

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING – DECEMBER 15, 2011 – 9:00 A.M.

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1. Call to Order

2. Pledge of Allegiance

10 **3. Roll Call**

Present: Chair Coppola; Commissioners Herston, Lee, Seay and Stasko; Executive Director Quill; Attorney Garrard; Assistant Director Parish; Mrs. Cauley; Mrs. Worth-Dugan and Mr. Steele. **Others present:** Jim Deustch, Jim Kaletta, Paul Andrews, Cecil Knapp, Lionel Schuman, Bob Hall, Gary Harrell, Bob Harrington, Andy Stultz, Larry McClure, Commissioner Deutsch, Paul Piro, Air Traffic Control Tower Staff and other people from the private sector.

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

Mr. Quill added 12 d) Civil Air Patrol Rent. He introduced the Air Traffic Control Tower Manager, Richard Reed. Mr. Reed shared his background and he introduced the tower staff who shared their backgrounds. Chair Coppola welcomed the tower staff.

25 **5. Citizen's Input**

Bob Hall - Stated this summer was chaotic in the air show industries and more chaotic after finding out about the military cut backs. He stated they just started to put the Air Show together and this year it will be different for him in the 23 years that he has been doing the Air Show. He stated the Air Show is going to be tremendous. He applauded each board member and staff for getting the tower up and running. He stated the tower will make a big difference in safety and a big difference for the staff running the Air Show. He reported the Blue Angels are coming back this year which is a big plus for the Air Show and he is looking forward to having them here. He stated, in addition to the Blue Angels, the Black Diamonds (formerly Heavy Metal) will be back this year and Team RV, which are sport model aircraft that are flown by experienced pilots. He opined it will be a very exciting Air Show for 2012. He stated John Cudahy from ICAS in Washington is coming to the Air Show to watch them because he has never seen them and has heard so much about them. He stated the Air Show will also have an F-18 team demo. He stated you don't unusually get an F-18 team when you get the Blue Angels because they are the same type of aircraft. He stated other acts and different types of aircraft can be found on their website, FloridaAirShow.com. He reported there will be a lot of War Birds on the ramp. He commented that, with the military cut backs, there will be one demo available which is the Air Force F-22. He stated despite the military cut backs, the Air Show might have another surprise and may need another 100 acres of the Airport's area to park cars. He wished everyone a very blessed merry Christmas and a

happy prosperous New Year and to continue the great work at the Airport. He stated that Mr. Quill and all the staff have been cooperative in helping with the Air Show this year. He opined that by changing the layout of the Air Show and separating it from the airlines, it will be beneficial for the airlines to continue their flow of traffic in and out of the Airport. He stated they are going to be busing people to the Air Show this year. He stated it is good to see Commissioner Lee back. He opined that the Air Show will showcase the Punta Gorda Airport.

Lionel Schuman - Stated that he has been approached by several people regarding visiting the tower and who can he contact to set up tours. Mr. Quill stated the Authority will follow up, but under security requirements it will be extremely challenging. Mr. Schuman stated that at a recent meeting of the Navy League Organization, Commander Davis from the NJROTC wants to know who he can contact to set up a field trip with some NJROTC cadets to visit the Airport, tower and airlines. Commissioner Lee stated he was going to start running tours in January similar to what he ran last year. Mr. Schuman wished everyone a Happy and Merry Christmas and to stay healthy.

6. Consent Agenda

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

7. Secretary/Treasurer's Report

Mr. Quill reported an operating gain of \$90,611. He reported the actual budget was negative \$20,000. He reported the Airport typically loses money during October and November. He stated that he met with Dana Carr of Air Trek and will meet with him in January regarding the financial issues. He reported Arcadia Aerospace brought in \$27,000 which represents two months payment. He reported that Gulf Contours is having a challenging time because the business is tied to residential and remodeling construction and are \$72,000 behind after paying one month. He stated their lease expires in two months. He stated it is an improvement despite the very large numbers but continues to be very hard times.

