

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING – NOVEMBER 20, 2014 – 9:00 A.M.

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1. Call to Order

2. Invocation

10 Commissioner Herston gave the invocation.

3. Pledge of Allegiance

Oath of Office

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Judge Bell administered the Oath of Office to Commissioners Coppola and Hancik.

4. Roll Call

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Present: Vice Chair Andrews; Commissioners Coppola, Hancik, Herston and Seay; Executive Director Quill; Attorney Garrard; Mr. Mallard, Mr. Montoya, Mr. Pizzi, Mrs. Smith and Ms. Straw. **Others present:** Mike Hirsh, Jim Kaletta, Steve Henriquez, Lionel Schuman, Bob Herrington, Councilman Cavanaugh, Commissioner Deutsch, Mike Mitchell, Larry Hoffmeister, Jeanette Worth-Dugan, Gary Bayne, Andy Stultz, Paul Piro, Robert Callan, Judge Bell, other people from the private sector and a member of the press.

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5. Additions and/or Deletions to the Agenda

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6. Citizen's Input

Commissioner Deutsch - Wished the Board well. He congratulated the elected and re-elected commissioners. He is looking forward to a good four years of working together. He apologized for leaving early.

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Councilman Cavanaugh - Congratulated Commissioners Hancik and Coppola on their election and re-election. He reported that the City approved the parking package that Tom Patton will be bringing to Western Michigan University, and he hopes that is a step in making the package work for all of us.

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Mike Hirsch - Congratulated Commissioners Hancik and Coppola on their election and re-election. He thanked them for their service. He commented on an agenda item that deals with the restaurant lease amendment. He stated that there is no detail and it would not make any sense to comment now and asked if it would be possible to comment when the discussion takes place. Mr. Quill stated that he can comment during Citizen's Input. Commissioner Seay asked if he wanted to comment on what the board was planning to

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do and have input ahead of time, and she opined that it is a different question. She commented that she has no objection to allow him to speak at that time subject to the Board's limitation.

5 **7. Consent Agenda**

Commissioner Seay made the motion to approve the Consent Agenda. Commissioner Seay Herston seconded. Commissioner Hancik abstained from approving the October minutes. Motion passed with four yes and one abstained.

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8. Secretary/Treasurer's Report

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Mr. Quill emphasized that the reports are a draft because all the numbers are not in. He commented that the Authority had projected a budget loss for October and tentatively the Authority has an operating gain. There was discussion on changing the meeting dates so the Board would have final numbers. Mr. Quill commented that accounts receivable is slow and steady progress. He commented that Arcadia had moved off the list and Gulf Contours has the biggest amount on the list and he will be talking with Mr. Goin. Commissioner Coppola asked what happens when a T-hangar is locked, the plane is prop-locked, and the badge is deactivated as is the situation of the gentleman on the list. Mr. Quill commented that he was trying to improve his aircraft to put it up for sale. He opined that fund shortage is an obvious issue for him and the Authority will talk with him to see what he would like to do. Commissioner Hancik asked how long Gulf Contours has been on the list. Mr. Quill commented that Gulf Contours has been behind for several years and they have been paying additional each month. He commented that he will be talking with Gulf Contours with some options. Commissioner Coppola opined that Gulf Contours works with new home construction and that could be part of the problem, because new home construction is not like it was years ago. Vice-Chair Andrews commented that there was a slump with new home construction. He commented that the Airport continues to grow and things are changing. He opined that the final number will be a positive number. Mr. Quill commented that the Authority is going ahead with the terminal project, paying the bills and periodically drawing from the SIB loan.

35 **9. Committee Reports**

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a) **Land Use** - Commissioner Herston commented on the one cent sales tax being passed and it is good news for the Piper Road Phase II. He commented that land use on the private side is somewhat quiet. He commented that on the governmental side that the land development regulations, that are being negotiated and rewritten by Charlotte County, is on hold until the end of year and it will start up in January, so if anybody wants to review and participate it that you can do it online.

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b) **Economic Development** - Mr. Quill reported that the biggest economic development project is Western Michigan University and the Authority has been working with Tom Patton on that. He reported that a business report is being put together at

Western Michigan on the project. He reported that someone from the Authority will travel to Western Michigan in the near future. He commented that in connection to this he is requesting the Board to authorize travel for Commissioner Seay to go to Western Michigan, which is under New Business 13)h. He stated that Councilman Cavanaugh had reported on what the city is doing on the parking end. He commented that the Legislative Delegation hearing is in two weeks and he is asking the board to authorize the Authority's governmental liaison, Commissioner Seay, to speak about the need for funding in connection with the Western Michigan University effort. He commented that the Authority would probably need an aircraft apron.

