

**CHARLOTTE COUNTY AIRPORT AUTHORITY**

**MINUTES OF REGULAR MEETING - MARCH 17, 2016 - 9:00 A.M.**

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**1. Call to Order**

**2. Invocation**

10           Commissioner Herston gave the invocation.

**3. Pledge of Allegiance**

**4. Roll Call**

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**Present:** Chair Andrews; Commissioners Coppola, Hancik, Herston and Seay; Executive Director Quill; Attorney Garrard; Mrs. Cauley; Mr. Laroche and Mr. Mallard. **Others present:** Councilwoman Prafke, Commissioner Deutsch, Gary Bayne, Jim Kaletta, Bob Mauti, Steve Henriquez, Lionel Schuman, Mandi Rains, Dave Goode, Paul Piro, Mark Kistler, Carl Parsons, Jim Deutsch, Kelly Rubino, Gary Harrell, Brett White and other people from the private sector.

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**5. Citizen's Input**

25           Chair Andrews explained that there are now three opportunities to comment on the Agenda.

**6. Additions and/or Deletions to the Agenda**

**7. Consent Agenda**

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

**8. Secretary/Treasurer's Report**

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Mr. Quill reported that there was an operating gain in January and for the year.

**9. Committee Reports**

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

**d) Public Relations/Special Events** - Commissioner Coppola reported that she attended AirTrek's event and there were a lot of people there. She reported that she has been invited to the Florida Southwestern State College Foundation Board of Director's Inspiring Moments Celebration Luncheon.

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5 a) **Land Use** - Commissioner Herston reported that on the regulatory side there is not a lot of action. He reported that there are a lot of road and sewer projects. He commented that he is disappointed in the “Open for Business” phrase. He commented that it is okay for some projects but not other projects. He commented that on the private side he is doing work in three counties and seems to be brisk and there are a couple of big projects in Charlotte County

10 b) **Economic Development** - Chair Andrews went over the report from the Southwest Regional Economic Indicator from Lutgert College of Business. He commented that it included passenger numbers increases, single family building permits, taxable sales, unemployment rate and sales of existing homes. He commented that JetBlue scaled back flights to New York from year round service to seasonal service at Sarasota/Bradenton Airport. He commented on what the County and State are doing to increase revenue to the Quad Cities Airport. He commented on their passenger numbers and PFC’s paying their debt service. He commented that the standard airport model is that PFC’s pay for things. He commented that the Authority is not heavy in debt and are not depending on fees like other airports. He commented on Mr. Mallard attending the Rates and Charges meeting in Naples and that the speaker stated that whatever you know about PFC’s in the past five years to forget about it because it has all changed.

15 He suggested for people to look at other airports and look at some of their debt and then look at how the Authority does things with very low debt. He commented that some airports have \$1 million to \$6 million a year in debt service. He commented on a study that the Punta Gorda Airport has the lowest ticket prices. He opined that low ticket prices drives up passengers. He commented that ATA did a similar point to point city and they were a little different from Allegiant with travel packages. He commented that the Authority keeps costs low at the airport and Allegiant can pass along those savings. Commissioner Hancik commented that he understands what Chair Andrews is saying but he has an argument on the other side. He commented on Orlando building a

20 \$1.8 billion south terminal using PFC’s. He commented that the Authority has a publicly owned facility that is being utilized for free by an airline. He commented that he understands that the parking lot fees and rental car fees are offsetting some of the dollars. He commented that PFC’s are here to stay and that the market will be leveling off on enplanements. He commented that PFC’s can only be used for FAA approved projects and does not provide extra revenue for all the capital improvements. Chair

25 Andrews commented on the economic impact the airport provides the community. He commented that PFC’s and other fees and charges are still on the table. He commented on the operating agreement with Allegiant. Commissioner Hancik commented he has a problem with the operating agreement because it does not provide any additional revenue and he would like to have the agreement sent to the FAA for compliance. He

30 commented on some of the terms of the agreement. Commissioner Seay suggested discussing this issue during the policy procedures workshop and would like it to be part of the discussion. Chair Andrews pointed out that the world is changing and the Authority has done well for the community, the aviation community and the airport overall.

