

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING – JANUARY 15, 2015 – 9:00 A.M.

5

1. Call to Order

2. Invocation

10 Commissioner Herston gave the invocation.

3. Pledge of Allegiance

4. Roll Call

15

Present: Chair Andrews; Commissioners Coppola, Hancik, Herston and Seay; Executive Director Quill; Attorney Garrard; Assistant Director Parish; Mrs. Cauley; Mr. Laroche; Mr. Mallard and Mrs. Smith. **Others present:** Mike Hirsh; Jim Kaletta, Don Lee, Joh Stott, Vic Babyak, Mike Mitchell, Larry Hoffmeister, Lionel Schuman, Jim Deutsch, Commissioner Deutsch, Councilman Cavanaugh, Gary Bayne, Jeanette Worth-Dugan, Steve Henriquez, Kelly Rubino, Dave Goode, Salvatore Castronovo other people from the private sector and a member of the press.

20

5. Additions and/or Deletions to the Agenda

25

6. Citizen’s Input

7. Consent Agenda

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

8. Secretary/Treasurer’s Report

35

Mr. Quill reported that the Profit and Loss Statement is below budget and it is a draft. He reported that the rental car and parking lot revenues are not included. He commented that there is a lag over the Christmas holidays where people often times don’t come back until January. He commented that in a few weeks the number will be accurate. He reported that in Accounts Receivable he has spoken with Gulf Contours and is in the process of serving Gary Capristo. He reported that there is progress and only time will tell.

40

9. Committee Reports

45

a) Land Use - Commissioner Herston had nothing to report.

b) Economic Development - Chair Andrews reported that he attended the ECEC meeting with Mr. Quill. He reported that the Western Michigan University project is moving forward. He reported that he compared the community economic impact for 2010 versus 2014 and the numbers are good. He commented that there was a gain of

78.6 million dollars over a four year period. He commented that it is a positive thing for the community, the County and everybody involved. He reported that 264 single engine airplanes are based at the Airport. He stated that part of economic development is how the Authority can increase that. He commented that he had
5 looked into things early on and would like to proceed with that by working with a real estate industry to market people that are retiring to this area.

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

10 d) **Public Relations/Special Events** - Commissioner Coppola reported that the Authority received a letter from Team Punta Gorda inviting the Commissioners to their annual meeting. She commented that she had been to the meetings in the past and they are very informative. She commented that she has a collection of newspaper
15 articles from Charlotte Sun and Sarasota Tribune reporting on how wonderful the Airport is. She commented on an article which stated that the Punta Gorda based Allegiant Air gets top honors. Chair Andrews explained that he brought in a June article from the Charlotte Sun Herald on how they become number one and offer low cost carrier business model. Commission Coppola read an article on Allegiant Air naming them the top performing airlines in North America by Aviation Week and
20 Industry Magazine. She commented that Allegiant Air borrowed the concepts from Ryanair, which is a European Airline. She read an article from the Airline Network News and Analysis about Ireland's airport and airlines with the travel tax. She thanked the Authority's staff for the Christmas party.

25 e) **Governmental Liaison** - Commissioner Seay reported that Western Michigan University is on track and she has been in contact with them. She commented that there are a lot of positive things going on that cannot be shared at the moment because it is not finalized. She commented that Western Michigan University has a meeting with their board about what the Authority is doing. She reported that the
30 Authority will follow up with their legislative lobbyist to see how the Authority can get some support. She commented that the County, the City, Florida Southwestern State College and the Authority are all working together on that project. She commented that this is the only project in the state that has this many organizations working together to make it happen. She commented that they are impressed and the fact that it involves aviation, technology, education and economic development and
35 tourism all in one package. She commented that it is looking very positive and she hopes to have something good to report later on. She apologized for missing last month's meeting. She was celebrating her Dad's birthday. She commented that she is in the process of setting up different meetings at the Florida Airport Council's meeting to split up their resources to make sure the Commissioners get as much
40 impact as possible. She commented that this meeting is their annual legislative meeting to give updates as to what is going on in the Florida and Federal Legislature. She hoped that the Commissioners will be able to attend the Team Punta Gorda meeting and that she will not be able to attend because she will be attending an
45 Aviation Law Conference in Orlando. She commented that the Air Show should be discussed soon and hoped that Mr. Quill has it in his Director's Report. She commented on scheduling a date for the orientation.

f) **Metropolitan Planning Organization** - Commissioner Herston reported that there has been no activity since the last meeting. He reported that he will be attending the MPOAC state level board meeting on January 22.

