

NOVEMBER 14, 2011

The Joint Meeting of the [Board of Port Commissioners](#) of the Lee County Port Authority, with the Airports Special Management Committee, was held on this date in the Training Facility at the Southwest Florida International Airport (SWFIA), with the following members present:

<u>LEE COUNTY PORT AUTHORITY</u>	<u>AIRPORTS SPECIAL MANAGEMENT COMMITTEE</u>
Frank B. Mann, Chairman	Joe Burgess, Chair
John E. Manning, Vice-Chairman	Noel Address, Vice-Chair
Ray Judah	Daniel J. Baggot
Tammara Hall	Anu Lacis
A. Brian Bigelow	Fran Myers
	<u>REGIONAL MEMBER(S)</u>
	Representing Charlotte County,
	Brigadier General Rufus Lazzell (U.S. Army Retired)
	Representing Collier County, R. Scott Cameron

ALSO ON FILE IN THE MINUTES OFFICE: [PROCUREMENT STATUS REPORT](#) DATED OCTOBER 31, 2011; PROJECT SUMMARY REPORTS FOR [SEPTEMBER](#) AND [OCTOBER](#) 2011; FLORIDA AIRPORT TOTAL PASSENGER COMPARISON 2010/2011 FY [3<sup>RD</sup>](#) AND [4<sup>TH</sup>](#) QUARTER; AND [MONTHLY FLIGHT & SEAT COMPARISON REPORT](#).

The Chairman called the meeting to order at 9:30 a.m. The Invocation was given by Reverend Philip D. Read II, St. Luke’s Episcopal Church, followed by the Pledge of Allegiance to the Flag.

**PRESENTATIONS**

Chairman Mann noted the retirement of [Jeffrey Fridkin](#) from the Airport Special Management Committee (ASMC), representing Collier County, and expressed gratitude on behalf of the Board for ten years of leadership and service to the Committee as well as his many contributions to SWFIA. Mr. Fridkin expressed his appreciation for the recognition, and introduced and welcomed R. Scott Cameron who will now serve on the Committee on behalf of Collier County.

On behalf of the Board, Chairman Mann congratulated R. Scott Cameron for his appointment to the ASMC representing Collier County, and welcomed him to the meeting.

**PUBLIC AGENDA**

There were no changes or additions to the Agenda.

**9:30 A.M. AGENDA ITEM** – Public Comment on Agenda Items  
Consent (C) and Administrative (A)

The Chairman called for public comment on the Consent or Administrative Agendas; however, no one came forward.

The following are the Consent Agenda items that each Board member wished to have discussed:

- Commissioner Mann- None
- Commissioner Manning- None
- Commissioner Hall –C4t
- Commissioner Judah – None
- Commissioner Bigelow - C3a

**CONSENT AGENDA**

**1. COMMUNICATIONS**

- [\(a\)](#) Request Board approve the Minutes for the following meetings of the Board of Port Commissioners: September 7, 2011 (Tentative Budget); September 12, 2011 (Joint Port) and September 21, 2011 (Final Budget).

**What action accomplishes:** Approval of the Board Minutes, pursuant to Florida Statute 286.011.  
**Term:** N/A  
**Funding Source:** N/A  
**Management Recommendation:** Approve

Commissioner Hall moved approval, seconded by Commissioner Manning, called and carried.

2. **COMMITTEES AND BOARDS**

No requests received.

3. **LEGISLATION**

- (a) Request Board approve the Joint and ASMC meeting date schedule for calendar year 2012.  
**What action accomplishes:** In accordance with the Lee County Port Authority’s Policy Manual, Section 140.01 and pursuant to F.S. 189.417.  
**Term:** N/A  
**Funding Source:** N/A  
**Management Recommendation:** Approve

**PULLED FOR DISCUSSION**

Administration Deputy Executive Director Ben Siegel addressed recent requests for changing the Joint and ASMC 2012 meeting schedule. Following discussion by the Board, Commissioner Manning moved to approve the current schedule, seconded by Commissioner Judah, called and carried.

