mathur, Certified General Contractor
  - Alan Breitwieser, Certified Fire Protection Contractor
  - Garry Roberts, Professional Architect

- Philip Feikema, Fire Department Operations or Fire Code Enforcement
- Chester Scott, Building Code Enforcement
- Laland Taylor, Attorney
- Norm Luppino, Member of the General Public

3. This Resolution shall take effect immediately upon its adoption.

**DULY ADOPTED** at a public meeting this the 17th day of November 2020.

**SARASOTA MANATEE AIRPORT AUTHORITY**

**BY:** \_\_\_\_\_ Chairman

**ATTEST:**

\_\_\_\_\_  
Secretary

# RULES OF THE FIRE PREVENTION CODE BOARD OF APPEALS

## 1.1 Definitions.

“Association” shall mean the Manatee County Fire Chief’s Association.

“Board of Appeals” shall mean the Fire Prevention Code Board of Appeals.

“Code” shall mean the “Fire Prevention Code” adopted by a particular District in accordance with Sections 633.202 and 633.208, Florida Statutes, as may be amended, the “Florida Fire Prevention Code” adopted by the State Fire Marshal pursuant to Chapter 69A-60, Florida Administrative Code, as may be amended, including the Florida editions of NFPA 1 Fire Code and NFPA 101 Life Safety Code.

“District” shall mean the Sarasota Manatee Airport Authority or any one of the dependent or independent special fire districts located in Manatee County, Florida, who has adopted these Rules of the Fire Prevention Code Board of Appeals.

“Rules” shall mean these Rules of the Fire Prevention Code Board of Appeals.

## 1.2 Applicability.

The provisions of these Rules shall be in full force and effect in Manatee County within the jurisdiction of any District who has formally adopted these Rules by resolution of that District’s Board of Commissioners.

**1.3 Establishment of Fire Prevention Code Board of Appeals.** A Fire Prevention Code Board of Appeals, hereinafter referred to as the “Board of Appeals,” shall be established to rule on matters relating to the Code.

**1.3.1 General.** Whenever it is claimed that the provisions of the Code do not apply or have been misapplied by the District, or when it is claimed that the true intent and meaning of the Code or any of the regulations thereunder

## RULES OF THE FIRE PREVENTION CODE BOARD OF APPEALS

have been misconstrued or misapplied by the District, or when it is claimed that a decision of the District is unreasonable or arbitrary, the affected owner or owner's duly authorized agent may appeal the decision of the District to the Board of Appeals.

### 1.3.2 Membership.

1.3.2.1 Subject to the Association receiving appropriate authorization from each District, the Association shall appoint the members of the Board of Appeals. Final appointment of the members of the Board of Appeals is subject to ratification by each District.

1.3.2.2 The Board of Appeals shall consist of seven (7) principal members who are qualified by their training, education, knowledge, and experience to vary the application of the provisions of the Code and act on related matters, and to perform such other duties as established herein.

1.3.2.3 Each principal member shall be permitted to have an alternate with similar experience to serve in his or her stead when necessary. Alternate members shall also be appointed by the Association and are subject to the ratification by each District.

1.3.2.4 All principal and alternate members of the Board of Appeals must reside within Manatee County at the time of appointment and while serving on the Board of Appeals and shall be qualified electors of Manatee County. Principal and alternate members of the Board of Appeals shall not be employees, agents, or officers of any District.

1.3.2.5 Members of the Board of Appeals shall be governed by the applicable provisions of the State of Florida's Ethics Code and the Manatee County Code of Ethics.

1.3.2.6 **Composition of Board.** The composition of the Board of Appeals shall be as follows:

- a. One (1) certified general contractor.
- b. One (1) certified fire protection contractor.
- c. One (1) registered professional engineer or architect.

## RULES OF THE FIRE PREVENTION CODE BOARD OF APPEALS

- d. One (1) individual experienced in the field of fire department operations or fire code enforcement.
- e. One (1) individual experienced in the field of building code enforcement.
- f. One (1) licensed attorney.
- g. One (1) member of the general public.

Where a member is required to be "registered," "licensed," or "certified," said registration, license, or certification shall be issued by the State of Florida unless otherwise specified.

**1.3.2.7 Term.** Principal and alternate members of the Board of Appeals shall be appointed to an initial three (3)-year term. Successive terms for members of the Board of Appeals will be at the discretion of the Association. The members of the Board of Appeals shall serve no more than three (3) consecutive three (3)-year terms. Any vacancy occurring during a term shall be filled for the unexpired portion of the term and shall not count towards the member's term limits. The member's terms shall begin on October 1 and end on September 30.

**1.3.2.8 Removal/Absences.** Members of the Board of Appeals shall be removed from office by the Association for failure to attend three (3) successive meetings or when a member's absences exceed twenty-five (25) percent of all scheduled meetings in a calendar year if the absence is not approved by the Board of Appeals for cause. Any member who fails to attend a meeting during at least seventy-five (75) percent of the time the meeting is in session shall be considered not to have attended the meeting.

**1.3.3 Administrative Duties.** The Association shall be responsible for overseeing the general administrative duties and responsibilities pertaining to the Board of Appeals and all related costs. Any appeal fee received by the Association, as provided for under Section 1.4.7, shall be used to offset costs associated with the administrative duties and responsibilities of the Board of Appeals. Administrative duties and responsibilities pertaining to a particular case shall be the responsibility of the District involved. In addition, administrative costs associated with individual cases shall be borne by the District involved in the subject case.

## RULES OF THE FIRE PREVENTION CODE BOARD OF APPEALS

**1.3.4 Rules and Procedures of the Board of Appeals.** The Board of Appeals shall have the authority to establish rules and regulations for conducting its business.

**1.3.4.1 Vote.** Each member of the Board of Appeals shall have one (1) full vote.

**1.3.4.2 Quorum.** A quorum for the Board of Appeals shall be not less than five (5) members of the Board of Appeals.

**1.3.4.3 Officers.** The Board of Appeals shall select one of its members to serve as Chair and one member to serve as Vice-Chair.

**1.3.4.4 Meetings.** The Board of Appeals shall meet at least once on an annual basis to conduct its Annual Meeting. Additional meetings of the Board of Appeals shall be scheduled, at the Annual Meeting, to be held quarterly, or may otherwise be held at the call of the Chair, at such other times as the Board of Appeals determines, or when otherwise necessitated due to the filing of an appeal where a special meeting has been requested by one of the parties. Other than the Annual Meeting, any meeting of the Board of Appeals may be cancelled by the Chair when there are no pending appeals to be heard by the Board of Appeals.

**1.3.4.4.1 Public Notice of all Board of Appeals meetings shall be reasonably provided.** All Board of Appeals meetings shall be open to the public and shall comply with the applicable requirements of the Florida "Government in the Sunshine" and "Public Records" laws. Minutes shall be taken at each meeting of the Board of Appeals. The Board of Appeals shall keep records of its examinations and other official actions. Minutes and records of the Board of Appeals shall be public records. Records associated with individual cases shall be maintained by the District involved with the subject case.

**1.3.4.4.2 All Board of Appeals meetings shall be governed by Robert's Rules of Order.**

**1.4 Appellate Authority of the Fire Prevention Code Board of Appeals.**

## RULES OF THE FIRE PREVENTION CODE BOARD OF APPEALS

1.4.1 The Board of Appeals shall provide for the reasonable interpretation of the provisions of the Code and issue rulings on appeals of the decisions of the District.

1.4.2 The rulings of the Board of Appeals shall be consistent with the letter of the Code or, when involving issues of clarity, ensuring that the intent of the Code is met with due consideration for public safety and fire fighter safety.

1.4.3 The Board of Appeals shall have the authority to grant alternatives or modifications through procedures outlined in Section 1.4.12.

1.4.4 The Board of Appeals shall not have the authority to waive the requirements of the Code.

1.4.5 The Board of Appeals decisions shall not be precedent setting.

1.4.6 Procedures on Appeal.

1.4.6.1 Any person or entity with standing shall be permitted to appeal a decision of the District when it is claimed that any one or more of the following conditions exist:

- (1) The true intent of the Code has been incorrectly interpreted.
- (2) The provisions of the Code do not fully apply.
- (3) A decision of the District is unreasonable or arbitrary as it applies to alternatives or new materials.

1.4.6.2 An appeal shall be submitted to the District having jurisdiction in writing within thirty (30) calendar days of notification of a decision by the District. The appeal shall outline all of the following:

- (1) The Code provisions from which relief is sought.
- (2) A statement indicating which provisions of Section 1.4.6.1 apply.
- (3) Justification as to the applicability of the provisions cited in Section 1.4.6.1.
- (4) A requested remedy.

## RULES OF THE FIRE PREVENTION CODE BOARD OF APPEALS

- (5) Justification for the requested remedy stating specifically how the Code is complied with, public safety is secured, and fire fighter safety is secured.

1.4.6.3 Documentation supporting an appeal shall be submitted by the appellant to the District at least ten (10) calendar days prior to the Board of Appeals hearing.

1.4.7 Hearing. Upon receipt of the appeal and supporting documentation by the District, a hearing shall be held at the next regularly scheduled meeting of the Board of Appeals, with notice to the appellant, the District, and the members of the Board of Appeals, allowing for at least five (5) working days prior to said hearing. The Board of Appeals may also call special meetings provided that five (5) working days notice is given to both parties. If the applicant requires a special meeting to be called, the appeal fee shall be two thousand five hundred dollars (\$2,500.00). Both the appellant and the District, and/or their representatives, shall attend the hearing and may present evidence at the hearing. The Board of Appeals shall consider each appeal on its own merits and shall base its decision only on the evidence presented at said hearing.

1.4.7.1 Conflict. No member of the Board of Appeals shall sit in judgment on any case in which the member holds a direct or indirect property or financial interest in the case.

1.4.7.2 Board Decisions. The Board of Appeals, upon an affirmative vote of a majority of the votes present, shall (1) affirm the decision of the District; (2) modify the decision of the District; or (3) reverse the decision of the District and affirm the appellant's position. The Board of Appeals' decision, with the reasons therefore and justification linked to specific sections of the Code, shall be transcribed in writing and a copy shall be mailed, by certified mail, to the appellant and the District, within fourteen (14) days after the hearing.

1.4.7.2.1 The Board of Appeals shall provide for reasonable interpretation of the provisions of the Code and rule on appeals from decisions of the District.

1.4.7.2.2 The Board of Appeals shall, in every case, reach a decision without unreasonable or unnecessary delay. If a decision of the Board of Appeals



## RULES OF THE FIRE PREVENTION CODE BOARD OF APPEALS

reverses or modifies a refusal, order, or disallowance of the District, the District shall immediately take action in accordance with such decision.

1.4.7.2.3 Every decision of the Board of Appeals shall be entered in the minutes of the Board of Appeals meeting.

1.4.7.2.4 Every decision of the Board of Appeals shall be promptly filed with the District and shall be open for public inspection.

1.4.7.2.5 All decisions of the Board of Appeals shall be final, subject to judicial review as provided by law.

1.4.7.2.6 **Fire Marshal Order Stayed, Exception.** Pending the disposition of an appeal scheduled for hearing, the order or decision of the District sought to be appealed shall be stayed unless the District certifies under oath, based upon available data and information, that an extreme danger to life or property exists, warranting immediate compliance under the Code. Said certification must be included in the order and be filed with the Board of Appeals within ten (10) days after the notice of appeal is filed.

### 1.4.8 Conflict Resolution.

1.4.8.1 Any conflict between the Florida Building Code and the Florida Fire Prevention Code and Life Safety Code as applied to a specific project shall be resolved in accordance with Section 553.73(11), Florida Statutes.

1.4.8.2 The Board of Appeals is hereby designated and authorized to perform the local administrative board functions set forth in Section 553.73(11), Florida Statutes. In accordance with Section 553.73(11), Florida Statutes, the duties and functions of the Board of Appeals shall include the following:

- a. To hear and render decisions in appeals of conflict decisions made jointly by the District and the local building official, in accordance with Section 553.73(11), Florida Statutes.
- b. To resolve conflicts between the building code and the Code, in accordance with Section 553.73(11), Florida Statutes, in those instances where the District having jurisdiction and the local building official are unable to agree on a resolution of said conflict.

