

**CHARLOTTE COUNTY AIRPORT AUTHORITY**

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

5    **1. Call to Order**

**2. Invocation**

          Commissioner Herston gave the invocation.

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**3. Pledge of Allegiance**

**4. Roll Call**

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**Present:** Chair Andrews; Commissioner Coppola, Hancik, Herston and Seay; CEO Parish; Attorney Carr; Mrs. Cauley; Ms. Desguin; Mr. Laroche; Mr. Mallard and Mr. Ridenour. **Others present:** Jim Kaletta, Councilwoman Prafke; Tyler Ezzi; Dana Carr; Jennifer Hamilton; Mike Mapstone; Dale Davis; Alan Boynton; Scott Brady; Tom Coughenour; and other people from the private sector.

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**5. Citizen’s Input**

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

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**7. Consent Agenda**

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

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**8. Secretary/Treasurer’s Report**

          Mr. Parish reported that the Authority meets or exceeds their budget expectations and that September will probably be down because of the hurricane. He explained the airline lost a week of operations and the upside was fuel sales. He commented that there is nothing excessive in the accounts receivable. Commissioner Seay asked about the Through the Fence account. Attorney Carr explained that they were scheduled to meet but the POA representative has some health issues and will be rescheduling a meeting. Mr. Parish reported on the cash reserves.

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**9. Committee Reports**

**a) Land Use** – Commissioner Herston reported that private side is brisk, Sunseeker is moving along and other commercial projects are showing up.

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**b) Metropolitan Planning Organization** – Commissioner Herston commented that he will be giving a report on the MPO and MPOAC at the next meeting.

c) **Personnel** – Commissioner Coppola presented Mr. Mallard a five-year plaque to give to Mr. Dan Werkema who could not attend the meeting.

5 d) **Public Relations/Special Events** – Commissioner Coppola reported on the various articles that were published, internet travel ratings, upcoming events and the Authority being given the Pinnacle Award at the Punta Gorda Chamber Banquet. She commented on the progress of the airport.

10 e) **Governmental Liaison** – Commissioner Seay reported the Legislative Delegation is meeting today and Mr. Paul is representing the Authority, the letter was prepared supporting the ARFF training facility and Mr. Parish will be representing the Authority at the Florida Airports Council meeting in Tallahassee. She suggested putting together a list of the issues that the Authority is interested in to give to the Legislators and she will draw up a draft document. She reported that she went for a flight on WMU Cirrus aircraft and a flight has been offered to the rest of the Board.

15 f) **Economic Development** – Chair Andrews reported on the information he received from Florida Gulf Coast University Lutgert College of Business and the Florida Association of Realtors. There was discussion on advertising for home sales.

20 g) **Aviation Activities Report** -Commissioner Hancik reported on the airline passenger traffic and that the drop in traffic is due to the hurricane, the year to date number being good compared to the rest of the country, jet A fuel sales were up due to Naples shutting down all retail fuel sales and operations by the tower. There was discussion on hangar vacancies, a RFP for hangar construction and the waiting list. Attorney Carr suggested looking at validity and formality of the waiting list before going out for a RFP.

## 10. Attorney's Report

30 Attorney Carr reported that he received a response from the County regarding the Interlocal Agreement for the fire fighters and after some minor changes they are not that far apart, the Airpark meeting has been reset, the draft agreements have been sent to Western Michigan University and he has been in communication with them. He reported Gulf Contours lease discussion continues and he needs to get with the Authority's FAA counsel to see if some of the items can be stricken from the lease, mediation is scheduled for the Mr. Richardson case and he has not heard anything on the slip and fall issue.

## 11. CEO's Report

40 Mr. Parish reported that a meeting schedule has been distributed for the Board's review and comments and the dates will be set at the November meeting. He commented that if anyone has any comments to send them to him or Ms. Laishley.

45 Mr. Parish reported that he will be in Washington, DC next week with a group from the Florida Airports Council to discuss PFC's with the Senators. There was discussion on the PFC being increased to help fund airport development, other issues associated with the PFC process, how the PFC is applied to the traveler and the airlines fighting the increase.

