

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING – MAY 19, 2011 – 9:00 A.M.

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1. Call to Order

2. Pledge of Allegiance

10 **3. Roll Call**

Present: Chair Stasko; Commissioners Coppola, Herston, Lee and Seay; Executive Director Quill; Attorney Garrard; Assistant Director Parish; Mrs. Cauley; Mr. Coulter; Mrs. Worth-Dugan; Mr. Steele and Mrs. Sutcliffe. **Others present:** Ned Rose, Jack Cox, Mayor Goldberg; Lionel Schuman; Jim Kaletta; Ken Chalaire; Larry McClure; Jim Deutsch; Kelly Rubino; Scott Brady; Commissioner Deustch and other people from the private sector.

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20 **Attorney Garrard** - Stated that the Airport Authority is involved in potential litigation and needs some advice from the Board on how to proceed. He explained that the Board needed to go into an Executive Session which meant that everyone there, except Mr. Parish and the Board, needed to leave for the five minutes that this was discussed. He explained that the minutes would be taken by Ms. Wolfe, a court reporter, and she would type it up and it would be available at a future time for the public. **Chair Stasko closed the meeting at 9:01 a.m.**

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Chair Stasko re-opened the meeting at 9:07 a.m.

4. Additions and/or Deletions to the Agenda

30 Mr. Parish added 12 d) Approval of the Resolutions #11-01 Master JPA.

5. Citizen's Input

35 **Lionel Schuman** - Commented that the Piper Road is looking nice and with the expansion of the airport it is very important for the Authority to be proactive as to what kind of construction goes in, especially on the incoming and outgoing pass of the aircrafts, so we don't run into complications with various complaints. It is very important to enforce the aviation rules and when we tried to stop the residential area at the end of one five we couldn't stop it because there weren't any constraints.

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6. Consent Agenda

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

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7. Secretary/Treasurer's Report

Commissioner Lee presented the Accounts Receivable, Profit and Loss Statement and Balance Sheet for discussion. Commissioner Seay commented that she had spoken with Mr. Garrard in regards to Arcadia and they are working on that and she appreciates the expended efforts. Mr. Parish commented that the Authority has been diligently bringing the Account Receivables down and have collected \$90,871.21 in past due accounts and are reinstating the interest payment for overdue accounts. He stated most of the problems are in the 30-60 day. He stated, overall, the Authority has exceeded their budget for the month of April and is well ahead of budget for the year.

8. Committee Reports

a) **Land Use** - Commissioner Herston reported no land development activity.

b) **Economic Development** - Commissioner Lee had nothing to report on economic development.

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

d) **Public Relations/Special Events** - Commissioner Coppola reported that she went to the Peace River Forum and thanked Representatives Kreegel, Roberson and Aubuchon for helping with the airport name change. She spoke with Tommy White, second in command of Walter Scott's office, who used our airport and had wonderful things to say about the airport and he wanted to congratulate the Airport Authority for running a fine airport and she thanked him for his kind words. She reported the Airport got some good press this month. There was a nice write up in our local paper regarding Direct Air Family Ties, another article stating the Punta Gorda Airport is becoming an economic engine and also the report of the Airport Business Bill.

e) **Governmental Liaison** - Chair Stasko had nothing to report.

f) **Metropolitan Planning Organization** - Commissioner Herston reported that he attended the MPO meeting and they appointed a negotiating committee to negotiate with the Manasota/Sarasota MPO on equity distribution of tax dollars from the FDOT and he has been assigned to that sub-committee. He stated that Commissioner Deutsch and Mayor Goldberg are also on the sub-committee. He stated the committee is made up of one County Commissioner, the Mayor and one Representative from the Airport Authority so there would be no violation of the Sunshine Laws. Commissioner Seay asked about the representatives from the Manasota/Sarasota MPO. Commissioner Herston was not sure who is on the other side, but he said he'll get the information. Commissioner Coppola asked if the money is based on population in the communities. Commissioner Herston stated that the population is included and they go through a tremendous calculation to get a remainder amount that the FDOT has to distribute and that amount is subject to negotiation of how it is distributed. He stated it is very interesting and complicated and he is still working through the regulations that govern all that.

9. Attorney's Report

Attorney Garrard had nothing to report.