5 g) **Aviation Activities Report** - Commissioner Hancik reported on the Jet A fuel, airline fuel and Avgas fuel. He reported on operations reported by the control tower which continues to increase. He reported on the T-hangar vacancies. He commented that Allegiant Air continues to serve 23 destinations. Mr. Quill reported that the traffic was 88% over last year and December traffic was up 24%. He reported that there were 314,000 enplanements for the year and 628,000 total passengers for the year. He commented that with that level of traffic it increases the Authority's entitlement which the Authority will receive in 2016 for 2014 numbers.

10. Attorney's Report

15 Attorney Garrard had nothing to report.

11. Executive Director's Report

20 a) **Development Update** - Mr. Parish reported that the terminal construction is the biggest project currently going on. He reported that they are ready to pour the slab and footings. He reported that the Authority had finished the restriping of runway 4/22. He reported that the improvements of the rental car bathrooms should be finished by next week. He reported that the Security Phase I project is 90% complete. He explained that it included the upgrade of the software to a newer version. He explained that it will allow the Authority to integrate the things that the Authority has been doing in two to three steps into one step. He commented that cameras were installed at the gates. He reported that the STARS Radar is moving forward. He reported that the Authority paid the fee to the FAA based on the emergency meeting in December and the FAA received it on December 24th. He explained that it is generally a 90 day processing period, but because of Mr. Mallard's contacts it was processed that day to get it on track with the RSW update. He explained that once RSW gets their new system installed the Authority's system will be ready to be installed.

35 b) **ILS Update** - Mr. Parish reported the ILS will be going out to bid. He commented that it will be advertised tomorrow and the Authority will start accepting bids. He commented that the Authority's goal is to have it completed by March or May timeframe, depending on weather and the contractors' ability to get the work done. He commented that is still puts the Authority on track for the scheduled published date of August 5th.

40 c) **Misc. Items** - Mr. Parish reported that the second sign for the entrance road is completed and staked out. He reported that concrete will be laid next week and the sign will be installed. Commissioner Seay asked if there will be partitions in the bathrooms at the car rental. Mr. Parish commented that they are being installed today. Commissioner Coppola asked if the entrance signs are hurricane proof. Mr. Parish commented that based on the sign code it has to meet a 110 mph wind. He

commented they would not have survived hurricane Charley. Mr. Quill pointed out that Mr. Parish and Mr. Laroche had spent a considerable amount of time with the painting contractor for the runway. He commented that the Authority has talked with the FDOT on funding for the Western Michigan University facility. He commented
5 that the Authority's lobbying goals are for the facility for Western Michigan University and marketing money from Visit Florida. He commented that air traffic control hours will be extended. Mr. Mallard commented that funding has been approved. He explained the Authority is number three on the list of nine control towers in the US that are getting extensions. He commented that the extension will be
10 from 7:00 pm to 9:00 pm. and there is not have a timeframe, but it should occur this year. Mr. Quill reported that there is progress on Through-the-Fence and they are close to being current on the money side. He explained that there was some issue on the entity of who was paying. He reported that the Authority received proposals on ways to comply with the requirements for tail numbers and opined that it will work
15 out fine. He reported that there were over 280 cars parked in the overflow grass area over the Christmas holiday. He commented that it is challenging to provide paved parking for peak conditions and the Board had approved an increase in the parking rates. He opined that in a couple of years the Authority will have money to proceed with the paving. He commented on privatization for TSA. Mr. Laroche commented that the TSA administrator approved the Authority's request for the SPB program. He commented that the change over to the private company should happen within a year to a year and a half. Mr. Quill commented on a board member's request of having background notes on a separate sheet of paper to be included with the agenda. He asked the Board for guidance if they would like it in the body of the agenda or as
25 on attachment. Commissioner Seay commented that the Authority use to do this and it was decided back then that the Authority did not want to have the recommended actions because it might imply that the Authority was not discussing the items and come up with their own solutions. She commented that one of the ways the Commissioners has dealt with this is to meet regularly with the Authority's Executive Director to find out information, which would be more than just a paragraph or two. She commented that she wants and likes background information and she opined that it is important. She commented that it is important that the Commissioners and assured that all of their questions are answered. She commented that the information that needs to be shared is very important. She opined that the Commissioners can
35 explore greater numbers of questions by meeting with the Executive Director on a regular basis by gathering the information ahead of time and having more time to look at it. She opined that the attachment is counterproductive. She commented that it is great information and she appreciates the work that goes into it, but she wants to talk with the Executive Director and get that information. She commented that rather than spending a couple of hours at the meeting going through every issue she prefers to spend time going into the Airport talking with staff. She commented that it is important for each Board member to gather the information. Commissioner Hancik commented that he was the Board member that asked that details be published along with the agenda to provide information to the public so they know what the Board is
40 talking about and how the Board got to the point to make a decision. He commented that the recommended action is only staff recommendation which does not prohibit the Board members from asking questions. He commented that it is primarily to provide information to the people that attend the meetings and to the public. He
45

