

**CHARLOTTE COUNTY AIRPORT AUTHORITY**

**MINUTES OF REGULAR MEETING – APRIL 9, 2015 – 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; Assistant Executive Director Parish; Mrs. Cauley; Ms. Desguin; Mr. Laroche; Mr. Mallard; Mr. Sowles and Ms. Straw. **Others present:** Don Lee, Jim Kaletta, Mike Hirsh, John Stott, Hayden Malagisi, Mike Mitchell, Ned Rose, Lionel Schuman, Mark Kistler, Jim Deutsch, Councilman Cavanaugh, Commissioner Truex, Jeanette Worth-Dugan, Kelly Rubino, Dave Goode, Larry Lippel, other people from the private sector and a member of the press.

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

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Mr. Quill moved Approval of Deletion of Property Items from the Consent Agenda to New Business d).

**6. Citizen's Input**

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**7. Consent Agenda – Moved.**

**8. Secretary/Treasurer's Report -** Mr. Quill reported that February was a good month.

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**9. Committee Reports**

a) **Land Use** - Commissioner Herston had nothing to report. He commented that the County is adopting new land development regulations and he urged the public to make sure it doesn't affect anybody's facility or properties.

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b) **Economic Development** - Chair Andrews reported that he attended the ECEC (Enterprise Charlotte Economic Council) meeting and Sheriff Bill Prummell made a good presentation. He reported that ULI (Urban Land Institute) will be doing a presentation in May and he will be attending that.

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- 5 c) **Personnel** - Commissioner Coppola presented awards in appreciation for their dedicated service to Richard Sowles, Bret Burnikel and Heather Straw. She commented that the personnel at the Airport are phenomenal and the Airport hires terrific people who stay a long time and retire from the Airport. She commented that the personnel are loyal, dedicated and a good bunch of people working at the Airport.
- 10 d) **Public Relations/Special Events** - Commissioner Coppola reported that a Sheriff's Award Luncheon will be held in April. She commented that she had attended different Republican meetings. She reported that the Lincoln Day Dinner will be this week and there are tickets still available.
- 15 e) **Governmental Liaison** - Commissioner Seay reported on the aviation fuel tax bill going through the legislature. She explained that there has been a tax break on aviation fuel for the smaller airlines in the state for bringing in businesses, and the latest version of the senate bill will even the playing field by allowing everybody to pay the fuel tax. She commented that there is talk about lowering the fuel tax and phasing it in over a period of time. She commented that the Senate bill talks about the Department of Economic Opportunity conducting a study of intrastate commercial air service, flight training and education, which will be done by the end of the year.
- 20 She commented that this ties into exactly what the Authority has been going for, and it is an acknowledgement of what the Authority is doing with the Western Michigan University. She commented that it is in one bill on one side of the House and is the most recent amendment and the last action the Senate took was this week, and she will keep the Board posted. She suggested going to Mr. Quill with any questions and he will take it to the Authority's representative lobbyist. She commented that Mr.
- 25 Jerry Paul has been doing a terrific job on keeping the Authority up to date. She commented that Mr. Paul and his group had set up relationships with VisitFlorida to try to get some funding for the Authority. She reported that the Authority had met Mr. Alfredo Gonzalez, Vice President of Marketing for VisitFlorida, who had visited the Airport. She commented that she had talked with the Secretary for the Economic Development of VisitFlorida about what the Airport is doing. She commented that the Charlotte Sun had an article on their front page on the tourism that numbers continue to climb and Mr. Gonzalez is taking that article to Tallahassee. She commented that Punta Gorda is one of VisitFlorida's featured cities and the Airport is having an impact. She commented that the video that was shown last month has been taken to Tallahassee. She commented that there is continued talk on grant programs that the Authority may be eligible for. She commented that Mr. Gonzalez will be back to visit the Authority to talk about other opportunities. She commented that the Authority continues to talk about the survey funding to find out where the people are going, where they are the staying and how much they are spending. She commented that at the FAC conference they met with Mr. Dave Byers who has a survey kiosk that is embedded with the software and it is being used. She commented that the Authority is going to get that kiosk and install it at the airport. She explained that it would be set up as people go through security and while waiting they can answer some questions. She commented that all the data will be compiled giving the Authority a base line for further studies. She commented if you need to speak with
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one of the Authority’s Legislators make sure you go through Mr. Quill so you have the latest information. Commissioner Coppola commented that she had done one of the surveys while waiting in line when she did her trip to Alaska and they had some questions, your zip code, where and why are you going there. She commented that she liked it. Commissioner Seay asked if there were a lot of people using it. Commissioner Coppola commented that there were a lot of people using it because you are standing there with nothing else to do. Commissioner Seay hopes that it will bring success for gathering the data that needs to show what is happening at this airport and what direction the Airport needs to go.

