

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING – APRIL 17, 2014 – 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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5. Additions and/or Deletions to the Agenda

6. Citizen's Input

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7. Consent Agenda

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

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8. Secretary/Treasurer's Report

Mr. Quill reported that the month of March was very good and is tied to the passenger increase. He commented that there are some improvements in the Account Receivables.

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9. Committee Reports

a) **Land Use** - Commissioner Herston reported that there was no activity. He commented that it is important to keep in touch with Charlotte County as they write a draft to pass new land developments regulations.

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b) **Economic Development** - Chair Lee had nothing to report.

c) **Personnel** - Commissioner Coppola presented a 10 year appreciation for dedicated service award to Vicki Lear. Commissioner Coppola announced that she is running for re-election for the Airport Authority and she has opened a campaign account. She reported that she presented 15 years of service award to Patti Sutcliffe at her retirement party.

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d) **Public Relations/Special Events** – Commissioner Coppola reported that she attended the Grand Old Republican Picnic and the Peace River Republic Women's Forum. She commented that they had lost their founding member and a funeral will be held

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5 for her on Saturday. She reported that there were articles in several local newspapers
on the Airport. She reported receiving letters of congratulations from Congressman
Rooney and Senator Bill Nelson. She reported that Governor Scott had attended the
Cheney Brother's ground breaking. She reported that she attended an open house for
10 Aviation Partners Group, which is a new business on the Airport. She reported that
the Airport had some press in the Florida Trend magazine stating that Allegiant Air's
expansion has helped boost the visitor numbers. She commented that the County has
been marketing the region on the weather channel and with direct mail throughout the
northeast. She commented on an article about the Aviation Partners Group in the
15 February Florida Trend issue and the Airport is getting a lot of press. She commented
that while she was up North she noticed that Florida was being marketed heavily on
the TV stations. She commented that the FAC Conference will be held in August and
the Golisano Children's Hospital is having an open house for the pediatrics specialty
clinic in May. She commented on Air Trek's advertising and the new booklet, Fly
20 PGD, which is available to everyone. She thanked Mr. Parish for going to
Washington and spending time with Senator Nelson and Congressmen Rooney. She
opined that Mr. Parish is a good representative for the Airport in Washington. She
commented on the Air Show and the Thunderbirds, and the Collins Foundation
Wings of Freedom was at the Airport. She introduced a new employee, Raymond
Laroche, and he gave a little background of himself.

e) **Governmental Liaison** - Commissioner Seay reported that the Authority has been
working with Jerry Paul and he has been helping the Authority in Tallahassee. She
25 reported that the Legislative Session began in March and will be finished on May
2nd. She thanked Mr. Kaletta for meeting with Governor Scott at Sun-N-Fun. She
reported that she attended the Englewood Chamber and heard everything that is going
on in the area and knowing that the Airport plays a significant part in bringing more
people to the County. She commented that with the growth of Allegiant Air and the
30 impact that the Airport has had, economic development occurs as a result. She
commented that this is part of the story that the Authority is telling in Tallahassee,
that Mr. Parish was telling in Washington D.C, and without that kind of
communication the Authority would not get the support for the Authority's staff to
expand the terminal and make improvements. She commented on an article in the
35 local paper and the penny sales tax priorities, which lists Piper Road. She opined that
the completion of Piper Road is an important project for the Airport and the economic
development of this area. She commented that this is the key for allowing access to
Cheney Brothers, Publix and any other businesses that will be operating out of this
area. She commented that it will also be helpful for the tourists to be able to get to
40 Punta Gorda and to the beaches. She suggested that everyone should talk to the
County Commissioners about Piper Road because it is up to them to make the
choices. She commented that this project makes good common sense for the entire
County because it will bring money into the County.

f) **Metropolitan Planning Organization** - Commissioner Herston commented that the
45 next scheduled meeting is in May. He had nothing to report on the MPO level. He

commented that the MPOAC, the state level MPO, is meeting in Tallahassee next week.

