

**CHARLOTTE COUNTY AIRPORT AUTHORITY**

**MINUTES OF REGULAR MEETING – NOVEMBER 17, 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; Mr. Steele and Mrs. Sutcliffe. **Others present:** Lionel Schuman, Steve Henriquez, Jeannie Benjamin, Jim Kaletta, Charles Bushman, Scott Thams, Larry McClure, Debrah Forester, Paul Andrews, Paul Piro, Commissioner Deutsch, Carl Parsons, Bob Hall, Gary Harrell, Bob Harrington, other people from the private sector and a member of the press.

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

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Mr. Quill added 11b) Arcadia Aerospace, 12f) Lease with Civil Air Patrol and 12g) Letter of Support for Charlotte County's Tiger Grant Application for North Piper Road. Commissioner Seay commented on 11a) that a short power point will be presented on what happened from start to current status of the Brazil Initiative.

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**5. Citizen's Input**

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**Lionel Schuman** - Is very pleased to see that in the new Sectional the Airport is referred to as the Punta Gorda Airport. He stated, while flying, he noticed the ASOS still calls it the Charlotte County Airport and would be nice to see it changed to the Punta Gorda Airport. He wished everyone a Happy Thanksgiving.

**6. Consent Agenda**

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

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

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Mr. Quill summarized the Income Statement for FY 2011 drawing the attention to the Operating Gain of \$582,000. He reported this is the best year in about ten years for this achievement in the "worst economy in 70 years". He reported reading about small airports in dire straits across the country and the Authority is fortunate to continue to keep their head above water. He reported the Income Statement for October has a positive number and normally October is down. He reported the Accounts Receivable continues to be an issue. He reported that Arcadia Aerospace brought in a check for

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\$126,000. He explained Arcadia Aerospace is now a subsidiary of a Michigan company and their intention is to start doubling up on their rent. He reported the Authority has issues with other tenants.

5 **8. Committee Reports**

10 a) **Land Use** - Commissioner Herston reported that a meeting was held concerning the ECAP. He reported the County Commissioners had their first public hearing on the revisions and the reduction of buffers and landscaping requirements is a positive note on the land use front. Mr. Quill stated, in addition to the Tiger Grant Application for North Piper Road, the Authority is working with the County Economic Development Office on road access for Cheney Brothers. Commissioner Herston stated receiving a letter from Ms. Sandy Cauley complimenting the Commissioners on the improvements on the Airport. He commented the Airport is in desperate need of signage.

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

20 c) **Personnel** - Commissioner Coppola presented a plaque to Gary P. Quill, Executive Director of Charlotte County Airport Authority, for ten years of service (11/2001 - 11/2011).

25 d) **Public Relations/Special Events** - Commissioner Coppola reported she attended the Peace River Women’s Forum, the REC (Republic Executive Committee), Lee County Republican Club, West Charlotte Republican Club and the Brazilian reception. She thanked Commissioner Seay and the group that put the Brazilian reception together. She stated it was a phenomenal experience meeting and having lunch/dinner with the Brazilian people. She stated that she and Mr. Quill went to a Team Punta Gorda meeting. She stated they did a presentation on what they had accomplished in the last year, which consisted of many community activities. She stated there was a presentation from Mr. Rhodes, Consultant for Charlotte County, who has visions for the Punta Gorda Airport area and stated that one of the key positions to attract businesses to this area is the commerce park areas on both sides of the Airport. She stated Mr. Rhodes would like to promote making Route 17 a highway going from Winchester, VA down to Punta Gorda. She reported going to the opening of the Women’s Wellness Center. She reported December 3<sup>rd</sup> is the Christmas Parade and the Board will be participating. She reported the Christmas Parade for the Rotonda is on the same day and hopes the Commissioners can participate.

40 e) **Governmental Liaison** - Commissioner Seay commented on the program that the Authority participated in Brazil as being the best she has ever attended. She opined it had to do with the participatory involvement of Governor Scott. She commented on having attended other programs where the head of the program shows up, waves and leaves. She commented that the Governor was there every day actively involved with the people from day one to the end. She opined that it was the best participation by any government representation she has ever seen and that needs to be kept in mind

about his style. She opined that there will be jobs and businesses coming out of that program for the Authority. Commissioner Coppola congratulated Commissioner Steven R. Deutsch on his wedding.