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- 5 e) **Government Liaison** - Commissioner Seay reported that the Legislative Session has concluded. She suggested that the Authority bring in Jerry Paul and Rob Shave to give the Board a presentation at an upcoming meeting. She commented that it would give the Authority a chance to discuss their priorities and to plan ahead. She commented that the Disabled Veterans parking fee passed, the Aviation Fuel Tax passed, bills regarding airport zoning passed, bills that would allow concealed carry license holders to carry a weapon or firearm into a passenger terminal died and there were some very broad transportation bills affecting FDOT. She commented that those will have an impact on the Authority. She commented on some of the things that were included. She reported that there was a proposal for a statewide policy on Uber and Lyft that failed, a three day tax holiday school clothes, a right to try bill that allows terminally ill persons to use medical marijuana and the Governor is going to veto \$256 million in projects out of the budget.
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- 15 f) **Metropolitan Planning Organization** - Commissioner Herston reported that he has been copying the Board with some of the e-mails he has received. He reported on what was discussed at the last MPO meeting. He commented that he will be attending the MPOAC meeting. Commissioner Hancik commented that in the MPO minutes the Chairman of the MPO asked that there be a report from the Airport and wanted to make sure that Commissioner Herston is getting what he needs from staff. Commissioner Herston commented that he worked with Mr. Quill and he gave him the information he needed.
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- 25 g) **Aviation Activities Report** - Commissioner Hancik reported on Jet A gallons sold, airline gallons pumped and Avgas gallons sold. He reported that the passenger numbers are higher than previous years and the line will continue to follow the previous peaks. He opined that at 400,000 to 500,000 enplaned passengers the numbers will flatten out on an annual basis until additional service is added. Mr. Quill commented that if you look at the peak in July that typically in Florida during the summer that tapers off. He commented that this shows that the Floridians are going north in the summer. Commissioner Hancik reported that operations reported by the tower are up. He reported that there is a waiting list for hangars. Mr. Mallard commented that there are a lot of people coming from the north that are staying year round and there are people coming from Page Field. He commented that the Authority is real competitive on the hangar rents and last year there were 293 aircraft based here and there are 330 aircraft based here this year. Commissioner Herston asked if the Authority knew the size of the unit that those on the waiting list are looking for. Mr. Mallard commented that they are all over the place and some of them are putting their name in for reservations in November. Commissioner Herston asked if there is a waiting list every year. Mr. Mallard commented that it is the first time in years. Mr. Quill commented that this is the first time the Authority has reached capacity post hurricane. Commissioner Hancik commented that is something the planners need to look at when doing the general aviation development.
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45 **10. Attorney's Report**

## 11. Executive Director's Report

5 a) **Development Update** - Mr. Quill reported that the terminal is open and thanked staff for their hard work. He commented that the Authority took bids for the parking lot expansion. He reported that taxiway "A" is about 60% completed.