- 5 g) **Aviation Activities Report** - Commissioner Andrews reported that avgas is staying consistent from last year. He reported an increase of 25,000 gallons in jet fuel sales compared to last year. He reported that airline fuel for March is up from last year. He reported that 76,917 passengers have come through the terminal and there were 6,215 operations for the month of March as reported by the tower. He reported that the hangars are consistent for the time of year. He commented that he is looking forward to a very positive year and the economic impact that the Airport makes on the County.

10. Attorney's Report

15 Attorney Garrard reported that in the last meeting the Board authorized the Authority to pursue the purchase of a hangar on the north ramp owned by Targa, Inc. He reported that the Authority successfully closed on that purchase at the end of March.

11. Executive Director's Report

- 20 a) **Development Update** - Mr. Parish reported that the Authority is working with their lobbyist on getting grant funding and other possible funding through the state. He reported that the Authority had signed a contract with a group that searches for other funding sources. He commented that the Authority had given them a list of projects that are not high priority for funding with anybody else to see if they can find a group. He commented that there are so many grant opportunities, but you have to know how to look for them. He reported that he was in Washington and met with the Florida Airports Council, AAAE and ACI Small Airports. He commented that the goal was to speak with one voice. He commented that Florida has their own special needs and priorities. He commented that as a Florida group they had met with several representatives and one of the representatives had arranged meetings for them that they would not have been able to do. He went over the list of representatives and FAA staff that he had met to tell them the needs of the Airport. He commented that he spent time with Representative Tom Rooney and as a result of that he received two follow-up meetings with Representative Rooney's transportation staff. He commented that the Airport was the fourth fastest growing airport in the nation last year and will be in the top ten this year. He commented that in the first quarter of this year the Airport has moved up from the bottom of the airports in Florida to behind Daytona and Panama City. He opined that by the end of year, if the Airport maintains the consistency through the summer, the Airport will be ahead of Daytona Beach and Panama City and behind Tallahassee. He commented that they took the number of passengers for the first quarter and did a comparison of passenger per square foot for the terminal of each airport. He went over the passengers per square foot for each of the airports. He commented that the Airport had 9.5 passengers per square foot which shows how many people the Airport had put through a small space. He opined that the Airport definitely needs to expand. He commented that the model of the Airport

5 is to limit the debt significantly and to use as much grant and local money. He
commented that the Authority lobbied hard for the penny sales tax, but the Authority
didn't qualify so the Authority lobbied for the road that will assist the Airport. He
commented that the Authority will find other funding sources to maintain the Airport.
10 He explained that the Airport is doing well and is financially stable, but the Authority
does not have the capital to do expansion projects without the assistance of the federal
and state governments through the aviation and FAA trust funds. Commissioner
Coppola commented that Mr. Parish accomplished an awful lot in Washington.
Commissioner Herston suggested that Mr. Parish compare the numbers of passengers
15 per employee for each airport. Mr. Parish commented that Ashville is a similar
Airport and have over 100 full-time employees and the Punta Gorda Airport has
fewer than 50 full-time employees. He commented that Ashville is much smaller in
acreage and they are a single runway airport. Commissioner Lee commented that who
would have known that the Airport would have come this far. Commissioner Coppola
20 commented it is because the Authority watches their finances, are not reckless and do
not borrow from anybody the Authority can never pay back. She commented that
when you watch your finances people trust you and when they trust you they help
you.

