

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING – AUGUST 17, 2017 -9:00 A.M.

1. Call to Order

2. Invocation

Commissioner Herston gave the invocation.

3. Pledge of Allegiance

4. Roll Call

Present: Chair Andrews; Commissioners Coppola, Hancik, Herston and Seay; CEO Mr. Parish; Attorney Carr; Ms. Desguin; Mr. Laroche; Mr. Mallard; Mr. Ridenour; Mrs. Jennifer Smith and Mrs. Judy Smith. **Others present:** Gary Bayne, Jim Kaletta, Stan Smith, Dave Goode, Tyler Ezzi, Dana Carr, Mike Mapstone, Kelly Rubino, Gary Harrell, Commissioner Deutsch, Jim Deutsch, Mr. Skillman, Jennifer Hamilton, Audrey Lanczki, Jim Williams, Russ Kavalhuna, Jerry Paul, Dale Davis and members of the press.

5. Citizen's Input

6. Consent Agenda

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

7. Secretary/Treasurers Report

Mr. Parish reported that the Accounts Receivables are looking good and will continue to monitor them. He commented that the May and June financial statement's numbers were up from the budget estimates.

8. Committee Reports

a) Land Use – Commissioner Herston reported that on the public side activity is increasing and on the private side it is hard to keep up with the projects that are on the horizon.

b) Metropolitan Planning Organization – Commissioner Herston reported on the MPOAC meeting.

c) Personnel – Commissioner Coppola had nothing to report.

d) Public Relations/Special Events – Commissioner Coppola reported on the newspaper articles, the FAC conference, the Republican Club meeting that will feature a Gubernatorial candidate, the two invitations she received and the packet of public relation materials that has been published. Commissioner Hancik commented on staff monitoring his emails. Chair Andrews commented that this needs to be discussed at another time. Commissioner Seay commented that the Board emails are public information.

e) Governmental Liaison – Commissioner Seay reported that Jerry Paul may attend the meeting today and give a report. She commented on Governor Scott and the budget for transportation. She reported that the Legislative Delegation meeting will be October 19th and suggested getting what the Authority's priorities may be and put that on the September agenda and coordinating with the City and County as to what their priorities are. She commented that the upcoming FAC meeting in Tallahassee has been changed to November 7th. Mr. Parish explained that the Authority's October board meeting is October 19th. Commissioner Seay commented on the start of the Legislative Session in January, the Gubernatorial candidates and the Agricultural Commissioner candidates and the first semester starting up at Western Michigan University.

f) Economic Development – Chair Andrews had nothing to report.

g) Aviation Activities – Commissioner Hancik reported on fuel sales, passenger numbers, no vacancies in the T-hangars and GA operations are up. Commissioner Herston suggested changing the passenger graph to reverse the Fiscal Year the righthand side.

9. Attorney's Report

Attorney Carr reported that he is working on the Fire/EMS Interlocal Agreement, Charlotte County Airpark Property Owners Association litigation has been dismissed, the Development Agreement with Western Michigan University, the motorcycle accident case, a slip and fall case, the Airport Zoning rules and the fuel storage tank expansion agreement. He commented that if there are ever any questions on the Sunshine Law to contact him and the Board may sit down and have dinner but cannot discuss airport business. He suggested having a review of the Sunshine Law as new rules have been added. He counseled the Board to avoid the appearance of impropriety and the Board as public figures are subject to exposure. He commented that he would like to look at the Authority's insurance policies to make sure there is enough coverage.

10. Director's Report

a) Master Plan Update – Mr. Parish reported that Mr. Ridenour has sent out a detailed report on the Master Plan.

b) Development Update – Mr. Parish reported on the hangar door replacement, the employee parking lot, the PFC is in place, rental car expansion, the air carrier ramp and secondary weather equipment. Mr. Ridenour reported on the progress of the Master Plan.

Mr. Parish explained the electronic Airport Layout Plan (ALP) which is part of the Master Plan.

c) Florida International Air Show Presentation – Tyler Ezzi, Florida International Air Show Chairman, updated the Board on the upcoming air show October 13th through the 15th which included the new location, aerobatic box, layout, performers, static display, marketing, tying into other local events and the 5K run. He thanked the Authority for their support of the air show. He requested the in-kind services of staff, the coordination of Mr. Mallard with Allegiant Airlines, the Authority accept whatever the GSA military fuel rate is and a \$10,000.00 in-kind fuel allowance. Commissioner Hancik asked if the tenants will have access to the 600 series hangars. Mr. Ezzi commented that he believes there will be access to the hangars and some of the tenants have offered to open their doors so their projects can be seen. Commissioner Hancik commented that he would like to support the air show like last year. Mr. Parish commented that support can be discussed at the budget workshop. There was discussion on set up.

d) Historical Marker Dedication on November 8th at 10:00 a.m. – Mr. Parish reported that the Historical Marker Dedication is set for November 8th at 10:00 a.m. He commented there is an agreement that once the new FBO is built the marker will be moved to that location.

e) CCAA Letter to WMU (Incoming President) – Mr. Parish explained that the Board received invitations to the inauguration of Western Michigan University's new president. He commented that the Authority will send a letter signed by the Chair congratulating him.

