

**CHARLOTTE COUNTY AIRPORT AUTHORITY**

**MINUTES OF REGULAR MEETING – SEPTEMBER 19, 2013 – 9:00 A.M.**

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**1. Call to Order**

**2. Invocation**

10           Commissioner Andrews gave the invocation.

**3. Pledge of Allegiance**

**4. Roll Call**

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**Present**

**5. Additions and/or Deletions to the Agenda**

20 **6. Citizen's Input**

**Bob Thompson** – commented that he has been in contact with US Air trying to get them interested in coming to the Punta Gorda Airport. He suggested that if you are going to be a success you have got to keep your name in front of your potential customer. He commented that he has been sending them periodic updates on the passenger count and copies of the press articles about the additional routes. He commented if the Commissioners are serious about getting another airline in, they need to have a representative to further contact with US Air. He opined that with all the improvements being done in the terminal and the plans for the future it would behoove the Commissioners to further contact US Air. He distributed copies to the Board of his latest correspondence.

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**7. Consent Agenda**

35           **Commissioner Seay made the motion to approve the Consent Agenda. Commissioner Lee seconded. Motion passed unanimously.**

**8. Secretary/Treasurers Report**

40           Commissioner Coppola commented that the Board has the Accounts Receivable, Aging Report and the Profit and Loss statements. Mr. Quill commented that August and September are typically the Authority's lowest months of the year. He commented that there is a radical improvement in Accounts Receivable when looking at it a few years ago. He commented that the Authority will finish the year with an operating gain.

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**9. Committee Reports**

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- a) **Land Use** - Chair Herston reported that there is nothing happening within the Airport boundary. He commented that the Economic Development continues to improve on the private side.
- b) **Economic Development** - Commissioner Lee had nothing to report.
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- c) **and d) Personnel/Public Relations/Special Events** - Commissioner Coppola reported that she had attended the Peace River Republican Women's Forum, Port Charlotte Republican Club, Englewood Pioneer Day Parade and the Punta Gorda Chamber of Commerce Awards Banquet. She commented that the Airport received the Punta Gorda Special Recognition for Business of the Year Award. She commented that they were saddened to hear that Chair Herston's Father-in-law had passed.
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- e) **Governmental Liaison** - Commissioner Seay commented that the Commissioners need to prepare for the upcoming Legislative Delegation Meeting and that they would like to hear if there is anything on the horizon that is of interest to the Authority that they can help with. She commented that currently the Authority does not have anything on their radar. She commented on reports of the risk of flight delays returning and the waiver of furloughs of some air traffic controllers. She commented that there are reports that are filtering through saying that the FAA would like to implement some of the things that they tried to do last year with the sequestration. She commented that they are calling it furloughs of the controllers, but it looks like they are being selective on which ones they are going to furlough. She suggested that the Authority should keep a close track of this. She commented that the other aviation organizations are keeping track of this too. She commented that if anyone has a chance to talk with their Federal Legislatures to let them know that this has not gone away and it is important to the Authority. She commented that it needs to be explained that it is a safety consideration and it is important for the traveling public that the air traffic control towers need to remain open. She commented that it was addressed once and the Authority may have to address it again. She commented that the Authority's Congressman, Tom Rooney, has been extraordinarily supportive and very helpful and he is one of the best voices that the Authority has in Washington. She had passed out information on a preliminary outline for marketing. She commented that you wouldn't think that government liaison is about marketing, but she opined that it is. She explained that marketing has five different parts; public relations, media relations, advertising, promotions and governmental relations. She commented that the Airport is selling a product to the Authority's governmental representatives to make sure that they know what the Airport does, and to make sure that they have knowledge of the benefit that the Authority brings to their communities. She commented that if they want to get re-elected they want to make sure that things are happening well in their communities. She explained that the Airport is a driving force in the economy for this region and the Authority needs to be telling that story. She commented that if anything should come up for the Authority in the State Legislature where the Authority needs help and support, the Authority
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5 had better be on the ball and be ready to go. She commented that the Authority does  
not have the connections in Tallahassee. She commented that the Authority has  
Representative Ken Roberson and Senator Lizbeth Benacquisto, but the Authority  
does not know the rest of them. She opined that by having two voices in Tallahassee  
10 does not give the Authority the strength that is needed. She commented that the Board  
will be hearing a presentation from Jerry Paul, a former legislature, who will give the  
Board some insight on the governmental relations in Tallahassee. She commented  
that Mr. Paul will be able to help the Authority to be prepared in the event that the  
Authority needs assistance in Tallahassee. She thanked staff for putting together the  
15 nomination for the Business of the Year Award. She commented on the work that the  
staff has done to make the Airport do well. She reported that the Resolution with the  
Supervisor of Elections will be coming up.

