

MINUTES

AIRPORTS SPECIAL MANAGEMENT COMMITTEE MEETING

APRIL 20, 2021

A meeting of the Airports Special Management Committee (ASMC) was held this date, April 20, 2021, in the Training and Conference Center at Southwest Florida International Airport, with the following members present:

Noel Andress (Chair)
Fran Myers (Vice Chair)
Randy Krise
Robbie Roepstorff
Scott Cameron
Dana Carr

Committee member John Goodrich was absent for the entire meeting.

Noel Andress 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 March and April and the Procurement Status Reports for April.

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:

| | |
|-------------------------|------|
| Noel Andress (Chair) | None |
| Fran Myers (Vice Chair) | None |
| Randy Krise | None |
| Robbie Roepstorff | None |
| Scott Cameron | C.2 |
| Dana Carr | None |

CONSENT AGENDA - A motion to approve the balance of the Consent agenda was made by Randy Krise, seconded by Scott Cameron; called and carried with John Goodrich absent (6-0).

CONSENT AGENDA ITEMS

ADMINISTRATION

1. Request Committee approve the minutes of the February 16, 2021 Airports Special Management Committee (ASMC) meeting.
Term:
N/A
Funding Source:
N/A

2. Request Board award RFB #21-02MLW (Request for Bids for On-Airport Rental Car Concession and Counter Space Lease - Page Field) to, and approve an “On-Airport Rental Car Concession Agreement and Counter Space Lease for Page Field” with, the sole responsive, responsible bidder, Gitibin & Associates, Inc.
Term:
Commences on May 1, 2021, and continues until April 30, 2023, with two potential extensions of two years each.
Funding Source:
N/A

Mr. Cameron requested this item be pulled for discussion. Mr. Cameron asked whether Gitibin and Associates, Inc. d/b/a Go Rentals would charge “drop fees” to customers who rented their vehicles at Page Field and dropped them off in another location. From the podium, Brian McGonagle, deputy executive director of administration, gave a brief summary to update the Committee on the item. He explained this item was on the Feb. 16, 2021 ASMC Agenda and was deferred to the April meeting to allow staff to obtain additional information from the proposer, Gitibin & Associates, Inc. Mr. McGonagle then introduced Kaye Gitibin, CEO of Gitibin & Associates, to address the question. Mr. Gitibin responded to various questions from Mr. Cameron to the satisfaction of all Committee members.

With no further comments or questions from the committee members, a motion to approve the item was made by Scott Cameron, seconded by Randy Krise called and carried with John Goodrich absent (6-0).

3. Request Board approve a “Lease of Terminal Space at Southwest Florida International Airport” with American Sales and Management Organization, LLC (d/b/a Eulen America).
Term:
month-to-month commencing March 1, 2021
Funding Source:
n/a

4. Request Board accept an anonymous donation of \$25,000 toward the cost of constructing two handicapped parking spaces and two picnic tables at the Aircraft Observation Area.
Term:
N/A
Funding Source:
N/A

AVIATION

5. Request Board approve a contract amendment to On-Call General Repair and Maintenance and Project Services (Chris-Tel) contract to extend the contract time to start and complete the RSW Public Observation Area improvements.
Term:
June 1, 2021 through November 30, 2021
Funding Source:
Public Donation under Account 20861941231.503490, Other Contracted Services

6. Request Board approve Law Enforcement Multi-Jurisdictional Mutual Aid Agreement.
Term:
Expires January 1, 2025
Funding Source:
N/A

7. Request Board award RFB 21-08MLW to Galls LLC in the amount of \$46,657.25 for the purchase of standardized uniform ensembles for personnel of the Aircraft Rescue & Fire Fighting (ARFF) Department for one year with an option to renew the Agreement for up to three (3) additional one (1) year periods.
Term:
One year Agreement with three, one-year renewal options
Funding Source:
Account WF5423841200.505290

DEVELOPMENT

8. Request Board authorize a contract amendment with AECOM Technical Services, Inc in the amount of \$225,139 to perform additional design services associated with the Page Field (FMY) South Quadrant Hangars and Ramp project.
Term:
Five years
Funding Source:
Florida Department of Transportation Grant 446314; net revenues from Page Field Account No. 20860941238.506510.20

9. Request Board approve a federal grant (Airport Coronavirus Relief Grant Program, Grant Agreement No. 3-12-0027-023-2021) from the Federal Aviation Administration for Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act funds in the amount of \$91,162 for Page Field.
Term:
N/A
Funding Source:
N/A

10. Accept a state grant (Public Transportation Grant Agreement, Financial Project No. 429511-1-94-01) in the amount of \$306,250 from the Florida Department of Transportation towards the acquisition of an Aircraft Rescue and Fire Fighting Crash Vehicle for the Southwest Florida International Airport.
Term:
N/A
Funding Source:
N/A

ADMINISTRATIVE AGENDA ITEMS

ADMINISTRATION

11. Authorization to enter into an agreement with Daston Corporation for Google Workspace business productivity software and support for five years at a total amount of \$305,321.50
Term:
Five Years commencing 8/29/2021 – 8/29/2026
Funding Source:
General Airport operating revenues collected during the normal operations of the Airport, account string VF5132541200.503460 Information Technology.