- 5           f) **Metropolitan Planning Organization** - Commissioner Herston reported a meeting was held on November 7<sup>th</sup>. He reported that Bill Hattaway, a professional engineer is the new FDOT District One Director. He reported the Draft Tentative Work Program through 2016/2017 was approved unanimously. He reported FDOT did a PD&E study for some intersection improvements at Burnt Store Road and Zemel Road. He reported that a No Build option was recommended by the County Public Works staff for the first time ever. He reported they drafted a position statement to the State that would increase the fair share of the state gas tax for Charlotte County. He commented a summit meeting will be held in Murdock on November 29th between Charlotte County, Lee County and several other planning agencies. He reported the Inter-Local Agreement has been revised and finalized between the Punta Gorda/Charlotte County MPO, Sarasota, Manatee and Lee Counties.

**9. Attorney’s Report**

20           Attorney Garrard had nothing to report.

**10. Executive Director’s Report**

- 25           a) **Development Update** - Mr. Parish reported the slab is being poured for the rental car wash facility and will be finished by mid-December. He stated this will allow the rental car companies to turn over the cars faster and this should get rid of the spare cars that are parked on the grass. He reported the plans for the second phase of the terminal building is being worked on and space study analysis is currently being done. He commented the architects are doing the planning and he is working with the engineers on the site. He stated the office complex will be a 10,000 square foot building and is in the permitting stage. He stated it will be located at the Adams Brothers site and can be rented if the Authority moves to another location. He commented that he will bring the architectural drawings to the next meeting. He explained that there will be two monument signs installed along Viking Avenue. He reported receiving final inspections from FAA on the tower. He commented on waiting for Congress to approve funding. Mr. Quill commented on an email he received stating the tower will be manned on January 15, 2012. He commented they will staff the tower and approximately 30 days later they will go active.

- 40           b) **Airline Update** - Mr. Quill reported that there were 17,783 passengers for October, a 133% increase over a year ago. He reported 228,000 passengers year to date and there will be a quarter million passengers this year. He reported there have been 665,333 passengers to date since the airline service was restored. Mr. Steele reported a DC7 came in and Sully Sullengerger was flying it with Frank Moss. He stated they bought 1800 gallons of avgas and it was an opportunity to meet him.

- c) **Website Update** - Mr. Quill reported the website is behind schedule due to the Brazilian Initiative.
- d) **Air Traffic Control Tower** - Mr. Quill commented on an email he received stating the tower will be manned on January 15, 2012. He stated the Authority has been working with the Federal Government to get the tower manned. Commissioner Herston asked if the car wash is an actual building. Mr. Parish stated it is a 4-bay car wash facility with spray hoses. Commissioner Herston asked if the car wash is incorporated into the master plan for the new terminal and parking lot. Mr. Parish stated it is located at the maintenance facility. Commissioner Herston commented that the 10,000 square foot building will be on Viking. He asked if Viking is connected to the new road and if that will be a corner piece of property. Mr. Parish stated that Viking is the main entrance to the Airport from the new Piper Road and that is where the monuments will be placed. Commissioner Herston stated he had supported a 2-story building and if the alternate 10,000 square foot building is an asset for the Authority, then the Authority is heading in the right direction. He commented that he supports the alternate building. Mr. Parish stated the Authority is working on Phase IIA right now and Phase IIB would be a 2-story facility going north and then going south incorporating the restaurant into the terminal. Mr. Parish stated the single story building is the best solution considering the economy. Commissioner Herston stated the Authority could end up with both buildings with one a possible income generator.