## RULES OF THE FIRE PREVENTION CODE BOARD OF APPEALS

**1.4.9 Additional Powers and Functions.** The Board of Appeals is hereby authorized and empowered to hear and rule upon appeals from orders of the District in challenges brought pursuant to Section 633.208(3)(d), Florida Statutes, to amendments to the District's Code, and appeals from decisions of the District relating to false alarms.

**1.4.10** Any decision of the Board shall be final and reviewable in the manner and within the time provided by the Florida Rules of Appellate Procedure only by a petition for writ of certiorari filed with the Circuit Court in Manatee County.

### **1.4.11 Permits and Approvals.**

**1.4.11.1** Any permit or approval authorized to be issued by the District pursuant to the Code shall be subject to immediate suspension, revocation, or denial by the District upon the District's determination that conditions exist which make the permitted activity imminently dangerous to life or property. The District's order immediately suspending or revoking a permit shall cite with particularity the facts supporting the suspension or revocation. The suspension or revocation shall be effective immediately upon notice to the permittee at the location indicated on the permittee's application. Upon such immediate suspension or revocation of a permit, the permittee shall be entitled to appeal the decision of the District at a subsequent hearing of the Board of Appeals. Upon the Board of Appeal's receipt of a written notice requesting a special meeting for a hearing with respect to an immediate permit suspension or revocation, the Board of Appeals shall set such a hearing for a date no later than five (5) working days from the Board of Appeal's receipt of the written notice unless the parties stipulate to a later date. The Board of Appeal's written decision shall be mailed by certified mail to the permittee within two (2) working days after the hearing. In all other respects, the procedures of Section 1.4.6 and 1.4.7 shall apply.

### **1.4.12 Equivalencies, Alternatives, and Modifications.**

**1.4.12.1 Equivalencies.** In recognition that it is not the intent of the Code to prevent the use of systems, methods, or devices of equivalent or superior quality, strength, fire resistance, effectiveness, durability, and safety to those

## RULES OF THE FIRE PREVENTION CODE BOARD OF APPEALS

prescribed by the Code, provided technical documentation is submitted to the District to demonstrate equivalency and the system, method, or device is approved for the intended purpose.

**1.4.12.2 Alternatives.** The specific requirements of the Code shall be permitted to be altered by the District to allow alternative methods that will secure equivalent fire safety, but in no case shall the alternative afford less fire safety than, in the judgment of the District, that which would be provided by compliance with the provisions contained in the Code.

**1.4.12.3 Modifications.** The District is authorized to modify any of the provisions of the Code upon application in writing by the owner, a lessee, or a duly authorized representative where there are practical difficulties in the way of carrying out the provisions of the Code, provided that the intent of the Code shall be complied with, public safety secured, and substantial justice done.

**1.4.12.4 Buildings with equivalency, alternatives, or modifications approved by the District shall be considered as conforming with the Code.**

**1.4.12.5** Each application for an alternative fire protection feature shall be filed with the District and shall be accompanied by such evidence, letters, statements, results of tests, or other supporting information as required to justify the request. The District shall keep a record of actions on such applications, and a signed copy of the District's decision shall be provided for the applicant.

**1.4.12.6 Approval.** The District shall approve such alternative construction systems, materials, or methods of design when it is substantiated that the standards of the Code are at least equaled. If, in the opinion of the District, the standards of the Code shall not be equaled by the alternative requested, approval for permanent work shall be refused. Consideration shall be given to test or prototype installations.

### **1.4.13 Tests.**

**1.4.13.1** Whenever evidence of compliance with the requirements of the Code is insufficient or evidence that any material or method of construction

## RULES OF THE FIRE PREVENTION CODE BOARD OF APPEALS

does not conform to the requirements of the Code, or to substantiate claims for alternative construction systems, materials, or methods of construction, the District shall be permitted to require tests for proof of compliance to be made by an approved agency at the expense of the owner.

1.4.13.2 Test methods shall be as specified by the Code for the material in question. If appropriate test methods are not specified in the Code, the District is authorized to accept an applicable test procedure from another recognized source.

1.4.13.3 The District shall retain copies of the results of all such tests.

# AGENDA ITEM NO. 8A

Sarasota Manatee Airport Authority  
Budget/Year to Date Actual  
For the Period Ending October 31, 2020

	<i>This Month This Year</i>	<i>Total Budget</i>	<i>Year to Date This Year</i>	<i>Budget Less Actual YTD</i>	<i>Actual YTD %</i>
<b>Airline Rentals, Fees and Charges</b>					
Landing Fees - Signatory	\$12,799	\$442,280	\$12,799	\$429,481	2.9%
Landing Fees - Nonsignatory	5,429	132,125	5,429	126,696	4.1%
Landing Fees - Nonscheduled	176	0	176	(176)	0.0%
Preferential Apron Fees	13,849	165,911	13,849	152,062	8.3%
Concourse Circulation	272,411	3,163,179	272,411	2,890,768	8.6%
Baggage Claim Area	94,775	1,071,841	94,775	977,066	8.8%
Gate Use Fees - Signatory	0	197,400	0	197,400	0.0%
Terminal and Gate Fees - Nonsignatory	56,870	1,593,700	56,870	1,536,830	3.6%
Airline Terminal Rent - Signatory	115,010	1,349,744	115,010	1,234,734	8.5%
Airline Terminal Rent - Nonsignatory	12,383	156,009	12,383	143,626	7.9%
<b>Total Airline Revenues</b>	<b>583,700</b>	<b>8,272,189</b>	<b>583,700</b>	<b>7,688,489</b>	<b>7.1%</b>
<b>Non-Airline Revenue</b>					
Air Cargo Facility	6,113	76,638	6,113	70,525	8.0%
<b>Subtotal</b>	<b>6,113</b>	<b>76,638</b>	<b>6,113</b>	<b>70,525</b>	<b>8.0%</b>
<b>Airfield</b>					
Fuel Flowage Fees	19,000	178,800	19,000	159,800	10.6%
Ground Lease Airfield	14,511	174,129	14,511	159,618	8.3%
T-Hangar Facilities	77,068	750,000	77,068	672,932	10.3%
Fixed Base Operators - Rent	59,222	710,563	59,222	651,341	8.3%
Fuel Service - ASIG	3,035	25,490	3,035	22,455	11.9%
<b>Subtotal</b>	<b>172,835</b>	<b>1,838,982</b>	<b>172,835</b>	<b>1,666,147</b>	<b>9.4%</b>
<b>Terminal Building</b>					
RAC Counter Space	14,500	174,000	14,500	159,500	8.3%
Other Terminal Rents	18,730	244,439	18,730	225,709	7.7%
Advertising	11,864	120,000	11,864	108,136	9.9%
Restaurant Services	17,894	122,500	17,894	104,606	14.6%
Gift Shop	16,229	115,800	16,229	99,571	14.0%
Miscellaneous	0	300	0	300	0.0%
Vending	0	6,500	0	6,500	0.0%
<b>Subtotal</b>	<b>79,216</b>	<b>783,539</b>	<b>79,216</b>	<b>704,323</b>	<b>10.1%</b>
<b>Terminal Area</b>					
Car Rental %	176,701	1,253,926	176,701	1,077,225	14.1%
Audit Settlement	0	0	0	0	0.0%
Auto Parking	224,899	738,100	224,899	513,201	30.5%
Ground Transportation	313	68,878	313	68,566	0.5%
Fuel Flowage Fees - Menzies	7,942	90,000	7,942	82,058	8.8%
RAC Ready Car Spaces	4,620	55,440	4,620	50,820	8.3%
Parking Stickers/Hang Tags	9,646	23,765	9,646	14,119	40.6%
Taxi Cab Service	0	0	0	0	0.0%
RAC Buildings Land Rent	42,220	506,633	42,220	464,414	8.3%
<b>Subtotal</b>	<b>466,340</b>	<b>2,736,742</b>	<b>466,340</b>	<b>2,270,402</b>	<b>17.0%</b>
<b>Non-Aviation Area</b>					
University Self Storage Income	53,424	500,000	53,424	446,576	10.7%
Buildings - Non-Aviation	11,177	134,088	11,177	122,911	8.3%
Common Area Maint - Comm Parke	0	0	0	0	0.0%
Land - Non-Aviation	41,971	502,918	41,971	460,947	8.3%
<b>Subtotal</b>	<b>106,572</b>	<b>1,137,006</b>	<b>106,572</b>	<b>1,030,434</b>	<b>9.4%</b>
<b>Total Operating Revenue</b>	<b>1,414,777</b>	<b>14,845,096</b>	<b>1,414,777</b>	<b>13,430,319</b>	<b>9.5%</b>
<b>Investment Income + Other Income</b>					
<b>Investment Income</b>					
Interest Earned - Operating	6,767	350,000	6,767	343,233	1.9%
Interest Earned - Other	0	0	0	0	0.0%
<b>Subtotal</b>	<b>6,767</b>	<b>350,000</b>	<b>6,767</b>	<b>343,233</b>	<b>1.9%</b>
<b>Other Income</b>					
Passenger Facility Charges	123	3,483,810	123	3,483,687	0.0%
Customer Facility Charges	80,222	1,893,666	80,222	1,813,444	4.2%
Grant Revenue - Other	0	0	0	0	0.0%
Grant Revenue - FAA	0	0	0	0	0.0%
Grant Revenue - FDOT	0	0	0	0	0.0%
Miscellaneous Income	260	10,000	260	9,740	2.6%
Miscellaneous Income - LEO	0	0	0	0	0.0%
I.D. Badges	2,457	12,000	2,457	9,543	20.5%
Profit/Loss on Disposal	184	15,000	184	14,816	1.2%
Gain or Loss on Sale of Investments	0	0	0	0	0.0%
Extraordinary Items	0	0	0	0	0.0%
Asset Writedown/Up on Investments	(3,650)	0	(3,650)	3,650	0.0%
<b>Subtotal</b>	<b>79,596</b>	<b>5,414,476</b>	<b>79,596</b>	<b>5,334,880</b>	<b>1.5%</b>
<b>Subtotal Investment Income &amp; Other</b>	<b>86,363</b>	<b>5,764,476</b>	<b>86,363</b>	<b>5,678,113</b>	<b>1.5%</b>
<b>Total Revenues</b>	<b>1,501,140</b>	<b>20,609,572</b>	<b>1,501,140</b>	<b>19,108,432</b>	<b>7.3%</b>

