

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING – APRIL 21, 2011 – 9:00 A.M.

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1. Call to Order

2. Pledge of Allegiance

10 **3. Roll Call**

Present: Chair Stasko; Commissioners Coppola, Herston, Lee and Seay; Executive Director Quill; Attorney Garrard; Assistant Director Parish; Mrs. Cauley; Mr. Coulter; Mrs. Worth-Dugan; Mr. Steele and Mrs. Sutcliffe. **Others present:** Mayor Goldberg, Commissioner Deutsch, Jim Kaletta, Scott Brady, Ken Chalaire, Andy Stultz, Jack Cox, Brenda Tillman and other people from the private sector.

4. Additions and/or Deletions to the Agenda

20 Mr. Quill added 11 a) ECAP and 12 g) Joint Meeting with the BCC.

5. Citizen's Comments

25 Commissioner Lee explained that he was representing Lionel Schuman who could not be there. He read a statement that commented on the article in the paper that referred to the new company that is locating in the Sun Loft building from Knoxville, TN. One of the reasons they are here is because of the flights that fly from Punta Gorda to Knoxville. It will be well worth the return of revenue and support we gain.

30 **Commissioner Deutsch** – Commented that the Commission has been discussing changing the ordinance in the ECAP and is glad to see it on the agenda. When the issue was initially presented to Economic Development, the concept was to try and save money for the businesses by alleviating some of the landscaping, but then they would have to put the money into a fund. The businesses are in favor of this because it would make this an industrial area which would stand out above some of the others and a place where you might want to bring your business. He stated he had flown into a number of places and the one that came to mind most was flying into Mexico City and looking down to see what was around the airport. The preference would be to have the landscaping out front. He stated he would appreciate the Board's thoughts, concepts and ideas about the ordinance change. The intent is that they would be able to save about 50/% of the required expenses used for landscaping between back to back commercial properties and that could be utilized in a common area out front to make it attractive and appealing to prospective businesses. Commissioner Seay commented about the tree fund. Commissioner Deutsch explained that it is not a tree fund, but a change in the ordinance specifically to deal with the ECAP and it should have been presented a little clearer. Commissioner Coppola commented that one of the biggest problems was keeping up the

maintenance once the landscaping was in and the Authority doesn't want anything that would attract birds of any kind. Commissioner Deutsch commented that the maintenance would be taken away from the individual property owners and that is the other side of the coin.

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6. Consent Agenda

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

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7. Secretary/Treasurers Report

Commissioner Lee asked if there were any questions regarding the Financial Statements. Commissioner Seay expressed concerned about one of the tenants, Arcadia Aerospace, and would like to request the possibility of a lien on their property. She opined that the Airport Authority has been far too accommodating to them over the years and it is time the Airport Authority took some action collecting any potential back rent. She is requesting that Mr. Garrard look into the options that are available to the Airport Authority, such as what the cost would be, the time factors involved and, preferably, before the next meeting. Chair Stasko commented that he didn't like the precedent that we have set with them and we can't continue this practice. He commented that there are some other tenants on a smaller scale approaching some large numbers and suggested the Authority start with Arcadia to see what recourses we have to guarantee some kind of recovery. Commissioner Lee suggested that Mr. Quill and Attorney Garrard get together to discussed that along with some other situations. Chair Stasko commented that there is a consensus of the Board for Attorney Garrard to see what options we have and requested to have the report at the next meeting or preferably before, so the Airport Authority can pursue this. Chair Stasko filed the financials for audit, Accounts Receivable, Profit and Loss and Balance Sheet.

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8. Committee Reports

a) **Land Use** - Chair Stasko noted that Commissioner Herston had arrived and thanked him for being here. Commissioner Herston reported that there was no activity on the governmental side. He opined that activity continues to escalate on the private side.

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b) **Economic Development** - Commissioner Lee has nothing to report. Commissioner Seay inquired about the status of putting fliers into the monthly mailings of the Chamber of Commerce that would let the businesses in those chambers know what we have available and the cost. Commissioner Lee commented that it was going ahead and Commissioner Seay is looking forward to seeing it. Mrs. Laishley commented that the fliers are being inserted in the Punta Gorda Chamber of Commerce newsletter.