20 b) **Florida International Air Show** - Mr. Quill opined that the Air Show was great this
year. Mr. Tyler Ezzi commented that Sunday was the single busiest day of the Air
Show. He commented that it did not surpass the attendance in 2012 because the Blue
Angels draw a larger crowd than the Thunderbirds. He thanked everybody for helping
25 with the Air Show. He presented an official Thunderbird Litho and official Air Show
challenge coins to the Board. He commented that there were approximately 75,000
people on the Airport property, including people who did not purchase a ticket. He
commented that the Air Show operation went well considering the possibility of rain.
He explained that it took 40 minutes to get the people out and is proud of those
30 numbers. He commented that the Sheriff's Office worked hard to get that done. He
commented that Mr. Bob Hall out-did himself with the performers line-up. He
commented that they are going to get the figures to see what the Air Show brings to
the community and will present that to the Board. He commented that the
preliminary dates for 2015 are selected and the dates are flexible depending upon
35 what team they get. He commented that the Airport staff has been phenomenal and
the best team he has ever worked with. He stated that the Airport staff had a plan,
had a resolution and functioned as a team. He commented that the Air Show had
rented cars and he is requesting a credit from the Authority for the facility fees. Mr.
Quill commented that the Authority will meet with Mr. Ezzi and go through the
40 invoices and he will let the Board know next month what the Authority recommends.
Mr. Ezzi opined that the fuel purchase had to do with the Air Force spending lots of
money. Commissioner Coppola was amazed at the number of vendors in the kiosks
that lined the midway. Mr. Ezzi commented that they hired a master concession
company who coordinated and provided the manpower with the local groups. He
commented that a lot of the groups lost a lot of money after the rain out at the 2010
45 Air Show. He explained that this company is oriented to the charities that work with
them and they make the contributions for the manpower and the infrastructure was a

good setup. Mr. Quill thanked the staff on the coordination of the Air Show, Allegiant Air for being flexible and to the Air Show where everything went well. He thanked Mr. Wayne Coulter, who passed away last year, for the suggestion of shifting the Air Show to the north side which has worked out well.

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He thanked Mrs. Laishley for her work on the Directory which came out well. He commented that the Authority continues to work well with the County and the Economic Development and Tourism offices which benefit the entire community. He commented that during the budget cycle he will recommend that the Board shift the meeting to the fourth week of the month. He explained that the Authority finished the financials late this morning for this month and because of the various revenue flows it has become harder to get the data in. He commented that at the next meeting, which is on the 15th, the Authority will present a draft statement because the numbers will not be in. He commented that the noise software will be up and running and then the hotline will be operational on May 1st, 2014. He commented on an article in the Trenton newspaper which talked about Trenton ranking first in the country and it points out Punta Gorda as third of the busiest 300. He stated that the beauty of that is our model is working. He commented that the Authority has not raised the T-hangar rent in six years. He commented that the Authority has found their niche and the Authority needs to have the discipline to stay with it. He commented that Allegiant has shifted aircraft because they are making money. He commented that Mr. Parish will be on a panel at the Allegiant meeting this year to talk about our model because Allegiant loves it and they want other airports to adopt it. He commented that the Authority was the first in the country and he is real proud of that. He commented that the Airport won't be gigantic and the Authority does not need a huge debt. He thanked the Board for hiring him. Commissioner Coppola commented that it is impressive to see the picture of six Allegiant Air aircraft on the ramp.

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12. Old Business

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13. New Business

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- a) **Terminal Contract** - Mr. Parish commented that he will be on the panel at the Allegiant Air conference. He commented that he had sat on a similar panel at the AAAE National Conference and because of that the Authority had received 20 to 30 inquiries from other airports wanting to know how the Authority is doing things. He stated that the Airport is an interesting model, but it is not a typical airport model. He commented that the Airport's model is not normal and other airports do not like it because the standard model airports charge a fee to the airlines and the larger airlines don't care. He commented that the low cost airlines do care and if the Authority charges a fee there are two airports north and south of the Airport and Allegiant will go there along with any other low cost airlines that might be looking at Punta Gorda. He commented that the Airport is interesting but it is hard to understand or explain to an airport person. He commented that one of the people on the panel could not wrap his head around it and said it couldn't be done that way. He commented that the Airport is successful and making money doing it that way. He commented that for 2

