

**CHARLOTTE COUNTY AIRPORT AUTHORITY**

**MINUTES OF REGULAR MEETING OCTOBER 16, 2014 – 9:00 A.M.**

5

**1. Call to Order**

**2. Invocation**

10           Commissioner Andrews gave the invocation.

**3. Pledge of Allegiance**

**4. Roll Call**

15

**Present:** Chair Lee; Commissioners Andrews, Coppola, Herston and Seay; Executive Director Quill; Attorney Garrard; Assistant Executive Director Parish; Mrs. Cauley; Mr. Laroche; Mr. Mallard; Mrs. Smith. **Others present:** Jim Kaletta, Jerry O’Halloran, Jeannie Benjamin, Bob Mauti, Mike Mitchell, Rob Hancik, Lionel Schuman, Commissioner Deutsch, Bob Herrington, Gary Harrell, Jeanette Worth-Dugan, other people from the private sector and a member of the press.

20

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

25           None.

**6. Citizen’s Input**

**Commissioner Deutsch** - Commented that he has appreciated the past four years of being the commissioner liaison. He commented that they have not always agreed, but have worked well together and great things have happened at the Airport because of the Authority’s efforts and endeavors. He opined that to the best of his knowledge the County has tried to step up and be cooperative. He commented that projects have been done together. He commented that depending on the way of the Lord and the voters he may or may not be back, but he wanted to share that it has been an exciting four years. He is proud of what the Authority has done and he is happy to have been honored the liaison. He commented that he has enjoyed the relationship and he is looking forward to the cookies. He thanked everyone and blessed Chair Lee.

30

35

40 **7. Consent Agenda**

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

45 **8. Secretary/Treasurer’s Report**

Mr. Quill commented that for the month of September there was a loss on the Income Statement and the Authority had budgeted for a loss. He explained that it is the slack time of year, particularly the months of September and October. He reported ending the year to the good on the operating side. He reported that Arcadia is not on the Accounts Receivable list. He commented that they went through lean times and are turning a corner and he is happy with that. Commissioner Coppola commented on Arcadia being on the 50 companies to watch in the United States for growth. She commented that it is quite the recognition for Arcadia and the Airport.

## 9. Committee Reports

a) **Land Use** - Mr. Herston reported that land use on the private side continues to have activity in Sarasota and Lee Counties and the City of North Port. He reported that Charlotte County is lagging very far behind.

b) **Economic Development** - Chair Lee commented that it is doing extremely well and nothing has changed.

c) **Personnel** - Commissioner Coppola commented that Mr. Quill's evaluation is excellent and above average. She commented that the total was 4.62 and the highest you can achieve is 5. She commented that is excellent and congratulated Mr. Quill. She commented that a team will get together to discuss what can be done for Mr. Quill and asked for volunteers. Commissioner Seay volunteered.

d) **Public Relations/Special Events** – Commissioner Coppola reported that she has been invited to the Florida Department of Corrections for their open house in November. She commented that she has not been there since they had their grand opening many years ago. She reported that there will be a Meet and Greet with Brandon and Kristen Downy at the Bayfront Medical Arts Building in Punta Gorda in October. She reported that he will be the new Chief Executive Officer at the Bayfront Health in Punta Gorda. She presented a plaque to Chair Lee in appreciation for years of service to the Charlotte County Airport Authority Board of Commissioners. She commented that Chair Lee is knowledgeable, has integrity and will help anybody that asks for help. She commented that he is a positive presence in the community and she is proud to call him her friend. Chair Lee thanked everyone. He commented that it has been a great trip and he has enjoyed every moment. Commissioner Coppola reported on the ground breaking event which had a great turn out. She commented that Senator Benacquisto, Representative Ken Robinson, County Commissioners Deutsch, Doherty and Constance had attended and a really good time was had by all. She appreciated the idea of the pink hard hats.