## 11. Old Business

- a) **Brazil Initiative** - Commissioner Seay presented a power point presentation on the Brazil trip to market Brazilian businesses to Charlotte County and the Punta Gorda Airport. (copy attached) Commissioner Herston asked what Commissioner Seay would recommend by continuing with the Brazilian Program. Commissioner Seay stated that personal contact is important and having someone who knows the area. She stated that Mr. Michaelis is from Bradenton, Florida and he knows the area and he has been promoting businesses to move to Southwest Florida instead of Miami for the last 15 years. She stated that the Authority can work with him as a consultant to find and support businesses. Commissioner Coppola asked if the businesses would be an expansion of the one they have in Brazil or a new business. Commissioner Seay stated that the businesses have expressed interest in all various possibilities. She commented that she has done research through the Consulate in Miami and they have a wealth of information on what kinds and types of businesses they already have and how they might work in with the Authority.
- b) **Arcadia Aerospace** - Mr. Quill stated that Arcadia Aerospace has been a tenant for over three years and it has been a long road for the Authority's Account Receivables. He commented that Chuck Bushman saw the market for composite fuselage and developed the technology that will explode over the next two decades. Chuck Bushman introduced Scott Thams, President and CEO of X-Ray Industries out of Michigan. Mr. Thams stated he is thrilled to be part of Arcadia and they have been

5 working with Arcadia for a number of months. He stated the members of his team  
have been collaborating with Arcadia to bring business to the Airport and the  
collaborations have morphed into a partnership. He explained his goal for Arcadia is  
to provide the growth capital and funding to accelerate what Arcadia has started. He  
10 stated they will be investing \$1.5 million and tripling the capacity that Arcadia has for  
composites. He commented they have connections with Boeing, Lockheed and all of  
the other aerospace companies and his company has been in the aerospace business  
for 70 years. He explained the company started as part of the war effort in 1941 and  
continues to be well known in the aerospace industry. He commented that the  
15 management team will stay the same and they'll take a hands off approach other than  
providing coaching and funding. He explained they will be hiring as soon as possible  
to add to the technical talent and may relocate some of their technical people.  
Commissioner Herston asked if he'll retain the name. Mr. Thams stated the name will  
be the same. He commented that he has had family connections to the area for about  
20 26 years. Chair Stasko welcomed Mr. Thams to the Punta Gorda Airport. He stated  
for the last several years when it came to the budgets the Authority would cringe and  
business decisions in these economic times are very hard to make. The Authority was  
becoming very concerned with Arcadia. He stated that, with the advice of Mr. Quill  
and your presentation a few months back, he is happy that the Authority made the  
25 decision to stay with Arcadia and have faith that this was going to happen. He  
thanked him for the payment. Mr. Thams stated that they are committed to on getting  
the past due account balance down as quickly as they can. He explained they wanted  
to take the capital and use it to make the investment in new equipment and grow the  
capacity so they had to make some trade-offs. He explained they made a \$100,000  
30 deposit and paid the November and the oldest month's rent. He stated they will  
continue to do that on a month to month basis and as soon as they can generate some  
additional cash flow they will accelerate the debt and get it paid as quickly as they  
possibly can.

## 30 12. New Business

a) **Election of Officers** - Chair Stasko passed the gavel to Attorney Garrard to run the  
Election of Officers. Attorney Garrard opened nominations for the Chair.  
35 Commissioner Stasko nominated Commissioner Herston and Commissioner Lee  
nominated Commissioner Coppola. Commissioner Coppola asked if it would be  
more beneficial to have Commissioner Seay nominated. Commissioner Seay opined  
it is an opportunity for new faces and new ideas that would be beneficial.  
Commissioner Herston commented on the redistricting situation and there are some  
40 issues. Attorney Garrard closed the nominations. He asked for those in favor of  
Commissioner Herston to raise their hands. Commissioner Stasko raised his hand.  
Attorney Garrard asked those in favor of Commissioner Coppola to raise their hands.  
Commissioners Lee, Herston and Seay raised their hands. Commissioner Coppola is  
the Chair. Attorney Garrard opened for nominations for Vice-Chair. Commissioner  
45 Seay nominated Commissioner Herston. There were no other nominations. Attorney  
Garrard declared Commissioner Herston as Vice-Chair. Attorney Garrard opened for  
nominations for Secretary/Treasurer. Commissioner Seay nominated Commissioner

5 Stasko. There were no other nominations. Attorney Garrard declared Commissioner Stasko as the Secretary/Treasurer. Attorney Garrard opened for nominations for Assistant Secretary/Treasurer. Commissioner Seay nominated Commissioner Lee. There were no other nominations. Attorney Garrard declared Commissioner Lee as the Assistant Secretary/Treasurer. Attorney Garrard passed the gavel to Chair Coppola.

