

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING – APRIL 16, 2020 – 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 (via video); Commissioners Andrews (via video), Coppola (via phone), Hancik and Herston; Attorney Carr; CEO Parish; Ms. Hendren; Mr. Laroche; Mr. Montoya; Mr. Mallard (via phone); Mr. Ridenour (via phone); Mrs. Cauley (via phone); Ms. Desguin (via phone); Ms. Straw (via phone); Mrs. Miller (via phone), and Mr. Laliberte (via phone).

20 **Others present:** Marty Dijkhuis; Clyde Putnam; Martin Neilsen; Richard Pitz; Commissioner Deutsch; Garry Harrell (via phone); Jerry Paul (via phone); Andy Vasey (via phone); Sarah Beaver (via phone); John Miller (via video); Jim Kaletta (via phone); Steven Henriquez (via phone); Richard Jahnke (via phone), others from the private sector (via phone) and a member of the press.

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5. Citizen's Input

30 **Richard Pitz** – Commented that he would like to discuss the Economic Development Partnership (EDP), which is a 501c6 organization that has the ability to support candidates and is not liable under the Sunshine Law. He opined that the non-elected group has ingratiated themselves into County and City politics, that Mr. Parish is a member of the group and Ms. Oliver who intends to run for the Authority Board is also a member. He commented that David Gammon, the new Economic Development Director, was the EDP's go to person and that they received free phone service and occupancy of county offices while county officials were doing work for them. He commented that David Gammon has said he has gotten rid of it but opines he does not know anything of it. He opined that Mr. Parish should step down from the EDP Board as he is unsure of how he was chosen for the Board and feels if Ms. Oliver is going to continue to run for the Authority Board, she should also step down from the EDP Board. He opined that non-elected people should not be able to possibly interfere with the smooth running of the Authority. Chair Seay notified Mr. Pitz that his two minutes has run out.

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45 **Martin Neilsen** – A tenant in the 600 series T-hangars, commented that initially, the runway construction was set to close access to his hangar for two weeks and that he has since been notified by Commissioner Hancik that it was reduced to a one week closure. He inquired if there is any form of compensation that can be issued to the 600 series T-hangar tenants due to there being a time period where they cannot access the airfield as a result of construction. He also commented that a good alternative to compensation would be after the construction happens at night, to open the taxiways during the day for airfield access, just as they currently do on the weekends. Chair Seay commented that she will refer that request to Mr. Parish to answer at a later time.

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5 **Marty Dijkhuis** – Commented that he has left a resume that has hopefully been passed around regarding his history and the things he can do for the Airport. He commented that he is in attendance of the meeting today to see what the Board will say about the current restaurant situation and opines that it is a mess and has been since he has lived in Punta Gorda. He opined that it can be run better, including during the current pandemic, and believes he can improve it. He opined that it is important the matter of the restaurant be solved as quickly as possible for not only customers, but also members of the community.

10 **Commissioner Deutsch** – Commented due to a power outage at the County Administration Building, he was stuck in the elevator this morning and then his car had a flat tire indication on his way to the Authority’s meeting. He commented that the County is as well prepared to deal with the current situation as anyone anywhere, that the Authority is involved in the meetings held at 9 AM every morning, that there is a high level of corporation, and that the County is there to support the Authority in any way possible. He commented that the numbers are decreasing and opined they will continue to do so as long as everyone follows the current guidelines.

20 **Richard Jahnke** – A resident of Punta Gorda and an Airport tenant, discussed his aviation background. He opined that the Airport faces an interesting challenge created by three things which is a flawed business model, poor management decisions, and the current State of Emergency due to the corona virus. He opined that based upon his experience, he is urging the Board to review the Authority’s business model that has failed with Direct Air, another Airline that went out of business, and is now in danger of failing with Allegiant. He opined that the consultants said the business model would not work, that management said it was working, and that anything can work in good times. He opined that there is no reason for an air carrier Airport to be located between Sarasota and Fort Myers as it can only attract bottom feeder airlines through the greater fool marketing strategy. He opined that the Airport has been given to Allegiant and that proof is in the Airports main website page. He opined that Allegiant claims to sell cheap airfare, that it is not cheap after the add-ons and that they cannot compete with major carriers’ lowest rates. He opined that the failure was predictable, not from the corona virus, but from the second the economy went downhill. Chair Seay notified Mr. Jahnke that his two minutes has run out.

35 Chair Seay passed the gavel to Vice-Chair Herston as her audio became broken and unable to understand.

6. Additions and/or Deletions to the Agenda

7. Employee Service Recognition

40 Mr. Parish recognized Heather Straw for fifteen years of service, commented that she started as a part of line service and has since moved up and become a highly valued financial staff member.

