

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF SPECIAL MEETING - APRIL 26, 2016 - 9:00 A.M.

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1. Call to Order

Chair Andrews read the meeting notice into the record (copy attached).

2. Invocation

10 Commissioner Seay gave the invocation.

3. Pledge

4. Roll Call

15 **Present:** Chair Andrews; Commissioners Coppola, Hancik and Seay; Commissioner Herston arrived at 9:40 a.m.; Executive Director Quill; Attorney Garrard; Assistant Executive Director Parish; Mr. Laroche and Mr. Mallard. **Others present:** Steve Henriquez, Edgar Figueora, Paul Piro, Carlos Maeda, Mike Carey, Scott Brady, Kelly Rubino, Dave Goode, Doug Hambrecht, Chris Ryle, Steve Harrell, Matthew Serynek, 20 Bruce Traletsky, Mark Kistler, Joe Sawmiller, Chip Hayward, Phil Jufko, Gary Bayne and other people from the private sector.

5. Citizen's Input

25 **6. RFQ Architectural, Engineering and Planning Consultant Service Presentations**

Commissioner Hancik commented that while reviewing the RFQ documents he came across an item regarding the Cone of Silence. He commented that the way it is written the Board is still in the Cone of Silence. **Commissioner Hancik made the motion to reword the last sentence in section 14.10 Prohibited Communications - Cone of Silence to read** 30 **“The only exception is at the Pre-Bid Meeting and oral presentations by those submitting a RFQ.” Commissioner Seay seconded. Motion passed unanimously.**

Mr. Quill reported that the Authority received six responses to the RFQ that was dated 35 March 1st. He explained that staff has scored them using the matrix provided in the RFQ. He commented that the top five scored firms will be making presentations. He explained the Board will score them from 0-25 points based on their oral presentations. He commented that out of professional courtesy that the engineering firms not making presentations will go to an adjacent building while the other firms are making 40 presentations. He commented that it is standard practice. He commented after the presentations and scoring the Board will award the Architectural, Engineering and Planning Consultant Services. He gave the order in which the firms will be giving presentations.

45 **RS&H** - Presented their power point presentation (copy attached). Commissioner Hancik ask where their office would be located. Chris Ryle commented that it would be the Tampa

5 office. Commissioner Hancik commented that the Authority is in the process of their Master Plan effort and asked how they would interface with that. Mr. Ryle commented that RS&H has a fantastic planner on staff and they could help with the master plan. Commissioner Hancik commented that in the presentation they show working with the current terminal and parking areas and not a mid-field terminal. He commented on the general aviation area moving and making way for air carrier operations and hopes it is addressed in the Master Plan. Mr. Ryle commented on developing to the south. Commissioner Seay commented that there is a concern with noise and what can they do to help the Authority with that. Mr. Ryle commented that they have members on their team that are experts on noise analysis and can get them involved. He commented that their needs to be community involvement and they have a community involvement outreach team.

15 **Michael Baker** - Presented their power point presentation (copy attached). Commissioner Hancik asked if they are successful out of what office would they handle the Authority. Mr. Kistler commented it would be the Tampa office. He commented that they are looking for an opportunity to open an office in SW Florida. Commissioner Hancik asked how they would interface with the Master Plan effort. Mr. Kistler commented that they could be a third party representative. He commented that AECOM/URS could do QC on work that they do. He commented that they have a good working relationship. Commissioner Herston asked about the rendering of St. Pete in their presentation. Mr. Kistler explained that it is a rendering that was done in-house. He commented that they have their own drones to take aerial photographs. There was discussion on architects and Mr. Bayne being part of their team. Commissioner Seay asked if they have within their firm someone who works on noise issues. Mr. Kistler commented they have someone in their Tampa office. Mr. Jufko commented going through the Part 150 process and there are some benefits from going through that. He commented that they have someone on staff who has an understanding of the noise process and is very good with the public.

30 **EG Solutions** - Presented their power point presentation (copy attached). Commissioner Hancik commented that the Authority is involved in their Master Plan effort and asked if they will bounce ideas off each other. Mr. Rubino commented that it is a question of what staff would like them to do. He commented that if staff wants some brainstorming with AECOM that would be fine and knows them well. He commented that they had worked with other airports where there were multiple firms. Commissioner Hancik commented that their needs to be that coordination because it is a five year, ten, fifteen, twenty year Master Plan and what he sees happening is capital improvements in the next five years. He commented that it will take the coordination and justification of priorities. Mr. Brady explained that they will look at the grants and see what grants have priority and to prioritize with the FAA. Commissioner Hancik asked if they would handle this out of Sarasota. Mr. Rubino commented that they are only an hour away. He commented that they are the size firm that fits this size airport. Commissioner Hancik asked their workload. Mr. Rubino explained that work comes and goes with the funding cycles. He commented on what if the Master Plan says you have \$50 million in improvements in the next five years, how would the Authority be able to do that. He commented on how you structure your grants to those that have a higher eligibility even though that may not be the top priority. Commissioner

