CHARLOTTE COUNTY AIRPORT AUTHORITY

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

1. Call to Order

2. Invocation

Commissioner Herston gave the invocation.

3. Pledge of Allegiance

4. Roll Call

Present: Chair Andrews; Commissioners Coppola, Hancik and Herston; Executive Director Quill; Attorney Garrard; Assistant Executive Director Parish; Ms. Desguin; Mr. Laroche; Mr. Mallard; Mrs. Smith and Ms. Straw. **Others present:** Lionel and Marcia Schuman, Commissioner Deutsch, Councilman Cavanaugh, Don Lee, Jim Kaletta, Jeanette Worth-Dugan, John Stott, Steve Henriquez, Jim Deutsch, Mike Mitchell, Mike Hirsch, Richard Pitz, Bob Mauti, Ned Rose, Paul Piro, Andy Stultz, Dave Goode, Kelly Rubino, other people from the private sector and a member of the press. **Absent:** Commissioner Seay.

5. Additions and/or Deletions to the Agenda

6. Citizen's Input

7. Consent Agenda

Commissioner Hancik made the motion to approve the Consent Agenda. Commissioner Coppola seconded. Motion passed unanimously.

8. Secretary/Treasurer's Report

Mr. Quill commented that the Authority continues to see increases in the revenue year after year. He commented that the passenger count is up 36% for November from last year. He commented that the Authority is in good shape on the income side. He commented that letters have been sent to Mr. Gary Capristo and Gulf Contours regarding their accounts. There was discussion on changing the date of the meetings.

9. Committee Reports

a) Land Use - Commissioner Herston reported that on the governmental side the land development regulations, which are being rewritten by Charlotte County, are on hold until after the holidays. He commented on the private side that November and December has been quiet.

b) Economic Development - Mr. Quill reported that the main project in the county is working out details on the Western Michigan University's program. He reported that the University is putting together a business plan.

c) Personnel - Commissioner Coppola introduced Alissa Desguin who will be doing Human Resources. She commented that she has a background in Human Resources and Property Management. She reported that Mr. Raymond Laroche was selected as one of top 40 under 40 executives from the Airport Business Magazine. She commented that Mr. Laroche is the Airport Security Director and he has a terrific background. She thanked Mr. Laroche for his service to our country. Mr. Laroche thanked Mr. Quill and Mr. Mallard for bringing him on board. Commissioner Coppola congratulated Mr. Laroche.

d) Public Relations/Special Events - Commissioner Coppola reported that she visited Nino's Bakery and they are interested in being a business in the Airport. Mr. Quill commented that the Authority will accelerate going out for the RFP for food in the terminal. Commissioner Coppola asked if the Authority will notify Nino's or is there a website for them to find it. Mr. Quill commented that the Authority will send it to Nino's and the Authority will publicize it. Commissioner Hancik asked if there is a plan to relocate the existing operator to maintain food and beverage service during construction. Mr. Parish commented that in the phasing of the project there will be a new location for food and beverage. He commented the existing food and beverage will become part of the hold room in phase IV. He commented that the plan is to have a new vendor or a vendor chosen by the time the Authority is in phase III where the vendor can move into the new location. Commissioner Hancik asked if there will be a break in the service. Mr. Parish commented that the plan is not to have a break in service. Commissioner Coppola asked if there are any difficulties with the construction in regards to noise and dust and is it walled off. Mr. Quill commented that there will be a lot of challenges in this phase. Mr. Parish commented that it is fenced off well, a lane of traffic has been barricaded and it is well lit so the people can walk to the rental car area. He commented that the dusty part of the project is almost over and the concrete will be poured for the foundations within the next few weeks.

e) Governmental Liaison – There was no report.

f) Metropolitan Planning Organization - Commissioner Herston reported that the Chairman attended the meeting on his behalf because he could not attend due to a conflict. He reported that the highlight of the meeting were the elections of the 2015 officers. He reported that there were assignments to the Citizen's Technical Advisory and the Bicycle Path Committees. He reported that the most important item was the 5-year work program drafted by the FDOT which Harborview Road from Melborne to I-75 was discussed. He reported the weigh station on I-75 near the airport will be expanding their facility. He reported that there was discussion on the rest area which was moved to the next meeting because there was some modifications necessary to the language. He reported that the next MPOAC meeting will be held in Orlando on January 22nd .

g) Aviation Activities Report - Chair Andrews commented on the slide showing the passenger count comparisons by year. He reported that the JetA Fuel shows a continuous increase in gallons sold. He reported that airline fuel is down for the month of September. He commented that it will continue to rise throughout the winter and into the spring months. He commented that avgas is interesting because November is lower than a year ago. He reported on operations reported by the tower. He reported on the vacancies in the T-hangars. He commented that Allegiant Air is servicing 23 cities. He commented that it has been a good year and the Authority is looking forward to another good year.