5 ½ years the Authority has been working on the terminal planning and design and he
had hoped that it would be under construction and nearing completion by now. He
commented that there were some stops and starts because of Direct Air folding, and
Allegiant Air exploding with growth going from three cities to twenty-three cities.
10 He commented that it is not two dozen flights a week but 23 destinations a week with
two or three departures to each city. He reported that the Authority had hired RSH, a
national firm out of Jacksonville, FL, who did the terminal planning study at an
airport similar to the Punta Gorda Airport. They were able to do things that the FAA
doesn't normally approve, but because of special circumstances and some expertise,
15 the Airport was able to get approval for 610 peak hour passengers. He commented
that the Authority will move forward with the preliminary design and upon approval
of the Board, the Authority will contract with URS to do the final design of the
terminal. He commented that URS has been working with the Authority for the last
few years and the preliminary work was done with RW Armstrong who is no longer
20 in existence. He explained that RW Armstrong was bought out and the Authority felt
more comfortable shifting all the work to URS. He commented that URS has a large
team of employees throughout the world that could assist on the project. He is
recommending that the Board approves the contract with URS. He went over the
eligible areas that the FAA participates in. He commented that they do not participate
25 in airline ticketing offices, bag screening and bag make-up which is an argument. He
explained that bag screening is a TSA function and at one point TSA was funding it
but TSA no longer does, and the FAA did not pick it up. He commented that with the
Boards' approval, the Authority will be under contract this afternoon with a Notice to
Proceed immediately following. He commented that this is an accelerated design
30 process to be able to get into the grant cycle for this year. He commented that the
Authority will open the bids July 24th and grant application will be the next day. He
commented that the Authority is competing and have preliminary approval for
approximately \$8 million federal money. He opined that the FDOT grant money is
set and the Authority will be using the SIB and reserves for the project. He
35 commented that it is estimated that it will be a \$14 million project and phases I, II and
III are finished. He commented that this will be phase IV and will be painful. He
explained that the existing terminal will be used next season and a temporary
transition will be made during the summer to the new terminal, and bag claim and
ticketing will be combined while the existing terminal is being refurbished. He
40 commented that the ticketing, baggage make-up and bag screening and all the airline
functions will be moved into the refurbished building and the screening, bag claim
and the hold rooms in the new facility. He commented that the Authority will stop
using the temporary hold room, but he opined that the hope is to continue using the
temporary hold by picking up some additional service. He commented that this is a
45 long process with the Authority, the engineers and the architects. He commented that
this is the first step in finalizing it. He commented that he can discuss the contract
with the Board after the meeting. **Commissioner Seay made a motion for approval
of the contract and authorization of the Executive Director to take the steps
necessary to complete the terminal. Commissioner Andrews seconded.**
Commissioner Herston asked if the \$600,500 is the lump sum. Mr. Parish commented
that is the lump sum and the majority of it are architectural fees. He commented that

the team consists of URS the prime contractor design firm, SchenkelShultz is the architect and SW Engineering and Design will do local land development. Commissioner Herston asked at what point would there be local architectural comments from the Authority to input. Mr. Parish commented that he can look at the preliminary lay-out after the meeting. He commented that the architectural facade will continue with what the terminal has and the lay-out is confined by the space that is available. He commented that the Authority had looked at moving both north and south. He commented that moving south is attractive for the Airport, but it will involve a lot of moving parts. He commented that the current goal of the Authority is to get the terminal finished. He commented that if the Airport needs to expand in the future the Airport can go south by moving the restaurant into the terminal, but there will be a nine month period where there will be no restaurant or use a temporary facility. He commented that the Authority has numbers for a temporary facility and know what it will entail, but the Authority does not have to do it now. He commented that the Authority cannot expand the building any further than what the FAA will allow without the Authority borrowing money that the Authority does not have. He commented that this is direction that the Authority is recommending and he opined that it gives the Authority the flexibility to do other things in the future. Commissioner Herston asked if the Authority had the breakouts of the different components. Commissioner Coppola commented that URS has designed very large terminals and they are an excellent firm. Mr. Parish explained that the Authority had selected three consultants and the Authority uses them to do the things that they are good at. He gave examples of each consultant's expertise. **Motion passed unanimously.**

14. Citizen's Input

Jim Kaletta – Commented that there have been several articles in the newspapers up north regarding Punta Gorda. He commented on getting a chance to talk about the airport to Governor Scott and he is supportive of aviation. He commented that he invited him to the Air Show next year and found him very down to earth. He explained that the CAP is putting on a ground school in June and at the end of the week those who attend will be able to pass the private pilot exam. He reported that the CAP helped in the search for a missing aircraft. Commissioner Coppola asked the age of the cadets that can attend the ground school. Mr. Kaletta replied they are fourteen to eighteen. He commented on one of the CAP cadets who has passed his commercial and multi-engine test and will soon start flying for an airline.