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c) **Personnel** - Commissioner Coppola has nothing to report.

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5 d) **Public Relations** - Commissioner Coppola reported that the Authority had their Topping Out Party, March 17th and thanked everyone for being there and the tower is looking better and better each day. She reported that she didn't make the April Economic Luncheon, but hopes to make the May 5th luncheon at the Events Center. She commented on the Special District Meeting being held in late May in Key Largo and wanted to know if anyone is going to the meeting. **Commissioner Lee made a motion to fund the travel costs. Commissioner Herston seconded. Motion approved unanimously.**

10 e) **Governmental Liaison** - Chair Stasko has nothing to report. Commission Seay commented that the Charlotte County Airport Authority's local bill is moving along very well. It has been added to the second reading calendar so it should be approved in no time. She commented that the House Bill 913 is also moving along very well and is added to the second reading calendar. She commented that the TSA is becoming unionized and had a union election and have a runoff between the American Federation of Government Employees (AFGE), and National Treasury Employees Union (NTEU). Commissioner Herston reported the MPO has not had a meeting in a while and one is schedule for next month. He handed out the following handouts; 1. Intelligent Transportation System which are the new billboards on I75 showing a summary of the System, number of cameras, etc. 2. A summary of our Legislation Status Report relating to transportation and safety that is moving through Tallahassee. 3. Information on how the Florida Department of Transportation works out their tentative 5-year work program.

25 9. Attorney's Report

Attorney Garrard had nothing to report.

30 10. Executive Director's Report

35 a) **Development Update** - Mr. Parish reported the tower is on schedule and the glass is installed so the interior work can begin. He reported that Florida Power installed power last week. He reported that the elevator installation is underway. He commented that all the work will be finished by late July. He reported that Piper Road is on track and should be finished in about 8 weeks. He reported that they are looking to finish from the Budweiser Distributor to Henry Street later this year. He couldn't report on the two-lane section from the Budweiser Distributor south to Jones Loop Road because it is not part of the County's project. He commented originally the FDOT was going to do it, but now they don't know if they can. He commented the Authority is staying on top of it even though the project is not part of the Authority's plans. He reported the car wash facility for the rental cars will be moved towards the maintenance facility. Chair Stasko thanked Mr. Stultz from Halfacre Construction for taking him on a tour of the tower. He questioned if the sign for the Speedway was adequate and opined the Authority should make the signs because they are tenants.

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5 **b) Airline Update** – Mr. Quill reported that airline passengers were up 54% in the month
of March establishing a new record exceeding the totals in March 2008 when Skybus
was flying. He reported, on the General Aviation side, the T-Hangar vacancy at the
end of March was 31. He reported receiving three leases this past week, but typically
10 by the end of April we see mass exits. He reported the other encouraging sign about
GA is the Avgas fuel sales are up this year over last year. He reported the revenue is
up on fuel as is our expense, but in terms of gallons we are up from last year. He will
be meeting with the County’s new Tourism Director, Lorah Steiner, and also follow up
on TRIP Funding to see if this is eligible for airports. He commented that the
Authority is working with Adams Brothers to close their lease.

