

**CHARLOTTE COUNTY AIRPORT AUTHORITY**

**MINUTES OF REGULAR MEETING – JUNE 20, 2019– 9:00 A.M.**

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**1. Call to Order**

**2. Invocation**

10           Commissioner Andrews gave the invocation.

**3. Pledge of Allegiance**

**4. Roll Call**

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**Present:** Chair Seay; Commissioners Andrews and Coppola; CEO Parish; Attorney Carr; Ms. Hendren; Mr. Laroche; Mr. Ridenour; Mr. Mallard; Mrs. Cauley; Mrs. Miller; Mrs. Harper; Ms. Straw, and Ms. Pedigo. **Others present:** Jim Kaletta; Councilwoman Carey; Gary Harrell; Commissioner Deutsch; Paul Piro; Steven Henriquez; Cara Reynolds; David Gammon; Joe Makray; Stan Smith; Deborah Ederer; Richard Pitz, others from the private sector and a member of the press. **Absent:** Commissioners Herston and Hancik.

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**5. Citizen’s Input**

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**Cara Reynolds** – The District One representative from the Charlotte County School Board, spoke about the lease for the hangar that will be vacated by Western Michigan University (WMU). She reported that the School Board was awarded a \$1.7 million grant in 2018 for an aviation Airframe and Powerplant Mechanics (A&P) program and that on Tuesday, the School Board unanimously approved the Florida Job Growth Workforce Grant Agreement between Charlotte County Public Schools, the State of Florida, and the Department of Economic Opportunity. She reported that a \$250,000 appropriation was added to the state budget for the A&P program, which is currently awaiting the Governor’s signature. She provided the Board with letters of support from the community and commented that she looks forward to working with the Airport as the WMU facility is vital to the success of the program.

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**Maria Roca** – The chair of the Department of Integrated Studies at Florida Gulf Coast University (FGCU), spoke on the University and how they’re increasing their presence and service to Charlotte County. She reported that FGCU has begun discussion with AeroGuard to affiliate with a flight school at the Airport to provide a bachelor’s degree in Integrated Studies for students enrolled within the flight school. She commented that she would like to fill the gap being created by the withdrawal of WMU from Charlotte County.

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**Joel Davidson** – The Chief Executive Officer of AeroGuard, expressed his interest in working with FGCU to establish a flight school at the Airport. He spoke on the history and current status of AeroGuard, which is a private company. He commented on Boeing’s projected market forecast regarding the need for pilots. He commented that AeroGuard works closely with SkyWest Airlines and opined that it’s very important economically for the Airport to establish a flight school on the property. He commented that it is his intention to have the 10 employees currently employed through WMU transferred to become employees of AeroGuard.

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**Stan Smith** – Regarding the T-hangar Development Contract with AECOM, he requested that

the Board consider building T-hangars that can accept cabin class twin aircraft as he owns a Piper Aerostar that he has taken to Venice Airport due to their larger hangars. He commented that he is paying over \$500 per month for a T-hangar rental and discussed his opinions on possible revenue and the potential economic impact of larger hangars in Punta Gorda.

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**Colton Palmer** – A current flight instructor at WMU, commented on the positive career impact provided for him and positive educational impact provided to the flight students that has taken place through WMU in the past year. He requested that the Board consider choosing AeroGuard to lease the WMU facility.

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

**7. Employee Recognition**

15 Mr. Mallard presented Glenn Lomas with a Five Years of Service Award. Mr. Mallard also recognized Benjamin Duke, who is on vacation, for his Five Years of Service Award.

**8. Consent Agenda**

20 **Commissioner Andrews motioned to approve the Consent Agenda. Commissioner Coppola seconded. Motion passed unanimously.**

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

25 Mr. Parish reported that the three accounts on the account's receivables list are paid in full. He reported that revenues are over the projected amount for the month, expenses are slightly lower and that some capital projects will be deferred to next year due to grant availability. He reported that total assets continue to rise on the balance sheet. Commissioner Coppola inquired if aircraft fuel cost fluctuates as often as regular unleaded fuel. Mr. Parish confirmed that it does.

