

## CHARLOTTE COUNTY AIRPORT AUTHORITY

### MINUTES OF REGULAR MEETING – OCTOBER 20, 2016 – 9:00 A.M.

5

#### 1. Call to Order

2. **Invocation** - Commissioner Herston gave the invocation.

10

#### 3. Pledge of Allegiance

#### 4. Roll Call

15

**Present:** Chair Andrews; Commissioners Coppola, Herston and Seay; Executive Director Parish; Attorney Garrard; Mrs. Cauley; Ms. Desguin; Mr. Laroche; Mr. Mallard; Mr. Ridenour; Mrs. Jennifer Smith and Mrs. Judy Smith. **Others present:** Scott Brady, Jim Kaletta, Councilwoman Prafke, Commissioner Deutsch, Bob Mauti, Mike Mapstone, Amy Mapstone, Brett White, Paul Piro, Dr. Tom Noone, Carl Parsons, Jerry Paul, Rob Shave, Ron Severino, Tom Smilowski, other people from the private sector and a member of the press. **Absent:** Commissioner Hancik.

20

#### 5. Citizen's Input

#### 6. Additions and/or Deletions to the Agenda

25

Mr. Parish asked that the Report from Jerry Paul be moved to after the Governmental Liaison's report.

#### 7. Consent Agenda

30

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

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

35

Mr. Parish reported that the end of the year will be next month. He reported that the accounts receivables are down compared to a few years ago. Commissioner Herston asked about the asset disposal. Mr. Parish explained that the Authority purchased a radar system with a grant and gave it to the FAA.

40

#### 9. Committee Reports

45

a) **Land Use** – Commissioner Herston reported that there is not a lot going on in Charlotte County but is brisk in Sarasota. He commented on Murdock Village, the Charlotte Harbor CRA and the services he donated to the City of Punta Gorda for Ponce de Leon Park.

b) **Metropolitan Planning Organization** – Commissioner Herston had nothing to report.

5 c) **Personnel** – Commissioner Coppola introduced the two new employees: Jennifer Smith and Ron Ridenour. She presented a five-year award to Tom Smilowski. Commissioner Herston commented on Mr. Ridenour’s qualifications. Commissioner Coppola commented on meeting Mrs. Smith at APG’s Open House.

10 d) **Public Relations/Special Events** – Commissioner Coppola reported on the upcoming Air Show, the Blue Chip Awards Luncheon, the Vietnam Wall Dedication and Chamber of Commerce Christmas Parade. She commented on some of the articles that were published and Frontier Airlines.

15 e) **Governmental Liaison** – Commissioner Seay commented that Jerry Paul and Rob Shave who are the Authority’s legislative liaisons in Tallahassee are here today. She asked them to come up and address the Board.

**New Business - Report from Jerry Paul** – Jerry Paul commented on good press and awards that the Authority have been receiving and that it is being noticed among the key leaders in Tallahassee. He reported on the timeline on process for start of the Legislative Session and budget. He commented on the impact of the redistricting, members of the local Legislative Delegation and members of the various committees. Commissioner Seay commented on what support there is for Western Michigan University, Southwest Florida State College and the County. She suggested next month discussing what are the Authority’s legislative priorities and other organizations and coordinate with them. She opined that the people in Tallahassee need to know what the Authority is doing in regards to economic development. Mr. Paul commented that the Legislative Delegation will be in December and how would the Authority like to structure their presentation. Commissioner Seay commented on Senator Negron being familiar with the airport. Commissioner Coppola commented that the monies that the Authority has received from the FAA and FDOT have been put to good use and has produced something of value. Mr. Paul commented that the Authority being able to attract airlines by keeping the fees low has not gone unnoticed. Chair Andrews commented on the economic impact that the airport has on the community. Mr. Paul commented on the Legislative organizational meeting and will occur the last week in November. Commissioner Herston asked if Mr. Paul could give the Authority any advice. Mr. Paul suggested staying the course the Authority has been following and it is working.

40 f) **Economic Development** – Chair Andrews gave a report he gets from Florida Gulf Coast University College Business and it included airport passenger activity, taxable sales, building permits and home sales.

45 g) **Aviation Activities Report** - Chair Andrews reported on the fuels sales and gallons pumped.

