

**CHARLOTTE COUNTY AIRPORT AUTHORITY**

**MINUTES OF REGULAR MEETING - JUNE 15, 2017 – 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 Parish; Attorney Jack Hackett sitting in for Attorney Carr; Mrs. Cauley; Mr. Laroche; Mr. Mallard; Mrs. Pedigo; Mr. Ridenour; Mrs. Judy Smith and Mrs. Jennifer Smith. **Others present:** Jim Kaletta, Mike Mapstone, Richard Pitz, Brian Witaconis, Howard Klein, Bob Herrington, Paul Piro, Councilwoman Prafke, Commissioner Deutsch, Audrey Lanczki, Alan Boynton, Douglas Tucker, Carl Parsons and other people from the private sector. **Absent:** Commissioner Seay and Attorney Carr.

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**5. Citizen's Input**

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

**7. Consent Agenda**

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

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

35           Mr. Parish reported that the account's receivables are getting caught up, the income statement for March was a little under the estimate, the Authority is still positive for the year and the income statement of April is ahead of the estimates.

**9. Committee Reports**

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**a) Land Use** – Commissioner Herston reported that there are some exciting things happening in Charlotte County and he is busy. He commented that the County Commissioners are doing a great job on the Land Development Regulations that is being rewritten. Mr. Parish commented that staff has been working with the County on the zoning regulations for airports and has been passed by the County Commission.

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**b) Metropolitan Planning Organization** – Commissioner Herston commented that he reported on the MPO and MPOAC previously. He commented on the upcoming MPOAC meeting in July and the MPO meeting is in August.

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

**d) Public Relations and Special Events** – Commissioner Coppola reported that Allegiant is flying to Providence, Rhode Island. She commented on the articles about the Authority requesting FAA grants and the increase in passengers traffic.

10 **e) Governmental Liaison** – There was no report due to the absence of Commissioner Seay.

**f) Economic Development** – Chair Andrews reported that the Master Plan Presentation is upcoming and on the good Economic Impact Study results.

15 **g) Aviation Activities Report** – Commissioner Hancik reported on the increase in passenger traffic, the seasonal down turn in avgas, jet fuel sold and aircraft operations, airline gallons pumped and the T-hangars are still full.

## 20 **10. Attorney's Report**

Attorney Hackett had nothing to report. He introduced himself and is sitting in for Attorney Carr who will be back next month.

## 25 **11. Director's Report**

30 **a) Master Plan Update** – Mr. Parish explained that there is a presentation from AECOM on the Master Plan. He commented that will be a stakeholders meeting after lunch and a public meeting this evening. Howard Kline of AECOM Tampa office went over a power point presentation on the Master Plan Update (copy attached). Commissioner Hancik suggested that the advertisement for the public meeting be larger for the next public meeting. He asked if a new site for a terminal was looked at. Mr. Kline commented that they did not and that there would be no cost benefit to do that with the required space that will be needed. There was discussion on the rental car facility, the financial plan and the proposed projects. Mr. Kline commented that the FAA only approves two things in the Master Plan, the forecasts and the Airport Layout Plan. He commented that the Airport Layout Plan shows the FAA what the airport is proposing, that it meets the design standards and it is safe and sufficient. He commented that the Authority already has approval on the forecasts. He explained the land acquisition costs. Commissioner Coppola asked about the terminal going up a level. Mr. Kline commented that it was not considered because of the Authority's business model and financial structure. Commissioner Herston commented that it was a great report and opined a great firm was selected.

45 **b) Development Update** – Mr. Parish reported that the terminal construction close-out is still on going and the ramp expansion costs are higher than estimated. He reported that taxiway alpha's final draw has been approved and will be closing that out, the parking lot

5 projects are finishing up, the contractor is working on the plans and permits for the hangar door project and will get with the hangar tenants on how it will proceed, staff is waiting for the last piece of the airfield maintenance equipment, the Passenger Facility Charge is at the FAA, the rental car center expansion is close to seventy-five percent complete and the FICO and secondary weather equipment. He commented that Mr. Ridenour will be working on RFPs for T-hangars, secondary weather, draft for the FBO facility and a draft for the Western Michigan facility. He commented that Attorney Car is working on a developer's agreement for Western Michigan. Commissioner Coppola asked about the PFC. Mr. Parish explained that the Authority had to designate the projects it would be used for in the application. He commented that when the Master Plan is completed the Authority will submit another application including the projects listed in the Master Plan.

15 **c) Car Wash** – Mr. Parish explained that at the last regular meeting the Board asked him to go back to the rental car operators to see if they would pay the \$27,000.00 or reimburse the Authority through the fuel costs. He commented that they balked at that and that the water and electric costs would benefit the Authority if they were to leave. He commented that they have asked that the Authority pay for the water and power and the rental car operators will pay for all the modifications to the building and site for their specific equipment. He commented that he will bring this item back at the next meeting.