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**10. Liaison Reports**

35 **a) Punta Gorda City Council** – Chair Seay thanked Councilwomen Carey for attending meetings and commented on the strong connection between the Authority and the City.

**b) Board of County Commissioners** – Chair Seay thanked Commissioner Deutsch for attending meetings and helping strengthen the Authority's relationship with the County. Commissioner Deutsch reported that Dave Gammon was assigned as the full time Economic Development Director.

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**c) Metropolitan Planning Organization** – Commissioner Andrews had nothing to report.

**d) Community** – Commissioner Coppola commented that the Civil Air Patrol's (CAP) Charlotte County Composite Squadron benefited from the auction/raffle proceeds at Airport Appreciation Day in May.

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**e) State Legislation** – Chair Seay commented that the legislatures are out of session and congratulated David Gammon on his new position.

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## 11. Attorney's Report

5 Attorney Carr reported that the property acquisition at the end of runway 22 is under contract and is awaiting comments from the County on any objections they have on closing Pelican Drive. He reported that the Airport does have a small claim matter due to a customer claiming that rodents damaged her vehicle.

## 12. CEO's Report

- 10 a) **Development Update** – Mr. Parish commented that he is looking at building more T-hangars and that the waitlist is down from 74 people to 55 people with the average wait time being approximately 9-12 months. Chair Seay confirmed with Mr. Parish that the individuals no longer on the waitlist received hangars as opposed to going elsewhere or withdrawing. Mr. Parish commented that regarding the property acquisition that Attorney Carr mentioned, there is a contamination issue that is being worked through as an old diesel tank leaked. He commented that he is working on the avigation easement on the south end of runway 15-33, that the parking lot is under design, that there was an irregularity within the first bid selection on the runway 15-33 rehabilitation and extension project, which resulted in a decision to use the second lowest bidder and that he's submitted an application for an SIB loan to build the new GA center. He discussed the major expansion that Faber, the current terminal food vendor, would like to make to the terminal to create a new bar and food area, as well as their request for a five-year lease extension. He commented that he will bring those items back to a future meeting when more information is known.
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- 25 b) **Marketing Update** – Mr. Parish requested that everyone subscribe to the Airport's YouTube channel. Mrs. Miller requested that everyone rate the Airport on Facebook and Google. Chair Seay inquired if her sharing the post from the Airport on Facebook is helpful. Mrs. Miller commented that it expands the reach and is highly recommended. Commissioner Coppola inquired if the Airport had any business cards with a list of Allegiant destinations. Mr. Parish commented that staff can make updated cards.
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- 35 c) **Aviation Report** – Mr. Parish commented that he, Mr. Mallard, and Mrs. Miller attended the Jumpstart Conference and spoke with American Airlines, Southern Airways and Moxy Airline. Mr. Mallard reported on passenger counts, fuel sales and gallons pumped, aircraft ops, and hangar vacancies. Mr. Parish commented that for the next fiscal year, he is budgeting conservatively for airline operations. Mr. Mallard reported that the Airport won the North American's Airport Leaders 2019 award from OAG during the Jumpstart Conference.
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- 45 d) **Leasing Update** – Mr. Parish reported that there are several interested parties in different areas across the Airport. He commented that Intrepid Aerospace has concerns of the growing cost of a temporary facility that they are working through, that Megal Corporation is still reviewing the lease, and that he is working with AeroMed to develop a temporary landing and sleeping facility.
- 50 e) **2020 Sales Tax Focus Group** – Mr. Parish commented that it was requested that a member from the Airport be a part of the 2020 Sales Tax Focus Group and that unless a Board member would like to volunteer, he can be the representative. The Board agreed to keep Mr. Parish as the representative.

