

# MINUTES

AIRPORTS SPECIAL MANAGEMENT COMMITTEE MEETING      FEBRUARY 19, 2019

A meeting of the Airports Special Management Committee (ASMC) was held this date, February 19, 2019, in the Training and Conference Center at Southwest Florida International Airport, with the following members present:

Noel Andress  
John Goodrich  
Randy Krise (Vice-Chair)  
Robbie Roepstorff

**Committee members Fran Myers, Scott Cameron and Dana Carr were absent for the entire meeting.**

Randy Krise called the meeting to order at 1:30 p.m. followed by the Pledge of Allegiance.

On file (electronically) in the Communications and Marketing Office: Monthly Project Summary Reports for January and February and the Procurement Status Report for February.

## ANNUAL REORGANIZATION OF AIRPORTS SPECIAL MANAGEMENT COMMITTEE:

The annual reorganization of the Airports Special Management Committee was held and conducted by Ben Siegel, deputy executive director of administration. Noel Andress nominated Randy Krise, seconded by John Goodrich. Mr. Siegel called for any additional nominations for Chairman. No other members were nominated. Mr. Siegel closed nominations and took a voice vote and Mr. Krise was approved 4-0. Mr. Siegel then turned the reorganization over to the newly appointed Chair to conduct the nomination for Vice-Chairman. Mr. Andress nominated Robbie Roepstorff. Mr. Siegel called for any additional nominations for Vice-Chairman and no other members were nominated. Mr. Andress moved to close the nominations, seconded by Mr. Goodrich. A voice vote was taken and Ms. Roepstorff was approved 4-0 as Vice-Chairman. Mr. Siegel then turned the meeting over to the newly elected Chairman.

## PUBLIC PRESENTATION:

1. Division Director of Aviation Chris Styles introduced Maintenance Department Director James Furiosi, who gave a brief history of job experience, accomplishments, and personal life, and along with the ASMC Chair, congratulated and presented the Length of Service Award to:

- **Michael Culver - 15 Year Service Award**

## EXECUTIVE DIRECTOR RECOGNITIONS:

The details of the recognitions are contained in the Executive Director Employee Achievement Remarks (Copy on file, electronically, in the Communications & Marketing Department at the Lee County Port Authority). Referring to the police K-9 certification recognition mentioned by Mr. Mulder, Robbie Roepstorff requested that she receive the Port Authority trading cards for each of the three police dogs in the K-9 unit for her collection.

**Public Comment on Consent or Administrative Agenda Items:** No public comments on the Consent or Administrative agenda.

**The following are Consent Agenda items pulled for discussion:**

<b>Noel Andress</b>	None
<b>John Goodrich</b>	None
<b>Randy Krise</b>	None
<b>Robbie Roepstorff</b>	None

**CONSENT AGENDA** - A motion to approve the Consent agenda was made by Noel Andress, seconded by John Goodrich, called and carried with Committee members Fran Myers, Scott Cameron and Dana Carr absent (4-0).

**CONSENT AGENDA ITEMS**

**ADMINISTRATION**

2. Request Committee approve the minutes of the December 18, 2018 Airports Special Management Committee (ASMC) meeting.  
**Term:**  
N/A  
**Funding Source:**  
N/A
3. Request Board approve a “Land Lease for Construction and Operation of a Flight School at Page Field” and a “Lease of Office Space at Page Field” with FMY Holdings, LLC.  
**Term:**  
Land lease: initial term of twenty (20) years from Rent Commencement Date, with two (2) options to extend by five (5) years each. Office space lease: month to month.  
**Funding Source:**  
n/a
4. Request Board approve a “Ground Lease of Skyplex Parcel at Southwest Florida International Airport” to NeoGenomics Laboratories, Inc.  
**Term:**  
30 years, plus four 5-year extension options  
**Funding Source:**  
n/a
5. Request Board approve a First Amendment to “Land Lease for Construction of Corporate Hangar Building at Page Field” with JCP Leasing, Inc.  
**Term:**  
20 years, plus two 5-year extension options  
**Funding Source:**  
n/a

**AVIATION**

6. Request Board award RFB 19-02, Repair and Maintenance of Centrifugal Chillers, Cooling Towers and Related Systems for the Lee County Port Authority to Johnson Controls, Inc., the lowest responsive, responsible bidder, and authorize the Chair to execute the attached Service Provider Agreement on behalf of the Board.  
**Term:**  
June 1, 2019 to May 31, 2022  
**Funding Source:**  
General Operating Revenues collected during the normal operation of the SWFIA, Account WJ5422941200.503490, Other Contracted Services, contingent upon approval of associated annual operating budgets.

**AVIATION – Continued**

7. Request Board award RFB #19-04, Purchase of New ITW GSE Preconditioned Air and Ground Power Units for Lee County Port Authority to ITW GSE Inc., the lowest, most responsive and responsible bidder in the amount of \$283,400 per the terms and conditions of the purchase contract.  
**Term:**  
One year contract to commence on or about March 11, 2019.  
**Funding Source:**  
Capital Account VB5131541200.506410.
  
