

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF EMERGENCY MEETING – AUGUST 28, 2014 – 9:30 A.M.

5

**1. Call to Order**

Chair Lee read the meeting notice (copy attached).

10

**2. Invocation**

Commissioner Andrews gave the invocation.

15

**3. Pledge of Allegiance**

**4. Roll Call**

20

**Present:** Chair Lee; Commissioners Andrews, Coppola, Herston and Seay; Executive Director Quill; Assistant Executive Director Parish; Mrs. Cauley; Mr. Laroche; Mr. Montoya; Ms. Straw. **Others present:** Jim Deutsch, Rob Hancik, Larry Hofmeister, Councilman Cavanaugh, Commissioner Deutsch, Gary Harrell, Bob Herrington, other people from the private sector and a member of the press.

25

**5. Citizen's Input**

**6. Award Design/Build Contracts**

30

Mr. Parish explained that the Authority selected two design/build firms, Halfacre Construction Company and Chris-Tel Construction, to do small projects on the airport. He commented that he is bringing the first three projects. He commented that he had hoped to have the two contracts that consist of doing repairs to the restaurant doors and the Authority is waiting for pricing for the retro fit to the hydro-swing doors in the t-hangar buildings. He explained that one of the contracts today is a security upgrade that includes new software that is specific to airports. He commented that it combines things the Authority is now doing with separate pieces of software. He explained that the first phase of the contract is to upgrade the software, add a server and some cameras, and change the boards on the gates. He commented on the lightening strikes and that the Authority can no longer get the boards that are needed for the gates. He explained that this is an 80/20 grant with FDOT and it is an older grant that needs to be used, and Halfacre Construction is the contractor. He commented that he will not sign it until there is FDOT concurrence, but is asking permission to execute it when he receives concurrence. **Commissioner Seay made the motion to approve Halfacre Construction to proceed on the security upgrade, 80/20 grant with FDOT for phase one at \$155,908.52 based on the concurrence of FDOT. Commissioner Herston seconded.**

35

40

45

Commissioner Coppola asked about insurance since there are lighting strikes. Mr. Parish explained that there is insurance but sometimes not worth putting in a claim.

Commissioner Herston asked about the new server. Mr. Parish explained it is for a new camera system. **Motion passed unanimously.**

5 Mr. Parish explained that the Authority is planning to expand the rental car quick turn facility by the maintenance shop from a four car wash facility to an additional four bay  
car wash facility or an automated system. He commented that it would also expand their parking. He explained this is for the design of the project. He explained that it includes paving almost all the way to the old Piper Road. He explained the design phase is  
10 \$21,700.00 with Halfacre Construction. **Commissioner Seay made the motion to approve the design phase for expanding the rental car facilities in the amount of \$21,700.00 to Halfacre Construction. Commissioner Herston seconded.** Commissioner Coppola asked what the final bill will be after the design phase. Mr. Parish commented that the Authority won't know the numbers until the Authority knows what they are building and the Authority hopes it to be under \$200,000.00 to \$250,000.00.  
15 Commissioner Herston asked about permitting. Mr. Parish stated it includes site permitting and will include a modification to the SWFWMD permit. Commissioner Coppola asked if there was a grant for this. Mr. Parish explained that there is no funding and it will come from reserves. He commented that the Authority receives almost \$2 million from the rental cars. He commented that the Authority could charge the rental car  
20 companies for this and lower their fee. He opined that it is better the way it is now. Commissioner Herston asked about Southwest Engineering and Design. Mr. Parish explained that SED will be doing the site work. **Motion passed unanimously.**

25 Mr. Parish explained that the Authority owns the five unit building that the Rental Car Center is in. He commented that three of the five are leased and the rental car facility is in one leaving one empty. He explained that TSA has requested a training area and the Authority wants to build out the space for them. He commented that this will be leased to the TSA. He commented even if the Authority should privatize the space would still be required by the TSA. He is proposing a \$14,785.00 design phase to build out the space.  
30 He explained that the design will include a TSA training room, a break room and expanded restrooms for the rental car center that will be shared and some empty office space. **Commissioner Seay made the motion to approve \$14,785.00 for the design phase for expanding the rental car facility as a TSA training facility and related facilities to Halfacre Construction. Commissioner Herston seconded.** Commissioner  
35 Herston asked how much square footage will the TSA have. Mr. Parish said it will be between 300 and 600 sq. ft. and it is a 3,600 sq. ft. building which will leave space to lease out. **Motion passed unanimously.**

## 7. Accept FAA Grant

40 Mr. Quill explained that the Authority is going to receive a grant for the Federal share of the terminal and the Federal share for an ARFF truck. He commented that the Authority expects to receive the grant within the next few days and he is asking approval from the Board to award the grant and authorize the Chairman or the Executive Director to sign it.  
45 Mr. Parish explained that the Authority had applied for two grants this year and will be funded under one grant. He commented that the ARFF truck's FAA share is \$474,728.00

and for the terminal the FAA share is \$5,721,319.00 with a total grant amount of \$6,196,047.00. He explained that he is trying to avoid having another emergency meeting before the Authority's next meeting if the grant shows up. He commented that the grant has been sent to Washington and it can take three days to two months. He commented that because it is the end of the fiscal year grants have to be done quickly and the Authority is expecting it in the next seven days with them wanting it back the next day. He commented that if any of the amounts change the Authority will have to have another meeting. He commented that Attorney Garrard has to sign it first. Commissioner Seay asked if the Authority has to say the exact amount or can the motion be to accept the Federal share for the terminal and ARFF truck. Mr. Parish thought that would be fine. The grant is programed and the money is there. **Commissioner Seay made the motion to accept the FAA grant for the Federal share on the terminal and the ARFF truck. Commissioner Herston seconded. Motion passed unanimously.**

15 **8. Citizen's Input**

**9. Adjournment**

20 Meeting adjourned at 9:48 a.m.

25 \_\_\_\_\_  
Don Lee, Chair

\_\_\_\_\_  
Kathleen Coppola, Secretary/Treasurer