

**CHARLOTTE COUNTY AIRPORT AUTHORITY**

**MINUTES OF REGULAR MEETING – MAY 14, 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, Herston and Seay; Executive Director Quill; Attorney Garrard; Assistant Executive Director Parish; Mrs. Cauley; Ms. Desguin; Mr. Mallard and Mrs. Smith. **Others present:** Jim Kaletta, Don Lee, Commissioner Doherty, Councilmember Keesling, Lionel Schuman, Scott Brady, Kelly Rubino, Mark Kistler, Philip Jufko, Paul Piro, Mike Hirsch, Jerry Paul, Jim Deutsch, Bob Mauti, other people from the private sector and a member of the press. **Absent:** Commissioner Hancik.

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

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Mr. Quill removed item 13 b).

**6. Citizen's Input**

**7. Consent Agenda**

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

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

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Mr. Quill reported that the income statement is the best financial results that the Authority has had for one month. He reported that there is some progress on the Accounts Receivable.

**9. Committee Reports**

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a) **Land Use** - Commissioner Herston reported on the private side that Sarasota and Lee Counties are active. He reported that there are a couple of bright spots in Charlotte County. He commented that it is mostly residential activity with a little bit of commercial. He commented it appears that Charlotte County is lagging behind.

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b) **Economic Development** - Chair Andrews reported that he will be attending the ULI Series in Fort Myers on “Here we Grow Again” for Charlotte County. He commented that Commissioner Truex will be speaking.

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

10 d) **Public Relations/Special Events** - Commissioner Coppola reported there was a two page spread in the News Press, “Southwest Florida’s future set for growth”. She commented that the airport is getting headlines for the fourth fastest growing airport in Florida. She commented that she had attended the Sheriff’s Quarterly Awards Luncheon, Republican Club of Charlotte County’s picnic, Women’s Forum and Republican Executive Committee. She commented that she is secretary for the Charlotte County Desoto County Republican Club was club recently formed and similar to Lee County Charlotte County Republican Club. She commented that she had attended the insurance seminar and a Women’s Club function that benefits the veterans of Charlotte County. She commented that there will be a discussion about incorporating Port Charlotte at the La Quinta Inn this evening. She reported that she has been invited to the retirement party of Thomas J. Rice celebrating 37 years of service to Charlotte County. She commented on an article about Allegiant Air being an airline with the biggest increase in numbers of  
15 US airports in the network.  
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25 e) **Governmental Liaison** - Commissioner Seay reported that she will be attending the ULI at the Florida Gulf University in Fort Myers. She commented that Mr. Quill will take care of the review of the assessments for the lobbyists. She commented on the transportation tax expiring and it has been transmitted and copies are available. She commented that the legislature will have a special session on budgeting problems and significant issues that were created this session. She commented that the Authority has been watching air traffic control very closely. She commented that a bill has been entered in Congress to privatize air traffic control. She commented on an article in the  
30 Wall Street Journal, “supporting the bills to redo US air traffic system”. She commented on the next generation, satellites, working with the changes in air traffic control and reshaping the outmoded US air traffic control system. She reported that the Provost of Western Michigan University had visited the Airport and things look positive, and it will not happen without the support of the Authority. She commented that there will be some information that the Authority will be able to share on the economic development aspect and the impact that it will have on the Airport, the City of Punta Gorda and Charlotte  
35 County. She commented that it is very positive.

40 f) **Metropolitan Planning Organization** - Commissioner Herston commented that Commissioner Doherty had attended the MPO meeting and he is the key person. He reported that Mr. Joe Tisseo was awarded a position on the Citizens Advisory committee. He reported that the transportation improvement plan for 2015-2020 was approved at a public hearing. He reported that they went over the projected priorities for the next five years and the list was approved. He reported there was an FDOT District One Revenue Equity study presentation that CUTR (Center for Urban Transportation Research) assisted with to determine if all the funds that are distributed by the FDOT are distributed  
45 equally and he has the report if anyone would like to see it. He commented that he has a

booklet on Florida Transportation Commission which is above the FDOT and the 2015 Legislature Priorities and Policies. He commented that he had forwarded an email on the latest transportation bill with the federal transportation expiring May 31<sup>st</sup>.