4. **BUDGETING, PURCHASES, CONTRACTS AND AGREEMENTS**

- (a) Request Board approve a “[Permit Agreement](#) for Airliner Maintenance and Repair at Southwest Florida International Airport” with Timco Line Care, LLC.  
**What action accomplishes:** Authorizes permittee to maintain and repair airline aircraft at Southwest Florida International Airport.  
**Term:** N/A  
**Funding Source:** N/A  
**Management Recommendation:** Approve

Commissioner Hall moved approval, seconded by Commissioner Manning, called and carried.

- (b) Request Board approve a “[Lease of Terminal Space](#) at Southwest Florida International Airport” to Timco Line Care, LLC.  
**What action accomplishes:** Leases an office at Southwest Florida International Airport to Timco Line Care, LLC.  
**Term:** N/A  
**Funding Source:** N/A  
**Management Recommendation:** Approve

Commissioner Hall moved approval, seconded by Commissioner Manning, called and carried.

- (c) Request Board approve an “[Off-Airport Parking Company Airport Use Permit Agreement](#)” with Jassas Capital LLC, d/b/a “Best Western Airport Inn.”  
**What action accomplishes:** Authorizes off-airport parking company to access Southwest Florida International Airport with shuttle vehicles.  
**Term:** N/A  
**Funding Source:** N/A  
**Management Recommendation:** Approve

Commissioner Hall moved approval, seconded by Commissioner Manning, called and carried.

- (d) Request Board approve a “[Lease of Space](#) in Storage Building at Page Field Airport” with the Lee County Sheriff’s Office.  
**What action accomplishes:** Leases storage space to Lee County Sheriff’s Office at Page Field Airport.  
**Term:** N/A  
**Funding Source:** N/A

**Management Recommendation:** Approve

Commissioner Hall moved approval, seconded by Commissioner Manning, called and carried.

- (e) Request Board approve a “[Ground Service Permit Agreement](#) for Southwest Florida International Airport” with Baggage Express LLC.  
**What action accomplishes:** Authorizes permittee to provide ground service, specifically delivery of delayed and misconnected baggage to airlines at RSW.  
**Term:** N/A  
**Funding Source:** N/A  
**Management Recommendation:** Approve

Commissioner Hall moved approval, seconded by Commissioner Manning, called and carried.

- (f) Request Board approve a “[Second Amendment to Concession Agreement](#) for Public Payphones” with Embarq Payphone Services, Inc., d/b/a “CenturyLink.”  
**What action accomplishes:** Extends payphone concession term.  
**Term:** N/A  
**Funding Source:** N/A  
**Management Recommendation:** Approve

Commissioner Hall moved approval, seconded by Commissioner Manning, called and carried.

- (g) Request Board approve a “[Lease of Office Space](#) and Permit to Provide Flight Instruction at Page Field” with Yoanna Flight School, Inc.  
**What action accomplishes:** Leases office space and allows provision of flight instruction services at Page Field Airport.  
**Term:** N/A  
**Funding Source:** N/A  
**Management Recommendation:** Approve

Commissioner Hall moved approval, seconded by Commissioner Manning, called and carried

- (h) Request Board approve a “[Fuel System Agreement](#) for Southwest Florida International Airport” with RSW Fuel Company LLC.  
**What action accomplishes:** Leases RSW's airline fuel system and ground service equipment fueling facility.  
**Term:** N/A  
**Funding Source:** N/A  
**Management Recommendation:** Approve

Commissioner Hall moved approval, seconded by Commissioner Manning, called and carried

- (i) Request Board approve a “[Permit Agreement](#) for Provision of Into-Plane Fueling Service at Southwest Florida International Airport” with Swissport Fueling Inc.  
**What action accomplishes:** Authorizes Swissport to provide into-plane fueling service at RSW.  
**Term:** N/A  
**Funding Source:** N/A  
**Management Recommendation:** Approve

Commissioner Hall moved approval, seconded by Commissioner Manning, called and carried