- c) **Personnel** - Commissioner Coppola reported that a Christmas Party for the Authority's employees will be held on December 16th.
- d) **Public Relations/Special Events** - Commissioner Coppola reported that the Cape Coral Economic Development News Letter recognized the Punta Gorda Airport as one the fastest growing airports in the area. She finds it is interesting that Cape Coral is keeping an eye on the Airport and people from that area must be flying out of our Airport. She reported that she attended the welcoming to Charlotte County for the new CEO at Bayfront Health Center in Punta Gorda. She reported that she and Commissioner Seay attended a community partnership meeting at the Charlotte County Correctional Institution. She commented that it was an interesting experience and an educational morning and afternoon. She commented that it was a quiet place, well run, neat and clean. Commissioner Coppola reported that she attended the grand opening of the new Havana Tranquility cigar place in Punta Gorda.
- e) **Governmental Liaison** - Commissioner Seay commented that as the Authority's governmental liaison she is keeping track of what is happening in the Legislative Delegation. She welcomed Commissioner Hancik to the Board and is happy to have him. Commissioner Hancik commented that he is glad that all these people came to see him take the oath. Commissioner Seay commented that she is glad to see Commissioner Coppola re-elected. She commented that Commissioner Deutsch was re-elected as the County Commissioner and she is happy for him. She commented on the other elected officials in the state that have been helpful to the Authority. She commented that the Authority provides an orientation for new Commissioners that come on board. She explained that the orientation serves two purposes, an introduction to the new Commissioner and to refresh all the Commissioners on the policies and procedures. She commented on the Government in the Sunshine and why that is so important. She commented that the Commissioners do not talk to one another because the law states that they can't and that makes it a challenge to conduct business. She commented that having the meetings in the Sunshine will let the public know what the Commissioners and Councilmen are doing, and it is a refresher because the laws do change. She commented that she had put together a proposal on why it is done for the past workshops. She commented that it included four areas, virtual tour, history, policies and procedures and regulatory matters. She commented that if it is acceptable to the Board to schedule the workshop before the January meeting. Commissioner Coppola suggested adding the review of the foreign trade

zone world regulation on how they apply to the Authority and how the Authority can market that aspect. Commissioner Seay commented that adding a section on the Authority's marketing, because there are limitations on what the Authority can do. She commented that if it is acceptable to the Board she will work with Mr. Quill and staff to put together an agenda to bring to the December meeting for review. She commented that in February the Florida Airports Council Meeting will be in held in Tallahassee with the Authority's State Representatives and Senators, and this is the one time that allows the Commissioners some direct interaction and it will allow the Commissioners an opportunity to network with other airport representatives. She commented on a letter from Western Michigan University that they want to have options at the airport for aviation and other programs throughout the city and county. She commented that they are in their final stages of review and consideration and the Airport is one of three sites that they are interested in. She gave some history on Western Michigan University. She commented that they are looking for year around flight training instead of 18 months stretched over two years. She commented that because the size of their program and their anticipated growth they want to relocate a portion of their program to Florida. She commented that they have a site in Tampa, a law school, and are looking at other locations and Punta Gorda is one of them, and they have identified Punta Gorda as a preferred site. She reported that the Authority has entered into negotiations on the facilities, support services and the best way to meet their goals. She commented that their initial plan is to base five aircraft at the Airport, bring in two administrators, hire faculty members and pilot instructors, and to enroll 30 students starting in the fall of 2015, and to enroll an additional 30 students the following January. She commented that they are interested in leasing the Impac facility and they have been there five times to assess the building to determine how well it will work. She commented that parking was an issue and the City had already addressed that, and that will be part of the package that Tom Patton is putting together. She commented that some work needs to be done on the building. She commented that Tom Patton is working with an investor to buy or upgrade the building and Western Michigan in turn would lease from that. She commented that there will be a partnership with Florida Southwestern State College. She gave some background on how this project got started from an idea to become a concrete project. She commented that this project means high tech job creation and opportunities for connections with the Authority's aviation partners on the Airport. She commented that several other colleges from Western Michigan are interested in coming to Florida. She commented that the physician's assistant program is in Florida and they are looking at establishing a permanent university site in Punta Gorda. She commented that if you have children who want to go to a university the cost of the tuition will be state cost. She commented that the Authority is looking for an opportunity to help Western Michigan to come to Punta Gorda and it will be a long term investment for the Airport. She commented that it is a diversification of what the airport has and an opportunity for training new pilots, A&P personnel, mechanics and mangers that are in the aviation industry. She commented that this will not only be beneficial to the Airport but to the community as a whole.

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5 f) **Metropolitan Planning Organization** - Commissioner Herston reported that the last MPO meeting was in September and the next meeting is in December. He commented that under New Business 13)c on the agenda is important because the Board needs to appoint an MPO committee person before the December MPO meeting because committees will be assigned. He reported that the MPOAC meeting was held in October in Orlando and he has the governing board package if anyone would like to look at the minutes. He opined that the highlight of the meeting was Mr. Hattaway, FDOT District One Director, who had put on a presentation for bicycle and pedestrian safety and how that is affecting the communities with the FDOT and discussion on road diets. He commented that Executive Director Herrington had attended the meeting. He commented that Mr. Hattaway was named one of nine national, state and local individuals that are honored by Governing Magazine and that it is quite an honor for Mr. Hattaway.

