

## CHARLOTTE COUNTY AIRPORT AUTHORITY

### MINUTES OF REGULAR MEETING – NOVEMBER 17, 2016 – 9:00 A.M.

#### 1. Call to Order

#### 2. Invocation

Commissioner Herston gave the invocation.

#### 3. Pledge of Allegiance

Judge Alessandroni administered the Oath of Office to Commissioners Andrews, Herston and Seay.

#### 4. Roll Call

**Present:** Chair Andrews; Commissioners Coppola, Hancik, Herston and Seay; Mrs. Cauley; Ms. Desguin; Mr. Mallard, Mr. Ridenour; Mrs. Jennifer Smith and Mrs. Judy Smith. **Others present:** Judge Alessandroni, Don Lee, Jim Kaletta, Mike Hirsh, Tyler Ezzi, Bob Mauti, Bob Herrington, Lionel Schuman, Councilwoman Prafke, Commissioner Deutsch, Paul Piro, Kelly Rubino, Stan Smith, other people from the private sector and a member of the press.

#### 5. Citizen's Input

**Commissioner Deutsch** – Congratulated the Commissioners who were sworn in. He commented on the good working relationship between the Authority and the County and is excited about the University.

**Paulene Horn** – Commented on the airline noise at Seminole Lakes and requested a change in the flight pattern.

**Concerned Citizen** - Commented that the maintenance is not good on both airlines and has concerns about living under the flight pattern.

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

#### 7. Consent Agenda

**Commissioner Seay made the motion to approve the Consent Agenda. Commissioner Herston seconded.** Commissioner Hancik abstained. Commissioner Seay commented the only way to abstain is to have a conflict of interest not because you were not at the meeting. Commissioner Hancik opined how can he approve something if he was not here. **Motion passed four to zero.**

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

Mr. Parish reported that the year-end statement is higher than budgeted. He pointed out a loss that was the radar system is in the tower that the Authority received money to pay for

it, one hundred percent, by someone else and the Authority gave it to the FAA. He commented that final adjustments to the budget will be done later in the meeting. He commented on the terminal close-out. He commented that the receivables are lower than before. He commented on the Allegiant account. Commissioner Hancik asked about a past due hangar tenant. Mr. Parish explained the Authority has locked him out of his hangar. There was discussion on past due accounts with aircraft in the hangars.

## 9. Committee Reports

a) **Land Use** – Commissioner Herston commented that there is more activity in Charlotte County. He commented that Sarasota and Lee County have a lot of re-zoning activity.

b) **Metropolitan Planning Organization** - Commissioner Herston commented that there is a joint meeting with Lee/Collier MPO upcoming. He commented the MPOAC has been rescheduled for January.

c) **Personnel** – Commissioner Coppola had nothing to report.

d) **Public Relations/Special Events** – Commissioner Coppola read a list of media activities/articles that featured the Authority in the past month and upcoming events. (copy attached) She reported on going to the Republican Club luncheon and the Neil Armstrong Chorus event.

e) **Governmental Liaison** – Commissioner Seay asked about the Legislative Delegation Meeting. Mr. Parish commented that the Legislative session is in March this year. She commented on the new elected officials in Tallahassee. She commented that she met with Vicki Potts regarding taxes and some of the challenges the Authority may face. She commented that the Authority needs to be working with the County and City regarding various priorities they may have in regards to the Legislative Delegation.

f) **Economic Development** – Chair Andrews went over the highlights in the report he gets from the Southwest Florida Regional Economic Indicators from the Florida Gulf Coast University College of Business.

g) **Aviation Activities** – Commissioner Hancik reported on passenger numbers, fuel, hangars and aircraft operations. He introduced Stan Smith who is the new president of EAA Chapter 565.