e) **Governmental Liaison** - Commissioner Seay commented that the ground breaking was an exceptionally good event. She thanked Mrs. Laishley and staff for putting it all together. She commented that the entire program was very well attended. She commented that Senator Elizabeth Benacquisto represented the Governor and read a statement from him. She commented that Ken Robinson was in attendance and

5 Senator Nancy Detert sent a statement to be read. She commented that they recognize the impact of the Airport and all that has been done in making it an important part of Charlotte County and Southwest Florida. She commented that she supports the one percent sales tax and has been in place for quite some time. She commented on the Piper Road extension and making that the best entrance to the Airport. She commented that will not happen unless the one percent tax is voted in. She commented that she is not normally a supporter of taxes, but the government operates through taxes. She suggested considering the one percent sales tax when voting. She commented that she will be attending the Florida Department of Corrections open house. She commented that she will be keep a watch on what is going on in the legislature and the legislation session will begin in a couple of months.

15 **f) Metropolitan Planning Organization** - Commissioner Herston reported that a regular schedule MPO meeting was held two weeks ago. He reported that Commissioner Deutsch and Executive Director Herrington were at the meeting. He reported that nothing specific was said that affected the Airport. He reported that he and Executive Director Herrington will be attending an MPOAC meeting in Orlando.

20 **g) Aviation Activities Report** - Commissioner Andrews reported that operations by the tower were slow for the month of September. He compared the summer months in Florida to the winter months up north with the weather affecting the flying. He reported that total operations for September and on the T-hangars vacancies for the month of September. He opined that people from up north are coming back. He commented on the passenger count graph. He commented that September is a slow month, but the trend is higher than it has been in the past several years. He invited all the tenants to the third annual tenant appreciation day in November.

**10. Attorney’s Report**

30 Attorney Garrard had nothing to report.

**11. Executive Director’s Report**

35 **a) Development Update** - Mr. Parish reported that the Authority had the ground breaking last week and the construction is scheduled to start November 3rd when the contractor mobilizes. He commented that they will start with the removal of asbestos. He stated that they have 30 days once they mobilize to start construction, but the clock starts November 3rd for the 18 month process. He commented that it is an aggressive schedule and the contactor will try to speed a few things up so it might be 40 16 months. He reported that the Authority has been working with Allegiant on their curb side check-in. He reported that the door for the restaurant is on order. He reported that the metal building manufacturer, who is repairing the T-hangar doors, will schedule the Airport for the first week of November. He commented that the Authority wanted exact dates and 10 days advance notice so he can let the tenants know who are affected by the first wave. He commented that the Authority is 45 working on space for the TSA training room which is next to the rental car office. He

commented that the Authority is working with the GSA on their leasing information. He commented that the Authority is continuing to price out the extension of the car rental car wash area. He reported that you will start seeing activity within the next 10 to 15 days when the contractor starts moving in to set up the trailer for the terminal construction. He commented that the Authority is still working on getting out the FAA circuits that ran through the old administration building. He commented that conduit was installed from Challenger Blvd. to the vault and Century Link will put their wire into it so the circuits will come out of the vault and the Authority will no longer be involved. He reported that the Authority's staff has worked with numerous groups and tenant associations for through the fence area as the Master POA has been in a flux with the bankruptcy of the owners of the Master POA. He commented that through an abundance of cooperation the Authority has allowed ad hoc groups to be the communication and payment sources for the access fees. He reported that the Authority had sent a bill to the ad hoc groups for payment of the repair of a gate. He commented that the Authority has an agreement with the Master POA to pay for that type of repairs, but the ad hoc group refuses to pay saying that they are not party to that agreement, so they do not have to make those payments. He commented that factually they are correct that they are not party to that agreement or to any agreement with the Airport. He commented that the Authority has sent a letter to the Master POA requesting that they provide all the information that is required under the agreement. He commented that over the last few years the Master POA has not followed all the requirements in the agreement, and the recent action from the ad hoc groups has forced the Authority to take a hard look at the situation. He commented that the Authority has concluded that the master POA must be responsible for all parts of the agreement. He commented that Attorney Garrard had sent a letter to the Master POA indicating the information that must be provided and giving them 15 days to provide that information. He commented that failure to do so will require the Authority to take further action which is spelled out in the Master Agreement. He commented that a bill was included for the access control indicating that all payments must come from the Master POA, and payments from other sources cannot be accepted. He reported that the Authority has enlisted the council of Kaplan Kirsch and Rockwell who worked with the Authority on the contract tower issue, who is probably the best versed in the nation on through the fence agreements. He commented that they were on the Airport Cooperative Research Program (ACRP) board that wrote the new through the fence guidelines that was recently published by the ACRP. He commented that non-compliance with this agreement is a violation of the Authority's FAA agreements and it could put the grants in jeopardy. He commented that he spent 45 minutes of the hour that the ADO Manager was here for the first time in eight years discussing through the fence. He commented that it is a big issue with him at all airports and he wants to make sure that the Authority is following all the requirements. He commented that it has become a major point of contention in the FAA and the Authority wants to make sure that the Authority is in full compliance and that through the fence Master POA provides all the information required by the agreement they had signed with the Airport. Commissioner Seay asked what does the Authority need to do to shut it down. Mr. Parish commented that the FAA is currently in a mode where if the through the fence tenants are not