11. Old Business

15 **a) ECAP Ordinance** – Mr. Parish commented that Mr. Quill, Commissioner Coppola
and he attended the meetings with the Economic Development people who are putting
together the revisions to the Ordinance. Mr. Parish commented that the Authority has
been pleased with the changes and are moving in the right direction. He commented
that most of the changes eliminate a lot of the landscaping between similar zoning.
20 He commented that the 25’ required landscaping between two warehouses was
removed. He also commented that they removed the requirement to plant landscaping
out front but are required to pay into a landscape fund which would be spent in the
ECAP and this takes away the requirement to maintain their landscaping and they
also removed the requirement to irrigate the landscaping. He commented that he
25 dealt with overlay districts in Georgia and they are difficult, they are subjective and it
depends on who is reviewing it to whether they liked the landscaping or the
architectural. He commented that from the original ordinance to what they are trying
to get passed today, it’s like night and day and are moving in the right direction. Mr.
Quill commented about the workshop that was held and, because everything was set
30 up with curb and gutter, you couldn’t use that water runoff from the parking lots to
irrigate the plants. Mr. Quill commented that when you fill from the original grade,
say at 0, and have to come up to two to three feet, the Florida native plants, in effect,
are not in a native environment because they have been moved 3 foot away from the
water. Mr. Quill commented on the idea of continual feedback. When it was first
35 approved 6 to 7 years ago a few people got through the process and then we would
come back and change it, well we didn’t do it and now we are. He suggested a
mechanism that could be set up to get input from the users periodically and, as each
development comes through, they may have some unique issues and we need the
continual feedback to improve. He asked if Commissioner Deutsch would comment
40 on the tree fund aspect. Commissioner Deutsch commented that he would appreciate
some feedback on the conceptual idea and he stated again that the picture was not
painted clearly when it was first presented to the Commissioners. He opined that
most of the businesses are in favor of it and one of the pluses is less of a plumbing
impact in terms of providing the irrigation and also take the long term effort of
45 maintenance away. He commented that there are several instances in other places
where there are some defects in our ordinances and we have to get realistic and want
to make it look special. He commented that the businesses support it and it would

5 certainly make the place look more attractive and welcome. Chair Stasko asked if it
would be possible to write into the ordinance that it be reviewed on a yearly basis.
Commissioner Deutsch commented that it could be done; however, he opined not to
see that done because then we'd find ourselves in a situation like we are with the
10 impact fees. He commented, for example, he wants to reduce the impact fees, but he
was dissuaded from bringing it up because there is a requirement that they are
reviewed annually, so it was recommended not to deal with impact fees until July.
He opined that any time when there is a concern about an ordinance it certainly
should be reviewed. Chair Stasko asked if the Authority had been requesting a
15 review of this ordinance which wasn't responded to. Commissioner Deutsch opined
that it grew out of some concern from the business people in the ECAP and the
people at Economic Development. Mr. Parish commented that, as the Authority
developed new ideas, there have been small changes in the ordinance to meet some of
the unintended consequences of the original plan but this is the first major
20 modification. Chair Stasko commented again that he didn't know what the 6 – 7 year
delay was, the Airport Authority not getting involved or the County saying they'll
take care of it. Commissioner Seay commented she is in favor of a required review on
a regular basis and is very pleased with the improvements. She commented that this is
a step in the right direction and sees the opportunity for the businesses to save some
25 money and to look at this in a different way and be able to say we want this to look
great. She commented we don't want this to be at the expense of our tenants or at our
own expense, but also we don't want to make it so very nice that no one can afford it.
She commented this is an industrial park with commercial developments and needs to
be looked at in a very common sense manner. She applauded the County
30 Commissioners for taking the steps to make these changes which should have been
done 6 or 8 years ago. Commission Deutsch appreciated the input and understands
the point of view but not sure how the legal staff would react. The County
Commissioners have to be responsive to the Authority's ideas and the ideas of the
business people. Commissioner Herston asked if the Authority is meeting the county
standards on the landscaping side or is there a separate requirement. Mr. Parish
commented that the Airport Authority has requirements above and beyond the
35 county's standards. Commissioner Herston questioned why we would not adopt the
county standards as modified year after year. He commented he is involved in
several DRIs and when it comes to developments of regional impact and the
landscaping, it says go see the County Ordinance. He commented if you look at it
from a staff's point of view, which means your staff person has to know the county
standards, and then have to learn some other standards for the ECAP which can be
40 confusing. Chair Stasko recommended writing the language in the annual review so
it would be reviewed a minimum of once a year which would make it open for review
if something came up in three months after the review. He commented they need to
be proactive if we are to continue bringing development here and if there is
something that makes somebody not want to develop at the airport then it needs to be
addressed at that time. Commissioner Deutsch commented on a related item,
Brownfield's, and is in the process of changing the name. Mr. Parish commented if
45 there is a specific issue that a company has, there is a variance process that the county
used in some of their buildings.