10 b) **Western Michigan University (WMU)** - Commissioner Seay went over some pictures she took while visiting the Western Michigan University campus and airport location (copy attached). She commented that most of the aviation college is at the Battle Creek Airport. She explained that the old terminal in the airport has been turned into classroom buildings and hangars. She commented that Commissioner Constance, Commissioner Truex, Mr. Parish, Mr. Sandrock and Ms. Pears were there. She commented that they have simulators as part of their training. She commented that they have weather issues, which includes snow, and that is why they are interested in coming here because six months out of the year there is a problem. She commented that they are working with staff and the County to find a way to come here. She commented that the Authority has been working with them since 2013. She commented that they have been looking to see how they can expand to a year round program and expand what they have. She commented that it has to make sense for the airport and the operations that the Authority has. She commented that Florida Southwestern State College is excited about it and the connection they will have. She commented that there is a lot of opportunity throughout the County not just for the Authority. Mr. Quill commented that it is moving forward and they have further discussions and something may be brought to the Board in the next few meetings. He commented that this is a win win working with the County as it was for the fire station and Cheney. Commissioner Coppola asked about housing and how long the course is from start to finish. Commissioner Seay commented that in the aviation program they are looking at twenty five to thirty six students to start and that should double over the course of the first year. She commented that Western Michigan is already here operating in the County in their health programs. She commented that there is a shortage of housing and the County is working with developers to help with that. Commissioner Coppola commented on sharing housing. Commissioner Hancik asked what the process is with Western Michigan University. He asked if there is a team going in. He commented at some point and time the Authority is going to be looking at a facility for them at this airport. 35 Commissioner Seay commented that as Commissioners they can't be involved in anything that relates to lease negotiations and that is staff. She commented that the Authority staff, County Commission staff and economic development staff are working on it, and staff at Florida Southwestern and Authority staff have all been talking about it. She commented that the involvement that she has had is from a connection she made at the University several years ago and introduced them to people at the Authority. 40 Commissioner Hancik asked if the Authority's staff is spearheading and coordinating this. Mr. Quill commented that on the aviation program, yes. He explained that Mr. Parish went up to Michigan and subsequently there have been discussions with Western Michigan University and will be bringing something to Board at one of the next few meetings. Commissioner Hancik commented that there are certain parameters that staff 45 has to work within and then make a policy decision if this is a good deal or not a good

deal. He commented that he has not heard any guidelines. Mr. Quill explained that what staff will present to the Board will conform to FAA requirements.

5 c) **Architectural, Engineering and Planning Consultant Services RFQ** - Mr. Quill reported that the proposals are due April 15<sup>th</sup>. He commented later on the agenda there is an item to pick the dates to hear presentations.

10 d) **Misc. Items** - Mr. Quill reported that the T-6 clinic will be here March 26<sup>th</sup> to April 5<sup>th</sup> with upwards of twenty aircraft. He reported that the Grand Opening for terminal is Tuesday, May 3<sup>rd</sup> at 9:00 a.m. He reported that the Tourism Development Council most recent tax numbers are up twenty percent. He commented that according to the FDOT numbers the Authority had the highest growth rate in passenger counts edging out St. Pete this past year. Commissioner Andrews reported that the Authority received a plaque from Allegiant Airlines. He read the letter from Allegiant Air (copy attached).  
15 Mr. Mallard thanked all of the staff at PGD. He commented on working with the Authority to get certain items to enhance the airport. He commented that there is a great staff here and he is real proud of them.

## 20 12. Citizen's Input

**Lionel Schuman** - Commented on the importance of the Board to go by the recommendations of the staff in developing policies in regards to the airline. He commented that it was difficult to get an airline to come to the airport.

## 25 13. Old Business

## 14. New Business

30 a) **Approve CCAA By-Laws** - Mr. Quill asked the Board to approve the By-Laws which were discussed in the workshop last month. **Commissioner Seay made a motion to approve the By-Laws. Commissioner Herston seconded. Motion passed unanimously.**

35 b) **Reimbursement for Commissioner Seay for Trip to WMU** - Mr. Quill commented that Commissioner Seay incurred expenses of \$459.69 for a trip to WMU. Commissioner Seay commented that it is a grand total, excluding flight which she paid for with mileage, and two breakfasts. She would appreciate if the expenses get approved and she realizes that this trip was not approved prior to traveling and it was a last minute invitation to go so there was not an opportunity to discuss it ahead of time. She opined that the overall impact  
40 of her presence at WMU at all the meetings was beneficial to the Board of Trustees at Western Michigan to show that the Airport has an interest and not just Charlotte County and the other participants. She commented that it was the most extraordinary experience to see the operations and to realize the extensive operations that they have. She is requesting approval of the expenses incurred. **Commissioner Herston made a motion to approve the reimbursement for Commissioner Seay for her trip to Western Michigan University in the amount of \$459.69. Commissioner Coppola seconded.** Commissioner  
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Herston commented that he is glad that the Authority had somebody there to represent the Authority, and he opined that it is a great investment. Commissioner Coppola opined that it is a good thing that Commissioner Seay went to see first-hand what their operation is all about and to bring it back to the Board. **Commissioner Seay abstained. Motion passed unanimously.**