- 5           g) **Aviation Activities Report** - Chair Andrews reported on the passenger count for March. He reported on JetA Fuel sold, airline fuel pumped and Avgas sold for the month of March. He commented that the passenger count is up compared to 2014.

## 10. Attorney's Report

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Attorney Garrard had nothing to report.

## 11. Executive Director's Report

- 15           a) **Development Update** - Mr. Parish reported on the construction of the terminal expansion and it is a couple of weeks ahead of schedule. He commented that most of the walls are up, drywall is being installed and the electrical should be finished and it should be dried in in about three weeks. He commented that they have to finish pouring the walls that attach the front of the existing terminal to the new terminal and the glass is being installed. He  
20           commented that the chillers have arrived and the air conditioning system is being put together. He reported that modifications have been done to the annex building and the TSA offices were moved down one unit and construction will start next week. He explained that this will allow the Authority to expand the rental cars in the future. He reported that the car wash is under construction and final permitting is being finished. He commented that they have started moving in dirt and construction activity will start next month. He  
25           reported that the Authority kicked off the site selection for the new FBO/general aviation terminal. He commented that the Authority is working with URS and their planners will have the study by the end of July. He commented that a public meeting will be held to go through some of the options. He hopes that the Authority will have some indication from  
30           Western Michigan because that does play into some of the locations. He reported that the Authority is looking at three locations and two would work well with Western Michigan and one would not. He reported that the Authority continues to work on the design for the parallel taxi-way extension of Alpha. He opined that the Authority should have a decision from the FAA on Golf by the end of the month either to rebuild it or leave it where it is.  
35           He reported that the Authority is working on the scope for the Master Plan which will kick off next year. He commented that this will be the biggest master plan that the Authority has ever done because the FAA has changed their requirements and the Authority has to do an electronic Airport Layout Plan (ALP). Commissioner Coppola asked when the last Master Plan was done. Mr. Parish commented 2008. He reported that he had met with  
40           Allegiant Air and they continue to emphasize expansion at Punta Gorda and the east coast. He commented that is where all their expansion is going to be in the next few years. He reported that Allegiant Air has indicated that the Punta Gorda Airport should be prepared to look similar to Mesa or St. Pete in the next 2-5 years, which will put the Airport to 600,000 to 1,000,000 enplanements. He commented that this would bring more  
45           challenges. He commented that airports that are growing are few and far between. He commented that if you get 1%-3% growth the airport is doing really well. He quoted Mr. Boyd's, who talks about airline and growth, comment that "if you want to grow your

