

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING - DECEMBER 15, 2016 – 9:00 A.M.

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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 (arrived at 9:05 a.m.), Hancik, Herston and Seay; Mrs. Cauley; Ms. Desguin, Mr. Ridenour; Mrs. Judy Smith and Mrs. Jennifer Smith. **Others present:** Jim Kaletta, Brett White, Bob Herrington, Gary Harrell, Timothy (Bo) Fisher, Paul Piro, Commissioner Tiseo, Councilwoman Prafke, Richard Pitz, Kelly Rubino, Alan Boynton other people from the private sector and a member of the press.

20 **5. Citizen's Input**

6. Additions and/or Deletions to the Agenda

Mr. Parish added Speedway Update under 13 a) Old Business.

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7. Consent Agenda

Commissioner Herston asked the minutes be changed from Commissioner Hancik being sworn in to Commissioner Herston. This item was moved to 14 h) New Business.

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8. Secretary/Treasurer's Report

35 Mr. Parish reported that staff continues to work on the account receivables and have received some payments. He reported that on the income statement looks positive. He commented that he wanted to caution everyone that even though the Authority is earning funds the Authority is spending money on capital improvements. He commented that there is not a lot of money sitting in the Authority's bank account. Commissioner Herston asked about the AirTrek account. Mr. Parish commented that they are catching up. Commissioner Herston commented on the cash flow. Mr. Parish commented that income statement is operating revenue and not capital expenditures. He commented on the audit that was just completed and the numbers are still being crunched but in 2015/2016 with capital expenditures the Authority closed the year with \$69,946.00 and not \$3 million. He explained that the extra income was used to build parking lots and build various projects.

45 **9. Committee Reports**

a) **Land Use** – Commissioner Herston reported that there are new land development regulations that have been passed in the Charlotte Harbor CRA. He commented that there are projects that have come into his office for Charlotte County.

5 b) **Metropolitan Planning Organization** – Commissioner Herston reported that the next meeting is December 19th. He reported that there was a joint meeting with the Lee County MPO and the MPOAC is in January.

10 c) **Personnel** – Commissioner Coppola presented Timothy (Bo) Fisher with a five-year plaque and Ms. Desguin will give David Weatherly his five-year plaque.

d) **Public Relations** – Commissioner Coppola reported that Commissioner Seay distributed 2017 calendars. She reported that the Fresh Jersey Tomatoes will be welcoming the Frontier flight from Trenton, New Jersey.

15 e) **Governmental Liaison** – Reported that the deadline for filing local bills is January 13th and there is nothing that the Authority is proposing and the FAC State Summit is February 8th – 10th. She commented that there are several legislative priorities that the County and City have. She commented on the public records lawsuits and there is a public records reform that is going to the legislature. She commented on the guns in airports bill and the Legislative issues that the Florida Chamber is supporting. She commented the conferences that AAEE will be holding and the new administration.

20 f) **Economic Development** – Chair Andrews read the report he receives from the Florida Gulf Coast University Lutgert College of Business Southwest Regional Indicators. He explained it is a five-county area.

25 g) **Aviation Activities** – Commissioner Hancik reported on the passenger increases, fuel sales, gallons pumped and operations reported by the Air Traffic Control Tower.

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10. Attorney's Report

11. Executive Director's Report

35 a) **Development Update** – Mr. Parish reported that there was a summary of projects included in the Board packets. He commented some of the projects include the terminal close-out, parking lot construction, employee parking lot bid advertisement, resolution to approve submitting PFC application, rental car expansion bid advertisement and air carrier ramp expansion.

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b) **Master Plan Update** – Mr. Parish reported that the first stakeholders and community meeting was held earlier this month and working paper one is up online. He explained that the surveyors will be here and there will be more information on the taxiways and runways that the Authority ever had and will be tied into the GIS system.

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c) **Board Travel** – Mr. Parish suggested sending one Board member to five meetings instead of five Board members to one meeting. Commissioner Seay agreed and they can give the Board a report.

