



# Charlotte County Airport Authority

## Punta Gorda Airport

<b>Pamella Seay</b> Chair	<b>James W. Herston</b> Vice-Chair	<b>Kathleen Coppola</b> Secretary/ Treasurer	<b>Robert D. Hancik</b> Asst. Secretary/ Treasurer	<b>Paul Andrews</b> Commissioner	<b>James W. Parish</b> CEO	<b>Darol Carr</b> Authority Attorney
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Thursday, September 19, 2019

9:00 A.M.

7375 Utilities Road, Building 313, Punta Gorda, FL

### AGENDA

- 1. Call to Order:** Reminder to turn off your cell phones
- 2. Invocation:** For those who wish to join, please rise for the invocation.
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Citizen’s Input:** Anyone wishing to address the Board during this portion should state their name for the record. Each citizen is allowed up to two minutes to express their opinion.
- 6. Additions and/or Deletions to the Agenda**
- 7. Employee Service Recognition** **Ms. Desguin**
- 8. Consent Agenda:** All matters listed under this item are considered routine and action will be accomplished by one motion without separate discussion of each item. If discussion is desired by a Commissioner, item(s) will be removed from the Consent Agenda and considered separately.

**Secretary/Treasurer**

- Minutes Budget Workshop – August 09, 2019
- Minutes Regular Meeting – August 15, 2019
- Minutes Special Meeting – August 29, 2019

**CEO**

**Enterprise Leasing Company of FL, LLC Lease** – Enterprise Leasing Company of FL, LLC would like to lease Building 313, unit A and B to utilize as a vehicle maintenance center. (This lease will be signed by Lessee prior to meeting date or it will be pulled from the Consent Agenda.)

**Staff Recommended Action:** Board approve lease with Enterprise Leasing Company of FL, LLC.

**Purchase of New Tractor for Facilities** – The FY 2018-19 maintenance capital budget included a line item for a replacement stake body truck to replace the current truck. The current stake body truck is not yet at its end of life therefore maintenance would like to use those funds to purchase a tractor that would be beneficial to both grounds and facilities maintenance departments. The tractor includes implements for trenching, mowing, lifting and edging all areas of the airport and can be purchased locally for \$33,595.10.

**Staff Recommended Action:** Board approve purchase of a new tractor for \$33,595.10.

**Write Off of Account Receivable Balance as Bad Debt Expense** – Mendy Ling, a private pilot, damaged the FBO crew car. The insurance deductible for the damage after various attempts has been deemed uncollectable.

**Staff Recommended Action:** Board approve write off bad debt expense for Mendy Ling in the amount of \$1,000.

- 9. Adopt Budget Resolution 2019-02** **Mr. Parish**
- 10. Adopt FY 2019-20 Final Budget** **Mr. Parish**
- 11. Secretary/Treasurer’s Report** **Mrs. Coppola**
- a. Accounts Receivables Mr. Parish
  - b. Income Statement Mr. Parish
  - c. Balance Sheet Mr. Parish
- 12. Liaison Reports**
- a. Punta Gorda City Council Mr. Hancik
  - b. Board of County Commissioners Mr. Herston
  - c. Metropolitan Planning Organization Mr. Andrews
  - d. Community Mrs. Coppola
  - e. State Legislation Chair Seay
- 13. Attorney’s Report** **Attorney Carr**
- 14. CEO’s Report** **Mr. Parish**
- a. Development Update Mr. Ridenour
  - b. Marketing Update Mrs. Miller
  - c. Aviation Report Mr. Mallard
  - d. Leasing Update Mr. Parish
- 15. Old Business**
- a. AeroGuard Flight Training Center Lease Mr. Parish/  
Attorney Carr
  - b. School Board of Charlotte County Lease Mr. Parish/  
Attorney Carr
- 16. New Business**
- a. Move October 2019 Regular Meeting Mr. Parish
  - b. Commissioner Hancik Travel Reimbursement Request Mr. Hancik
  - c. Runway 33 RPZ Developers Agreement Mr. Parish
  - d. Administration Building Build Out Mr. Parish
  - e. Proposed 2020 Meeting Schedule Mr. Parish
- 17. Citizen’s Input:** Anyone wishing to address the Board during this portion should state their name for the record. Each citizen is allowed up to two minutes to express their opinion.
- 18. Commissioner’s Comments**
- 19. Adjournment**

