

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING – SEPTEMBER 15, 2016 – 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 and Herston; Executive Director Quill; Attorney Garrard; Executive Director Parish; Mrs. Cauley; Mr. Laroche; Mr. Mallard; Mrs. Smith and Ms. Straw. **Others present:** Jeanette Worth-Dugan, Jim Kaletta, Jim Deutsch, Allan Boynton, Mike Mapstone, Commissioner Deutsch, Gary Bayne, Ron Severino, Carl Parsons, Dave Goode, Paul Piro, Lucienne Pears, Bob Mauti, Gary Harrell, Bob Herrington, Bret White, Edgar Figueroa, Jamie Trudeau, Tyler Ezzi, other people from the private sector and a member of the press.

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5. Citizen's Input

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6. Additions and/or Deletions to the Agenda

 Mr. Quill moved the lease for Charlotte County for building #115 from the Consent Agenda to New Business item 14 e).

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7. Consent Agenda

Commissioner Herston made the motion to approve the remaining items on the Consent Agenda. Commissioner Coppola seconded. Motion passed unanimously.

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8. Secretary/Treasurer's Report

 Mr. Quill commented on the Operating Gain on the Income Statement for July and YTD. He stated continued progress on accounts receivable. He commented on Allegiant Air's pass due account. Commissioner Hancik commented on the over 60 days on the aging report.

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9. Committee Reports

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a) Land Use - Commissioner Herston commented that there was nothing to report on the public side. He reported that the private side is very brisk and hard to keep up with. He reported that Charlotte County seems to be picking up and Lee and Sarasota Counties are busy.

5 **b) Metropolitan Planning Organization** - Commissioner Herston reported that the next meeting will be October 3, 2016 and a MPO meeting will be October 24, 2016 and the MPOAC will be held immediately after.

10 **c) Personnel** - Commissioner Coppola attended the Metropolitan Planning Organization meeting in honor of Former Commissioner Don Lee who was given the Citizen of the Year Peggy Walters Award. She presented to Lawrence Lorzak a five-year award. She commented that this is the last meeting that Mr. Quill will be participating in as he is retiring the end of this month. Commissioner Herston congratulated Mr. Quill on his accomplishments. Mr. Bob Mauti presented a plaque to Mr. Quill in recognition of his accomplishments and continued support of general aviation on behalf of the Experimental Aircraft Association #565 and Warbirds of America Squadron #24.

15 **d) Public Relations/Special Events** - Commission Coppola reported that the Airport has gotten a lot of press for the one millionth passenger in various papers. She commented on articles that mentions all the businesses located on the Airport, the Air Show and Florida Weekly had Mr. Quill on the front cover talking about the new terminal.

20 **e) Governmental Liaison** - Due to Commissioner Seay's absence there was not report.

f) Economic Development - Chair Andrews had nothing to reported.

25 **g) Aviation Activities Report** - Commissioner Hancik reported on Jet A, Airline and AvGas gallons sold. He reported on total passengers passing the one million mark for the last twelve running months of a 30% increase in traffic for the calendar year. He commented that this will cause good problems with parking and the car rentals. He commented that the Authority will have their hands full in the future trying to solve those problems with the small envelope that the Authority has to work with.

30 **10. Attorney's Report**

 Attorney Garrard had nothing to report.

35 **11. Executive Director's Report**

40 **a) Development Update** - Mr. Parish reported Phase I of the parking lot expansion is completed and Phase II has started. He hopes the parking lot will be up and running before season kicks off. He reported that the Master Plan has been kicked off with the consultants and a full schedule will be presented at the next meeting. He reported that Taxi-way Alpha is opened and working well. He reported a contract has been signed for the expansion of the commercial airline ramp and hopes to be under construction next year during the summer season.

45 **b) PFC Update** - Mr. Parish reported that the Authority has the list of projects amounting to a total \$5.6 million of which all but \$2.5 million is reimbursements which is the wetland mediation project. He explained the different projects. He commented that

once the Authority gets the Environmental Assessment completed additional projects that can be tacked on.

5 c) **Uber and Lyft Agreements** - Mr. Parish commented that the Authority has been working with Uber for about three months and Lyft recently came into the county. He reported on the agreements which will be comparable to the taxi-cab agreements. He commented that Lyft will pay per trip plus a fee and Uber will pay a flat fee. He commented that no space will be built for them but corralled in an area where they will be able to pick up once the app tells them to go.

10 d) **Miscellaneous Items** - Mr. Quill commented on the history of general aviation. He thanked the Board for hiring him, the Legislators for their help over the years, the staff, tenants and the Board for their support. He commented that he is leaving the airport in good hands. Commissioner Coppola commented that the biggest attribute that Mr. Quill has is that he works well with people and he always has been able to make the presentation for the Airport by backing it up with facts and reasons and good financial situations.

20 **12. Citizen’s Input**

13. Old Business

14. New Business

25 a) **External Auditor RFQ** - Mr. Quill commented that the Authority went out requesting for proposals from auditors and the board has the scoring on the four submittals. He asked the board if they would want to do interviews or how would the board want to proceed. Commissioner Coppola commented she is happy with Tuscan & Company. Chair Andrews commented that he would like to hear from both, Tuscan and Clifton Larson. Commissioner Herston commented that he could go with Tuscan or can look at both of them. **Commissioner Herston made a motion to nominate Tuscan & Company for auditing for the upcoming year. Commissioner Coppola seconded. Commissioner Hancik amended the motion subject to negotiated fee for the annual audit. Commissioners Herston and Coppola accepts the amendment to the motion. Motion passed unanimously.**