- (j) Request Board approve a “[Sixth Amendment to Midfield Terminal Food and Beverage Concession Lease](#)” with Host International, Inc.  
**What action accomplishes:** Allows Host to replace Maggie Moo's with Great American Bagel.  
**Term:** N/A  
**Funding Source:** N/A  
**Management Recommendation:** Approve

Commissioner Hall moved approval, seconded by Commissioner Manning, called and carried

- (k) Request Board accept a [grant from the Federal Aviation Administration](#) in the amount of \$268,455 to be used towards the Runway 31 Protection Zone land acquisition and the design of a Perimeter Road at Page Field.  
**What action accomplishes:** Provides federal grant funding towards the purchase of a parcel within the Runway 31 Protection Zone and the Page Field Perimeter Road project.  
**Term:** N/A  
**Funding Source:** N/A  
**Management Recommendation:** Approve

Commissioner Hall moved approval, seconded by Commissioner Manning, called and carried

[RESOLUTION NO. PA11-11-24](#)

- (l) Request Board accept a state grant in the amount of \$7,000 by adopting a Resolution authorizing the execution of a [Joint Participation Agreement](#) between the FDOT and the Lee County Port Authority to be used towards the land acquisition, design and construction of a Perimeter Road at Page Field.  
**What action accomplishes:** Provides state grant funding towards the Page Field Perimeter Road project.  
**Term:** N/A  
**Funding Source:** N/A

Commissioner Hall moved approval, seconded by Commissioner Manning, called and carried

[RESOLUTION NO. PA11-11-21](#)

- (m) Request Board authorize execution of a [Contract Amendment](#) with Atkins North America, Inc. in the amount of \$174,984 for design of the Perimeter Road at Page Field  
**What action accomplishes:** Provides for the design of the Page Field Perimeter Road project.  
**Funding Source:** Florida Department of Transportation (FDOT), Federal Aviation Authority (FAA) and General Airport Operating Revenues collected during the normal operation of the Page Field General Aviation Airport, account number 21855641238.506110

Commissioner Hall moved approval, seconded by Commissioner Manning, called and carried

- (n) Request Board authorize execution of a [Contract Amendment](#) with Atkins North America, Inc. in the amount of \$174,984 for design of the Perimeter Road at Page Field.  
**What action accomplishes:** Provides for the design of the Page Field Perimeter Road project.  
**Term:** N/A  
**Funding Source:** Florida Department of Transportation and General Airport Operating Revenues collected during the normal operation of the Page Field General Aviation Airport, Account Number 21855841238.506510.20.  
**Management Recommendation:** Approve

Commissioner Hall moved approval, seconded by Commissioner Manning, called and carried.

- (o) Request Board accept a state grant in the amount of \$415,601 by adopting a Resolution authorizing the execution of a [Joint Participation Agreement](#) between the FDOT and the Lee County Port Authority to be used towards north property utilities and roads at the Southwest Florida International Airport.  
**What action accomplishes:** Provides state grant funding to provide infrastructure for the Skyplex area.  
**Term:** N/A  
**Funding Source:** N/A  
**Management Recommendation:** Approve

Commissioner Hall moved approval, seconded by Commissioner Manning, called and carried.

[RESOLUTION NO. PA11-11-22](#)

- (p) Request Board rank submitted responses to LOQ 11-07 for General Planning and Environmental Services and authorize staff to begin contract negotiations.

**What action accomplishes:** Competitively selects two (2) on-call planning and environmental consultants.

**Term:** N/A

**Funding Source:** N/A

**Management Recommendation:** Approve

Commissioner Hall moved approval, seconded by Commissioner Manning, called and carried.

- (q) Request Board authorize execution of a [contract with Johnson Engineering](#) in the amount of \$223,960 for project management of remediation activities associated with Hazardous Wildlife Areas at the Southwest Florida International Airport.

**What action accomplishes:** Provides a contract for the remediation of hazardous wildlife areas at RSW.

**Term:** N/A

**Funding Source:** Passenger Facility Charges, account number 20855941231.503190.

**Management Recommendation:** Approve

Commissioner Hall moved approval, seconded by Commissioner Manning, called and carried.

