

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING – NOVEMBER 16, 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; CEO Parish; Attorney Carr; Mrs. Cauley; Ms. Desguin; Mr. Laroche; Mr. Mallard; Mr. Ridenour and Mrs. Smith. **Others present:** Jim Kaletta, Mark Kistler, Stan Smith, Dave Goode, Mike Mapstone, Alan Boynton, Gary Harrell, Ray Neilson, Gary Skillman, Jim Deutsch, Jennifer Hamilton, Commissioner Deutsch, Councilwoman Prafke, other people from the private sector and a member of the press. **Absent:** Commissioner Seay.

5. Citizen's Input

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6. Additions and/or Deletions to the Agenda

7. Consent Agenda

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

8. Secretary/Treasurer's Report

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Mr. Parish reported that the larger past due accounts receivables are down and are working with the others. Commissioner Herston commented on the Avis account and New World Trade. Mr. Parish reported that there was a small loss for September due to the Hurricane. Commissioner Herston suggested combining the profit and loss and income statement items into income statement on the agenda.

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9. Committee Reports

a) **Land Use** – Commissioner Herston reported that the County is looking at the ECAP zoning. He commented that there is a lot going on in the private side.

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b) **Metropolitan Planning Organization** – Commissioner Herston reported that the joint meeting that was scheduled has been canceled. He commented that he could not attend the MPOAC meeting and asked Mr. Harrell to report on it. Mr. Harrell gave a report on what

was discussed at the meeting which included where to hold the meetings, Legislation, transportation issues, funding, Strategic Intermodal System, Sun Trails System, maintenance of highways and traffic safety.

5 **c) Personnel** – Commissioner Coppola presented Mr. Ray Neilson with a fifteen-year serviced award.

10 **d) Public Relations and Special Events** – Commissioner Coppola reported on the historical marker dedication, Veteran’s Day, various articles that were published, the Air Show and the Christmas Parade.

15 **e) Governmental Liaison** – Mr. Parish reported on his trip to Tallahassee with the Florida Airports Council’s board and his trip to Washington, DC with some other airport directors to discuss the PFC increase. He commented on the Aviation Trust Fund not being funded by the ancillary fees that the airlines charge. He commented that there is less money for airport development and the airports are having to come up with more money and the only way to do that is charge the airlines more or charge the passengers. Commissioner Hancik asked what is the position of the elected officials on the PFC increase. Mr. Parish commented that Senators Nelson and Rubio are for it. He commented that it is not in the House yet and no one in the House will say they are for it.

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

25 **g) Aviation Activities Report** – Commissioner Hancik reported on the passenger numbers, fuel sales, aircraft operations, Allegiant destinations and the rental car companies are getting ready for Thanksgiving.

10. Attorney’s Report

30 Attorney Carr reported on the fire support agreement progress with the County, the meeting with the Property Owners Association being positive, no progress on the Western Michigan University agreement, Gulf Contours lease, the draft agreement for the Air Show is a work in progress and he is counsel for both the Authority and the Air Show and the two personal injury matters.

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11. CEO’s Report

40 **a) Master Plan** – Mr. Parish reported that the Master Plan is progressing, the only reviewer for the Environmental Assessment at the Airports District Office (ADO) passed away unexpectedly, the final stakeholder meeting will be December 6th and a presentation on January 22nd.

45 **b) Development Update** – Mr. Parish reported on the ramp expansion project, hangar door replacement project, weather equipment and FIDO, SIDA bag belt and the tree removal. Commissioner Herston asked if capital improvement projects cannot be started without the approval of the Master Plan. Mr. Parish commented that capital improvements can be done

but if they are in the Master Plan the Authority cannot get funding for them. He commented on the upcoming Christmas Parade and the tower hours have been extended.

12. Citizen's Input

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Commissioner Deutsch – Reported that there are two serious companies coming into the Industrial Development Agency, getting the debris cleaned up and FEMA reimbursement.

13. Old Business

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14. New Business

a) Election of Officers – Chair Andrews passed the gavel to Attorney Carr. Attorney Carr opened the nominations for Chair. Commissioner Andrews nominated Commissioner Herston for Chair. Commissioner Coppola seconded. Commissioner Herston nominated Commissioner Hancik. Commissioner Coppola seconded. Attorney Carr closed the nominations and called for a roll call vote. Commissioner Andrews voted for Commissioner Herston. Commissioner Herston voted for Commissioner Hancik. Commissioner Coppola voted for Commissioner Hancik. Commissioner Hancik voted for Commissioner Herston. Attorney Carr announced the nominations fail. He opened nominations for the Chair. Commissioner Andrews nominated Commissioner Herston. Commissioner Coppola seconded. Attorney Carr closed the nominations and called for a roll call vote. Commissioner Andrews voted for Commissioner Herston. Commissioner Herston voted Herston. Commissioner Coppola voted for Commissioner Herston. Commissioner Hancik voted for Commissioner Herston. Attorney Carr commented that by unanimous vote Commissioner Herston will serve as Chair for the upcoming year. He opened the nominations for Vice-Chair. Commissioner Herston nominated Commissioner Hancik. Commissioner Coppola seconded. Chair Andrews nominated Commissioner Seay. There was not a second. Attorney Carr closed the nominations and called for a roll call vote. Commissioner Herston voted for Commissioner Hancik. Commissioner Andrews voted for Commissioner Hancik. Commissioner Coppola voted for Commissioner Hancik. Commissioner Hancik voted Hancik. Attorney Carr congratulated Commissioner Hancik. He opened the nominations for Secretary/Treasurer. Commissioner Herston nominated Commissioner Coppola. Commissioner Andrews seconded. Attorney Carr closed the nominations. He called for a roll call vote. Commissioner Herston voted for Commissioner Coppola. Commissioner Andrews voted for Commissioner Coppola. Commissioner Hancik voted for Commissioner Coppola. Commissioner Coppola voted for Coppola. He called for nominations for the Assistant Secretary/Treasurer. Commissioner Andrews nominated Commissioner Seay. Commissioner Herston seconded. Commissioner Hancik nominated Commissioner Andrews. Commissioner Coppola seconded. Attorney Carr closed the nominations. He called for a roll call vote. Commissioner Herston voted for Commissioner Andrews. Commissioner Coppola voted for Commissioner Andrews. Commissioner Hancik voted for Commissioner Andrews. Commissioner Andrews voted Andrews. Attorney Carr commented that this completes the election and passed the gavel to Chair Herston.