**f) Metropolitan Planning Organization** - Commissioner Herston reported that he had attended the MPO quarterly meeting held in Tallahassee with Mr. Herrington. He reported that it was the final meeting for Mr. Glass, Executive Director, who had been there for years and has been replaced by a member of Center for Urban Transportation Research (CUTR) of the University of South Florida. He commented that it was a great replacement of the executive director and it worked out well. He commented that the MPO had an emergency meeting which some money was moved around for the long range work program.

**g) Aviation Activities Report** - Commissioner Hancik reported that all the growth indicators are in the positive direction. He commented on the airline passenger count. He commented that staff is forecasting that the Airport will be approaching 380,000 to 400,000 passengers over a 12 month period. He reported that airline fuel gallons are up. He explained that is the service that is provided to Allegiant Air. He reported that avgas sold is holding steady and Jet A gallons are considerably down due to not having the air show. He commented that the general aviation tenants appreciated the Top-Off Tuesday and they are taking advantage of it. He explained that rather than taking their aircraft to the self-fueling station the Authority’s fuel trucks go to the aircraft owner’s hangar and top the aircraft off at the same price as the self-fueling. He reported on T-hangar vacancies.

**10. Attorney’s Report**

Attorney Garrard had nothing to report.

**11. Executive Director’s Report**

**a) Development Update** - Mr. Parish reported that the biggest development is the new terminal. He reported that the roof will be completed today. He reported that the electrical, overhead fire sprinklers and the plumbing are starting to be installed. He reported that some changes have been done in front of the building. The walkways and the canopy over the exit from baggage claim have been removed. He commented that scaffolding will be installed because of the overhead construction taking place. He commented that the wall will be built and tied in and the temporary in-wall, which separates the new construction from the existing building, will be in. He commented that once that is done the interior should go quickly. He reported on some changes to

5 the plans based on comments and needs that came up. He stated that this is the last  
time changes can be made because the walls will be in place and it gets more  
expensive. He reported that the concession area was expanded from 500 square feet  
to 1350 square feet and there is a 160 square feet storage area. He explained that it  
10 was done by moving the TSA space to the approved build-out building and for very  
little cost space can be added. He reported that the connection from the old building  
to the new building, which was the airline offices per the FAA requirements, will go  
back to being a hold room. He reported, per TSA, modifications have been made to  
their space. He reported that the taxi-way alpha extension is continuing to be worked  
15 on. He reported that the Authority is going through the category exclusion for  
environmental and he explained that it is a small wetland that the Authority has to  
mitigate. He reported that the Authority is continuing to work with the FAA on the  
taxiway golf intersection at the end of 15/33 where alpha comes across the runway.  
He commented that the movement is fairly difficult and the FAA is not willing to  
20 fund any upgrades to golf. He commented that the 139 inspector was upset with that  
and he told the ADO that it needed to be looked at. He commented that the Authority  
has given them a bunch of options and he hopes to get this resolved so it can be  
included in the bid package. He commented that this has delayed the project by about  
two months and the FAA has given the Authority an extension of the grant  
25 application. He commented that the grant application was the impetus for moving the  
project forward faster. He reported that Chaney continues to build. He commented  
that the Authority will start looking at locations for the new FBO. He commented  
that the Authority has a small grant that will be used for a consultant to look at  
location reports, figure out where it should go and what would work best for the  
community.