## 10. Attorney's Report

## 11. Executive Director's Report

a) **Development Update** – Mr. Parish reported that in the Board packets there was a detailed explanation of the development going on at the airport. He went over the list of things in the report that included the closeout of the terminal, a new grant for the bag belt system, closing out taxiway Alpha, the parking lot first phase is done and the second phase will be completed by Christmas. He commented that the Thanksgiving overflow lot will be in the old air show parking lot south of the airport. He commented that the WMU and

employee lot is in the design phase and has been sent to SWFWMD. He reported that the preliminary draft on the PFC's has been sent to the FAA for their comments. He commented that staff met with the FAA on the terminal area ramp expansion and is in the design phase and should be bid out this spring. He commented that the rental car building expansion and the area is laid out the way the rental car companies want it. Commissioner Hancik complimented Mr. Parish and staff on the detailed information the Board has been receiving. Mr. Parish explained that Mr. Ron Ridenour puts the information together.

**b) Master Plan Update** – Mr. Parish suggested that this item be discussed at the workshop.

**c) Air Show Recap** – Mr. Tyler Ezzi gave a report on the 2016 Florida International Air Show. He commented that the 2017 Air Show is scheduled for October 20th-22nd and are looking at the Snowbirds. He commented that Western Michigan University is looking at being a partner. He thanked the various organizations that helped with the show and he thanked the PGD staff and the Board.

**d) Misc. Items** – Mr. Parish had none.

## 12. Citizen's Input

## 13. Old Business

**a) Public Relations Firm Selection** - Commissioner Seay commented that she wanted to see what each firm had to offer and who would be the best for the Authority. She commented that the two proposals received were from Aqua and Gravina-Smith Matte & Arnold. She agreed that Gravina-Smith has a better grasp of airports and specifically this airport. She commented that the costs between the two was sufficiently different. She is satisfied with the recommendation to select Gravina-Smith. She commented on some of the projects they could work on. **Commissioner Seay made a motion to approve Gravina-Smith, Matte & Arnold to enter into a professional services agreement as proposed in the RFQ. Commissioner Herston seconded.** There was discussion on when the agreement could be terminated and Mr. Parish commented that there are no fees associated with entering into an agreement. **Motion passed unanimously.**

**b) 2017 Meeting Schedule** – Mr. Parish commented that at the last Regular Meeting the Board set the meeting schedule for next year. He explained that the budget amendments must be approved prior to sixty days after year end. He commented that the meeting for November 2017 will need to be a regular meeting. Commissioner Hancik commented on workshops being scheduled. Commissioner Herston suggested joint meetings with the County and City. **Commissioner Seay made the motion to approve the proposed revised meeting calendar from November 2016 to December 2017. Commissioner Herston seconded. Motion passed unanimously.**

**c) Resolution 2016-07 – 401A** – Mr. Parish explained at the last meeting the Board approved the Authority moving into a 401A plan for the executive level employees instead of the State Retirement System executive level. He commented that this will save money and liability for the Authority and will also benefit the employee. He commented that the Board needs to adopt Resolution 2016-07. Commissioner Hancik asked what positions will

be under this and the cost. Mr. Parish explained that he and Mr. Quill were in the State Retirement System at the executive level and the cost to the Authority was 23% of their salary and the benefit to the employee was about 7.1%. He commented that the 401A would be cost 15% and the employee gets the entire amount. He commented that it will also decrease the Authority's potential liability for unfunded retirement loss in the state system. He commented that there are no staff in it but would include the Chief Executive Officer, Chief Operating Officer and Chief Financial Officer. Commissioner Hancik commented on there being a revised organizational chart. **Commissioner Herston made a motion to approve Resolution 2016-07 for the adoption of a money purchase retirement plan 401A. Commissioner Seay seconded. Motion passed unanimously.**

