

**CHARLOTTE COUNTY AIRPORT AUTHORITY**

**MINUTES OF REGULAR MEETING – JUNE 19, 2014 – 9:00 A.M.**

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**1. Call to Order**

**2. Invocation**

10           Commissioner Herston gave the invocation.

**3. Pledge of Allegiance**

**4. Roll Call**

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**Present:** Vice Chair Andrews, Commissioners Herston and Seay, Assistant Director Parish, Attorney Garrard, Mrs. Cauley, Mr. Laroche, Mrs. Smith and Ms. Straw. **Others present:** Jim Kaletta, Bob Hancik, Jim Deutsch, Ned Rose, Carl Parsons, Jerry O'Halloran, Councilman Cavanaugh, Andy Stultz, other people from the private sector and a member of the press. **Absent:** Chair Lee, Commissioner Coppola (at FASD conference) and Mr. Quill.

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

25 **6. Citizen's Input**

**7. Consent Agenda**

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

**8. Secretary/Treasurers Report**

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Mr. Parish explained that the income and expense report is better than what was budgeted due to the additional flights from Allegiant. He commented that the Authority has always operated in the black and is almost covering depreciation which is high due to the rebuild after the hurricane. He explained that the Authority is still working with a couple of delinquent accounts. He commented that it has been a good year overall.

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**9. Committee Reports**

a) **Land Use** – Commissioner Herston reported that the private side continues to escalate. He urged everyone to get involved with the County staff as they work on the comprehensive land use plan and land development code.

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b) **Economic Development** – There was nothing to report.

- 5 c) **Personnel** – Mr. Parish reported that Mrs. Lear will retire on June 20<sup>th</sup> and two summer interns have been hired. One will be working with Mr. Laroche and the other will be helping to convert some of the paper files to electronic files. He reported that Mr. Quill is not here today because he is with his father-in-law at the hospital and Mrs. Schindler’s husband is also in the hospital.
- 10 d) **Public Relations** – Mr. Parish reported that the Pioneer Days Parade will be at the end of August or first of September.
- 15 e) **Governmental Liaison** – Commissioner Seay commented that late last year the Authority had talked about the possibility of taking on a lobbyist, and the Authority’s governmental contact is Jerry Paul. By working with him the Authority received \$770,000 from the State budget, signed by the Governor, for the terminal and projects related to the terminal. She opined that it was a positive investment. She commented that the Governor recognizes the importance of the airport. She reported that there has been an increase of volume and usage of the airport. She commented that the people that are coming in and out of the airport are having a tremendous impact on the economy of Charlotte County. She opined that the reason why this was approved was because of the positive growth in the area. She thanked Mr. Paul for his work and commented that there is other work on the horizon. She requested sending a letter of thanks to the Authority’s delegation, individually, and the Governor for their support of the airport. She commented that all of them went to bat for the airport including Senator Garrett Richter. There was consensus to authorize Commissioner Seay to draft the letters. She reported that the Governor was here for the reception at the UTE facility on Taylor Road and she met with the Governor to talk about the Authority’s request. She commented that several Board members and Mr. Quill were also in attendance.
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- 30 f) **Metropolitan Planning Organization** – Commissioner Herston reported that he, Vice Mayor Freeland and County Commissioner Chair Doherty were a sub-committee that met with the Sarasota/Manatee County MPO in an effort to enter into an Interlocal Agreement to leap frog on the TRIP and the Trails projects. He explained where Charlotte County was ranked for the TRIP and the Trails funds.
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- 40 g) **Aviation Activities Report** – Vice-Chair Andrews reported that Avgas was slightly lower than last year, jet fuel and airline fuel was up. He commented that there was an 82% increase in passengers from May of last year compared to May of this year. He reported on the airport operations. He commented, as expected because of snowbird season being over, there are more vacancies in the T-hangars. He commented that at the next meeting his report will have graphs.

