

MINUTES

A meeting of the Airports Special Management Committee (ASMC) was held this date December 19, 2023, in the Training and Conference Center at Southwest Florida International Airport, with the following members present:

- Randy Krise (Chair)
- Robbie Roepstorff (Vice Chair)
- Noel Andress (Member)
- John Goodrich (Member)
- Dana Carr (Regional Member)
- ABSENT: Fran Myers (Member)
- Scott Cameron (Regional Member)

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 November and December and the Procurement Status Report for December.

**Public Comment on Consent Agenda:** The Chairman called for public comment and Marsha Ellis came to the podium to speak.

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

- |                                |      |
|--------------------------------|------|
| Randy Krise (Chair)            | None |
| Robbie Roepstorff (Vice Chair) | None |
| Noel Andress                   | None |
| John Goodrich                  | None |
| Dana Carr                      | None |

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CONSENT AGENDA

**ADMINISTRATION - Brian McGonagle**

1. **Request Committee approve the minutes of the October 17, 2023 Airports Special Management Committee.**

**Term:**

N/A

**Funding Source:**

N/A

A motion to approve the item was made by Noel Andress, seconded by John Goodrich called and carried (5-0).

2. **Present to the Board for information and filing the Object Code #504015 Expenditure Detail Report for the 4th quarter of FY22-23 (July through September) as required by Lee County Ordinance #90-18 and section 15.1 of the LCPA Purchasing Manual.**

**Term:**

N/A

**Funding Source:**

Net revenues from Lee County Port Authority Operating Funds

A motion to approve the item was made by Noel Andress, seconded by John Goodrich called and carried (5-0).

3. **Request Board approve a “Nonparticipating Airline Airport Use Permit” agreement with 1263343 Alberta Inc. (d/b/a Lynx Air).**

**Term:**

from December 1, 2023, until terminated.

**Funding Source:**

N/A

A motion to approve the item was made by Noel Andress, seconded by John Goodrich called and carried (5-0).

4. **Request Board approve a “First Amendment to Southwest Florida International Airport Food, Beverage, and Retail Concession Lease with Paradies-Shell Factory II, LLC”**

**Term:**

November 1, 2022, through December 31, 2035

**Funding Source:**

N/A

A motion to approve the item was made by Noel Andress, seconded by John Goodrich called and carried (5-0).

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5. Request Board approve a “Sublease from AFCO Cargo RSW, LLC to Lee County Port Authority at Southwest Florida International Airport.”

**Term:**

three years, with one option to extend for an additional two years

**Funding Source:**

Revenues from the normal operations of RSW.

A motion to approve the item was made by Noel Andress, seconded by John Goodrich called and carried (5-0).

6. Request Board approve a “Lease of Office Space Inside Multi-Use Hangar at Page Field” with LFC Management Services, Inc.

**Term:**

month to month

**Funding Source:**

N/A

A motion to approve the item was made by Noel Andress, seconded by John Goodrich called and carried (5-0).

7. Request Board approve use of the terms and conditions of GSA Schedule GS-35F-0119Y contract to acquire Trend Micro cloud security enterprise software subscription, including maintenance and support from XenIT, LLC at a cost of \$307,398.70 for a 5 year agreement.

**Term:**

3/07/2024 - 3/06/2029

**Funding Source:**

General Airport Operating Revenue Fund - VF5132541200.503460, Information Technology

A motion to approve the item was made by Noel Andress, seconded by John Goodrich called and carried (5-0).

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8. (1) Request Board approve utilization of State of Florida Alternative Contract Source Contract 43210000-23-OMNIA-ACS-TX for Information Technology Solutions & Services to authorize purchases from Thundercat Technologies, LLC on an as-needed basis in accordance with the department's annual approved budget for the term of the agreement including any renewal periods. (2) In addition, request approval to authorize Thundercat Technologies LLC to upgrade the Authority's UKG (previously Kronos) time and attendance system to a cloud based Software as a Service agreement for a total cost not to exceed \$144,585.85 which includes a 10% contingency.

**Term:**

6/1/2023 - 5/31/2024 with two additional one-year renewal options

**Funding Source:**

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

A motion to approve the item was made by Noel Andress, seconded by John Goodrich called and carried (5-0).