15 **f) Metropolitan Planning Organization** - Chair Herston reported that August 26<sup>th</sup> was  
the last regular meeting and that Commissioner Deutsch was in attendance. He  
commented that the Authority received compliments from everybody that was seated  
at the table.

20 **g) Aviation Activities Report** - Commissioner Andrews commented that his son, Major  
Paul Andrews, is in attendance. He reported that the Authority is in the slow part of  
the season. He reported for the month of August an increase in avgas and jet fuel was  
slightly down and no surprises in airline fuel. He reported passenger enplanements  
for the month of August. He reported on operations by the tower for August and he  
25 commented that General Aviation held steady through the summer. He reported that  
there were no surprises on hangar vacancies but he expects to see that change as the  
snowbirds arrive. He commented that Allegiant serves twenty cities. He opined that  
the city that says it all is Long Island. He stated that he is expecting a lot of good  
things this season.

## 30 **10. Attorney's Report**

Attorney Garrard had nothing to report.

## 35 **11. Executive Director's Report**

35 **a) Development Update** - Mr. Parish commented that there are a lot of little things  
going on. He reported that one of the hangars is under construction for the rental car  
facility and is waiting for the inspections on the rough electrical and plumbing. He  
commented that the facility has to be completed before starting construction on  
40 TSA's third lane in the terminal. He reported that construction is being done in the  
back room of the baggage screening area to take out some walls and the baggage belts  
have to be shortened so TSA can install an additional in-line machine. He reported  
that the out bound baggage belts on the exterior side of the terminal will be changed.  
He reported that walls will be taken out of the hangar building, in the FBO, and a  
45 cage will be built for commissary, which is currently stored in a shed. He reported  
that the Authority will be meeting with IT to go over their needs and to make sure all

the wiring is in place. He commented that this work has to be finished by October 29<sup>th</sup>. He reported that the Authority gave the Notice to Proceed on the final phase of the current project, which includes the entrance roads, rental car lot and the additional long term parking. He stated that the prices were good and the Authority has the grant in place. He commented that there will be heavy construction in the next 30 days. Mr. Quill commented on the government budgetary shut-down and the sequestration. He commented that the last sequestration the FAA came up with a formula to shut down towers, and with that formula the Punta Gorda tower would have closed. He commented that the “rumble” is that the FAA will utilize the cost benefit ratio. He explained that is what they originally used to set up towers. He opined that if the FAA uses that formula the tower will be fine. He thanked the Punta Gorda City Water Department for putting in a new water line at the Administration building. He explained that there was not enough water usage on an 8” line and the water had a smell. He commented that the main message is that there is a lot of development and concerns about the federal government.

## 12. Old Business

## 13. New Business

a) **Resolution 2013-01 Election Request** - Mr. Quill commented that last year the Authority had issues on how the Commissioners were elected and it was resolved by a change in the state law. He is requesting approval of a resolution to go to the Supervisor of Elections to hold the Commissioner’s election this coming year. **Commissioner Seay made the motion to approve sending to the Supervisor of Elections the resolution to hold the Commissioner’s Election this coming year. Commissioner Coppola seconded.** Commissioner Seay commented that last year there was confusion and the Authority’s Enabling Legislation was misread. She asked if the Commissioners will be charged for the election process by the Supervisor of Elections. Mr. Quill commented that he has not heard anything. Chair Herston commented that he was in attendance at a party where the Supervisor of Elections had attended and it is his understanding that the Supervisor of Elections said that there would be no charges as long as it was held during the general election. **Motion passed unanimously.**

b) **Jerry Paul Presentation** - Mr. Quill asked Mr. Jerry Paul to speak on issues of the value of governmental affairs presence in Tallahassee and what that means for a stake holder in the governmental process. Mr. Paul commented that 80% of success is showing up in any setting and if the Authority is not present the Authority will miss unattended consequences of new policies and will miss opportunities to further the Authority’s position. He commented that someone has to be there or have a mechanism in place. He commented that the local governments and the airports belong to associations in which information can be received. He opined that there are aspects of governmental affairs that require specific approaches and having somebody for the Authority’s part looking at things through their lens. He gave examples on how it can make a difference. He commented that if somebody was in Tallahassee