- f) **FAC 2019** – Mr. Parish commented that this will be the 50<sup>th</sup> anniversary of FAC and that all Board members are signed up to attend with the exception of Commissioner Andrews.

5 **13. Old Business**

- a) **Western Michigan University (WMU) Facility** – Mr. Parish commented that there is a great amount of interest in the facility, including those parties who have submitted LOI's and additional parties that have not yet submitted LOI's but have expressed interest. He commented that he has spoken with legal counsel and other Airport directors who have informed him that he should put out a Request for Proposals (RFP) for the facility. He commented the he suggests having staff develop an RFP, allowing a four-week response period and a selection during the August Board meeting from information provided from the RFP. He commented that if an RFP is not used, the Authority opens itself up for a Part 13 and Part 16 complaint through the FAA, which would eliminate grant opportunities until the complaint is resolved, which can take 2-5 years. Chair Seay commented that due to the large interest in the property, there is not an appropriate way to select a company today. Commissioner Andrews agreed with Chair Seay and commented that he doesn't want to put the Airport at risk for something that could affect the Airport financially for a long period. Commissioner Coppola agreed. Attorney Carr commented that most LOI's received are non-specific, that an RFP would give more specific information from all interested parties, and it would demonstrate that there was a good faith effort to avoid a Part 13 and Part 16 compliant. He commented that the RFP responses would also allow staff to match proposals with other available accommodating property. Mr. Parish commented that he would like to ask one Board member to be a part of the RFP selection committee. Commissioner Andrews volunteered to be a member of the RFP selection committee. Attorney Carr opined that a Board member should also be involved with the development of the RFP. Commissioner Andrews commented that he can also help with the development. Chair Seay opined that there are ways to accommodate the different interested companies with different available properties on the Airport. Attorney Carr commented that reduced rent can be considered for educational facilities so long as it's offered directly to the educational facility, not companies affiliated with the educational facility. Chair Seay opined that the RFP should look at what is beneficial to the Airport, as well as the community. Mr. Parish commented that there can be a scoring in the criteria for those items. Chair Seay confirmed that there's possibilities for applicants to work together if there's common interest. Mr. Parish commented that he was hoping to be under construction in the near future on the north side of the Airport to allow more options for aviation development but that he is still working on funding for that area. Chair Seay asked Attorney Carr to comment on any limited communication that may take place once the RFP is issued. Attorney Carr commented that the Board can communicate with any interested party but cannot communicate amongst themselves in private. Mr. Parish commented that the RFP will state that no communication between the Board and any interested party may take place regarding the RFP. Chair Seay inquired as to how any questions would be answered from interested parties. Mr. Parish commented that there will be a period for questions and that at the end of the period, all questions will be answered as a supplement to the RFP. Chair Seay inquired as to how long Mr. Parish feels it may take to advertise the RFP. Mr. Parish commented that he'd like to have it out by the end of the month, with four-weeks for responses, and the availability to place the final scores on the August agenda.