**Sarasota Manatee Airport Authority**  
**Budget/Year to Date Actual**  
**For the Period Ending October 31, 2020**

	<u>This Month This Year</u>	<u>Total Budget</u>	<u>Year to Date This Year</u>	<u>Budget Less Actual YTD</u>	<u>Actual YTD %</u>
<b>Utilities</b>					
Electric-Utility	(5,561)	583,000	(5,561)	588,561	-1.0%
Refuse Collection	(1,580)	73,500	(1,580)	75,080	-2.1%
Water and Sewer	236	92,100	236	91,864	0.3%
<b>Subtotal</b>	<b>(6,905)</b>	<b>748,600</b>	<b>(6,905)</b>	<b>755,505</b>	<b>-0.9%</b>
<b>Personnel</b>					
Salary/Wages	485,466	8,095,383	485,466	7,609,917	6.0%
Health Insurance	169,635	1,981,175	169,635	1,811,540	8.6%
Retirement	133,753	1,670,000	133,753	1,536,247	8.0%
Social Security	28,031	488,022	28,031	459,991	5.7%
Medicare	7,192	117,383	7,192	110,191	6.1%
Disability	448	5,938	448	5,490	7.5%
Unemployment	0	24,286	0	24,286	0.0%
Worker's Compensation	22,091	278,863	22,091	256,772	7.9%
Employment Expenses	0	5,000	0	5,000	0.0%
<b>Subtotal</b>	<b>846,615</b>	<b>12,666,050</b>	<b>846,615</b>	<b>11,819,435</b>	<b>6.7%</b>
<b>Administration</b>					
Advertising	3,500	157,550	3,500	154,050	2.2%
Air Carrier Incentive	0	0	0	0	0.0%
Bad Debts Expense	0	5,000	0	5,000	0.0%
CEO Auto Expenses	1,174	17,100	1,174	15,926	6.9%
Public Relations	0	33,000	0	33,000	0.0%
Customs	(2,050)	180,000	(2,050)	182,050	-1.1%
Data Processing	5,325	95,000	5,325	89,675	5.6%
Dues and Subscriptions	67,082	108,675	67,082	41,593	61.7%
Employee Service Awards	612	5,525	612	4,913	11.1%
Entertainment	0	7,900	0	7,900	0.0%
Insurance - Property	47,349	596,415	47,349	549,066	7.9%
Insurance - General Liability	5,659	73,886	5,659	68,227	7.7%
Insurance - Surety Bonds	3,689	43,638	3,689	39,949	8.5%
Insurance - Vehicles	5,407	72,239	5,407	66,832	7.5%
Legal Expense	8,500	350,000	8,500	341,500	2.4%
Loss & Safety Program	0	200	0	200	0.0%
Marketing Trade Show Registration	0	18,100	0	18,100	0.0%
Miscellaneous	(291)	30,500	(291)	30,791	-1.0%
Office Supplies and Equipment	2,349	43,125	2,349	40,776	5.4%
Postage	0	6,200	0	6,200	0.0%
Professional Services	21,679	424,825	21,679	403,146	5.1%
Records Retention	0	1,000	0	1,000	0.0%
Sponsored Events	400	4,900	400	4,500	8.2%
Staffing - Contracted	0	0	0	0	0.0%
Taxes	0	35,000	0	35,000	0.0%
Telephone Service	9,895	248,860	9,895	238,965	4.0%
Training	2,762	109,740	2,762	106,978	2.5%
Travel	1,265	189,150	1,265	187,885	0.7%
Uniforms	1,297	50,500	1,297	49,203	2.6%
<b>Subtotal</b>	<b>185,604</b>	<b>2,908,028</b>	<b>185,604</b>	<b>2,722,424</b>	<b>6.4%</b>
<b>Operations</b>					
Air Conditioning	932	27,500	932	26,568	3.4%
Carpentry	1,139	14,500	1,139	13,361	7.9%
Common Area Maint - Comm Parke	11	10,000	11	9,989	0.1%
Electrical	1,585	41,700	1,585	40,115	3.8%
Equipment Rental	0	11,500	0	11,500	0.0%
Equipment Repair	5,715	115,650	5,715	109,935	4.9%
Loading Bridge Repair	2,123	45,000	2,123	42,877	4.7%
Conveyor & Belts	22	16,000	22	15,978	0.1%
Terminal Audio & Paging Repairs	0	15,000	0	15,000	0.0%
Repairs Generator	0	8,000	0	8,000	0.0%
FAA Mandated Security Measures	0	500	0	500	0.0%
Fence and Gate Repair	224	17,000	224	16,776	1.3%
Interior Planting	0	300	0	300	0.0%
Irrigation System	1,599	5,800	1,599	4,201	27.6%
Janitorial Service	30,357	1,278,677	30,357	1,248,320	2.4%
Landscape Maintenance	3,489	35,100	3,489	31,611	9.9%
Miscellaneous Construction	9,944	62,650	9,944	52,706	15.9%
Paint and Markings	21,476	64,000	21,476	42,524	33.6%
Permits & Licenses	113	3,800	113	3,687	3.0%
Paving and Pavement Repairs	0	58,500	0	58,500	0.0%
Plumbing	2,648	24,400	2,648	21,752	10.9%
Radio Equipment Repairs	0	3,300	0	3,300	0.0%
Service Contracts	159,150	817,163	159,150	658,013	19.5%
Shipping & Freight	0	0	0	0	0.0%
Shuttle Service	440	8,000	440	7,560	5.5%
Vehicle Repairs	2,741	59,000	2,741	56,259	4.6%
<b>Subtotal</b>	<b>243,708</b>	<b>2,743,040</b>	<b>243,708</b>	<b>2,499,332</b>	<b>8.9%</b>

Sarasota Manatee Airport Authority  
Budget/Year to Date Actual  
For the Period Ending October 31, 2020

	<u>This Month</u> <u>This Year</u>	<u>Total</u> <u>Budget</u>	<u>Year to Date</u> <u>This Year</u>	<u>Budget Less</u> <u>Actual YTD</u>	<u>Actual</u> <u>YTD %</u>
<b>Supplies</b>					
Fabrication Supplies	0	14,500	0	14,500	0.0%
Extinguishing Agent	0	15,000	0	15,000	0.0%
First Aid Supplies	96	3,500	96	3,404	2.8%
Gas & Fuel	5,001	89,000	5,001	83,999	5.6%
Identification	0	11,000	0	11,000	0.0%
Janitorial Supplies	9,119	161,850	9,119	152,731	5.6%
Lighting	904	21,300	904	20,396	4.2%
Lighting - Airfield	4,950	45,000	4,950	40,050	11.0%
Miscellaneous Supplies	336	7,500	336	7,164	4.5%
Miscellaneous Terminal Furnishings	0	2,000	0	2,000	0.0%
Non-Capital Equipment	139	22,050	139	21,911	0.6%
Safety Supplies	141	3,000	141	2,859	4.7%
Shop Supplies	1,208	11,000	1,208	9,792	11.0%
Signage	4,296	40,500	4,296	36,204	10.6%
Small Tools and Equipment	2,880	24,300	2,880	21,420	11.9%
Vegetation Control	0	15,000	0	15,000	0.0%
Ammunition/Wildlife Disbursement	396	8,000	396	7,604	5.0%
<b>Subtotal</b>	<b>29,465</b>	<b>494,500</b>	<b>29,465</b>	<b>465,035</b>	<b>6.0%</b>
<b>Total Operating Expenses</b>	<b>1,298,487</b>	<b>19,560,218</b>	<b>1,298,487</b>	<b>18,261,731</b>	<b>6.6%</b>
<b>Profit (Loss) from Operations</b>	<b>202,653</b>	<b>1,049,354</b>	<b>202,653</b>	<b>846,701</b>	<b>19.3%</b>
<b>Depreciation and Amortization</b>					
Amortization	7,625	91,501	7,625	83,876	8.3%
Depreciation	855,639	10,151,817	855,639	9,296,179	8.4%
<b>Total Depreciation and Amortization</b>	<b>863,264</b>	<b>10,243,318</b>	<b>863,264</b>	<b>9,380,055</b>	<b>8.4%</b>
<b>Other Expenses</b>					
Marketing	11,402	1,150,000	11,402	1,138,598	1.0%
<b>Total Other Expenses</b>	<b>11,402</b>	<b>1,150,000</b>	<b>11,402</b>	<b>1,138,598</b>	<b>1.0%</b>
<b>Net Profit (Loss)</b>	<b>(\$672,013)</b>	<b>(\$10,343,964)</b>	<b>(\$672,013)</b>	<b>(\$9,671,951)</b>	<b>6.5%</b>

**Sarasota Manatee Airport Authority**  
**Budget/Year to Date Actual**  
**For the Period Ending October 31, 2020**

	<i><b>This Month This Year</b></i>	<i><b>Total Budget</b></i>	<i><b>Year to Date This Year</b></i>	<i><b>Budget Less Actual YTD</b></i>	<i><b>Actual YTD %</b></i>
Travel - CEO	\$0	\$20,000	\$0	\$20,000	0.0%
Travel - Administration	0	11,100	0	11,100	0.0%
Travel - Internal Audit & Records	0	6,000	0	6,000	0.0%
Travel - ITS	0	4,500	0	4,500	0.0%
Travel - Finance & Human Resources	0	6,600	0	6,600	0.0%
Travel - Operations	0	4,000	0	4,000	0.0%
Travel - Police	0	3,000	0	3,000	0.0%
Travel - Facilities	0	3,000	0	3,000	0.0%
Travel - ARFF	0	15,650	0	15,650	0.0%
Travel - USS	0	1,100	0	1,100	0.0%
Travel - Properties	0	20,000	0	20,000	0.0%
Travel - Engineering & EA	1,265	5,700	1,265	4,435	22.2%
Travel - Purchasing	0	4,500	0	4,500	0.0%
Travel - Marketing & Public Relations	0	34,000	0	34,000	0.0%
Travel - Commissioners	0	10,000	0	10,000	0.0%
Travel - Professional Associations	0	40,000	0	40,000	0.0%
<b>Total Travel</b>	<b>1,265</b>	<b>189,150</b>	<b>1,265</b>	<b>187,885</b>	<b>0.7%</b>



**Sarasota Manatee Airport Authority  
Investment Portfolio  
For the Month of October 2020**

<u>Description</u>	<u>Cusip/Invest</u>	<u>Coupon</u>	<u>Par Value</u> <u>Orig Face</u>	<u>Yield</u> (1)	<u>Acquisition</u> <u>Cost</u>	<u>Purchase</u> <u>Date</u>	<u>Maturity</u> <u>Date</u>	<u>Int.</u> <u>Rec'd</u> (2)	<u>Market</u> <u>Value</u> (3)	<u>Yield</u> <u>@ Market</u>
1 CenterState CD	5532	1.900	2,000,000	1.910	2,000,000	12/3/2015	12/3/2020	3,501.50	2,000,000	1.91
2 FNMA Note	3136G3Y33	1.400	2,000,000	1.400	2,000,000	8/25/2016	8/25/2021	2,333.33	2,020,440	1.39
Total Investments (4)			<u>4,000,000</u>	<u>1.655</u>	<u>4,000,000</u>			<u>5,834.83</u>	<u>4,020,440</u>	

(1) US Government Bond Equivalent Yield.

(2) Interest on Notes is paid semi-annually, accrued monthly. Interest on CD's are paid monthly.

(3) Market value on non-restricted funds are provided by the Custodian, US Bank.

(4) Total yield is the weighted average yield.

**Sarasota Manatee Airport Authority  
Investment Analysis - Portfolio Activity Report  
For the Month of October 2020**

<u>Transaction Date</u>	<u>Maturity Date</u>	<u>Description</u>	<u>Cusip/Invest</u>	<u>Coupon Yield</u>	<u>Original Face Purchase price</u>	<u>Sales Price Market Price</u>	<u>Gain or (Loss) on Sale</u>
Securities Purchased:							
<b>NONE</b>							
Securities Closed:							
10/27/2020	10/27/2021	FNMA Note	3136G4FS7	1.500	2,000,000	2,000,000	0
				1.500	1,999,000		Called

# AGENDA ITEM NO. 8C

## SARASOTA MANATEE AIRPORT AUTHORITY FINANCE & ADMINISTRATION STAFF REPORT NOVEMBER 17, 2020 REGULAR MEETING

FINANCE

OCTOBER 2020

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### Budget/Financial Information:

Included in the Board packet is the **unaudited Income Statement for October**. Summary information contained therein for **October** is as follows: Operating revenues were approximately **14.3% higher** than anticipated in the FY 2021 budget. Operating expenses were approximately **20.3% lower**. **Due to technical difficulties, we were unable to provide a Balance Sheet for October at this time. A Balance Sheet will be provided at the November 17 meeting.**

**COVID-19 waivers for October are \$424,401.99 and deferrals are \$176,530.89 for a total of \$600,932.88. Revenue figures are net of waivers.**

As part of the ongoing development of investment policies and procedures, reports have been developed based on information provided by Sarasota County Clerk of the Court. The current disclosure reflects an Investment Portfolio Analysis, along with a Portfolio Activity Report. Staff continues to work closely with the Clerk's office.

**Passenger Facility Charge (PFC):** A separate detail which reflects PFC collections for the month of **October** and cumulative to date.

