

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING – NOVEMBER 21, 2013 – 9:00 A.M.

1. Call to Order

2. Invocation

Commissioner Andrews gave the invocation.

3. Pledge of Allegiance

4. Roll Call

Present: Chair Herston; Commissioners Andrews, Coppola, Lee and Seay; Executive Director Quill; Attorney Garrard; Assistant Director Parish; Mrs. Cauley; Mr. Mallard; Mr. Pizzi, Mrs. Smith and Mrs. Sutcliffe. **Also present:** Aaron Haase, Andy Haase, Jim Kaletta, Tyler Ezzi, Lionel Schuman, Commissioner Deustch, Councilman Cavanaugh, Carl Parsons and a member of the press.

5. Additions and/or Deletions to the Agenda

Mr. Quill deleted 13c) Award ARFF Vehicle Purchase and added item 13e) Aircraft Depot/APG Assignment and item 13f) Modification to Speedway Lease.

6. Citizen's Input

Lionel Schuman - Thanked the Authority's staff and the Board for the barbecue and he stated that it was one of the coolest barbecues he has ever attended. He commented that it was a pleasure to see Mrs. Worth-Dugan and the food was excellent.

7. Consent Agenda

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

8. Secretary/Treasurer's Report

Commissioner Coppola presented the Accounts Receivable, Profit Loss Statement, Balance Sheet and a Budget Amendment Sheet. Mr. Quill reported that the actual loss for October was below budget. He commented that September and October are normally the slowest months and peaking in March. He commented that the Accounts Receivable is looking a lot better. He commented that Arcadia was behind by \$312,000 at the end of December 2011 and they are down to \$47,000. He commented that the Authority is slowly climbing out of the terrible economy and getting better and it is a steady progress.

9. Committee Reports

- a) **Land Use** - Chair Herston reported that other than the discussion of Piper Road Phase II he had no other land use activities to report.
- b) **Economic Development** - Commissioner Lee had nothing to report. He commented that there will be a meeting in December.
- c) **Personnel** - Commissioner Coppola had nothing to report.
- d) **Public Relations/Special Events** – Commissioner Coppola reported that the Authority’s Christmas party will be held on December 17th. She reported that the Authority received the Special Recognition Award for 2013 from the Punta Gorda Chamber and Harbor Style magazine mentioned the Authority’s Business of the Year Award. She reported that two more flights were added to Punta Gorda; Columbus, OH and Portsmouth, NH. She reported that Dana Carr, owner of Air Trek who has been a tenant on the Airport for many years, has been in the newspaper. She commented that she was not at the meeting last month because she and Chair Herston attended the Charlotte Assembly where the Authority was praised highly for running a fine Airport. She reported that the Authority received letters from Senator Bill Nelson and Representative Tom Rooney congratulating the Authority on the good job being done. She reported that the Authority had a tenant’s barbecue which was well attended. She reported that she attended the Sheriff’s Award luncheon with Commissioner Lee. She reported that she attended the ECEC meeting where United Way gave an interesting presentation and did not know how much the United Way participated in the community. She asked if the board will be participating in the Christmas Parade this year. She reported that the Airport was mentioned in the Florida Business Report about Chaney Brothers coming to the area, and the fact that the Authority gave them right-of-way so they could build their road to their new headquarters. She commented that the newspapers reported on the new flights that Allegiant added and the Airport is being well received in a lot of magazines and newsprint. She reported that she had attended meetings for the various republican clubs.
- e) **Governmental Liaison** - Commissioner Seay commented that the Piper Road extension could be one of the projects that would be done with the renewal of the local option sales tax. She commented that it would be wonderful not just for the Airport, but for Punta Gorda and the County. She commented that the Airport is the face of the area when people come to Punta Gorda. She commented that the Board received notices that the Florida Airports Council State Summit is being held in Tallahassee. She explained that the Authority does not have anything going on before the legislature and does not have anything to bring or share with the legislators. She suggested that the Authority should take a look at the agenda and consider what is appropriate for the Authority. She opined that as the government liaison it would be appropriate for her to attend. She welcomed City Councilman Cavanaugh and County

Commissioner Deutsch and is happy to have them in attendance. She commented that their involvement with the Airport helps to make those things happen that is seen in the news and it is a group effort. She commented that the Airport is part of this community which means the Authority and the County work together and they are a part of what the Airport does. She commented that Team Punta Gorda is here.

