

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF EMERGENCY MEETING – MARCH 18, 2020 – 1:30 P.M.

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**1. Call to Order**

**2. Invocation**

10 Commissioner Herston gave the invocation.

**3. Pledge of Allegiance**

Ms. Hendren reviewed the phone operations for those that called in to the meeting.

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**4. Roll Call**

20 **Present:** Chair Seay; Commissioners Andrews (via phone), Coppola (via phone until 1:57 p.m.), Hancik and Herston; Attorney Carr; CEO Parish; Ms. Hendren; Mr. Laroche; Mr. Montoya; Mrs. Miller (via phone); Ms. Cauley (via phone); Ms. Desguin (via phone), and Mrs. Pardal (via phone). **Others present:** Ed Figueroa (via phone); Gary Harrell (via phone), and other members of the public (via phone).

**5. Citizen’s Input**

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Attorney Carr commented that the Board is proceeding under the State of Florida Executive Order 20-52 that was completed on March 09, 2020. He reported that the Executive Order allows the Board to provoke provisions under Florida Statute (FS) 252.38, subparagraph 5, which deals with a State Agency or Political Subdivision proceeding forward and waiving procedures and formalities relative to meetings. He commented that Mr. Parish requested he review how that FS pertains to the Authority and that within the Authority’s By-Laws, under Section 5, paragraph D, it states a Commissioner can attend the meeting by phone if they are fully absent from the District but it will not constitute a quorum. He commented that there are three Commissioners present today so there is a quorum however if one were to decide not to attend, the quorum would be missing according to the current By-Laws. He reported that he has spoken with each Commissioner and that each agreed to waive the formality of being absent from the District in order to attend by phone and recognizes that attending by phone will be counted as a part of the quorum. He requested each Board member individually acknowledge and so agree to the waived formalities. **Commissioner Herston acknowledged and so agreed. Commissioner Hancik acknowledged and so agreed.**

30 **Commissioner Coppola acknowledged and so agreed. Commissioner Andrews acknowledged and so agreed. Chair Seay acknowledged and so agreed.** Attorney Carr confirmed that for this Emergency Meeting, the Board is proceeding under Section 5, paragraph D, recognizing a waiver of the physical absence from the District and waiving the fact that someone is appearing via telephone to account for a quorum, even though there is a quorum already in physical attendance.

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**6. State Infrastructure Bank (SIB) Loan**

Mr. Parish commented that the meeting was called mainly due to the status of the SIB Loan document. He commented that FDOT will not approve the loan until the documents and minutes from the meeting are approved by the Board. He commented that he did not want to wait until the April meeting as the minutes would not be approved until the May meeting. He commented that as presented before, the SIB Loan was originally proposed to pay for

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almost the entirety of the FAA portion of the GA apron. He commented that due to the \$6 million discretionary grant, other items discussed at the last meeting were added to the project list. He commented that the document presented is the same document as the one presented last meeting with the exception of the one change in language requested by the Board. He commented that Resolution 2020-05 to accept the loan and the signing of the SIB Loan document need to both be approved. **Commissioner Herston motioned to approve Resolution 2020-05 to accept the State Infrastructure Bank (SIB) Loan as presented. Commissioner Coppola seconded.** Commissioner Hancik commented that he requested financial information pertaining to the loan that he did not receive it. Mr. Parish commented that the request was to bring the information to the meeting and that he does have it available. He commented that the question asked by Commissioner Hancik was where the proceeds for the repayment were coming from. He commented the Airport currently has approximately \$7.7 million worth of expenditures from the SIB Loan. He commented that the bid amount for the General Aviation (GA) apron and taxiway was \$8.7 million, that the FAA discretionary funding provides \$6 million, and the remaining \$2.7 million required to fund the project will come from the SIB Loan. He commented that the GA terminal, parking and access is estimated to cost \$6 million, that there's currently \$1 million in funding from FDOT, that \$3 million has been pledged from the Authority against future FDOT funding, and that \$2 million will be utilized from the SIB Loan. He commented that the Box Hangars that will be constructed along the side of the GA apron to replace Building 207 is estimated to cost \$3 million, which will be funded entirely through the SIB loan. He commented that the total amount of SIB loan funding is \$7.7 million, and that the repayment will come from multiple sources. He commented that the \$2.7 million for the GA apron and taxiway will be repaid through the Authority's submitted request for special legislation with FDOT for \$1.2 million and the remaining \$1.2 million through PFC funding. He commented that the Authority can collect \$3 million in PFC funding so if the special legislation is not received, the entire project will be paid for through PFC funding. He commented that the GA terminal, parking, and access road will be repaid through FDOT's outyears pledge funding of \$1 million in 2024 and \$1 million in 2025, totaling the \$2 million that will be used for the project. He commented that the \$3 million for the Box Hangars will be completely funded with CFC funding, that the Authority is currently collecting approximately \$100,000 per month in CFC's and opines that he expects that collection number to drop. He commented that the funding for the 2% interest on the loan will come from operations and that any additional projects added to the list to account for the full \$9,185,237.50 will be funded based upon the use of the money. Commissioner Hancik inquired if Mr. Parish feels there will be any problems getting the PFC application approved with Allegiant. Mr. Parish commented that it has already been approved. **Motion passed unanimously. Commissioner Herston motioned to approve authorization for Mr. Parish to execute the presented SIB Loan document. Commissioner Hancik seconded. Motion passed unanimously.**