**Monthly Investment Report:** September 2020 attached.

Sarasota Manatee Airport Authority  
Sarasota Bradenton International Airport (SRQ)  
PFC Collections by Carrier

Carrier	Collected since		Carrier	Collected since	
	Oct-20	inception		Oct-20	inception
Aces Airlines		24.86	Korean Air		16,775.23
Aer Lingus		1,324.00	Kuwait Airways		2.92
Aero California		8.64	Lacsa		36.54
Aero Costa Rica		2.92	Laker Airways		803.00
Aeroflot - Russian Airlines		882.28	Lan Airlines		21.95
Aeromexico	13.06	3,664.31	Lan Argentina		4.39
AeroPeru		19.02	Lan Chile		157.61
Aeropostal Venezuela		17.52	Lan Peru		21.95
Air Aruba		11.68	LATAM Airlines Group		26.34
Air Canada	(25.01)	1,020,619.12	Leisure Air		33,007.40
Air France		30,872.02	Lineas Aereas Privadas Argentinas		11.68
Air India		2.88	Lone Star		69.52
Air New Zealand		1,973.36	Lot Polish Airlines		1,415.09
Air Pacific Ltd.		135.81	LTU		74.88
Air Portugal		308.10	Lufthansa		6,713.34
Air Serbia		171.21	Malaysia		406.88
Air Sunshine		109,075.76	Malev Hungarian		241.88
Air Trans At		144,133.51	Mark Travel Corp.		10,856.56
AirTran Airways		5,850,221.51	Mesa Airlines		132.20
Alaska Airlines		6,075.51	Compania Mexicana		438.74
Alitalia		3,969.83	MGM Grand Air		302.40
All Nippon Airways (ANA)	8.67	501.01	Miami Air Int'l		5,515.47
Allegiant Air	45,884.78	1,574,349.01	Midway Airlines		601.52
Aloha		46.64	Midwest		1,922.08
America West		116,500.91	Mountain West		11.68
American (AMR)	42,996.59	3,730,784.31	National Airlines		5.84
ATA Airlines, Inc.		2,527,486.80	Nicaraguense de Aviacion		5.84
Asiana Airlines		688.85	North American Airlines		443.39
ATA Leisure Corp.		90,614.78	Northwest	1,996,108.91	
Austrian Airlines		636.04	Olympic Airways		165.43
AV Atlantic		1,027.84	Pan American		5.84
Avensa		43.20	Panamena De Aviacion		4.39
Avianca		118.00	Paradise Island		28.80
Aviateca, S.A.		5.84	PenAir (Penninsula Airways)		13.17
Big Sky		2.92	Private Jet		3,715.56
British Airways		10,729.55	Qantas		3,780.53
Brussels Airlines		87.69	Qatar		1,567.45
BWIA		78.84	Reno Air		35,332.00
Canada 3000		100,572.36	Republic Airlines		3,612.86
Canadian Airlines		64,977.45	Royal Air Maroc		69.66
Canair		20,334.88	Royal Aviation		10,170.36
CanJet		120,295.00	Royal Jordanian		29.20
Cape Air / Hyannis Air Service		242.90	Sabena		393.92
Carnival Air Lines		1,883.40	SAHSA		5.28
Casino Air Link		887.68	SAS (Scandinavian)		3,878.96
Casino Express		8,389.66	Saudi Arabian Airlines		7.31
Cathay Pacific		3,145.87	Sevicios Avensa		280.28
Cayman Airways		101.96	Silver Airways Corp		114.14
Champion Air (MLT, Inc.)		9,343.96	Singapore		2,926.69
China Airlines		2,336.20	Skyservice		9,903.84
Colgan Air, Inc.		151.86	South African Airways		4,309.11
ComAir		21,805.38	Southeast Airlines		6,234.20
Compania		33.75	Southwest		567,157.23
Conquest		5.76	Sun Country		184,183.00
Continental Airlines		3,580,174.07	Sun Pacific Int'l (HMHF)		3,612.04
Continental Micronesia		44.05	Sunworld Int'l Airlines		224.84
Copa		11.56	SwissAir		5,266.55
Croatia Airlines		8.78	Taca Int'l Air		348.76
Czech Airlines (Aviation Industry Consultants)		2,516.42	TAM Airlines (Aviation Industry Consultants)		1,017.05
Delta Air Lines	34,280.55	28,972,460.16	TAP Air Portugal		220.87
El Al Israel Airlines		1,267.91	Tower Air		17.52
Elite		58,861.12	Trans Brasil Airlines		20.44
Emirates		3,704.91	Trans World Airways		781,609.36
Empire		757.44	Turk Hava (Turkish)		1,272.59
Eva Airways		735.34	Ultrair		2.88
ERA Aviation		84.84	United	15,377.45	2,423,889.05
Ethiad Airways		316.08	US Air Shuttle		2.92
Express One		8,387.70	US Airways		8,883,648.83
Falcon Express		1,454.16	USA 3000		79,178.04
Faucett		8.76	V Australia (Virgin Blue)		386.32
Finnair		356.78	Varig		668.53
Florida Coastal Airlines		8,516.60	Vietnam Airlines		83.41
Front Page Tours		245.28	Virgin Atlantic		4,698.70
Frontier Airlines	3,085.58	326,194.92	Viscount Air Service		2,006.04
G-P Express		89.28	Viscount Air Tours		353.32
Gold Transportation Services		26,702.01	Vision		2,809.60
Great Lakes Aviation		44.06	WestJet		59,525.15
Hahn Air		2,956.82	World Airways		35.04
Hawaiian Airlines		969.86	Total	141,637.91	68,622,114.84
Iberia		1,145.75	PFC checking Interest	107.04	1,725,793.65
Island Air		30.73	PFC investment Interest		1,526,893.55
Insel Air		4.39	Securities-bought		32,071,184.66
JAL (Japan Airlines)		874.91	Securities-sold		32,058,520.85
Jet Airways		114.14	Securities Interest		224,518.18
Jet Blue		4,863,984.55	Service charges		6,970.26
JetsGo		6,418.18	Expenditures		71,861,939.82
Kenya		21.95	Balance		217,746.33
KLM	16.24	6,024.89			

Sarasota Manatee Airport Authority  
PFC Monthly Status Report - Revenue and Expenditures  
Month ended October 31, 2020

Charge effective date: September 1, 1992  
Total Collection Authority: \$ 83,313,937

			Charge	Approved	Approved	Current	Current	Total	Total	Total	
			Expiration Date	Impose	Use	Revenue	Interest	Collections	Interest	Revenue	
						Sep-20	Sep-20				
<b>Approved applications</b>											
Appl. 1	June 29, 1992	92-01-I-00-SRQ	Oct 1, 2001	38,715,000	0						
	June 27, 1995	92-01-I-01-SRQ		0	0						
	Sept. 8, 1995	92-01-I-02-SRQ		2,642,400	0						
	Dec. 15, 1995	92-01-I-03-SRQ		(19,369,507)	0						
	July 27, 1998	92-01-I-04-SRQ		(250,000)	0						
	Dec. 1, 1999	92-01-I-05-SRQ		(450,000)	0						
	Dec. 28, 2000	92-01-I-06-SRQ		0	0						
	June 17, 2009	92-01-I-07-SRQ		(7,342,881)	0						
	October 8, 2009	92-01-I-08-SRQ		(621)	0						
				<u>13,944,391</u>	<u>0</u>			<u>12,126,777</u>	<u>1,817,614</u>	<u>13,944,391</u>	
Appl. 2	Jan. 31, 1995	95-02-U-00-SRQ		0	5,395,493						
	Sept. 8, 1995	95-02-U-01-SRQ		0	2,642,400						
	July 27, 1998	95-02-U-02-SRQ		0	(86,868)						
	June 17, 2009	95-02-U-04-SRQ		0	(2,002,722)						
	October 8, 2009	95-02-U-05-SRQ		0	(621)						
				<u>0</u>	<u>5,947,682</u>						
Appl. 3	Dec. 15, 1995	95-03-C-00-SRQ	Apr 1, 2002	400,000	14,350,000						
	July 27, 1998	95-03-C-01-SRQ		250,000	86,868						
	Dec. 1, 1999	95-03-C-02-SRQ		450,000	0						
	Dec. 28, 2000	95-03-C-03-SRQ		0	0						
	June 17, 2009	95-03-C-05-SRQ		0	(5,690,098)						
	October 8, 2009	95-03-C-05-SRQ		(349,939)	0						
				<u>750,061</u>	<u>8,746,770</u>			<u>675,673</u>	<u>74,388</u>	<u>750,061</u>	
Appl. 4	Oct. 3, 2000	00-04-C-00-SRQ	Feb 1, 2014	36,126,915	36,126,915						
	Feb. 22, 2002	00-04-C-01-SRQ		2,368,148	2,368,148						
	July 23, 2009	00-04-C-02-SRQ		22,194,884	22,194,884						
	Dec. 7 2017	00-04-C-02-SRQ		(887,886)	(887,886)						
				<u>59,802,061</u>	<u>59,802,061</u>	<u>141,637.91</u>	<u>107.04</u>	<u>55,819,664</u>	<u>\$1,565,570</u>	<u>57,385,234</u>	
Appl. 5	May 7, 2019	19-05-C-00-SRQ		<u>8,817,424</u>	<u>8,817,424</u>						
				<u>\$83,313,937</u>	<u>\$83,313,937</u>	<u>\$141,638</u>	<u>\$107</u>	<u>\$68,622,115</u>	<u>\$3,457,571</u>	<u>\$72,079,686</u>	

Project number	Description	Use Appl. #	Estimated Implementation Date	Total Approved to Use	Expenditures Month end Sep-20	Total Expended to Date	Balance to Use	Status
101A	FAR Part 150 program	2	Oct 1, 1991	1,474,904		1,474,904	0	Project complete
105	Environmental assessment	2	Mar 28, 1994	63,132		63,132	0	Project complete
106	RPZ land acquisition	2	Sep 28, 1994	3,562,521		3,562,521	0	Project complete
108	Rehabilitate Taxiway A	2	Jan 1, 1993	819,836		819,836	0	Project complete
113	Rehabilitate Taxiway I now F	2	Jul 1, 1992	27,289		27,289	0	Project complete
Total				<u>5,947,682</u>	<u>0</u>	<u>5,947,682</u>	<u>0</u>	
101B	FAR Part 150 program	3	Oct 1, 1991	3,063,506		3,063,506	0	Project complete
102	Airfield drainage	3	Oct 1, 1996	148,676		148,676	0	Project complete
107	Lengthen runway 14/32/barriers	3	Dec 1, 1997	4,784,527		4,784,527	0	Project complete
117	Develop. of Regional Impact	3	Sep 18, 1995	750,061		750,061	0	Project complete
Total				<u>8,746,770</u>	<u>0</u>	<u>8,746,769</u>	<u>0</u>	
118	Terminal development debt service Amendment	4	Oct 1, 2000	60,689,947 (887,886)	137,000	57,167,488	2,634,573	Collection and use approved for terminal related debt service Amount budgeted for FY 2021 is \$3,483,810
				<u>59,802,061</u>	<u>137,000</u>	<u>57,167,488</u>	<u>2,634,573</u>	
5.01	Passenger Loading Bridge	5	Dec 1, 2021	2,579,924				
5.02	Air Traffic Control Tower	5	Dec 1, 2022	6,192,800				
5.03	Administration Cost Reim	5	Dec 1, 2021	44,700				
Total				<u>8,817,424</u>	<u>0</u>	<u>0</u>	<u>8,817,424</u>	
Total all applications				<u>\$83,313,937</u>	<u>\$137,000</u>	<u>\$71,861,940</u>	<u>\$11,451,997</u>	



## PORTFOLIO STATISTICS

\*Includes Cash

	April	May	June	July	August	September
<b>Portfolio at Cost</b>	\$ 24,395,901	23,263,874	21,797,896	20,381,769	22,653,080	23,387,239
<b>Market Value Portfolio</b>	\$ 24,435,001	23,297,484	21,828,956	20,412,399	22,680,410	23,411,329
<b>Yield Based Upon Cost</b>	1.77%	1.84%	1.84%	1.83%	1.84%	1.84%
<b>Interest Received (Cash Basis)</b>	\$ 36,338	36,004	33,683	31,441	35,037	36,199
<b>Interest Received Fiscal Year to Date</b>						\$ 406,108

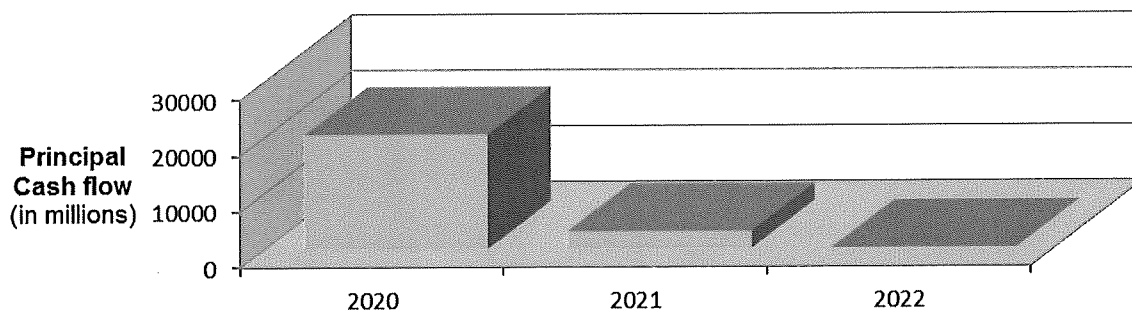
## SHOCK ANALYSIS

The portfolio shock analysis is a proactive risk management tool, utilized to evaluate how the Airport Authority's current portfolio would react to certain defined interest rate scenarios. This tool enables us to monitor the county's interest rate risk exposure to ensure it is aligned with the requirements of the investment policy. The table below presents the base scenario on how the portfolio is performing in the current interest rate environment, accompanied by scenarios of interest rate increases, and decreases. Cash is included in this analysis using Bloomberg analytics.

