

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING – AUGUST 15, 2019– 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 Seay; Commissioners Andrews, Coppola, Hancik and Herston; CEO Parish; Attorney Carr; Ms. Hendren; Mr. Ridenour; Mrs. Cauley; Ms. Straw; Mrs. Harper; Mrs. Delph; Ms. Desguin; Ms. Pedigo; Mr. Laroche, and Mrs. Miller. **Others present:** Jim Kaletta; Mark Kistler; Cara Reynolds; Gary Harrell; Commissioner Deutsch; Gary Bayne; Paul Piro; Stan Smith; Joe Makray; Traci Jacobs; Deborah Ederer; Jim Williams; Mike Mapstone, others from the private sector and a member of the press.

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5. Citizen’s Input

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Cara Reynolds - The District One representative from the Charlotte County School Board, reported that the School Board was awarded the \$250,000 that was previously awaiting approval from the Governor for the Airframe and Powerplant Mechanics (A&P) program. She encouraged the Board to grant the lease of hangar 115 to the School Board.

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Kathy Robinson – The Charlotte County Chamber of Commerce President, read a letter wrote by the Chamber in support of the Charlotte County School Board’s proposal to lease the modular office and adjacent hangar building 115 being vacated by WMU. She opined that the A&P program would help add to the younger population of the city.

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Commissioner Deutsch – From the Charlotte County Board of Commissioners, read a letter of support from the Board of Commissioners for the Charlotte County School Board’s proposal to lease the modular office and adjacent hangar building 115. He opined that he’s impressed with the working relationship between Mr. Parish and the Economic Development Office and hopes that space will be found for all interested parties.

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Jim Williams – The Director of Flight Operations and Safety at WMU, spoke in support of AeroGuard’s proposal to lease the modular office and adjacent hangar building 115. He shared Boeing’s projected market forecast and explained why he feels that AeroGuard will be beneficial to the Airport and the Community.

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6. Additions and/or Deletions to the Agenda

Mr. Parish added agenda item 16h. Resurfacing of Long-term Parking Lot.

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7. Employee Service Recognition

Ms. Desguin presented Richard Fagar with a Five Years of Service Award.

8. Consent Agenda

5 Commissioner Hancik requested that the regular meeting minutes from June 20, 2019 be removed from the Consent Agenda and voted on separately. **Commissioner Herston motioned to approve the revised Consent Agenda. Commissioner Coppola seconded. Motion passed unanimously. Commissioner Andrews motioned to approve the regular meeting minutes from June 20, 2019. Commissioner Coppola seconded. Motion passed 4-0 with Commissioner Hancik abstaining.** Commissioner Hancik commented that he has
10 abstained due to being absent during the June meeting.

9. Public Hearing for FY 2019-20 Budget

15 a) **Presentation of Tentative Budget** - Mr. Parish reported that the only change within the budget since the Budget Workshop is an addition to retrofit both firetrucks with a device to test that the AFFF foam stream used to distinguish fires is functioning properly. He commented that this test is required daily and that due to PFAS, which is a component in the foam, now being declared dangerous, he'd like the test to bypass the water supply. He
20 commented that there is not an alternative to the AFFF foam, that there is not yet a requirement to change how the test is performed and that he is attempting to get ahead of any potential issue or future requirement. He commented that the remainder of the budget is still the same. Commissioner Coppola complimented Mr. Parish on trying to be ahead of a future issue.

25 b) **Citizen's Input**

10. Adopt Tentative FY 2019-20 Budget

30 **Commissioner Andrews motioned to approve the tentative fiscal year 2019-2020 budget. Commissioner Coppola seconded. Motion passed unanimously.**

11. Secretary/Treasurer's Report

35 Mr. Parish reported that the accounts receivables sheet is balances due as of June 30th and that staff is working diligently to reduce delinquent balances. He reported that operating gain for May was approximately \$13,000 over and June was approximately \$27,000 over the original budgeted amounts. He reported that total assets were approximately \$79 million in May and June.

40 12. Liaison Reports

45 a) **Punta Gorda City Council** – Commissioner Hancik reported that City of Punta Gorda's Master Plan was delivered to the City Council, that it will be available on the city's website on Friday, and a presentation will be given at the Event Center at 5 PM on August 21st.

b) **Board of County Commissioners** – Commissioner Herston had nothing to report.