12. New Business

- 5 a) **FAC Conference** - Mr. Quill commented that the FAC conference is July 17th – 20th and requested a head count. **Commissioner Lee made the motion to approve travel for all five commissioners and Mr. Quill or Mr. Parish or both. Commissioner Seay seconded. Motion passed unanimously.**
- 10 b) **July 2011 Meeting** - Mr. Quill proposed to cancel the July 2011 meeting similar to what was done last year because it is close to FAC and we are also going to be under 12g) proposing joint meeting with the County. **Commissioner Seay made the motion to approve cancelling the July 2011 meeting. Commissioner Coppola seconded. Motion passed unanimously.**
- 15 c) **Rental Car Contract Extension** - Mr. Quill commented that we are coming towards the end of our three year agreement with rental cars and would like to propose a one year extension with the current parties. **Commissioner Seay made the motion to approve extending the agreement with the rental cars for one year. Commissioner Lee seconded. Motion passed unanimously**
- 20 d) **RFQ General Consultants** - Mr. Parish commented that the Authority had contracted consultants for a three year period and currently has RW Armstrong, Hanson and URS as our general consultant and Johnson Engineering for local work. The three year contract came up last month and would like to get proposals this month requesting qualifications from consultants to put together a selection committee. He commented it would be for a multiple selection again so we don't have issues with work. When the consultants get busy we'll be able to spread it out a little bit. **Commissioner Lee made the motion to approve to get proposals. Commissioner Seay seconded. Motion passed unanimously.**
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- 30 e) **RFQ Design/Build Terminal Expansion** - Mr. Quill recommended to add a hold room space, increase the bag return space and the Authority is proposing to select a Design/Build Team similar to what was previously done for terminal expansion. Mr. Parish explained that the Authority needs to put a plan together to present to the FAA for the grant process. The FAA has requested that the Authority do a needs assessment, which is the first part, and put together a team so we can do our needs assessment and then we can go into the design phase. He commented the plan is to do about a building and a half of what we have now attached to the existing building headed towards the north. If you walk into the terminal right now it would be very crowded. Thursdays and Sundays are crazy in the terminal. We don't have enough queuing space. We've added Vision Airlines and four more ticket counters, but we have not been able to add any more queuing space. We are adding about 450 square feet of queuing in the next month by taking out some offices, but now we have to displace the people in the offices. There is no more square footage in the building. If the goal is to grow the airport, we need to serve the customers that we currently have and do it economically. We do have some grants lined up in the next couple of years
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- 45 from FDOT and hopefully we can get in front of the FAA. We first need to put a

team together using the same process as before, design/build, and hopefully control the flow. **Commissioner Seay made the motion to approve to go out for RFQ for design/build for terminal expansion. Commissioner Lee seconded. Motion passed unanimously.** Chair Stasko asked what it would cost to put the team together. Mr. Parish opined the first phase would be approximately \$200,000 which is similar to the original architectural plans. He commented the first thing to do is gather the information for submitting to the FAA which would be between \$100,000 - \$150,000. Commissioner Herston questioned if the costs would come before the board. Mr. Quill commented first you design and then bid it and the design/build is probably more qualitative and you get into the numbers later in the process. Mr. Parish commented that with the design/build we have a design phase cost which comes before the board which is considerably smaller than the construction phase. He commented when we get a design and the construction cost is not agreeable, then the Authority can go out and bid. He commented if the Authority is outside of the budgeted numbers, it is always brought back to the board for approval. Commissioner Coppola commented when the original design was approved, we also planned for an expansion. Mr. Parish explained that the building is set up with two cut-outs on the north wall for expansion. Commissioner Coppola commented that it would be less expensive. Mr. Parish commented that the building will be twice as much. Mr. Quill asked if RW Armstrong and Hanson are going to be included in this request for design/build or is it the general group. Mr. Parish commented using Hanson as design/build and we've used RW Armstrong as consultants. He opined if the contractor wanted to go after the project and they used a consultant that wasn't one on our team, or familiar with the airport, it would be a difficult decision because part of the qualifications is being familiar with the airport. Commissioner Herston asked about how many people get notified of this bid. Mr. Parish commented the Authority does advertise and generally get 10 to 15 packets to bid. **Chair Stasko asked all in favor of the RFQ Design/Build Terminal Expansion to go forward. Motion passed unanimously.**