## 10. Attorney’s Report

45 Attorney Garrard had nothing to report.

## 11. Executive Director's Report

5 a) **Development Update** – Mr. Parish reported that next Monday there will be a pre-bid conference in the old administration building for the terminal. The plans are complete and available for purchase from URS.

10 b) **Design/Build RFQ** - He explained that TSA is going to need extra space and there is not room for them in the terminal. He explained that he has a design/build RFQ he would like to put out to select a contractor to do small projects under \$250,000. Commissioner Seay asked if he needed a motion for it. Mr. Parish commented that the Board will need to approve once a firm has been selected. Mr. Herston asked if the Authority is looking at a library of people who can do these small jobs. Mr. Parish commented that he would not mind selecting a couple of firms. He explained that the TSA space would be one of the items, and there is a party interested in leasing the space next to the current admin office. 15 The Authority needs a contractor to build that out. He explained that he has a proposal to cancel out the reflection from the tower for the VOR so the airport can get the VOR approach to runway 04 back in service. He explained that project would include constructing a screen that will hang on the side of the tower. He commented that the person who is building it is the nation's preeminent VOR ILS guy who is retired from the FAA and wrote the how to do this. He explained that there was a study done on the reflection prior to building the tower that was required by the FAA and the study came back from the FAA's selected person that it did not have a reflection. He commented in hindsight they had made two critical errors in their study, and after reviewing it the tower was not located correctly. He explained a metal box with copper wire will be built to cancel the reflection of the radio waves. Commissioner Seay asked how much is it going to cost and who is going to pay for it since it was their fault. Mr. Parish explained that in most engineering law they are only responsible up to the cost of their proposal fee. Commissioner Seay was concerned about what it would look like. Mr. Parish explained that once it is painted you probably won't see it and the critical thing is to get the approach back. Commissioner Seay asked the time frame on the RFQ since there is no meeting in July. Mr. Parish explained that he does not believe there will a project to kick off. He commented that the Authority would need to select after the qualifications are reviewed. Commissioner Herston asked if there are any other towers that have had the same problem. Mr. Parish commented not so much with towers but hangars and other buildings. He commented that VOR's are old and in the 90's the FAA was going to turn them off. He explained that the VOR is owned by the Authority and if it had been owned by the FAA they may have upgraded it or done something on their own.

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40 c) **FAC Registration** - He reminded the Board members to get with Ms. Laisley on who will be attending the FAC Conference.

45 Mr. Parish commented that the first amount of money of the \$770,000 that Commissioner Seay talked about will be spent on a reimbursable agreement with the FAA for installation of a radar screen in the airport's tower. He explained that there is a list of things from the FAA that the Authority has to do and one includes jobs. He explained that some security upgrades will also be done. Commissioner Herston commented that he

read somewhere that every ninety passengers equals one job. Mr. Parish commented that on the Allegiant's new schedule two cities are not listed and will see if anything is added. He commented that Allegiant is talking about increasing based planes from four to five or six and for every plane added there is an increase in cities.

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## 12. Old Business

## 13. New Business

10 a) **Set Date for August Meeting** – Attorney Garrard asked to change the date of the August meeting because he will be out of town August 19-28, 2014. Mr. Parish explained that at the last meeting there was discussion on August 14<sup>th</sup>, but to be aware that they will not have complete financials because of the early date. He went over the budget meeting dates. **Commissioner Herston made the motion to move the August meeting to August 14<sup>th</sup>. Commissioner Seay seconded. Motion passed unanimously.**

