

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING – AUGUST 18, 2016 – 9:00 A.M.

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1. Call to Order

2. Invocation – Commissioner Herston gave the invocation.

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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 and Mrs. Smith. **Other's present:** Audrey Lanczki, Jim Kaletta, Steve Henriquez, Alan Boynton, Bob Mauti, Dave Goode, Lucienne Pears, Commissioner Constance, Gary Harrell, Bob Herrington, Brett White, Jim Deutsch, Dr. Noone, Larry McClure, Mark and Kathy Futch, Joe and Janet Gentry, Ned Rose, other people from the private sector and members of the press.

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5. Citizen's Input

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6. Additions and/or Deletions to the Agenda

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 statements for May and June had an operating gain as well as fiscal year. He reported that the accounts receivables are in better shape than a few years ago. Commissioner Herston asked about the pre-paid rents and fuels. Mrs. Cauley explained that is those who have already paid for the upcoming month.

9. Committee Reports

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a) Land Use - Commissioner Herston reported that there is a lot of stuff moving on the private side and on the public side dealing with the different departments is bureaucratic. He commented that everyone is busy.

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b) Metropolitan Planning Organization - Commissioner Herston reported that he attended the MPOAC and USDOT would like to combine MPO's across the nation. He

commented that an MPO emergency meeting was held and the Chairman was directed to send a letter to USDOT recommending that everything stay as it is, and the Authority also sent a letter with the same recommendation. He commented that the reason to do it in some areas in the country is because of the overlap.

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c) **Personnel** - Commissioner Coppola reported that the MPO is giving an Honorary Award to prior Commissioner Don Lee and she hopes everybody can attend

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d) **Public Relations/Special Events** - She commented on an article in the paper titled “the Monkeys are Running the Zoo” and read articles from several papers referencing the awards and growth of the Punta Gorda Airport. Commissioner Hancik called a Point of Order and opined that it is not the appropriate venue to get involved in a political race. Chair Andrews commented that the Airport did win the awards. Commissioner Hancik commented that it has already been reported and people are aware of it. Chair Andrews commented that there has not been a meeting since these awards were issued and he wants to keep it simple. Commissioner Coppola reported that Mr. Quill was presented the 2016 Aviation Leadership Award, the Honorary Life Membership Award and the Florida Airport Leadership Award. She reported that the Southwest Florida Blue Chip Community Business Awards will hold a luncheon on November 3rd, the Punta Gorda Chamber Annual Awards dinner will be September 24th and the Charlotte County Chamber of Commerce Annual luncheon will be held on September 23rd.

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

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f) **Economic Development** - Chair Andrews commented on an article that last year approximately 10,900 visitors flew through the Punta Gorda Airport and spent \$9.5 million. He commented that for the first quarter of this year approximately 5,850 passengers flew through the Airport which is an increase of 41% over the first quarter of 2015 and \$5.8 million was spent. He commented that these figures are for visitors who stayed and paid accommodations in Charlotte County and does not include those who went to visit friends and family. He opined on economic impact that if you are one of those whose income is tied to the community that is important.

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g) **Aviation Activities Report** - Commissioner Hancik commented that there is an organization called American Association of Airport Executives and it is an organization of those involved in airport management across the country and internationally. He explained that a Certified Manager for individuals involved in airport management can be achieved and Chair Andrews has completed that course. He presented to Chair Andrews on behalf of the American Association of Airport Executives his Certificate of Completion. He reported on Jet A, Avgas and airline gallons sold. He commented that the passenger traffic shows continued growth and Frontier Airlines will add to the growth by adding three new cities. He reported on the T-hangar occupancy and that operations remain constant.