- f) **Punta Gorda Speedway** - Commissioner Seay commented she has three concerns regarding the construction on Piper Road. Her first concern is that the temporary sign for the entrance is too high; second, due to the change in traffic patterns there will be a need for additional signage to the access road and third, is that parking was everywhere, parking on sides of road, and because of the construction they lost a good deal of parking space. She is recommending working with the Speedway to find a way to assure that they have sufficient parking and what options are available. She commented that the 20 years the track has been there they used the parking lot at the front of the track which the Authority allowed them to use for one night a week for 28 weeks. They no longer have that available because of the new road. She commented there have been a lot of adjustments and work gone into the parking issue. She commented that the parking area can accommodate approximately 350 to 400 cars except when they have special events and need parking for 700 plus cars. They have 40 events a year and approximately 25 of those events are special events. She commented that the Speedway in an entertainment venue, one of very few in the County. Greg Roebach, General Manager of Punta Gorda Speedway and also with a

5 local appraisal company stated he was representing the ownership of Punta Gorda
Speedway LLC and read the following statement to the board. "They sent me to
observe and report the findings of this meeting with the new road opening soon and
we have a parking problem. We have been given permission to use excess land
10 around the Speedway that would accommodate our parking needs. The problem
during the summer we will lose approximately 70% of the parking when the summer
rains start and the land holds a lot of water. We have received 54 truckloads of
grindings from Bonness Corporation which the Speedway paid for and spread over a
small area increasing the grade and added new fencing. We've upgraded part of the
15 parking area at approximately the cost of \$10,000 to the Speedway. We are well
aware the Airport Authority has access to a great deal of dirt located near the facility
that would be ideal for raising the grade to improve the parking area in order for the
speedway to survive. Without this improvement we will not be able to accommodate
public parking and will hamper the business which will result in a great deal of lost
20 revenue. The ownership has already spent in excess of \$100,000 in improvements
above and beyond the sales price, plus paid the prior debt from the previous owner,
including 7 years of back taxes, unpaid rent and security deposits. The Speedway has
had to mend its reputation from the prior owners and is on the road to making Punta
Gorda Speedway a first rate facility. We are committed to helping Charlotte County
25 in fund raisers, such as the YMCA, the Relay for Life, Punta Gorda Isles Association,
the Conquistadors, the Rotary Club and the first annual Race to End Hunger for the
Homeless Coalition. We also have a large footprint on the local economy as motels,
restaurants and shopping benefit greatly. We are requesting you to look at the big
picture and do what's right to help our community and keep Punta Gorda Speedway
30 alive and well into the future." He invited the board members and their families to
come and enjoy the Speedway. Mr. Quill commented that an area south of the
property is available and an area within the fenced confines of their lease area, where
some material was laid and spread out about 7 months ago, which will give them a
little bit of additional parking. Mr. Roebach commented that they are using the
35 excess land to the east towards Publix, but unfortunately with the way the road is
coming through, the grading is so high it will flood when the rain starts. He is asking
for help from the Authority with the dirt for the Speedway. Mr. Quill asked for more
specifics, such as, value of the dirt and cubic yards. Mr. Roebach commented that
they will have to have the land surveyed to see what the actual grade would be. Chair
40 Stasko asked if it would be beneficial to the airport making that land higher and more
developable in the future by adding more dirt. Mr. Parish commented that eventually
the Industrial Park needs to be brought up at least a foot to a foot and half. The area
the Speedway is using is comparable to what they previously used and its comparable
grade to the area that was previously used and it is wet during the rainy season. He
45 commented that the new road should improve the drainage because there is now a
conveyance to eliminate the water. He commented that just bringing in dirt to raise
the area is not the solution, we have to strip the top soil and if we do it incorrectly
now we will have to take it all out when a user comes in to build because it won't be
engineered fill. He recommended bringing a plan as to what the Speedway needs and
we'll be able to go forward. He commented that the Airport only has 700 parking
spots and you can see the size of our parking area. To do a 700 parking spot area that