10. Attorney's Report

Attorney Garrard commented that a few tenant issues will be address later on in the year.

11. Executive Director's Report

a) Development Update - Mr. Parish reported that the terminal is under construction and pictures were included in the Commissioners packet. He reported that Cheney Brothers is starting to pour casting beds. He commented on a picture of Cheney Brother's site before and now. He reported that Cheney Brothers has leveled the site around them making it easier for the Authority to lease in the future. He commented that with the road that was provided by the State and County for the Cheney Brothers project the Authority now has a lot of developable land. Mr. Mallard reported that the VOR screen was installed and the flight check was completed with the FAA. He commented that it is a permanent mount and it is good to go with a published approach date in February. He commented that this will reinstate the VOR for approach which will aid the pilots being able to arrive and depart during bad weather. Mr. Parish commented that a site work package for the ILS was out to bid. He stated that the Authority is trying to speed up the ILS so the site work and installation was broken into two packages. He commented that the Authority did not get any bids on the site work, so the Authority is combining the packages into one package which will be ready to go out to bid the first of the year. He commented that will make the schedule tighter. Mr. Mallard commented that the target date is June 25th. He commented that the Authority will have a new published approach for runway 22 on June 25th and the Authority will lower the minimum down to 215¾. He commented that is a substantial reduction to the minimum and it will be great for the corporate aircraft, general aviation and the Airbus aircraft. Mr. Parish commented that the Authority had accepted a grant last year for the construction of a second ARFF truck. He commented that the Authority has been leasing a truck until the new truck came in. He commented that the new ARFF truck was at the fire department earlier this week to run it through its paces. He commented that it should be delivered next week and will go into service on January 1st, 2015. He reported that they have started pouring the foundation for the new terminal which is mostly underground work and the large foundations for the columns are in. He reported that the floor will be cast in a couple of weeks and then they will start casting the walls, which will be similar to the Cheney Brothers. He commented that all the casting will be done on the slab. He commented that some dirt has to be moved from the site, but it has been a very clean construction project. He commented that for security purposes the Authority has taken that entire side out of the AOA so the workers can work without significant security concerns. He

commented that it is fenced off from the public side and the access to the rental car area is barricaded to maintain a fairly safe working environment. He commented on a slide showing six aircrafts parked, which has become the normal for the airport, and that is the reason for the expansion. He commented that at times there are eight aircraft parked and that became a problem because there are only seven parking spots. He commented that one had to park on the GA ramp. He commented that part of the construction project is a new sewer main so there have been some changes in the exits to the short and long term parking. He commented that they are being detoured back through a section of short term parking so the sewer lines can be put in. He commented that the workers have been dewatering, and there is a lot of water in the ditches because of that. He commented that when the dewatering is completed they will start the installation, and all the materials and equipment are on site. He commented that hopefully it will be finished quickly. He commented that because of a request for air service at the self-serve, the Authority purchased a small air pump like you see at a gas station. He commented that it had to be a little different because it has to be explosion proof because it will be sitting next to 10,000 gallons of fuel. He reported that the Authority has been working with the FAA in regards to grants. He reported that the next project on the priority list is the extension of taxiway alpha on runway 4/22. He commented that the Authority has been fighting for years to extend that taxiway. He explained that it used to be a high priority for the FAA and then they lowered their priority on it. He commented that to have an ILS the FAA requires a full parallel taxiway. He commented that the Authority has been given a waiver until the parallel can be put in. He commented that the parallel will be designed and constructed in 2015. He commented that the Authority will put out the contract for the design, and then a grant application will be put in for the construction. He is hoping for early March/April timeframe and be under construction next summer. He commented that the estimate is a $2.7 million project and will be 90% funded by the FAA, 5% by the state and 5% by local funds. He commented that it will be a big project and it will be done at the same time as the terminal expansion. He commented that he and Mr. Quill will meet with the Secretary of Intermodal Affairs of the FDOT and the Aviation Department to go over the Western Michigan University project. He commented that the Authority hopes to get some funding quickly. He commented that FDOT funding is on a six year basis, you apply for it this year and you would get the money five years later. He commented that the Authority would like to get the money upfront so the Authority does not have to front any of the money. He commented that with the County the Authority could get a ramp and the building for Western Michigan University funded and then lease that to the County. He explained that the Authority will have a land lease with the County, and the County would own the building and ultimately it would go to Western Michigan University. He commented that the Authority is looking at a project that would put the hangar, the class room buildings and a combination with the new FBO, new ramp, new taxiways and access off of Challenger Blvd. He explained that it is in the preliminary stages and the Authority will go to Tallahassee before the start of the Legislative session to see what is left in this year's budget. He reported that the Authority is diligently working with their attorneys on the problems that the Authority is having with Through-the-Fence. He commented that they have come up with a solution for four of the five issues. He commented that the problem for the solution is seven years into their lease and they have not done any of the things previously. He opined that on the FAA side the Authority is okay with that. He commented that the fifth issue is a little more difficult and it will require due diligence on their part to figure out how they want to do it, but they