commented that he sat for almost two years with an agenda that had nothing on it and the first time you heard about a particular subject was when it was discussed. He opined that this provides limited information to the public. He opined that spending individual time with the Executive Director is very good. He commented on
5 Commissioner Seay's recommendation of calling it an orientation session and he is looking at it as a workshop. He commented that being a new commissioner he does not know the position or thoughts of the other commissioners because of the Sunshine Law and the only way you can do that is in an open meeting. He commented that the
10 Commissioners will have a workshop or orientation session and he hopes it will be advertised and be open to everybody. He commented that it will not be a conversation among the Commissioners but an opportunity for the public to provide input for the commissioners to find out what each of the commissioners are thinking as it relates to a particular subject or subjects. Commissioner Seay commented that she appreciates
15 Commissioner Hancik's comments and she thanked him. Commissioner Herston commented on the way the MPO works. He commented that the MPO's Executive Director meets with each member on their time before each meeting. He opined that the attachment is helpful from a summary point of view and each paragraph can be referred to as the Executive Director talks to each commissioner. He suggested taking off the recommended action or change it to say motion to accept or deny. He
20 commented that he likes the summary. He commented that it is an Executive summary of all the points concerning the issue. He commented that it is helpful for him. Commissioner Hancik agreed on the recommendation and suggested titling it staff recommendation. Commissioner Herston opined to not have a staff recommendation, even though it is helpful, because it is kind of leaning. Chair
25 Andrews commented that he has seen the agenda for the MPO meetings and asked if that is the same package that the Board gets. Commissioner Herston commented that it is. Chair Andrews commented that the MPO agenda does have recommended action. Chair Andrews commented that he has been in meetings where he has heard the Executive Director or staff making a recommendation. He commented that he can
30 work with it either way. He commented that if it is acceptable with the Board this subject will be discussed further at the workshop. Commissioner Coppola commented that the recommended actions were things that were discussed at the last commission meeting. She commented that when she reviews the recommended actions and does not agree with it she will make her voice known. She commented
35 that recommended action is important to see what the Authority's staff is thinking versus what the Board members are thinking. Chair Andrews commented that it is a recommended action and is recommended for a reason and it shows the reasons and the recommended action. He commented that it is a public meeting and the Authority staff runs the airport on a day to day operation and the recommendations are based on
40 that. It was decided to discuss the recommended action further at the workshop. Commissioner Hancik agreed with Commissioner Seay that this appears to be a recommended action by the Authority when it is a recommended action by the Authority's staff and the recommendation for approval did not come from the Board of Commissioners. Commissioner Coppola commented that establishing a workshop
45 date and changing the regular monthly meetings is not a recommendation from staff. She commented that if it is a staff recommendation then there is a reason but if she doesn't agree she will tell them. Commissioner Herston suggested to make it staff recommendation. Chair Andrews agreed to making it staff recommendation as part

5 of the discussion. Commissioner Coppola commented that it is part of a discussion
and not something the Board needs to do immediately. She commented that it is part
of a discussion and another idea expressed. Chair Andrews agreed that it is a
recommendation and it does not mean a Board member has to accept it and it opens it
10 up for discussion. Commissioner Coppola commented that she was an MPO chairman
and they did always meet individually with the head of the MPO and discussed what
was going on. She asked is it breaking the Sunshine Law if a Board member meets
with the Executive Director one on one and he say to another commissioner that a
15 commissioner was in and said this and that. Commissioner Seay commented that it is
breaking the Sunshine Law. Chair Andrews commented that the Board will bear
down on the Sunshine Law during the workshop so the Authority is in compliance.
Chair Andrews commented that this will be discussed further at the workshop and
will leave it as a staff recommendation action for the time being. Mr. Quill
20 commented that the Air Show will be on the agenda next month. Commissioner Seay
commented that she has met with the Air Show people and they have requested to
meet with the Board to discuss the Air Show on any changes, suggestions on how to
communicate with them and how to move forward in the future. She commented that
the Airport is changing and where does the Air Show fit in with the changes. She
25 commented that she has been an Air Show supporter for a long, long time and it has
been one of the biggest and best means of promoting the Airport. She commented that
people that came to the Air Show did not know that the airport existed. She
commented that the Air Show has been a huge marketing opportunity for the Airport
and it gained notoriety for the Airport. She opined that the Authority needs to discuss
30 on how to go forward with the Air Show and the Air Show people have asked the
Board to do that. She suggested that Chair Andrews and Mr. Quill should schedule
something for the Board and bring it to the next meeting. Commissioner Coppola
commented that she has seen dates published for the Air Show. Mr. Mallard
commented that the dates shown for the Air Show are March 27, 28 & 29th and there
are no details as who will be performing. Commissioner Seay commented that there
35 will be no military teams, such as the Thunderbirds or Blue Angels. Commissioner
Seay commented that the Air Show people gave strong compliments for staff saying
they are tremendous and they appreciate all the work that has been done.

