

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING – FEBRUARY 17, 2011 – 9:00 A.M.

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1. Call to Order

2. Pledge of Allegiance

10 **3. Roll Call**

Present: Chair Stasko; Commissioners Coppola, Herston, Lee and Seay; Executive Director Quill; Attorney Garrard; Assistant Director Parish; Mrs. Cauley; Mr. Coulter; Mrs. Worth-Dugan; Mrs. Smith; Mr. Steele and Ms. Straw. **Others present:** Carl Parsons, Ken Chalaire, Jim Kaletta, Lionel Schuman, Jeff Tuscan, Tiffany Gatch, Gary Harrell, Robert Harrington, Mayor Goldberg, Andy Stultz, Commissioner Deutsch and other people from the private sector.

20 **4. Additions and/or Deletions to the Agenda**

Mr. Quill added 12 b) Alternates for Committee Assignments.

5. Citizen's Input

25 **Carl Parsons, Team Punta Gorda** – Commented on how great the Warbirds weekend was and he and his friends had a good time.

6. Consent Agenda

30 **Commissioner Lee made the motion to approve the consent agenda. Commissioner Seay seconded. Motion passed unanimously.**

7. Secretary/Treasurers Report

35 Mr. Quill reported that on the income statement the Authority is ahead of budget for the month. He reported that several payments have come in on the accounts receivable. He commented that it continues to be a concern.

8. Committee Reports

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a) **Land Use** – Commissioner Herston reported that he is not aware of any governmental activity other than the KB Homes issue that Mr. Quill may be reporting on. He commented that on the private side, engineering continues to escalate and he had a client from Sarasota that wishes to escalate a project near the airport which is located at US17 and I-75.

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b) **Economic Development** – Commissioner Lee had nothing to report.

- c) **Personnel** – Commissioner Coppola introduced Judy Smith who is a new afternoon receptionist.
- 5 d) **Public Relations/Special Events** - Commissioner Coppola reported that the Board has been invited to the Junior Leadership Charlotte Steering Committee luncheon. She commented that Chair Stasko has attended before. Chair Stasko reported that you sit with some of the students that are our future leaders and are a bright group of young adults. Commissioner Coppola reported that the Charlotte County Airport Tenant's Association has started a scholarship program for anyone who would like to learn to fly. She reported that she also went on the trip to Tallahassee to meet with the legislators. She commented on the article by Chris Porter on where people would like to fly from here. She explained that it said that 99% of the people were pleased with their flight from here and read the list of cities that people would like to see added.
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- 15 e) **Government Liaison** – Chair Stasko reported that they spent three days in Tallahassee and met with all of the Legislators except Representative Kreegel. He commented that they met with a Ms. O'Rourke from the Governor's Office and he and Mr. Quill presented a wish list of things from the airport. He commented that there is no money in Tallahassee and the Authority was not asking for anything. He opined that it was a positive meeting.
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- 25 f) **Metropolitan Planning Organization** – Commissioner Herston reported that February 14th was to be the first meeting that he would be attending an MPO meeting and a couple of weeks before that he had met with Mr. Harrington to discuss the agenda. He explained that his schedule in his phone was corrupted by Verizon and that meeting was erased. He apologized to the Board and Mr. Harrington for that. Chair Stasko opined that everyone tries their best to attend meetings. Commissioner Herston explained that he was looking forward to attending the meeting.
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9. Attorney's Report

Attorney Garrard had nothing to report.

10. Executive Director's Report

- 35 a) **Development Update** – Mr. Parish reported that the tower is at 11½ stories which is the final section of the shaft and they are now moving elevator equipment in the shaft. He explained that later today, the floor and then the cab would be installed. He reported that he met with the County on Piper Road and the challenges they are having on the southern most end. He commented that they have a solution; although the permitting has not been done and they need to put the contractor under contract for that section shortly. He reported, from Peace River Distributing to Henry Street, they are on track and hope to have the Airport Road section completed in the next few months. He reported that staff is working with FP&L on the tower and working with them to get power to the lift station on the Publix road. He reported that staff is working on some planning documents to help with terminal layout to help relieve congestion. He
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5 reported that staff continues to close out FEMA projects. Commissioner Coppola asked if there will be signage regarding the road closures. Mr. Parish explained that it will be well signed and there is only one place to go. Commissioner Seay commented that she hopes the signs will be prettier than the ones for the Punta Gorda Speedway. Mr. Parish commented that he does not think those are the contractor's signs. Chair Stasko commented on the air show. Mr. Parish explained that the contractor is working with the air show to work out schedules. Commissioner Herston asked about the permits that were needed for Piper Road. Mr. Parish explained that the southern end was a straight road and then, when I-75 was built and the limited access guidelines to the interchange, they turned Piper Road. The Federal Highway Administration came in and said the access has to align with the rest area across the street. That can't be done unless you move the rest area's entrance. They made arrangements to move the rest area entrance and made an agreement with the land owner across the way for a signal lighted intersection that would allow joint use of the intersection for the rest area and the future development of his property. The FHWA came in and said they would not share an access point. It has to be exclusive. So what they said is that Piper Road could be slid west into the limited access area and the rest area to the east so they line up and that has to be permitted. He commented that there will be a two lane road until the permits are done. Commissioner Herston asked about the planning documents for the terminal. Mr. Parish explained that staff is working on some in-house studies and when those are completed, the Authority will go out and hire an architect.