following the agreements that may be the only solution. Commissioner Seay opined that if that is the solution then the Authority needs to explore it. Mr. Parish commented that the Authority had talked with Mr. Kirsch about the next step and the Authority wants to get the response from the Master POA and move forward. He commented that the Authority's goal is to be in compliance with the agreement. Commissioner Seay commented that they need to know that the Authority is willing to shut it down if they fail to be in compliance. Mr. Parish opined that the goal is not to shut them down, but to meet the requirements of the agreement and if they cannot cure that is the Authority's only solution.

**b) Asphalt Repairs RFP** - Mr. Quill reported that the Authority is going out for an RFP for repairs of asphalt. He suggested that the Authority should have someone under contract that can come out and respond in a timely manner.

Mr. Quill reported that the Authority is having their tri-annual drill next week. He commented that Mr. Ron Mallard and Mr. Ray Laroche have been working on that with the help of outside agencies. He commented that it is required and it will be a very good function. He opined that it is coming off well and have had excellent cooperation with the other agencies.

Mr. Quill commented on through the fence and he opined that the Authority can get that straightened out. He explained that the Authority had waited because there was so much turmoil with bank repossessions and hopefully all the chips have fallen and the Authority can get it straightened out.

Mr. Quill thanked Chair Don Lee for his services. He commented on the comparison of what the airport looked like before Chair Lee got on board. He commented that the T-hangars were a disaster and now they are all modern with automatic doors. He commented that if you looked at the Airport 16 years ago and today you would not recognize it. He thanked Chair Lee and the Board for hiring him. He stated that it has been a pleasure working with Chair Lee.

**12. Old Business**

**13. New Business**

**a) Executive Director's Evaluation** – Covered under Personnel.

**14. Citizen's Input**

**Jerry O'Halloran** – Asked if the tenants have to move their aircraft before they repair the doors. Mr. Parish explained that a wall will be built but if they want to move they can. Mr. O'Halloran commented on the new piece of equipment that the Authority purchased to move aircraft. He commented that he supports the one cent sales tax. He commented that Punta Gorda is a nice community and opined that the County needs a group like Team Punta Gorda. He commented on the CAP lease. He commented that there was a

Tenant's Association when he first got here and at that time the tenants were neglected. He commented that because of the leadership on the Board there is not a tenant's association any longer. He thanked Chair Lee for his service.