airport find oil or Allegiant". He commented that Allegiant Air's indication is that they are going to continue to grow in Punta Gorda and they want to put a seventh aircraft at the Airport next year and go to eight or nine over the next two years. He commented that the growth is not as much as last year because they are changing their model slightly and basing a few more aircraft up north. He explained that that Punta Gorda Airport will get flights from the same cities they have been, but they will not be originating in Punta Gorda. He commented that this will spread the schedule out more evenly throughout the day. He commented that in the presentations the Senior Vice President of Planning said that they love Punta Gorda and is number one. He explained that the Punta Gorda Airport does not have the highest load factors but have the highest yield of any airport. He commented on Allegiant Air's advertisements for Florida where you see trips going to St. Pete or Orlando for \$69-89 each way but for Punta Gorda they are usually \$120-\$130 because Punta Gorda can demand a little higher yield than the other airports can. He commented that higher the yield the airlines can make more money even if fewer seats are sold. He commented that Allegiant Air is very happy with SW Florida and with the Punta Gorda Airport and it continues to be good news from Allegiant. Commissioner Seay commented that it is good news and with that comes new challenges. She commented that the Board will be addressing noise issues and Allegiant Air is moving to a quieter aircraft. Mr. Parish commented that Allegiant Air has stated that by the end of this year they will have an all A320 fleet based in Punta Gorda. He explained that the A320s are significantly quieter than the MD80s and they require less runway to take off. He commented that the reality of the noise will be reduced. He commented that an A320 is almost a stage IV aircraft and the MD80 is barely a stage III. Commissioner Seay commented on the survey and how can the Authority determine the economic impact of this Airport to the community. She commented that with 600,000 people passing through the Airport there is an impact, but exactly what is it. She commented that the Authority needs to know where the people are going, staying and what they are doing so when the County Commission and the City asks what is the benefit of this airport to the community the Authority can show them the value of the Airport. She commented that the Authority can talk all day about the general impact of that many people coming through the airport but until the Authority has the specifics in hand that does not do the airport any good. She emphasized the necessity for a survey to establish the true economic impact of this Airport. Mr. Parish commented that the kiosks will be installed in a few days and it will ask simple questions while standing in the TSA line and it will be randomly generated. He commented that a similar system is being used in Daytona and a few other airports in Florida. He commented that it was developed by an Airport consultant. He commented that the Authority got a good deal on it as he is trying to roll it out to more airports. Chair Andrews commented on 2012 data that since 2004 the airport as gone from \$0 to \$220,000,000 so the Airport does have an impact on the community. Commissioner Seay commented on the hospitality industry in Charlotte County not reaching out to Allegiant and not sure whether Allegiant tried to reach the hospitality industry. She commented that if there is a way that the Authority can be intermediaries she would like to be a part of that. She commented that when you fly to other cities different hotels are advertised, but when you fly to Punta Gorda the hotels are not participating. She would like to find out why the hotels are not participating on Allegiant's website and how can the Authority encourage the hotels to be part of that. She commented that she has heard stories that their software is incompatible and issues like that. She stated if the Authority does not know what those issues are the Authority cannot

address them. She suggested that the Authority be an intermediary between the hospitality industry, Allegiant Air and any other airlines that the Authority might have and suggested Chair Andrews to work with that. Chair Andrews commented that Allegiant does have a package at the Four Points and at Palm Island and he would like to see more.

5 Commissioner Seay commented that people stay at the Wyvern and why is the Wyvern not connected with Allegiant. Mr. Parish commented that he had met with their marketing group and they require the hotels to use a certain software package that most major chains use but the smaller hotels do not use that software package because it is expensive and he opined that is why the Wyvern is not on there. He explained that it is an automated system

10 so when a person pays their bill they automatically get their funds. He commented that Allegiant has reached out to a lot of the local hotels and one of their goals it to get more in SW Florida but they do require a certain software system. He commented that Allegiant is very progressive with their software but they are 10 years behind on where they need to be. He commented that their IT Department has a list of 50 things that they want to do and interacting with hotels in not their high priority. Commissioner Seay commented that it is important to the Authority and if the Authority can help move it up the list so it would be beneficial to Charlotte County, the City of Punta Gorda and the Airport. Chair Andrews commented that he will work on it. Commissioner Coppola asked if there is a problem with putting advertising in the passenger compartment in the aircraft of what they could

20 see in Charlotte County. Mr. Parish commented that last year Allegiant had a SW Florida edition in their Sunseeker Magazine which the Authority and local businesses had advertised in. He commented that the Sunseeker Magazine comes out quarterly. He commented that they got a lot of advertising from the local community and they have a Punta Gorda section that talks about all the things that are going on at the Airport. Commissioner Coppola asked if the Authority will have a section in the new terminal where businesses can advertise. Mr. Parish commented that the Airport has it now and it is almost completely booked out. He commented that the Authority is going out for a concessionaire for advertising. Commissioner Coppola asked if there was any information that the businesses can get. Mr. Parish commented that Ms. Laishley has the information

25 and it is on the Airport's website if they want to get more information about advertising.