	Down 50 Basis Points	Down 25 Basis Points	Base	Up 25 Basis Points	Up 50 Basis Points
<b>Book Value</b>	\$ 23,387,239	\$ 23,387,239	\$ 23,387,239	\$ 23,387,239	\$ 23,387,239
<b>Market Value</b>	23,421,541	23,415,676	23,411,329	23,406,982	23,402,735
<b>Gain/(loss) unrealized</b>	10,212	4,347	0	(4,347)	(8,594)
<b>Market price</b>	100.142	100.117	100.099	100.080	100.062
<b>Book Yield</b>	1.84	1.84	1.84	1.84	1.84
<b>WAL</b>	0.14	0.14	0.14	0.14	0.14
<b>Effective Duration</b>	0.09	0.09	0.09	0.09	0.09
<b>Effective Convexity</b>	0.0	0.0	0.0	0.0	0.0

## CASH FLOW FORECAST

The cash flow forecast chart is a graphical representation of the annual projected cash flows of the Airport Authority's investment portfolio resulting from expected investment maturities and calls. This management tool is utilized to evaluate portfolio liquidity, to make sure there is sufficient cash on hand to meet day-to-day expenses, and optimize reinvestment of excess funds.



**HUMAN RESOURCES DEPARTMENT  
ACTIVITY FOR THE MONTH OF OCTOBER 2020  
OPEN POSITIONS**

POSITION	NUMBER OF POSITIONS	OF APPLICANT	S FILLED	APPLICANTS HIRED	STARTING DATE
Maintenance Technician*	2	23	1	Julio Monroy	10/5/2020
Police Officer PT	1	6			
<b>TOTALS</b>	<b>3</b>	<b>29</b>	<b>1</b>		

**TERMINATED/RESIGNATION/RETIREMENT**

NAME	HIRE DATE	EFFECTIVE DATE	POSITION
Jeffrey Karr	3/13/2017	10/1/2020	Traffic Control Specialist
Don Albright	5/17/2010	10/16/2020	Electronic Systems Specialist

The following positions(s) are funded in the FY 21 Budget, but have not been authorized to fill at this time.

POSITION	NUMBER OF POSITIONS	DEPARTMENT
Equipment Operator	1	Facilities

\* Electronic Systems Specialist is being replaced with a Maintenance Technician



**BIDS/QUOTES:** Customs Kiosk has had some printer issues and incorrectly selecting the size of the aircraft which we are addressing. We have requested a few corrections on the screens which Livewire is working on for us.

The Authority Board approved the Terminal Bathroom Remodel. Construction should begin in late October. The project will be done in three phases and all phases should be complete by late November. Bathroom fixtures will all be touchless. New design will also feature the towel dispensers to be over the sinks and the garbage cans will be placed under the counters making it easier for our passengers which should help keep the bathroom floors drier and less paper on them. Contractor is having issues with the getting the custom counters and mill work and project has been delayed by about three weeks. **Work on the project has started the first week of November.**

Working on installing sneeze guards and hand sanitizer station throughout the Terminal as we start Phase 1 restrictions in Florida. All the sneeze guards and hand sanitizer stations are installed. Trying to procure Touchless Dispensers for these stations. FAA will be shipping 73,000 paper masks for use by our passengers. They will also be giving the Authority 1300 cloth masks for our employees to use. We have purchased Touchless Hand sanitizer Dispensers for our stands to help our passengers remain safe and comfortable in our terminal. The new Temperature Monitors have been working well. **We have been working with our cleaning company to improve staffing levels and detail to maintain the Terminal at needed levels. We have seen some positive results the past few weeks with the addition of trained floor techs and a continued emphasis on upgrading the cleaning staff.**

Informal written quotes requested from prospective suppliers to provide airport lighting/lamps, artificial plants, batteries, computer hardware, technical support and software related items, electrical fixtures, extinguishing agents, firefighting gear, landscaping supplies, loading bridge repairs and supplies, industrial supplies, MRO items, office chairs, paint and paint supplies, promotional and advertising novelties, rental equipment, tires, tractor, uniforms, etc. and other misc. repairs and services.

**WAREHOUSE:** The Warehouse continues to add and delete items stocked in inventory and to generate purchase orders to replenish stock based on monitoring of inventory levels: **0** new items added, and we have reduced the number of items in the warehouse by **0**. Purchasing is reviewing all stock items to further reduce non-usage/slow moving items as needed. **Year-end inventory count went well with no major issues. This year we reduced the ending inventory value to \$133,431 down from \$137,874 last year. Number of stocking units was 860.**

On-line auction activity through GovDeals for surplus/obsolete items: **There were \$4,285.00 of sales in the month of October 2020.**

#### **DEPARTMENT PROJECTS:**

- We have increased our PPE Supplies to levels to needed levels to be able to supply the Authority if needed. We received our supply of 1,300 masks from the FAA to be used by Airport employees. We have received 73,000 more masks from the FAA to be used by airlines for our passengers. We still have a majority of the Masks that are for the Airlines use. **Our supplies of PPE items are at good levels just in case Florida and our area has a second wave which is predicted nationally.**
- We have been updating our inventory levels to make sure we have needed supplies in the event that Corona Virus effects our staff. We have held meetings with our Janitorial Company to increase levels of wiping down and sanitizing our guest areas, especially where our guests touch surfaces throughout the terminal. So far, we have been able to get needed supplies and the Janitorial Company has done an outstanding job on keeping all the Authorities buildings clean and sanitized.
- **Will be looking at inventory levels and developing a list of items that need to be removed from inventory throughout the year. We see a lot of change in lighting from traditional fluorescent lights to our conversion to LED's. We have also seen the increase in different mower brands which has added new stocking items to our inventory.**

Other Activities and Meetings: Purchasing has completed testing an Airport Authority Training Manual for the Great Plains Purchasing/Inventory Module specific to Airport procedures and Policies. Training Manuals have been distributed to all users. Purchasing has started to review all Bid Documents used by the Authority to make sure they are current and meet all government statues. Internal meetings with general staff, finance, administrative staff and employees, insurance notices, notices of insurance renewals and compliance, research products, services and sources for department needs, supplier visits, pre-construction meetings, sales calls, training sessions for employees on procurement software, and vendor debriefings.

**CONTRACTS ISSUED: EPC Group (Microsoft Licensing).**

**SUMMARY OF DEPARTMENT ACTIVITY FOR THE MONTH:**

**PURCHASING:**

- Purchase Orders Issued: 181
- Blanket Purchase Orders Issued: 65
- Emergency Purchase Orders Issued: 0
- Change Orders Issued: 0
- Contracts Issued: 1

**WAREHOUSE/RECEIVING:**

- Inventory Stock Transaction Issued: 709 units
- Courier Activity: 103 runs totaling 536 miles

**NOTICE TO THE BOARD:** Per the Purchasing Policy, all purchases \$35,000.01 - \$150,000.00 require at least three written quotes. All exceptions shall be noted to the Authority at its next regular meeting. The following are exceptions to this policy for **October 2020: NONE.**

# AGENDA ITEM NO. 8D

## SARASOTA MANATEE AIRPORT AUTHORITY REAL ESTATE DEVELOPMENT & PROPERTIES STAFF REPORT NOVEMBER 17, 2020 REGULAR MEETING

**Airlines:** The Board unanimously approved the extension of COVID 19 Relief Guidelines to Defer/Waive Airport Tenant Rents and Fees through December 31, 2020 at the September 28 regular meeting.

**Property 7:** SMAA is preparing DRI zoning submittals for this property and a formal pre-application will be scheduled. Leasing/listing agreement discussion to recommence with CBRE for the outparcels.

**Property 12:** The wetlands and drainage easements are under investigation as to remove/modify for development. This property will be mixed use and include such uses as restaurants, office and hotels along with airport facilities. Properties has included this property in the DRI zoning application underway with Property 7.

**University Self-Storage:** The former Honeywell building is under consideration to redevelop as an alternate for self-storage facility, selection of a consultant is underway.

**Rental Car Consolidation/Status:** Planning and design for Phase I for the remodel of ticketing, offices and a covered walkway is underway. Selection of a consultant for Phase II is in process. MAG and land rent have been suspended through December 31, 2020; percentage of monthly gross revenues due.

**Fuel Farm:** Fuel Farm expansion project continues to proceed with modified tank specifications.

**Airport Hotel #2:** SRQ2, LLC, construction continues at the workspace hotel at 975 University Parkway.

**North Quad:** Marketing concept plan under consideration within the Master Plan. Next step is to analyze and determine the most suitable aviation uses for the park to pursue. Discussions with aviation brokers and developers continue.

**Team Success:** General Ground Lease approved by both the SMAA and FAA. A Letter of Agreement for Establishment of Aviation Immersion Program was approved at the September 28 regular meeting. A task force has been formed between SMAA staff and Team Success to develop the immersion program between the airport, airport tenants, youth aviation programs (EAA & CAP) and the students. A modification of the DRI is underway to allow the school use at this property. The Tenant has submitted for its GDP at Manatee county as well.

**Concessions:** The concessions MAG continues to be suspended thru December 31 with actual percentage rent only.

**Property #10/M-lot:** Plans for this project are out to bid for both MTC and the 3<sup>rd</sup> hangar to accommodate general uses. The Ground Lease with Improvements is in review by the tenant. SMAA is contemplating proceeding with the 3<sup>rd</sup> hangar which will require a bid modification.

**Property 2:** Properties is marketing this property to industrial tenants. Properties is exploring/discussing potential leasing/listing with brokers, as well as JV opportunities. Properties submitted a construction license (and easement) for a traffic light to be installed by others at the entrance of the airport's future development, which was approved at the September 28 meeting.

**Parking:** The reduction of Reef Parking management fees has been extended thru the end of the calendar year. The Parking operations will continue to be monitored and adjustment to operation/labor will be made as traffic recovers.

**Honeywell Building:** A retrofit to self-storage is under consideration and analysis will be completed to determine the feasibility of this repurpose. Met with a potential consultant for the redevelopment project.

**Expansion of FBO:** Additional hangars are contemplated at Dolphin. Dolphin has submitted to SMAA/county for additional hangars. Review of zoning/plans underway. In addition, Ross Aviation indicates interest in expansion of hangars as well, however, no plans forth coming as of this time.

**On-Demand Taxi:** On-Demand car service provider, ALD Limo Corporation, began operations on August 1 and Properties is monitoring their monthly reports which indicate how many trips were taken the previous month. For the month of October, they reported more trips as compared to last year at this time.

**Site Selection Intelligence Report:** Working with Marketing to develop a SRQ properties advertisement to be published in November.