- 10 **b) State of Florida Infrastructure Bank Loan** - Mr. Quill reported that the State of Florida is making the Infrastructure Bank Loan of \$5.8 million available to the Authority in conjunction with the terminal project. He stated some details need to be worked on and it will be addressed when the presentation is done at the December meeting. He stated it will be available July 1, 2012. He commented that this is a financing tool for construction and, in the near future, the Authority will know if any amount will be long term. Commissioner Stasko asked if the rate is comparable to where the Authority was before. Mr. Quill stated the rate is near 2%. Commissioner Stasko asked if it was written by a local bank. Mr. Quill stated it is a federal program through the state to be able to move on the needed transportation projects.
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- 20 **c) RFP for ATM in Terminal** - Mr. Quill reported staff talked with SunTrust about putting an ATM in the Terminal, but the Authority decided to open it up and go after an RFP for the ATM. He explained that the Authority is not looking for revenue, but convenience for the public.
- 25 **d) Budget Amendments** - Mr. Quill reported the Authority has 60 days from the close of the fiscal year to adopt the needed Budget Amendments for the year just ended. **Commissioner Lee made the motion to adopt the Budget Amendments. Commissioner Seay seconded. Motion passed unanimously.**
- 30 **e) Executive Director's Evaluation** - Chair Coppola stated the totals from Mr. Quill's evaluation vary from 4 to 4.8 and the total average is 4.48 which are above average. She congratulated Mr. Quill on his excellent work. Commissioner Seay stated that this is traditionally the time when the Commissioners talk to the Executive Director regarding his upcoming contract and/or raises. Commissioner Seay volunteered to evaluate and do the contract negotiations for Mr. Quill. **Commissioner Herston made a motion to appoint Commissioner Seay to evaluate and do the contract negotiations for Mr. Quill. Commissioner Stasko seconded. Motion passed unanimously.**
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- 40 **f) Lease with Civil Air Patrol** - Mr. Quill reported that CAP has an office in the FBO building and their lease has expired. He is recommending approval of renewing the lease. **Commissioner Seay made a motion to approve the Civil Air Patrol lease. Commissioner Herston seconded the motion.** Commissioner Stasko commented the CAP provides an extremely important service to our area. He stated they have a lot of dedicated volunteers and a lot of work goes into the Civil Air Patrol. He suggested giving them some consideration on rent relief, not a subsidy. He stated
- 45 they run on a tight budget and do a lot of great things with the children in the area.

5 He stated by having the CAP in the area and the benefits received, it is worth some  
consideration in rental and lease terms. He opined that they do a wonderful job and a  
few dollars to the Authority in a lease can be a great deal of money to an organization  
that could use the help from the Authority. He wanted to see if the Authority could  
10 work with them on their lease to possibly help them out. Commissioner Lee  
commented that he seconded that and they do a lot of good in the area and a lot of  
help for the community and if the Authority can help them they should.  
Commissioner Herston suggested that the Authority may want to do a monthly  
donation to the CAP instead of a rent relief, because of tax implications that would  
15 benefit the Authority. Chair Coppola asked Attorney Garrard to look into this.  
**Motion passed unanimously.**

g) **Letter of Support for Charlotte County's Tiger Grant Application -  
Commissioner Herston made a motion for approval. Commissioner Seay  
15 seconded. Motion passed unanimously.**

### 13. Citizen's Input

20 **Commissioner Deutsch** - Commented that it was about a year ago that he attended the  
first meeting and it has made a difference. He thanked all of last year's officers for  
working so cooperatively with the County Commission. He congratulated all the new  
officers. He is looking forward to continuing to work cooperatively with the Authority.  
He stated he liked using the Airport and had family and friends visit a few weeks ago.  
25 He commented that a couple of his sons arrived late at the Airport and the car rental place  
was closed so he had to make a couple of trips to the Airport to pick them up. He stated  
on their return to Worcester they sat on the runway for a little bit of time, then they were  
taken off the plane for about two hours, all due to a 21" October snow fall in Worcester,  
MA. He told the Authority to keep up the good work and is looking forward to working  
30 with the Authority. He stated the Authority needs to get some positive news on the  
Cheney Brothers which is moving slowing and not as great as they had hoped.