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b) **Miscellaneous Items** - Mr. Quill reported that Commissioner Hancik did well with his surgery and is headed for recovery. He reported that the Authority had sent a letter of support to USDOT supporting the county's Tiger Grant application for the extension of Piper Road to US17. He commented on Mr. Parish's coordination with Allegiant. He reported that the Authority is working with Mr. Tom Patton of Economic Development on Western Michigan University and few other items. He commented on the passenger count. He commented that the air traffic control tower personnel does an exceptional job. He suggested that Mr. Rich Reed do a presentation at a future meeting. He is impressed with the caliber of people

35 working at the control tower. Commissioner Seay commented that they were very helpful and gracious when she took a group from Western Michigan for a tour. Chair Andrews agreed that they are a very good group of people and they are open to working with people to understand the tower better.

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45 **12. Old Business**

- 5 a) **Lobbyist RFP** - Commissioner Herston commented that he has looked at all the documents and he is happy with the results and does not need a presentation. Commissioner Seay commented that she does not see a need for a presentation and knows the people that made the proposals and named the people who made the proposals. She commented that the proposals were exceptionally good and the Board had the opportunity to review them very carefully. Commissioner Coppola commented that she is satisfied with the results. Chair Andrews commented that he sees no reason for a presentation. **Commissioner Seay made a motion to approve Capitol Access as the lobbyist for the upcoming year based on the proposal that was provided. Commissioner Herston seconded.** Commissioner Herston asked if the results could be announced. Chair Andrews reported the results starting at fourth place. **Motion passed unanimously.** Mr. Paul of Capitol Access thanked the commissioners for supporting the continuation of Capitol Access to represent the Authority in Tallahassee. He commented that it has been a great honor and has been a lot of fun. He commented that the Authority is a joy to represent and are the dream client. He commented that when the Authority was in Tallahassee they presented themselves well and are well respected. He opined that what was done together last year has taken hold and is on a good trajectory and following a good path. He commented that the Authority and others in Charlotte County have started to elevate their profile stating the entities in Charlotte County and here is why we matter. He opined that is has worked, and the successes of last session and the success of this session is evidence of that. He commented that Capital Access is proud to represent the Authority, and proud to be recognized as the Charlotte County firm so when issues come up that touches policy or budget matters that may affect the Authority Capital Access will be contacted first. He commented that Capital Access is proud of that image and have worked hard for it. He commented that Capital Access has enjoyed extending the capital they have in the Authority's favor and hope to do so going forward for many years in the future. He commented on the importance of transportation and the transportation infrastructure and the serious nature of it. He thanked the commissioners again for their vote of confidence and for continuing to retain Capital Access to be the Authority's face in Tallahassee. He gave an update on the legislative session. He opined that as a team they made a good case for Western Michigan University in Tallahassee. He commented that the legislative delegation have been fully on board and supportive. He commented that the legislative session will give additional leverage on the funding request with FDOT. He commented that if the Authority can procure a public statement of commitment from Western Michigan University the more supportive the state appropriators will be for this initiative. Commissioner Coppola hopes that when the government entities gives the grant money they realize that the Authority puts it to good use and produces something beyond the amount of money that was given. Mr. Paul commented that it is very important to Capital Access as the requests gets bigger. He commented that all the delegation members have been to the Airport and it gave them a better sense of the impact of what they assisted. He suggested that the Authority give quarterly reports to Capital Access on any updates and challenges so the delegation members can be updated. He commented that the more feedback they get the more confident they are when they appropriate funds, and it will make it easier to speak with their colleagues. He commented that the Aviation Service Tax Bill 595 is dead. He explained the process of how the bill got to the senate when time ran out on the overall session. He commented that the upcoming special session has not been officially declared and it is possible that the Aviation Service Tax Bill will be included. He commented that he will let Mr. Quill know if it gets included.