attending all the committee meetings on matters that concern airports, the Authority would get notification earlier and become aware of a potential trend. He commented that most people learn of things once it enters the public sphere when a document is filed. He commented that in the legislative process when a bill or an amendment to a bill is filed, the people have already considered it and have made up their minds. He commented that what the Authority wants is to get wind of a potential trend when it is in the idea stage to make sure the bad ideas disappear and the good ideas survive. He commented the success is to learn about it sooner by having somebody who is watching, listening and communicating to key persons for the Authority. He commented that the Authority has a good Delegation representing the Airport, but that is two people. He commented that the Authority should have a relationship with the Chairman of the Senate Transportation Committee and members who focus their efforts on infrastructure related topics. He commented that the Authority should know every member of their Delegation and members that have geographical areas close to the Authority's Delegation. He commented that that there are a host of members that the Authority should have relationships with so when issues come up the Authority will be in a better position to respond or to insure that issues do not come up in the first place. He commented that the Authority would want them to know that the Authority is out there and when an idea crosses their desk they will think of the Authority and know who to call. He commented that by having someone there monitoring every bill and amendment to a bill will give the Authority more capability to research a specific issue. He commented the marketing document that Commissioner Seay had circulated has governmental affairs listed as one of the key items for having marketing and that by having a greater awareness of what is going on in government can be a part of the Authority's marketing strategy. He commented that the Authority's tenants and potential tenants will value the Airport Authority when the Authority is aware of what is going on in the government, and that there are high ranking governmental officials that have the Authority's best interest in mind. He commented that one of the most difficult factors for managing private sector entities is the uncertainty of the government when they change the rules of the game every time you turn around. He commented that the Authority can make the case that the Authority has a host of champions and strong supporters in the legislature which the tenants and potential tenants will perceive as something of value. Commissioner Seay commented that the Authority is in the dark and does not know of anything on the horizon in Tallahassee that the Authority would need support. She commented that the Florida Airport Council provides help on the aviation side. She is concerned about Chapter 189, Open Records Act and the many other things that the Authority is not aware of and how it will affect the Authority. She gave some examples. She asked what should the Authority be looking for and how can the Authority become more connected. Mr. Paul commented that by having a system in place on the issues that could affect the Authority, and when someone touches those issues the Authority will become aware of it. He commented that an association or a council can give the Authority information of trends that are merging. He explained the process and the affects of a legislator trying to pass laws. He commented that unless the Authority has somebody who is watching it from the perspective of the Punta Gorda Airport the Authority will not know what is in a bill until it is passed. He commented that his

5 staff attends all the hearings and when they are representing somebody they go to every member and staff asking them to call them when there is an issue affecting their clients. He commented that his staff has readily available sophisticated software that allows them to monitor, track, review and respond to every single amendment and bill that gets filed. He explained to the board the procedures his staff follows in their searches and findings. He commented that the more relationships the Authority has with others the more likely the Authority will get information. Commissioner Seay commented that she understands the value of having someone for the Authority to keep track of what is happening in the State that could affect the Authority. She commented that the Authority would be remiss if the Authority did not look at their budget. She suggested that Mr. Paul speak with Mr. Quill on ideas and alternatives. Mr. Paul commented that the one thing that costs more than knowing what your government is doing is to not know what your government is doing. He commented that it does not necessarily have to be expensive. He stated the traditional way the governmental affairs consultants and lobbyist are hired is on a monthly retainer basis. He opined that it would make sense that a smaller governmental entity hire on a straight hourly basis, where you buy it by the need. He commented that because the smaller governmental entity is not trying to pass a bill but would want someone to monitor and track to see if anything comes up that would affect the smaller governmental entity. He commented that he is from Florida and he knows Charlotte County, the Charlotte County Airport and each of the Board members and he knows the types of things that could affect the Authority and he doesn't have to start out from scratch. He commented that he would be comfortable if the Authority decides to do something like that and he stated that there would be no costs except for the registration fee of \$25. He commented that the Authority would have somebody who is legally qualified and registered to be watching and monitoring things for the Authority, and to be able to speak on the Authority's behalf when instructed in a rapid response mode. He commented that the Authority does not have to hire him, but he strongly suggests that the Authority has some presence in Tallahassee. He gave an example of the legislative process on grant programs. Commissioner Coppola commented on the battle with the Federal Government on the sequestration and asked if he would be able to help get out the fact that Florida is a huge aviation state and a lot of revenue is brought into Florida through the airports. Mr. Paul commented that he does not hire himself out to do federal governmental affairs or lobbying because he does not spend enough time in Washington to be confident to have the Authority's back. He commented that he could be a liaison reducing the costs the Authority would incur by doing some of the work, but he would not be lead. He commented that he does not want the Authority to avoid the necessity of having somebody representing the Authority in Washington by counting on him, but he opined that he could play a role in reducing the cost and add value in the strategy that is being implemented. He commented that he would not do it at a level the he would hire himself out but it is something that he would do for the Authority. Chair Herston commented that as good as Mr. Parish, Mr. Quill and the Authority's staff are, he opined that it would be wise for the Authority to have a "radar detector" out there under the terms that Mr. Paul has recommended. Commissioner Lee agreed. There was consensus of the Board to negotiate with Mr. Paul for his services. Commissioner