**AVIATION - Steven Hennigan**

9. Request Board approve a renewal to a Service Provider Agreement with Callaghan Tire for the purchase and installation of tires on an as-needed basis via the terms and conditions of the Florida Sheriffs Association Contract FSA22-TRS24.0 - Tires.

**Term:**

This is an additional one-year renewal that would extend the existing agreement from March 31, 2024 through March 31, 2025.

**Funding Source:**

General Airport Operating Revenues collected during the normal operation of Southwest Florida International Airport and Page Field. Funds are available in Account String WJ5100041200.504655, Lee County Port Authority Repairs and Maintenance - Parts for RSW, and Account String

A motion to approve the item was made by Noel Andress, seconded by John Goodrich called and carried (5-0).

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10. **Request board approve a sole source agreement between the LCPA and Commercial Air Management, Inc. to provide Variable Frequency Drives (VFDs) under contractual pricing per the terms of Service Provider Agreement #24-22MSC and authorize LCPA to purchase replacement VFDs at a total project cost of \$200,000.00 in FY23/24.**

**Term:**

Initial two-year term with one additional one-year renewal option.

**Funding Source:**

General Airport Operating Revenues collected during the normal operation of Southwest Florida International Airport. Funds are available in Account String WJ5200041200.504655 - Repairs and Maintenance Parts, contingent upon approval of the associated fiscal year's operating budgets.

**A motion to approve the item was made by Noel Andress, seconded by John Goodrich called and carried (5-0).**

11. **Request Board approve LCPA to utilize the pricing and terms of Sourcewell Contract #070121: HVAC Systems and Related Services and to authorize purchases from Carrier Corporation, Johnson Controls Inc., and Siemens Industry on an as- needed basis AND to approve the purchase and installation of one (1) Air Conditioning Unit via Contract #070121 in the amount of \$193,929.52, plus 30% contingency from Johnson Controls Inc.**

**Term:**

Current through August 12, 2025 with one (1), one-year renewal option.

**Funding Source:**

General Airport Operating Revenues collected during the normal operation of Southwest Florida International Airport. Funds are available in account string VB5131541200.506410.

**A motion to approve the item was made by Noel Andress, seconded by John Goodrich called and carried (5-0).**

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12. **Request Board approve utilization of the pricing and terms of Sourcewell Contract #42021-WNT to authorize purchases from Westnet Incorporated on an as-needed basis in accordance with the department's annual approved budget for the term of the agreement including any renewal periods. Individual purchases in excess of board level authorization will be presented to the Board of Port Commissioners for approval.**

**Term:**

Contract Term: Effective date of agreement through June 23, 2025, including an option to extend for up to one additional one-year term. Authorize the Executive Director to approve and execute contract renewal terms based on satisfactory performance.

**Funding Source:**

Florida Department of Transportation (FDOT) Grant 420652 1 94 04 and Passenger Facility Charges, Account No 21845041234.506542

**A motion to approve the item was made by Noel Andress, seconded by John Goodrich called and carried (5-0).**

### ADMINISTRATIVE AGENDA

#### **ADMINISTRATION - Brian McGonagle**

13. **Request Board approve the Actual Fiscal Year 2022-23 Rates and Fees for Southwest Florida International Airport and any airline fee settlement and revenue sharing, as required by the Airline-Airport Use and Lease Agreement**

**Term:**

N/A

**Funding Source:**

General airport operating revenues collected during the normal operation of the Airport, Fund 41200

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

The Chairman called for public comment and there were no speakers.

**A motion to approve the item was made by John Goodrich, seconded by Noel Andress called and carried (5-0).**

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14. **Request Board approve the use of contract number 012320-SCC to purchase office supplies from Staples Contract & Commercial LLC through a Sourcewell cooperative agreement.**

**Term:**

One year extension period: April 6, 2024 to April 6, 2025

**Funding Source:**

Net revenues from Lee County Port Authority Operating Funds

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

The Chairman called for public comment and there were no speakers.