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45 **10. Attorney’s Report**

Attorney Garrard had nothing to report

11. Executive Director’s Report

- 5 a) **Development Update** - Mr. Parish reported that the taxiway Alpha project is completed and another section will be worked on in the Master Plan. He reported on the Golf Course gate and the Henry Street gate. He reported on phase I and II of the parking lot and it is nearing completion. He reported that phase III will start soon adding another 300 plus parking spots, and the Authority is working with the County to move the required shade trees. He reported on the Master Plan, the grants and the contract with AECOM. He commented that a schedule will be put out showing public meetings, input from the community, Board and other stake holders around the Airport as the Authority moves forward with the plans for the next five, ten, fifteen and twenty years. He reported that the Western Michigan lease with the County has been finalized and scheduled to be on the County’s agenda in September and be brought back to the Authority’s Board in September for approval. Commissioner Hancik asked if the Authority is moving forward in getting the sun screen over the self-fueling pumps. Mr. Parish commented that one is to be put over the self-fueling and one over the fuel tank area. Commissioner Herston asked if a gate was hit by lighting. Mr. Parish commented that the Authority did suffer an outage at through-the-fence gate. He reported that it happened early in the morning and by noon it was operational. He commented that Mr. Laroche has been working with Sarasota and Lee County closely on their lightning protection for security and parking lot equipment. There was discussion on the landscaping for the parking lots. Commissioner Herston asked what is the cost of the last Master plan compared to the new one. Mr. Parish commented that the last Master Plan was completed in 2008 at approximately \$250,000 and the new one will be \$1.5 million. He explained the difference is that the FAA completely changed their Master Plan requirements.
- 30 b) **Historical Marker** - Mr. Quill commented that the County had a historical marker made reflecting WWII activities at the airport. He suggested two locations to install it, one by the flag pole at the FBO and the other by the flag pole near the short term parking lot. He commented the Authority prefers the flag pole by the FBO, and when the FBO moves the marker will be put on the north side. There was discussion of the location for the historical marker. Commissioner Herston suggested to table it and he volunteered to work with someone and report back.
- 40 c) **Rental Car Letters of Interest and Statements of Qualifications** - Mr. Quill commented that the Authority is going to select rental car companies for a period of 2-5 years and there is a contract for design of the expansion of the rental cars center. He commented that the rental car business had gone through the roof and the counter needs to be expanded.
- 45 d) **Public Relations Firm Letters of Interest and Statements of Qualifications** - Mr. Quill commented that in prior years the Board had suggested hiring a public relations

firm. He commented that this year is the first time the Authority's budget will allow expending for that and will bring it back to the Board.

- 5 e) **Miscellaneous Items** - Mr. Laroche updated the Board on the Air Show. Mr. Quill commented that typically July and August are peak months for parking and a \$50,000 in revenue for one week in parking which is a first. He commented on passenger count and anticipates that August will bring the airport over a million passengers for a twelve-month period for the first time. He commented that the Airport received the FAA Safety Award for Southeastern Region and he thanked Mr. Mallard and his staff for their efforts. He commented that airlines have gone through mergers and there are four major legacy carriers, three of which have been through bankruptcy. He commented that most smaller airports have lost airline service in the past few years and the Authority's basis to compete is cost. He commented that the Authority had danced with Frontier over five years. He commented that the terminal expansion, the air traffic control tower and ARFF services all played a factor in this, but cost was the most important factor. He commented on an article in USA Today from Frontier's Senior VP.

12. Citizen's Input

20 **Jim Kaletta** - He gave a history of the local CAP chapter and they are the oldest tenant on the Airport. He commented that today the local CAP has 150 volunteers using their time and money to keep people safe. He commented that the local CAP are the only ones that are giving the area youths the chance to fly airplanes. He commented that Chair Andrews had joined the Civil Air Patrol in 2006 as a Senior Member and in 2009 he became a
25 Captain. He commented that Chair Andrews devoted quite a bit time to the youths of the programs and the local CAP have been successful in helping the cadets get their pilot licenses and to get jobs in the aviation industry. He commented that Chair Andrews mentored a couple of cadets and put them through flight training and that Chair Andrews received a Master Degree in the CAP & Safety and a Senior Degree in Professional
30 Development. He presented Chair Andrews with a Commander's Accommodation Award for outstanding duty, a national award, and Recognition for the Orientation Pilot of the Year award.