need to come up with a solution to give to the Authority. He commented that the 90 day clock is ticking. He commented that they have made one payment on their access fees, which was two months late, and another payment will be due in January. He commented that they still owe the Authority money for the gate repairs. He commented they are arguing amongst themselves and they feel they don't owe that, even though the contract they have with the Authority states that they have escrowed funds with the Authority, and as soon as those funds were used the Authority would bill them for any repairs to their gate system. He commented that none of these issues are new but are issues that they have agreed to when the Airport Board agreed to the Through-the-Fence 12 years ago. He commented that these are issues that should have been going on for the last seven to eight years. Commissioner Coppola asked if there was a penalty clause in the contract. Mr. Parish commented that the only penalty that the Authority has is to close the gate. He commented that once the gate is closed it can only be reopened with re-negotiations for a new contract. He stated the Authority does not want that to happen but want them to become compliant. He commented that it is also the Authority's compliance. He explained the FAA asks the Authority if they are compliant and the paperwork has to be shown. He commented if the Authority becomes non-compliant it puts the grants in jeopardy. He reported that led lights were installed in the long and short term parking lot entrances and exits. He explained that the lights were mounted to the canopies to improve the lighting because the Authority had concerns about safety. He explained that the existing parking lot lights were blocked when the canopies were installed. Mr. Quill commented that with the drop in the price of fuel there will be discrepancies. He explained that if fuel was delivered four weeks ago the cost would be substantially higher than someone who received fuel last week. He commented that is an unusual problem> He commented that the Authority thought that they would never see fuel prices in that neighborhood. He commented that it is good for flying and hopefully more people will fly. He commented that a lot is going on development wise and the Authority is hopeful to what they will be able to work out with FDOT. He commented that the Authority would like to get more young people into flying. He commented on the passenger count, jet fuel and Avgas. He opined that as more people get in for the season that will pick up substantially. He commented that the tourist development tax is up 21%. He opined that is good for the community. Commissioner Herston asked what the approximate value on the site work that the Authority did not get a bid. Mr. Parish commented that the engineer's estimate was $300,000, and the work is ground prep for the ILS installation, fill against the runways, relocating a couple of swales and an electrical feed. Commissioner Herston commented that it is amazing that the Authority did not get a bid for that work. Mr. Parish opined that a few contractors made it through the bad times and now they are extremely busy. Commissioner Herston asked if the sewer line was for the increase capacity for the new terminal, and is it gravity or forced. Mr. Parish commented that it is gravity and it is relocating an existing line that was a clay pipe that will be underneath the chillers. He explained that the Authority did not feel confident leaving clay underneath the chillers. Commissioner Herston commented that Allegiant's employees had a concern about the lighting where they park their personal cars. Mr. Parish commented that if they would walk on the path the lighting is good. He commented that all employees park in the long term lot in the second section closer to the FBO building and the lighting is fine. He commented that a new cross walk has been installed at the FBO that will take them into the FBO parking lot which is well lighted.

He commented that during the peak season when cars are parked in the field the Authority rents light towers and that area is lighted pretty well.