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- b) **Chamber of Commerce** – Mr. Quill reported that staff continues to work with all three chambers.
 - c) **Airline Update** – Mr. Quill reported that there were 14,000 enplanements in the Month of January.
 - d) **ECAP/Economic Development Office** – Mr. Quill reported that he is working with them on the potential of a land swap. The Industrial Development Authority has the eighty acre parcel on the eastside of the airport that has some wetlands but, in the future, the Authority would like to acquire at least part of it that is shown in the Authority's master plan. He explained that SW Land Development would like to have the parcel that the Authority owns on the south side of the entrance to their development and the County would like some of the Authority's or SW Land Development property for shovel ready property. He commented that in the next few months he may be bring something before the Board as a two way or a three way swap details are worked out. He explained that the FAA will have to weigh in on this and it will take some time.
 - e) **Residential Land Use** – Mr. Quill reported that KB Homes on Taylor Road is working on a development and the Authority asked, and their attorney's indicated, that they will execute an avigation easement. He commented that the Authority would like any new residential development within five miles of the airport and, generally speaking, under the airport's approach corridors to sign an aviation easement every time they come in. He commented that this subject will be discussed with the County at the joint meeting.

- 5 f) **Warbirds** – Mr. Steele reported that it was a successful weekend for both the squadron and the EAA. He commented that there were 45 warbirds that flew in for the event. There was everything; DC-3, T-6, T-28, YAK and B-25. He explained that thirty aircraft flew over the golf course in Englewood for the Wounded Warrior project. He explained that locally they raised \$1,050.00 and over \$6,000.00 for the Wounded Warrior program. He commented that the gate receipts were 65% over last year. He reported that the Authority sold an additional 3,000 gallons in avgas over the weekend.
- 10 g) **Air Show** – Mr. Quill reported that staff is working with the air show people on airline access for the weekend and the contractor for Piper Road. Commissioner Coppola asked where the parking will be. Mr. Quill explained that it will be in the field and part of the concern is where they will be accessing the parking area. Chair Stasko asked to make sure that the Authority's commercial customers have access.

15 **11. Old Business**

- 20 a) **Joint Meeting with BCC** – Mr. Quill reported that the joint meeting with the County Commissioners has been set for February 25th. He explained that some of the items on the agenda include:

Compatible land use/avigation easements – to discuss avigation easements for new development within five miles of the airport.

25 Economic development/Enterprise Charlotte Airport Park – to discuss what is happening in the area with the completion of the County Road (Piper Road) which will be an enhancement for both the Authority and the surrounding commerce parks.

30 Tourism – the airport had 182,000 passengers last year and the Authority wants to work with the new tourism director.

MPO/Transportation – to discuss the southern half of Piper Road and talk about moving up the completion of the northern section.

35 Promotion with the County – to discuss increasing the market share of passengers and to work with the Economic Development Office and Tourism Office.

