CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING – SEPTEMBER 18, 2014 – 9:00 A.M.

1. Call to Order

2. Invocation

Commissioner Seay gave the invocation.

3. Pledge of Allegiance

4. Roll Call

Present: Chair Lee; Commissioners Coppola, Herston and Seay; Executive Director Quill; Attorney Garrard; Assistant Executive Director Parish; Mrs. Cauley; Mr. Laroche; Mr. Mallard; Mrs. Smith and Ms. Straw. **Others present:** Jim Kaletta, Steve Henriquez, Larry McClure, Bob Thompson, Councilman Cavanaugh, Kevin Rainey, Gary Bayne, Rob Hancik, Commissioner Deutsch, Jeanette Worth-Dugan, Paul Piro, Bob Mauti, other people from the private sector and a member of the press. **Absent:** Commissioner Andrews.

5. Additions and/or Deletions to the Agenda

6. Citizen's Input

Gary Bayne, Southwest Land Developers – Reported that the Industrial Development Authority (IDA) land has been purchased by Southwest Land Developers.

Bob Thompson - Commented that he had first approached the Board two years ago in regards to bringing US Air Express into Punta Gorda to offer services to Charlotte and Philadelphia. He opined that US Air had offered a very viable product for the Airport as far as getting the people from Punta Gorda to where they can make numerous connections worldwide. He commented that Allegiant Air is doing very well, but unfortunately they go to specific points with little connection capabilities. He had talked several times with the manager of US Air Express and he indicated positive interest, but the merger with American Airlines brought it to a close. He commented that the last meeting he was at was in February. He commented that he had contacted the manager for domestic networking with American Airlines via email introducing himself and reiterating the conversations he had with US Air. He commented that the reply he received was thanking me for my interest and due to the merger they were not in a position to expand. He commented that mergers are a nightmare. He opined that Punta Gorda offers a very viable potential market for a carrier to come here with an 80/90 passenger airplane and to have five flights a day to Charlotte offering connections to anywhere in the world. He commented that he had heard that one of the purposes with

the merger was to expand their presence on the east coast. He opined that Punta Gorda offers a very viable potential for that. He gave Mrs. Laishley copies of his correspondence with Mr. Wheeler. He suggested that someone other than himself should contact the airlines about obtaining a scheduled airline. He suggested that the Authority should approach the airlines as a group using the Authority's letterhead, or a member of the Board should contact the airlines to see if they could get something of interest from them. He commented that he has asked US Air to come out to look at the facility and see the expansion and the future plans that the Authority is doing. He opined that it is time for the Board of the Airport Authority to make the next move. Commissioner Coppola commented on Bob Thompson's letter and she thanked him.

7. **Consent Agenda**

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

8. **Secretary/Treasurer's Report -** Mr. Quill commented that August was exceptionally good. He explained that the swing in the passenger count is responsible for that. He commented that he is happy with the income statement. He commented that Accounts Receivable progress is slow and steady. He commented that Account Receivable is better than several years ago it was well over $400,000. Commissioner Seay asked how long it takes to get on the list. Mrs. Cauley commented ninety days.

9. **Committee Reports**

   a) **Land Use -** Commissioner Herston commented that the activity continues to escalate on the private side. He commented that Charlotte County is starting to see activity.

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

   c) **Personnel -** Commissioner Coppola asked the Board to complete the evaluation form for Mr. Gary Quill, Executive Director, and to have it completed by noon on October 7th.

   d) **Public Relations/Special Events -** Commissioner Coppola commented that the Airport got some TV coverage from Fox 4 News giving the Airport nice publicity. She commented on a column touting the Airport's good work and success. She commented that the Authority appreciates all news and TV coverage. She commented that the Authority is doing a great job. She commented that the Airport seems to be the prime jewel in Charlotte County. She reported that she had attended a meeting where Commissioner Chris Constance had mentioned the Airport during his speech and he is thrilled that the Airport is here. She thanked him for the cooperation between the County and the Cheney Brothers operation. She commented that it is good that the Authority and the County can work together.