## 7. Long-Term Parking Lot Expansion Project

Mr. Parish commented that the project is an expansion of long-term parking by approximately 1,000 spaces, that it was bid in two phases with phase one directly across from the existing long-term parking and phase two just south of phase one. He commented that the parking lot will be located across from the existing Administration Office and that he'd like to get approval to award the project but will be holding off on Notice to Proceed until clarification is received as to the industries health after the current crisis is over. Commissioner Hancik opined that the Board should consider awarding the contract to include phases one and two to

the low bidder, which is Paving Maintenance, LLC. Mr. Parish agreed with Commissioner Hancik based upon the fact that the cost per space will be greatly reduced in doing so. Mr. Parish commented that full contract amount with the low bidder results in each parking space costing approximately \$3,300, which was expected with the Airports landscaping requirements. **Commissioner Herston motioned to approve and authorize Mr. Parish to execute the contract with Pavement Maintenance, LLC for phases one and two as presented. Commissioner Andrews seconded. Commissioner Herston amended his motion to reflect that contract will be executed by the Chair and Secretary, not Mr. Parish. Commissioner Andrews seconded and accepted the amended motion.**

Commissioner Herston inquired if the space shown within phase one was left to rotate the stormwater management 90 degrees. Mr. Parish commented that the space is currently the driveway entrance into the site, that there was room left for the gasoline station to come in and build what they'd like to build, and that the gasoline station project should be brought to the Board in the coming months. Commissioner Coppola inquired if any other companies have had any issues with the low bidder and if the Authority has previously utilized their company. Mr. Parish commented that when a company bids with the Authority, there are documents that must be filled out that states they are not colluding, have not been sued and do not have any pending lawsuits. He commented that the Authority has never used Pavement Maintenance, LLC and they have submitted bids to the Authority before but were never the low bidder. Commissioner Coppola inquired if Pavement Maintenance, LL is a large or well-known company. Mr. Parish commented that they are a well-known company that has worked on projects within the County but have never worked for the Authority. **Motion passed unanimously.**

Attorney Carr commented that the meeting was rather difficult to arrange due to the waivers that needed to be received and communication that needed to take place. He commented that the State of Florida Executive Order 20-52 is in place for 60 days and request that while under the State of Emergency, the Board motion to waive the same provisions of Section 5, Paragraph D in the Authority's By-Laws that were waived for today's meeting. He commented that in doing so, it will allow those concerned about congregation or those who may be ill to attend the meeting while conducting business through telephonic means. He commented that the motion would be to waive Section 5, Paragraph D of the Authorities By-Laws that require a Commissioner be out of District to appear by phone and to waive the formality that appearance by phone is not considered part of a quorum. He commented that in doing so, a Commissioner can appear by phone, while in District, and still count as part of a quorum. **Commissioner Herston motioned to waive provisions as presented by Attorney Carr during the current State of Emergency. Commissioner Hancik seconded.** Attorney Carr clarified that the motion is to waive the formality within the Authorities By-Laws under Section 5, paragraph D, that requires a Commissioner be out of District in order to attend by phone, that if a Commissioner intends to appear by phone that it is allowed to constitute a person for quorum, and that it shall continue through the extent of the State of Emergency as declared by the Governor in Executive Order 20-52. **Motion passed unanimously.**

## 8. Citizen's Input

Meeting adjourned at 1:57 p.m.

Meeting reconvened at 1:58 p.m. without Commissioner Coppola.

Attorney Carr commented that the agenda did not offer Commissioners Comments however, there is still a quorum during a public meeting so the matter of cancelling the scheduled Workshop can be discussed. The Board agreed to cancel the Workshop scheduled for April 7<sup>th</sup>.

5 Mr. Parish commented that Allegiant announced a 35% cut in April and May and that the Airport will lose frequency of flights but is not expected to lose cities. He commented that the field south of the parking lots is generally used for overflow parking but is now being used for overflow rental cars as there are many customers cancelling their reservations. He commented that he's expecting a pretty serious hit to the budget, that it has been rerun with a 50% decrease for the next three months and a  
 10 75% decrease, which still shows the Airport as being profitable. He commented that staff is working on a spreadsheet to change load factors to fully understand the impact, that there is a spending freeze on non-essential items and a hiring freeze. He commented that Faber, the news, gift, and food vendor in the terminal, and Enterprise Rental Car have requested the Authority wave their Minimum Annual Guarantee (MAG), that Enterprise Rental Car does not have a MAG, and that Faber will meet their  
 15 MAG this month so he will not be waiving the fee at this time. He commented that phone calls are being received from customers requesting reduced or free parking as they've parked their cars and do not wish to fly back, that he is not currently waiving fees and that staff is working with those customers to have someone local remove the vehicle from the lot without having their parking ticket present and basing those fees upon their itinerary. He commented that staff is also offering the  
 20 monthly rate, which usually has to be purchased in advance, to customers who will be gone substantially longer. He opined that he has dealt with many scenarios in his career, however, he has never experienced the current situation and believes the Airport, and its staff, will get through it. Chair Seay commented that the Board stands behind Mr. Parish, that she will not be running for re-election and thanked those who attended the meeting.

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**9. Adjournment**

Meeting adjourned at 2:03 p.m.

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Pamella A. Seay, Chair

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Kathleen Coppola, Secretary/Treasurer