35 **Dr. Richard Pitz** – Commented that there is not a breakdown on the funds that Allegiant gives to the airport. He opined that the Authority does not receive any tax dollars from the County but do get it in-kind. He opined that all of the numbers be accurate. Commissioner Coppola commented that when the Authority had taxing ability it was \$3.17 per household per year to support the airport.

40 13. Old Business

- 45 a) **PFC Update** - Mr. Parish reported that the Authority went out for the PFC application for the first time and met with the FAA. He commented that the first two years of collection will be reimbursement for past projects already completed. He commented that after the FAA had looked over the projects they were glad the Authority waited because it would not have been meaningful prior to this time. He commented that the

Authority will be able to modify the list in the future as the Authority moves forward with the Environmental Assessment and the Master Plan. The Authority will have airline meetings in the next month to do a pre-application to the FAA and then a final application. He commented that the Authority hopes to start collection around June 5 2017. He explained that the Airport can only collect a fee commensurate with the projects that the Authority has to fund. He commented that the Authority will start the collection, repay for past projects and start building for new projects. He finds it interesting that the FAA put this policy out because some airports started charging a per passenger fee, but then the FAA requires justification of what it is spent on, and for 10 reimbursements that has already been approved and having to re-justify it even though the FAA give the grant to pay for it. He gave an example of the air traffic control tower. He commented that the Authority has an excellent team of consultants and their fee is also reimbursable by the PFC. Commissioner Herston asked if the fire employees manning the equipment can be put on the list. Mr. Parish commented that operational 15 expenses cannot be refunded but the cost of the fire trucks is PFC eligible.

14. New Business

- 20 a) **Chamber Banquets** - Mr. Quill is requesting approval to attend the Charlotte County Chambers Annual Meeting/Luncheon on Friday, September 23rd, and the City of Punta Gorda Chamber of Commerce Annual Meeting/Banquet on Saturday, September 24th. **Commissioner Seay made a motion to approve the attendance of the Board and senior level staff to the Charlotte County Chamber and the Punta Gorda Chamber events in September. Commissioner Herston seconded. Motion passed unanimously.**
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- 30 b) **Purchase Boarding Ramp** - Mr. Quill is requesting approval to purchase a boarding ramp. He explained that the Authority has six walk-up ramps and three of them the Authority owns and Allegiant owns the other three. Mr. Parish explained that one of the ramps have been taken out of service because it was a ramp that had some issues. He opined that with Frontier coming it is prudent to put another ramp into service. Mr. Quill stated that it is PFC eligible for reimbursement. **Commissioner Herston made a motion to approve the purchase of a boarding ramp for of \$61,400. Commissioner Seay seconded.** Commissioner Hancik commented that the Authority 35 does not rent the boarding ramp to the carriers. **Motion passed unanimously.**
- 40 c) **EG Solutions Contract for Ramp Extension** - The Authority is proposing a contract with EG Solutions for design of the expansion of the commercial aviation ramp at a cost of \$157,372. The Authority has met with the FAA Airports District Office and they are looking for a grant in 2016-2017. The Authority will be eligible for \$2.7 45 million in air carrier entitlements and there will be a carry- over from this year that the FAA wants the Authority to use. He explained that there are seven parking spaces and Allegiant has announced six overnights starting in November and this will leave one empty parking spot. He commented that with Frontier coming it is prudent to go ahead with the design. He explained the Authority will put in the grant application in December when the application cycle opens for the design and construction of the

ramp. The goal is to get the design and permitting on the shelf so when the Feds opens up funding the Authority can begin construction. He commented that it is AIP eligible and entitlement funded. Commissioner Hancik asked what is the ramp cost. Mr. Parish commented \$2.7 million. **Commissioner Herston made a motion to approve the EG Solutions contract for the ramp expansion to provide two additional aircraft parking positions at a cost of \$157,372. Commissioner Seay seconded. Motion passed unanimously.**

d) Accept FAA Grant for Master Plan Update - Mr. Quill reported that the FAA has offered the Authority a grant for \$1,304,226 which is 90% share of the Master Plan, local share is PFC eligible and is included in the PFC application. With all the new requirements of the FAA it will be very expensive. **Commissioner Herston made a motion to accept the FAA grant for the Master Plan update in the amount of \$1,304,226. Commissioner Hancik seconded. Motion passed unanimously.**