45 8. Consent Agenda

Chair Seay motioned to approve the Consent Agenda. Commissioner Andrews seconded. Motion passed unanimously.

9. Secretary/Treasurer's Report

Mr. Parish commented that January and February financials are within the packet, which were both good months where all goals were met. He commented the balance sheet has continued to rise. He commented that accounts receivables currently looks good but opines that it will increase as the pandemic continues, that each tenant will be handled on an individual basis, and that the terminal tenants have asked for reductions in rent and their minimum annual guarantee (MAG). He commented that he does not currently plan to issue any reduction unless directed otherwise by the Board, that rental car companies do not have MAG's, that the only company that has not reached their guarantee for the year is the advertising company, that Faber has already reached their MAG and has suspended work on their new bar area. He commented that staff is running dynamic models going forward looking at monthly expenses and income, that March ended up fairly well even with the last two weeks being impacted, and that April through September are projected with a 5% load factor and 20% flight schedule which will result in the end of the year profit not being the forecasted \$4 million plus but instead \$490,000. He commented that the Airport will still be profitable with the current projections, that Staff is looking at the CARES Act grant that will be received from the FAA to maintain Staff and operations as well as how the grant can be leveraged into other things, such as projects. He commented that Airports across the country with numerous different business models are suffering, that passenger traffic across the country is down 95%, and that TSA is screening less than 100,000 people per day as opposed to the 2.5 million people per day normally. He opined that the model has not failed but it is a failure of the system and that the system will come back just as it did after September 11th and the 2008 recession. Commissioner Hancik opined that it would be wise to establish a policy or management decision on financial relief to the tenants as it should be the same for all, that he was surprised that rental car companies do not have MAG's, opined that they should in future agreements, and that he'll discuss his thoughts on the CARES Act grant during the proper agenda item. He commented that he understands the March financials are not completed yet but would like to receive a copy of the projections that Staff has developed.

Vice-Chair Herston passed the gavel back to Chair Seay as her prior audio matter was corrected.

10. Liaison Reports

- a) **Punta Gorda City Council** – Commissioner Hancik had nothing to report.
- b) **Board of County Commissioners** – Commissioner Herston commented that due to the current situation, he has not had full opportunity to follow the Board of County Commissioners however he did watch their meeting yesterday. He commented that the County previously passed an ordinance to increase the posted sign boundary limits of special exceptions from 250 feet to 500 feet and that it is now been pushed to 1,000 feet. He commented that he also watched discussions on Lost Lagoon in Murdock Village.
- c) **Metropolitan Planning Organization** – Commissioner Andrews commented that he attended the MPO meeting on March 23rd and the draft of FY 2018/2019-2019/2020 Unified Planning Work Program, the FDOT Transportation Grant Agreement for 5305D and the Charlotte County national highway system justification report were all discussed, voted on and passed unanimously. He commented the 2020 project priorities and draft Transportation Improvement Program (TIP) for FY 2020 through 2024/2025 were

reviewed. He commented that for more information, including a full review of the meeting, the public can visit www.ccmpto.com and that the next MPO meeting is May 18th.

5 d) **Community** – Commissioner Coppola commented that she would like to give a shoutout to the School Board as they have created a program for children to receive breakfast and lunch, the Boys and Girls Club as they provide dinners for children three times a week, and that there is a nice display on the internet of the history of the Punta Gorda Airport. She opined that the Airport will come back bigger and better after the current pandemic.

10 e) **State Legislation** – Chair Seay commented that she has distributed a report from Jerry Paul to the Board and asked Mr. Paul to provide an update. Mr. Paul reported that he has circulated an end of session summary, that the session ended approximately a week late, that the budget, which included the Authority’s appropriations request at \$1.2 million, was passed, that it has not been transmitted to the Governor yet and that once it does, the
 15 Governor will have the opportunity to exercise his authority. He commented that there will be a special session post Covid-19 and opines it will be around June to readjust budget items that are necessary to adjust. He commented that there were bills proposed that would have been adverse to the Airport that did not pass and asked Mr. Parish to speak on the bills that did pass. Mr. Parish commented House Bill (HB) 915 did pass both the House
 20 and Senate and does affect Commercial Airports regarding procurement. He opined that the Bill was punitive to one Airport but applies to all, that every Airport has their own procurement guidelines in place that have been approved by the State and Attorney General and that the Bill will put Airports under the State procurement guidelines. He commented that approximately 1.5 people will need to be added to Staff to manage procurements and that every service the Airport uses, including janitorial supplies, will need to go out to bid. He commented that he is going to sign a contract for less than \$5,000 to have the terminal cleaned by a nationwide, but local, janitorial company to sanitize it from the Covid-19 virus and that under the new guidelines, that job would need to go out to bid. He commented that the Bill was fought against by the Florida Airports Council (FAC) and that although it has passed the House and Senate, the group is still hoping the
 30 Governor may have a line item veto or delay so that it can be discussed more next year. He commented that HB 915 was the only Bill that affected the Airport, that FAC was successful in fighting against a Bill pertaining to a decrease in jet fuel tax for commercial carriers and that the same matter was lost last year with last year’s decrease still not being in effect yet. He commented that within the Budget is a \$1.2 million line item for the ramp and taxiway at the Airport, that paperwork is already submitted with FDOT for the project, and that it’s part of the previously bid \$8.6 million project that includes \$6 million from FAA, funds from the supplemental monies, and PFC funds. Mr. Paul commented that he will keep the Board updated as new information comes out regarding the special session.