5 10. Executive Director's Report

- 10 a) **Development Update** - Mr. Parish commented that Piper Road is progressing slowly. He stated currently you don't see a lot of progress, but they are working between the two sections that have been shut off. He stated the detour should be stopped in the next 30 days and then the road will be coming straight up Airport Road then taking a right and left which will be the permanent solution on Airport Road. He stated that they are making the tie-in south at the Publix Road, where the Racetrack entrance is, which is coming up to Viking and going backwards and that should be solved soon. He stated the Authority is working through an issue on the Publix Road lift station. He stated the Authority built a lift station but it didn't have a power supply so we couldn't get an electrical permit. Now we have a power supply but the Authority still can't get an electrical permit because the lift station was already built. He stated that all the inspections have been done and everything looks fine and all the Authority has to do is plug the power meter in, but we can't get a permit issued. He stated it currently is in the County Permitting Department and, when it is approved, this will complete the road. Then all the permits can be closed. He stated the Authority has started the dedication process with the land being surveyed. The county has accepted the road, which the Authority has the privilege to name, and then the Board dedicates the road to the County.
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- 25 b) **Airline Update** - Mr. Parish reported that there was an 85.8% increase over April 2010. The Airport continues to increase the enplanements and a lot of that can be contributed to the late Easter holiday. He stated the Airport had 19,541 enplanements for the month of April and he reminded the Board that the northern airports pay people to fly to get to 10,000 enplanements a year, which is a magic number for the FAA. He stated it is impressive for the airport to go from 0 to 19,000 a month in five years. He commented that he attended a conference in Las Vegas with Allegiant Airlines and he was sitting next to the airport that won "the cheapest airport" which he thinks our Airport is cheap, but there are cheaper airports. He stated that when asked where he was from and he said Punta Gorda, he was told Punta Gorda Airport is a destination city. He commented a lot of these cities have 2 flights a week, just to Las Vegas or just to Punta Gorda and because we are a destination city we have five cities, 10 flights a week from one airline, plus another airline with 9 and the newest airline, Vision, who announced two new cities connecting through Destin, FL, which are Asheville, NC and Atlanta, GA. He commented the positive thing about Vision is that they sell their tickets on Expedia and other websites so you can build a trip. He stated that currently you can go direct to Destin, FL and connect to Savannah, Atlanta and Asheville and the Airport is hoping for two more cities to be announced shortly.
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- 45 a) **NEBO – APG Avionics** - - Mr. Parish stated in regards to the terminal expansion planning process, the Airport is negotiating with a current tenant, NEBO-APG

Avionics, formerly Eastern Avionics. Their hangar is part of the FBO building. He stated the Authority is negotiating lease arrangements with them to move into the SW Florida Aviation/Advanced Aviation building 101, which was recently evacuated. This will allow the Authority to expand some of the offices and is a logical space in which to move the Authority's administrative office and airline services. He stated it is located on the main ramp next to the terminal so the Authority and FBO can be grouped together. He stated the Authority will be bringing a lease modification to the next meeting. Commissioner Coppola asked what the square footage is that NEBO-APG would be moving into. Mr. Parish stated currently they are in 10,000 square feet and they will be moving into approximately 12,000 square feet. He stated one of the reasons that NEBO-APG is interested in moving is the door height is bigger, the hangar has bigger doors as well as lengthwise, so they have the potential to work on larger aircrafts.

11. Old Business

a) **FASD Conference June 14–16** - Mr. Parish stated that, if the board elects to attend this meeting, there are some conflicts with the June meeting as well as getting rooms for the conference. He stated that the Authority has contacted FASD and they have run out of rooms in the host hotel, they have run out of rooms in the back-up hotel and are working on a block of rooms in a hotel that is about 3 miles away. Mr. Parish stated that the Authority has 2 rooms in the host hotel that are being held at a considerably higher rate. Mr. Parish asked how many board members are going and if staying 3 miles away would be a problem. Mr. Parish requested they contact Mrs. Lashley to arrange for hotel rooms and for which nights.

12. New Business

a) **June Meeting** - Mr. Parish is recommending re-scheduling the regular meeting from June 16, which is a day of the FASD Conference, to June 23rd. He commented there is a meeting scheduled on June 23rd to discuss the two proposals, which are due on June 23rd. Commissioner Seay stated that she will be attending the Florida Bar International Law Section for its annual meeting on June 23rd and 24th in Orlando and will not be able to attend the board meeting. Commissioner Seay stated that she will be available and can participate via phone. **Commissioner Lee made the motion to approve moving the regular meeting from June 16th to June 23rd. Commissioner Herston seconded. Motion passed unanimously.**

b) **Appoint Selection Committee for Terminal Design/Build RFQ** - Mr. Parish stated that the Authority has advertised for Terminal Design/Build contractors for the proposed expansion of the main terminal, the build out of offices, airline maintenance and concessionary space. He stated it will also include some parking spaces and rental car areas. He stated the proposals are due Monday, May 23rd, and the Authority would like to select a committee to review the proposals for the Design/Build which is a very structured guideline of how the Authority grades it. Commissioner Seay would be happy to be involved. Chair Stasko indicated to Mr.

Parish earlier that he would like to be on the committee due to his building background, etc. Commissioner Seay deferred. Chair Stasko commented that only one Board Member can be on the committee without having an open meeting.