e) Resolution 16-03 Master Plan Update JPA - Mr. Quill reported that the FDOT is offering the Authority a grant for \$74,457 which is 5% share of the Master Plan. He commented that this resolution will accept the Joint Participation Agreement with FDOT. **Commissioner Hancik made a motion to accept Resolution 16-03 FDOT grant of \$74,457 to cover the cost of the Master Plan update. Commissioner Herston seconded. Motion passed unanimously.**

f) Contract with AECOM for Master Plan Update - Mr. Quill presented a contract with AECOM for the Master Plan update. He commented that previously AECOM was one of the engineering groups selected for tasks outlined in the Master Plan Update scope. The contract is for \$1,449,140 which 90% FAA, 5% FDOT and 5% Authority which will be reimbursed by PFC. **Commissioner Herston made a motion to approve the contract with AECOM for the Master Plan Update for the amount \$1,449,140. Commissioner Hancik seconded.** Commissioner Hancik commented that it is important that the consulting engineers recognize the issues in the terminal as it relates to handling the numbers of people coming into the terminal and parking lot. He commented that the terminal building is pretty much landlocked and it is important that part of the Master Plan Update in getting General Aviation relocated to the north side and freeing up some space. He commented that there has to be some focus on the immediate issues to relieve some of the congestion problems. Commissioner Herston commented that Mr. Parish argued with the FAA about the size of the terminal. Mr. Parish commented that it is a difficult and arduous process to get the FAA to buy off on it. He commented that the Authority got approved for four gates and put in two more gates in an area that was labeled airport offices. which was not funded by the FAA. He commented that the FAA has blatantly said that they can't handle fast expanding airports. **Motion passed unanimously.**

g) Contract with AECOM for Rental Car Center Expansion – Mr. Quill commented that due to increased traffic the rental car facility needs to be expanded. He is requesting approval of a contract with AECOM for Rental Car Center Expansion design in the amount of \$12,600. **Commissioner Herston made a motion to approve**

the contract with AECOM for the Rental Car Center Expansion in the amount of \$12,600. Commissioner Seay seconded. Motion passed unanimously.

15. Citizen’s Input

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Bob Mauti - Thanked Mr. Quill, Mr. Mallard, Mr. Parish and the Commissioners for the expeditious and professional manner on the handling of a recent police negotiation. He commented that the EAA & the Warbirds appreciates the ongoing support that they get from the airport management, commission and the airport staff, and they are looking forward to continue their support for the airport on future functions. Chair Andrews thanked the EAA members for being a positive part of the Airport.

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16. Commissioner’s Comments

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Commissioner Herston - Welcomed everybody for attending the meeting, especially Commissioner Constance, Mr. Harrington and Mr. Harrell. He likes all the comments that everybody makes and he hopes nobody takes things personally. He stated that the Commissioners are here to discuss things and to make it work as good as they can.

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Commissioner Seay - Commented that this meeting is one of the biggest crowds that she has seen in a long time. She commented that it is nice to see everybody. She commented on Commissioner Coppola’s public relations report. She congratulated Mr. and Mrs. Gentry.

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Commissioner Coppola - Thanked Commissioner Seay for her comments. She commented that she has been on the Board a long time and one of her very first speeches when she ran for the Airport Authority Commission she had visualized almost everything that has happened today. She commented that she couldn’t be more proud of the Airport, the Commission, the Executive Director’s Assistant and all the personnel of the Airport. She opined that if she wants to honk the horn of the Airport she will do it loud and clear at any opportunity and she will not be stifled. She thanked everybody for coming to the meeting and for continued success at the Airport.

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Commissioner Hancik - He reminded the public of the upcoming Budget Workshop on August 31st at 9:00 am.

Chair Andrews - Thanked everyone for attending and it has been a good meeting.

16. Adjournment- Meeting adjourned at 10:38 a.m.

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Paul Andrews, Chair

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Kathleen Coppola, Secretary/Treasurer