12. Old Business

35 a) **Set Date for Workshop** - Mr. Quill recommended three areas to go through at the
workshop, layout and development of the airport, Sunshine Law and Board Policies
and Rules. He asked if they want a facilitator for each topic. Chair Andrews opined
40 that the Authority should keep at arm's length somebody who is well versed and an
expert in the Sunshine Law. Mr. Quill suggested getting Mr. Steven Henriquez who
is with URS/AECOM to facilitate the layout and development of the airport. He
suggested getting an expert for the Sunshine Law. He is open for suggestion on the
Board Policy and Rules. Chair Andrews commented that he had attended a real good
45 presentation on Sunshine Law and the Authority could get someone from that group.
Commissioner Seay suggested considering someone who was a former legislator who
has the very specific experience on board policies and rules. She suggested that Mr.
Quill could tap into a few of those and see who might be available. There was
discussion in setting the dates for the workshop. Commissioner Herston suggested

February 24th at 9:00 am. **Chair Andrews entertained a motion to schedule the workshop on February 24th at 9:00 am. Commissioner Hancik made the motion. Commissioner Seay seconded. Motion passed unanimously.** Commissioner Hancik commented that this will be advertised and open to the public with time for an open discussion. He commented because of the topics there may be input from the public and questions that the Commissioners may have. He commented that the Commissioners are not just limiting themselves to those particular subject areas. Commissioner Seay commented that if it is not advertised the commissioners cannot discuss it. She commented on orientation versus workshop. Attorney Garrard commented that you can word the advertisement of the meeting broad enough to cover virtually any subject that you would want to discuss. Commissioner Hancik stated that he understands that a decision cannot be made if it is an orientation workshop type setting but he opined that issues can be discussed. He commented that he is looking forward to all the things he will learn, and how the commissioners communicate as a commission to find out what the commissioners are thinking on a particular subject. Chair Andrews stated that with the Sunshine nothing can be discussed that will be voted on and it has to be a very general discussion. Commissioner Hancik stated that you can talk about anything you want as long as you do not vote. Commissioner Seay stated that you cannot talk about anything that you want. Chair Andrews explained that the purpose of the Sunshine Law is so the commissioners do not talk or convey any kind of opinion on a particular issue that will be voted on and it has to be discussed in a public forum at that time. Commissioner Hancik stated that the workshop will be in a public forum. Chair Andrews commented that he is right but the Sunshine Laws will be reviewed and how it applies to the commissioners. He commented that it will be an educational workshop. Commissioner Hancik stated that he will leave it to the attorney's opinion on what can and cannot be discussed, but he does not want to limit their discussion. He commented if the commissioners are in an open meeting they can have a conversation with any of the other commissioners about any particular subject. Commissioner Seay stated that it cannot be done. She commented that she teaches Sunshine Law and she is not making a statement that she wants to teach it to anyone on the board. She commented that the commissioners need to have someone who is an outside expert to come. She commented that the Sunshine Law is important and it is there to protect everyone. She commented that the meetings are advertised so that the people will know what the board is going to discuss. She stated that she wants to assure that the Board is following that rule exactly. She commented the Authority has to make sure that when the meetings are held that the board sticks to that agenda and not go beyond it. She commented if the board starts talking about other things the board can get into trouble and be fined. She stated that the rules that apply to these meetings are very strict. She commented that some people do not like the rules, but she opined that it is very important and believes it is the key to what the board does and the board. She opined that is why the orientation is extraordinarily important to have someone else come in and tell the Board that this is the way you must operate and work within the rules of the Government and the Sunshine. She commented that open records and open meetings is key to what the Board does as representatives and elected officials. Mr. Quill suggested to describe the workshop as being on airport development, Sunshine Law and Board policies. Commissioner Seay stated then it should not be called a workshop. She explained that a workshop indicates that the