c) **Change/Cancel Regular Meeting Date for April** - Mr. Quill commented that Allegiant Air is having their annual conference this year in St. Petersburg. He commented that three staff members are planning to attend. He commented normally they limit the airports to two members but since he will be leaving Mr. Mallard will be handling a lot of air service issues so they approved adding a third member. He is requesting a change in the meeting date or cancel the April meeting. He commented that there will be a special meeting within the next thirty days to award the parking contract. Commissioner Seay commented to cancel because there will be a special meeting for parking and a workshop coming up on policies and procedures. **Commissioner Seay made a motion to cancel the April meeting. Commissioner Coppola seconded. Motion passed unanimously.** Commissioner Hancik asked if Allegiant charges the Authority for going to their conference. Mr. Quill commented that they do because they are providing food and the Authority pays the hotel.

d) **Set Date for Special Meeting RFQ Presentations - April 28<sup>th</sup>** - Mr. Quill commented that the qualification packages from the consultants are due April 15<sup>th</sup> and the Authority had listed in the RFQ that presentations will be held on April 28<sup>th</sup> if the Board desires. He commented that some Board members can't make it on April 28<sup>th</sup> so a different day has to be picked. He commented that the Authority had planned on bringing five consultants to the Board. Commissioner Hancik suggested to bring three consultants. Mr. Quill commented that the Authority would ultimately like to select three because at any one time a consultant may be busy and each consultant may have different areas of expertise. He is requesting a date and how to proceed. Commissioner Seay asked how many respondents. Mr. Quill commented that it may be around twenty. Commissioner Seay commented that out of the twenty the Authority will be selecting the ones that have the appropriate qualifications based on the RFQ, and there would be five that would meet the minimum standards. Mr. Quill commented that most of them will be qualified and the Authority would bring five to the Board, and the Board will decide on how to proceed if they want presentations and rank them. Commissioner Hancik commented that these presentations are expensive and suggested that staff rank them. He opined that bringing in three entities for presentation as somewhat of an interview will be plenty and you don't talk price. He commented that when you qualify one you sit down and negotiate a price and if the price is not satisfactory then you go to number two, if that is still the procedure. Mr. Quill commented that it is the procedure, but the Authority would like the ability to utilize any one of the three, if that is what is selected, given their work schedule and the particular type of work. Ms. Laishley commented that for consulting services there is no price. Mr. Quill commented that under state law the Authority cannot consider price. He commented that it was put into effect by a legislator who happened to be an engineer. Commissioner Seay commented that all the Board will be approving is just the qualifications. Commissioner Hancik suggested an hour for each one if not more for their presentations. Mr. Quill opined

twenty or thirty minutes and then questions. Commissioner Seay suggested to let them know ahead of time that they get twenty minutes for presentation and twenty minutes of questions. She commented that she likes hearing from them even though it takes time and she opined that it is beneficial to hear what they have to say and how well they know this kind of airport for the industry and where they can help the Authority. **Commissioner Herston made a motion to approve interviewing five at the special meeting for the RFQ presentations. Commissioner Seay seconded. Motion passed unanimously.** There was discussion on the date. Mr. Quill suggested April 26<sup>th</sup>. **Commissioner Herston made a motion to approve the date of Tuesday April 26<sup>th</sup> at 9:00 a.m. for the special meeting for the RFQ presentations. Commissioner Seay seconded.** Commissioner Hancik asked about the time limits. Mr. Quill commented to generally aim for twenty minute presentation and twenty minutes questions. Commissioner Seay asked if that is adequate. Mr. Quill commented that if it goes longer it will not be a problem. **Motion passed unanimously.**

e) **Set Date for Policy and Procedures Workshop** - Mr. Quill commented that the Board had discussed policies and procedures and the Authority is proposing to schedule it the week of May 24<sup>th</sup>. He commented that information will be given to the Board one week ahead formatted similar like the By-Laws with existing wording in one type script and propose changes. There was discussion of possible dates. **Commissioner Seay made a motion to approve the Policy and Procedures Workshop on Tuesday, May 24<sup>th</sup> at 8:00 a.m. Commissioner Herston seconded. Motion passed unanimously.**