8. Committee Reports

a) **Land Use** - Commissioner Herston reported that there is activity on some minor issues in Sarasota and Lee Counties. He reported Charlotte County had the meetings on the modified ECAP and it went to vote with the commissioners and it is positive. He commented on the sign ordinance that they loosened up in Charlotte County.

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

c) **Personnel** - Chair Coppola presented a 2010-2011 gavel to Commissioner Stasko.

5 d) **Public Relations/Special Events** - Chair Coppola reported that along with herself, Commissioners Lee, Seay, Stasko, Jeannie Benjamin and Amy Jo Mapstone participated in the Charlotte County Chamber of Commerce parade. She reported that there were 80 floats in the parade which was up from last year. She reported that she and Mr. Quill attended the Team Punta Gorda annual meeting and later she attended the Team Punta Gorda follow-up meeting. She reported that the Team Punta Gorda is seeking opinions on what course of action for them to take in the future. She reported participating in the El Jobean parade with Commissioners Lee, Seay, Stasko, Amy Jo Mapstone and Connor Coppola. She reported the 6th commissioner (Mr. Schuman) was the driver of the float. She opined that it is a nice parade and they provided food afterwards and came in as the first honorable mention float. She reported that she attended the Peace River Women’s Forum and she was elected the first Vice President. She stated that they mention Charlotte County Airport frequently at their meetings and she receives feedback from them. She reported that she attended the County Commission Meeting for the Cheney Brothers. She reported that Bruce Laishley mentioned that the Authority is part of the group that brought the Cheney Brothers into the community along with the Authority’s representative, Mr. Steven R. Deutsch, County Commissioner. She stated that the Cheney Brothers is a good company and will put the people in the community to work and it will be a start for other industries and is proud to be part of the operation coming to Charlotte County. She reported that she attended the Republican Executive Committee Christmas Party.

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

30 f) **Metropolitan Planning Organization** - Commissioner Herston reported that he attended the regular MPO meeting and the biggest item was waiting for the new FDOT Director, Mr. Hattaway, who did not attend. He reported that Mr. Limbaugh, Assistant Director, discussed the 1.2 billion dollar deficiency which they will be working on over the next few years. He stated it will affect some Charlotte County projects, mainly the I-75 corridor between Kings Highway and the Desoto County line, which is not a big length of highway. He reported that he was assigned to the State Advisory Committee for the MPO, representing Charlotte County/Punta Gorda. He commented that there are 26 MPO representatives statewide. He reported that they will meet in Tallahassee in January and the other 3-4 times they will meet in Orlando. He opined that this will be an exciting opportunity because sometimes the discussions will be on airport issues. He reported that the local discussion was on the Burnt Store Road improvements, which is Commissioner Deutsch’s area of expertise.

40 **9. Attorney’s Report**

Attorney Garrard had nothing to report.