meets the county and landscaping codes is a difficult task. Parking on the grass is a good option and thinks that is what we have to do; again, we need to have this on paper. He commented that the Authority has discussed the parking issue with the Speedway, shown them the boundaries they needed, gave that to them, surveyed the area and put that in the lease. Mr. Parish commented before the Authority can make a decision we need to know what it's going to look like before bringing a recommendation to the board. Commissioner Lee commented that parking on the grass is a bad situation because we already had one car that caught fire and this can't happen again. Chair Stasko asked if he or Mr. Roebach got together with the Airport Authority with a plan. Mr. Roebach commented that the Speedway will put some paperwork together for the Airport Authority to review. Commissioner Seay commented the Speedway should plot an aerial view of what they would like to have and show that to the board. Commissioner Seay commented, as an option, of using the Airport's parking lot for special events and make some kind of arrangement to shuttle the spectators. Commissioner Coppola commented that maybe tourism, economic development or somebody else would be interested in helping them. Commissioner Herston commented that grass parking is 30-40% inefficiency unless you have someone there guiding the traffic flow or you have wheel stops in place. He asked about the control structure. Mr. Parish commented their control structure is in compliance.

g) Joint Meeting with BCC - Mr. Quill is proposing a joint meeting with Charlotte County Board of Commissioners on Friday, July 15th at 10:00 a.m. Some of the topics to be discussed are tourism, airport traffic patterns, ECAP and avigation easements. **Commissioner Seay made the motion to accept the joint meeting with the Board of County Commissioners as our regular meeting for that month. Commissioner Herston seconded. Motion passed unanimously.**

13. Citizen's input

Jim Kaletta - Commented the Civil Air Patrol had their major conference in Orlando this past week. He commented that for the first time in history, any squadron has brought back all the awards which were; Charlotte County Composite Squadron won the squadron of the Year award. He received the award for Member of the Year and Squadron Commander of the year. Bob Little received the Exceptional Service Award. Cadet Commander received the Meritorious Service Award. Four of the cadets received Life Saving Certificate Awards by the government.

14. Commissioner's Comments

Commissioner Lee - had no additional comments.

Commissioner Seay - Congratulated Jim Kaletta on receiving the awards. She thanked Mayor Goldberg and Commissioner Deutsch for attending. She appreciates the consideration and the thoughtfulness of the Board in helping Punta Gorda Speedway's parking problem.

5 **Commissioner Coppola** - Inquired if they could use the information at the Florida Airport Council Meeting. She commented that the Punta Gorda Speedway is a successful business and likes helping successful businesses. She thanked Halfacre Construction for the commemorative paperweight of the Topping Out Party, March 17th. She commented on a letter received regarding the article in the paper in which she had an interview with one of the local newspaper gentleman who has been here 10 years and the airplanes are affecting him. She mentioned this because one of the planes flew over here house and she went out and waved.

10 **Commissioner Herston** - Thanked Mayor Goldberg and Commissioner Deutsch for attending. He thanked Halfacre Construction for the commemorative paperweight from the Topping Out Party. He welcomed and thanked Hanson and RW Armstrong for attending.

15 **Commissioner Stasko** - Commented that he and his wife were blessed with a new granddaughter, Olivia. He commented the Air Show was a great success. He received a letter complaining about Direct Air and their Customer Service Department and it's unfortunate that we have no direct way to solve problems with the airlines. We address the problems as well as we can, but in general, the public is thrilled with the services being provided. We will try to eliminate the complaints by the public, but they need to know that addressing their problems directly with the carriers is the best way to go. He would like to make suggestions to the airlines as far as some of their public relations and the way the handle complaints. He thanked everyone for attending.

25 **14. Adjournment** – Meeting adjourned at 10:30 a.m.

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Gary Stasko, Chair

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Don Lee, Secretary/Treasurer