50 c) **Metropolitan Planning Organization** – Commissioner Andrews reported on the highlights of the MPO meeting that was held on July 29th, which included an appointment of an M-Cores representative. He commented that you can learn more about the new M-

Cores program that was signed into law by Governor DeSantis on May 17, 2019 by visiting www.FloridaMCores.com.

- 5 d) **Community** – Commissioner Coppola reported on the destination survey that Mrs. Miller has launched. Mrs. Miller commented that at the top of the www.FlyPGD.com website, there's a button to take a survey on intrastate as well as large hub airport destination desires. Commissioner Coppola commented that she attended the Charlotte-Desoto County Republican meeting, the Women's Forum, and the Republican Executive Committee meeting.
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- e) **State Legislation** – Chair Seay opined that the Florida Airport Council's (FAC) 50th Conference was interesting and that she'd like the Board to reconsider their participation with FAC as the program is geared more towards staff members. She opined that there are other conferences that the Commissioner's would benefit from more than FAC. She reported that she's requested documentation that she'll be sharing at a later date on Public-Private Partnerships. She had nothing to report on State Legislation.
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13. Attorney's Report

20 Attorney Carr reported that there is currently no pending litigation against the Airport. He commented that his firm continues to work on the property acquisition north of runway 4-22 and the Developers Agreement that will be discussed later by Mr. Parish.

14. CEO's Report

25 a) **Development Update** – Mr. Parish commented that later in the agenda he'll discuss the FAA grant offer and the AJAX contract. He commented that there is standing water caused by rutting on runway 4-22 that is currently being surveyed and may potentially need some emergency repairs prior to its rehabilitation scheduled in two years. He reported that the Developers Agreement is a multi-party agreement that involves relocating Woodlawn Drive, acquisition of land for the Runway Protection Zone (RPZ) and creation of an easement expanding the Developers stormwater management pond. Commissioner Herston inquired how the drainage gets to the drainage easement listed on the Developers Agreement Graphic. Mr. Parish commented that there is a 55-foot-wide flag lot that runs the water in the proper direction, that it is the lowest area on the property, and it will need to be built up. Commissioner Herston inquired if it will run into the Authority's master drainage system. Mr. Parish commented that it will connect to the Developers master drainage system, that they have their own control structure, and at such time that the Airport flows into it, a maintenance agreement would be made to maintain the facility.

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b) **Marketing Update** – Mrs. Miller reported that the Airport will be receiving an award in September from the Visit Florida Governors Conference on Tourism for the Destination Spotlight program. She commented that she's working with Economic Development on an Aviation Business Recruitment Campaign and inquired about any interest in participating in Economic Development Partnership's (EDP) "Rounds", which are quick individual meetings held to discuss priorities and current plans from both parties. Chair Seay encouraged the Board to participate to learn more about EDP and discuss how each can help the other. Commissioner Coppola commented that it is a good idea because aside from a once a month meeting, the Board doesn't know much about EDP's plans. Mr. Parish commented that staff will work to set a date and arrange meeting times for

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individual meetings. He congratulated Mrs. Miller on her Destination Spotlight program. Mrs. Miller commented that the award is for creativity in public relations, that Charlotte County Tourism is also receiving an award for the Red Tide Recovery Effort, and that she won't know which level award the Airport has received until the conference.

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- c) **Aviation Report** – Mr. Parish reported on passenger counts, fuel sales and gallons pumped, aircraft ops, hangar vacancies and Allegiant's five new recently announced routes.
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- d) **Leasing Update** – Mr. Parish reported that he is still working with multiple entities. He commented that Intrepid Aerospace cannot utilize a single hangar on the north ramp as they require three aircraft at a time to make the cost of the hangar and manpower work. He commented that Intrepid has shown him a two-phase buildout and that the FAA requires a focused environmental assessment (EA). Chair Seay inquired as to if there was a prior EA. Mr. Parish commented that the original full EA showed use of smaller aircraft utilizing the north area and taxiways so a focused EA must be done to account for larger aircraft in that specific area.
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15. Old Business