45 **10. Executive Director’s Report**

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- a) **Development Update** - Mr. Parish reported that he met with the contractor on the Piper Road project to sign off on their temporary use of the Authority's property. He reported that everything is cleaned and the project is complete. He reported that the south end of Piper Road is ongoing and will take 2-3 years to get the 1,000 feet of road completed. He stated it will be a two lane road leading to a four lane road which leads to a dead end. He reported that he had talked with FDOT regarding the signage and the thermoplastic markings on the pavement similar to Sarasota and RSW that show an airplane and an arrow to be put on Jones Loop. He stated that signage is the biggest complaint the Authority receives. He stated the only signage that the Airport has are the two standard small green signs showing an airplane and that, by the time you see the signs, you are past the turnoff. He stated the Authority has to apply to FDOT to get the larger informational signs in the right of way. He reported that the Authority is working on the design of the administration building and has all the permits except for the building permit which is at the county for approval. He stated this is the first phase of the expansion of the terminal. He stated the Authority is waiting on the approval of the new overlay guidelines because the Authority design is for the new guidelines, not the old ones, and when that is officially approved, the Authority should be able to get the permit.
- b) **Airline Update** - Mr. Quill reported that the November passenger count was up over the previous November. He stated the Authority is very happy with the numbers. He stated that in the next few months the Airport will see some decreases, because a year ago Allegiant was flying to five cities and this season they are flying to three. He stated that through the end of November the Airport has seen 255,000 passengers and compared to four years ago of zero, the Authority is happy.
- c) **Website Update** - Mr. Quill reported that Mr. Parish and Mrs. Laishley have been working on the update. Mr. Parish stated that he had hoped that the wireless would be working in the meeting room so he could run through the new website. He reported the website is 90% complete and gave the Board the link where it currently sits. He reported the Authority is waiting on some graphics and language. He reported the FIDS display needs some work so the flight information can be seen. He stated that the website will be launched early in January. Commissioner Herston stated that the MPO approved televising their meetings. He stated that there was a discussion as to where to hold the meetings and maybe rotating them. He stated that he recommended this facility and they asked if the facility has video capabilities. Mr. Parish stated that the meeting room does not have an active video system. He stated that a camera could be set up. Chair Coppola asked if it would be televised on the Charlotte County Channel 20 Comcast. Commissioner Herston stated that it would be televised on Comcast Channel 20.
- d) **Air Traffic Control Tower** - Mr. Quill reported that the tower is complete, except for some minor changes. He opined that the tower is a beautiful facility and the Authority is happy with it. He reported that the original budget was for \$3 million and the actual cost was \$4 million. He stated that he talked with the FDOT about additional funding and that is under consideration with no guarantees.

5 e) **Miscellaneous Items** - Mr. Quill stated Chair Coppola already commented on the Cheney Brothers. He commented that the road through the airport and the utilities will add 1.2 million dollars in improvements to the Airport. He opined that it is a win
10 win for everyone and he thanked the County for their work. He stated it will add 300-600 jobs to the community. He thanked Bruce Laishley who got out there and hustled and brought this to the community.

10 Mr. Quill reported that the activity in general aviation has picked up as we get into the season. He reported that during the summer there are forty vacancies in T-Hangars; currently there are twenty vacancies. He stated it is nice to see all the flying going on and the weather is a nice for flying. He wished everyone a Merry Christmas and Happy New Year.

15 Commissioner Herston asked what is included in the \$1.2 million in utility improvements. Mr. Parish stated that it would extend the existing road through the Industrial Park, extend and connect to Piper Road and connect to the Cheney Brothers facility. He reported this this will give the Authority additional access based on the
20 original plans for the Industrial Park to extend water, sewer and electric through the park. Commissioner Herston asked if the sewer connection is a forced main to a lift station. Mr. Parish stated it should be gravity to an existing lift station. Mr. Quill thanked the County's Economic Development Office for their help in applying to the Governor's office for the \$1.2 million grant money. Chair Coppola stated that it is
25 nice to see everyone working in cooperation with all the different groups. She opined that it wasn't always like that. She opined that Commissioner Deutsch had a big part in that and thanked him.

11. Old Business

30 a) **Executive Director's Evaluation** - Commissioner Seay stated that last month she volunteered to talk with Mr. Quill about an increase in salary. She presented to the Board her recommendations for an increase in salary for Mr. Quill, Executive Director (copy attached). She stated that since Mr. Quill has been with the Authority there have been substantial changes. She explained that he played a big part in the
35 addition of commercial aviation to the Airport. She commented that there was Skybus followed shortly by Direct Air, Allegiant Air and Vision Airlines. She stated that his vision has brought the Authority a new terminal, which is soon to be expanded, and an air traffic control tower. She commented that he has worked with the county on the expansion of Piper Road and changes to the ECAP. She explained
40 that he continues to foster excellent relations for the Authority throughout the county with a wide range of community organizations. She stated that when Mr. Quill started at the Authority in 2001, the budget was \$1.9 million annually and the projected budget of \$10.4 million shows the growth that Mr. Quill has overseen over the past years. She stated the Authority did not have commercial airline service. She
45 stated that Mr. Quill has been through the September 11 attacks, which had a tremendous blow to air travel. She stated that Mr. Quill oversaw the rebuilding of the