10 g) **Aviation Activities Report** – Vice-Chair Andrews reported on the passengers count. He commented that there has been a significant amount of passengers for October. He commented that the Airport is growing and doing well. He commented that the Authority is expecting 600,000 passengers by the end of the year. He reported on Jet A fuel, airline fuel and Avgas fuel.

20 10. Attorney's Report

Attorney Garrard had nothing to report.

25 11. Executive Director's Report

30 a) **Development Update** - Mr. Quill reported that progress is being made on the terminal expansion. He reported that Industrial Development Authority (IDA) would like to swap land so they can access through the Airport to their land and the County's, and in turn the Authority will be get several acres of land at the northeast corner of the airport which will provide a buffer for the runway. He commented that the details will be brought to the next meeting. Mr. Mallard reported that the Authority received the final approval to go ahead with the radar display for the control tower. He explained that it will piggyback off of the Fort Myers system. He commented that it will be finished in the first half of 2015. He commented that it is 100% funded through the state grant and the Authority will receive a Reimbursable Agreement. He explained that initially it will be a draft and the Authority will receive the final in two weeks. He commented that it is a great enhancement for safety and the Punta Gorda Airport. He commented that the Authority is looking forward to the installation of the system. Mr. Quill reported that the Authority received a letter from Through the Fence's attorney and they are working toward a resolution. He commented that it is a high visibility item with the FAA and the Authority wants to make sure that the Authority is complying with the agreement. He reported that a letter was sent giving them 90 days to fully comply with the terms of the agreement. He commented that will give the Authority through January to get everything worked out. He commented that on the one cent sales tax and that Piper Road will be

5 extended, the restaurant door was installed, the ARFF truck will be delivered
December 23rd and the culverts are being put in to provide access for the rental car
return lot. He commented that during Thanksgiving week the employees will be
parking in the rental car return lot which will become the rental car return lot with the
necessary signage. He reported that a second gate has been installed in the modular
10 building at the request of Allegiant making it two gates that they can push out from.
He reported that T-Hangar phase I is complete and additional doors will be done in
the future. He reported that the rental car restrooms are in permitting and the camera
project is underway. He reported that the ILS bid is scheduled for tomorrow afternoon
and if there is a bid there will be an emergency meeting next week. He commented
15 that the Authority is concerned because the contractors are busy and they do not have
the labor that they use to have. He pointed out that the Tourist Development Council
taxes are up 34% and he opined that it is clearly attributable to the airline. He
commented that the Authority had their tenant association welcome back BBQ, and
he opined that is the best attendance that the Authority has ever had. He reported that
the Authority had their emergency drill and thanked the EAA for all the volunteers.

12. Old Business

20 a) **Executive Director's Evaluation** - Commissioner Seay reported that she was given
the task at the last meeting to work with Mr. Quill on his upcoming contract. She
commented that the Board had discussed a succession plan and what the Board needs
to do for the Airport during the budget workshops. She reported that Mr. Quill is
25 planning to retire in September 2016. She commented on one of the suggestions for
the succession plan is to retain Mr. James Parish, who has been a very positive
addition to the staff, and how the Board can have a smooth transition from the
Executive Director to the person who Mr. Quill has been training over the last several
years, and whose expertise and knowledge the Board has come to rely on. She
30 commented that not every airport has its own resident engineer. She commented that
she has been working with Mr. Quill on his plans and the Authority's needs to
determine the best way to move forward on his contract. She commented that she has
researched Mr. Quill's salary history since he came on board in 2001 and looked at
the salary progression over the last 13 years. She compared Mr. Quill's salary with
35 the salaries of nearby airports. She commented that Mr. Quill has been an outstanding
Director and has been doing an extraordinary job. She commented that this airport is
the fourth fastest growing airport in the country. She commented that based on the
2013 research from the Florida Department of Transportation the airport has an
economic impact of \$219,000,000 dollar annually and the Airport has over 900 jobs
40 contributing to the community. She commented that the airline serves over 20
destinations and are expecting over 300,000 enplanements in the coming year. She
commented that Mr. Quill was named Airport Executive of the year by the Florida
Airport Council based on how he has turned the Airport around. She has three
recommendations to be discussed. She suggested keeping the terms of the contract the
45 same, add a raise of \$205,000 annually, and enter into a new contract between the
Airport Authority and Mr. Parish, Assistant Executive Director. She commented that
this will allow Mr. Parish to move into the Executive Director position upon the