- f) **Metropolitan Planning Organization** - Chair Herston reported that he had attended the MPOAC meeting in Orlando and it was well attended. He reported that there was nothing to report. He commented on the gas tax situation which is declining in the state. He commented that the biggest problem that they are trying to tackle is the major deficit the state has in terms of infrastructure.
- g) **Aviation Activities Report** - Commissioner Andrews commented that it is the busy time of year as evidenced by the September and October figures. He reported that avgas, jet fuel and airline fuel sales are up for the month of October. He reported that the enplanements are up for the month of October and with the additional two cities the Authority will see the numbers change. He reported that the air carrier operations as reported by the tower were up in October. He reported that air taxi operations and military had an increase for the month of October. He reported that general aviation was down for the month of October even though more avgas was sold. He reported that the vacancies are decreasing for the 600 and 200 series hangars and Allegiant Air now serves 23 cities.

There was discussion as to when the FAC State Summit will be held and who will be attending. This will be brought back at the next meeting.

10. Attorney's Report

Attorney Garrard had nothing to report.

11. Executive Director's Report

- a) **Development Update** - Mr. Parish commented that there is not a lot to update and that most of the projects are in the finishing stages. He reported that the paving in the long term parking lot will be done today and it will be open by Christmas. He commented that the short term parking lot is now operational and the Authority received the CO for the temporary hold room. He reported that the Authority has met all the requirements for TSA's third lane and second bag scanner and it is operational and functioning. He commented that the Authority is working on the terminal planning document for approval by the FAA for what the Authority needs to design. He commented that once the Authority has the approval from FAA, the Authority will go into the final design phase. He commented that the Authority is about 40% complete on the design of the new terminal. He commented that the Authority knows their constraints and have to have the sizes approved by the FAA. He reported that the Authority will be closing runway 4/22 for a day to paint. Mr. Quill commented that there has been a lot of construction done in a relatively short period of time and

he opined that Mr. Parish has done a good job. He thanked Mr. Mallard on the Authority's ops and the Authority is quickly adjusting to a greater passenger load. He thanked Mrs. Cauley and staff for the budget amendments. He commented that there are a lot of issues popping up and it will be addressed as they come up. He commented that this year is a different environment than in the past. He commented that the weather is nice and general aviation flying is picking up which is nice to see.

12. Old Business

- a) **Election of Officers** – Chair Herston passed the gavel to Attorney Garrard to hold the Election of Officers. Attorney Garrard explained that there are elections for the Chair, Vice-Chair, Secretary/Treasurer and Assistant Secretary/Treasurer. He opened the nominations for office of Chair. Commissioner Seay nominated Commissioner Lee as Chair. There were no other nominations. Attorney Garrard announced that Commissioner Lee is the Chair. He opened the nominations for Vice-Chair. Commissioner Herston nominated Commissioner Andrews. Commissioner Seay seconded. There were no other nominations. Attorney Garrard announced Commissioner Andrews as Vice-Chair. He opened the nominations for Secretary/Treasurer. Commissioner Seay nominated Commissioner Coppola. There were no other nominations. Attorney Garrard announced Commissioner Coppola as Secretary/Treasurer. He opened the nominations for Assistant Secretary/Treasurer. Commissioner Andrews nominated Commissioner Herston. There were no other nominations. Attorney Garrard announced Commissioner Herston as Assistant Secretary/Treasurer. He passed the gavel to Chair Lee.
- b) **Budget Amendments** - Mr. Quill explained that the budget amendments need to be done sixty days after the end of the fiscal year. Commissioner Herston asked what was the largest deviation. Mr. Quill explained that there was nothing that was radically different. He pointed out that the actual revenues came in higher as did expenses. He commented that it was a better year than expected and the Authority had gone into the year very cautiously. He commented that the Authority has to continue to be diligent over the years and not over build. Commissioner Coppola asked if Obamacare will affect the employees. Mr. Quill commented that right now, no. **Commissioner Seay made the motion to approve the proposed budget amendments. Commissioner Herston seconded. Motion passed unanimously.**
- c) **Executive Director's Evaluation** - Commissioner Coppola reported that Mr. Quill received an overall score of 4.3 above average. She asked if someone should be appointed to negotiate some sort of merit. Chair Lee agreed to negotiate with Mr. Quill and bring it back next month. Commissioner Herston reminded the Board that Mr. Quill is the MVP of all of the Executive Directors.
- d) **Award ARFF Purchase - Deleted**