Coppola commented that it would be beneficial because aviation is the key in the state of Florida and whatever comes from the Government will affect the Authority and the State. Mr. Paul commented that this coming week is the first Committee week in Tallahassee.

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#### 14. Citizen's Input

**Commissioner Deutsch** - Thanked Mr. Parish for joining the Curmudgeons for breakfast and bringing the Curmudgeons up to date on the plans for the Airport. He commented that there is no reason for the County to hold the Authority up with anything, and if the Authority has something that is needed and the Authority is sure that it is not being done in a timely fashion, call him. He commented that at minimal the County should be able to get inspectors to the Airport within 24 hours. He commented that he feels good about the relationship that the County has with the Authority and to let him know if he can be of any assistance to keep things moving. Mr. Parish commented that the County has blacklisted flypdg.com and it would be extremely helpful for communicating with the County if your IT Department would white list flypgd.com on their Barracuda box. Commissioner Deutsch commented that he will look into that and get back with an answer today.

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#### 14. Commissioner's Comments

**Commissioner Lee** - Commented that it has been an interesting meeting. He thanked everybody for coming. He commented that Jerry Paul is a good person and he opined that Mr. Paul will do a good job for the Authority. He commented that the Airport is growing and by this time next year the Airport will be excited with more growth.

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**Commissioner Seay** - Commented that most of the things that were discussed today have a common thread to marketing. She commented that Mr. Thompson's talk on US Airways and the Authority's staff working to entice airlines is all marketing. She commented that Mr. Thompson's work has been extraordinary helpful. She commented that marketing for airlines is important. She commented that the Special Recognition Award that the Authority received is marketing the Airport locally, and letting people know that the Airport is an important part of the community as an economical development opportunity. She commented that Mr. Paul's work for the Authority is marketing the Authority's messages to the State Legislature. She commented that the expansion of the Airport is marketing to the Authority's business community and more of the airline community. She commented that the communications the Authority has and what the Authority does is focused on how the Airport presents themselves to the public. She opined that the Authority is doing a good job and a lot of that has to do with the staff and the Board who do not mind moving forward with the Airport and coming up with great ideas on what the Authority needs to do. She opined that it was a great meeting.

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**Commissioner Coppola** - Commented that she echoed the comments that she heard. She commented that Jerry Paul had started off as one of the Authority's State Representatives. She commented that when she is in the stores and when the people find

5 out where she works they tell her that it is one heck of an Airport and that Allegiant Air is  
a terrific airline. She opined that is phenomenal and if the Authority could capture those  
accolades and put them in a book or on a computer and she opined that is the number one  
test of what the Authority is doing. She commented that people enjoy coming to the  
10 Airport, they like to park their car and walk across the street, get in the terminal, get on  
the plane and be at their destination with no sitting in Atlanta or Philadelphia waiting for  
the next plane. She commented that the number one draw is the service that the Airport  
provides with the people that work at the Airport, the guys out on the field, the guys who  
fuel the planes, and the people that greet them and if they come into the office everybody  
15 is there to help. She commented that it is all part of marketing and she commented that  
the staff does a good job along with Allegiant Air.

15 **Commissioner Andrews** - Thanked everybody for coming. He commented that the  
Authority has a lot to look forward to and to think about. He commented that he shares  
the same opinions on the comments that were received today.

20 **Chair Herston** - Thanked Mr. Kunik and Commissioner Deutsch for attending the  
meeting and he stated it was good to see Halfacre attending. He commented that it was a  
very informative meeting and stated that Mr. Andrews had a good looking son. He  
congratulated Mr. Quill on receiving the Aviation Professional Award of the Year. He  
commented that it is basically MVP of the NBA. He commented that the staff did a good  
job.

## 25 16. Adjournment

Meeting adjourned at 10:07 a.m.

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James W. Herston, Chair

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Kathleen Coppola, Secretary/Treasurer