5 retirement and provide the Airport Authority with a true succession plan. Commissioner Herston asked if the Airport Authority had any other statistics besides the comparison of salaries for the Executive Directors at other locations, such as number passengers and number of employees. Commissioner Seay commented that she did not have the numbers with her. She commented that some of the other airports do not have a commercial airline service. She went over the services of the different airports. Commissioner Herston asked if the third suggested option was separate from the first and second. Commissioner Seay commented that it is a separate item because the Authority needs to address that opportunity. She commented that it is dealing with two different people, the Executive Director who has done an extraordinary job over the years and an Assistant Executive Director who has been at the Airport since 2005 and a consultant prior to that. She commented that Mr. Parish has helped the Airport through hurricane Charley and over the course of those years he has done a very good job for the Authority. She opined that it has been a learning experience and one that the Authority should not abandon, but nurture. She commented that the Airport has flourished in difficult times and have succeeded when others have failed. She commented that the Authority has done things that nobody expected the Authority to do, and it was done through Mr. Quill and his selection of staff. Commissioner Hancik stated that he will abstain from voting because he was not on the Board last year and had not an opportunity to evaluate Mr. Quill's performance in meeting his goals and objectives. He commented that the recommendation on his salary is interesting because you cannot compare the complexity of this airport with the complexity of Fort Myers or Orlando/Sanford airports. He opined that there should be further investigation on what the market is. He commented that he would vote against a succession plan. He opined that the amount of dollars the Airport Authority pays there should be a national search, and if Mr. Parish or Mr. Mallard would compete for that job they should be put in the mill. He opined that to have a succession plan the Authority would be doing a dis-service to Charlotte County and not evaluating that the Authority is getting the best candidate for the job. Commissioner Coppola asked Attorney Garrard if it is legal to do a succession plan without putting it out to the general public for accepting applications. Attorney Garrard commented that the Authority can search and do whatever they please. He commented that you can accept Commissioner Seay's suggestion or decide something else. Commissioner Coppola is concerned because in two years there could be a lot of changes in everybody's position, and what happens in a situation when the successor changes his mind and it is locked in stone. Commissioner Seay commented that there would be a clause in the contract that states in the event of the retirement of Mr. Quill that Mr. Parish would step up into the shoes as Executive Director subject to the will of the Board and at that point the Board can do a search. She commented that it will allow the Airport to continue in a clear path and not floundering, and the Airport will have leadership with someone that has experience. She commented that it would be the decision of the Board at that time to either to put it out to bid or to advertise nationally. She commented that this will assure the airline and anyone on the Airport that the Airport is not going to be in a state of disarray with the retirement of the Executive Director and they would have confidence in dealing with the Authority. She commented that leadership is an important factor and the larger the airport gets

the more important that factor is. Commissioner Coppola commented that the Authority always had the succession and she gave examples. She commented that the succession would happen in any case when the Executive Director resigns the Assistant Director would temporarily take over and the Authority would begin the search. Commissioner Seay commented that in a prior year when the Executive Director had resigned when there was no succession plan the Board decided that a staff person will be the interim Executive Director. She commented that the term interim does have significance when negotiating contracts and it makes a huge difference. She commented that once the terminal is complete the Authority may have more airlines that would want to talk with the Authority and if the Authority is in a turbulent time it will be difficult and the airlines may choose to go somewhere else. She suggested including that in the contract as a condition. She stated that stepping up as Executive Director is always subject to will of the Board. Commissioner Coppola asked if the recommended salary is included in the budget. Commissioner Seay commented that it is. Commissioner Hancik commented that if there was a break in service obviously it would go to the Assistant Executive Director and put him in the acting position. He commented that a search should be started in advance so there is not a break in service and then the individual can have the opportunity to work with Mr. Quill for a few months. He commented that if Mr. Quill resigns tomorrow the Commissioners would consider Mr. Parish the acting Executive Director and then do a national search and Mr. Parish can compete with everybody else to ensure that the Authority ends up with the best individual. Commissioner Seay commented that in doing the research and the positions that are available, Mr. Parish is more qualified than most Executive Directors around the country. She commented that Mr. Parish is one class shy of an MBA, he is a certified engineer and he has experience as the Assistant Executive Director and an Executive Director in Mr. Quill's absence. She commented that if the Board decides not to put Mr. Parish in a succession plan, and if she was Mr. Parish, she would be getting her resume' out today. She commented if the Board took the time and effort to invest in Mr. Parish to assure that the Board grooms that to be the best possible candidate and still allow for the opportunity to search in a couple of years if that is what the Board chooses to do. She opined that the Authority would be in a much better position. She commented that she would hate to be the one on this Board that would be the cause of losing someone valuable to the Authority. Commissioner Coppola commented that she sees the point of wanting to keep Mr. Parish and her concern is that things may change and he may change his mind. She commented that doing something today that is going to happen two years in the future makes her nervous. She commented that he is very well qualified and she feels odd talking about him in his absence. She commented that he is a decision maker, very practical, is good with numbers and is an excellent engineer. She commented that she would like to talk to him about his commitment. Commissioner Seay opined that is a good idea that each Commissioner meet and talk with Mr. Parish one on one. Chair Andrews commented that he did not want to be two years out and lock himself into something. He commented that he would like to know how it is laid out. Commissioner Seay explained that she has drafted something up. Chair Andrews and Commissioner Hancik commented that they would like to see everything before. Commissioner Seay commented that she brought this up so there