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- a) **Hangar 115 and Adjacent Modular Office Building RFP Selection** – Mr. Parish reported that the independent selection committee reviewed each Respondent based on the RFP and that there was a unanimous decision for the Charlotte County School Board as most recommended, APG-Rotables as neutral, and AeroGuard as least recommended. He commented that the scoring form was presented as requested by the Authority's Attorney. **Commissioner Andrews motioned to select the School Board of Charlotte County, FL as recommended by the selection committee. Commissioner Coppola seconded.** Commissioner Hancik commented that he reviewed each proposal, that each had merit and opined that he agrees with Commissioner Deutsch and Chair Seay that the Authority should find a way to accommodate each Respondent. The Board agreed with Commissioner Hancik. Commissioner Hancik inquired with Ms. Reynolds when the implementation date of the A&P program would be. Ms. Reynolds opined that with the FAA approval process, it would be a minimum of 18 months before the program could begin. Mr. Parish commented that the FAA requires an address, which means a facility must be under lease during the approval process. He commented that the requirement of having an address is why Florida Southwestern University (FSU) leased the facility from TARGA two years ago. Commissioner Coppola inquired with Ms. Reynolds how the School Board plans to market the A&P Program. Ms. Reynolds commented that the program will begin within the high schools but will reach out to the Community as there's a target to have a certain number of students complete the program within ten years. Commissioner Coppola inquired if marketing will reach any outlying cities such as Sarasota or Fort Myers. Ms. Reynolds commented that she does not have that information. Commissioner Andrews commented that within the Aviation Maintenance Magazine, an article from the Aeronautical Repair Station Association stated that the industry is facing a technician shortage in addition to the pilot shortage. He also commented that an article from the Spartan School of Aeronautics opined that the mechanic shortage is due to the baby boomers retiring along with having a lack of young adults to fill those positions. He opined that the A&P program offering classes to all members of the community will be positive. Commissioner Herston inquired with Mr. Parish if there is another property that AeroGuard might be interested in. Mr. Parish commented that AeroGuard has spoken with
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Ms. Pedigo regarding Hangar 210, as well as Hangar 208 although it is currently leased by FSU, who is working with another flight school to assume the lease. He commented that there will be availability for numerous entities on the north ramp, including CAE, who was originally interested in Hangar 115. He commented that CAE did not submit a proposal as they cannot operate with a single runway and that they are interested in building on the north ramp once the runway projects and north ramp are completed. He opined that there is an opportunity to find locations for all entities in the long-term. Commissioner Herston inquired if AeroGuard has the same requirements of waiting 18 months to begin operations. Mr. Parish opined that he doesn't think so as they already have a certificate that would transfer. Commissioner Hancik inquired if there is a possibility for interim use for the facility. Mr. Parish commented that there will be reconfiguration of the modular office, but it may be possible with the hangar. Chair Seay commented that she reviewed the proposals and came to a different conclusion than the selection committee and provided the Board with a comparison sheet she created. She reviewed the reasons for her conclusion which included each Respondent's time frame to begin operations, experience, background, qualifications, proposed business plans, financials and economic impact that were provided within the submitted proposals. She commented that the original School Board's grant application shows that they will be located on the north side of the Airport. She opined that changing the desired location to hangar 115 changes the tone of the application and her support for the program. She opined that it's still a good idea and that she'd still like to see it on the north side of the Airport. She commented that the Master Plan refers to the growth of a flight school, which she opined AeroGuard can provide and that FGCU's President has said that he supports AeroGuard. She opined that the Board should step back and reconsider the selection. Commissioner Hancik inquired if there is any way that all three entities can work together and opined that the ultimate decision should not be made on an economic basis. Mr. Parish commented that there are a lot of things that the School Board cannot do due to the state mandated rules for K-12 education and that combining leases and sharing spaces may be one of those rules. Commissioner Herston inquired how confident Chair Seay is with the facts provided on her comparison sheet. Chair Seay commented that the information came directly from the proposals. Commissioner Herston and Andrews opined that they agree with Commissioner Hancik to find a way to use the building on an interim use. Commissioner Andrews commented that there is a current MRO on the property called Air Cargo Carriers, that he's been reviewing Enterprise Florida's cluster map of Florida Aviation and Aerospace that list PGD, and opines that he would like to see the School Board chosen for hangar 115 as it would be a pipeline for another MRO, such as Intrepid Aerospace. Commissioner Coppola opined that she is a big supporter of the school system and inquired if there's room for all entities as the Airport expands. Mr. Parish opined that as the Airport grows, there will be room for all entities in other locations. Chair Seay opined that the issue is time sensitive and inquired if Attorney Carr is available to meet with the School Board and AeroGuard to find a way for each to work together on Airport property. Attorney Carr commented that he can attempt to find accommodations for both parties during the interim period and possibly find a long-term resolution. Commissioner Hancik agreed that it is time sensitive and opined that a lot of the opportunities will be answered once the north end of the property is developed. **Commissioner Coppola withdrew her second. Commissioner Andrews withdrew his motion. Commissioner Herston motioned to table the agenda item with specific direction towards staff and Attorney Carr to explore the possibility of mutual use of the facility.** Chair Seay requested to have the discussion for mutual use completed prior to the end of the month. **Commissioner Coppola seconded.** Commissioner Coppola opined that she doesn't want