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5 **b) Proposed Meeting Schedule for Dec. 2017 – Dec. 2018** – Mr. Parish went over the proposed meeting schedule. Attorney Carr commented that he nor anyone from his firm would be able to attend the May 17th meeting and would not be available the 18th. Commissioner Hancik opined that he would rather see something rescheduled rather than canceled. Mr. Parish commented that if a meeting is needed an emergency meeting can be called. Chair Herston recommended that the Authority move forward with the proposed calendar with the exception a special meeting can always be called.

10 **c) John Deere Tractor Purchase** – Mr. Parish commented a tractor that was bought seven or eight years ago had an electrical fire that totaled the tractor. He explained the insurance settlement and that there is a replacement tractor on the State Contract. He commented that this was not on the CIP plan. Commissioner Hancik asked if there was money in the budget. Mr. Parish commented that there is money in the budget for capital purchases and may be able to defer. **Commissioner Hancik made the motion to authorize staff to make the purchase of a new mower tractor for an out of pocket price of \$70,586.00. Commissioner Andrews seconded. Motion passed unanimously.**

20 **d) Land Acquisition** – Mr. Parish commented that Commissioner Hancik asked that this be put on the agenda. He explained that there is some land on the northside of the airport and a small triangle south of the airport that is needed for runway protection zones. He commented that they are listed in the short-term CIP and Master Plan. He commented that the Authority is looking at the land to the north to be a PFC project and is dealing with the land owner of the land to the south. He commented that once the Master Plan is approved the Authority can move forward. Commissioner Hancik commented on needing the land to do runway expansions. Mr. Parish explained the reason to use PFC funds to purchase the land. Commissioner Hancik commented on his concerns of losing the land and the purchase being reimbursable. Mr. Parish commented that he would like to have the FAA's blessing first and will be in the next PFC application. He commented on the environmental assessment being approved before any projects can be started. He commented that he will get with the FAA and put it on the agenda next month. Chair Herston asked about land leases. Mr. Parish explained that some of the leases say the building becomes the Authority's at the end of the lease and some say the tenant owns the building.

35 **e) Board Travel to AAAE Conference and Exposition** – Mr. Parish explained that the dates have just been announced for the AAAE conference. He commented that there is money in the budget for one person to attend. Commissioner Hancik commented it is in San Diego this year. Commissioner Coppola asked if there is a benefit. Commissioner Hancik commented that he is a liaison with other airport officials. Mr. Parish explained that Board travel must be approved. **Commissioner Andrews made the motion to Board travel to the AAAE conference. Commissioner Coppola seconded. Motion passed unanimously.**

15. Citizen's Input

45 **Councilmember Prafke** – Distributed the pickle ball paddle that were used at the groundbreaking ceremony for the Pickle Plex. She asked about the \$20,000.00 contribution that was to be on the agenda for the Authority to be a sponsor and have their logo at the

Pickle Plex. Attorney Carr commented that he had some concerns with the request that it could be revenue diversion. He explained what is considered revenue diversion. He communicated with the Authority's FAA counsel who specializes in that area and asked if the Authority should consider this and his strong reply was "absolutely not". He commented that as legal counsel to the Authority he does not think there is any legal capability for the Charlotte County Airport Authority to meet Councilmember Prafke's request. Councilmember Prafke asked about marketing. Attorney Carr explained why it could not be used as marketing. Mr. Parish commented that the Authority may be able to participate in individual events. Councilmember Prafke commented she will update the Pickle Plex board.

Jim Kaletta – Commented on the FAA instructor course at Western Michigan University building, the CAP will be teaching emergency management for the aircraft and teaching the CAP personnel observer and scanner.

16. Commissioner's Comments

Commissioner Coppola – Commented that she did not support a bonus for Mr. Parish because of the downturn in business the Authority had the previous month. She commented that Mr. Parish has done a phenomenal job and it was only economics. She suggested protecting the pictures that are in the Bailey Terminal. Mr. Parish commented that they can replace them if necessary. She wished everyone a Happy Thanksgiving.

Commissioner Hancik – Suggested giving sixty days notice if a Board member is not going to be at a meeting. He commented on the budget adjustment on the Consent Agenda and needed more information. Wished everyone a nice warm Thanksgiving. Chair Herston reminded Commissioner Hancik that a Board member can pull anything from the Consent Agenda.

Commissioner Andrews – Congratulated the Chair and thanked everyone for attending the meeting.

Chair Herston – Reminded everyone the next meeting will be December 14th. He thanked God for all he does for the airport. He thanked staff for their hard work and Attorney Carr. He opined he is a very qualified attorney. He thanked Commissioner Andrews for service as Chair the last three years.

17. Adjournment - Meeting adjourned at 10:24 a.m.

James W. Herston, Chair

Kathleen Coppola, Secretary/Treasurer