30 **b) Miscellaneous Items** - Mr. Quill reported that the Authority continues to work on a  
land swap with the Industrial Development Authority. He commented that IDA  
wants an easement connecting their 40 acre parcel with their 80 acre parcel and in  
return the Authority would get a NE corner of the airport. He explained that would  
give the Authority the ability to protect that approach from that end. He reported that  
the Charlotte County Chamber of Commerce monthly coffee will be next Wednesday  
35 at the Event Center and that the Airport is sponsoring it and he invited everybody to  
attend. He reported on the passenger count for the month of February. He reported  
on the record number of airline flights. He commented that avgas is holding steady  
and there is some concern. He commented that the jet fuel sales are affected by the air  
show being cancelled. He commented that over the past five years jet fuel sales have  
40 dropped about 30%. He explained that the reason for jet fuel sales being down is the  
overall economy, political correctness factor and Coral Creek has picked up some of  
the sales. He reported that there was a chance of a strike by Allegiant's pilots and the  
Authority will wait to see how that works out. He complimented the FBO staff on the  
Top-off Tuesdays and there were very nice comments from the users and customers.  
Commissioner Hancik suggested putting the aviation easement into the Industrial  
45 Park agreement. Mr. Quill commented that the Authority hopes to get land on that  
side and the Authority's staff can go through the agreement with the Board.

Commissioner Hancik commented that you don't know when you will get a tenant in there stating that there is too much noise.

**12. Old Business**

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a) **Lobbyist RFP** - Mr. Quill commented that the Authority had gone out with an RFP for a lobbyist and the Authority has received submittals from various firms. He suggested that each board member score the responding firms and send them to Ms. Laishley. He suggested the Authority can provide short list, have presentations or combine the scores to pick a firm based on that. Commissioner Hancik asked if there was a deadline. Mr. Quill commented the Authority needs to have them in by May 1<sup>st</sup>. He asked if the Board wanted to go on that basis alone or have presentations from the short list. Commissioner Seay asked if there was a reason why this has to be done quickly. She opined that the legislative session is coming to an end and this does not need to be rushed. She commented that if the Board wanted presentations they will not be available. She commented that May 1<sup>st</sup> would be good for the Board's evaluation and it can be addressed at the next meeting to determine if the Board wants presentations. Commissioner Hancik agreed to do the scoring and if no results come out of scoring and then have the presentations. He suggested that the new contract be effective with the legislative session.

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b) **Terminal Food, Beverage, News and Gifts RFP** - Mr. Quill commented that the staff distributed to the Board the draft RFP for food, beverage, news and gifts. He stated that the comments from the Board were incorporated into the RFP. He commented that the Authority would like to proceed with going out with the RFP in order to make the deadline. He is requesting authorization for putting the RFP out. **Commissioner Seay made a motion to approve to advertise the Terminal Food, Beverage, News and Gifts Concession RFP and put it out to bid. Commissioner Herston seconded.** Commissioner Hancik commented that the documents going out for the RFP are extremely well written covering all the basis, having a performance standards and are pretty tough. He commented that it will be interesting to see how many proposals the Authority receives. He commented that all the performance requirements they wanted would not have worked in the original square footage of the terminal building, so the expansion of 1300 square feet will provide more space. He commented that in the document they were asking for everything, such as bar, food, gifts, sundries and newspapers. He asked if there was a date set for a pre-proposal conference. Mr. Parish commented that the dates were not put in. Commissioner Hancik commented that there was not an Exhibit B. He commented that the restaurant does about a quarter million gross a year in the terminal, so it will be a substantial investment for whoever the operator will be. Commissioner Herston asked about a pre-proposal conference. Commissioner Hancik explained that they would be able to comment on the documents to get clarification and if there is something in the documents that does not set well with everybody there would be an opportunity to make changes so it is more acceptable to who is submitting the proposals. Commissioner Herston asked if this document comes close to any of the Authority's previous agreements. Mr. Quill commented that it is very different of

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what the Authority has done in the past where the Authority had the restaurant operate it because they were right there. He commented that it was time to address it with the expansion and a more efficient terminal lay-out. Commissioner Seay commented that this document is one of the better ones that she has seen. She commented that there are some big names that are interested in coming here and she opined that the Authority should not limit themselves. She commented that is from the numbers of people coming through the airport and the potential is there and now is the time. **Motion passed unanimously.**