- (r) Request Board accept a state grant in the amount of \$2,917,000 by adopting a Resolution authorizing the execution of a [Joint Participation Agreement](#) between the Florida Department of Transportation and the Lee County Port Authority to be used towards the expansion of Terminal Access Road at the Southwest Florida International Airport.

**What action accomplishes:** Provides \$2.9 million of state grant funding to be used towards the RSW Terminal Access Road widening.

**Term:** N/A

**Funding Source:** N/A

**Management Recommendation:** Approve

Commissioner Hall moved approval, seconded by Commissioner Manning, called and carried.

[RESOLUTION NO. PA11-11-23](#)

- (s) Request Board authorize execution of a contract with [Schenkel & Shultz, Inc.](#), in the amount of \$246,647 for design of the RSW Rental Car Area Relocation at the Southwest Florida International Airport.

**What action accomplishes:** Provides a design contract for the RSW Rental Car Relocation project.

**Term:** N/A

**Funding Source:** General Airport Operating Revenues collected during the normal operation of the Southwest Florida International Airport, Account No. 20855441234.506510, RSW Construction.

**Management Recommendation:** Approve

Commissioner Hall moved approval, seconded by Commissioner Manning, called and carried.

- (t) Request Board approve execution of a contract with [JDK LLC](#) for construction management/general contracting Services for the RSW Rental Car Area Relocation at the Southwest Florida International Airport.

**What action accomplishes:** Provides a construction manager/general contractor contract for the RSW Rental Car Relocation project.

**Term:** N/A

**Funding Source:** General Airport Operating Revenues collected during the normal operation of the Southwest Florida International Airport, Account

20855441234.506531, RSW Construction.  
**Management Recommendation:** Approve

**PULLED FOR DISCUSSION**

Commissioner Hall stated she could not support the item. Commissioner Manning moved approval, seconded by Commissioner Bigelow, called and carried with Commissioners Hall and Judah voting nay.

- (u)

Request Board rank submitted responses to LOQ 11-17 to select a Design/Construction Manager for the Flight Information Display System Upgrades and Other Communications/Technology Systems at RSW and authorize staff to begin contract negotiations with the top ranked firm.

**What action accomplishes:** Competitively selects a Design/Construction Management consultant for RSW Flight Information Display System upgrades.

**Term:** N/A

**Funding Source:** N/A

**Management Recommendation:** Approve

Commissioner Hall moved approval, seconded by Commissioner Manning, called and carried.

5. **DEPARTMENTAL MATTERS**

No requests received.

6. **EXECUTIVE DIRECTOR**

No requests received.

7. **PORT ATTORNEY**

No requests received.

**ADMINISTRATIVE AGENDA**

1. **COMMUNICATIONS**

No requests received.

2. **COMMITTEES AND BOARDS**

No requests received

3. **LEGISLATION**

No requests received.

4. **BUDGETING, PURCHASES, CONTRACTS AND AGREEMENTS**

CONVENE AS BOARD OF COUNTY COMMISSIONERS

- (a)

A) Approve the Purchase Agreement for acquisition of Parcel 100, a 2.3 acre Fee Simple interest located along the northerly right-of-way of Danley Drive, 700 feet west of Metro Parkway in South Fort Myers, for the Port Authority–Page Field Zemel Parcel Project, in the amount of \$100,000;

B) Authorize the Chairman on behalf of the Board execute the Purchase Agreement;

C) Authorize the payment of necessary costs and fees to close;

D) Authorize County Lands Staff to execute and accept all documentation necessary to complete this transaction.

**What action accomplishes:** Purchases a parcel needed for the Page Field Perimeter Road project located in the Runway 31 Runway Protection Zone.

**Term:** N/A

**Funding Source:** Florida Department of Transportation (FDOT), Federal Aviation Authority (FAA) and General Airport Operating Revenues collected during the normal



operation of the Page Field General Aviation Airport, account number 21855641238.506110  
**Management Recommendation:** Approve

SEE THE SPECIAL MEETING OF THE BOARD OF COUNTY COMMISSIONER FOR ACTION TAKEN  
RECONVENE AS BOARD OF PORT COMMISSIONERS

5. **DEPARTMENTAL MATTERS**

No requests received

6. **EXECUTIVE DIRECTOR**

No requests received.