d) Miscellaneous Items – Mr. Parish reported that he talked with Congressman Rooney to sign off on a Contract Tower letter that is being sent by Congress to President Elect Trump. He commented that the letter explains the benefits of the Contract Tower Program. He explained that the Construction Management Software that has been installed is working well and getting a lot of preventative maintenance done. He commented that the audit has been completed. He reported that FAC Facilities Committee are at the airport learning how to work on chillers. He commented that he received an invoice for ARFF from the County and there is no information on it and he will be sending a letter to Mr. Sandrock asking for clarification. He opined that the Authority needs to work with the County and they have been providing ARFF since 2007. He commented that he cannot find any agreements other than the lease that says the County will house the Authority trucks and the agreement with the FAA that states they will house and man the trucks. He commented that every year we ask for a budget from the fire department so the Authority can put it in their budget and it has all been training and equipment which the Authority purchases and provides the fire department. He commented that he cannot find anything that says they will pay for manpower. He commented that he would like to work with the County going forward and an option to pay for ARFF. He commented that paying for ARFF will impact the Authority's capital expenditures. Commissioner Hancik commented that there are costs associated with being an air carrier airport and the requirement to have ARFF. He suggested having a new operating agreement authored by the Authority's aviation legal counsel and having the airline cover some reasonable ARFF related costs. He agreed looking at the future to cover the costs and not the past costs. He suggested either having an agreement with the County or looking at other companies that provide ARFF. Mr. Parish explained the airport was an index C and when Allegiant started using the A320's the airport became an index B. The requirement is now one firefighter and one truck. He explained he is trying to work through the requirements with the County administrator. He commented that the ability to charge the airlines is in the agreements. Commissioner Seay commented that there is a benefit to the County by having a lease of .84 acres for one dollar. She commented that they can service the surrounding areas and not solely for the airport. She had several questions associated with the fire station. She commented that she is not in favor of paying for prior years. There was discussion other benefits the County receives from at the airport. Mr. Parish commented on talking to other companies that provide service. He commented on getting more information from the County on what the costs will provide. He opined that it is a reasonable request as the Authority moves forward and works out an agreement. He commented on his concern about paying back past years and revenue diversion. He explained that the station was at another location before the hurricane and came to the Authority looking for a central location and a lease was set up. He commented that Mr. Quill mentioned at the time that at some point in time the Authority will have to pay for it. He commented that the Authority has the ability to pay for it, he just wants to know what the Authority will be getting. Chair Andrews suggested having Mr. Parish do the research and come to a mutually agreeable solution and agreed with the other comments of wanting to stay with the County. Commissioner Herston commented that there was a lot of verbal understandings. He commented as a businessman he questioned the invoice. He suggested having Commissioner Tiseo say a few words. Commissioner Tiseo commented he is sitting in for Commissioner Deutsch. He commented that Mr. Parish should have received back-up and a detail of what the invoice is for. He commented that the invoice came from the fire department and the numbers are for 2015. He

commented that he does not think the County is looking going back seven or eight years. Mr. Parish commented his concern is what year is this covering, 2017. Commissioner Tiseo commented that it is for 2016 and then going forward. He went over the invoice numbers. He commented requirements that may be needed for fire fighters outside of the County. He commented that they are looking for a reasonable resolution and not going back but one year. He commented this being an issue with the tax payers. Mr. Parish commented that when he sat down with the fire department there was no mention of having to pay this. He suggested working with Mr. Sandrock. Commissioner Seay opined that if the Authority is paying for six personnel twenty-four hours a day seven days a week they should work for the Authority. Mr. Parish commented that an agreement will have to be worked out. Commissioner Seay commented on the date the invoice was received and this is the only meeting the Authority will have before it is due. Commissioner Tiseo explained he is not here to negotiate for his Board. He commented that they are not asking for a check tomorrow. He commented that the County and the Authority are on the same team. He commented that this was a starting point and looking for a reasonable solution. Commissioner Seay commented that the Authority was wanting the County know their concerns. Commissioner Tiseo commented as an individual he did not feel it was unreasonable to have the Authority take more time to absorb it. There was discussion to have Mr. Parish negotiate and clarification. Commissioner Herston commented that the Board hired Mr. Parish because he came up through the ranks and for reasons like this it is important.

12. Citizen's Input

Richard Pitz – Opined that the Authority knew about this for a long time and was swept under the rug and should have been an agenda item and addressed years ago. He suggested that if it is a legitimate bill, pay the bill. He commented that the public may want the rest of the money.

13. Old Business

a) Speedway Update – Attorney Garrard reported that Attorney Darol Carr will be defending the Authority in regards to the fence issue at the speedway. Commissioner Seay went over a power point showing the improvements that have been made to track since Mr. and Mrs. Gentry has taken it over (copy attached).

14. New Business

a) Florida Airports Council State Summit February 8-10, 2017 – Mr. Parish asked if anyone from the Board wishes to attend the travel needs to be approved. He commented that he will be attending. He commented that the Authority does not have any Legislative agenda items but will supporting most of FAC's Legislative items. **Commissioner Seay made the motion to authorize travel for those Board members who wish attend the Legislative State Summit for Florida Airports Council in February. Commissioner Herston seconded.** Commissioner Seay suggested that whomever is appointed at the Governmental Liaison would be best to participate. **Motion passed unanimously.**

5 **b) Committee Assignments** – Chair Andrews commented that everybody should keep the committee they currently have. Commissioner Coppola commented that because of upcoming surgery Commissioner Hancik should take over. Chair Andrews commented that it will still be Commissioner Coppola’s Committee assignment but Commissioner Hancik can do the report or if another Commissioner has something to report. He commented that there is usually a County Commissioner and a City Councilperson at our meetings. After discussion Commissioner Hancik will attend the City of Punta Gorda meetings and Commissioner Seay will attend the County Commission meetings.