5           **b) Master Plan Update** – Mr. Parish reported that working paper four was published last week and is on-line, there was a second meeting on the financial plan and the Authority is good for the next five years. He commented that the projects have been selected and prices have been put in and the environmental assessment can go forward.

10           **a) Development Update** – Mr. Parish reported that the air carrier ramp is starting next Monday, the FIDO people were delayed because of the hurricane and will be here on Monday and the weather equipment contractor is working on the FCC license. Commissioner Coppola asked about the equipment the Authority has now. Mr. Parish explained that it is everything that the FAA wants but they no longer accept the equipment and have finally approved a new system. He reported on the outbound baggage system, tree removal and passenger boarding ramps.

15           **c) Chamber Christmas Parade December 9th** – Mr. Parish reported that the Chamber Christmas Parade is December 9<sup>th</sup>. If anyone is interested to please let Mrs. Laishley know.

20           **d) CCAA Christmas Party December 12<sup>th</sup> 5:00 – 7:00 p.m.** – Mr. Parish reported that the Authority's Christmas Party will be December 12<sup>th</sup> at the Crab House.

25           **e) Air Show Report** – Mr. Parish thanked the EAA, CAP and Stan Smith for their hard work during the Air Show. Tyler Ezzi thanked the Authority and staff for their support. He gave a report on the Air Show and the dates for next year's show is October 19<sup>th</sup> thru 21<sup>st</sup> with an alternate date of 12<sup>th</sup> thru 14<sup>th</sup>. Dana Carr reported that he has met with staff regarding this year's show and suggested to bring in all traffic from Challenger Blvd. and not Henry Street.

30           **f) Hurricane Update** – Mr. Parish reported that everything is 99% up and running and that Mr. Fisher is in Naples receiving an award for his work in helping get their airport's electrical systems up and working after the hurricane hit.

## 12. Citizen's Input

## 13. Old Business

## 14. New Business

40           **a) CEO's Evaluation** – Commissioner Coppola reported that the Board has the scores for Mr. Parish's evaluation and the average score was 4.06 which is above average. Chair Andrews commented that everyone used a solid number and it does not say you cannot use a fraction of a number and to keep that in mind next year. Mr. Parish commented that another airport has asked for evaluation forms from other airports and he has asked for a copy as well. There was discussion on the evaluation form being hard to use and it needs to be improved. Chair Andrews commented that Mr. Parish received his contractual raise and suggested a performance bonus based on an above average performance. Commissioner Seay commented on Mr. Parish being named the number one Airport Executive of the year, the Authority winning the Pinnacle Award, the Airport being the

number one economic engine in the community and agreed on a bonus. Commissioner Hancik opined that the Authority should stick to Mr. Parish's contract. Commissioner Herston opined that Mr. Parish did a great job and agreed with a bonus. After further discussion on Mr. Parish's evaluation **Commissioner Herston made a motion to give the Authority's CEO a performance bonus of \$7,500. Commissioner Seay seconded. Motion passed three to two with Commissioners Coppola and Hancik casting the nay votes.**

## 15. Citizen's Input

**Councilwoman Prafke** – Congratulated the Airport and team that put on the Air Show. She reported that the Pickle Plex ground breaking was held at Florida Southwestern State College. She went over where the players come from, who plays and the details of the planned complex. She challenged the Airport Authority to match the City of Punta Gorda's pledge to this project. She explained the different levels of sponsorship. She asked to place it on the Authority's agenda. Copy of brochure attached.

## 16. Commissioner's Comments

**Commissioner Herston** – Thanked Councilwoman Prafke and congratulated Mr. Ezzi on the Air Show.

**Commissioner Seay** – Commented on the Air Show and thanked Mr. Smith for his help. She commented on the opportunities for the airport keep increasing and thanked staff and management for creating those opportunities. She reminded the Board to call Mr. Williams at WMU for a flight.

**Commissioner Coppola** – Congratulated Mr. Ezzi on the Air Show and there are things that need to be worked out because of the new location.

**Rob Hancik** – Agreed with everyone's comments.

**Chair Andrews** – Agreed with everyone's comments.

## 17. Adjournment

Meeting adjourned at 10:37 a.m.

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Paul Andrews, Chair

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Kathleen Coppola, Secretary/Treasurer