5 this selection to continue longer than needed. **Motion passes unanimously.** The Board discussed their availability to hold a special meeting. **Commissioner Andrews motioned to hold a Special Meeting on Thursday, August 29, 2019 at 9:00 AM to discuss the Modular Office and Adjacent Hangar Building 115 Lease. Commissioner Herston seconded. Motion passed unanimously.**

Chair Seay recessed the meeting at 10:18 A.M.

10 Meeting reconvened at 10:32 A.M.

16. New Business

15 a) **Faber Lease Extension and Remodel Request** – Mr. Parish reported that Faber, the current terminal news, gifts and food vendor, would like to add an approximate \$600,000 investment to create a new bar area to expand their offerings. He commented that they have also requested a five-year extension to their existing agreement and that he wanted to ensure the Board was willing to extend their agreement prior to presenting it to Faber. Commissioner Coppola inquired how the requested expansion by Faber will fit into the planned renovations. Mr. Parish commented that the expansion will be north to south and
20 that there are no planned renovations in that area they'd like to utilize. Commissioner Herston inquired if it would be the same rental rate on the additional square footage. Mr. Parish commented that the Authority would continue receiving the same percentage of sales as currently agreed. Chair Seay inquired if Faber will be adding a larger selection of gifts. Mr. Parish commented that it will give them the opportunity to expand that area and
25 opined that approximately 50% of the sales are from the bar. **Commissioner Hancik motioned to approve Faber's expansion and lease extension request. Commissioner Andrews seconded. Motion passed unanimously.**

30 b) **Runway 15-33 Rehabilitation and Wetland Mitigation Project – FAA Grant Offer** – Mr. Parish commented that the grant announcement incorrectly listed a study of the wetlands, which is actually for wetland mitigation. He reported that the FAA has provided preliminary funding of \$6,354,838.99 and that the actual grant offer has yet to be received. He opined that he'd like the Board to allow either him or the Chair to sign the grant offer once it's received to utilize it quickly. **Commissioner Andrews motioned to authorize
35 Mr. Parish to sign the grant application based on the documents and materials that have already been received and approved. Commissioner Coppola seconded.** Commissioner Hancik opined that Mr. Parish should explain that the grant is FAA entitlement dollars and what they are. Mr. Parish commented that the project is funded
40 90% with FAA entitlement dollars, which are funds the Airport is entitled to based on passenger traffic, ticket tax, and for being a general aviation and commercial airport. He reported that \$3.6 to \$3.8 million entitlement funds are received yearly with approximately \$7.5 million currently within an FAA bank that will also be utilized for the runway 4-22 project. He commented that \$3.6 million for runway 15-33 will come from FDOT in the form of an SIS grant that was previously approved and \$3.8 million from PFC funds, with
45 a total project amount of \$13.8 million. **Motion passed unanimously.**

50 c) **Runway 15-33 Rehab., Extension, Wetlands and Woodlawn Relocation Project – AJAX Paving Industries of Florida, LLC – Contract and Supplemental Agreement No. 1** – Mr. Parish commented that AJAX was the low bidder after one bidder was excluded for not meeting DBE requirements, that he's comfortable with their bid and that

5 their fee includes runway 15-33 rehabilitation and extension, wetland mitigation, and
Woodlawn Drive relocation. He commented that the contract price will be lower as the
FAA will not currently fund some things that can be funded in a future project and that
after the Board approves the current contract, he'll bring back a change order to lower the
cost. He commented that there is a Supplemental Agreement for approval that lowers the
project by \$2 million. **Commissioner Hancik motioned to approve the contract with
AJAX Paving Industries of Florida, LLC in the amount of \$13, 431,752.17 as well as
the Supplemental Agreement No. 1 resulting in a reduction in the amount of the
contract by \$2,071,140.31. Commissioner Herston seconded. Motion passed
unanimously.**