5 airport after hurricane Charley. She stated that he has not received a salary increase since 2008 and in 2009 he got an extra week of vacation, but no salary increase. She stated that in 2010 Mr. Quill received a bonus, but no salary increase. She stated that Mr. Quill's salary is one of the lowest in comparison to other local small airport directors and those airports do not have commercial service. She commented that the Authority has an underpaid Executive Director and knows that Mr. Quill is being recruited elsewhere. She mentioned that his salary is below the market rate from 10 three or four years ago and has remained that way. She commented his evaluation has been consistently far above average. She stated that it has been the Board's consensus to keep Mr. Quill as the Authority's Executive Director and it will be necessary to provide him with a salary commensurate with his experience and successes. She suggested that the Board offer Mr. Quill a salary increase to \$151,000 annually. She commented that this is a substantial increase, but the Board needs to address the fact that Mr. Quill has had no increases in four years. She stated this 15 increase is based on comparing salaries at similar airports statewide, his contributions to the Authority, his accomplishments over the past year and the increase in responsibilities. She stated that in comparison to other similar airports Mr. Quill is underpaid and that this increase does not bring him up to other similar airport directors. She opined that this increase is necessary to maintain the momentum of the 20 Airport, to acknowledge that Mr. Quill has done a tremendous job, to retain a highly-qualified and much sought-after Executive Director. **Commissioner Seay made a motion to offer Mr. Quill a salary increase up to \$151,000 annually. Commissioner Lee seconded.** Commissioner Herston recommended \$152,000 annually. **Commissioner Seay amended the motion to offer Mr. Quill, Executive Director, a salary increase up to \$152,000 annually. Commissioner Lee seconded. Motion passed unanimously.** 25

12. New Business

- 30 a) **Committee Assignments** - Chair Coppola stated that Commissioner Lee requested to go back on the MPO and Commissioner Herston would be the alternate MPO. She asked Commissioner Lee, now that Commissioner Herston is with the State Committee, if he still wanted the MPO position. Commissioner Lee stated if 35 Commissioner Herston wants to continue, he does not have a problem with that. Chair Coppola stated that Commissioner Herston will continue to be the MPO and Commissioner Lee would be the alternate MPO. Chair Coppola stated everyone else would remain the same.
- 40 b) **Resolution #11-03 - JPA with FDOT** - Mr. Quill stated that the JPA is a 50/50 project with the state for redevelopment of the terminal area in the amount of \$3,448,506. He stated that the FDOT toured the Airport and they are very pleased with how the money is being used. He read Resolution #11-03. **Commissioner Lee made a motion to adopt Resolution #11-03. Commissioner Seay seconded. Motion passed unanimously.** 45

5 c) **Resolution #11-04 - Master JPA with FDOT** - Mr. Quill stated that the previous JPA was for the terminal and as soon as it is executed, the Authority can move forward with the terminal improvements. He stated the Master JPA is the Authority's Master JPA which lists several projects over the coming years. He commented that the Authority has done this for the past 4-5 years. He commented that the FDOT has been extremely good to the Authority. He opined that the FDOT District One office is the leading aviation funding authority in the state. He commented that they are very forward thinking and have done a lot of things for the Authority. He read Resolution #11-04-Master Joint Participation Agreement with the FDOT.
10 **Commissioner Herston made the motion to adopt Resolution #11-04. Commissioner Seay seconded. Motion passed unanimously.**