8. Request Board approve the purchase of seven (7) fleet vehicles, three (3) from Tamiami Ford under Collier County Contract #12-5935 and four (4) vehicles from Alan Jay Automotive under Sourcewell Contract #2019-120716-NAF in the amount of \$273,878.48.  
**Term:**  
N/A  
**Funding Source:**  
Funds are available in accounts: VB5131541200.506430, Vehicles/Rolling Stock and PD5420141206.506430, Gerlach Trust used exclusively for Airport Police Department Canine expenses.

**DEVELOPMENT**

9. Request Board authorize execution of a contract with Owen-Ames-Kimball Company (OAK), for construction management/general contracting services for the Rental Car Relocation/Expansion and Associated Improvements at Southwest Florida International Airport (RSW).  
**Term:**  
Five years  
**Funding Source:**  
N/A
  
10. Request Board authorize a contract amendment with Atkins North America, Inc., in the amount of \$307,802 to perform Concept Refinement and Preliminary Design services associated with the Rental Car Areas Relocation/Expansion and Associated Improvements at Southwest Florida International Airport (RSW).  
**Term:**  
Five Years  
**Funding Source:**  
Customer Facility Charges, RSW Account No. 20859941234.506510.20
  
11. Request Board authorize a contract amendment with Aero Systems Engineering, Inc. in the amount of \$1,199,061 to perform design services associated with the Replacement of Passenger Boarding Bridges at Southwest Florida International Airport (RSW).  
**Term:**  
Five Years  
**Funding Source:**  
Passenger Facility Charges, Account No. 20860841234.506510.20.

**DEVELOPMENT – Continued**

12. Request Board authorize a Contract Amendment with Manhattan Construction (Florida), Inc., in the amount of \$103,386 to provide Construction Manager/General Contractor (CM-GC) Preconstruction Services for the Replacement of Passenger Boarding Bridges at Southwest Florida International Airport (RSW).

**Term:**

Five years

**Funding Source:**

Passenger Facility Charges, Account No. 20860841234.506510.20.

13. Request Board (1) approve a grant (Modification No. Z0114-3 to Subgrant Agreement) from the Division of Emergency Management in the amount of \$74,313.98 for hurricane-related property damage at Southwest Florida International Airport (RSW) and Page Field (FMY) and (2) authorize Executive Director to approve any future Modifications on behalf of the LCPA.

**Term:**

N/A

**Funding Source:**

N/A

**ATTORNEY**

14. Request Board approve grant of non-exclusive underground utility easement to Florida Power & Light Company to provide electrical service for the Accent Stripe Hangar.

**Term:**

N/A

**Funding Source:**

N/A

### **ADMINISTRATIVE AGENDA ITEMS**

#### **ATTORNEY**

15. Request Board Adopt Resolution amending Sections 5 & 9 of the Lee County Port Authority Purchasing Manual to place greater emphasis on current firm workload when evaluating responses to competitive Requests for Letters of Qualifications

**Term:**

N/A

**Funding Source:**

N/A

Mr. Mulder explained the item in greater detail, referring to the State Statute that governs the selection process. Greg Hagen, assistant port attorney referred to the Consultant's Competitive Negotiations Act (CCNA) and the criteria involved when considering firm qualifications. Emily Underhill, division director of development explained the process for a tie vote during the selection process. Robbie Roepstorff asked for clarification of the term "Port Authority" in Section 9 of the amendment and Mr. Mulder explained that it referred to airport staff, ASMC members and the Board of Port Commissioners. Mr. Andress commented that this amendment is a step in the right direction. Mr. Goodrich asked what backup information from the submitting firms the Committee would receive going forward. Ms. Underhill stated that the summary sheets they currently receive will now include workload information to aid in making a selection. Mr. Krise thanked the staff for making changes to the Purchasing Manual that will streamline the selection process.

**After all questions were answered to the satisfaction of the Committee members, a motion to approve the item was made by Noel Andress, seconded by John Goodrich, called and carried with Committee members Fran Myers, Scott Cameron and Dana Carr absent (4-0).**

#### **EXECUTIVE DIRECTOR ITEMS**

Items of interest are contained in the Executive Director Remarks dated February 19, 2019 (copy on file, electronically, in the Communications & Marketing Department at the Lee County Port Authority).

#### **PORT ATTORNEY ITEMS**

No items offered by Senior Assistant Port Authority Attorney Gregory S. Hagen.

#### **AIRPORTS SPECIAL MANAGEMENT COMMITTEE ITEMS**

Robbie Roepstorff stated she is excited about NeoGenomics at Skyplex.

John Goodrich commended Fran Myers on her year as the Chair of the Committee.

#### **ADJOURN**

The Chair adjourned the meeting at 1:53 p.m.

**ON MAY 21, 2019 A MOTION TO APPROVE THE FEBRUARY 19, 2019 ASMC MEETING MINUTES WAS MADE BY NOEL ANDRESS, SECONDED BY FRAN MYERS, CALLED AND CARRIED WITH COMMITTEE MEMBER DANA CARR ABSENT.**