From the podium, Brian McGonagle, deputy executive director of administration, gave a summary to update the Committee on the item. There were no questions from the committee members.

A motion to approve the item was made by Fran Myers, seconded by Robbie Roepstorff called and carried with John Goodrich absent (6-0).

12. Request the Board approve the Authority to develop a Shared Tenant Services program.

Term:

N/A

Funding Source:

N/A

From the podium, Brian McGonagle, deputy executive director of administration, gave a summary to update the Committee on the item. There were no questions from the committee members.

A motion to approve the item was made by Robbie Roepstorff, seconded by Fran Myers called and carried with John Goodrich absent (6-0).

13. Request Board rank proposals submitted for RFP 21-13CDE Agenda Management Software and Implementation Services for Lee County Port Authority

Term:

2 years with two - 3 year renewal options

Funding Source:

General Airport Operating Revenue Fund - VD5131741200.503460, Information Technology

From the podium, Brian McGonagle, deputy executive director of administration, gave a brief summary to update the Committee on the item, then asked if the Committee would like to hear oral presentations from the three submitting vendors at a future ASMC meeting. The committee decided not to hear oral presentations due to the overall low cost of the contract and chose to approve the staff's ranking recommendation.

With no further discussion, a motion to approve the staff's ranking recommendation was made by Randy Krise, seconded by Robbie Roepstorff called and carried with John Goodrich absent (6-0).

DEVELOPMENT

14. Accept a state grant (Amendment to the Public Transportation Grant Agreement, Financial Project No. 420652-1-94-04) in the amount of \$2,621,266 from the Florida Department of Transportation for the Airport Traffic Control Tower at Southwest Florida International Airport.

Term:

N/A

Funding Source:

N/A

From the podium, Mark Fisher, deputy executive director of development, gave a summary to update the Committee on the item. There were no questions from the committee members.

A motion to approve the item was made by Scott Cameron, seconded by Randy Krise called and carried with John Goodrich absent (6-0).

15. Accept a state grant (Amendment to the Public Transportation Grant Agreement, Financial Project Nos. 441981-1-94-01 and 441981-1-94-02) in the amount of \$11,093,415 from the Florida Department of Transportation for the Terminal Expansion at Southwest Florida International Airport.

Term:

N/A

Funding Source:

N/A

From the podium, Mark Fisher, deputy executive director of development, gave a summary to update the Committee on the item. Mr. Cameron asked where the money was held until it was used. Mr. Fisher explained that the money was held by the state until LCPA invoiced them for reimbursement. There were no further questions from the committee members.

A motion to approve the item was made by Robbie Roepstorff, seconded by Scott Cameron called and carried with John Goodrich absent (6-0).

16. Request Board approve a federal grant (Airport Coronavirus Relief Grant Program, Grant Agreement No. 3-12-0135-60-2021) from the Federal Aviation Administration for Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act funds in the amount of \$9,853,507 for Southwest Florida International Airport.

Term:

N/A

Funding Source:

N/A

From the podium, Mark Fisher, deputy executive director of development, gave a summary to update the Committee on the item. There were no questions from the committee members.

A motion to approve the item was made by Fran Myers, seconded by Robbie Roepstorff called and carried with John Goodrich absent (6-0).

17. Request Board approve a federal grant (Airport Coronavirus Relief Grant Program, Concessions Relief Addendum No. 3-12-0135-61-2021) from the Federal Aviation Administration for Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act funds in the amount of \$1,080,299 for concession relief at Southwest Florida International Airport.

Term:

N/A

Funding Source:

Provides \$1,080,299 of CRRSA funding for concession relief at Southwest Florida International Airport.

From the podium, Mark Fisher, deputy executive director of development, gave a summary to update the Committee on the item and asked if there were any questions from the Committee. There was a brief discussion regarding credit structure, formula, eligibility and criteria for receiving funds. Ben Siegel, executive director, and Mark Fisher responded to all questions to the satisfaction of all Committee members.

With no further discussion, a motion to approve the item was made by Randy Krise, seconded by Scott Cameron called and carried with John Goodrich absent (6-0).

EXECUTIVE DIRECTOR ITEMS

Items of interest are contained in the Executive Director Remarks dated April 20, 2021 (copy on file, electronically, in the Communications & Marketing Department at the Lee County Port Authority).

PORT ATTORNEY ITEMS

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

AIRPORTS SPECIAL MANAGEMENT COMMITTEE ITEMS

Scott Cameron requested clarification regarding the purpose and function of the Horizon Council and who the appointed ASMC representative was. Mr. Address announced that Randy Krise was reappointed to represent the ASMC on the council for 2021. Mr. Siegel, Ms. Ropestorff and Mr. Address went on to explain the function of the Horizon Council and the various Lee County agencies that are represented on the Council.

ADJOURN

The Chair adjourned the meeting at 1:58 p.m.

ON MAY 18, 2021 A MOTION TO APPROVE THE APRIL 20, 2021 ASMC MEETING MINUTES WAS MADE BY RANDY KRISE, SECONDED BY SCOTT CAMERON, CALLED AND CARRIED (7-0).