7. **PORT ATTORNEY**

No requests received.

**COMMISSIONER ITEMS/COMMITTEE APPOINTMENT**

Agenda Via Internet - Administration Deputy Executive Director Ben Siegel responded to Commissioner Bigelow’s request to receive meeting agendas via the internet, and indicated that the ASMC will be going live with the SIRE system in January 2012.

Parking Spaces for ASMC members – Commissioner Bigelow noted Joint and ASMC members do not have designated parking spaces and requested that this issue be considered.

Artwork and Plants in Terminal - Following discussion as to artwork in the Terminal, Administration Deputy Executive Director Ben Siegel reported that the artwork was supplied by Lee County Alliance of the Arts, and stated that he would send a copy of the guidelines for artwork displayed in the terminal to Commissioner Bigelow. He further noted that artificial plants were being replaced with live plants.

Solar Voltaic Paneling Project – Commissioner Judah asked for a specific timeline for issuance of the RFP and Development Deputy Executive Director Mark Fisher reported that they have met with FGCU attorneys, and confirmed that the RFP is 90% complete and a drafted contract would be finalized within a week. After advertising, pre-bidding meetings and contract negotiations, the issue will be brought to staff and the Board for approval of the selection.

Welcoming Scott Cameron to the ASMC - Commissioner Hall noted Mr. Cameron’s experience and expertise, and extended appreciation to staff for great focus and efficiency, despite economic difficulties faced by everyone.

World Trade Market Meeting – At the request of Commissioner Mann, Commissioner Hall provided a brief report of her recent attendance at the World Trade Market meeting in London.

New International Marketing Campaign - Commissioner Hall recounted continuing efforts to pursue international airlines to SWFIA, and noted an announcement by the United States of a fee attached to visas in a new campaign to market the United States to the world via Discoveramerica.com., with a kickoff scheduled for March 2012, placing SWFIA in major competition with countries from all over the world for increased tourism.

**COMMENTS FROM THE VICE-CHAIRMAN OF THE AIRPORTS SPECIAL MANAGEMENT COMMITTEE.**

ASMC Vice-Chair Noel Andress presented a progress report on the development of a policy for granting priority to local contractors on upcoming airport projects and he hoped to provide a presentation in December with a proposal to the Board around the first of the year.

Charlotte County Regional ASMC member Rufus Lazzell commented on receiving scores of positive comments for SWFIA, and noted one continuing concern from a Charlotte County resident over lack of sanitary facilities at the cell phone parking area as the only negative comment received.

**EXECUTIVE DIRECTOR ITEMS** - [Copy on file in the Minutes Office](#)

ASMC member Fran Myers commented on the TDC Bulletin quarterly statistics, citing record highs in Bed Tax Collections.

Responding to a request by Commissioner Hall for an update on the South American market, Executive Director Ball stated that focus is being directed toward the Puerto Rican market, which will open up the Caribbean. He will attend a Routes Network Conference in December, meeting with representatives of Central and South American Airlines. He added an upcoming meeting with COPA Airlines, a prime candidate to open into the South American Market, with its hub in Panama City. He noted that most of the airlines are coping with economic difficulties, citing the high cost of air fuel, but proficient staging for market downturn by staff will result in the fact that whenever there is an economical turnaround, SWFIA will be ready.

Chairman Mann stated that Vice-Chairman Manning will become the Chair of this meeting beginning in January 2012, and extended his gratitude to the Port Staff and the Airports Special Management Committee for their cooperation and support throughout the past year.

**PORT ATTORNEY ITEMS**

Chief Deputy Port Authority Attorney Greg Hagen had no items for discussion.

The Chairman adjourned the meeting at 10:28 a.m.

ATTEST:  
CHARLIE GREEN, CLERK

\_\_\_\_\_  
Deputy Clerk

Chairman, Lee County Port Authority