Lionel Schuman – Congratulated Mrs. Lear on her tenth year anniversary. He commented on articles in the newspaper that state the community does not need an airport. He commented on the 77,000 people in one month. He stated that the community needs PGD and an airline.

Alex Haak – Asked why the meetings are at 9:00 in the morning. Chair Lee said that the Authority has always held their meetings at 9:00 a.m.

5 **Commissioner Doherty** – Congratulated the Authority on phenomenal month. He commented that the airport is what brought him here 41 years ago and he is so proud to see what it has become. He commented that the Sales Tax Option will be discussed on May 13th and in his perspective Piper Road is in good shape. He commented that Commissioner Deutsch asked him to convey a Happy Easter to the Board and he appreciates the great relationship between the Authority and the County Commission.

15. Commissioner's Comments

10 **Commissioner Herston** – Welcomed everyone including Commissioner Doherty and Gary Harrell. He commented on the passenger numbers. He commented that he has been thinking about the Authority's employees and what the added activity must create. He commented that staff needs to be commended. He reminded everyone that Mr. Quill was the MVP for 2013-2014 in the State of Florida. He commented that Commissioner Doherty will keep an eye on Piper Road for the Authority. He commented that Commissioner Doherty is a registered professional engineer and understands what that means for the distribution system of I-75 and the airport. He thanked Mr. Parish for getting the Authority a new terminal.

20 **Commissioner Seay** – Commented on all of the activity at the airport. She commented that economic development is always good and it's good to know that there is an airport here. She thanked the Air Show in conveying the message that there is an airport here. She commented that there are several reasons why meetings are at 9:00 in the morning. One is people seem to work better in the morning and some people start earlier and aviation does start early. She commented that 9:00 is good for the Authority and has been successful in having a lot of participation at that time. She commented that the Authority has tried other times and they have not been well attended and have moved their meetings to different locations in the county and they have not been well attended as they are here. She commented that the Authority's meetings are predictable and people anticipate that we meet at a certain time. She commented that the Authority has accomplished a lot with the help of the Authority's staff and the support of the community.

30 **Commissioner Coppola** – Commented that the Air Show was phenomenal and her grandchildren really enjoyed it. She commented that one of the reasons she is running for re-election is because she has seen the success and wants to be part of the next phase of the Authority's success. She stated that she is proud to be here and loves the airport. She commented on the number of passengers coming through the airport who are looking at real estate, eating at restaurants and looking at the beaches. She opined that Charlotte County is one of the most beautiful places in the world. She commented that Mr. Quill and Mr. Parish have done a terrific job along with the Authority's staff. She commented that she can't wait to be a part of the next phase.

45 **Commissioner Andrews** – Thanked everyone for coming. He commented on the impact the airport is making on economic development and he is looking forward to a positive year. He commented that the Air Show was great and likes to see people come out and

celebrate aviation. He commented on the CAP cadet that he worked with and watched him accomplish his dream of becoming a commercial multi-engine pilot.

5 **Chair Lee** – Commented that the Airport has come a long way since he first came to the Authority board. He commented that the airport is no longer a small field; it has become an important part of the entire community. The Authority offers a lot to everyone and has provided that and will provide more as time goes on. He commented that the airport will continue to grow and will never be a RSW but will be a part of the community that everyone will know about. He commented that he spoke with Team Punta Gorda and they are supportive of the Authority. He commented that the Authority is doing a good job because of the staff. He opined that if it was not for Mr. Quill and Mr. Parish and the rest of the staff they would not be here. He commented that he is also running for re-election.

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15 **16. Adjournment**

Meeting adjourned at 10:10 a.m.

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Don Lee, Chair

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Kathleen Coppola, Secretary/Treasurer