5 Board will be discussing policies, changing things and doing things. She explained that an orientation means that the Board will be receiving information on how the Board operates, how the laws affect the Board and how does the Board operate within the perimeters. She commented that there are some perimeters that the Board needs some refreshes on. She opined that an orientation is more important than a workshop. She commented that having a workshop is premature until the Board knows what the rules are that apply to the Board. Chair Andrews is concerned about the Sunshine Law making sure that the Board is not discussing and expressing opinions on matters that could be coming up for vote. Commissioner Coppola asked can questions be asked in an orientation or is it just receiving information. Commissioner Hancik suggested leaving the appropriate advertising wording with the legal counsel that will keep the Board out of trouble. He commented the he wants to express his opinion and to discuss different subjects. Commissioner Seay stated that if it is not on the agenda the Board cannot talk about it. Chair Andrews commented that the Board has to be very careful on what they can discuss. He suggested that the orientation should start out with the Sunshine Law so the Board does not cross it during the meeting. Commissioner Herston asked if it a Sunshine violation when there was discussion about Western Michigan University under Government Liaison Committee Reports when it was not on the agenda. Chair Andrews opined that the Board has to be careful about discussing issues that could come up for a vote. Attorney Garrard commented that you indicate your feelings on an issue. Chair Andrews wants to make sure that the Board is in compliance. He commented that the Sunshine Law will be the first topic and based on that the Board can proceed with the other topics. He does not have a problem with the attachment to the agenda and he opined that it is a good step. He commented that it is an open forum and the public needs it. He commented that the bottom line under the Sunshine Law the Board needs to really walk the line. He asked Attorney Garrard to come up with the wording on the advertisement. Commissioner Herston asked if it is appropriate to advertise both the orientation and a workshop on the same advertising. Commissioner Seay commented that as long as you are stating for each exactly what is going to be discussed and what the workshop is about. Commissioner Herston asked if miscellaneous airport business qualifies. Commissioner Seay commented that it did not.

13. New Business

35 a) **Change Regular Monthly Meeting Schedule** - Mr. Quill suggested moving the monthly Board meeting date so the financials will be up to date. He suggested starting the first week in April for the February financials. He commented that today's financial information is a draft. There was discussion on different dates. Chair Andrews opined that it is be a good idea because when presenting numbers they should be accurate and up to date. He stated that it will be a little lag but instead of draft numbers the Board will be discussing real numbers. Commissioner Seay asked if this would conflict with meetings of other governmental entities in the county. Mr. Quill suggested to table this so the Authority can research any conflicts and report back next month. Chair Andrews asked if it has to be on a Thursday. Commissioner Seay commented that she would like it to be on a Thursday because she has a full time job and her employer approved her to be available on Thursdays. Chair Andrews agreed with Mr. Quill to table this and look at all the conflicts and to email

Ms. Laishley the schedules. Commissioner Seay commented that it is easier for her if it stays on a Thursday, but if it needs to be changed she can petition the university for a change. Chair Andrews asked if the second Thursday of the month would work. Chair Andrews entertained a motion to schedule the monthly Board meetings for the
5 second Thursday of the month. **Commissioner Herston made a motion to approve the second Thursday of each month for the Charlotte County Airport Authority meeting date at 9:00 am at the same location effective April 9, 2015. Commissioner Seay seconded.** Commissioner Hancik asked if there is a conflict with the Authority's Enabling Legislation. Mr. Quill stated that the Authority's state
10 generally once a month. **Motion passed unanimously.**

b) Award Entrance Sign Landscaping Bid - Green Construction - Mr. Quill commented that last month there was a discussion of landscaping and code requirements. He commented on Commissioner Coppola's question what is the
15 cumulatively for. Mr. Parish explained that it goes back to 2004 when the T-hangars were built. He commented that the Authority had to argue that the Authority did not want to put trees next to the T-hangars. He commented that the County wanted a tree between each door because there was grass there. He explained that the Authority has been working with the County to defer landscaping on projects. He explained that
20 when you defer landscaping you not only defer the costs of the landscaping but the cost of irrigation and electricity. He explained that the 600 series T-hangars, the tower, the first terminal and the rental car wash area have been deferred. He commented that the Authority has been deferring and deferring and deferring and the County finally wanted to know when the Authority is going to landscape. He
25 commented the Authority made a plan and put it out to bid. He commented that the Authority only got one bidder, Green Construction. He commented that the Authority had negotiated with the contractor to change the type of palms which the contractor thinks would be better in the soil, and lowered the price to \$41,629.50 from \$58,579.50. He is suggesting that the Authority move forward with the landscaping
30 and it can be started right away because it fits into the contractor's schedule. He commented that the new sign will be installed next month and by the next meeting the airport will have a landscaped entrance. Commissioner Herston commented that the landscaping plan only talks about the air traffic control tower requirements and not the other sites that were mentioned. Mr. Parish commented that the Authority has
35 received their COs on all of the sites and is a requirement that you have landscaping. He commented that the air traffic control has been the one that the County has been pushing. Commissioner Herston asked if the spec includes an irrigation system as part of the plan. Mr. Parish commented that only one irrigation system will be installed. Commissioner Coppola stated that the County wants the Authority to put in
40 trees at the airport. Mr. Parish commented that it is a requirement. Commissioner Coppola asked about the safety requirements. Mr. Parish commented that the Authority will not put trees inside the fence. There was discussion on the safety requirements. Mr. Parish commented that the Authority works with the County to put in trees that do not attract birds. He stated that the Authority has to work with the
45 guidelines that are laid out. He commented that the overlay district was put into effect in 2004/2005. He commented as the Authority's Engineer prior to becoming a staff member he was against it because of the landscaping requirements. He commented that the Authority has gotten around most of it by adjusting the rule, but