## 14. New Business

- 5 a) **Ground Transportation RFP Selection Committee** – Mr. Parish commented that at the May Board meeting, an RFP went out for a single source ground transportation company for taxis and requested that one Board member be a part of the RFP selection committee. Commissioner Coppola inquired if the Airport would still offer Uber and Lyft under the new RFP. Mr. Parish commented that Uber and Lyft services would remain the same, but this would just be for one taxi company. Commissioner Coppola volunteered to serve on the committee.
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- 15 b) **T-Hangar Development Contract with AECOM** – Mr. Parish commented that after reviewing the hangar waitlist, most individuals only need smaller T-hangars although he understands that there is some interest for larger T-hangars. He commented that the Venice T-hangars were built with 80% state funds, which allows them to charge \$500 per month for rent. He commented that the Airport will be funding the project at 100%, that the hangars will cost in the upwards of \$70,000 to \$80,000 per unit, with rents being in the \$600 to \$800 per month range. He commented that he would like to take the plans to 30% and then solicit for a contractor to provide a price, which would also include that contractor being unable to provide a final bid for the project. He commented that based on the contractor's initial price of the estimate, he would then like to go out to sign leases until there is a 50% occupancy rate, at which time the T-hangars would be built. He commented that based on the 55 individuals on the current waitlist, all individuals would fit within the recommended T-hangar size and that he does recognize that those with larger aircraft are not on the list because the Airport does not have hangars to accommodate them. He commented that he can solicit for larger hangars to see if there are any interest. Commissioner Coppola inquired if there's a way to put out a survey to see how many are in need or would be interested in a larger hangar. Mr. Parish commented that staff can send out e-mails to current tenants to see if anyone is interested and opined that the current low T-hangar rates are beneficial compared to other Airports but hurt the Airport for future development. **Commissioner Andrews motioned to approve moving forward with the T-hangar Development Contract with AECOM as presented. Commissioner Coppola seconded. Motion passed unanimously.**
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- 35 c) **Halfacre Construction Company Lease** – Mr. Parish commented that he would have placed the non-aeronautical lease with Halfacre Construction Company on the consent agenda, however, it was not signed at the time of the agenda being published. He commented that there was a fair market analysis performed last fiscal year, that it's a 3-year lease with two 1-year extensions, and that the executed copy has been received. **Commissioner Andrews motioned to approve the Halfacre Construction Company lease as presented. Commissioner Coppola seconded. Motion passed unanimously.**
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## 15. Citizen's Input

45 **Joel Davidson** – Commented that the WMU facility has approximately 10 students who have expressed intentions to remain onsite if a flight school takes the property over and that AeroGuard would like to employ the 10 individuals whose employment will be terminated on August 31. He commented that he understands the Board's need to follow FAA regulations and staying within legal bounds but opined that any RFP process will result in students being unable to continue training and result in staff being let go. He commented that it was his intention to educate the students and continue employment as of September 1 and that if he is

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unable to do so, the potential for AeroGuard’s involvement at the Punta Gorda Airport becomes significantly less. He commented that the other parties in consideration may have operations in place for September 01 but he is ready to continue the current operations. He commented that if the RFP continues into August, it will hinder AeroGuard’s operations.

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**Jim Kaletta** – Commented that the U.S. Air Force gave permission and is funding pilot training for members of the CAP. He commented that in SW Florida, there are 12 cadets in the program that will receive their private pilot license in the next year. He opined that the space on the Airport property should be strictly for flight schools.

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**Derik Smith** – A current student at WMU, commented that the Charlotte County School Board received grants and approval for funding for a different location as WMU had not yet announced their closing when their funding process begun. He commented that when WMU announced they were closing the Punta Gorda location, Jim Williams set out to find a flight school to continue operations.

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**16. Commissioner’s Comments**

**Commissioner Andrews** – Thanked everyone for attending and commented that he looks forward to working on the RFP.

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**Commissioner Coppola** – Commented that she’s pleased that there is so much interest in the Airport and hopes that all interested parties will be accommodated.

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**Chair Seay** – Opined that there were a lot of good presentations during the meeting and spoke on WMU leaving. She commented that the School Board’s application for the \$1.7 million was assembled long before WMU announced they were leaving, that the School Board did have plans for a different location and that she would still like to see them on the property. She commented that many have wrote letters of support for the School Board’s A&P program, including APG Avionics who also submitted an LOI for the WMU hangar. She commented that AeroGuard has been working hard on their proposal and that having FGCU in Charlotte County has been sought after for a long time. She commented that by legal requirement, there must be an RFP for the facility and opined that she’d like to find locations on Airport property for all interested parties.

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**17. Adjournment**

Meeting adjourned at 10:13 a.m.

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Pamella A. Seay, Chair

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Kathleen Coppola, Secretary/Treasurer