## Agenda items for September 19, 2019 Meeting

A copy of all the attachments are at [www.flypgd.com/airport-authority/meeting-minutes-and-agendas/](http://www.flypgd.com/airport-authority/meeting-minutes-and-agendas/)

### 15. Old Business

- a. **AeroGuard Flight Training Center Lease** – Following the Board’s direction at the August 29<sup>th</sup> special meeting, Attorney Carr has drafted a lease with AeroGuard Flight Training that will be concurrent with the School Board of Charlotte County’s lease for hangar 115 and the adjacent modular office building. The lease terms include information from AeroGuard’s response to CCAA’s Request for Proposals (RFP) for the site. For the first three (3) years of the ten (10) year lease, AeroGuard’s students will utilize paid parking until the need for constructing a parking lot is further considered. This lease will commence on October 1<sup>st</sup>, 2019.

**Staff Recommended Action:** Board discretion.

- b. **School Board of Charlotte County Lease** – Following the Board’s direction at the August 29<sup>th</sup> special meeting, Attorney Carr has drafted a lease with the School Board of Charlotte County that will be concurrent with AeroGuard Flight Training’s lease for hangar 115 and the adjacent modular office building. The lease terms include information from the School Board’s response to CCAA’s Request for Proposals (RFP) for the site. This lease will commence on October 1<sup>st</sup>, 2019.

**Staff Recommended Action:** Board discretion.

### 16. New Business

- a. **Move October 2019 Regular Meeting** – Florida Airports Council (FAC) has scheduled the 2020 State Legislative Fly-In in Tallahassee, FL for October 16-17, 2019. The Board’s regular meeting is scheduled for October 17, 2019. For Mr. Parish to attend both, the Board’s regular meeting will need to be rescheduled for a different date.

**Staff Recommended Action:** Board move meeting to October 24<sup>th</sup>, 2019.

- b. **Commissioner Hancik Reimbursement Request** – Commissioner Hancik request consideration for reimbursement in the amount of \$1,291.13 for his expenses to attend the Florida Airports Council Conference.

**Staff Recommended Action:** Board discretion.

- c. **Runway 33 RPZ Developers Agreement** – This Developers Agreement was discussed during the project update at the August 15<sup>th</sup> meeting. Staff is currently awaiting survey results to complete the final legal descriptions for some Exhibits. As there will be no changes other than legal descriptions, Staff is requesting Board approval of the Agreement to prevent approval being postponed until the October meeting.

The summary highlights of the Agreement conditions are as follows:

1. Runway Protection Zone (RPZ) – The Developer conveys approximately 3.74 acres of land in fee simple interest to the Airport at no cost.
2. Woodlawn Right of Way – The Developer conveys approximately 0.33 acre of land for the new alignment of Woodlawn Drive.
3. Drainage Easements – The Developer conveys drainage easements to the Airport. These easements will allow the Airport to utilize Developers land for future stormwater management needs for the east side of the Airport’s property.

4. Stormwater Management Pond - The Developer shall, at its own cost and expense, engineer, design, permit and construction the stormwater management pond. The Airport shall pay for the boundary and topographical survey (\$13,500.00) and the Developer shall have the right to sell excavated material from the stormwater management pond. At the time of use, the Airport will pay its prorata share annual maintenance fees to the Developer.

**Staff Recommended Action:** Board approve CEO to execute Developers Agreement upon receipt of final survey data for legal descriptions and Attorney approval.

- d. **Administration Building Build Out** – This project was advertised on June 24<sup>th</sup>, 2019. The following bids were received on July 23<sup>rd</sup>, 2019:

DEC Contracting Group, Inc.	\$290,230.00
OneSource Construction Company & Builders, Inc.	\$305,836.00
Vantage Construction Services LLC	\$322,659.00
Boromei Construction, Inc.	\$337,069.00
DeAngelis Diamond	\$410,903.00
A2 Group, Inc.	\$445,000.00

The low bid is 45% over the Airport's budget of \$200,000.

**Staff Recommended Action:** Board reject all bids and review alternative delivery methods.

- e. **Proposed 2020 Meeting Schedule** – To help the Board and staff with planning for the upcoming year, staff is suggesting that some of the dates for the Regular Monthly Meeting be adjusted, canceled, or set as workshops. This will not mean that the calendar cannot be adjusted as needed throughout the year. Copy of calendar attached.

**Staff Recommended Action:** Board discretion.