**General:** Insurance notices, tenant inquiries, showing of properties, construction permits, meetings with surveyors, appraisers, contractors and engineering consultants, collections and past due notices, notices of insurance renewals and compliance, loss prevention committee, meetings with insurance claimants, planning and staff meetings.

**General Aviation:**

- Compliments: **0**
- Complaints: **0**
- Maintenance Requests: **3**
- Total number of tenants: **162**
- Total rentable spaces: **167**
- **101** tenants utilizing auto credit card method of payment.
- **D3-106 leased September 27.**
- **J8-113 vacated end of October. D3-106 transferred to J8-113.**
- **D2-107 transferring to D3-106 (48'W).**
- **D1-116, J1-113 vacated end of October. To be leased in November.**

**T-HANGAR MONTHLY STATUS REPORT  
FOR THE MONTH OF OCTOBER 2020**

Item	Qty.	No. Leased	Wait List	Leased %	Monthly Rate	Monthly Rent	Annual Rent
T-Hangars							
51'5 W Oversize	4	4	17	100%	\$1,700.00	\$6,800.00	\$81,600.00
48' W Large	27	27	17	100%	\$574.00	\$15,498.00	\$185,976.00
42' W Standard + (PLUS) w/additional 176 sq. ft. storage	4	4	0	100%	\$519.00	\$2,076.00	\$24,912.00
42' W Standard	121	121	23	100%	\$419.00	\$50,699.00	\$608,388.00
42' W Standard Discounted rate for CAP & EAA	2	2		100%	\$250.00	\$500.00	\$6,000.00
Storage Rooms	7	3		43%	\$100.00	\$300.00	\$3,600.00
Storage Rooms Discounted rate for CAP & EAA	2	2		100%	\$10.00	\$20.00	\$240.00
<b>TOTALS</b>	<b>167</b>	<b>163</b>	<b>57</b>			<b>\$75,893.00</b>	<b>\$910,716.00</b>

# AGENDA ITEM NO. 8E

## SARASOTA MANATEE AIRPORT AUTHORITY ARFF, OPERATIONS & POLICE DEPARTMENTS NOVEMBER 17, 2020

### OPERATIONS DEPARTMENT - PROJECT/ACTIVITY/INCIDENT REPORT FOR THE MONTH OF OCTOBER

#### Projects and Activities

- Working with Integrated Fire & Security Solutions to oversee the access control system replacement project. Coordination with tenants to minimize disruptions in their areas when card readers are replaced.
- Working with the master drainage contractor for daily escorts of the watering truck on TWY A and 1 runway closure for grooving.
- Operations conducted multiple vehicle and aircraft escorts throughout the month.
- Operations responded to multiple vehicle gate issues due to sensor issues.
- Operations conducted multiple "drivers training" sessions on the airfield
- Operations responded to multiple jet bridge problems. Most were able to be resolved within a few minutes.
- Operations responded to multiple wildlife calls throughout the month.
- Oct 3: Ops responded to assist jetBlue with a Common Use problem.
- Oct 4: Ops responded to an HMS Host employee who was stuck in the freight elevator.
- Oct 7: Ops assisted with resolving a PA issue with the Sirius radio subscription.
- Oct 17: Ops assisted United with a common use issue.
- Oct. 19: Ops responded to USS vehicle storage for a gate malfunction.
- Oct. 21: Ops closed RWY 14/32 for overnight maintenance work for the FAA.
- Oct 25: Ops escorted a USAF C-17 to parking on the east ramp.

#### Alerts and Incidents

- Operations responded to and completed FAA paperwork on 2 bird strikes. In one case the bird was not able to be identified and was sent to the lab for proper identification.
- Oct 8: Ops responded to Dolphin aviation for a vehicle vs. aircraft collision.
- Oct 12: Ops responded to a fuel spill at Rectrix South.
- Oct 16: Ops responded to an aircraft accident on RWY 14. A Beech Bonanza gear collapsed upon landing. ARFF, Ops and Facilities worked together to remove the aircraft from the RWY.
- Oct 20: Ops responded to an Alert II, where a Piper Cherokee reported an alternator failure. Aircraft landed safely and taxied to Dolphin.

#### Miscellaneous Activities

- 98 NOTAMs were issued during the month of August.
- AIRCOM dispatched & Ops responded to 12 Medical Runs, 4 requiring SCFD response.
- 49 CHRC (fingerprint checks) were conducted.
- 69 new I.D. badges were issued and 57 were renewed.
- 191 Security Threat Assessments were completed.
- 345 Computer Based Training Classes were conducted during the month.

**FIRE DEPARTMENT  
NOVEMBER 2020**

<b>SAFETY INCIDENT/RESPONSES FOR THE MONTH OF OCTOBER 2020</b>			
<b>TYPE OF RESPONSE</b>	<b>AREA OF RESPONSE</b>	<b>NUMBER OF RESPONSES</b>	<b>TOTAL YEAR TO DATE</b>
EMT FIRST AID RESPONSES:	Aboard Aircraft	1	13
	Parking lot	0	4
	ARFF walk-in	0	0
	"B" Concourse	4	42
	Baggage Wing	1	10
	TSA Checkpoint	0	9
	2nd floor lobby	0	3
	EMT room	0	0
	Restaurant	0	3
	Curbside	1	9
	Escalator	0	3
	Ticket wing	2	11
	Other	3	31
		<b>12</b>	<b>138</b>
FIRE RESPONSES:	Terminal	0	0
	Aircraft	0	0
	Vehicle	0	2
	Bushes	0	2
	Other	0	0
FIRE ALARM RESPONSES:	Fire Alarms	0	1
	Smoke Detector / Smell of Smoke	0	8
	<b>TOTAL FIRE / ALARM:</b>	<b>0</b>	<b>13</b>
HAZARDOUS MATERIALS RESPONSES:	Oil	0	0
	Fuel Spill	1	6
	Other	0	0
	<b>TOTAL HAZARDOUS MATERIAL:</b>	<b>1</b>	<b>6</b>
AIRCRAFT EMERGENCY RESPONSES:	Alert I	0	0
	Alert II	1	8
	Alert III	1	1
	<b>TOTAL AIRCRAFT EMERGENCY:</b>	<b>2</b>	<b>9</b>
SUPPLEMENT REPORT		0	0
	<b>TOTAL RESPONSES</b>	<b>15</b>	<b>166</b>

**POLICE DEPARTMENT  
NOVEMBER 2020**

**POLICE ACTIVITIES OCTOBER 2020**

<b>CRIMES</b>	
ASSAULT/BATTERY	0
BOMB THREATS	0
CAR THEFTS	3
DAMAGE TO PROPERTY	0
DISORDERLY CONDUCT	1
FIELDS INTERVIEWS	4
DOMESTIC VIOLENCE	0
NARCOTICS	0
PERSONAL PROPERTY THEFT	0
RETAIL THEFT	0
SUSPICIOUS PERSON	7
SUSPICIOUS VEHICLE	3
TRESPASS	0
WEAPONS	0
OTHER CRIMES	1
<b>TOTAL:</b>	<b>19</b>
<b>PATROLS</b>	
AOA	120
CONCOURSE PATROL	213
SECURITY CHECKPOINT	172
GROUND TRANS	50
PARKING LOTS	172
PERIMETER (INSIDE)	72
ROADWAY	176
BAGGAGE AREA PATROL	164
TACTICAL PATROLS	28
SECURITY PATROLS	343
<b>TOTAL:</b>	<b>1510</b>
<b>CHECKPOINTS</b>	
AOA BREACH	0
ASSIST TRINITY MISC.	0
CHECKPOINT BREACH	0
DOOR ALARMS	15
DRUGS	0
EXIT LANE ALARM	11
EXIT LANE BREACH	0
HOLD BAGGAGE CALLS	0
NO FLY LIST	0
OTHER PROHIBITED ITEMS	0
SUSPICIOUS ITEMS	0
OTHER	0
<b>TOTAL</b>	<b>26</b>

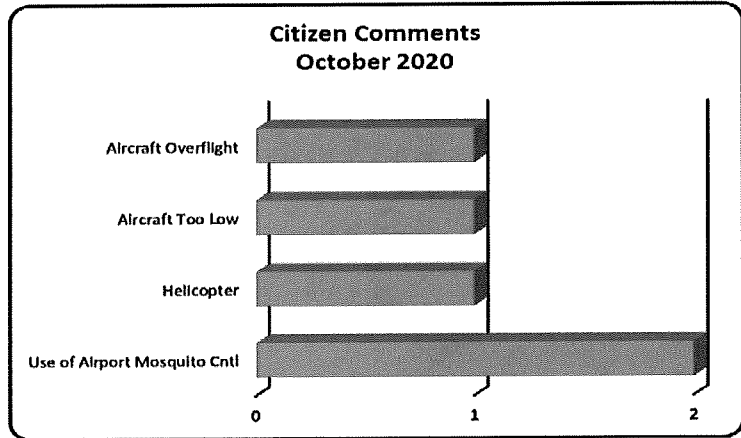
<b>INSPECTIONS</b>	
COMMERCIAL INSPECTION	123
GATE INSPECTION	54
GT INSPECTION	168
SIDA CHECK	110
OTHER INSPECTIONS	0
<b>TOTAL:</b>	<b>455</b>
<b>TRAFFIC</b>	
DISABLED VEHICLE/TOWING	0
PARKING TICKETS	0
TRAFFIC CRASHES	1
TRAFFIC CITATIONS	0
WARNINGS	0
OTHER TRAFFIC	2
<b>TOTAL:</b>	<b>3</b>
<b>ASSISTANCE</b>	
BAKER/MARCHMAN ACT	0
CUSTOMERS	20
MOTORISTS	3
OUTSIDE AGENCIES	11
SMAA EMPLOYEE/DEPT	0
TENANTS	13
MEDICAL CALLS	11
LOST & FOUND LOGGED	17
LOST & FOUND RETURNED	4
LOST & FOUND INQUIRIES	80
<b>TOTAL:</b>	<b>159</b>
<b>WEAPONS</b>	
EXPLOSIVES	0
FIREARM PARTS/AMMO	0
FIREARMS AT CHECKPOINT	2
UNDECLARED WEAPONS	0
OTHER WEAPONS	2
<b>TOTAL:</b>	<b>4</b>
<b>ARRESTS</b>	
ARRESTS FELONY	1
ARRESTS JUVENILE	0
ARRESTS MISD	0
E-WARRANTS	0
SAO REFERAL	0
NOTICE TO APPEAR	1
OTHER ARRESTS	0
<b>TOTAL:</b>	<b>2</b>

**OPERATIONS  
NOVEMBER 2020**

**NOISE MONITORING AND FLIGHT TRACKING FOR THE MONTH OF OCTOBER**

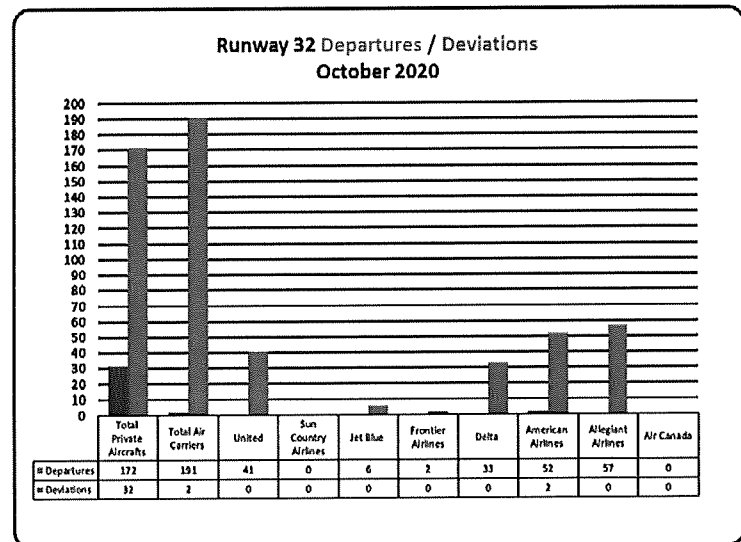
➔ The chart to the right displays the distributions of noise complaints for the month of **October 2020**. There were **5 calls which generated 5 complaints** by the Noise Abatement Hotline or by the Operations Department.