12. Citizen's Input

Russ Kavalhuna – Commented on Mr. Parish winning the Aviation Professional of the Year award and that he has been in correspondence with Attorney Carr. He commented on Jim Williams', the director of flight operations in Punta Gorda, background. He commented that the FAA inspection is today and explained why it is done. He commented that the Authority, County and WMU are working well together. He reported when the flight training classes will start and they have purchased a flight simulator. He commented on the new staff that has been hired and the air show. He asked the Authority to help get their name out and explained why they could not market their program. Commissioner Seay asked if he or Mr. Williams would be willing to speak at some of the organizations the Board belongs to. Mr. Kavalhuna commented he is here once a month and he and Mr. Williams would be glad to. He commented that he will make the marketing materials available to the Board.

Commissioner Deutsch – Commented on the programs that Western Michigan University will provide, road issues, economic development, building permits, shortage of contractors, tourism is up, the County's upcoming budget, the Authority and the County working together and Board of County Commissioners respect for each other.

Jerry Paul – Commented on the upcoming Legislative session dates, the committee meetings schedule, he went over some of the bills that may be filed, the County Legislative Delegation meetings, the Authority to identify some projects they may want to bring to the Legislators, asking for an appropriation, inviting the Legislators to the Air Show, a WMU representative coming to Tallahassee to meet the policy makers and briefing the Legislative Delegation on the Master Plan.

13. Old Business

a) RAC Automated Car Wash – Mr. Parish explained that this item has been on the Agenda a few times. He commented that he asked Enterprise if they would fund the infrastructure part of the automation and Enterprise is already funding the majority of the project. He commented that corporate is backing away from the infrastructure since it would be the Authority's and not Enterprise's. He commented that they are willing to fund it and then deduct it for three to six months from the checks that the Authority receives. He commented that the cost is approximately \$25,000.00. He explained the benefit of being automated is that Enterprise can run more cars through the car wash that will keep them from having to expand quicker. Commissioner Hancik commented on the Master Plan and will the rental cars move and with a major investment are they looking for their lease to be extended. Mr. Parish commented that the Master Plan has looked at the Rental Car Center and it will probably stay the same and the ready lots may expand. He explained that all the rental car companies got a five-year extension in their latest agreements and that is why Enterprise is willing to make the investment. Commissioner Herston commented on Allegiant and the rental car business. Commissioner Hancik opined that it is subsidizing private enterprise. Commissioner Herston commented that he did not want to set a precedent that the Authority would do it for all tenants. **Commissioner Herston made the motion to approve the expenditure of the funds of the infrastructure conditional that it is for the rental car operation. Commissioner Seay seconded.** Commissioner Coppola commented on the Authority owning the infrastructure. Mr. Parish commented on what the rental car companies pay the Authority and what the structure is at other airports. He commented on the rental cars in the Master Plan. Commissioner Herston commented that the utility companies own the lines up to the meter. **Commissioner Herston restated his motion that the Board approve amount not to exceed \$25,000.00 in rent reduction to cover the infrastructure costs and power costs associated with the Enterprise automated car wash. Motion passed 4-1 with Commissioner Hancik casting the nay vote.**

b) New Cell Tower – Mr. Parish explained that the Authority requested an Airspace Study which the cell tower company provided and is difficult to understand. He commented that the cell tower company has determined that the Challenger Blvd. area is where it needs to be. He commented that he would like the Authority's consultants to look at the Airspace Study and look at all the impacts to the airport. He commented that he does not know if the Board wants to move forward and that is why he has brought it back. Commissioner Coppola commented that she does not want the tower. Commissioner Herston asked if they would pay the Authority's consultants. Mr. Parish commented that they would not and he is not comfortable with the format of it. Commissioner Hancik agreed with Mr. Parish that

there is not enough information. He commented that he would vote no to approve a cell tower. Attorney Carr commented that if the tower were to go across the street and not on airport property the Authority would have the same problems. Mr. Parish commented that the money is in the budget to do an Airspace Study and would like to move forward on it. Attorney Carr commented that Authority will need the study to fight the tower if it goes across the street and the Authority needs the study one way or the other. Mr. Parish commented that he is comfortable telling the tower company that the Authority is not interested in entering a lease with them and then work to get the Airspace Study done. Commissioner Seay would like to know who owns the property across the street and are they going to use it for a cell tower. Mr. Parish commented that he has talked with the property owner and they have not been approached. Commissioner Seay commented on having a way to have control what they do and how high. She commented on zoning limitations and the Authority should have some input. Mr. Parish commented that he will let them know that the Authority wants to be involved in the process. There was further discussion on this item. Commissioner Seay suggested getting more information and continuing discussions with the cell tower company.