e) Governmental Liaison - Commissioner Seay commented that the Authority is preparing for the upcoming legislative session. She talked to Jerry Paul about what to look for and what the Authority should be expecting. She opined that there are a number of good things that will be happening. She acknowledged Commissioner Deutsch and Councilman Cavanaugh who will be working with the Authority on upcoming projects.

f) Metropolitan Planning Organization - Commissioner Herston commented that the MPO has not met since the last meeting and the next schedule meeting is October 6th. He commented that Commissioner Deutsch sits on the organization. He commented that the MPOAC meets four times a year and the next meeting will be before the end of the year.

g) Aviation Activities Report - Mr. Quill reported on the slides which showed that the passenger count is substantially above last year which is typically the pattern for August, falling off in September and will start climbing in November, that Avgas for the month of August is down from a year ago and is not a radical change from the month of July and that Jet Fuel for the month of August is up and no radical change from July. He reported that airline fuel is up because of the additional flights this year. He reported that the traffic count for August was 3,620 operations due to a lot of people not flying at this time of the year. He reported on the vacancies for the T-hangars for the month of August. He commented on a new FAA rule on use of hangars that is out for comment. He explained that the comment period has been extended to October 6th and he urged everyone to comment on it. He opined that with the wording they use they are not going to achieve the original intent and it would chase the people out of T-hangars. He commented that the Authority is hopeful that it would get addressed and he again urged everyone to comment. Mr. Parish commented that a couple of items have been added to the Authority's website. He explained that under badge renewal there is a renewal form that can be filled out after the test has been taken. Mr. Laroche will get the information, process it and print the badge which will be available for pick–up during normal business hours, instead of having to make an appointment or come during badging hours. He commented that this makes the badging process a little easier. He explained that to centralize all maintenance requests there is a Maintenance Request Form found under General Aviation that can be completed, and the Authority will respond within 24 business hours. He encouraged everybody to use the website. He commented that they can still go to the FBO to have the form completed. He commented that the website will be the central depository for all maintenance requests so it can be tracked and taken care of. Commissioner Coppola asked if the people have been notified. Mr. Parish commented that the Authority has sent out a notice on constant contact list and it is on the general aviation update page. He reported that the badge request form has gotten a good response and have received a couple of maintenance requests.

10. **Attorney's Report**

Attorney Garrard had nothing to report.

11. **Executive Director's Report**

Development Update - Mr. Parish gave a quick update on the projects that are underway. He commented that the Authority had talked to the FAA in regards to the grant and the 15th is the final day of grant issuance. He commented that FAA had issued four of the six grants remaining in Florida, and the two biggest grants are still out. He commented that FAA had put a three day hold on grant issuing and today would be the first day that it would be available. He commented that the grant has been signed by Airports District Office, but until it gets released from Washington they cannot send it. He commented that the Authority is waiting on the release and they guarantee that it will be this year. He stated that the Authority will move forward under that assumption. He commented that the Authority will set up pre-construction meetings with the FAA and FDOT to get the contract with DeAngelis Diamond signed and started. He commented that the Authority will move forward with the design of office space in the building next to the rental car office, which the majority of the space will be leased to TSA. He stated that the Authority had their first meeting with the architect. He commented that the rental car car wash design is underway and the Authority is trying to do some value engineering on this project to figure out how much it will cost to determine whether this project will be this year or the following year. He commented that the parking lot will be expanded at the same time as the new building is being built. He commented that there are usually 200 to 300 cars parked on the grass and this will eventually become an issue. He commented that the security upgrade phase I was approved last month and that project was kicked off last week. He commented that the Authority will be purchasing the equipment which will take approximately six weeks to get. He commented that the Authority will be upgrading the existing system and adding new cameras which will be mostly exterior and gate cameras so there will be a camera at every vehicle gate and on the ramps. He commented that currently there are no cameras looking out at the ramps. He commented that the Authority had a screen built that blocks the signal that was being reflected by the tower from the VOR. He commented that the screen functioned as planned and the FAA has approved it. He commented that the Authority will be signing a $5,000 design contract to have a design made that won't interfere with what the screen does, but is structurally sound enough to keep on the tower during a hurricane. He commented that the equipment will be installed permanently and the VOR will be up and operational in January 2015 with the FAA revised procedures. Mr. Parish explained that the front door at the restaurant has had problems in the past and the Authority has been trying to get this door working for the last year. He commented that the door needs to be replaced and the Authority has a contract to replace that door. He commented that there is a contract to do maintenance on the T-hangars starting on the north side of building 205 which has the most significant amount of rust. He explained that it is not structural but a piece that holds the siding on which requires removing all the siding, grind that piece off because it is welded and install a new piece, repaint the door and install the siding. He commented that it is a major project and the Authority has a contractor to do that. He reported that Cheney Brothers is back under construction. He explained that they had to stop work for a couple of weeks because they were self-funding and when they finally got bank loans they had to stop work and close out all their contracts and