Of the total complaints, **60% from Manatee County and 40% from Sarasota County**. The average number of calls received for the month were **0.16 calls per day**.



➔ Flight Tracking & Runway 32 Deviation data is for **October 2020**. There were **2 air carrier and 32 private jet deviations** observed during this period.

In **October 2020, American (AAL) had 2 deviations** Select operators not complying with Standard Instrument Departure (SID) are sent a notification informing them of the SID, and requesting information on the deviation (Development Order 99-50 N8). This office continues to work with representatives from the airlines, private jets and the SRQ ATCT to ensure compliance with SRQ5 & SKRUS Four Departure Procedures (NADP for Runway 32).



**RUNWAY UTILIZATION**

The overall runway utilization for the month of **OCTOBER 2020** is distributed as follows:

Operations	Runway 04	Runway 22	Runway 14	Runway 32
Arrivals	6%	3%	64%	27%
Departures	16%	5%	59%	21%



## AGENDA ITEM NO. 8F

### SARASOTA MANATEE AIRPORT AUTHORITY DEVELOPMENT/COMMUNITY RELATIONS & ACTIVITY REPORT NOVEMBER 17, 2020

#### SRQ AMBASSADORS

In October, volunteer services were suspended due to COVID-19. In addition, no tours were offered.

#### MEDIA RELATIONS

Met with or contacted this month by reporters from the Sarasota Herald-Tribune, the Bradenton Herald, ABC7, SNN TV, Bay News 9 and News Channel 8.

#### Mark Stuckey, Executive Vice President, Chief of Staff: October 21 – November 13, 2020

10/22	Provided site visit to potential new airline
10/25-28	Attended TakeOff Conference in Denver, CO. Meetings with 8 airlines
10/29	Teleconference: Bradenton Area CVB and Aqua Marketing
11/4	Teleconference: BACVB
11/5	Provided site visit to potential new airline
11/6	Held projects meeting with General Staff

#### Fredrick Piccolo, President, CEO: October 29 – November 13, 2020

11/3	Teleconference: ACI World Executive Committee ACI Fund Council virtual meeting
11/4	Teleconference: ACI-NA COVID 19- Small Hub Committee Tourism Brainstorming meeting w/BACV/SRQ
11/5	Teleconference: ACI World Governing Board
11/9	Teleconference: ACI-NA Political Affairs Subcommittee meeting
11/11	SANCA (Suncoast Aquatic Nature Center) BOD meeting at NBP
11/12	ACI World Annual General Assembly – Virtual meeting

Mr. Piccolo participates in various impromptu media interviews throughout the month

**ACTIVITY REPORT**  
**OCTOBER 2020**



SARASOTA BRADENTON INTERNATIONAL AIRPORT  
TOTAL PASSENGERS - OCTOBER 2020  
MONTH / YEAR-TO-DATE COMPARISON

AIRLINES	MONTH			YEAR-TO-DATE			YTD MKT SHARE	
	2020	2019	% CHG	2020	2019	% CHG	2020	2019
<b>[MAJOR CARRIERS]</b>								
AIR CANADA	0	594	-100.0%	24,989	34,909	-28.4%	3.1%	2.7%
ALLEGiant	39,027	33,360	17.0%	299,840	250,755	19.6%	37.6%	19.3%
DELTA	22,274	56,036	-60.3%	244,313	605,964	-59.7%	30.7%	46.6%
ELITE AIRWAYS	0	395	-100.0%	839	6,903	-87.8%	0.1%	0.5%
FRONTIER	3,002	5,906	-49.2%	53,287	57,330	-7.1%	6.7%	4.4%
JETBLUE	4,548	15,894	-71.4%	61,707	129,947	-52.5%	7.7%	10.0%
UNITED	1,707	7,667	-77.7%	55,326	95,804	-42.3%	6.9%	7.4%
AMERICAN	16,010	14,147	13.2%	48,797	120,237	-59.4%	6.1%	9.2%
SUN COUNTRY	0	0	0.0%	8,076	0	100.0%	1.0%	0.0%
<b>MAJOR TOTAL:</b>	<b>86,568</b>	<b>133,999</b>	<b>-35.4%</b>	<b>797,174</b>	<b>1,301,849</b>	<b>-38.8%</b>	<b>100.0%</b>	<b>100.0%</b>
<b>(AFFILIATE AIRLINES)</b>								
GOJET - United	0	0	0.0%	1,057	8,074	-86.9%	0.5%	3.2%
MESA AIRLINES-United Express	4,966	370	1242.2%	19,094	370	5060.5%	9.0%	0.2%
PSA AIRLINES -American	8,589	8,890	-3.4%	90,073	76,702	17.4%	42.3%	30.5%
REPUBLIC-American	594	4,034	-85.3%	19,647	52,121	-62.3%	9.2%	20.7%
Republic - United	6,791	4,988	36.1%	33,120	57,076	-42.0%	15.6%	22.7%
SHUTTLE AMERICA-Delta	0	3,262	-100.0%	2,906	3,262	-10.9%	1.4%	1.3%
SKY WEST - United	2,384	725	228.8%	13,227	4,409	200.0%	6.2%	1.8%
SKY WEST - American	0	0	0.0%	0	11,025	-100.0%	0.0%	4.4%
SKY WEST - Delta	0	0	0.0%	0	16,050	-100.0%	0.0%	6.4%
ENDEAVOR-Delta	0	76	-100.0%	602	7,994	-92.5%	0.3%	3.2%
ENVOY-American	705	3,743	-81.2%	33,145	14,368	130.7%	15.6%	5.7%
<b>REGIONAL TOTAL:</b>	<b>24,029</b>	<b>26,088</b>	<b>-7.9%</b>	<b>212,871</b>	<b>251,451</b>	<b>-15.3%</b>	<b>100.0%</b>	<b>100.0%</b>
<b>[DOMESTIC-CHTR]</b>								
SUN COUNTRY	286	240	19.2%	1,632	3,028	-46.1%	0.8%	100.0%
<b>SUBTOTAL:</b>	<b>286</b>	<b>240</b>	<b>19.2%</b>	<b>1,632</b>	<b>3,028</b>	<b>-46.1%</b>	<b>0.8%</b>	<b>100.0%</b>
<b>CHARTER TOTAL:</b>	<b>286</b>	<b>240</b>	<b>19.2%</b>	<b>1,632</b>	<b>3,028</b>	<b>-46.1%</b>	<b>0.2%</b>	<b>0.2%</b>
<b>GRAND TOTAL:</b>	<b>110,883</b>	<b>160,327</b>	<b>-30.8%</b>	<b>1,011,677</b>	<b>1,556,328</b>	<b>-35.0%</b>	<b>100.0%</b>	<b>100.0%</b>

SARASOTA BRADENTON INTERNATIONAL AIRPORT  
TOTAL YOY PASSENGER COMPARISON - BY MONTH

	2019												YOY
	2020												
JAN	154,675	70,390	590	225,655	JAN	100,301	46,580	559	147,440	53.0%			
FEB	160,150	71,664	735	232,549	FEB	98,601	51,108	898	150,607	54.4%			
MAR	107,145	45,899	202	153,246	MAR	129,200	67,714	975	197,889	-22.6%			
APR	6,729	3,013	0	9,742	APR	138,810	42,956	1,353	183,119	-94.7%			
MAY	27,643	12,187	158	39,988	MAY	123,117	37,277	1,041	161,435	-75.2%			
JUNE	41,663	11,182	0	52,845	JUNE	118,458	28,060	1,097	147,615	-64.2%			
JULY	46,292	15,990	123	62,405	JULY	118,925	26,718	1,425	147,068	-57.6%			
AUG	41,160	16,832	123	58,115	AUG	107,588	26,704	1,175	135,467	-57.1%			
SEPT	45,702	20,293	254	66,249	SEPT	103,890	20,698	773	125,361	-47.2%			
OCT	84,861	25,736	286	110,883	OCT	125,343	34,349	635	160,327	-30.8%			
NOV	0	0	0	0	NOV	135,641	46,148	818	182,607	-100.0%			
DEC	0	0	0	0	DEC	163,222	63,921	872	228,015	-100.0%			
TOTAL:	716,020	293,186	2,471	1,011,677	TOTAL:	1,463,096	492,233	11,621	1,966,950	-48.6%			

# AGENDA ITEM NO. 8G

## SARASOTA MANATEE AIRPORT AUTHORITY ENGINEERING, PLANNING & FACILITIES ACTIVITY REPORT November 17, 2020

### ENGINEERING

#### → Master Drainage Plan (MDP)/Stormwater System Improvements

The MDP evaluated the Airport's drainage system and determined a master system that would allow for 90+ acres of development, while reducing ponds and other wildlife hazards. The Stormwater System Improvements project was bid in April 2019 and a low responsive bidder was approved by the Authority. A preconstruction meeting was conducted on October 23<sup>rd</sup> and the contractor mobilized to the site in February to begin. Contractor is actively working on Phase 4 (near the Shade Lot) and is nearing completion of all phases of the project. Project is ahead of schedule, and contractor anticipates substantial completion at the end of November.

#### → Terminal Renovation & Upgrades (Phase 7.2)

An RFQ was advertised to select an architectural and engineering firm to develop plans and specifications for upgrades and renovations to the Terminal. The upgrades and renovations will include the police department, the new Board room, 3<sup>rd</sup> floor administration offices, observation deck, and the badging offices. The Board selected Sweet Sparkman Architects. Phase 7.1 construction is nearing completion, and the scope for the second phase (includes renovation of the third floor, observation deck, glass block replacement, and other terminal upgrades) has begun. Sweet Sparkman has completed preliminary design, finishes have been selected, and 60-percent architectural drawings have been submitted. The project was suspended and is now being restarted. Final design should be completed in early CY 2021.

#### → ARFF Station Renovations

A November 18, 2019 Notice-to-Proceed was given to the Contractor. The project is "substantial complete" and is being closed out. Contractor is working on warranty items including doors and ring down line.

#### → SRQ Parking Lot Modifications

This project was designed to expand the Long-term Parking Lot, Shade Lot, Facilities Lot, and make modifications at the curbside for valet dropoff. Design drawings were completed and the project was bid. Bids were opened on March 6<sup>th</sup>, 2020 and Staff brought the low responsive bid to the March, 23<sup>rd</sup> Board meeting for Authority approval. A supplemental agreement was prepared to reduce the scope of work to milling and overlaying the existing parking facility, modifying the curbside for the valet dropoff, and expanding the Facilities Parking Lot. The contractor is complete with the mill and overlay of the existing parking facility, and is substantially complete with the valet and the expansion of the Facilities Parking Lot. Staff has re-advertised the expansion portion to the long-term and overflow lot due to recent increase in airline traffic. Staff anticipates bringing low-responsive bidder to the January Board meeting.

#### → Fuel Farm Expansion

This project was designed to expand the existing fuel farm up to an additional 306,000 GAL. The design was completed and permit applications were submitted. The project was advertised for bidding and bids were opened on March 11, 2020. Staff brought the low responsive bidder to the March 2020 Board meeting for Authority approval. The Board has executed a contract to construct two of three storage tanks, for additional 204,000 GAL's of storage. The contractor has received County Land Development permit and the Building permit and has begun construction.

→ **North Quad Development Project**

The North Quad Development Project will construct roadway, utilities, and earthwork for future development within the 92-acres in the north portion of the airside land. Wright Construction was the low responsive bidder for the project, and their bid was approved by the Authority Board at the November 2018 meeting. Contracts have been executed, a pre-construction meeting was conducted on March 4, and an NTP was issued for April 1, 2019. Contractor has completed site clearing, rough grading, water and sewer lines are installed, and roadway work. FPL has relocated primary power and has installed the overhead power work. Contractor has remobilized to complete the remaining power hook-ups, and is waiting for FPL to install the power meter. Staff anticipates completion in December.