**13. New Business**

- 5 a) **Line of Credit with SunTrust Bank** - Mr. Quill commented that since Hurricane Charley the Authority has a line of credit with SunTrust Bank. He commented that the Authority has never had to use it but it is available for immediate access in the event of an emergency. He is requesting that the Board approve the annual line of credit for \$1,000,000. He commented that it will cost the Authority \$2500 to execute it and \$7500 in fees should the Authority have to draw on it. There was discussion on the interest rate. **Commissioner Seay made a motion to approve the line of credit with SunTrust Bank. Commissioner Herston second. Motion passed unanimously.**
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**14. Citizen’s Input**

15 **Julie Price, Punta Gorda Historic Preservation Advisory Board for the City of Punta Gorda** - Commented that there is a mural type display that depicts the history of Punta Gorda. She suggested having it displayed at the airport. Commissioner Seay asked if it was an indoor or outdoor display. Ms. Price said it was an indoor display. She said it is thirty feet long and six feet high. Commissioner Seay commented that she would like to see it and has concerns because the space the Authority has inside the terminal is used for revenue. She commented that it needs to be seen to see if there is place to put it. Ms. Price commented that she would get more information. There was discussion on where to put it.

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25 **Lionel Schuman** - Commented that he is happy with the air traffic controllers. He commented that they are cooperative, quick response, clear, pleasant and it makes him feels relaxed and safe when he is flying. He commented that the tower is good especially now with the commercial airlines. He thanked the Board for getting the tower.

30 **Jim Kaletta** - Commented that the CAP is getting ready for the hurricane season. He commented that the local CAP had a SAREX which are practice missions so they are ready for any type of an emergency. He commented that the CAP had a meeting on communication. He commented that the CAP have ways of communicating when there is a power failure and commented on the different ways they can communicate. He commented that the local squadron is the most flyable one and the CAP purchases \$36,000 in fuel for the year. He commented that the most interesting feature is that the county pays for the aircraft for the harbor patrol but the pilots and the observers pay for the fuel which is purchased from the Airport. He commented that is a unique situation and he opined that it is not happening anywhere else in the country. He commented on a cadet who will be finishing flight school, getting his pilot’s license and will be going into the Naval Academy.

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40 He commented that the Airport has given the CAP use of the south ramp and EAA has furnished their building for a flight clinic. He thanked the Airport for that. He commented that the fuel the local squadron purchased does not include all the other CAP airplanes that are coming in on a daily basis. He opined that the CAP has the highest fuel consumption.

45 **Don Lee** - Suggested assigning someone from the Board to represent the Airport with the City of Punta Gorda. He commented that the City of Punta Gorda is part of the Airport and should have representation.

**15. Commissioner’s Comments**

5 **Commissioner Coppola** – Commented that the last time the float was used it needed some attention and new banners. She suggested asking Allegiant to provide an Allegiant airplane for a float. She commented on the people who attend the parades that comment on the cities that Allegiant flies to and opined that it is a great advertising opportunity for them and the airport. She commented that she would like something a little spiffier. She thanked Mr. Schuman and Mr. Lee for building the two aircraft floats. She suggested maybe something  
10 a little different or spruce up what the Authority has. She commented on Mr. Kaletta’s comments.

15 **Commissioner Herston** - Thanked everyone for attending and he thanked staff. He commented on the murals that Ms. Price mentioned. He commented that he had been asked to attend the City Council meetings but he has a full schedule. He commented that if the Authority attends the City Council meetings someone should also attend the Board of County Commissioners meetings and he could not do both.

20 **Commissioner Seay** – Commented that she would like to attend both meetings but because of her schedule she cannot. She commented that if was not for Mr. Schuman and Mr. Lee the Authority would not have had a float. She commented that the float has provided more recognition and acknowledgement throughout the county than most local marketing efforts. She thanked Mr. Schuman and Mr. Lee and commented that it is their legacy to the Authority and need to keep it up. She commented that the City and County are looking at a way to  
25 establish the closed rest area into a working welcome center. She suggested finding a way to work with them to find a way to help them succeed.

30 **Chair Andrews** – Commented on the CAP cadet that was selected to participate in a program that enabled him to get his pilot’s license and then went on to Emery Riddle and is graduating. He commented that there was another cadet that came through the system and he is at Fort Carson, Colorado and got his pilot’s license and is now flying drones. He opined that he likes to see the youth come through aviation and go on from our community. He commented that this is an aviation community.

35 **16. Adjournment**

Meeting adjourned at 10:06 a.m.

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Paul Andrews, Chair

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Kathleen Coppola, Secretary/Treasurer