could be discussion and a direction. Commissioner Hancik commented that this is an uncomfortable subject discussing staff at an open meeting and is because of the Sunshine Law. He hopes that everyone understands that this it is uncomfortable for the Board. He commented that their duty, as Commission member, is to look at public interest for the citizens of Charlotte County and not the best interest of a particular individual. Commissioner Coppola asked if there have been any evaluations done on Mr. Parish. Mr. Quill commented that the Authority has accomplished something here and has a very nice team and good staff. He commented that the Authority has gone from zero enplanements to 300,000 and survived the hurricane. He commented that Mr. Parish has expertise as Assistant Director and Engineering Director and is very well admired throughout the state. He commented that there is no one better prepared to assume that leadership. He commented that the Authority's model is so different than every other airport in the country. He commented that the Authority is paying its bills and surviving and that is an accomplishment for a small airport. Commissioner Coppola asked if Mr. Parish is willing to do the job. Mr. Quill replied he is. Chair Andrews commented he understands the continuity and need to discuss this further and everyone needs to talk with Mr. Parish. **Commissioner Seay made the motion to increase Mr. Quill's salary to \$205,000. Commissioner Herston seconded.** Chair Andrews commented that he is more inclined to do a performance bonus. Commissioner Herston asked what would be the measuring stick. He commented that Allegiant's enplanements could skyrocket and it would have nothing to do with Mr. Quill so it can't be based on enplanements. Commissioner Seay commented that one of the challenges of giving a bonus is that there has to be a very specific criteria. She commented that the Authority is looking at his overall performance and that the Board is fully expecting his performance to continue. She commented that she does not like the idea of a bonus but if the Board would rather do that instead of a raise. Commissioner Hancik commented that you can't tie things to enplanements. He gave the example if Allegiant leaves, the complexity of the airport changes and goes back to a general aviation airport. He commented that he has done some research on salaries. Commissioner Herston commented that Mr. Quill is the MVP of Executive Directors and the Authority is paying for his experience and abilities to direct the Authority's staff. He commented that he is not a big spending type of guy but somewhere along the line staff needs to be considered and they are working hard too. He commented that the Authority is paying for Mr. Quill's qualifications and that same amount of money may not relate to Mr. Parish's pay in the future or a new guy that they hire in the future. **Motion passed. Commissioner Hancik abstained.** Commissioner Seay recommended that the topic about Mr. Parish be brought up again after everyone has had a chance to speak with him. Chair Andrews asked to see a copy of the contract. Commissioner Seay explained she that she took his old contract and added some additional language. She commented that Attorney Garrard has not had a chance to look at it so it does not have any status. Chair Andrews suggested giving the Board a copy. Commissioner Herston commented that he would hope that the Board takes Mr. Quill's recommendation as part of the process. He commented that he has been involved with a few churches and a recommendation from the existing pastor means a lot. Chair Andrews suggested that after everyone

meets with Mr. Parish, have a one on one with Mr. Quill and then after everyone has seen the contract the Board can go from there.

13. New Business

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a) **Election of Officers** – Vice-Chair Andrews passed the gavel to Attorney Garrard to hold the Election of Officers. Attorney Garrard asked for nominations for the office of Chairman. Commissioner Seay nominated Commissioner Andrews for Chairman. There were no further nominations. Attorney Garrard declared Commissioner Andrews as Chairman. He asked for nominations for the office of Vice-Chair. Commissioner Coppola nominated Commissioner Seay for Vice-Chair. There were no further nominations. Attorney Garrard declared Commissioner Seay as Vice-Chair. He asked for nominations for the office of Secretary/Treasurer. Commissioner Seay nominated Commissioner Coppola for Secretary/Treasurer. There were no further nominations. Attorney Garrard declared Commissioner Coppola as Secretary/Treasurer. He asked for nominations for the office Assistant Secretary/Treasurer. Commissioner Seay nominated Commissioner Herston. There were no further nominations. Attorney Garrard declared Commissioner Herston as Assistant Secretary/Treasurer. He passed the gavel to Chair Andrews.

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b) **Budget Amendments** – Mr. Quill explained that the Authority has within 60 days of the close of the fiscal year to amend its budget. He commented that the total budget was adopted at \$8,866,948.00 and the amendment increase amount is \$3,789,851.00. He commented that the Authority had more revenue than anticipated. **Commissioner Seay made the motion to increase the budget by \$3,789,851.00 for a total budget of \$12,656,799.00. Commissioner Herston seconded.** Commissioner Hancik commented that he did not get a copy of the budget amendment. Staff presented him with a copy. **Motion passed unanimously.**

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c) **Appointment of MPO Committee Person** – Chair Andrews reappointed Commissioner Herston to the MPO Committee.

