

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING – FEBRUARY 16, 2017 -9:00 A.M.

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1. Call to Order

2. Invocation – Commissioner Coppola gave the invocation.

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3. Pledge of Allegiance

4. Roll Call

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Present: Chair Andrews; Commissioners Coppola, Herston (arrived at 9:08 a.m.) and Seay; Executive Director Parish; Attorney Garrard; Attorney Carr; Mrs. Cauley; Ms. Desguin; Mr. Laroche; Mr. Mallard; Mr. Ridenour; Mrs. Jennifer Smith and Mrs. Judy Smith. **Others present:** Gary Harrell, Bob Herrington, Lionel and Marsha Schuman, Dave Goode, Kelly Rubino, Commissioner Deutsch, Councilwoman Prafke, Richard Pitz, Jennifer Hamilton, Connie Boyd, Jeanette Worth-Dugan, other people from the private sector and a member of the press. **Absent:** Commissioner Hancik.

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5. Citizen's Input

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Lionel Schuman – Commented on the article that Mr. Parish submitted to the newspaper in regards to the wildlife issues. He commented on an experience that he had with wildlife on the airport.

6. Additions and/or Deletions to the Agenda

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7. Consent Agenda

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

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8. Secretary/Treasurer's Report

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Mr. Parish reported that the accounts receivables over ninety-days amount being the lowest it has been in a long time. He opined that staff has done a good job on that. He commented that the income statement is under budget and attributed it to the parking and that it should reverse itself the next month. He went over the new Profit and Loss summary page. He opined that the Authority continues to do well and went over the figures that are in cash.

9. Committee Reports

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c) Personnel – Commissioner Coppola had nothing to report.

d) Public Relations and Special Events – Commissioner Coppola went over on the press

articles that have been published recently. Commissioner Seay complimented staff for working on the therapy dog program.

5 **a) Land Use** – Commissioner Herston reported on the new businesses and areas that are being developed in Charlotte County, North Port and the City of Punta Gorda.

10 **b) Metropolitan Planning Organization** – Commissioner Herston reported he attended a joint MPO meeting with Sarasota Bradenton MPO and the Charlotte County MPO, the MPOAC meeting on the east coast and a regional MPO meeting that meets once a year.

15 **e) Governmental Liaison** – Commissioner Seay commented that she wrote a report from when she and Mr. Parish attended the Florida Airports Council meeting in Tallahassee (copy attached). She commented on Enterprise Florida and Visit Florida, the State budget and the monies in the Florida Aviation Tax Fund and ride share services. She commented on the Metroplex and that Mr. Mallard is working on that. She commented that she attended an aviation law seminar and the impact of President Trumps administration support on airports. She commented on the Legislators that they met with in Tallahassee. She commented that the County and the Authority need to work together.

20 **f) Economic Development** - Chair Andrews read a report from the Florida Gulf Coast University Lutgert College of Business.

25 **g) Aviation Activities** – Chair Andrews reported on the passenger numbers and fuel gallons sold and pumped.

10. Attorney's Report

30 Attorney Garrard reported that the Authority is involved in two cases of litigation involving the Speedway and the Through-the-Fence operation. He commented that Attorney Darol Carr has taken over both cases. Chair Andrews presented Attorney Garrard with a plaque for his many years of service.

11. Executive Director's Report

35 **a) Development Update** – Mr. Parish reported that there was not a lot of change from the previous development update the Board received last month. He reported that staff is closing out the terminal and taxiway grant, closing out the SWFWMD permits on the parking lot, the hangar door replacement project for building 202 and the employee and Western Michigan parking lot is out to bid. He reported that the PFC application is complete. He explained that the FAA mandated that the FAA turn the PFC application around in thirty days, so the FAA said they needed a pre-application so they could look at it and comment on it before the application can be turned in. He commented that the Authority is about one hundred days into the comment period and have received two comments and are going to send in the application. He explained that the FAA has thirty days to deem it complete and sixty days to approve. He commented that the rental car expansion construction contract is coming up on the agenda, the air carrier ramp expansion is this year's FAA AIP grant project and airfield maintenance equipment which is a mulcher is out to bid.