15 **d) Fuel Farm Development Agreement Addendum** – Mr. Parish reported that there is a
current agreement with Allegiant Air for the modification of the fuel farm that was
completed and that Allegiant has agreed to pay \$60,175 to add a second pad that would
allow the ability to either load two trucks simultaneously or load one truck while unloading
another. He commented that the Airport currently receives approximately eight semi's per
day of fuel, which takes approximately an hour to unload each, resulting in staff having
the inability load an additional truck during those times. He commented that as Allegiant
has agreed to pay for it, he'd like to extend their \$0.01 deferral until it's repaid.
20 **Commissioner Andrews motioned to approve the Fuel Farm Development
Agreement Addendum. Commissioner Coppola seconded.** Commissioner Hancik
inquired as to how much of the original agreement has been paid back so far. Mr. Parish
commented that it's approximately one million gallons per month and that he can find the
total amount if desired. **Motion passed unanimously.**

25 **e) Runway 15-33 Rehab., Extension, Wetlands and Woodlawn Relocation Project –
Kimley-Horn Agreement Amendment No. 1** – Mr. Parish commented that as with all
projects, there must be an agreement signed with the design engineer. He commented that
the Board approved the addition of the RPR inspector for daily inspections and that the
amendment allows Kimley-Horn to periodically review drawings and perform inspections
30 of the project. **Commissioner Hancik motioned to approve the Kimley-Horn
Agreement No. 1 in the amount of \$63, 935.00. Commissioner Andrews seconded.
Motion passed unanimously.**

35 **f) Selection for Ground Transportation Concession** – Mr. Parish noted that the agenda
incorrectly listed MBA as the Respondent however, the correct Respondent is Gulf Coast
Car Service who works under the same parent group as MBA, which is SW Florida
Transportation Group. He reported that after the first RFP received no responses, the
requested parties were contacted and it was discovered that the insurance requirements
40 were excessive and unachievable. He commented that after the documents were modified
and rereleased, one proposal was received from Gulf Coast Car Service and if selected,
they would take over all taxi services beginning October 1, 2019. He opined that it would
provide more control over appearance, vehicles and conduct within the taxi lane. Chair
Seay inquired if as previously discussed, the new company would work with local taxi
45 companies to make the transition easier. Mr. Parish opined that to make their service work,
the company will need to work with local taxi companies to be included within their
umbrella. Commissioner Coppola opined that Gulf Coast Car Service's proposal was
impressive, including how it was assembled. **Commissioner Herston motioned to accept
the proposal from Gulf Coast Car Service in response to the Ground Transportation
50 Concession RFP. Commissioner Coppola seconded. Motion passed unanimously.**