open new contracts. Mr. Quill commented that there is a lot of work going on and more stuff will be coming down the pipeline. He commented that the Authority will be coordinating with other agencies seeking funding for other projects. Commissioner Coppola asked if there is security at the Through the Fence gate and is it used. Mr. Quill commented that there is security there and the fence gate is being used, but it is rather complicated. Mr. Parish commented that a few years ago the Airport made national headlines when the FAA and the TSA told the Authority to lock the aircraft gate. He commented that at that point the Authority added the area that is called "Through the Fence" to the airport operations area and in doing that the Authority had to put the Authority's security system on their vehicle gates. He commented that they access the airport the same way anyone else does. He commented that the Authority has the aircraft gate as a secondary means of security, mainly because there is a lot of non-aviation use inside the Through the Fence area, and that Through the Fence tenants and the Authority felt that gate should stay in operation. He commented that in the last month they have had some issues with the aircraft gate. He commented that every time when there is an issue with that gate it is a change to the Authority's security plan. He explained that the security plan says there is a gate there and when that gate is not operational the Authority locks it and notifies the TSA that it is changed from an automated gate to a manual gate. He commented that the Authority thought they had it worked out about two years ago, but TSA wants to have a meeting to discuss that gate. He commented that there are other issues with that gate that the Authority will have to get into when the Through the Fence property owners association has a property owners association that meets all the requirements of their agreement with the Authority. He commented that they have four to five different entities and there should be a master POA. He commented that he had met with the ADO Manager with the FAA on a different issues and he has been going over the Through the Fence contract, and this will be something that the Authority will be diving into in the near future.

12. **Old Business**

13. **New Business**

a) **Contract for Restaurant Door Repairs** - Mr. Quill commented that the door quit working and the company that installed it went out of business. He is asking the Board for approval of installing a new door with a new company for $14,103. Mr. Parish explained that the door is an automated ADA approved door made of aluminum and glass. **Commissioner Seay approved the contract for $14,103 to replace the restaurant door. Commissioner Herston seconded. Motion passed unanimously.**

b) **Contract for T-Hangar Door Repairs** - Mr. Quill is asking the Board's approval for the repairs to the T-hangar doors. Mr. Parish commented that the Authority has had a few contractors looking at the T-hangar doors and would like to hire a metal building contractor out of Fort Myers. He commented that this contract is part of the design build contract that was approved a few months ago to repair nine doors. He commented that there is a significant amount of work that has to be done and the