f) **Lease Amendment #5 with Targa** - Mr. Quill commented that Mr. Robin Koth developed an area with four buildings on it. He commented that about a year and half ago the Authority brought one of the buildings and reduced his land lease from 2.99 acres to 1.1 acre. He commented that Mr. Robin Koth is selling one of the three remaining buildings at leasehold interest to Sarasota Avionics. He commented that the Authority will be shrinking Mr. Robin Koth's area and the Authority will be leasing, subject to closing and Attorney Garrard's approval. He commented that the rent and the terms will stay the same. He commented that the Authority is dividing Mr. Koth's parcel. He is asking for approval subject to Attorney Garrard's approval and closing for the next two items. **Commissioner Herston made a motion to approve Lease Amendment #5 with Targa subject to Attorney Garrard's approval and closing. Commissioner Seay seconded.** Commissioner Hancik asked how much is the land rent. Mr. Quill commented that it is thirty-nine thousand four hundred and seventy-two dollars (\$39,472). He commented that it is three ten thousand square foot buildings on Mr. Roth's 1.1 acre. **Motion passed unanimously.**

g) **Lease Agreement with Sarasota Avionics International** - **Commissioner Herston made a motion to approve the lease agreement with Sarasota Avionics International subject to Attorney Garrard's approval and closing. Commissioner Seay seconded. Motion passed unanimously.**

h) **Resolution 2016-01 JPA Parking Lot Expansion** – Mr. Quill commented that the Authority had taken bids on the parking lot expansion and FDOT has come across with a

supplemental joint participation agreement which adds another three hundred and eighty-three thousand one hundred seven dollars (\$383,107.00). He commented that it jumped up quite a bit so he is asking for approval. He commented that within the next thirty days the Authority will award it. He commented that Halfacre was the lowest bidder out of four bids  
5 in the amount of seven hundred fifty thousand nine hundred sixty-two dollars and five cents (\$750,962.05) for the base bid. He commented that the Authority would like to do a supplemental schedule and is asking the Board to approve the additional receipt of funds from FDOT authorizing this resolution. He commented that the Authority will have a separate meeting awarding the contract sometime in the next month. Commissioner  
10 Hancik commented on the base bid supplemental. Mr. Quill commented that the supplemental is to fund all of this and the Authority will probably do over one million dollars of work which is being analyzed, but FDOT is putting up 50% share. He commented the total that FDOT will have available is roughly six hundred thousand dollars. **Commissioner Hancik made a motion to adopt Resolution 2016-01 JPA  
15 Parking Lot Expansion Agreement in the amount of three hundred and eighty-three thousand one hundred seven dollars. Commissioner Seay seconded.** Commissioner Coppola asked if the staff had expected it to be that expensive. Mr. Quill commented no, but there is a lot of work going on. **Motion passed unanimously.**

## 20 15. Citizen's Input

**Lionel Schuman** - Wanted updates of Brazil.

**Commissioner Deutsch** - Wished everyone a happy St. Patrick's Day. He commented  
25 that it was five plus years ago that his colleagues had asked him to serve as the liaison between the County Commission and the Airport Commission. He opined that by working together they had developed a positive working relationship. He commented on the rough times with Direct Air. He commented that he had enjoyed being the liaison and has been asked to serve again. He commented on the Authority changing their meeting day and that  
30 Commissioner Doherty was available to attend because he had a prior commitment. He commented now that the Authority had changed their meeting day back he would be able to attend. He commented that Commissioner Doherty shared with him that the Authority had missed his attendance and that is why the meeting date was changed back to the third Thursday of the month. He commented that he is pleased to be back. He commented that  
35 the door is always open and there are good lines of communications. He thanked Commissioner Seay for planting a seed. He doesn't think anyone fully grasps the impact of the University of Western Michigan's potential has on Charlotte County, because we are not only talking about aviation activities but about linkages between the medical school and the fine arts of the arts and this may end up being a really positive future for Charlotte  
40 County. He commented that is something that the Authority should not lose sight of and a whole bunch of exciting things are happening.