the Authority still has some requirements. He gave an example of the parking lot landscaping. He commented that the Authority wants to have a pretty location to come to. He stated that he could build a parking lot with 5,000 spaces without an aisle or anything, but it does not meet the code. Commissioner Herston asked about the modification of the trees. Mr. Parish commented that the Authority is changing some of the palms to a variety that grows better in this area. He commented that the bottlebrushes will be changed and there will be no cost effect. **Commissioner Herston made a motion to award the entrance sign landscaping to Green Construction Technology in the amount of \$41,629.50. Commissioner Seay seconded. Motion passed unanimously.**

c) **Addition to Ground Transportation Policy** - Mr. Quill commented that there were some issues in the taxi lane with arguments between taxi drivers which he describes as manipulation of passengers. He is recommending a requirement that the taxis have to post their rates inside and outside of their vehicles while on Airport property. He commented that the County had adopted a Taxi Ordinance in 90's and technology has changed. He commented that the Authority wants to talk with the County that all taxis are required to have meters. He commented that this is the first step and additional recommendations on taxis will be brought to future meetings. **Commissioner Hancik made a motion to approve the policy that ground transportation vehicles must post their rates. Commissioner Seay seconded.** Commissioner Coppola asked doesn't free enterprise fit into this. Mr. Quill commented that the Authority just wants the taxis to post their rates. Chair Andrews commented the consumer has the opportunity to choose the taxi company that they want. **Motion passed unanimously.**

d) **Contract for Wildlife Management Plan – AECOM** - Mr. Quill reported that AECOM purchased URS. He commented that the Authority had conducted a wildlife hazard study last year and submitted it to the FAA. He commented that the FAA determined that the Authority must institute a wildlife management plan. He is proposing that the Authority enter into an agreement with AECOM in the amount of \$19,753 for the required wildlife management plan. Commissioner Hancik commented that it is because the Airport is a 139. Mr. Parish commented that the wildlife hazard was triggered by a wildlife strike. He commented that the FAA has determined that all 139 airports will have their wildlife hazard assessment completed by a date that keeps moving. He commented that all GA airports based on their types of aircraft are going to be required to do it. He commented that there are certain triggering factors that whether you are GA or commercial requirement. He explained that the triggering event was a bird ingestion causing an engine failure on landing. He commented that the Authority had completed the wildlife hazard assessment plan and in the plan there are eligible items on the FAA AIP program. He commented that the contract is \$19,753 and 90% will be covered by FAA entitlement funding. Commissioner Coppola asked what exactly are they going to do under this plan. Mr. Parish commented that is why the Authority has to do the plan. He explained that the wildlife hazard assessment said what the Authority is doing is sufficient in most areas, but then listed four to five things that the Authority should do. He commented that the FAA says it is okay and the assessment says you need to do these four things now and put a plan together. He explained that the plan is an outline of what the

Authority does to keep the wildlife off the runways. He explained that the Authority goes out six to seven times a day to do runway and taxiway inspections. He commented that they carry shotguns that fire different types of pyrotechnics to scare the birds. He commented that the Authority is learning other things that can be done based on studies, such as using different vehicles each day. He commented that birds are smarter than you think and commented on the habit of the birds. He commented that the management plan states that these are the things you must do. Commissioner Coppola commented that the birds keep coming back. Mr. Parish commented that birds love an open field. He commented that the Authority cuts the grass to 6” because if it is higher the birds like to nest in it and if it is lower the mice like to run around in it, which will bring the hawks and the eagles. Commissioner Herston asked what the timing on the plan is and what will the plan cost once it is implemented. Mr. Parish commented that based on the wildlife hazard assessment the Authority has already implemented the things that are required. He opined that it will not be a significant increase in cost. He commented that there is a burrowing owl issue between the taxiway and the runway. He commented that the state does allow the Authority to disturb their nests prior to getting a permit and then get a permit for having done it. **Commissioner Seay made a motion to approve the contract with AECOM to complete the wildlife management plan in the amount of \$19,753. Commissioner Herston made a seconded. Motion passed unanimously.**