**10. Attorney’s Report**

**11. Executive Director’s Report**

- 5 a) **Development Update** - Mr. Parish went over the development report that the Board received in their packets (copy attached). He reported that he tried to get the contractor to get the parking lot expansion completed done before Thanksgiving but it could not be done. He explained that the airlines have been notified and the draft PFC application will be sent to the FAA for review. He commented that the financial plan of the Master Plan will be finishing up by the time the Authority needs to look at future projects. He explained that the Authority will be collecting a two dollar PFC. He explained that the PFC will allow the Authority to collect funds for past projects. He explained that the ramp expansion will be the next large FAA project which add space to the airline ramp area. He commented that the rental car build out should be completed soon. Commissioner Herston asked about the wetland mitigation. Mr. Parish explained it includes the design, permitting, purchasing the wetland and destroying the existing wetlands. Commissioner Herston asked if we would be buying in a bank. Mr. Parish explained there is an opportunity for the Authority to build their own bank. He commented there are issues that must be looked at first.
- 10
- 15
- b) **PFC Update** – This item was covered under Development Update.
- 20
- c) **Electronic Check Signing** - Mr. Parish commented that a couple of the Board members have asked about electronic check signing. He explained that it is allowed in the Authority’s Enabling Legislation. He asked if there is any support to look into it. He commented that there would be list of the checks for review. After discussion, there was consensus to have staff look into it electronic check signing. Mr. Parish commented that he will bring the information back for a vote.
- 25
- d) **Frontier Airlines** – Mr. Parish reported that the first Frontier flight will arrive on October 30<sup>th</sup> with approximately thirty passengers. Mr. Mallard reported on the flight schedule and they will be flying Airbus aircraft. Mr. Parish reported that Mr. Mallard attended a meeting with different airline representatives and for the first time Delta agreed to talk to the Authority.
- 30
- e) **Master Plan Update** - Mr. Parish commented that in the Board packet there is a list that shows the process of the Master Plan and how it is going to progress. He commented that the consultants are taking an inventory of what the Authority has and the tenants. He commented that there will be a meeting at the EAA building with the general aviation tenants and have meet with the rental car companies and the airlines. He commented that there will be multiple times during the process that the Board will have a chance to review documents and there are public meetings scheduled.
- 35
- 40
- f) **Air Show Update** – Mr. Parish commented that the Air Show will be Friday, Saturday and Sunday and the public is invited all three days. He commented that is a better time of the year for the airport to have an air show and the weather looks good. He reported that there will be a lot of local airplanes on static.
- 45
- h) **Misc. Items** – Mr. Parish reported that the Authority has been working to get into the Strategic Intermodal Systems (SIS) and have been approved. He explained that it is 100% money from FDOT. He explained how the process worked to be in the system.

He commented with the completion of Piper Road extension the first SIS project could be the study of the intersection of Jones Loop and Piper Road.

## 12. Citizen's Input

5

**Jim Kaletta** – Reported on the CAP mission in regards to Hurricane Matthew.

## 13. Old Business

10

a) **Historical Marker Location** – Commissioner Herston explained that the flag pole base from the Punta Gorda Army Airfield is in front of Pulsafeeder and the Authority owns the land. He commented after meeting with County staff and looking at the three possible locations they decided the best location would be in front of the FBO where there is parking available. **Commissioner Herston made the motion that Authority approve the existing flag and marker location in front of the FBO office for the historical marker location to be placed by Charlotte County. Commissioner Seay seconded. Motion passed unanimously.**

15

## 14. New Business

20

a) **Report from Jerry Paul** - Moved to Committee Reports e) Governmental Liaison.

25

b) **Personnel Policy Update – PTO for Part Time Employees** - Mr. Parish commented that there is a slight modification to the Personnel Policy. He commented that the Authority does not offer any vacation/sick time for part time employees. He commented that the Authority is having issues in hiring part time employees and every other airport around offers a small benefit for their part time employees. He is requesting that the Board approve a change to the policy that will allow for 24 hours of personnel time off for part time employees. He stated that the impact to the budget is \$11,000. He commented that this would be one more thing to offer in trying to hire. He commented that the Authority is competing with a very limited labor market. There was discussion on regular and seasonal part time employees. Commissioner Herston asked if the seasonal part time employees be covered and if the hours are not taken by the end of the year would it accumulate and carry forward to the next year. Mr. Parish commented that it does carry forward and is limited to 72 hours for part time employees. **Commissioner Herston made a motion to approve the Personnel Policy update to include paid time off for the Authority's part time employees to receive 24 hours of personal time off per year. Commissioner Coppola seconded. Motion passed unanimously.**

30

35

40

c) **Check Signing Authorization for Ron Mallard** - Mr. Parish commented that he was authorized to sign checks in Mr. Quill's absence and to sign checks for small amounts if the Board could not be brought together. He is requesting the same authorization for Mr. Ron Mallard. This is for budgeted items and emergency purposes. **Commissioner Herston made a motion to authorize Mr. Mallard to sign checks as deemed necessary. Commissioner Seay seconded. Motion passed unanimously.**

