

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING – JANUARY 19, 2017 – 9:00 A.M.

1. Call to Order

2. Invocation

Commissioner Herston gave the invocation and asked for a moment of silence for Lorene Bailey, the widow of Berlin Bailey, who was one of the Bailey Brothers.

3. Pledge of Allegiance

4. Roll Call

Present: Chair Andrews; Commissioners Coppola, Hancik and Herston; Executive Director Parish; Attorney Garrard; Mrs. Cauley; Ms. Desguin; Mr. Laroche; Mr. Mallard; Mr. Montoya; Mr. Ridenour; Mrs. Jennifer Smith and Mrs. Judy Smith. **Others present:** Jim Kaletta, Steve Henriquez; Richard Pitz; Councilwoman Prafke; Commissioner Deutsch; Lionel Schuman; Gary Harrell; Bob Herrington; Bret White; Ned Rose; Kelly Rubino; Dave Goode; Jennifer Hamilton; Stan Smith; Mike Mapstone and other people from the private sector. **Absent:** Commissioner Seay.

5. Citizen's Input

6. Consent Agenda

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

7. Secretary/Treasurers Report

Mr. Parish commented that most of the delinquent accounts have been paid and that staff is working on the paperwork to evict Mr. Hardy. He commented on the income statement and that the income continues to exceed budget. He explained that the Authority has reinvested and continues to reinvest in the airport. He went over the figures. He commented that in January the Authority made a payment to the County for ARFF services. Commissioner Herston commented on the Accounts Receivable, income statement and balance sheet. Commissioner Hancik commented on the Authority paying the County for ARFF and if there are any plans to recover the payments. Mr. Parish commented that staff is in communications with both airlines and their contracts do allow for it. He commented that he would prefer they add two more cities than charging them. Commissioner Hancik opined that the contract with the airlines is a little loose. There was discussion on where the tax dollars are spent in regards to fire service. Mr. Parish commented that there will be an Interlocal Agreement that will come back to the Board with more details and a budget. He explained that the \$600,000 plus a year is specific for the training, uniforms, salaries and benefits of the six firefighters that are assigned to the Authority and what their duties

are is what is being worked on beyond ARFF. Commissioner Deutsch commented that this issue has been discussed for a few years. He opined that the Authority and County are working well together. He commented that the fire fighters being discussed are specifically designated to serve the airport. He commented that he would like to see a closer more positive relationship with tourism and economic development. He commented that some people want to go back ten years but feels something can be worked out that is fair. There was discussion on the hours the fire fighters work and how many are trained.

8. Committee Reports

a) **Land Use** – Commissioner Herston reported that on the private side he has work in all three counties.

b) **Metropolitan Planning Organization** – Commissioner Herston reported the regular meeting was in December and Commissioner Deutsch was appointed Chairman. He commented that he was voted to be the representative to the MPOAC which will meet this month and there is a joint Sarasota/Manatee MPO meeting this month as well.

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

d) **Public Relations/Special Events** – Commissioner Coppola went over the recent articles, advertisements and press releases. Chair Andrews commented on the article that interviewed a gentleman in front of his hangar had some very nice comments about the Authority's staff. Commissioner Coppola asked if there was a survey that designates why someone comes here. Chair Andrews thought that tourist development may have that. Mr. Parish commented that it is hard to tell because this is a retirement community and it gives them an opportunity to see Punta Gorda and Charlotte County through the airport. Chair Andrews commented that he has worked with people who have clients that came here because they came to the airport but has no statistics.

e) **Governmental Liaison** – Commissioner Hancik commented that a colleague of his was just appointed Chairman of the Senate Aviation Committee and may give the Authority some opportunities in the future.

f) **Economic Development** – Chair Andrews read a report from the Florida Gulf Coast University Lutgert College of Business. Commissioner Coppola asked if there is information on why people are leaving and selling their homes. Chair Andrews commented some are leaving to be closer to family and some downsize but does not have that information. He commented on the need for affordable housing for the workforce. Commissioner Coppola asked about the survey of passengers. Mr. Parish explained that there is a kiosk in baggage claim and have cancelled the contract because the Authority was not getting enough data.

g) **Aviation Activities Report** – Commissioner Hancik commented on the passenger traffic increasing and the number of cities that the airlines serve. He asked what Frontier's load factor was. Mr. Parish commented that they are running around 80%. Commissioner Hancik reported on general aviation operations, hangar vacancies and fuel. Mr. Parish reported that for the calendar year the airport fell just behind Sarasota airport in passenger

counts. Commissioner Hancik commented that the passenger numbers reported to the FAA are based on a calendar year. Mr. Parish commented on entitlement funding the Authority will receive based on their passenger numbers.

9. Attorney Report

10. Executive Director's Report

a) Development Update – Mr. Parish commented that in the packets there was a detailed development update. He went over the highlights of the document which included the terminal closeout is at the FAA and waiting for a letter from them, still waiting for information from the contractor to closeout taxiway A, parking lot construction is completed and went into service just before Christmas, the 202 hangar door replacement project is being advertised, the employee and Western Michigan University parking lot is going out to bid and may have a special meeting to award both of those projects, still waiting for comments from the FAA on the PFC pre-application review, the rental car expansion is out to bid and a kick-off meeting was held on the air carrier ramp expansion.

b) Master Plan Update – Mr. Parish reported that the milestones are tracked and have had two of the scheduled meetings and a second stakeholder meeting needs to be held. He reported there will be a staff update next week and then the second public meeting.

c) Annual Building Reserves – Mr. Parish commented one of his goals is to increase the amount of money that the Authority is putting aside for building reserves. He commented that he would like to increase the amount to \$10,000 per month. Commissioner Coppola commented that she is in favor of that. Commissioner Hancik asked if there needs to be a budget adjustment for it. Mr. Parish commented it would come out of surplus funds. He commented it will not be done if the money is not there.