e) **Security Phase II Construction – Halfacre Construction** - Mr. Quill commented that the Authority has completed Phase I of the security project and this included an upgrade of access controls and cameras. He explained that Phase II will include all the required access controls for the new terminal building and additional cameras and software. He commented that the cost will be paid 100% under the grant that the Authority received from the State of Florida. He commented that Halfacre was one of two companies that the Authority previously had selected for work under \$250,000. Commissioner Hancik asked if Phase I is related in any way for through-the-fence operators. Mr. Quill commented that it did not. Commissioner Hancik commented that he did not understand why through-the-fence was not included. Mr. Parish explained that the perimeter security is the Authority’s gates and through-the-fence had agreed, in their contract, to take care of their own perimeter security. He explained that the Authority manages a system for the access to the automobile gate and the aviation gate is theirs, but they have to let the Authority know who goes in and out of the gate. He commented that the Authority did offer to have the fiber company pull fiber for them at their expense but they did not want to spend the money. Commissioner Herston commented that the Authority did dip into the \$770,000 grant. Mr. Quill commented that the Authority’s lobbyist was successful in lining up \$770,000 grant and a significant portion of it covered the radar and the balance towards the terminal. **Commissioner Herston made a motion to approve the Security Phase II construction by Halfacre Construction in the amount of \$134,904. Commissioner Seay seconded. Motion passed unanimously.**

f) **Taxiway A Design and Bid – URS/AECOM** – Mr. Quill commented that part of the installation of the ILS the FAA requires a parallel taxiway. He explained that the cost of the design is \$223,326.05 and would be 90% FAA, 5% FDOT and 5% Airport Authority. He commented that construction would follow after design. Mr. Parish

commented that this has been in the Master Plan since the early '90's and in the CIP request to the FAA since 2001. He explained that the Authority now has the justification to have the ILS because of the traffic. He commented that the tower has serious concerns about the bi-directional taxiing and delays. He commented that this would get the traffic off the runways faster. Commissioner Hancik asked how the cost was determined. Mr. Parish explained that in Florida the airport selects an engineer and then the engineer gives the airport a cost and then the airport has an outside firm. Commissioner Hancik commented that it is an independent cost estimate. Mr. Parish commented that staff will bring to the Board a JPA in the next thirty days from the State and the contract will not be executed until the JPA is approved. **Commissioner Herston made the motion to approve taxiway A design and bid. Commissioner Seay seconded.** Commissioner Herston asked if it is a design and bid. Mr. Parish explained that it is a design, bid and build. He commented that there will be a separate contract for construction. **Motion passed unanimously.**

- g) **RFP Terminal Concessionaire** – Mr. Quill explained that there is an area in the terminal that staff is proposing to select one operator to do the food and beverage and a small area within it for news and gifts. He commented that he is recommending that the RFP be all inclusive of food, beverage, news and gifts. Commissioner Hancik commented that there is some interest in this particular concession. He commented that the Authority has the existing operator, Nino's Bakery submitted a proposal sometime back and there may some interest from a national concern. He commented that he wants to take a look at the RFP to make sure that the interest of the traveling public are met. He commented that there is a question and he does not have an answer on granting exclusivity which may be addressed in the invitation and there may a procedure for that. He has no problem with going out with the RFP but he would like to see it before it is published and if there is an issue he can get with Mr. Quill. He opined it is good to see the RFP's because it gives a lot of information on what is going on. Commissioner Herston asked if the motion to approve is to issue the RFP or is the Board going to review. Chair Andrews commented that if he understands Commissioner Hancik the Authority is going to issue the RFP and prior to approval there will be a review. Commissioner Hancik explained that he would like to see it before it goes out. He wants to make sure what is covered and the only way the Board is going to learn that outside of meeting individually with staff is to read the RFP before it goes out to find out the details of the process. Mr. Parish explained that there are three or four RFP's going out and the Authority is trying to space them out. He commented that once it is finalized by staff in-house it can be e-mailed to the Board for comments and then advertise. He commented that the goal is to have all of the new vendors, advertising and concessions, in place contractually six months before they go into the terminal. He commented that when the Authority had Clear Channel advertising they came in three months after the airline started service. He commented that the goal is to have everything in place when the terminal opens. Commissioner Seay commented that whenever there is an RFP she sits down with Mr. Quill or Mr. Parish to go over the information. She commented that is why the orientation is important to go over the processes and procedures. Commissioner Coppola asked if one person is to supply all four items. Mr. Parish commented that at a lot of airports there is one master vendor and under them are subs. Chair Andrews asked if the Board wanted the RFP presented to them before... Commissioner Hancik commented

5 he wanted to see the RFP before it is advertised for the reasons stated earlier. He commented that he does not think it delays the project. He commented to have it e-mailed out and come back in three days with questions to staff. Chair Andrews commented that this will be put on the shelf until the RFP is developed. He asked how long it will take. Mr. Parish commented that staff is working on it now.