5       **Lionel Schuman** - Commented that he was glad that he was on the committee back when  
they were interviewing candidates for the Board and they had agreed that the best guy for  
the job was Chair Don Lee. He commented that Chair Lee was a strong advocate for  
aviation and at that time the airport needed somebody strong for aviation. He commented  
10       that the Authority now has a couple of strong advocates. He commented that Chair Lee  
was instrumental in bringing Mr. Gary Quill on board. He commented that Chair Lee's  
goal has always been to make the Airport better. He commented that Chair Lee did not  
want to be termed a politician because he does not like to be a politician. He commented  
15       that Chair Lee was here for one reason and that was to make this Airport a better Airport,  
which he succeeded in doing. He commented that Chair Lee is a strong advocate for the  
EAA, Experimental Aircraft Association, and has done great things for them. He  
commented that whenever they needed his help he was there. He commented that Chair  
Lee pushed for the airline stationing on PGD which has occurred and the Airport is  
20       reaping the benefits of it. He commented that Chair Lee came up with many innovative  
ideas, such as building an airplane to be used in parades so the people knew that they  
were an airport. He commented that when the airplane was destroyed by Hurricane  
Charley, Chair Lee came up with the idea to build a helicopter which is still used in many  
parades today. He opined that Chair Lee was one of the best things to come to PGD and  
he will be missed on this Board. He wished him well and thanked him for his service.

25       **Jim Kaletta, CAP** - Announced that the Charlotte County Squadron won the cadet award  
for excellence. He commented that there were 90 cadet squadrons throughout the state  
that competed for this award. He commented that two in his group from Sarasota and  
Charlotte County won it. He explained that it is based on how the testing goes for the  
30       cadets and retention is a whole criteria and it is pretty tough to get it. He reported that 62  
people had signed up to participate in the tri-annual drill. He commented that he has  
been associated with the board for twelve years and that Chair Lee has done a remarkable  
job. He commented that he is professional, ethical and has helped this airport  
tremendously. He commented that he has been a very good friend of the CAP and has  
helped as much as he could with that organization and the EAA. He commented that  
35       Chair Lee will be missed.

## 15. Commissioner's Comments

40       **Commissioner Herston** – Commented that it is good to see everyone and had a great  
month by the staff. He suggested a staff increase in pay. He commented that Chair Lee  
has done a great job and will be missed.

45       **Commissioner Seay** – Commented that Commissioner Deutsch has been a tremendous  
asset to the Airport Authority as the County's liaison. She thanked him for the  
cooperation between the Authority and County and looks forward to his re-election. She

congratulated Arcadia Aerospace and it has been a long road to get their account in order. She commented that Mr. Quill’s evaluation reflects on the things that have been done and his guidance. She commented on the curb side check-in. She mentioned that she will be attending the Aviation Law Seminar in Atlanta that Mr. Kirsch will be attending. She suggested that next month, or the month after, to hold an orientation because it is important that the Board members understand the operations and requirements of the Authority. She opined that the County Board of Commissioners is working together for success for the County. She reflected on when she, her father and Chair Lee were in the grandstands at the race track and was talking about the airport and suggested that Chair Lee run for the Airport Authority Board. She thanked Chair Lee for all he has done for the Authority Board and for the Airport. She commented that he will be missed.

**Commissioner Coppola** – Commented on Chair Lee’s qualities. She commented that he was the Authority’s Chairman during Hurricane Charley and he took the reins and was pro-active. She commented that he put a plan together and that plan is what you see outside today. She thanked Chair Lee.

**Commissioner Andrews** – Thanked everyone for attending. He commented on Chair Lee’s leadership and dedication. He commented that Chair Lee has been instrumental in getting an airline that serves twenty one cities. He thanked Chair Lee.

**Chair Lee** – Thanked everyone. He commented that it would not have happened if everyone had not worked together. He commented on when Commissioner Seay asked him to run for the Airport Authority he thought “why not” because of his aviation experience. He commented that it has been a great ride. He commented on convincing Mr. Quill and Mr. Parish to come and work for the Airport Authority and you can see what has been done.

**16. Adjournment**

Meeting adjourned at 9:45 a.m.

---

Paul Andrews, Vice-Chair

---

Kathleen Coppola, Secretary/Treasurer