5 g) **Purchase of SuperTrak Facility** – Mr. Parish reported that the owners of SuperTrak have a protentional sale, which includes the new protentional owners desiring a long-term lease with the Airport. He commented that the previous SuperTrak lease is very old and difficult to move forward with and that the current owners have proposed the Airport purchasing the building. He commented that there was one appraisal done on the property and that as
10 Commissioner Hancik mentioned to him prior to the meeting, another appraisal can be performed to follow the FAA guidelines to utilize PFC money to purchase the building. He reported that the appraisal came back at \$1.72 million to purchase the building and that if purchased, the remaining three-year lease would resume before entering into a five-year lease with a five-year extension option at fair market value. He commented that the first three years of the lease would be for \$10,000 per month and \$18,000 per month for the remainder of the term and a reappraisal would take place at the five-year mark. Chair Seay inquired if Mr. Parish is seeking a motion or direction from the Board for this item. Mr.
15 Parish commented that he would like to know that the Board welcomes the idea to move forward with the process. **Commissioner Andrews motioned to allow Mr. Parish to move forward with negotiations to purchase the SuperTrak facility. Commissioner Herston seconded.** Commissioner Hancik opined that it's important to note that the Airport already owns the land and that the purchase is for a 28-year old building. He commented that he's concerned as there is no money to implement in the building of the general aviation area or the possibility of T-hangars and feels that spending \$1.7 million dollars on a facility with less priority is not an advantage aside from providing cash flow to the Airport. Commissioner Herston confirmed that the motion is to continue negotiations to decide if purchasing the building is beneficial and inquired on Mr. Parish's
20 opinion on the matter. Mr. Parish commented that a parent company of SuperTrak has indicated that if there is no long-term lease on the building and the Airport does not purchase it, they will move, and the building will be demolished as required by the current lease. He commented that there is a plan set for the future to build a multimillion-dollar maintenance facility and that the building would work in place of it. He opined that the building has been maintained well, that there are many opportunities at hand, that the Board's goal has previously been to purchase as many buildings on the property as possible and that it would pay itself back in less than ten years. He opined that it would be a good thing to look at but if the Board is not interested, there are other fiscal needs. Commissioner Herston inquired as to the square footage of the building. Mr. Parish
25 commented that it's approximately 30,000 square feet. Commissioner Coppola inquired as to the age of the building. Mr. Parish commented that it is 28 years old, although there are newer sections that have been added on as it was originally built as a marine manufacturing facility. Chair Seay commented that the Board is looking at the purchase of the building and extension to the lease and inquired if the extension of the lease will eventually reimburse the amount initially paid for the building. Mr. Parish commented that they have agreed conceptually to \$18,000 per month for five-years with a five-year extension. Chair Seay inquired what would happen to the building itself if the Airport does not purchase it. Mr. Parish commented that in three-years when their lease is completed, SuperTrak will demolish the building per their current lease. Commissioner Hancik opined
30 that it's important to remember that the acquisition of this building is not within the master plan even though things like this can pop up. Chair Seay opined that it's important to look at the advantages and disadvantages of purchasing the building, which include the cost of investment into the land parcel after the building is demolished. Commissioner Coppola inquired as to what the cost of replacing the building would be. Mr. Parish opined that
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based on the numbers received, it's an excess of \$3-million dollars to rebuild. **Motion passed 4-1 with Commissioner Hancik voting no.**

5 h) **Resurfacing of Long-term Parking Lot** – Mr. Parish apologized as this item was forgotten about within the original agenda. He reported that it is resealing and repainting of the long-term parking lot, which is original from 2007, with a cost of \$35,204 to Sunland Paving. He commented that the Airport does have a contract with Sunland Paving for smaller jobs. Commissioner Herston inquired if the listed FDOT traffic paint is thermoplastic. Mr. Parish commented that it is not and that the FAA allows thermoplastic striping but has stopped funding it as it's chipping up on airfields. He commented that Sunland Paving did the resurfacing of the short-term lot two years ago and that he's trying to keep up with the parking lot maintenance more than previously done as there's money to do so. Commissioner Herston inquired when the last time the long-term parking lot was resealed. Mr. Parish commented that the long-term parking lot has never been resealed and that the paint is original from twelve years ago. **Commissioner Herston motioned to approve the proposal from Sunland Paving Co. as presented. Commissioner Coppola seconded. Motion passed unanimously.**

17. Citizen's Input

18. Commissioner's Comments

25 **Commissioner Coppola** – Commented that it's been an interesting meeting, that she looks forward to the coming weeks and thanked everyone for attending.

30 **Commissioner Hancik** – Commented that he placed the Air Show Request on the agenda, but it was taken care of during the budget approval. He commented that as he couldn't attend the last meeting and is aware that a discussion of the T-hangar project took place, he'd like to note that he feels the Authority should look further into investing in building larger hangars.

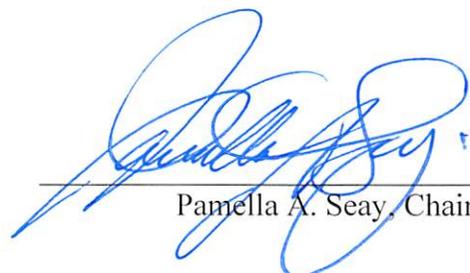
Commissioner Andrews – Thanked everyone for attending.

35 **Commissioner Herston** – Complimented staff on their work and recognized members of the audience.

Chair Seay – Thanked everyone for attending.

19. Adjournment

40 Meeting adjourned at 11:07 a.m.

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 Pamela A. Seay, Chair

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 Kathleen Coppola, Secretary/Treasurer