10 **c) Write off Three Palms Speedway Balance \$1,633.03** – Mr. Parish reported that Three Palms Speedway left with a remaining balance \$1,633.03 after applying first, last and security deposit. He commented that he would like to write it off. He commented that the Authority does not see any chance to recover but will continue to try. **Commissioner Herston made the motion to approve the writing off \$1,633.03 related to the Three Palms Speedway account. Commissioner Hancik seconded. Motion passed four to one with Commissioner Seay casting the nay vote.**

15 **d) Approve Deletion of Property** – Mr. Parish explained that there is a list of fixed assets that staff has reviewed to see if it is not being used, out of date or fully depreciated. He pointed out that one thing on the list is Index A ARFF vehicle. He commented that one of the reasons he wants to take it off is that the fire department often uses it because it is smaller. He commented that one of his thoughts was to give it to Charlotte County Fire. It is not being used by the Authority any longer. He explained everything else on the list are things that need to be removed. He commented that there are going to be changes to the guidelines for depreciation. **Commissioner Seay made the motion to approve the list of property to be disposed of. Commissioner Hancik seconded.** Commissioner Hancik suggested negotiating with the County on the invoice and the truck. Commissioner Coppola asked what happens with the items. Mr. Parish explained some will be sold and some will go in the trash. Commissioner Herston asked why the truck must be removed from the list. Commissioner Seay commented that the only way the Authority can dispose property is if it is no longer in inventory. **Motion passed unanimously.**

20 **e) Approve Contract for Economic Impact Study** – Mr. Parish explained that he has asked Sixel Consulting, who does air service work for the Authority, to provide a contract for an Economic Development Study that the Authority can use. He commented on the FDOT study being out of date and they are working on another which will be out in 2018 with 2016 information. He commented he would like one done just for the airport. He commented that it will be updated every two to three years and it’s something a lot of other airports do. **Commissioner Herston made the motion to approve an agreement with Sixel Consulting for a fee not to exceed \$31,090.00. Commissioner Seay seconded. Motion passed unanimously.**

25 **f) PFC Resolution 2016-08** – Mr. Parish explained that this is a resolution required by the FAA for the submittal of the final PFC application to the FAA. Commissioner Herston asked if the safety statement includes fire fighters. Mr. Parish explained it does the truck but not the fire fighters or operational costs, only capital improvements. Commissioner Hancik commented that it is a five-year PFC with about \$2 million to reimburse the Authority for projects that are PFC eligible and \$3 million to go for the \$5 million wetland

mitigation project. He suggested collecting a higher amount of two dollars to take care of the project. Mr. Parish commented that there was discussion between the consultants and the FAA and it was agreed to keep it at two dollars and with the Master Plan coming online the Authority will put in a second application. He commented this gets the Authority in the door and he wants to keep as close to the Authority's model as possible. Commissioner Seay commented on using the PFC for capital projects only and making sure the Authority keeps looking at the bottom line on operating costs. She commented that she is not comfortable with this and would vote for the two dollars and not more. **Commissioner Herston made the motion to adopt resolution 2016-08.** For lack of a second Chair Andrews passed the gavel to Vice-Chair Herston. **Chair Andrews seconded the motion.** Commissioner Coppola commented that she did not second the motion because she was against implementing a passenger facility charge but will vote for it. Chair Andrews commented that the FAA is requiring this. **Motion passed unanimously.** Vice-Chair Herston passed the gavel back to Chair Andrews.

g) Approve Purchase of Airfield Equip- FDOT 50/50 Grant – Mr. Parish explained that the Authority has a grant to purchase airfield equipment. He commented that one piece of equipment will be used for fence line inspections and the other will be outfitted to be used as a tug. He commented that they are at the State Contract prices. **Commissioner Hancik made the motion approve the purchase of two (2) John Deere XUV825i S4 (MY17) for a total price of \$37,371.00 with a FDOT share of \$18,685.51 and an Authority share of \$18,685.51. Commissioner Seay seconded. Motion passed unanimously.**

h) Minutes of Regular Meeting – November 17, 2016 – Commissioner Herston commented that the Minutes reflect that Commissioner Hancik was sworn in when it should have been Commissioner Herston and asked that they be corrected. **Commissioner Herston made the motion to approve the minutes of the Regular Meeting of November 17th as corrected. Commissioner Seay seconded. Motion passed unanimously.**

15. Citizen's Input

Commissioner Tiseo – Commented that Commissioner Hancik mentioned he heard the Board talking about rolling back the fire fees for previous years and he clarified that there was discussion but not direction to do so. He commented that the direction was to generate an invoice at this time.

16. Commissioner's Comments

All the Board members wished everyone a Merry Christmas and Happy New Year.

17. Adjournment - Meeting adjourned at 10:59 a.m.

Paul Andrews, Chair

Kathleen Coppola, Secretary/Treasurer