**Carl Parsons** - Congratulated the Authority for a successful airport crash exercise. He  
complimented Wayne Coulter on the first class job covering all bases. He commented  
35 that Mr. Coulter worked very hard on this exercise. He thanked Commissioner Coppola  
for the kind words on the Team Punta Gorda meeting. He stated he sensed a renewed  
focus from Team Punta Gorda wanting to change Punta Gorda from a successful, sleepy  
small town, one of the best places to live and retire to in the country by expanding and  
focusing on growth, economic growth and broadening the population to bring Punta  
40 Gorda to a new level. He opined that it is going to happen. Chair Coppola stated she got  
the same sense. She stated that when bringing in new businesses and industries, Punta  
Gorda needs a younger population to put into these businesses.

**Jim Kaletta** - Thanked the Commissioners for the confidence they had in the Civil Air  
Patrol. He thanked Mr. Counter for the work he put into the airport crash exercise  
45 program.

**Lionel Schuman** - Thanked Commissioner Lee for convincing Mr. Quill to come to our Airport. He attributed the success of the Airport on the effort and wisdom of Mr. Quill. He thanked Mr. Quill for his 10 years of service.

#### 5 14. Commissioner's Comments

10 **Commissioner Herston** - Thanked Arcadia Aerospace and welcomed the officers and is looking forward to good relationship. He wished everyone a Happy Thanksgiving. He stated it is good to see Commissioner Lee looking better.

15 **Commissioner Lee** - Thanked Commissioner Herston for saying he looked better. He stated Channel 2 is confused about the name of the Airport. He opined that the staff should contact them to make the correction in the name. He commented that the former Mayor of Punta Gorda is having both knees replaced and wished him well.

20 **Commissioner Seay** - Commented that Mr. Quill had made a tremendous impact on the Airport in his 10 years of service. She stated that the Airport would not have a tower if it wasn't for Mr. Quill's participation. She gives credit to Mr. Quill on the rebuilding the terminal after the hurricane. She thanked Mrs. Laishley for all her help on the Brazilian Program. She stated the Brazilian businesses wanted to know when the Cheney Brothers Distribution Center comes here and said they will be back. She stated the representative from the US Embassy in Brazil will bring businesses to Charlotte County when Cheney Brothers are here. She congratulated the Authority on the good job on the airport crash exercise. She congratulated Mr. Bushman and Mr. Thams on their partnership and is looking forward to a long relationship with Arcadia Aerospace. She stated the Brazilian people were impressed with the photos from their organization.

30 **Commissioner Stasko** - Thanked everyone for coming to the meeting. He thanked Mrs. Laishley for the work she put in on the Brazil delegation. He stated the work of Mrs. Laishley, Commissioner Seay and Mr. Parish will pay off with new businesses moving to the area. He stated it was nice to see Mr. Schuman back. He commented that Commissioner Deustch is the first, in his seven years on the Board, who represented the Charlotte County Commission that has attended every meeting and has gotten things done. He thanked the Authority for the work on the financials. He stated it is great to be part of a successful operation. He thanked the Authority for the 12 months he was Chair and made his life simple. He wished everyone a Happy Thanksgiving.

40 **Chair Coppola** - Thanked Commissioner Stasko for being the Chairman during a very productive year. She thanked everyone for having confidence in her. She appreciated the opportunity to be the Chair. She stated Mr. Quill is the third Executive Director she has worked with and it has been the best 10 years. She stated that Mr. Quill has done a great job doing wonderful things. She commented on Mr. Quill being innovative and working well with everybody which is all part of common sense and imagination. She wished everyone a Happy Thanksgiving. She welcomed Arcadia Aerospace. She stated a great job was done on the airport crash exercise and it is so important that it is done.

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**15. Adjournment**

Meeting adjourned at 10:21 a.m.

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Kathleen Coppola, Chair

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Gary Stasko, Secretary/Treasurer