10 **13. New Business**

15 a) **Rental Car Site Development Contract Award** - Mr. Quill commented that at the June 19<sup>th</sup>, 2014 meeting there was discussion to go out for request for qualifications for design/build projects under \$250,000. He commented that at the pre-proposal meeting there were a lot of interest but companies were not interested in doing smaller projects. He commented that the Authority received three submittals and with the Authority's recommendation the Board approved two companies, Halfacre Construction and Chris-Tel Construction. He commented that the Board had approved the contract with Halfacre Construction for the rental car facility design. He is requesting approval from the Board for the rental car site development and carwash construction contracts. He commented that the income from car rentals in February was \$245,000 and the Authority wants to get this done by next season. Commissioner Hancik commented that the lay-out looked pretty good. Mr. Parish explained that the project is twofold, the car wash bays will be increased from four to eight and a bathroom will be installed. He commented that currently they are using a portable. He commented that the Authority is separating the carwash from the Authority's maintenance facility. He commented that there can be 20-30 cars queued in the Authority's maintenance lot. He explained that the separation would solve the problem of being able to get in the trash trucks, fuel trucks and the GSE equipment to refuel. He commented that the area will be paved on the corner of Piper and Beechcraft allowing the carwash to queue their cars in that area. He commented that this will separate any congestion within the maintenance area and there are a lot of benefits to this. He explained the reason the site cost is high is because the paving area needs a lot of fill and some of the excess fill from the terminal project was used. Commissioner Coppola asked who pays the water bill. Mr. Parish commented that the Authority does. He explained that low flow pressure washers are used and it has been very reasonable. Commissioner Coppola asked if the water was reused. Mr. Parish commented that it was not. He commented that the Authority had looked into a reused system and it is expensive, the pay back is a long lead and the filtration is expensive. He commented that an automatic carwash system can wash cars faster when they are working. He commented that the Authority had talked with the car rental agencies and other airports that run their own consolidated carwash facilities and there was a big concern with the automatic systems. He commented that the bays are large enough to put in automation in the future. Commissioner Herston asked about some land. Mr. Parish commented that is the future parking expansion that is currently a grass field and over 100 cars parked there every day. There was

discussion on ditches and swales. **Commissioner Seay made a motion to approve the contract with Halfacre Construction on the rental car site development contract in the amount of \$231,662. Commissioner Herston seconded.** Commissioner Hancik commented that he wants everyone to be aware that the Authority is paying for these improvements with the Authority's dollars and the recovery will take a couple of months to get that back. Commissioner Herston has if the SED is included in that amount. Mr. Parish commented that the design work was already been done and it was approved in August 2014. **Motion passed unanimously.**

**b) Rental Car Carwash Construction Contract Award** - Mr. Quill is requesting approval from the board for the rental car carwash construction contract award. **Commissioner Herston made a motion to approve the rental car carwash construction contract with Halfacre Construction in the amount \$191,087. Commissioner Seay seconded. Motion passed unanimously.**

**c) Approve Travel to FAC Conference July 26-29** - Mr. Quill commented that the Florida Airports Council conference will be held in Boca Raton in July. He commented that the staff will need to know who will be attending. He is requesting approval from the Board for travel. There was discussion on registration deadlines, making hotel reservations, cancellations and fees. **Commissioner Seay made a motion to approve travel for the Board and appropriate staff designated by Mr. Quill to the FAC conference July 26-29. Commissioner Herston seconded. Motion passed unanimously.**

**d) Fixed Assets Deletions** - Mr. Quill commented on the list of surplus/outdated equipment that the Authority would like to dispose of and it would have been on the Consent Agenda except it was tweaked. Mr. Parish explained that one line item of miscellaneous equipment in building 109, which was the old administration offices, and because of the large dollar number he wanted to see what it entailed. He commented that a lot of the items were not fully depreciated. He commented that at some point the Authority had combined the security system, the video system and a lot of small things into one large line item. He commented that the items that are being used have been taken out and are being depreciated and the remainder of the items is no longer at the airport. Commissioner Herston asked if anyone would be interested in the items. Mr. Parish commented that some of the heavier equipment will be put out for sealed bids. He commented that there is a dump truck, tractor, tug and a few other items that will be bid out. He commented that the other things will be given to the appropriate recycling facilities. **Commissioner Seay made a motion to approve the fixed asset schedule for deletion from inventory as presented by staff to the Board. Commissioner Herston seconded. Motion passed unanimously.**

**14. Citizen's Input**

**Cynthia Buford Johnson** - Asked if the Bailey Brothers mural was going to go back up. Mr. Parish commented that the Bailey Brothers will be at the center section of the building and will have larger letters and the arrivals and departures will be where the Bailey Brothers was.