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20 b) **Reimbursable FAA Agreement for ILS Study/URS Design** – Mr. Parish explained that he is going to break this item into two sections to explain it better. He explained that the Authority has a reimbursable agreement with the FAA for a site study for the ILS which is about \$12,000. The FAA comes out and does the study and if there is any money left over they pay it back to the Authority. He explained that will be phase one of the ILS install. He commented that he is a little nervous about the time schedule. He explained that the Authority has been working to get a date to publish the ILS approaches. He explained that it is an eighteen to twenty four month process and the FAA will not set a date until the project is in place. He commented that the Authority is close to getting the FAA to take over the ILS after installation. He explained that he had a met with the FAA in Orlando and they basically agreed to it. He commented that the Authority has to write a few more letters. He explained that he will be in Washington and he will be talking with the Congressman to see if he will give the Authority a letter of support. He explained it is around \$60,000 a year to do the maintenance on the ILS. He commented that the publish date will be June of 2015. He explained that it is extremely aggressive to get an ILS designed and installed on a different end of the runway that it was previously designed for. He commented that the FAA wants to come out and do a preliminary site study and concurrently the Authority will be doing the site design with URS for \$68,000. He commented that the FAA will come out to make sure that the site is acceptable and that is what the \$12,000 is for. He explained that the second phase will be the ILS design that the Authority does not have the proposals yet and URS will do that. He commented that the Authority will do another Reimbursable Agreement with the FAA to review the design and approve it, and the third phase will be another Reimbursable Agreement for the install and take it over. He commented that the Authority would like it all to be done by June 2015. If that does not happen the next date is March of 2016. He explained that the reason he is pushing forward for the screen on the tower is because there is a publish date to reinstate the VOR approach. **Commissioner Seay made the motion to approve the reimbursable agreement.**

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**Commissioner Herston seconded.** Commissioner Herston commented that this for the Phase I and the URS design. **Motion passed unanimously.**

5 c) **Lease with L&P Logistics or Related Company** – Mr. Parish explained that there is a company in Sarasota and they are not happy there. They want to move the office headquarters here. He commented that they are interested in 2,000 sq. ft. in the administration building. He explained that a lease has not been done but would like to get approval to sign a lease subject to Attorney Garrard’s approval. **Commissioner Seay made a motion to approve a lease with L&P Logistics or its related companies subject to Attorney Garrard’s approval. Commissioner Herston seconded.** Commissioner Herston asked what the current vacant size is. Mr. Parish explained that it is 4,000 sq. ft. but the smallest space the Authority will rent is 2,000 sq. ft. **Motion passed unanimously.**

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15 d) **Lease Amendment with GSA** – Mr. Parish explained that the TSA is currently leasing the old meeting room trailer. He explained that it is at the same rate as the current space in the terminal. **Commissioner Seay made the motion to approve the lease amendment with GSA. Commissioner Herston seconded. Motion passed unanimously.**

#### 20 14. Citizen’s Input

25 **Jim Kaletta** – Commented on past discussions on getting the youth back into the flying business. He reported on the week long ground school that was held at the Sarasota Military Academy. He commented that 27 cadets attended the school taking all of the courses necessary to pass the FAA’s test. He commented that he had attended a couple of days. He reported that one of the cadets from Charlotte County won the \$1,000 scholarship and he wants to attend the Air Force Academy. He explained that the scholarships are funded by the Florida Wing and people also donate. He commented on a cadet, who at one time won the scholarship, attended Embry Riddle and is now a commercial rated pilot.

#### 30 15. Commissioner’s Comments

35 **Commissioner Herston** – Commented on Allegiant Air’s recent award of the Top Performing Airline in North America by Aviation Week for the third consecutive year. He opined that the Authority contributed to their success. He congratulated staff for a good job.

40 **Commissioner Seay** – Commented that she has already talked about the things she thinks are significant for the Authority. She commented that there has been a lot of work, a lot of effort and a lot more going on that they will be able to be talk about at some point. She commented that economic development is the biggest part of what an airport does for the community.

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**Vice-Chair Andrews** – Thanked everyone for attending and will see them at the meeting on August 14<sup>th</sup>.

**16. Adjournment**

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Meeting adjourned at 9:42 a.m.

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Don Lee, Chair

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Kathleen Coppola, Secretary/Treasurer