→ **Taxiway Bravo North Rehabilitation**

The Taxiway Bravo Project will rehabilitate Taxiway Bravo north of Runway 14-32 to Runway 22. Kimley-Horn and Associates (KHA) was ranked first at the March Board meeting. KHA has completed the final design plans and the project was bid. The Board approved AJAX Paving as the low responsive bidder at the May, 2020 Board meeting. Staff has issued an NTP of September 17<sup>th</sup> for this project, and the contractor submitted their material submittals for review. Contractor has been unable to secure electrical items from their suppliers due to impacts from COVID. Project has been suspended until January 4<sup>th</sup>, 2021.

→ **Access Control Project**

The Access Control Project will replace the current access control resulting in a unified security system with fully integrated video surveillance, physical access control, and access credential media issuance capabilities. AVCON has completed design, project was advertised for construction bids, and approval of the low responsive bidder was approved at the November Board meeting. A preconstruction meeting was conducted on January 23<sup>rd</sup> and an NTP was issued February 3<sup>rd</sup>. Contractor has installed new gate controllers, installed fiber backbone, and has prepared the servers. The contractor is replacing door controllers and switching over to new system.

→ **Wayfinding Sign Project**

The Wayfinding Sign project will replace and upgrade the signage around Airport Circle, along with the Bradenton Connector, General Spatz Boulevard, Rental Car Road, Air Cargo Avenue, Air Cargo Road, and Old Bradenton Road. Signs will be upgraded to include latest international symbols, and their format will be similar to the new signage recently installed in the Gateway Entrance Project. Final design drawings have been received. Project has been advertised and staff anticipates bringing the low responsible bidder to the January Board meeting.

→ **Blast Fence Deflector Project**

The Blast Deflector project will design and permit a blast fence near the ground transportation area. Michael Baker International was ranked first at the August 2019 Board meeting. Staff negotiated scope and fee and brought a contract for approval to the September 2019 board meeting. Michael Baker has completed final design plans, and the project has been advertised. Bids were opened on July 1, 2020 and eight bids were received. Project is temporarily on hold due to COVID-19.

→ **Rental Car Office Renovations**

An RFQ was advertised to solicit design professionals to renovate the rental car offices in the baggage wing of the Terminal. Key elements will include modifying counter to meet ADA requirements, refinishing walls, ceilings, and flooring, replacing HVAC system, signing, and installing kiosks terminals. Staff selected Sweet Sparkman at the January Board meeting, and staff negotiated a scope and fee, and brought their contract to the March Board meeting for approval. Staff conducted a design kick-off meeting with stakeholders. SSA has prepared two concepts for office layout, the Rental Car companies have selected their preference. SSA is preparing 60-percent drawings.

→ **Baggage Handling System Project**

The Baggage Handling System Project will consolidate the three-existing mini-inline systems into one fully inline system. This project will allow all bag belts in ticketing to feed to one checked baggage inspection room, and will allow for redundant screening machines. VTC was ranked first at the August Board meeting and a contract has been executed for the initial phase of work. VTC has prepared and submitted an application package to seek funding from TSA.

→ **Security Checkpoint Modifications Project**

The Security Checkpoint Modifications Project will modify the layout of the existing four lanes to improve the efficiency, prepare for an additional lane, and expand space between lanes to accommodate future CT Machines. This project has been designed and construction contract has been executed. Contractor is substantially complete; and staff is working to close project out.

→ **SRQ Restroom Renovation Project**

The SRQ Restroom Renovation Project will modify the existing restrooms making each public restroom within the terminal touchless. It will also relocate the trash receptacles under the sink to eliminate water from the floors and make cleaning quicker and easier for janitorial staff. This project has been designed and advertised for informal bids. The bid opening for this project is July 1, 2020. Stellar Development was the low bid, and was approved by Board at the Special Board Meeting in July. Contractor has received permits and is waiting delivery of material. Contractor has begun on the initial phase of the work.

→ **Whitfield Driveway Removal Project**

The Whitfield Driveway Removal project removes concrete driveways remaining on SRQ property that were acquired during the Noise Abatement Project. The driveways are mainly located within the Whitfield Ballentine Neighborhood. The project has been awarded to Landmark Construction, and contractor is substantially complete.

## **PLANNING**

→ **Master Plan Update**

The Board selected AECOM at the September Board meeting to update the Airport's Master Plan. The Consultant provided their scope for review in early December, and staff has received an Independent Fee Estimate (IFE). Staff has conducted a negotiation meeting and finalized scope/fees, and Board approved at the May Board meeting. AECOM has gathered Airport statistics and other required information, and has submitted their first of six working papers. The forecast and Airport inventory has been submitted to FAA for their approval, and AECOM has completed the Facility Requirements. AECOM is evaluating Alternatives and preparing cost estimates for various alternates. AECOM and staff have prepared initial timeline for improvements, and the financial feasibility study is underway.

→ **Boundary Survey**

The Board selected AID at the November Board meeting to conduct a boundary survey and update the Exhibit A for the Airport Layout Plan (ALP). Staff has conducted a negotiation meeting and finalized scope/fees, and Board approved at the May Board meeting. The contract has been executed and AID is completing title work, and has completed 95% of the field survey, and has submitted a preliminary map.

→ **2021 FAA Pre-Application for AIP Funding**

Staff has submitted a pre-application for 2021 FAA AIP funding. Staff is requesting funding for two taxiway rehabilitation projects, Taxiway Charlie and Foxtrot.

→ **2021 FDOT JACIP**

Staff will be updating the FDOT JACIP for FY 2021-2025, based upon results from the MPU.



## **FACILITIES**

- ➔ **PROJECTS:** The Facilities Department is currently working on multiple projects and scheduled maintenance items.
- ATCT: ATCT personnel are not on-site except for controllers (usually 2). Monitoring facility for issues. The Chiller is operating. Parts on order.
  - Graphics: Continuing to assist all departments and tenants with various signage projects and CAD requests. Procuring sign for rotating beacon. Create SRQ 99's banner.
  - Loading Bridge: Monitoring for issues.
  - Public Works: Mowing entire property. Various landscape maintenance and improvement projects in and around terminal. Maintaining Whitfield/Uplands twice a month. Honeywell trimming and mowing.
  - Airfield: Mowing continuing. Lighting inspections continuing. Ramp marking painting. Side lines on Alpha painting/cleaning. Installing new side panels. Install new water line across from the overflow lot, this line feeds the blue water dump site.
  - Conveyor Coverage varies with flight schedule and involves minimal overtime.
  - Industrial Trades: Airside NOC-Smart Row: Ordering materials so walls and doors can begin. Honeywell: Replacing fire panel is complete. Operations/Aircom: Installation of new floor is complete. T-Hangars: Performing PM's on Dolphin Hangars. Sanitary Line: Replace the sanitary lines under B-2 restrooms. Performing PM's on all AOA gates. Main Terminal Generator: Exhaust was repaired and a heat cover was installed. Replacing roof drains curb side.
  - Vehicle Fleet: New Facilities Sweeper Truck having issues. Wide area mower is back at Everglades. Various mower repairs. Several Fire Truck repairs.
  - Parking: Replacing all Analog cameras with new cameras.
  - Janitorial: Monitoring progress. Continue to meet with management to discuss checkpoint cleaning. Worked with Owens to incorporate TSA checkpoint cleaning.

➔ **TOTAL WORK ORDERS: 459**

VEHICLE MAINTENANCE/EQUIPMENT REPAIR - 21 PMs, 37 work orders

SIGN/CADD – 8 PMs, 18 work orders

AIRSIDE (Airfield) - 27 PMs, 11 work orders

LANDSIDE (Landscape, Equip Oper, Public Works) - 77 PMs, 14 work orders

INDUSTRIAL TRADES – 124 PMs, 119 work orders

# AGENDA ITEM NO. 8 H

## SARASOTA MANATEE AIRPORT AUTHORITY INTERNAL AUDIT/RECORDS RETENTION DEPARTMENT AND INVESTMENT COMPLIANCE REPORT NOVEMBER 17, 2020 REGULAR MEETING

The following is a recap of Internal Audit Department projects and activities during October 2020:

**Pandemic Response:** Efforts continued toward understanding how other US airports are responding to the pandemic from a risk and financial management perspective and assisting with the response at SRQ.

**Monthly Investment Activity Compliance Report:** On 10/27/20, the issuer, FNMA, called away a 5-year note that had been held in the Authority's investment portfolio since original issuance on 10/27/16. The note had been purchased at a slight discount and carried a coupon of 1.50%. The funds received on the call date were deposited to the Authority's transaction account at Suntrust/Truist where these excess funds currently earn a rate of 1.90%. The rate of 1.90% is fixed until 9/30/21 and the funds can be withdrawn at any time without penalty. This activity is compliant with the Authority's Investment Policy. There were no other additions, sales, maturities or calls in the investment portfolio during October.

**External Audit:** Following the end of the Authority's fiscal year on September 30, preparation began for the annual independent audit scheduled to commence early December.

**Disadvantaged Business Enterprise Compliance:** Established parameters for new MBE program that will be applied on non-federally funded contracts to expand participation by local minority, women, and veteran-owned firms.

**Miscellaneous Compliance Matters:** Coordinated efforts toward Authority compliance with newly enacted Florida statute 332.0075 regarding commercial service airports.

**Parking:** Parking operations are reviewed and tested monthly by Internal Audit. At month-end, there were four vehicles in the airport parking lots that were being monitored for possible abandonment.

**Records Requests:** The Records Department received and processed 9 external/public record requests and 3 internal records requests during October.

**Management of Paper Records:** The Records Department received and processed 45 central file records and processed one box of inactive records to the records storage area during October. An additional 5 boxes were received, scanned, and processed electronically to the Authority's Enterprise Content Management System. The associated paper records were shredded. A total of 6 bags of obsolete, superseded, and duplicate records equaling 9.0 cubic feet were shredded per Authority directives and in accordance with Florida statutes.

**Continuing Education:** The department participated in numerous web-based educational sessions during the month on a variety of records management, civil rights compliance, audit, and IT security subjects.

# AGENDA ITEM NO. 8I

SARASOTA MANATEE AIRPORT AUTHORITY  
INFORMATION TECHNOLOGY DEPARTMENT  
NOVEMBER 2020

## System upgrades and implementation:

- Evaluation to determine redundancy and environmental needs for Network Operation Centers- Planning implementation of new server cabinets with new AC and fire suppression technologies- Airside complete. Evaluate 3<sup>rd</sup> floor NOC.
- Hardware refresh of computer systems- 150+ systems upgraded. Ongoing
- Security Awareness online training- Renewed/ Ongoing
- Anti-phishing solution to improve email security – monitoring
- Datacenter backup solution upgrade- Scheduled for November 2020
- Maintenance Connection Upgrade- Evaluate timing for Phase 2 mobility- On hold
- Video wall replacement project- Install new 98" monitor- Scheduled for November 2020

## Common Use:

- Coordination with Amadeus on Preventive Maintenance on systems- In progress
- Evaluate upgrade to PCs and MAP printers- Upgrade all the Common Use Gate PCs- Planned for January 2021

## Phone System:

- Evaluation of replacement of pay phones with Courtesy phones- Complete
- ShoreTel phones will continue their upgrade to new Mitel phones- Ongoing

## SRQ Web Page:

- Ongoing updates- Home screen updates, Updated pictures, Interactive map- Scheduled for November 2020

## IT Assessment

- Ongoing: Updating policies and procedure.

## Training:

- Network +\ MCP Certification- In progress
- CCNA Certification- In progress
- MCSA\MCSE Training- in progress
- CJIS Training- Complete

## Project Coordination:

- Implemented SharePoint to replace previous SMAA Intranet- Complete
- Conversion to digital record with Internal Audit- working with Purchasing and Internal Audit to evaluate potential vendors for scanning of documents including CAD files.
- FOTS cabinet upgrades- identify replacement UPS/ Cooling options- In progress
- FIDS Outdoor LED project- In progress
- Development of App for SRQ to provide flight information to passengers, staff- scheduled for November 2020
- Messaging archive update project- Ongoing
- Work with Operations supporting the Parking lot camera project- in progress
- Coordinate with Operations on Radar PC- PC programmed and configured- Complete
- Advertising Migration to Omniexperience platform- Complete