**A motion to approve the item was made by Noel Andress, seconded by John Goodrich called and carried (5-0).**

15. **Request Board approve a new “Airline-Airport Use and Lease Agreement” with Southwest Airlines Co.**

**Term:**

from October 1, 2023, to September 30, 2034.

**Funding Source:**

N/A

From the podium, Brian McGonagle, deputy executive director of administration, gave a brief summary to update the Committee on the item. Executive Director, Ben Siegel went into more detail regarding the three airline agreements on the agenda. Mr. McGonagle responded to questions from the ASMC members, including airline flight requirements and terminal space, to the satisfaction of all members.

The Chairman called for public comment and there were no speakers.

**A motion to approve the item was made by John Goodrich, seconded by Robbie Roepstorff called and carried (5-0).**

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16. **Request Board approve a new “Airline-Airport Use and Lease Agreement” with Spirit Airlines, Inc.**

**Term:**

from October 1, 2023, to September 30, 2034.

**Funding Source:**

N/A

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

The Chairman called for public comment and there were no speakers.

**A motion to approve the item was made by John Goodrich, seconded by Robbie Roepstorff called and carried (5-0).**

17. **Request Board approve a new “Airline-Airport Use and Lease Agreement” with United Airlines, Inc.**

**Term:**

from October 1, 2023, to September 30, 2034

**Funding Source:**

N/A

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

The Chairman called for public comment and there were no speakers.

**A motion to approve the item was made by Noel Andress, seconded by Robbie Roepstorff called and carried (5-0).**

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**AVIATION - Steven Hennigan**

18. **Request Board approve a piggyback agreement with Galls, LLC. utilizing pricing from the City of Tallahassee Contract No. 5216 for the purchase of Police Department Uniforms and Equipment.**

**Term:**

Three (3) years, plus a potential of two (2) one year extensions.

**Funding Source:**

General Airport Operating Revenue collected during normal operations of the SWFIA, Account Strings: Wd5423041200.505280, Minor Equipment and/or WD5423041200.505290, Other Supplies.

From the podium, Steven Hennigan, deputy executive director of aviation, gave a brief summary to update the Committee on the item. Mr. Hennigan responded to Mr. Address' question regarding how often police officer uniforms are replaced. There were no further questions from the Committee members.

The Chairman called for public comment and there were no speakers.

**A motion to approve the item was made by Dana Carr, seconded by John Goodrich called and carried (5-0).**

**DEVELOPMENT - Emily Underhill**

19. **Request Board authorize a contract between the Lee County Port Authority and Passarella & Associates, Inc. to provide General Planning and Environmental Services.**

**Term:**

Three (3) year contract.

**Funding Source:**

N/A

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

The Chairman called for public comment and Marsha Ellis came to the podium to speak.

**A motion to approve the item was made by John Goodrich, seconded by Robbie Roepstorff called and carried (5-0).**

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20. **Request Board authorize a contract between the Lee County Port Authority and Johnson Engineering, Inc. to provide General Planning and Environmental Services.**

**Term:**

Three (3) year contract.

**Funding Source:**

N/A

From the podium, Emily Underhill, deputy executive director of development, gave a brief summary to update the Committee on the item. There were no further questions from the Committee members.

The Chairman called for public comment and Marsha Ellis came to the podium to speak.

**A motion to approve the item was made by Noel Andress, seconded by Dana Carr called and carried (5-0).**

21. **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 \$15,296,066 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, Emily Underhill, deputy executive director of development, gave a brief summary to update the Committee on the item. There were no questions from the Committee members.

The Chairman called for public comment and there were no speakers.

**A motion to approve the item was made by Dana Carr, seconded by Noel Andress called and carried (5-0).**

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22. **Accept a state grant (Amendment to the Public Transportation Grant Agreement, Financial Project No. 450037-1-94-01) in the amount of \$125,705 from the Florida Department of Transportation for the Rehabilitation of Runway 6/24 at SouthwestFlorida International Airport.**

**Term:**

N/A

**Funding Source:**

N/A

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

The Chairman called for public comment and there were no speakers.

**A motion to approve the item was made by Noel Andress, seconded by Robbie Roepstorff called and carried (5-0).**

23. **Request Board authorize a Contract Amendment with Michael Baker International, Inc., in the amount of \$236,612 for the design of the baggage handling system improvements at RSW.**

**Term:**

Task is concurrent with three (3) year contract expiring June 29, 2026.