- e) **Aircraft Depot Lease Transfer to APG** - Mr. Quill explained that Aircraft Depot's assets are being sold to APG. He asked that the transfer of the lease be approved subject to Attorney Garrard's approval. **Commissioner Seay made the motion to approve the transfer of the lease. Commissioner Herston seconded. Motion passed unanimously.**
- f) **Speedway Lease Modification** - Mr. Quill commented that the Authority has a lease with Three Palms Speedway LLC. He explained that the Speedway is requesting a change in the lease under item Number 4 - Deposits. He commented that besides the usual first, last month's rent and security deposit there was an additional clause that the Lessee must post a performance bond equal to one year's rent that was to be posted by October 1st. He explained that Mr. Haase has been unable to do that and is proposing an alternate. Mr. Andy Haase explained that they have contacted many companies for the bond and the bond companies are asking for \$75,000 to \$100,000 of their money to be put in an escrowed account, plus a fee from \$3,500 to \$19,000. He offered that they will do capital improvements on the speedway facility and race track bringing the track up to code. He explained that the previous tenants had left the track in disarray and a lot of work needs to be done before any races can be held. He commented that they will bring the speedway up to a capital improvement gain of over \$215,000. He commented that they will put that into an agreement that if they default on their lease the capital improvements will remain at the track. Commissioner Seay asked if that would involve the grandstands. Mr. Haase commented that the capital improvements involves the grandstands, the catch fence, safety wiring and he has a list of all the improvements. He commented that the grandstands are aluminum professional grade grandstands with backs on the seats. He commented that they are not only trying to improve the racetrack, but making it an entertainment venue in Punta Gorda. Commissioner Seay commented that she is supportive of their offer. She commented that the racetrack has been around for a number of years and significant investments have been put in the track by previous tenants. She commented that the track has traded hands a number of times, but this is the very first time that an operator had to replace everything. She commented that the significant investment that is being put in is something that has never happened before. She commented that the Authority was concerned that the new tenant would not be able to maintain the facility and that is the reason the bond was included in the lease. She commented that she had talked with the bonding groups on what a bond means and the cost and it is in excess of \$100,000 cash upfront put into an escrow account. She commented that the money cannot be used for anything and if they default the Authority will be stuck with a facility that is not operable. She opined that this offer makes sense and regardless of what happens the Authority would have a facility that is operable, which is what the Authority wanted. She commented that the modification will allow for them to go forward and she opined that it would be beneficial to the Authority if they would approve the modification to the lease. Mr. Quill commented that the Authority will put together an agreement for approval under new requirements for December's agenda. Commissioner Coppola asked if the repairs will be done before opening

the racetrack. Mr. Haase commented that the repairs have to be done before opening. He commented that the grandstands are not portable but will be cemented in with masonry blocks and will seat over 4,000 people. Commissioner Herston commented that the bond is a yearly renewal. Mr. Haase commented that it is correct. Commissioner Herston commented that he had to get a bond and it was not worth it so he is supportive of eliminating the bonding requirements. Mr. Quill commented that the wording should be that if you should default these assets come to the Authority. Mr. Haase commented that is correct. Mr. Quill commented that the Authority will set up the wording for approval by Attorney Garrard.

14. Citizen's Input

Tyler Ezzi - Updated the Board on the Air Show. He reported that the Air Show will be March 29th and 30th. He commented that they are anticipating a team and hopefully it will be the Thunderbirds and they will make an announcement December 3rd. He commented that the theme for this year is saluting the veterans. He commented that they have contacted Lieutenant Dick Cole who is one of the last remaining members of the Doolittle Raiders. He commented that Lieutenant Cole was Jimmy Doolittle's co-pilot and he has agreed to be the Honorary Chairman and Pioneer in Aviation of this year's Air Show. He commented that on Thursday there will be a luncheon for Mr. Cole and a veteran's salute parade. He commented that he wants to have the parade end at the Airport. He commented that Friday will be the Make -A-Wish practice show and in the evening there will be a small general admission show. He commented that everything is on pace and they are working diligently with the Allegiant's schedule. He commented that they put in a request for the Blues for 2015. He commented that they are working with the Authority's staff with regularly scheduled meetings. He commented that he is looking forward to a record breaker.