10 h) **RFP Advertising in Terminal** - Mr. Quill explained that shortly after Skybus came in InterSpace was interested. He commented that the Airport is now the same size passenger count wise and wants to see if one of the national advertising firms would be interested in managing it. He commented that the Authority would be putting together an RFP for advertising in the terminal and maybe other locations on the airport. Commissioner Hancik asked what kind of cut is the Authority looking at 80/20? Mr. Parish explained that before it was a sliding scale based on enplanements. He commented that the Authority will put out a RFP and see what they bid. He commented last time it was 80/20, 70/30 up to 50/50 on a sliding scale. **Commissioner Hancik made the motion to approve an RFP for advertising in the terminal and other locations on the airport that the Authority deems necessary. Commissioner Seay seconded. Motion passed unanimously.**

20 14. Citizen's Input

25 **Mike Hirsch** – Commented that he mentioned at a previous meeting about the exclusivity in terms of the airport concessionaires that there is a law that actually created the Authority forbade exclusivity for people like airlines and concessionaires in the terminal. He commented that Attorney Garrard was asked about that and he said he would have to research it. He commented that he has not heard Attorney Garrard's report or interpretation of the law and how it effects what is now the development of the RFP for concessionaires. He commented that the Agenda states a concessionaire and he continues to maintain that it violates the law. He commented it would be nice to have a legal opinion to share with the public.

35 **Salvatore Castronovo** – Commented at the budget hearing that Commissioner Deutsch was misinformed as to why a jet way was not being constructed as part of plan in the new terminal. He commented after he spoke at the November meeting Commissioner Seay was very explicit that the reason ADA was not being complied with was because of the cost of the jet way. He commented that ADA does not have exceptions because of cost. He commented that he has brought the issue to the Charlotte County ADA advisory board and have taken it on as an action item. He commented that there is the potential, because of the amount of work that has been going on, that all of the airport facilities under the control of the Charlotte County Airport Authority could be subject to be in compliance with the ADA. He commented that this could possibly go to the State's Civil Rights Commission as a complaint. He advised the Board to take caution on where the Authority goes with this issue because it is not going to die.

45 **Jim Kaletta** – Reported that the FAA has had WINGS programs for many years and it has been a few years since they have had one at this airport. He commented that there will be two of them on January 24th. He commented that there will also be a Master Mechanics Award.

15. Commissioner's Comments

5 **Commissioner Herston** – Thanked everyone for attending including Commissioner
Deutsch, Councilman Cavanaugh and former Commissioner Don Lee. He thanked staff
for another great month and everyone he converses with has a great admiration for the
work they do. He commented that one cannot memorize all of the laws associated with
10 the ADA rules. He commented that if the Authority is in violation of something he would
like to know. He commented that he is having an architect in Sarasota who is up on ADA
regulations looking into it for him. He commented that he hopes that the Authority can
support the Air Show as in the past. He commented that there was discussion that the
County would not be providing the funds for the Sheriff and EMS may not be available
and it is a huge dollar amount impact on the Air Show. He commented that there is even
15 discussion of the show being canceled. He opined that the Air Show is an open house for
the airport.

20 **Commissioner Seay** – Commented on the need for an orientation. She commented that
the Commissioner's job, as a Board, is to create a policy under which the airport will
succeed. She commented that the Authority has a tremendous staff and has shown what
they can do to implement the policies and assure what they do is what the Board sets
forward. She commented on the economic impact the airport has and that the airline has a
positive impact on the people who live here. She commented that the funds that come in
from the airline come in to help support general aviation and allow the Authority to make
25 repairs and upgrades to the airport facilities. She commented on the travel options that the
Authority has available, the people that are coming here and the businesses that are
growing are all a result of the policies that the Authority sets to make it happen. She
commented that staff has done an extraordinary job. She commented that the Authority is
in compliance with the ADA. She commented that jet ways are not mandatory or
required. She commented that the airline is in compliance with the ADA. She commented
30 that a lot was done today. She commented that the Board needs to focus on setting policy
and allow staff to do implementation of the work related to it.

35 **Commissioner Coppola** – Commented that she agreed with what Commissioner Seay
and that the staff is the best. She commented that when she started the airport was a small
general aviation airport without much happening and not much funding available. She
commented on keeping an eye on spending and to continue to be frugal. She commented
on being the best airport in the country but to also watch the dollars carefully. She
commented that it was a good meeting.

40 **Commissioner Hancik** – Agreed that the Authority has an excellent staff. He
commented that he is not micro-managing but would like to know what the policies are.
He assumes by Commissioner Seay's comments that there is a Commissioner's Policy's
Handbook. He commented that he does not know what the policies are. He opined that
they are made as they go. He commented that he understands what they should be, the
45 financial stability of the airport, obligations, maintenance, staffing, etc. He does not have
anything that says we make these policies other than what's been done historically.