#### 14. New Business

- a) **a) Election of Officers** – Chair Andrews passed the gavel to Attorney Garrard to hold the Election of Officers. Attorney Garrard asked for nominations for the office of Chairman. Commissioner Seay nominated Commissioner Andrews for Chairman. There were no further nominations. Attorney Garrard declared Commissioner Andrews as Chairman. He asked for nominations for the office of Vice-Chair. Commissioner Seay nominated Commissioner Herston for Vice-Chair. There were no further nominations. Attorney Garrard declared Commissioner Herston as Vice-Chair. He asked for nominations for the office of Secretary/Treasurer. Commissioner Seay nominated Commissioner Coppola for Secretary/Treasurer. There were no further nominations. Attorney Garrard declared Commissioner Coppola as Secretary/Treasurer. He asked for nominations for the office Assistant Secretary/Treasurer. Commissioner Seay nominated Commissioner Hancik. There were no further nominations. Attorney Garrard declared Commissioner Hancik as Assistant Secretary/Treasurer. He passed the gavel to Chair Andrews.
- b) **Electronic Check Signing** - Mr. Parish explained at the last meeting this item was brought up. Mrs. Cauley explained some of the ways the signatures can be kept on file and used. She opined that one person would see and sign the checks and use an electronic signature for the other signature. Mr. Parish explained the procedure before checks are processed. He explained the signatures can be printed or they can be stamped. There was discussion on having one electronic signature and one signed by a Board member. Commissioner Seay was not comfortable with the electronic signature and suggested to see how it works in other agencies. Mr. Parish commented that it is not new and there is not any more work involved with staff if it is electronic or a live signature. After discussion **Commissioner Hancik made the motion stay with two live signatures. Commissioner Herston seconded. Motion passed unanimously.**
- c) **Resolution 2016-06 - Budget Amendments** – Mr. Parish explained that the year-end budget is in the Board packets with the amendments. He explained it went up about \$6 million for the construction of the terminal. **Commissioner Hancik made the motion to adopt budget amendment Resolution 2016-06 for FY 2015-2016 in the amount of \$17,570,338. Commissioner Herston seconded. Motion passed unanimously.**
- d) **Attorney Garrard's Retirement** – Mr. Parish reported that Attorney Garrard is going to retire as the Airport Authority's attorney and his last meeting will be in February. He commented that he would like to interview a couple local attorney's and bring back some

suggestions for the Board and maybe set up private interviews with the Board. Commissioner Hancik asked about the use of other counsel. Mr. Parish commented that there needs to be counsel for the Board. He commented that more money was spent this year with the Authority's aviation specialist counsel because of the leasing of the speedway, on-going through-the-fence issues, rewriting the Authority's lease agreements and use agreements. He opined there are qualified local firms the Authority can utilize. Commissioner Hancik asked if at some point should the Authority have an Attorney on staff except for the aviation attorneys. There was discussion on legal fees for the past year and would it be feasible. Mr. Parish commented that the State Statute states that attorney selection is not subject to the Competitive Negotiations Act.

## 15. Citizen's Input

**Councilwoman Prafke** – Commented that she will be the liaison to the Authority from the City of Punta Gorda. She suggested having the Western Michigan University's aviation competition team be part of the air show.

**Jim Kaletta** – Congratulated the airport on their safety record and are in the top of the nation on safety. He reported that a Master Pilot Award will be presented to two pilots in January and there will be a Wings Program coming up in February.

## 16. Commissioner's Comments

**Commissioner Herston** – Congratulated Chair Andrews and Commissioner Seay on their re-election.

**Commissioner Seay** – Commented on the letter the Authority received from Governor Scott congratulating the Airport for being named the Best Commercial Airport in the State of Florida. She congratulated everyone on the great air show.

**Commissioner Coppola** – Thanked everyone for coming. She commented on the letter from the Governor. She congratulated the three commissioners who were sworn in this morning. She commented on the airport growth.

**Commissioner Hancik** – Congratulated the three commissioners on their re-election.

**Chair Andrews** – Thanked everyone for coming.

## 17. Adjournment - Meeting adjourned at 10:20 a.m.

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Paul Andrews, Chair

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Kathleen Coppola, Secretary/Treasurer