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5 **b) Master Plan Update** – Mr. Parish explained that there will be a second stakeholder meeting and it will include the needs analysis to look forward twenty years. He commented that the next phase which is phase three will be the alternative analysis. He commented that once that is done the next phase will be the Airport Layout Plan (ALP). He commented that the ground work for the Environmental Assessment has been done and will add projects to the Environmental Assessment. Commissioner Herston commented on the Taxiway A project moving to transfer it into the operational phase. Mr. Parish commented that staff was waiting for the correct as built drawings.

10 **12. Citizen's Input**

15 **Lionel Schuman** – Asked if there was anything brewing on Brazil. Commissioner Seay commented that someone will be coming up here from Brazil and she has been invited to speak there again about the airport and economic development in the state. She commented that she has postponed it until she hears what is going on with Enterprise Florida because there may not be incentives. She commented that there has been activity.

20 **Commissioner Deutsch** – He complimented the Board on the work the Authority has done for Western Michigan University. He commented that what they are working on is only scratching the surface of the impact that Western Michigan University will have. He commented on some of the programs WMU will be bringing to Charlotte County. Commissioner Coppola commented on the tour the students took from Indiana University.

25 **13. Old Business**

14. New Business

30 **a) Approve Travel to FASD Conference June 12-15** – Mr. Parish explained that Florida Association of Special Districts will be holding their annual conference in Orlando this year. He commented to let staff know if the Board wishes to attend so arrangements can be made and he will be sending at least one staff member. He went over a few things that are on the agenda. **Commissioner Seay made the motion to approve travel for members of the Board who would like to go to FASD.** There was discussion on the cost of membership dues and the member rate and non-member rate. **Commissioner Herston seconded. Motion passed unanimously.**

40 **b) Set Special Meeting Date March 7th to Award Bid for Employee WMU Parking Lot, T-Hangar Door Replacement and a Mulcher** – Mr. Parish explained that the Authority will not be holding a March meeting and there are three items plus some litigation that he would like to discuss at a special meeting. He suggested Tuesday, March 7th. He commented on the three projects and the executive session. **Commissioner Seay made the motion to schedule a special meeting of the Airport Authority Tuesday, March 7th.** **Commissioner Herston seconded. Motion passed unanimously.**

45 **c) Budget Amendment & Resolution for ARFF Expenses** – Mr. Parish explained that at the end of the year the Authority does a budget amendment. He commented that this year the Authority has a change to the budget regarding ARFF expenses. He commented that he thought it would be prudent to do a budget amendment and resolution. He explained

that the Authority is moving \$450,000.00 from the ARFF reserve account and a budget increase of \$50,000.00. He explained this will cover from January through the end of the fiscal year on ARFF expenses. **Commissioner Seay made a motion to adopt Resolution 2017-01. Commissioner Herston seconded. Motion passed unanimously.**

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d) Award Contract for Rental Car Center Expansion – Mr. Parish explained that the Authority is expanding the rental car center into adjoining space. He commented that Hertz and Avis/Budget will be moving into the new space and re-carpeting the old space for Alamo/Enterprise/National to double the size of the rental car space. He commented that previously the restrooms were expanded. He explained the Authority went out to bid and the low bid was \$269,318.00 from Vantage Construction Services, LLC which is below the Authority’s estimate. Commissioner Seay asked if the Authority had worked with Vantage before. Mr. Parish replied that the Authority has not. Commissioner Coppola asked if all the documents have been secured. Mr. Parish commented that part of the bid process is to make sure all the documentation is in place as required. **Commissioner Herston made a motion to approve the contract with Vantage Construction Services, LLC in the amount of \$269,318.00. Commissioner Seay seconded. Motion passed unanimously.**

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20 **15. Citizen’s Input**

16. Commissioner’s Comments

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Commissioner Coppola – Reported on the Murdock Middle School Family Career Night, Junior Leadership Charlotte tour, the Indiana University Students tour, the Team Punta Gorda Annual Golf Tournament and the blood drive.

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Commissioner Herston – Mentioned the various people who were attending the Authority meeting. He commented that staff is doing a good job.

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Commissioner Seay – Commented that she would like to extend her thanks to Attorney Garrard for his tenure and appreciates his knowledge and background. She welcomed Attorney Carr.

Chair Andrews – Thanked everyone for being here and staff as well. He thanked Attorney Garrard for his work with the Board for the past 20 plus years.

17. Adjournment - Meeting adjourned at 9:51 a.m.

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James Herston, Vice-Chair

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Kathleen Coppola, Secretary/Treasurer