20 **d) Cell Tower** – Mr. Parish commented that they have not given the Authority their Airspace Study. He commented that according to the cell phone's air space group the cell tower does not interfere with the airport's approaches and he is not convinced of that. He commented that he would prefer that the Authority do their own Airspace Study whether it goes on airport property or across the street on Challenger. He commented that they have been put off for now and will bring it back. Commissioner Hancik asked how much for the study. Mr. Parish commented that it is around \$4,000.00. Commissioner Herston asked if the consultants are the best choice to do the study. Mr. Parish explained that they would hire it out but other studies have been done for various projects on the airport. He commented that he would like to have the study done. Commissioner Herston commented that the impact would be in the future. Mr. Parish explained that the impact would be immediate on the approach to runway nine.

## 35 12. Citizen's Input

## 13. Old Business

## 14. New Business

40 **a) SunTrust Line of Credit Renewal** – Mr. Parish commented that every year, at this time, the Authority signs a Line of Credit with SunTrust Bank. He explained it is for hurricane season and when the Authority started doing this they had \$50,000 in the bank and now the Authority has close to \$6 million. He opined that it is important to have the ability to access funds quickly in the event of a disaster. He commented that the cost to the Authority is \$2,500.00 **Commissioner Herston made the motion to approve the Line of**

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**Credit with SunTrust Bank as outlined on the Agenda. Commissioner Coppola seconded. Motion passed unanimously.**

5 **b) Tentative Budget Hearing and the Final Budget Hearing Dates** – Mr. Parish explained that the Budget Workshop will be August 31<sup>st</sup> and the Tentative Budget Hearing and Final Budget Hearing after the County, City and School Board’s schedule. **Commissioner Herston made the motion to set the Tentative Budget Hearing on Wednesday, September 13th at 5:01 p.m. Commissioner Coppola seconded. Motion passed unanimously. Commissioner Coppola made the motion to set the Final Budget**  
10 **Hearing on Wednesday, September 27th at 5:01 p.m. Commissioner Herston seconded. Motion passed unanimously.**

15 **c) Historical Marker in Front of Restaurant** – Mr. Parish explained that the County has produced a historical marker and would like to get it installed in the planter area in front of the restaurant. He commented that it will be with the understanding that it may have to be moved in the future and come up with a new location. He commented it could be at the new GA facility or Western Michigan campus. **Commissioner Hancik made the motion for the historical plaque to be planted in the planter. Commissioner Herston seconded. Motion passed unanimously.**  
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25 **d) Punta Gorda Army Airfield Display in Terminal Hallway** – Mr. Parish explained that the Charlotte County Historical Center put together a pictorial history of the airport a few years ago. He commented that they would like to have a spot to put it and staff is recommending the hallway between arrivals and departures. He commented that it will have to be protected from the public. Commissioner Hancik asked if this will be setting a president. Mr. Parish commented that this does not cost the Authority anything and the Sarasota-Bradenton Airport has something similar. Commissioner Herston commented that he continues to work with the mural people and there has been discussion on the possibility of a mural or two up high in the terminal. **Commissioner Herston made the**  
30 **motion for approval of the Historical Society to place a display in the Airport Authority and discretion of the Executive Director to approve its location. Commissioner Hancik seconded. Motion passed unanimously.**

35 **e) I-75 Billboard One Year Agreement** – Mr. Parish explained that the billboard on I-75 southbound just over the Peace River bridge has become available. He commented that the original cost was \$2,600 a month and has been reduced to \$1,500 a month. He commented that it is in the budget. He commented that it is hard to track its success much like social media. **Commissioner Herston made the motion to approve Mr. Parish to sign a six**  
40 **month lease at \$1,500 per month and \$750 one time production cost with Carter at the location specified. Commissioner Hancik seconded.** Commissioner Coppola asked what will be on the sign with the cars going by so fast. Mr. Parish commented that experts will be hired who know what to put on it. He commented that the artwork can be brought back. **Motion passed unanimously.**

45 **15. Citizen’s Input**

**Jim Kaletta** – Commented on his concerns on the pushback on taxiway D and is there anything in the Master Plan to eliminate the problem. He commented on runway 15/33 and the A320’s, A321’s and MD80’s. Mr. Klein commented that there is a plan in the Master Plan to eliminate the problem with the pushbacks.

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**Douglas Tucker** – Congratulated the Board on the increase in passenger traffic. He commented on having a positive attitude.

**16. Commissioner’s Comments**

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**Commissioner Herston** – Commented on those in attendance. He congratulated Mr. Klein on the Master Plan.

**Attorney Hackett** – Commented that he will report back to Attorney Carr.

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**Commissioner Coppola** – Commented on Mr. Kaletta’s presentation at the Republican Club. She opined that the Master Plan is phenomenal.

**Commissioner Hancik** – Had no comments.

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**Chair Andrews** – Commented on the flight to Toledo.

**17. Adjournment**

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Meeting adjourned at 10:48 a.m.

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Paul Andrews, Chair

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Kathleen Coppola, Secretary/Treasurer