**Funding Source:**

Net revenue generated by the normal operations of RSW Airport  
20863141234.506510.20

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

The Chairman called for public comment and there were no speakers.

**A motion to approve the item was made by Dana Carr, seconded by John Goodrich called and carried (5-0).**

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24. **Request Board 1) Authorize a contract amendment with Owen-Ames-Kimball Company in the amount of \$1,588,436.40 to perform Construction Manager/General Contractor services associated with the Fuel Farm Expansion at FMY; and 2) Approve a total project budget in the amount of \$2,001,693.40.**

**Term:**

Work to be performed within current contract (3 year term) expiring March 9, 2026.

**Funding Source:**

Net airport revenue from normal operations of RSW and FMY  
20866041238.506540.30

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

The Chairman called for public comment and there were no speakers.

**A motion to approve the item was made by Robbie Roepstorff, seconded by Noel Andress called and carried (5-0).**

25. **Request Board rank qualifications submitted for LOQ #24-04 for Construction Manager/General Contractor (CM/GC) Services for the RSW Public Safety Building.**

**Term:**

N/A.

**Funding Source:**

N/A.

From the podium, Emily Underhill, deputy executive director of development, gave a brief summary to update the Committee on the item. With no questions from the Committee, Ms. Underhill introduced Melissa Wendel, senior procurement manager, who stated that three firms would be presenting and allotted each firm a 10-minute time frame for their presentation, unlimited question and answer period, followed by a one-minute wrap-up. At the October 17, 2023 meeting, the ASMC requested oral presentations from the three submitting firms and selected the following presentation order:

1. HALFACRE CONSTRUCTION
2. STEVENS CONSTRUCTION
3. DEANGELIS DIAMOND CONSTRUCTION

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### PRESENTATIONS:

#### HALFACRE CONSTRUCTION: TOM REES, VP & PROJECT EXECUTIVE; CRAIG EMERY, SENIOR PM & DIRECTOR OF OPERATIONS; ERIC GRAHAM, DIRECTOR OF COMMUNITY & BUSINESS DIVERSITY

PRESENTATION

QUESTION AND ANSWER PERIOD

WRAP-UP

#### STEVENS CONSTRUCTION: JAY WOLFE, PM; DAN ADAMS, PARTNER

PRESENTATION

QUESTION AND ANSWER PERIOD

WRAP-UP

#### DEANGELIS DIAMOND CONSTRUCTION: REGGIE MORGAN, COO/PRINCIPAL; JOSH WILLARD, DIRECTOR OF OPERATIONS; DAVID PULS, PROJECT EXECUTIVE; PARIS SMITH-HIGBIE, DIRECTOR OF QUALITY ASSURANCE

PRESENTATION

QUESTION AND ANSWER PERIOD

WRAP-UP

Upon conclusion of presentations and the question & answer periods, Committee members ranked the firms and, after tallying the votes, Ms. Wendel announced the ranking result for LOQ #24-04 for Construction Manager/General Contractor (CM/GC) Services for the RSW Public Safety Building as follows:

### VOTE ORDER:

1. HALFACRE CONSTRUCTION
2. STEVENS CONSTRUCTION AND DEANGELIS DIAMOND CONSTRUCTION

The Chairman called for public comment and there were no speakers.

A motion to approve the item was made by Noel Andress, seconded by John Goodrich called and carried (5-0).

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### EXECUTIVE DIRECTOR ITEMS

Items of interest are contained in the Executive Director Remarks dated December 19, 2023 (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 Andrea Fraser.

### COMMENTS FROM THE CHAIR OF THE ASMC

Dana Carr announced that the U.S. Navy Blue Angels will be performing at the 2025 Charlotte County Air Show.

Chairman Randy Krise wished everyone a Merry Christmas and Happy Holidays.

### PUBLIC COMMENT ON OTHER MATTERS

The Chairman called for public comment and Marsha Ellis came to the podium to speak.

### ADJOURN

The Chair adjourned the meeting at 3:01 p.m.