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d) **Florida Airport's Council State Summit** – Mr. Quill explained that every year the Florida Airport's Council has a summit either before or during the Legislative Session. He commented that this year the Authority will be making a push for funding the Western Michigan University items. He commented that the Authority needs to designate who is going and approve the travel. Commissioner Seay commented that the Authority often has participated in the Florida Airport's Council Legislative meeting in Tallahassee and it has been beneficial. She commented that last year the Authority participated, and as a result and work from Jerry Paul the Authority received \$770,000. She opined that it is an opportunity to network and learn what is happening in the Legislature that may impact the Authority. She commented that she would like to attend. **Commissioner Seay made the motion to approve travel for Board and staff, as appropriate and available, to go to FAC. Commissioner Coppola seconded. Motion passed unanimously.**

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e) **Amendment to SkyView Café's Lease** – Mr. Quill explained that the Authority has an existing lease with the SkyView Café that has four five year options and a month to month agreement to provide the food service in the terminal. He explained that in the lease there is a clause that allows, should construction be required, the ability to take the building. He explained that he has worked out with the SkyView Café that if the Authority needs to take the building the Authority will give them one year's notice. He stated that they had commented to him that if they are not awarded the food service in the terminal, they would like the ability to get out of the lease with ninety days' notice and that is what he is recommending. He commented that in six to eight months the Authority intends to go out for a Request for Proposals for food service in the terminal that will have DBE participation under FAA rules. He commented that the lease for the restaurant is different than the month to month agreement in the terminal. Commissioner Herston asked about the five years. Mr. Quill explained that in the next five year term, should the Authority need the building, the Authority would give the Café owners a one year notice. Commissioner Coppola asked about needing the building. Mr. Quill clarified that if the Authority needs the site. Commissioner Coppola asked if the Authority would take down the building to expand the terminal or build something. Mr. Quill said yes, but nothing is planned right now. Commissioner Hancik asked if the terminal building is non-exclusive. Mr. Quill explained that the only space in the footprint is the small room that they have the month to month lease on. He commented that there has been a request from another party to put a cart in during construction but the Authority does not want to complicate it and it is crowded. He commented that later there will be a different ability to accommodate multiple ones. Commissioner Hancik asked if the Café owners do not win the concession in the terminal, they would leave? Mr. Quill commented that they said they would consider that because right now a fair amount of their business in from the terminal. Michael Hirsh thanked the Board for letting him speak. He commented that he is responsible for marketing for Nino's Bakery in Punta Gorda. He opined that the Authority can't give the passengers a good food experience with just one vendor and that the Authority shouldn't give exclusive rights to one vendor to sell food inside the terminal. He commented that the Authority's Enabling Legislation states that the Authority has the right to grant non-exclusive franchise to person, firms or corporations for the operation of aeronautical and non-aeronautical leases and other concessions in on and in connection with any project owned and operated by the Authority. He commented that it also calls for sound business judgment on behalf of the Authority with respect to bids when practicable and when the interest of the public will best be served by such action. He opined that by having a month to month lease with the SkyView Café PGD and refuse to give another food vendor, like them, the right to sell food in the terminal, the Authority is violating the law. He commented that he talked with Mr. Quill and Mr. Quill stated that the Authority does not want to make any additions to the food service until after the new terminal is in operation. He commented that Mr. Quill stated there is no room for them. He commented that they are asking for 40 sq. ft. for an electrical cart. He commented that are asking for a lease with terms similar to the SkyView Café PGD and they would like to discuss expansion of their services once the terminal is competed. He went over some of the menu items they would want to provide and in the new terminal they would want to provide roaster fried chicken. He commented that there are 750 seats for passengers and only a small space for food and bar service. He commented

that even if the law allowed exclusivity it would be a mistake. He commented that Allegiant pilots stop at Nino's for food before a flight. He opined that they have reputation for great food and service and they do a lot of catering. He quoted a newspaper article that Commissioner Coppola commented on local businesses being located in the terminal. He commented that the budget has the Authority receiving between 2 and 2.5 cents per passenger on concession sales revenue and they would like to help the Authority earn more and would like to start on February 1st. He commented that he understands that the hours of operation for food service has been an issue and they are willing to commit to staying open until Allegiant's last flight leaves. Commissioner Seay thanked Mr. Hirsh. She commented that the Authority is not looking to have an exclusive contract with anyone. She commented that what Mr. Quill is talking about is the space availability and that is a concern. She commented that there are opportunities and she would like to see local organizations and businesses in the airport. She commented on the bid process time, what is best to accommodate the space, what is appropriate and what is best for the community. She commented that she is willing to talk to Mr. Hirsh. Commissioner Hancik commented that he did not see anything in the two contracts that would prohibit Nino's Bakery from bringing in a proposal to start up immediately because the Authority is not restricting, all that is being said is that they cannot operate in the main terminal building. He commented that there are two separate issues here and their request is still open and can be considered by the Commission some point in time. He suggested taking proposals rather than bids for the new terminal. Commissioner Coppola asked Attorney Garrard if he had anything to add. Attorney Garrard commented that he drew up an addendum to the existing SkyView lease with the terms stated by Mr. Quill. He commented that bids for the terminal will be put out later and those bids will have to conform to the minority act, and if the current SkyView Café owners are unsuccessful in they would be able to get out of their lease. He commented that he is not prepared to address if the Authority can exclusively give the terminal food service to anyone right now. Commissioner Seay commented that generally when the Authority has some property available they put it out to bid. She gave the example of the racetrack. She commented that there is only one race track and one operator. She commented that there is not a lot of space inside the terminal and there needs to be room for the passengers. She opined that she did not see one food service vendor in the terminal as exclusive as long the Authority follows the rules for how the Authority bids. She commented that the Authority needs to make sure whomever it is that we have at the airport is appropriate for the space that is available, the types of people the Authority needs, the time frame the Authority needs, does it work for the Authority and is the money going to be appropriate. **Commissioner Hancik made the motion to approve and to move forward with the amendment with SkyView as outlined by Mr. Quill on the external restaurant facility. Commissioner Seay seconded. Motion passed unanimously.** Chair Andrews commented that he has not looked at exclusivity. Commissioner Seay said it is the same that applies to all of the contracts the Authority has. She commented that the Federal Government does not allow the Authority to exclude anyone but on the other hand the Authority does not have room for everyone and that is why the Authority evaluates and puts it out for bid. She commented that the space is not there yet and that will determine the bidding later. She commented on the month to month agreement in the terminal. **Commissioner Seay made the motion to continue with the month to month**