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45 b) **Contract with AECOM for Employee Parking Lot Design** - Mr. Quill is requesting for Board approval on the proposed contract with AECOM for the design of the employee parking lot for workers in the terminal area at a cost \$77,169.12. Commissioner Hancik commented that three engineering firms were ranked and the Authority has the ability to use any of them and asked how AECOM was selected over the other two that were approved. Mr. Parish commented that AECOM has been doing all the work around it and it will tie into the parking lot. Commissioner Herston asked if this was for the design only. Mr. Parish commented that it is for the design, permitting, landscape design, an access gate for Western Michigan, sidewalks and lighting. **Commissioner Herston made a motion to approve the contract with AECOM for the employee parking lot design in the amount of \$77,169.12. Commissioner Coppola seconded. Motion passed unanimously.**

- 5 c) **Purchase of Office Portables** - Mr. Quill commented that the Authority has run out of space for airside ops and until the Master Plan is completed the Authority would like to purchase two portable buildings at \$15,000 each. He commented that it will be used for ground handling for Frontier if they do not use Worldwide Flight Services. Mr. Parish commented this is for permission to purchase the portable buildings if it is needed. He commented if Frontier goes with Worldwide there will be adequate space. **Commissioner made a motion to approve the purchase of the office portables if needed in the amount of \$15,000 each. Commissioner Coppola seconded.** There was discussion on renting the portables versus purchasing and trailers versus portable offices. Mr. Parish explained that the portable offices are used shipping containers and it will be the first time that anyone has used them as an office. Chair Andrews asked what will the Authority do with them after the Authority is done. Mr. Parish commented that they have a resale value or they can be used elsewhere. **Motion passed unanimously.**
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- 20 d) **Remove Forklift from Inventory** - Mr. Quill commented that the forklift was received as surplus from the United State Air Force in 1998 and now it is unusable. He commented that there is a replacement forklift in the budget. **Commissioner Herston made a motion to approve the removal of the United States Air Force 1998 donated forklift from inventory. Commissioner Coppola seconded. Motion passed unanimously.**
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- 45 e) **Lease with Charlotte County for Building #115** - Mr. Quill is requesting the Board to approve a lease with Charlotte County to house Western Michigan University in the former Aircraft Depot hangar. Mr. Parish explained that the County will gut the inside and bring the bathrooms up to ADA Standards a portable unit will be put outside for classrooms and flight planning. He commented that the Authority's desire was to let the County do the improvements for Western Michigan while the Authority works on the Master Plan and Environmental Assessment, so the Authority can move forward with their permanent facility on the north side. Commissioner Hancik finds it unusual that the Authority is leasing the building to the County and the County is leasing it to Western Michigan as opposed to Western Michigan working directly with the Airport Authority. He commented on the \$50 a month and how the Board keeps hearing that you need to get fair market value for all properties and he is asking for an explanation on how it is justified. Mr. Parish commented that fair market value is required on non-aviation leases and on aviation leases the Authority has more leeway. He commented that the building is on the "to be disposed" list and this is a good opportunity to get Western Michigan here, and his concern was putting money into a building that is going to be torn down. Commissioner Hancik asked if the County can rent the facility for more than what they are paying. Mr. Parish commented that the lease specifically states that if they do they have to return that money to the Authority. There was discussion on the how many students and planes that will be located here. Commissioner Deutsch commented that this has been a long process and it will be a jewel for the County and the Airport, and the projected impact that the University will have on economic development for the County and the Airport. He commented that the County is looking at about 50 students being on board next year and it has taken many meetings, co-operation and effort between the Economic Development Office and the Airport. He

opined that it is a win win for the County and the Airport. **Commissioner Hancik made a motion to approve the lease with Charlotte County for building #115. Commissioner Herston seconded. Motion passed unanimously.**

5 **15. Citizen’s Input**

Jim Kaletta - Updated the Board on the activities of the local Squadron of the Civil Air Patrol.

10 **Commissioner Deutsch** - Commented on the impact that Western Michigan University will have on Charlotte County.

15 **Tyler Ezzi** - Thanked Mr. Quill for his dedication to the community and the airport. He reported on the 35th Annual Air Show. He commented that this year the aviation community will join and have a role and heritage flights will be put together. He is requesting for some assistance from the Authority. Commissioner Hancik commented that it is an interesting twist on trying to get the warbird aircrafts located in the state of Florida to the event since the Thunderbirds or the Blue Angels are not coming. Mr. Ezzi commented that Mr. Jamie Trudeau is the master mind of the warbird activity.

20 **16. Commissioner Comments**

25 **Commissioner Herston** - Thanked Commissioner Deutsch, other county personnel, Mr. Herrington and Mr. Gary Harrell for attending the meeting. He stated that it is good to see Mr. Jim Kaletta, Mr. Gary Bayne, Mr. Tyler Ezzi and Mr. Jamie Trudeau. He commented that staff did another great job.

30 **Commissioner Coppola** - Commented that Western Michigan University will bring a lot of younger people to the area. She commented that the departing and arriving passengers at the Punta Gorda Airport in 2008 was 109,921 for the year and now it is over one million. She is looking forward to the International Air Show and commented on the last air show. She commented that Mr. Quill will be missed and is looking forward to Mr. Parish to take over. She thanked the staff for making the Airport what it is today.

35 **Commissioner Hancik** - Congratulated to Mr. Quill on his retirement. He commented that the Board has to act on the Florida International Air Show’s request.

40 **Chair Andrews** - Thanked everyone for coming. He presented a power point presentation on what has gone on over the years at the Airport since Mr. Quill started.

17. Adjournment - Meeting adjourned at 4:08 p.m.

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Paul Andrews, Chair

Kathleen Coppola, Secretary/Treasurer