15 d) **CAP Discussion** - Commissioner Stasko passed out information to the Board and staff asking for modification of the CAP lease to zero dollar or one dollar per year. He commented that he spent time on the internet comparing with comparable airports around the country on what they have done for the CAP. He stated in reviewing a document written by J. Scott Hamilton, Colonel CAP, who is a General Consulate for the FAA Policy Review and for the CAP, there are two ways that the CAP can
20 qualify for a reduced rental rate. He stated the CAP needs to have an airplane stationed at the Airport or the Airport benefits from their civil aviation services. He stated he looked at the CAP records as to what they have done and what they do at the Airport as far as their members and cadets. He stated that they have 82 cadets that they train and teach to be upstanding citizens. He stated they put them in a military
25 situation where they learn to follow rules and orders and do good things for the community. He commented that they volunteer man hours for War Bird week-ends, volunteer at the Airshow and many other things around the state, such as the Sundown Flights. He stated the fuel and services that they purchase from the Authority far outweigh the Authority waiving their rent. He stated that in his report
30 he has examples from four different airports around the country that have waived their CAP's rent. He stated that if you go on the internet and look up Civil Air Patrol reduced lease agreements there are hundreds of them, so this is not a new idea. He named several cities that have reduced rent lease agreements. He commented that this is not uncommon for this to happen, but there will be challenges. He commented that he will respect the decision of the Chair and Mr. Quill after they have reviewed the
35 information. He commented that he would like to pursue a zero dollar per year lease with the Civil Air Patrol. He opined that he feels strongly about the work they do with the young people and the support they give to the Airport functions. He commented that he hopes that the Authority can work towards getting that done.
40 Commissioner Lee proposed to put this request on hold allowing Mr. Quill to discuss this with the CAP to reach a conclusion. Chair Coppola asked if the CAP receives a reduction for the space and hangar. Commission Seay commented that the CAP does a tremendous job and helps the Airport. She commented that the CAP does get a reduction in their rent. She opined that reviewing the lease is a great idea and the
45 Authority will need to do something. Chair Coppola suggested bringing this topic up next month when the Board will have more background for justification.

5 Commissioner Stasko commented that this year the Authority had a very good year and he looks forward to another good year. He opined that funds of \$3,000 to \$4,000 in rent helps the Airport, but that sum of money will help the CAP to help more children go to more events and get more involved in the Civil Air Patrol's functions off the Airport by sending them to different schools, encampments and training. He opined that it is critical that the Authority supports an organization that spends that much volunteer time. He stated that the people in the Civil Air Patrol do not get paid and some use their own money to do the flights and things that they do. He opined that it is a great opportunity for the Airport to show their support for a group as the CAP. Chair Coppola will go with Jim Kaletta to look at their facility, hangar and airplane and will put this on the agenda for January.

13. Citizen's Input

15 **Lucienne Pears** - Ms. Pears of the Economic Office commented that she has been working with the Board of County Commissioners and with Mr. Quill in getting approval for the road for the Cheney Brothers project. She stated the county has accepted the grant money for the construction of the roadway. She stated the county has committed to reimbursing up to \$480,000 for sewer and water connections to complete the loop to the Cheney property. She stated the roadway goes across the Airport Authority's property and they appreciate the Authority's cooperation and support of this project. She explained that the County engineers are moving forward with developing the RFP for the design, permitting and engineering of the roadway. She stated that once that RFP is selected the engineer will figure out what the right-of-way needs are, such as the width and exact location of survey information. She stated her office is looking for reassurance from the Authority that the easements providing the right-of-way will be worked out in an extremely timely manner. She commented that this could be done using the County's engineering staff, along with Mr. Parish's and Mr. Quill's expertise. She stated the County had provided for, in the application, the easement for the right-of-way at no charge to the County or the applicant. Commissioner Herston commented that it was approved last month. Mrs. Laishley commented that the Board approved the developer's agreement, which included the road for the Cheney Brothers, in the Consent Agenda. Ms. Pears thanked the Authority for their cooperation on this project.

35 **Lionel Schuman** - Commented that he was happy to see the Board recognize the benefit of having Gary Quill as the Authority's Director and compensating him. He commented that someday the Board might see some sort of compensation. He wished everyone a great holiday.