Carl Parsons - Congratulated Mr. Quill on receiving the MVP award. He commented that the Team Punta Gorda has enjoyed working with Mr. Quill. He commented that the Team Punta Gorda Community Development Committee has asked Commissioner Seay to speak.

Commissioner Deutsch - Congratulated and thanked the past officers and he commented that it was a pleasure working with them and welcomed and congratulated the new officers. He complimented the dedication and hard work of the Authority Commissioners and the perseverance of the Authority's staff of getting two more destinations into Punta Gorda and the Airport is one of the shining jewels in Charlotte County. He commented that everyone is proud of how the operations are handled at the Airport. He commented that he is excited about their cooperative effort. He commented that he is on the Industrial Development Authority and they are going to work on increasing the destinations. He wished everyone a wonderful Thanksgiving. He explained that he will miss next month's meeting and it is the second meeting he has missed in three years.

Councilman Cavanaugh - Commented that it is tough to follow Commissioner Deutsch. He congratulated the new committee and he hopes that the Chairman will find time to attend the City Council Meetings. He shared a phone call that he received about Punta Gorda serving 23 cities when a few years ago Punta Gorda was not on the map. He commented that the caller suggested that Punta Gorda find a way to contact the mayors and business leaders of the 23 cities to bring them to Charlotte County. He commented that he is sure that Tom Patton's Economic Development Office and the Commissioners are working on something like that. He wished everyone a Happy Thanksgiving.

Jim Kaletta - Informed the Board that he will be appointing a new commander for the Charlotte County Composite Squadron. He commented that there will be articles coming out in the next few weeks outlining the cadet program and the photograph program.

Lionel Schuman - Commented that it is great to see Commissioner Lee as a Chairman. He wished everybody a Happy Thanksgiving.

15. Commissioner's Comments

Commissioner Coppola - Wished everybody a Happy Thanksgiving. She thanked everybody for attending. She congratulated Commissioner Lee on his chairmanship. She congratulated Commissioner Andrews on his vice-chairmanship and the rest of the Board for what they do best. She wished Commissioner Seay to have a good trip to Tallahassee and to bring back good news and to spread the good work that is being done. She congratulated Mr. Quill on his fine evaluation.

Commissioner Andrews - Thanked everyone for attending. He wished everyone a very Happy Thanksgiving. He thanked Commissioner Deutsch and Councilman Cavanaugh for their comments. He commented that the welcome back barbecue was terrific and he looks forward to it every year. He congratulated Mr. Quill on a fine job.

Commissioner Herston - Commented that it is good to see everyone, especially Commissioner Deutsch and Councilman Cavanaugh. He congratulated Commissioner Lee on the chairmanship and he commented that he will do a great job. He commented that it has been his honor to serve the last year as chairman and he has enjoyed it. He commented that the Authority's staff has done a great job. He commented that it is great to have an MVP of the state on Board. He wished everybody a Happy Thanksgiving.

Commissioner Seay - Wished Commissioner Deutsch well and he does a fine job for the Airport. She commented that Commissioner Deutsch has been a positive friend for the Airport and she thanked him for that. She commented that Councilman Cavanaugh has been a good friend to the Airport as well. She commented that one of the great things over the last few years is the active involvement of the County Commission and the City Council with the Airport. She commented that Mr. Quill is an MVP because the Authority's staff helped him get there. She thanked the Authority's staff and stated that lot of good things come out of the Airport because of working together. She thanked Mr. Haase for coming. She commented that she is glad that the Authority was able to come

to a consensus on giving them a hand. She commented that she is looking forward to racing, the sooner the better. She wished a Happy Thanksgiving and a Happy Hanukkah to everyone.

Chair Lee - Thanked everyone for coming. He commented that it was a great meeting and things got accomplished because the Authority has a great executive director. He commented that the Airport has come a long way in the last 10-15 years and it shows in the entire community. He wished everyone a great holiday.

16. Adjournment

Meeting adjourned at 9:55 a.m.

Don Lee, Chair

Kathleen Coppola, Secretary/Treasurer