

**ACTION MINUTES:**

August 27, 2018 SMAA Regular Meeting  
1:00 p.m. – Dan P. McClure Auditorium

THOSE PRESENT:

Robert Spencer, Chairman  
Peter A. Wish, Vice Chair (participated by telephone, see Item 2)  
Doug Holder, Secretary  
Commissioner Kristin Incrocci  
Commissioner John Stafford  
Fredrick J. Piccolo, President, Chief Executive Officer  
C. Dan Bailey, Jr., Airport Counsel  
Martin Lange, Executive VP, CFO  
Kent Bontrager, Sr. VP Engineering & Facilities  
Mark Stuckey, Sr. VP, COO  
Karen Garofalo, Executive Assistant – SMAA

THOSE ABSENT:

Commissioner Carlos Beruff

**Item 1. Call to Order & Pledge to Flag:**

Chairman Spencer called the meeting to order at 1:00 pm.

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

Chairman Spencer 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.

**Item 3. Introduction of New Employees**

The following new employees were introduced today: Mary Boisclair, Operations Security Coordinator; Francis Rodriguez, Part Time Police Officer, Omar Santiago, Maintenance Technician, Maryann Bailey, Traffic Control Specialist, and Joseph Filippelli, Director, Properties.

**Item 4. Approval of Minutes** – The Board unanimously approved the Minutes of the Regular Meeting of May 21, 2018.

**Item 6. Items Needing Action:** The following items were **UNANIMOUSLY APPROVED**

- A. Re Approval: SMAA Resolution No. 2018-01, Guidelines for Use and Rental of General Aviation Facilities (to include the words “non-FBO” to Item 2 of page 1, Paragraph 2 ...however, non-FBO commercial aviation Tenants may lease units in hangars J-7 and J-8 only, to store their commercial aviation use aircraft, but those aircraft must be operated from a FBO ramp when in commercial use...)
- B. Re Approval: Third Amendment to Aircraft Services International, Inc. D/B/A Menzies Aviation General Ground Lease
- C. Re Approval: Lease Termination with Baker Electronics, Inc.
- D. Re Approval: Ratification of Fiscal Year 2018 Budget Amendment for Capital Equipment Purchases
- E. Re Approval: Ratification of FAA Grant Offer for AIP Project No. 3-12-0071-054-2018, Rehab Runway 14-Construction Phase, Rehab ARFF Building – Design Phase, Acquire ARFF Vehicle

- F. Re Approval: Set Public Hearing SMAA Resolution 2018-02 Adoption of Fiscal Year 2019 Budget and Establishing Airline Rentals, Fees and Charges, Adjusting Public Parking Rates
- G. Re Approval: Increase Contract Scope for Equipment & Installation Services for Ticket Wing Baggage Belt Extension Project with G&S Airport Conveyor
- H. Re Approval: Professional Engineering Services for the Access Control Replacement Project

**Item 7. Department Reports**

The following department reports were accepted:

- A. Financial Statements
- B. Investment Portfolio
- C. Finance & Administration Departments
- D. ARFF, Operations & Police Departments
- E. Development/Community Relations, Activity Report
- F. Engineering, Planning & Facilities Departments
- G. Internal Audit & Investment Compliance

Mr. Piccolo advised the Board of the death of Mr. Jorge Chacon, Airport Advisory Commission member, who passed away in August after a long illness. Mr. Chacon was appointed by the SMAA Board and served since its inception in 1997 as the At-Large Member, Sarasota County. Condolences were sent on behalf of the Airport Authority. The SMAA Board will appoint his replacement at the September meeting.

Mr. Piccolo noted that the ribbon cutting for the new Air Traffic Control Tower will take place at 10:00 a.m. on September 10.

The meeting adjourned at 1:19 p.m. **A copy of the Regular minutes of this meeting is available following approval at the next regular SMAA meeting of September 24, 2018.**