majority of the cost would be labor. He commented that as they move from building to building that may change the way this piece of metal is attached. He commented that the doors have different finishes and are in different stages of repair. He explained that it is only on the north side of some of the buildings where the dew drips off in the morning and tends to sit at the bottom of the door, and the south side gets the sun and does not have the same issue. Commissioner Coppola asked if it was a draining problem. Mr. Parish commented that it is a constant drip and bounces off the super structure and sits on the piece of metal and rusts. He commented that the Authority is going with the galvanized and it will be painted and it is a 20 year repair. Commissioner Seay asked if the $32,940 was for the nine doors. Mr. Parish commented that there are nine doors in different stages in need of repair and it will be ongoing work. He commented that this is the first time that this was done and the Authority hopes the cost per door will be reduced as they go forward and know exactly how long it will take. He commented that a worst case scenario would be that they will have to build a drop wall behind each door to protect the content, remove sheeting, grinding, painting and at the end of every day they will have to reseal the hangar, and if it can't be done in one day they have to put all the skin back up, lock the hangar and come back the next day to take the skin down. He commented that the price is to not to exceed and it will do nine doors and it could be cheaper. Mr. Parish commented that the Authority was hoping it would be about $2,000 a door. Commissioner Coppola asked if the hangars are vacant. Mr. Parish commented that they are not. Commissioner Coppola asked about security. Mr. Parish commented that there will be security or staff there at all times to watch the contractor. He commented that the tenants will be notified a few weeks in advance and if they want to move to a vacant hangar the Authority will assist with that. He commented that the Authority will be building screens to make sure no grindings or anything gets in the hangar. **Commissioner Seay made a motion to approve the contract for the repair on the T-hangars doors not to exceed $32,940 as presented. Commissioner Herston seconded. Motion passed unanimously.**

14. **Citizen's Input**

Commissioner Deutsch - Commented that the reason that Cheney's property had to be vacated was because of some convoluted fine print in the funding. He commented they are coming back and anticipate going vertical mid to late November. He commented that he wanted to share this because it involves all of us. He opined that once they start going vertical there will an increase of interest in the area. He commented that they only hear good things about the Airport.

15. **Commissioners Comments**

Commissioner Coppola - Thanked everybody for coming to the meeting. She commented that she gets nothing but good comments when she goes around the community to different organizations and grocery stores with a logo on her shirt. She commented that people come to her saying they have been to Allentown and I have a

friend that goes on the weekends to visit grandchildren and they love it. She commented that the Authority is doing a good job.

Commissioner Herston – Commented that it great to see everyone including Councilman Cavanaugh and Commissioner Deutsch. He commented on the good job that Mr. Thompson did on contacting US Air/American Airlines on the Authority's behalf. He thanked staff.

Commissioner Seay – Thanked Mr. Thompson for his efforts and that she has also spoken to US Air. She commented on the e-mail she received on the upgrades that the Authority will be doing to the restaurant door. She commented that the hangar doors are expensive. She opined that they are very important to bring in and support the general aviation pilots. She commented that the funding that the Authority has to do that is from the airline, and if the airline was not here the Authority would not have the money to do the repairs. She commented that the balance the Authority has is because of Mr. Quill's leadership and guidance and that he has hired the best. She commented that with the advice and consent of the Board he has managed to create an atmosphere of positive economic growth. She commented that Mr. Quill has a date that he will announce, at some point, to retire. She suggested 2019. Mr. Quill stated 2016. She suggested putting in place a plan that has been in the back of the Board's mind for many years. She commented that the Authority brought in Mr. Parish as the Assistant Executive Director who has been actively involved in all of the projects and creating the balance that the Authority has. She suggested in upcoming budgets to set in place the Authority's written succession plan so the Authority can continue the success that the Authority has in keeping the airline happy and the general aviation folks happy. She commented that she is looking forward to making sure that it happens and this is a great opportunity for the airport. She commented that the airport has the best training ground for the next in line. She opined that the succession plan needs to be put in place.

Chair Lee – Commented on the difference in the airport in the past fifteen years and the Authority has done a great job.

16. Adjournment

Meeting adjourned at 9:40 a.m.

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Don Lee, Chair

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Kathleen Coppola, Secretary/Treasurer