agreement as it stands. **Commissioner Herston seconded.** Commissioner Hancik agreed to the month to month with the current operator on a non-exclusive basis. Mr. Quill explained it is only exclusive in the sense that is all the space the Authority has. He commented that the terminal is maxed out in ticketing, baggage and the hold room and don't know where to put additional facilities. Commissioner Seay commented it is only exclusive for one month. She commented configurations change and needs change monthly and the Authority has a tenant who is ready, willing, able and has proven to be responsive to the challenges that the Authority is experiencing in this growth phase. Commissioner Hancik commented that if there is no space, there is no space, but that may change and space may become available and the Authority needs to be willing to listen to Nino's or anybody's proposal. **Motion passed unanimously.**

f) **Long Term Parking Rate Increase** – Mr. Quill commented that the airport is experiencing very fast growth in the parking areas. He explained that the employee parking lot that was next to the old admin building, with fifty parking spaces, has been closed and those employees are parking in the main parking lot. He commented that there may be issues in a year and there are issues now with Thanksgiving and Christmas. He explained that staff would like to raise the parking fee \$2.00 a day which would be used to match a FDOT grant to build additional parking. He commented that it is projected that the extra \$2.00 would raise an additional \$200,000.00 in this fiscal year. He explained that the first two hours would remain free and short term will not change. He commented that with this money the Authority would pave an area that would comprise as a cell phone lot. Mr. Mallard explained that it would be a threefold parking area, a cell phone lot, additional employee parking and overflow parking. Commissioner Herston asked about the \$200,000. Mr. Quill explained that the Authority would use the money as a match for FDOT funding for additional parking. Commissioner Herston asked if the Authority can pre-claim \$2.00 per day so the process can be started or does the Authority have to wait until the funds are in place. Mr. Quill commented that the Authority would probably use existing resources and the FDOT funding would be in and out. **Commissioner Seay made the motion to increase the long term parking rate. Commissioner Herston seconded.** Commissioner Seay commented on the Sarasota Airport's rate. Commissioner Hancik commented on creating the cell phone lot to discourage parking in the short term lot. He commented that the rates in the short term could be raised. Mr. Quill explained that the real concern is running out of space in the short term because it's relatively small. Mr. Mallard explained that Allegiant has flights that leave within a short timeframe from each other and that fills up the short term lot. Commissioner Seay commented that the reason for the two hours free was for the benefit of the restaurant. Commissioner Coppola asked if the money would come out of the Authority's emergency fund. Mr. Quill said it would probably be put on the State Infrastructure Bank loan for the terminal. **Motion passed unanimously.**

g) **Air Service RFQ** – Mr. Quill commented that the Authority would like to put out a Request for Qualifications for airline services. He commented that periodically the Authority has used a consultant and would like to go out formally and have at least two companies the Authority can utilize for consulting. He commented that maybe one Board member and staff would bring recommendations to the full Board. Commissioner Seay

suggested that Chair Andrews be on that group. Commissioner Coppola asked what the air service group would do. Mr. Quill explained that they would be a consulting service when the Authority needs to attract airlines services.

- 5 h) **Board Travel** – Mr. Quill explained that in connection with Western Michigan University he would like the Board to authorize a Board member or members to fly to Western Michigan should the need arise. Commissioner Coppola asked if Allegiant flies there. Mr. Quill commented that the closest would be South Bend, IN. **Commissioner Seay made the motion to approve travel. Commissioner Herston seconded. Motion passed unanimously.** Chair Andrews asked if the Board needed to decide who would be going. Mr. Quill suggesting letting staff know in the next few days who would be interested. Commissioner Seay commented that she would be interested in taking part.
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- 15 i) **Legislative Delegation** – Mr. Quill commented that if the Authority is going to speak to the Legislative Delegation on December 4th the Authority has to let them know by November 21st. He commented that if the Authority does speak it will probably be on Western Michigan University. Commissioner Herston commented that he spoke as Chairman a couple of years ago but he has no problem to consider asking Commissioner Seay to address the Delegation on behalf of the Authority. Commissioner Coppola commented that she received an e-mail from a gentleman who has a son who graduated from Western Michigan University and is a commercial pilot. She commented that he is willing to help get the school to locate here. Commissioner Seay suggested that the Board vote and if she should speak she would like to know that the Board has authorized her to ask for the support of the Legislative Delegation which may include funding for the Western Michigan University project. **Commissioner Herston made the motion to assign Commissioner Seay to the Legislative Delegation meeting in December and that she will be requesting funds and/or support from the Delegation on the Authority's behalf. Commissioner Seay seconded. Motion passed unanimously.**
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30 14. Citizen's Input