**Nancy Prafke** - Congratulated the Airport on the award from Allegiant Airlines. She  
45 commented that she has been working with Mr. Mallard and Mr. Quill for a number of years on addressing a lot of issues and she appreciates all of Mr. Mallard and his team's hard work. She thanked Mr. Quill, Mr. Mallard and Commissioner Hancik for the meeting



with the Burnt Store Meadows Home Owners Association. She commented that the Seminole Lakes Home Owners Association is interested in having the Authority attend one of their home owner's association meetings. She appreciates the outreach and commented that communication is so important. She commented that the City of Punta Gorda sends out a weekly report and try to communicate as much as they can openly and honestly, and it is exciting to know that some of the Western Michigan professors are on the City of Punta Gorda's distribution list and have been for quite some time. She commented that they have purchased homes in Punta Gorda and it will have a lot of impact in the community and help diversify the community and help lower the average age of our community which is exciting.

## 16. Commissioner's Comments

**Commissioner Coppola** - Thanked everybody for coming and wished everyone a Happy St. Patty's Day.

**Commissioner Hancik** - Commented that it might be a good idea to get something out via the Punta Gorda City Council about the T6 activity because it is going to be noisy and it would be a good warning to those who have noise concerns with the Airport. He commented that the only thing that the Authority does not have is pickle ball which makes a lot more noise. Mr. Mallard commented that the noise abatement procedures have already been discussed with them and the Authority will attend their pilot briefings in the morning to remind them of it.

**Commissioner Herston** - Commented that it is great to see everybody. He thanked Commissioner Deutsch and Councilwoman Prafke for their kind words. He commented that it is always great to work with the City and the County. He commented that it is good to see Assistant Director Gary Harrell even though he is trying to promote him to Director. He commented that staff did a great job and it is amazing with nothing but compliments.

**Commissioner Seay** - Commented on an email she received about signage at the Airport. She commented that it is very important. She commented that she had been at the Orlando, Florida airport and they had the worst signage. She commented that they need to take lessons from Disney. She commented that according to the email the Airport is not much better. She suggested that the Authority get two to three people that have never been to the Airport and asked them to come and report to the Authority what they see is wrong and she opined that it might be helpful. She commented that they had written that when they come off of I-75 they do not see a sign. She commented that it is only so big and asked if the Authority can do something about that. She commented that she does not know what the County's rules are on signage. She commented that a few years back the Authority participated in a project with the Governor where they went to Brazil for economic development program and some Brazilians came to Punta Gorda, and she has maintained contact with many of the Brazilian contacts. She commented that she was invited to go to Brazil and she met with several businesses that are interested in coming to Charlotte County. She commented that many of them are interested in the foreign trade zone and she has talked with them about how that would work, what could they do, whether or not

5 it is feasible and her goal is to put them in touch with staff. She commented that they are  
way beyond where they were a few years back and they are still very interested. She  
commented that the politics in Brazil is not very good. She commented that it was a  
whirlwind visit with interviews on radio/television, newspaper/magazine and various  
10 people. She commented that the interest is still there and their interest is on the west coast  
of the state. She commented that they see similar problems on the east coast that they have  
in Brazil and they do not want that. She commented that the interest that the Authority has  
shown in them has been pretty positive. She commented that she is maintaining the  
Brazilian contacts and if they get to a point where they are viable they will need to talk to  
15 somebody. She commented that a couple of people who are very active with the Brazilians  
and they are maintaining the connections that the Authority had and bringing them to  
Florida. She commented that she will be going back to Brazil after the Olympics. She  
commented that when the Brazilians heard about the possibility of the university their ears  
perked up because they are looking at a work force. She thanked everybody for coming.

15 **Chair Andrews** - Thanked everybody for coming. He commented that after the meeting  
if anyone wants to get together to discuss rate and prices.

20 **17. Adjournment.**

Meeting adjourned at 10:32 a.m.

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Paul Andrews, Chair

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Kathleen Coppola, Secretary/Treasurer