11. Citizen's Input

12. Old Business

13. New Business

a) AAAE Conference & Expo Registration & Travel (May 5 - 7) – Mr. Parish commented that there is a AAAE conference in Long Beach California and there is interest from the Board to attend. He commented that no staff will be sent this year. He commented that Board travel needs to be approved. Commissioner Hancik commented that he went last year and it is good to keep up the contacts he has. He asked about no staff attending. Mr. Parish commented that he would rather send staff to specific meetings. Commissioner Hancik commented he would like to attend. **Commissioner Herston made the motion to approve the AAAE Conference and Expo May 5-7 for Commissioner Hancik to attend. Commissioner Coppola seconded. Motion passed unanimously.**

b) Tuition Reimbursement Program Policy Increase – Mr. Parish commented that tuitions are increasing and would like to raise it from \$1,500 to \$3,500. Commissioner Herston asked where the funds are allocated. Mr. Parish commented that they are in the

training budget. Commissioner Hancik asked if it is just for college. Mr. Parish commented it can be used for anything that benefits staff and not just for college. Commissioner Herston asked if it included Mr. Parish. Mr. Parish commented that it did not include him. **Commissioner Herston made a motion to approve the tuition reimbursement program policy to increase the current \$1,500 per year per employee to \$3,500. Commissioner Coppola seconded. Motion passed unanimously.**

c) Change Capitalization Policy from \$1,000 to \$5,000 – Mr. Parish explained that the capitalization policy has not changed in several years and the capitalization and depreciation rate was set at \$1,000 per item. He commented that he would like to increase the capitalization from \$1,000 to \$5,000 starting at the beginning of the fiscal year. He commented that the descriptions were cleaned up and when the items would depreciate. Commissioner Herston asked if the State Statute sets the dollar amount. Mr. Parish commented that we set it. **Commissioner Herston made the motion that the Board approve the change in the capitalization policy increasing from the current \$1,000 to \$5,000. Commissioner Coppola seconded. Motion passed unanimously.**

d) Approve Deletion of Property – Mr. Parish explained that this will clean up the inventory and that the items are no longer here or no longer useful. He commented that most of it is fully depreciated. **Commissioner Hancik made the motion to approve the deletion of property as shown on the document. Commissioner Coppola seconded.** Commissioner Herston asked if some of the items are available for viewing for possible purchase. Mr. Parish commented that if they have a value. **Motion passed unanimously.**

e) Changes to By-Laws – Mr. Parish explained that the By-Laws and the Enabling Legislation did not match. He explained the change is on how meetings can be canceled. **Commissioner Herston made a motion that the Board approve the changes to the Charlotte County Airport Authority By-Laws as presented Article II, Section 1. Motion passed unanimously.**

f) Rental Car Center Expansion Services for Bid & Award and Construction Phase
Mr. Parish explained that this a small contract for services for the bid and award and construction phase of the expansion of the rental car center. Commissioner Herston asked why this was not included earlier. Mr. Parish commented that staff wanted to see how the project progresses and to look at the budget to see if there was money to construct it and wanted to do the design first. Commissioner Herston commented that the \$22,000.00 is for the design, construction and post construction services for an additional 3,600 sq. ft. **Commissioner Herston made a motion that the Board approve additional services for the rental car center expansion in the amount of \$8,971.00 as presented. Commissioner Hancik seconded. Motion passed unanimously.**

g) Letters of Interest for CCAA Attorney Position – Mr. Parish explained that he was directed to interview attorneys who will replace Attorney Garrard who is retiring from the Authority. He commented that he interviewed three local attorneys that he has worked with in the past through his work at the Airport, the chambers and economic development. He commented that he interviewed Darol Carr of the Farr Law Firm, Jason Lucas with Jason Lucas Law Firm and Kevin Russell with Kevin Russell Law Firm. He commented that all

three are very qualified and familiar with the Authority and the tenant relationships. He commented that his preference is Mr. Carr and he has been working with him on the speedway issues and some other tenant issues. He commented that Mr. Carr also comes with a law firm behind him so there is access to other specialties. Commissioner Hancik asked if there was any input from Commissioner Seay. Mr. Parish commented he did discuss this with her since she would not be at the meeting and she concurs that Mr. Carr is her choice. Commissioner Coppola commented that she liked Mr. Lucas. Commissioner Herston commented that Mr. Lucas was brought up in the Farr Firm and he is a one-man firm. Commissioner Hancik asked if there would be an annual contract. He commented on the Board attorney and other attorneys that staff works with. Mr. Parish commented that it would be retainer and will negotiate a fee. Commissioner Herston commented that he has worked with all three law firms and they are all good but the Farr Law Firm got to the bottom line quicker and closed the deal. **Commissioner Herston made a motion that the Board approve the selection of the Farr Law Firm, Darol Carr for the Authority's legal representative to replace Attorney Garrard when he leaves in February. Commissioner Hancik seconded. Motion passed unanimously.**

14. Citizen's Input

Lionel Schuman – Commented agreed with Commissioner Coppola to convince the airlines to resume the Islip, New York destination.

15. Commissioner's Comments

Commissioner Herston – Thanked everyone for attending and named a few members of the audience. He commented on the hard work of staff.

Commissioner Coppola – Commented on the press the Authority has been getting.

Commissioner Hancik – Commented that he will be unable attend the City Council meetings. Commissioner Herston commented that he would like to attend the City's meetings. Commissioner Hancik commented that he will not be here for the February meeting.

16. Adjournment - Meeting adjourned at 10:15 a.m.

Paul Andrews, Chair

Kathleen Coppola, Secretary/Treasurer