c) Reschedule September Tentative Budget Hearing – Mr. Parish explained that he and Mr. Mallard have a meeting in Chicago on September 13th and would like to reschedule the meeting to Friday, September 15th. **Commissioner Hancik made the motion to move the Tentative Budget Hearing from September 13th to September 15th at 5:01 p.m. Commissioner Coppola seconded. Motion passed unanimously.**

14. New Business

a) I-75 Billboard Design – Mr. Parish explained that the Board approved a lease for a billboard on I-75 just south of the Peace River bridge and the Authority's marketing company came up with three options. After Board discussion and input from Jennifer Hamilton **Commissioner Seay made the motion to move Low Cost. Nonstop. Over 30 Cities to the bottom and the Punta Gorda Airport, logo and Exit 161 to the top and authorize the Chairman to review. Commissioner Herston seconded. Motion passed unanimously.**

b) Tree Removal – Mr. Parish explained part of the Wildlife Management Plan is to remove as much of wildlife attractants off the airport as possible. He commented that there is a company that has agreed to remove the trees in certain areas on the airport and leave the stumps that staff will grind down to a low grade so the area can be mowed. He commented that there is an interest in cattle grazing. **Commissioner Seay made the motion to authorize the Executive Director to proceed with an agreement with Cooper Timber Harvesting for tree removal on approximately 290 acres for which they will pay the Authority \$8.00 per ton. Commissioner Coppola seconded.** Commissioner Herston asked about a price for them to remove the stumps. Mr. Parish explained that staff asked for a price to clear and grub and the 90 acres inside the fence the cost was approximately \$350,000.00. Commissioner Hancik suggested FAA funding for it. Mr. Bayne, Southwest Engineering, suggested leaving the stumps and taking the turpentine

from them. There was discussion on the stumps and the cattle that are currently grazing. **Motion passed unanimously.**

c) Chamber Banquets - Mr. Parish commented that there are two chamber banquets upcoming. **Commissioner Herston made the motion to approve the Board to attend the chamber banquets on September 23rd and September 29th. Commissioner Coppola seconded. Motion passed unanimously.**

d) Customer Survey – Commissioner Hancik commented that he had asked this item to be placed on the agenda. He suggested doing a car rental destination survey. He commented that the airlines used to do it and that would be better but he does not know if they would. Mr. Parish suggested passing out cards as the people come into baggage claim and then a drop off box for them to be deposited in. Commissioner Hancik commented that they would probably be put in the trash. He commented that this would be another group of data that can be used. Chair Andrews commented the best place to catch them while they are still on the airplane. Mr. Parish commented that he will check with the rental car companies to see if they would do it.

e) Air Carrier Ramp Expansion – Accept FDOT JPA and Approve Resolution 2017-04 – Mr. Parish explained this is to approve a resolution to accept the JPA and allow the Executive Director to sign. **Commissioner Hancik made motion to approve Resolution 2017-04. Commissioner Herston seconded. Motion passed unanimously.**

f) Air Carrier Ramp Expansion – Authorize Executive Director to Execute FAA Grant Offer - Mr. Parish explained this is to approve for the Executive Director to execute the FAA grant once it arrives. **Commissioner Seay made the motion to authorize the Executive Director to execute the FAA grant offer. Commissioner Herston seconded. Motion passed unanimously.**

g) Air Carrier Ramp Expansion – Contract with Wright Construction - Mr. Parish explained this is to approve for the Executive Director to execute the contract with Wright Construction Group once the grants are in place, for a base bid of \$3,063,810.94 for the air carrier ramp and Alternate No. 1 is for repairs to the AirTrek ramp. **Commissioner Seay made the motion to authorize the Executive Director to execute the contract with Wright Construction contingent upon receipt of the JPA and FAA grant. Commissioner Herston seconded. Motion passed unanimously.**