40 **Paul Andrews** - Welcomed the tower staff to the Airport on behalf of the Tenants Association and Larry McClure, President of the EAA. He stated that they are looking forward to it.

45 **Commissioner Deutsch** - Commented what a difference a year makes when you get on Airport Road and know there is an airport at the end of the road when you see the tower. He commented that getting around the County with this part time job is non-stop. He

stated that the Punta Gorda Airport is one of the shining gems in Charlotte County and everyone should be proud and take satisfaction in it. He commented that he tries to fly in and out of the Airport as well as his family. He stated that he is pleased to continue to work cooperatively with the Authority. He commented that he is a team person and is excited about the relationship to continue working on developments. He stated that he is working with some businesses from Brazil. He stated he had success with the ECAP and is looking forward to working in a partnership with the Authority. He congratulated everyone on a successful year. He wished everyone and their families a wonderful and blessed Christmas.

14. Commissioner's Comments

Commissioner Herston - Stated it is good to see everybody at the meeting, especially Commissioner Deutsch who did a great job on cutting taxes. He stated that it is nice having Mr. Harrington and Mr. Harrell from the MPO and the new tower operators here. He wished everyone a Merry Christmas and he hopes everyone remembers the reason for the season, which is the birth of Jesus Christ. He thanked the staff for a great year.

Commissioner Stasko - Thanked everybody for coming to the meeting and he stated that it is nice to see a great group of people that has an interest in the Airport. He stated that they have had meetings with only 2-3 people attending. He commented that as the Airport grows so does the community and everyone's interest. He stated that he is looking forward to the Air Show and the line-up sounds incredible. He stated that they have had great Air Shows in the past, but this one sounds like they have gone above and beyond. He commented that he is wondering if they can get an alien space craft for this year's show which would really be up and over the top. He welcomed the tower personnel to the Punta Gorda Airport. He commented that the Authority has been waiting for them for a while and he thanked them for attending the meeting. He commented that this is an early Christmas present and by getting the tower opened every day is none too soon. He commented that he is looking forward to having the tower personnel make the Airport safer and the neighborhood friendly. He wished everybody a Merry Christmas and a great New Year. He commented that he is looking forward to next year. He commented that after this year's success it will be hard to imagine where the Authority will go next year. He opined that they'll be sitting here a year from now talking about where we have gone and he is looking forward to being along on the ride.

Commissioner Lee - Stated that everybody has totally covered his statements. He welcomed the tower personnel. He commented that it is nice having everybody here at the meeting. He wished everyone a Merry Christmas.

Commissioner Seay - Stated that this is the last meeting of the year and it is the Authority's time to celebrate. She stated the Authority had one whale of a good year with so many accomplishments from the tower, changes in the road, Brazil initiative and increases in flights. She stated the Airport is the economic leader for Charlotte County. She commented that is not the results from the five of us on the Board, but from the Authority's staff that says let's get it done and the staff has done it. She commented the

5 staff has brought the Airport to where it is now and she thanked the staff. She stated without the Authority's staff, the Airport would not be where they are today. She stated the Authority's staff is a dedicated group of highly talented individuals that do an extraordinary job. She thanked the Authority's staff from the bottom of her heart and makes the Board look good. She wished everyone a Merry Christmas and a Happy New Year. She commented seeing everyone in January.

10 **Chair Coppola** - Welcomed the tower personnel. She stated the Air Show sounds terrific. She thanked Bob Hall for updating the Board on the Air Show and she stated that she will check the website. She thanked Commissioner Seay for her hard work on Mr. Quill's evaluation and she stated that she appreciated it. She wished everybody a Merry Christmas and a Happy New Year and she hopes that it will be is a healthy year.

15. Adjournment

15 Meeting adjourned at 10:05 a.m.

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Kathleen Coppola, Chair

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Gary Stasko, Secretary/Treasurer