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**Al Boynton** - Commented on issues that have popped up in the media, the Curmudgeon article and a potential strike by the Allegiant’s pilots. He asked if the Airport has an agreement with Allegiant on how they operate, what their rules and regulations are and what they are responsible for. Mr. Quill commented that there is not a written agreement and the Authority is in the process of drafting an agreement with a consultant. Mr. Boynton asked if there is a contingency plan if Allegiant left. He commented on the departure of Direct Air. He commented that Allegiant is the number one profitable airlines in the United States and he doesn’t expect them to bail. He commented on the activity going on, such as the ILS, extended runways and rental car issues which would benefit either Allegiant or the people who operate in conjunction with Allegiant. He opined that it would be prudent business practice if there was a plan.

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**14. Commissioner’s Comments**

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**Commissioner Herston** - Thanked everybody for attending. He commented that it is good to see Commissioner Truex, who replaced Commissioner Deutsch, and Councilman Cavanaugh. He hoped everybody had a happy Easter week. He thanked staff for a great job. He commented on different surveys that he has seen from different entities. He opined that since the Authority has good connections with airlines maybe the Authority could offer free round trip ticket to do a survey or hand out cards to go to a website to do a survey. Chair Andrews suggested incorporating a survey on a plane ticket.

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**Commissioner Seay** - Commented that the kiosk has the ability to spit out a ticket that would allow a person to take the survey. She commented that the Board would need to authorize a reward, such as a free trip, gift certificate to the concession stands or a \$100 gift card. She described the kiosk, where it would be placed in the terminal and how it would operate. She commented that the Authority would rent the kiosk. She commented on the Bailey Brother’s plaque. She commented that is a great thing and it was terrific event when it was originally installed. She commented that the Authority is very proud of the plaque. She was happy to hear of the larger sign going in. She commented on Al Boynton’s comments. She commented that there are a lot of things going on and when you come to a Board meeting once a month for about an hour you don’t know what goes on the rest of the time. She commented on the Commissioner reports at the meetings and the recommendations from the Authority’s staff looking at diversification. She commented on marketing and working with the airlines trying to find ways to market. She commented on seeking new airlines and because it is not on the front page of a newspaper does not mean the Authority is not doing that. She commented that there are a lot of opportunities that the Authority is seeking. She commented on the expansion and making the right business moves to expand and grow to meet the needs of this community. She commented that the Airport is not growing to be a Fort Myers which is not realistic. She commented on the Authority’s Master Plan that has been in place for

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5 twenty years. She commented that a tremendous job has been done by the Authority's Executive Director, Mr. Quill, Mr. Parish and staff who have been actively involved in the expansion of the terminal. She commented that all the things that are going on are not always reported in the newspaper and when attending the Board meetings for an hour you don't get the full side of it.

10 **Commissioner Coppola** - Commented that the Airport was mentioned in the Florida Trend magazine and website and it focused on Cheney Brothers but it did mention the interstate airport park and for people to come and see what is at the Airport. She commented on an article about going green at the Chuck Yeager Airport in West Virginia where they are doing a solar electricity plant with the hopes of saving money at their airport. She opined that it was interesting and suggested to get in touch with them to see what they are doing. She commented that Florida has more sunlight than they have. She thanked Mr. Quill for helping a Charlotte County school teacher. She commented that  
15 part of the Authority's service is to inform and help the community in any way the Airport can. She commented that Mr. Quill had supplied a teacher at the Charlotte High School with airport information and history, and the teacher was thrilled. She commented that she had asked the teacher how the kids responded. She commented that the teacher said it was interesting because when she had asked the students "why is the  
20 airport's success important to you" and they had answered that it brings revenue into the community. She commented that the teacher was astonished when the students said revenue into the community.

25 **Commissioner Hancik** - Was concerned about an article, does the airport run like a business. He commented that the Authority has to get Allegiant under contract. He commented that as Mr. Quill stated the Authority is working with Allegiant to try to get some type of a contract, and hopefully the Authority will get revenue from Allegiant to help support the Airport. He commented on what is plan B if Allegiant should leave. He commented that the Authority's major source of revenue is from the parking lot and the  
30 car rental and if that goes away the Authority's financial situation will become pretty dire. He commented that the Authority needs to address those questions and make sure the Authority has all of their bases covered.

35 **Chair Andrews** - Thanked everybody for coming, their comments and participation. He thanked Commissioner Truex and Councilman Cavanaugh for attending.

40 **16. Adjournment** - Meeting adjourned at 10:07 a.m.

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Paul Andrews, Chair

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Kathleen Coppola, Secretary/Treasurer