h) By-Laws Amendment – Mr. Parish commented that there were some concerns about his title. He commented that the wording to the By-Laws would be to add Executive Director/Chief Executive Officer. **Commissioner Seay made the motion that the By-Laws be amended under Article 5 Section 1 a) to read “The Authority shall employ an airport manager with the title of Executive Director/Chief Executive Officer who shall be its Chief Executive Officer in the management of the Airport facilities.” Commissioner Herston seconded.** Commissioner Herston suggested making it Executive Director/Chief Executive Officer all the way through the document. Attorney Carr recommended deleting Executive Director and just using Chief Executive Officer for

clarity. **Commissioner Seay withdrew her motion. Commissioner Herston withdrew his second. Commissioner Seay made a motion to replace the term Executive Director with the term Chief Executive Officer throughout the By-Laws. Commissioner Herston seconded.** There was further discussion on job titles. **Motion passed 3-2 with Commissioners Coppola and Hancik casting the nay votes.**

i) Expansion of Fuel Farm Facility – Mr. Parish explained that Attorney Carr and staff have been working on a fuel farm agreement with Allegiant. He commented on the Master Plan noting the Authority's lack of multi day supply of jet fuel. He commented that the Authority has 80,000 gallons that is about a two-day supply. He explained how the fuel should settle. He commented that Allegiant has agreed to construct four 30,000 gallon tanks adjacent to the four 20,000 gallon tanks. He explained that the Authority has worked out a deal with the fuel supply company who was charging Allegiant one cent to rebrand the fuel and will waive the fee so Allegiant will benefit until the cost of the tanks is amortized and the Authority will get the benefit of the one cent to maintain the tanks once that is done. He commented that Allegiant will build it, contract with the companies, pay for it and transfer the ownership to the Authority. Commissioner Hancik asked what would happen if another airline came in. Attorney Carr commented that he had asked the question and there is no exclusivity and the Authority owns the tanks from day one. **Commissioner Hancik made the motion to approve the expansion of the fuel farm facility contract as presented and have the Chief Executive Officer, Mr. Parish, execute the document. Commissioner Herston seconded. Motion passed unanimously.**

j) Roof Repairs for Building 212 Rental Car Center/Hangar – Mr. Parish explained that the Authority has been struggling with a leaking roof on a hangar that was purchased five years ago. He commented that staff received several quotes. He explained that Hot Spray Industrial Coatings has a product that will seal the roof and insulate the facility. He commented that there is a price just to do the rental car and TSA facility or do the whole building at a cost of \$75,063.00 that would be transferred from the building maintenance reserve account. **Commissioner Hancik made the motion to approve the contract with Hot Spray Industrial Coatings for the entire building as presented. Commissioner Herston seconded. Motion passed unanimously.**

k) Acquire New Boarding Ramps – Mr. Parish explained with the expansion of the air carrier ramp, staff is requesting the purchase of two new boarding ramps from KCI Industries. He commented that the purchase of the existing ramps will be reimbursed by the current PFC and has approval for the additional ramps to be added to the next PFC application. **Commissioner Herston made the motion to approval by the Board and the Board accept the KCI Industries quote to purchase two additional boarding ramps as presented. Commissioner Seay seconded. Motion passed unanimously.**

l) Extend Baggage Make-Up Belt – Mr. Parish explained with the additional service there will be seven flights leaving within 70 minutes in the morning. He explained there is not enough room to get enough carts around it. He is recommending extending it approximately fifty feet and extend the cover. He commented the cost for the belt is approximately \$70,000.00 and will do a change order in the FAA contracts for the canopy.

He commented that they will have seven planes here in November. He commented on the number of seats in the planes and the overall belt length. **Commissioner Seay made the motion to authorize the Authority's CEO to move forward with the expansion of the outbound baggage system an additional fifty feet up to a cost approximately \$130,000.00. Commissioner Herston seconded. Motion passed unanimously.** Mr. Parish commented that it will be PFC eligible.

15. Citizen' Input

16. Commissioner's Comments

Commissioner Herston – Thanked Commissioner Deutsch, Mr. Harrell and Mr. Bayne for attending. He thanked staff for a great job.

Commissioner Seay – Commented on a newspaper article that mentioned origins that people are coming here from and one was Kalamazoo, Michigan.

Commissioner Coppola – Thanked the gentleman from Western Michigan University for being here. She commented that the University will bring the younger population back to Charlotte County. She commented on the amount of publicity the airport is receiving. She commented on management, consultants and Board members who have come to help make the airport what it is today.

Commissioner Hancik – Commented on Councilwoman Prafke not at the meeting due to a meeting in Orlando. He recognized Stan Smith for being a guardian of general aviation rights.

17. Adjournment

Meeting adjourned at 11:39 a.m.

Paul Andrews, Chair

Kathleen Coppola, Secretary/Treasurer