Lionel Schuman – Commented that Mr. Quill's raise is well deserved. He commented that he agreed with Commissioner Hancik regarding Mr. Parish signing a contract putting him in line for executive director's job. He opined that it would be unfair to Mr. Parish that a search be done, and he opined that a search should be done, and then find out someone else got the position that his contact states in line for. He commented that the Authority should look at his qualifications and if he is the best person he should have the job. He commented as assistant Mr. Parish would be placed as acting director until he is placed in the position or someone else is placed in the position. He commented that the Through-the-Fence pilots should be given the upmost consideration to have access to the airport.

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Salvatore Castronovo – Opined that the airport does not meet current ADA requirements and ADA is very specific on what the slope on the ramp should be. He commented that there are no exceptions from the ADA. He commented that the Authority is spending \$12 million and opined that the Authority should be putting in a jet way. He

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commented on the airport in Traverse City, MI having four jet ways. He commented that the Authority needs to look to the future and Charlotte County has the highest number of senior citizens of any county in Florida. He commented on people not wanting to walk up the ramp. He commented on Western State University.

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John Stott - Commented that if the Authority changes the parking fee in short term parking it will shut the restaurant down and he opined that the Authority should keep the two hours free parking. He commented that the airport is a general aviation airport with airline service now and the airline could walk away. He commented that the purpose of the airport is general aviation.

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Dr. Richard Spence (?) – Voiced his disappointment on Allegiant canceling their service to Long Island. He asked if the Authority has any input on the airline flying to certain cities. He commented that the restaurants and hotels could be making money from those coming from New York. He suggested being aggressive and promoting the airport in New York. He commented that the facilities the Authority is building will be out of date in five years and the Authority should not operate as “pay as you go”.

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15. Commissioner’s Comments

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Commissioner Herston – Commented that it is good to see Commissioner Deutsch, Councilman Cavanaugh, and Mr. Herrington and thanked everybody for attending. He wished everyone a Happy Thanksgiving.

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Commissioner Seay – Commented that she attended an aviation law conference sponsored by AAEE and Kaplan Kirsch, who are one of the Authority’s attorney’s. She commented that they were talking about a lot of things including Through-the-Fence and what is happening with the FAA and some of the limitations that the FAA is putting on that. She opined that the Board’s orientation is overdue and a lot of things are happening in the laws that the Authority needs to understand. She gave the example of interacting with the airline and fees, how the Board addresses community responsibilities and Authority responsibilities. She commented that a lot of the things that the Authority does are mandatory and what it costs for certain operations. She opined that the orientation will help all, the Board and those present, to be on the same page. She commented that the Authority has explored the cost of jet ways for a long time. She commented on the cost of them and funding not being available to afford them. She commented that Western Michigan University is considered a research university and are putting money into the project and there are several opportunities with it. She opined that diversification is important to the Authority. She commented that Western Michigan University supports general aviation and will strengthen the airports GA presence. She commented that GA is important to the Authority. She commented that she is looking forward to the orientation.

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Commissioner Hancik – Commented that he is looking forward to the orientation. He suggested having a workshop every quarter to discuss what is happening, what is going to happen and looking at the future. He commented that because of the Sunshine Law a workshop is the only vehicle that the Board can utilize other than each individual sitting

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with staff to find out what is going on. He commented that he wants to know what the other commissioner's opinion or argument is for or against something.

5 **Commissioner Coppola** – Wished everyone a Happy Thanksgiving. She commented that Jet Blue is changing their pricing policy and that they may be mimicking Allegiant. She welcomed Commissioner Hancik. She commented on the loss of the flight to Long Island. She hopes that it can come back and find a way to advertise it. She commented that the aviation conference sounded interesting and if they have another one she would like to go. She commented on the signs that were removed on Election Day by the
10 County's Code Compliance Department and she is having discussions with the County Commissioners to look into the Code Compliance Law that allows the signs to be removed on Election Day.

15 **Chair Andrews** – Wished everyone a Happy Thanksgiving. He welcomed Commissioner Hancik and congratulated Commissioner Coppola. He commented that the Tenant's Association, which dealt with general aviation, has gone dormant and he opined that it should come back. He encouraged the general aviation community to get involved and have someone meet with Mr. Quill.

20 **16. Adjournment**

Meeting adjourned at 11:21 a.m.

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Paul Andrews, Chair

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Kathleen Coppola, Secretary/Treasurer