40 **11. Attorney’s Report**

45 Attorney Carr reported that the SuperTrak transaction is mostly closed with relatively minor issues remaining, such as approval to finish surveys. He reported that the Woodlawn Drive transaction continues to progress and is on the agenda today for approval. He reported that he did manage to work with the Restaurant owners, who requested termination resulting in an agreed upon early out of their lease, and that the turnover of the facility has been completed to the Airports satisfaction. He commented that there remains an encroachment issue that has become the subject of litigation, that it is currently being deferred on due to the Courts moving
 50 slow and that he’s unsure if it gets filed if it can get served, and if a Writ of Possession can be

received under the current Governors order. He commented that his intention is to file the litigation, pursue service of process and have it ready for entry once the Courts reopen for Writ of Possession. He commented that the only other major issue is two matters with Charlotte County associated with the ARFF agreement, which he perceives is going to become a fairly large problem. He commented that the Authority is about to respond to the County associated with their demands and figures to comply with the request and opines it may not become a large issue if handled correctly on both sides.

12. CEO’s Report

Development Update – Mr. Parish commented that planning work is being completed on runway 15-33 flight procedures as the FAA has asked for additional aerial coverage and that a contract is on the Agenda today for approval. He commented the property acquisition for runway 4-22 is complete, that Staff is still working on the due diligence for the runway 15-33 property acquisition, that he’s moving forward with contracts and grants for the rehabilitation of runway 4-22, and that the construction of the replacement of building 207 and T-hangars are in design and permitting. He commented that Staff is working on funding for the roadway network improvement project, that the Airport is in for SIS funding for turn lanes off of Piper Road, and that Staff is working with a potential developer for a full service gas station at the corner of the entrance to the Airport. He commented that the security fencing is currently on hold as there are approximately 22 contractors looking at the project and it is not possible under the current guidelines to have all of them meet in person. He commented the new general aviation taxiway and aprons is moving forward and that Staff is awaiting the grant offer from the FAA for the project. He commented that runway 15-33, wetlands, and Woodlawn realignment are under construction and on schedule. He reported that Staff is working with Vasey Aviation on three separate types of development projects to bring to the Board and opined that he’d like to have each Board member meet with the Mr. Vasey individually over the next 30 days to review the projects so each person can better understand the information and form any questions for when it is presented at a Board meeting. He commented that there are pre-development expenses such as putting contracts together for phase one to give to potential developers and that it will be presented at next month’s meeting. He commented that things are still progressing development wise and that Staff is looking at projects that may be able to be moved up during this time. He thanked Representative Michael Grant as he was influential, helpful, and a good guide to help the Airport and FAC address issues during the last session and thanked him for his help going forward.

a) Marketing Update – Mr. Parish commented that marketing is moving forward and opines the budget will be cut significantly next fiscal year and will shift into marketing the Industrial Park.

b) Aviation Report – Mr. Parish reported on passenger counts, fuel sales and gallons pumped, aircraft ops, and hangar vacancies. He commented that Allegiant Air has submitted their application to receive funding from the CARES Act.

c) Restaurant Update – Mr. Parish reported that Staff met with the current tenants after they submitted their request to cancel their contract and lease, which contained a 90-day out period. He commented that it was agreed upon that it would be reduced to a 30-day out, that they did a wonderful job cleaning up and that the equipment was left in good shape. He commented that he has spoken with the current terminal news, gift and food vendor

5 about taking over the space as it has approximately a year to three years before it needs to be demolished. He opined that he recommends moving forward with the restaurant in the new general aviation center as opposed to putting money into the current building which will ultimately be demolished. He commented that he will leave the matter to the Board and put it on next month's agenda.