11. New Business

- 40 a) **Audit Presentation by Tuscan and Company** – Jeff Tuscan went over the graphs and audit report (copy attached). He commented that it was a good year for the Authority. He commented that the Authority was at a break even position, the Authority paid off their long time debt and the Authority operates an enterprise fund. He commented on the Management Discussion and Analysis which is required by law not to be written in accounting terms and not by them and Authority staff did a great job. He commented on how fast they were able to get the audit done thanks to the Authority staff. He commented on pages 38 and 39 that there were no deficiencies in internal controls and
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no instances of non-compliance. On page 41, Conclusions and Grant Testing, there were no instances of non-compliance. He commented on page 45, the Management Letter, and there were no comments. He went over the graphs. He commented on depreciation and that it is hard for the Authority to tear down a building when it is still being used. He commented on the Authority not having any long term debt and on the Authority's reserves and keeping the number high. He commented that this year could be the benchmark for future years for operating income. He commented that airline revenues are increasing. He explained that depreciation increased because of all of the buildings and equipment that have been replaced since 2001 and the Authority needs to start discussing setting aside reserves for upkeep and maintenance. He commented that the audit report is a positive report and to continue to monitor receivables and sales. Chair Stasko commented that the Authority's receivables are higher than they would like to see. Is there a point where they should become a major concern? Mr. Tuscan explained there was discussion on that with management and they need to be managed. He commented that each individual receivable needs to be looked at and determine if there is an option to collect and the Authority needs to monitor those. Commissioner Coppola commented that when the Authority borrows money it is always paid back. **Commissioner Lee made the motion to approve the Audit. Commissioner Coppola seconded. Motion passed unanimously.** Mr. Tuscan introduced Tiffany Gatch who worked on the audit. Mr. Quill thanked Mrs. Cauley, Mrs. Sutcliffe, Ms. Straw and Mrs. Worth-Dugan for their hard work

b) Alternates Committee Assignments – Mr. Quill explained that in the past the Authority has had alternates to various boards and Mr. Herston talked about the MPO. He suggested having alternates. Commissioner Lee suggested reinstating it. Commissioner Coppola commented that she was the alternate on the MPO at one time. Mr. Quill suggested maybe it being on an adhoc type basis. Chair Stasko commented that Commissioner Seay is on the government liaison with him. Commissioner Seay commented that years ago it was indicated that all of the board members could be the alternate to the MPO. Chair Stasko appointed Commissioner Lee as the official alternate to the MPO.

c) Change Time for March Meeting – Mr. Quill explained that staff would like to change the time of the March meeting to 10:00 a.m. to help coincide with the topping out party. **Commissioner Seay made the motion to change the March meeting time to 10:00 a.m. Commissioner Herston seconded. Motion passed unanimously.** Commissioner Seay commented that this should be a big celebration. Mr. Parish commented that some of the press will be allowed to go to the top of the tower but not everyone. There was discussion on who should be invited.

13. Citizen's Comments

Lionel Schuman – Congratulated staff on the audit and thanked Mr. Tuscan for the presentation.

14. Commissioner's Comments

Commissioner Lee – Had no comments.

5 **Commissioner Seay** – Thanked the Board for allowing her to participate in the last meeting by phone. She opined that the tower is outstanding and enjoyed going to the top. She commented that Mr. Tuscan did a thorough and complete explanation on the audit and his comments are well taken. She commented that compliments go to the Authority’s staff for the Authority coming back from nothing and having debt to a break even can only happen because Authority has good people.

10 **Commissioner Coppola** – Commented that the Board and staff have the same mindset here that everyone wants to see it successful and the only way it can be a success is to plan for it and the Authority has done that. She thanked everyone for that. She reminded everyone of the upcoming air show. She thanked the war birds for the fly-over. She thanked Mr. Tuscan for telling the Authority when they are doing a good job and cautions them when they need to be cautious. She looks forward to the tower. She welcomed Mrs. Smith, Commissioner Deutsch, Mr. Harrington from the MPO and everyone else.

15 **Commissioner Herston** – Welcomed everyone, Commissioner Deutsch, Mr. Harrington and Mayor Goldberg. He commented that it was a great financial report from Mr. Tuscan. He commented that he wished he had been around when the troupes got rounded up and recovered this facility from the disaster. He commented that Mr. Tuscan stated that this year is a benchmark year and is looking forward to the future.

20 **Chair Stasko** – Thanked everyone and Commissioner Deutsch for coming. He commented that he is looking forward to the joint meeting and working together with the County. He commented on the tower being the tallest building in Charlotte County. He opined that the tower legitimizes the airport and that the airport is moving forward and hopefully add to the safety of the airport. He commented that the trip to Tallahassee was productive. He commented that Mr. Tuscan and his staff have done a superior job for the Authority over the years and this is the way things should be over the next several years barring any major incidents. He commented that staff does a couple of things that they might not get enough credit for by putting together a budget on a yearly basis that is an actual true reflection on where the Authority is going.

25 **15. Adjournment**

Meeting adjourned at 10:27 a.m.

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Gary Stasko, Chair

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Don Lee, Secretary-Treasurer