5 c) **Appoint Selection Committee for General Consultant RFQ** - Mr. Parish
commented the second committee is for the General Consultant Agreement which is a
little less structured because every project is very different and requires general
design and an aviation background. Commissioner Herston asked if it will occur on
10 the same day. Mr. Parish commented that it will be on the same day. Commissioner
Herston stated we'll have a terminal review and have the site civil review and can
committee members be switched and he recommended Chair Stasko, because of his
building experience, sit on one committee. Commissioner Herston recommended
15 switching because of the professional engineer and the site design that he is involved
with, and stated Chair Stasko and he could trade hats. Chair Stasko stated he would
not have a problem with doing that portion of it. After discussion Commissioner
Herston will work on the General Consultant and Chair Stasko will do the Terminal
Design/Build RFQ and Mr. Parish will assign the RFQ staff. Commissioner Seay
commented that when looking for criteria for selection it is very important to look at
20 the cost of bringing somebody new up to speed. She stated the Authority has had
some positive results from our current consultants and it should be a big consideration
when looking at what would be the cost and is the Authority being adequately served.
She stated there are other good consultants out there but also need to look at what
things are coming up, does the Authority have the capacity and capability with our
current representation, what would be the cost to get someone new and is the
25 Authority happy. Commissioner Coppola stated she was on a committee a few years
ago and it was a very interesting process for each different company as to how they
actually started and the new ones coming along as to what they are interested in
doing. Commissioner Seay stated that when looking at the types of businesses that
we have in the Airport, it's helpful that our consultants have experience. For
30 example, we have a race track on our property and who has experience with race
tracks, which could be helpful too. Commissioner Seay stated just for the record
those kinds of things should be considered.

35 d) **Resolution #11-01 Master JPA** – Mr. Parish stated the Master Joint Participation
Agreement is with the FDOT and is put out every year for approval by resolution. He
stated the Master JPA includes a description of all of the grants that the Authority has
in their current work program. Mr. Parish stated the agreement is exactly like the
agreement the Authority had last year and prior years. He mentioned there have been
40 a few small changes to the projects; such as, additional funding being added to a few
projects. He mentioned that one of the things that the FDOT changed a few years ago
was pre-approving the work. He stated, previously, you could get approval, do the
work, fund it yourself and then get reimbursed and at times airports and other entities
were getting loans based on those pre-approvals, but with the fluctuations of the
state's budget, they stopped giving the pre-approvals. He stated, in order to add
45 money to the JPA and allow us to work forward, most of the additions have been to
existing grants. Mr. Parish stated the Authority has had additional dollars added to

existing grants and these grants are already pre-approved and the Authority can move forward with the work. Mr. Parish stated that the FDOT funds projects on a five year basis so if we get money for a taxi-way rehab approved today, the Authority can't do the work for five years while the taxi-way is in need of rehab and waiting five years would be unacceptable. Mr. Parish mentioned that if you read the text and the grant descriptions, they are identical to last year's. Chair Stasko read the Resolution #11-01 Master Joint Participation Agreement (copy attached). **Commissioner Seay made the motion to move the approval and adoption of the Resolution. Commissioner Lee seconded. Motion passed unanimously.**

13. Citizen's Input

Jim Kaletta - Stated the first mission this month was an Emergency Locator Beacon and the aircraft was in the air within 1 hour and 15 minutes. He stated that this past week they delivered an aircraft in the Panhandle for a fire watch and they will be flying at least four hours a day. He stated they are looking at doing a fire watch in the Everglades next year. He stated the aircraft flew 201 hours since the first of the year. He stated that they have four to five aircrafts at A1 at all times, and have purchased approximately \$15,000 of fuel in Charlotte County. He stated on the FAA side that they had some un-standard patterns going on, nobody has reported it, there's no official paperwork, but we had the same thing happen at other airports, and in the last four months we had two airline pilots have their licenses suspended for 60 days because of non-standard patterns.

Lionel Schuman - Wanted to wish everybody a great hurricane-less summer.

14. Commissioner's Comments

Commissioner Herston - Had no comments but asked Mr. Parish for a summary on the tower.

Mr. Parish commented the tower is on track and the Authority is on the third program manager with the FAA. Mr. Parish commented on the site study analysis the Authority did in 2009 of which he got a call from Washington last week saying that they finally received the analysis and had some questions. He told them it was a little too late since the tower is substantially completed. He stated the elevator is in, but not operational. He stated the bathrooms are on the 11th floor, which is a floor and a half below the cab and on the 10th floor is the manager's office. He stated that the elevator does not go to the cab and they have to go down the stairs.

Commissioner Coppola - Had no comments.

Commissioner Lee - Had no comments.

Commissioner Seay - Commented that she is glad the Mayor, Commissioners and folks were able to make the meeting and apologized for having everyone leave for a few minutes at the beginning of the meeting, but the board did have some business to