5 Hancik asked what their company philosophy is on investing with the Authority in a project that is in the horizon. He commented that sometimes the FAA has money left at the end of the year and if there is a project designed and ready to go the chances of getting the money is pretty good. Mr. Rubino commented that they have never lost a grant for a client. He commented that they have had projects for clients on the shelf ready to go when the FAA says they have the funding. Commissioner Hancik asked if they would invest in a project and do the preliminary design so the Authority could get in there and get the funding. Mr. Rubino commented that they have done that in the past. Commissioner Herston commented on their historical background and knowledge with the Authority. Commissioner Seay commented that they addressed her noise concerns. She commented on attending a meeting with Mr. Brady on his presentation regarding stormwater management. Commissioner Coppola commented the project that involved putting in the pond and monitoring it. Commissioner Seay commented that the day after Hurricane Charley they were here to be involved.

15 Chair Andrews called a recess at 10:38. The meeting reconvened at 10:48.

20 **Kimley Horn** - Presented their power point presentation (copy attached). Commissioner Hancik commented that the Authority is in the process of the Master Plan. He asked if they were selected how they would interface with the process. Mr. Piro commented that they are doing it right now at the Tampa International Airport and they work well with AECOM. He commented that AECOM would be the lead but it is not uncommon for other firms to work on the Master Plan. Commissioner Hancik asked how would you look at what we have in place right now. He commented that the airport was not designed to be an air carrier airport and will be moving the GA and what do they see in relation to the terminal area. Mr. Piro commented that you want to move the GA activity on the far side of the airfield. He commented that they would focus on the infrastructure and build on that. Mr. Maeda commented having a vision and the Authority will have their Master Plan which will give the Authority ideas. He commented on the airport changing. Commissioner Hancik commented that they mentioned they have a land development group. He commented that the Authority has non-aeronautical land and asked how that would work in. He asked do they offer implementation. Mr. Maeda commented that you need to look at the Master Plan to identify on the ALP and what areas are good for commercial. He commented that you can program it and decide what to develop. Mr. Bayne commented that their urban design group and how they approach planning is second to none in Southwest Florida. He commented that they have relationships with companies that site selectors may be looking at. Commissioner Seay asked if they would have ideas on what to do with the racetrack property that still involves racing. Mr. Maeda commented on the racetrack in Daytona working with the FAA.

40 **AECOM** - Presented their power point presentation (copy attached). Commissioner Hancik asked how the general consulting relates to the Master Plan and if there is a conflict. Mr. Henriquez commented that he did not see an issue. Commissioner Seay asked if they would have ideas on what to do with the racetrack property that still involves racing. Mr. Henriquez commented that the first thing off the top of his head to turn it under. He commented that from a business perspective he does not know if someone could come in

and lease it and make money off of it. Commissioner Seay commented it is not a viable business and it only operates thirty days out of the year. She asked if there are alternatives to turn it into a business model. Mr. Henriquez commented on a client who had a golf course and it could not generate enough revenue.

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7. Award Architectural, Engineering and Planning Consultant Services - Chair Andrews commented that it is important that they pick people who understands the Authority's business model and who the Authority is. Commissioner Hancik commented that all of the companies could be awarded. He commented that there is a small company, medium company and a large company. The Board commented that they are all excellent companies. Each Board member commented on the firms that gave presentations for their scores. Mr. Parish commented that depending on the project determines who will work on it. He commented that the Authority has had three companies before to work with and prior to the last selection there was just one company. Commissioner Hancik asked how the FAA likes having three firms. He commented that he has only worked with one. Mr. Parish commented that the FAA likes having multiple firms because of the changing industry. There was more discussion on each of the firm's qualifications, their presentations and the reason each of the Board gave their score. There was discussion on the staff scores, ranking and staff working with the consultants. Commissioner Herston asked Mr. Parish if the committee who ranked is involved with the work that gets done. Mr. Parish commented that people are involved but not directly. He commented that they reviewed a booklet. He commented that he does not disagree with staff's recommendations. **Commissioner Herston made the motion to approve the top three firms as recommended by staff which are AECOM, EG Solutions and Kimley Horn. Commissioner Seay seconded. Motion passed unanimously.** The firms that gave presentations returned to the meeting. Chair Andrews announced the selection of the top three firms which were AECOM, Kimley Horn and EG Solutions. Commissioner Hancik commented that the reason there is a blank for RS&H was because Commissioner Herston was not here to hear their presentation. Commissioner Herston explained how the scoring was calculated. Commissioner Seay commented that all the presentations were exceptional and it was a very difficult choice for the Board in making the decision. She commented that she appreciates all that they have done and their expertise. She commented for the record that the Board tried to select all five firms.

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8. Citizen's Input

9. Adjournment - Meeting adjourned at 12:51 p.m.

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Paul Andrews, Chair

Kathleen Coppola, Secretary/Treasurer