Mr. Parish moved the Taxi Service Update before ARFF Index on the agenda.

10 d) **Taxi Service Update** – Mr. Parish commented that due to the downturn of customers, the taxi service provider would like out of their current contract and that they will still bring cars to the Airport but not as many as required as there aren't as many rides. He commented that until the industry works itself out, they are going to stop being the sole service provider and that Staff will need to work on getting other providers back into the Airport.

15 e) **ARFF Index** – Mr. Parish commented that as Attorney Carr mentioned, Staff has been in communication with the County over Aircraft Rescue and Fire Fighting (ARFF). He reported that on March 26th he requested a reduction in Index from C to B as the MD-80 was removed from Allegiant's fleet and Frontier no longer flies into the Airport with A321 aircraft. He commented that reducing the Index reduces the manning and truck requirements from two to one and that it was not met with the agreement he was hoping even though it is in the contract that it can be reduced. He commented that the County wants to continue manning it with two people even though it is reduced to one truck and has requested an increase to the amount the Authority pays starting back in September of 2017. He commented that the numbers within the contract were provided by the County, not the Authority, and that he is unsure of why the numbers were off approximately 60%. He commented that he is continuing to work with the County and that Staff is working on a Request for Proposals (RFP) for private ARFF services as he does not feel it makes sense to pay the County twice the amount of a private contractor for the same service. He commented that the request is disappointing as it is requested in a time where the industry as a whole has taken a hit. He commented that in better news, there is a number of Letters of Intent (LOI) to go into the new general aviation area. Commissioner Coppola inquired if the property that the ARFF station is located on was given to the County. Mr. Parish commented that the property was a prior agreement for a \$1 lease for the site and then the County built the facility. Commissioner Coppola inquired as to what the County would be paying for the property without the agreement. Mr. Parish commented approximately \$10,000 per year to lease it. Commissioner Coppola commented that the industrial marketing is a fantastic idea. Chair Seay opined that she is excited about the ideas presented by Mr. Parish as the Airport is currently in a wonderful position.

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13. Old Business

14. New Business

45 a) **Contract – Backup Generator at the Fuel Farm** – Mr. Parish commented that a backup generator for the fuel farm was recently put out to bid as a grant was received from FDOT for 50% of an estimated \$50,000 generator. He commented that the low bidder had irregularities in the bid which is why Staff is recommending the Board choose the second low bidder. He commented that he'd like to have the generator in place before hurricane season and that there used to be a backup generator at the fuel farm but when the vault had

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a fire, it was used to assist the airfield generator, which resulted in the generator being no longer of service after that use. **Commissioner Herston motioned to approve the contract with Walker Miller Equipment in the amount of \$57,170 as presented. Commissioner Andrews seconded. Motion passed unanimously.** Chair Seay confirmed with the Board that a roll call vote is be the best way to handle the remaining matters. Mr. Parish commented that the signatures required are for Chair Seay and the Secretary, Commissioner Coppola. He inquired if there are any issues with Staff using those two electronic signatures for the approved document. Attorney Carr commented that there are not any issues with using the electronic signatures and Chair Seay and Commissioner Coppola agreed that their electronic signatures can be used for any items approved during today's meeting.

b) **Contract – AECOM Planning Services** – Mr. Parish commented that this contract is for \$89,253.08 to provide flight procedure services, that the majority of the contract is for a sub-contractor to flyover of the airport and provide updated aerials for the new GPS approaches for runway 15-33, and that this project has been in the works for approximately a year and a half. He commented that the FAA was using existing aerials from the master plan but has decided in the last few weeks that they need updated aerials. He commented that this is needed to get new GPS approaches in place and that he hopes they will be published by December. He commented that the contract is DOT and PFC eligible and a continuation of the existing work already done on runway 15-33. **Commissioner Herston motioned to approve the contract with AECOM in the amount of \$89,253.08 as presented. Commissioner Hancik seconded.** Commissioner Hancik opined that it's important that at some point, Staff or the Board be proactive and set aside time to meet with the community at the end of runway 15 as noise in their area will increase with the runway opening up and runway 4-22 getting closed for rehabilitation. Mr. Parish commented that runway 4-22 design has a public outreach portion, that some of those neighbors are aware of the matter already, and that Staff will continue public outreach moving forward. **Motion passed unanimously through a roll call vote.**