13. New Business

a) **Committee Assignments –** Chair Andrews reappointed Commissioner Herston to the Land Use Committee. He commented that he would like to take over the Economic Development Committee. He reappointed Commissioner Coppola to the Personnel and Public Relations/Special Events Committees. He reappointed Commissioner Seay to the Governmental Liaison Committee. He commented that Commissioner Herston will be on the MPO Committee and he is the alternate for the MPO and he will be attending the orientation. He appointed Commissioner Hancik to the Aviation Activities Report Committee.

b) **Asphalt Repairs Award –** Mr. Quill explained that the Authority received two bids for asphalt repairs. Mr. Parish explained that this is for small repairs on the airport. He commented that two bids were received. One from Asphalt Developers/Sunland Paving, who is local and does work for the Authority and one from Ajax who is well versed in paving taxiways and runways. He suggested awarding both and to use them as necessary. He commented there is no money involved until the Authority actually has a project. Commissioner Herston asked if there was a dollar amount threshold for the small repairs. Mr. Parish commented that there is not. He commented that it would be anything that is not an AIP project. He commented it could range from a pothole to a seam coming apart on the runway. He commented that things have to done when the Authority does not have the time get a design out and get a bid. He commented on some of the repairs that need to be done. Commissioner Hancik asked if it was based on tonnage. Mr. Parish commented that it was based on that. He explained that Sunland Paving/Asphalt Developers, the local firm, was $300.00 a ton and Ajax was $600.00 a ton. Commissioner Hancik was concerned about a dollar limit or having the Board approve the project. Mr. Quill said staff will bring it to the Board unless there is a true emergency. **Commissioner Herston made the motion to approve the two bidders selected by staff for asphalt repairs. Commissioner Hancik seconded.** Commissioner Coppola asked if they work simultaneously or on call. Mr. Parish commented that it will be on call. Commissioner Coppola commented that whoever is available will get the job. Mr. Parish commented that he will be using the company with the lowest price as much as possible. **Motion passed unanimously.**

c) **Reimbursable Agreement with FAA for ATCT Radar Display –** Mr. Mallard explained that Ft. Myers approach is getting a new STARS ELITE Radar System. He commented that the Authority has a 100% grant from the State of Florida and has been working with the FAA in Washington. He commented that the Authority received a reimbursable agreement in the amount of $578,134.90 for the installation of the radar system at the Punta Gorda Airport and to be installed in the first half of 2015. He explained that it is the latest and greatest technology the FAA has. Commissioner Coppola commented that it is completely funded. **Commissioner Herston made the motion to approve the reimbursable agreement with FAA. Commissioner Coppola seconded. Motion passed unanimously.**

d) Purchase Tug for FBO Off of State Contract – Mr. Quill explained that in the past the Authority has purchased several used tugs. He commented that the Authority would like to purchase a new vehicle. Mr. Parish commented that staff has talked to other FBOs and asked what tug they would recommend and they recommended the Kubota tug. He explained that it is on State Contract. He commented on the age of the tugs that the Authority now owns. **Commissioner Herston made the motion to purchase the Kubota utility vehicle. Commissioner Hancik seconded. Motion passed unanimously.**

e) Entrance Sign Landscaping Award – Mr. Quill explained that the Authority put out a bid for landscaping the entrance signs. He commented that even though there is a lot of interest the Authority received only one bid of $58,579.50. He commented that staff would like the authority to negotiate down the costs. Commissioner Coppola asked what would be put in for $58,000. Mr. Parish explained that the landscaping that will be going in is the landscaping that should have been around the tower, around the main terminal and the new terminal. He commented that this meets the County code and keeps the trees off the airport. He commented that it is a lot of landscaping. Commissioner Herston commented that this is to approve to negotiate it down. Mr. Parish commented that after negotiations he will bring back a contract. Commissioner Coppola commented that the County is telling the Authority that they need a certain amount of trees and bushes. Mr. Parish explained that there's a landscape ordinance and the overlay district has even more regulations. He commented that there has to be an irrigation system. Commissioner Hancik agrees that the figure is high. Mr. Parish commented that this has been a negotiation with the County who has allowed the Authority to put all of the landscaping from buildings around the airport into this. Commissioner Herston asked how many projects t does it go back to. Mr. Parish explained it is the terminal, the new terminal, the car wash and the tower. He commented that the Authority could pay the County to have the landscaping put somewhere else. Commissioner Herston asked if this pays off the Authority's debt on landscaping and is it in writing. Mr. Parish commented that the county gave the Authority permits to do projects based on the Authority doing this in the future. Commissioner Herston asked who did the design work. Mr. Parish commented that Southwest Engineering and Design subbed it out. He commented that the Authority could pay something to the county and still not have landscaping put in. **Commissioner Herston made the motion for authorization to allow staff to negotiate for landscaping for the new signage. Commissioner Hancik seconded.** Commissioner Coppola would like to see it itemized. Mr. Parish commented that it is. Commissioner Hancik commented that it would be helpful to see the plans. **Motion passed unanimously.**

f) RFP for Solicitation of State Lobbyist – Mr. Quill explained that the Authority would like to go out to bid to select a lobbyist for the Legislature and various agencies. He commented since the Legislative session is coming so quickly he is suggesting that the Authority continue working with Capital Energy, who worked with the Authority in receiving a grant for $770,000.00. Commissioner Herston asked if Capital Energy is Jerry Paul's group. Mr. Quill commented that it is and would use him until a selection is done. Commissioner Coppola asked if there was a list of things that the Authority wants him to accomplish. Mr. Quill commented it would be guidance from the Board. He commented that last year it was assistance with the grant for the radar, terminal and security.