45

- 5 d) **Purchasing Authorization for Ron Mallard up to 5,000** - He commented that the Executive Director has a limit up to \$25,000 for budgeted items and the person next in line had a limit up to \$5,000 and he wants to continue that policy by having Mr. Mallard authorized to sign purchase orders for budgeted items up to \$5,000 in the Executive Director's absence. **Commissioner Herston made a motion to approve Mr. Mallard's authorization for budgeted purchases up to maximum \$5,000. Commissioner Seay seconded. Motion passed unanimously.**
- 10 e) **401A** - He commented that the current state of Florida retirement program has an executive level program and a regular program. He commented that previously Mr. Quill and Mr. Parish are in the executive level and the payments to the state are 21.77% of the salary. He commented that the standard level is 7.52%. He commented that in the last audit the Authority has a potential liability to the state for unfunded retirement programs and he is recommending, after talking with the Authority's 457 plan operator, to go with a 401A which is a program for executive level staff in government entities. He commented that it would allow the Authority to give the benefit but it would not be a defined benefit, but a defined contribution and the Authority would not have any liability beyond the liability upfront. He is asking permission to develop this and bring back the staff that he wants to put into it. **Commissioner Seay made a motion to authorize the Authority's Executive Director to approve the adoption of the 401A money purchase plan. Commissioner Herston seconded. Motion passed unanimously.**
- 15
- 20
- 25 f) **2017 Meeting Schedule** – Mr. Parish explained that there is a proposed schedule but the November 2016 workshop needs to be a regular monthly meeting because of budget amendments. He commented that there was a request for workshop. He commented the plan is to cancel the March and July 2017 meetings and have a few workshops but if a regular meeting is needed it can be added or have an emergency meeting. There was discussion on times. Commissioner Seay opined that the workshops are helpful and gives the Board a chance to discuss things in a less formal session. Mr. Parish read the proposed schedule and all of them will be at 9:00 a.m. **Commissioner Seay made the motion to approve the proposed meeting schedule. Commissioner Herston seconded. Motion passed unanimously.**
- 30
- 35 g) **Set Date for Workshop** – Mr. Parish explained that Commissioner Hancik has requested a workshop which will immediately follow the regular monthly meeting in November. He went over the list of items. Commissioner Herston commented he would like to add a discussion on the issues with Charlotte County and the fire station. Mr. Parish commented that he should have some information after his meeting with the County Administrator. There was discussion on not being able to add to the agenda an item that is being voted on but at workshop nothing is up for a vote.
- 40
- 45 h) **Public Relations Firm Selection** – Mr. Parish explained that the Authority put out a request for interest for a public relations firm and two firms sent information. He commented that based on the documentation staff is recommending Gravina Smith Matte and Arnold. He commented that they are a Ft. Myers based PR firm. He explained that they are the least expensive of the two firms. He asked for board approval to sign a contract with them and there is money in the budget. He commented that the

5 Authority used them in the past and was happy with the results. He commented that  
Jennifer Smith will now be the PIO. Commissioner Seay opined that she liked the idea  
of having a public relations firm to help with certain events. She commented that there  
will be someone available when the press wants information. Her concern is to make  
10 sure there is not a conflict of interest as they do represent other airports. Mr. Parish  
commented on the recent press the Authority has received. Commissioner Seay  
commented that she would like to look at the contract and proposal then bring it back  
to the Board at the next meeting. Commissioner Coppola asked if they work outside of  
Florida. Mr. Parish explained that both firms were Florida firms and may do work  
15 outside of Florida. Commissioner Herston asked how on an as needed basis would  
work. Mr. Parish commented that they would be the Authority's conduit for  
information.

20 **i) Rental Car Contract** – Mr. Parish asked to authorize the Chair to sign the rental car  
agreements after review by the attorney. He explained that the only big difference is it  
would be a five-year agreement with a five-year option instead of the one year  
agreement and the amendments. Commissioner Herston asked if there are increases on  
a yearly basis. Mr. Parish explained it is a flat twenty percent fee. He commented that  
the rental car companies do not pay for counter space, parking or use of the car wash  
like they would at other airports. Commissioner Herston asked about the revenue. Mr.  
25 Parish explained they pay the Authority monthly based on rentals. **Commissioner Seay  
made a motion to authorize the Chairman to sign the rental car contracts subject  
to legal counsel's approval. Motion passed unanimously.**

## 25 15. Citizen's Input

### 16. Commissioner's Comments

30 **Commissioner Coppola** - Thank everybody for coming. She commented that her  
granddaughter is here for a Civics assignment. She is looking forward to the Air Show.

35 **Commissioner Herston** - Acknowledged Commissioner Deutsch, Councilwomen Prafke,  
MPO Executive Director Mr. Harrington and Assistant Director Mr. Harrell. He welcomed  
everybody and the Authority's newest employees. He congratulated the staff for their  
work.

**Commissioner Seay** - Had no comments

40 **Chair Andrews** - He thanked everyone for coming. He welcomed Mrs. Smith and Mr.  
Ridenour and congratulated Mr. Parish on his first meeting as Executive Director.

## 17. Adjournment – Meeting adjourned at 10:37 a.m.

45 \_\_\_\_\_  
Paul Andrews, Chair

\_\_\_\_\_  
Kathleen Coppola, Secretary/Treasurer