

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF EMERGENCY MEETING – NOVEMBER 7, 2014 – 9:00 A.M.

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1. Call to Order

Vice Chair Andrews read the meeting notice into the record (copy attached).

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2. Invocation

Commissioner Herston gave the invocation.

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3. Pledge of Allegiance

4. Roll Call

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Present: Vice Chair Andrews; Commissioners Coppola, Hancik and Herston; Commissioner Seay via telephone; Executive Director Quill; Assistant Executive Director Parish; Ray Laroche. **Others present:** People from the private sector. **Absent:** Attorney Garrard.

5. Citizen's Input

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6. VOR Screen

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Mr. Quill explained that as previously discussed the Authority had put a temporary screen on one side of the air traffic control tower which enables the Authority to reinstate the approach which will be published in January. Mr. Parish explained that this was a three phase project. First a screen had to be designed that would cancel the interference with the tower. He explained the design was made and put up temporarily on the tower and flight checked it. He commented that this is the final phase of building the mount and attaching it permanently to the tower. He commented that the cost is \$27,472.00. He explained that the Authority is in a crunch because the publish date is in January so it needs to be up before that date. He commented that the contractor will be Halfacre Construction. **Commissioner Herston made the motion to approve the \$27,472.00 contact with Halfacre Construction for the attachment of the VOR screen. Commissioner Coppola seconded.** Commissioner Hancik asked what the total cost for the design. Mr. Parish commented that he did not have the exact cost but thought it was around \$16,000 for the design of the screen itself and the design of the mounting apparatus and assembly is \$32,697.00. He explained that this is an 80% FDOT grant and 20% Airport Authority. **Motion passed unanimously.**

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7. Restrooms for the Rental Car Center

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Mr. Quill explained as previously discussed the need for more restrooms in the rental car center. Mr. Parish explained that the building the Authority purchased last year the Authority has converted unit eight into a 3,600 sq. ft. rental car center. He commented that this expanded their capability to handle more people tremendously and the Authority was only able to build two bathrooms. He commented that the Authority has been designing, and this has been approved previously, the space for TSA in unit seven next to the rental car center. He reported that the rental car agencies major complaint is the lack of bathroom space. He explained that the Authority is going to notch out unit seven and put in six more restrooms. He commented that the completed design of unit seven will have TSA training space in it and some empty spaces that can be leased out later for office space. He explained that this will have to be a separate permit and has to be enclosed with a firewall into unit seven and it will become a complete envelope in unit eight. He commented that the buildings have to be separated and is part of the unit seven construction but it has to be a separate contract because of the permit. He commented that the total price is \$74,864.00. He commented that it is expensive and the majority of it is firewall issues. Commissioner Herston asked if this is the contract for unit seven. Mr. Parish said it will be under a contract for unit seven. Commissioner Herston commented that the Authority will be building space for the TSA and getting more space in the terminal. Mr. Parish explained that the TSA space was taken out of the terminal because TSA wanted additional space for training and there was no room in the terminal. He commented the rent that they pay will cover the construction in a two to three year timeframe. Commissioner Herston asked what the total square footage of unit seven. Mr. Parish explained that it is 3,600 sq. ft. with about 550 sq. ft. for the restrooms. Commissioner Herston asked if the 3,000 sq. ft. will be available for TSA to lease. Mr. Parish explained that TSA will take about 450 sq. ft. plus some IT space and there will be some common areas, such as restrooms. Commissioner Herston commented that the restrooms are \$175.00 a sq. ft. Mr. Parish explained that the Authority's plan was to have combined this with the TSA space and it would be cheaper. He commented that the Authority has a few other projects including the car wash and an additional rental car parking. He commented that if some of the projects can be combined the Authority will receive some benefits in the general conditions costs, but is a standalone project. Commissioner Hancik asked if this was a new contract or a change order to an existing contract. Mr. Parish explained that this is a design/build contract with a not to exceed. **Commissioner Herston made the motion to approve the \$74,864.00 not to exceed contract with Halfacre Construction for the unit seven restrooms. Commissioner Hancik seconded. Motion passed unanimously.**

8. Second Entrance Sign

Mr. Parish explained that staff brought to the Board design plans of entrance signs and the Board approved one of the designs and the Authority moved forward with the design and received the costs. He commented at the time the Authority was prepared to build the one sign and did not have the berm and other things on the other side to build the second. He commented that the berm is up on the south side of Viking and the Authority had requested that the sign contractor, that was selected last year give the Authority a price which is \$28,651.00 for the second entrance sign. He explained that this is 100% airport

5 funds. He explained that the sign will be on the south side of Viking opposite the other
10 sign. He commented that the Authority has deferred landscaping on several projects and
the Authority is putting those requirements in the landscaping of the entrance. He
explained that the sign needs to be in place before the landscaping can be done. He
explained that the sign is in a concrete base with two support poles and the metal sign is
set over the top of them. Commissioner Herston asked who the sign company is. Mr.
Parish commented that it is Berlin Sign Company. He explained that the Authority went
out to bid for signs all over the airport and they were the least expensive. Commissioner
Herston asked about the landscaping. Mr. Parish explained it is out to bid. He explained
that this is for the second sign and the Authority has paid for the first sign. He gave the
comparison of the sign costs in St. Pete airport that were \$78,000 each. **Commissioner
Herston made the motion to approve the second entrance sign with Berlin Sign
Company for \$28,651.00. Commissioner Coppola seconded. Motion passed
unanimously.**

15 9. Citizen's Input

20 **Gary Skillicorn** – Commented that he supports the VOR screen installation and the
instrument landing system project.

25 10. Adjournment

Meeting adjourned at 9:17 a.m.

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Paul Andrews, Chair

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Kathleen Coppola, Secretary/Treasurer