Commissioner Herston made the motion to approve the authorization for a RFP for Solicitation of State Lobbyist. Commissioner Coppola seconded. Motion passed unanimously.

14. Citizen's Input

Lionel Schuman – Commented that anything that can be done to prevent landscaping because of the birds should be done. He commented that the FAA is proposing some regulation on no landscaping on airports and it should be brought to the FAA's attention. He commented that he has been approached by the Through-the-Fence project to assist them, since they are members of AOPA, and AOPA is assisting him to try to work on this situation and get it resolved. He commented that AOPA is a very powerful organization. He commented that the airport is here because of the pilots and aircraft. He opined that the FAA would not exist if you don't have an airport and pilots. He commented that the priorities are getting mixed up and the top priority should be pilots and the airplanes. He commented that FAA originally started as a nice organization to regulate flying for safety reasons and has evolved. He hopes this can be resolved quickly. He wished everyone a Merry Christmas, Happy Hanukah and whatever you celebrate and a Happy Healthy New Year.

Jim Kaletta – Thanked the Airport Authority for allowing them to have a Wings program at the airport on January 24th. He reported that Jim Ross will receive the Master Mechanics rating that evening at the EAA building.

Dr. Richard Pitz – Commented that last month he spoke about having a liaison with Allegiant Airlines to see why they drop certain cities and how to help. He suggested having people from the local area that come from those cities to help with that.

Commissioner Deutsch – Congratulated Commissioner Herston on his reappointment to the MPO. He commented that the County has been very cooperative regarding the landscaping code. He suggested that the Authority have a priority list of what the Authority would want from the Legislature. He suggested that it might be helpful having the County Commission be supportive of some of the things the Authority would want. He wished everyone a Merry Christmas.

15. Commissioner's Comments

Commissioner Coppola – Wished everyone a Merry Christmas and Happy New Year. She commented on the flight to Long Island being pulled due to low ridership and she was upset when that happened. She suggested getting more publicity here and in New York. She agreed that hiring a state lobbyist with a list of priorities is what is needed. She commented on the landscaping and there not being trees at an airport to attract birds. She again welcomed Ms. Desguin and again congratulated Mr. Laroche being in the top forty under forty.

Commissioner Hancik – Commented on the RFP for an air service consultant which may help evaluate the different markets. He commented on the workshop Commissioner Seay mentioned at the last meeting. He commented that it is very difficult to find out

what other commissioners are thinking about in relationship to projects that are proposed, future planning and that type of information. He commented that information can be made available to them on an individual basis, but does not give the Board the opportunity to share the thoughts of the other Commissioners because of the Sunshine Law. He commented on getting the date established for the workshop in January and advertise it. He commented on having the ability to have input from the public, airport users and tenants and that staff and legal counsel should also be there. He commented on the meeting date change to give staff time to get the information to the Board and he would recommend the first week or the fourth week. Mr. Quill commented that he will poll the Board individually to see what week works best for them and put it on the Agenda for January. Commissioner Hancik commented that it would be good to get the current update on the financials. He commented that he is glad to see the good attendance at the meeting.

Commissioner Herston – Thanked everyone for attending and it is great to see Commissioner Deutsch and Councilman Cavanaugh. He welcomed Ms. Desguin and thanked staff for a great year. He wished everyone a Merry Christmas and to keep Christ in Christmas and wished everyone a Happy New Year. He commented regarding Dr. Pitz's comments on Allegiant, the Authority has met with their CEO and their financial guys and they have their spreadsheets with the figures and it may not have anything to do with the Punta Gorda Airport it may be on the other end. He commented that he was impressed with their mathematical analysis. He commented on the Authority's Christmas Party.

Chair Andrews – Thanked everyone for attending including Commissioner Deutsch and Councilman Cavanaugh. He wished everyone a Merry Christmas and a Prosperous New Year.

16. Adjournment

Meeting adjourned at 10:09 a.m.

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Paul Andrews, Chair

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Kathleen Coppola, Secretary/Treasurer