c) **Interlocal Agreement – Woodlawn Drive Relocation** – Mr. Parish commented that Attorney Hackett at the Farr Law Firm has been working on the agreement with the County and their Attorney. He commented that it is similar to one already presented but it does have changes made to it. He commented that it does need to be approved by the Board in order for it to go in front of the County Commissioners for approval. He commented that there is right of way being swapped from one end to the other and that there is an agreement with the party that owns the land the Airport will be taking a small piece of. Attorney Carr commented that the agreement is between the Authority and the County for the purpose of swapping land and moving Woodlawn Drive out of the runway protection zone (RPZ). Mr. Parish commented that the road has always been in the RPZ as when it was built, it was allowed however since then, there was an accident at an airport that now requires there be no roads in the RPZ. He commented that due to that guideline, it is required to relocate the road in order to extend runway 15-33. Attorney Carr commented that the road will just be built in a new place. Mr. Parish commented that the packet does contain a graphic that shows it being moved south before curving back to the original road to enter the industrial park east of the Airport. Commissioner Herston inquired if the change presented in this agreement requires the Authority going back to the property owner. Mr. Parish commented that the change was in coordination with the three-party agreement. **Commissioner Hancik motioned to approve the Interlocal Agreement**

with Charlotte County. Commissioner Herston seconded. Motion passed unanimously through a roll call vote.

- 5 d) **Contract and FAA Grant – Runway 4-22** – Mr. Parish commented that as part of the master plan, there was a five-year program and that this contract is part of that with Kimley-Horn. He commented that the Authority selected Kimley-Horn to perform runway work, that they completed runway 15-33 and that the runway 4-22 rehabilitation and construction design contract is the second part. He commented that he would like to get authorization to execute the FAA contract and grant once it arrives. He commented that it will be a 100% grant now as the CARES Act moved all FAA grants issued in 2020 from 90% to 100% funding. He commented that the motion he is requesting is to approve the contract once the grant offer is received and approve the grant offer once received. **Commissioner Herston motioned that if the grant offer is received, the Board accept and execute the grant offer and approve the Kimley-Horn contract and if the grant offer has not been received, the Board allow the CEO to execute the grant offer upon receipt and execute the Kimley-Horn contract as presented. Commissioner Andrews seconded.** Commissioner Hancik opined that Commissioner Herston should include the fee within his motion. Commissioner Hancik confirmed with Mr. Parish that the contract amount is \$617,663. Mr. Parish commented that amount is the total amount but will likely be reduced as there will likely be some design elements pulled out. Commissioner Andrews confirmed that the amount in the contract is the max, that it could be less, and that the motion would be a not to exceed. Commissioner Herston commented that the contract has a percentage increase defined by the contract that would allow the amount to exceed \$617,663. Chair Seay commented that the Board is approving the contract, which list the amounts within it and asked Attorney Carr if the terms of the contract need to be listed within the motion. Attorney Carr opined that it does not need to be included within the motion as it is an as presented motion. Chair Seay commented that it does not need to be included within the motion and feels that it being brought up in conversation is enough. Commissioner Hancik opined that for transparency, it is important that the public understand what the amount of the contract is. Chair Seay commented that she does not see an issue with including it but feels it is not essential as it is listed within the contract itself and inquired with Attorney Carr if it needs to be included in the motion. Attorney Carr commented that the current motion has been seconded and if Commissioner Hancik is making a motion to amend that motion or request it be amended, the movant would have to accept the amendment. Commissioner Hancik motioned to amend the current motion and add the contract amount. Attorney Carr commented that in order for Commissioner Hancik to make that motion, the current motion would have to be defeated and started again or he would have to request the person who made the motion include what he is requesting. Commissioner Coppola inquired if there is a change in the amount, does that make the motion null and void and require the Board to come back and vote on it again later due to the amount that is specified. Chair Seay opined that the way the contract is presented would allow for reduction. **Motion passed unanimously through a roll call vote.**
- 45 e) **General Aviation Center – Airside Civil Package** – Mr. Parish commented that Staff is anxiously awaiting a grant offer from the FAA for the General Aviation Airside Civil Package. He commented that the Board has previously approved the contract and opined that as the offer was not received in time, he would like the Board to allow him to execute it once it arrives. He commented Staff is discussing with the FAA whether it is going to be a \$6 million grant, or a \$6,666,666 grant based upon the CARES Act supplement that
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increases 2020 FAA funding from 90% to 100%. He commented that this grant is in conjunction with the legislative line item for \$1.2 million, that the project bid was won by Ajax Paving at \$8,190,867.92, and that the remainder amount will be covered by PFC funds. Chair Seay inquired if the matter would need to be brought back for the approval of a contract. Mr. Parish commented that the contract has not been approved as Staff is waiting on FDOT monies and potentially the State Infrastructure Bank (SIB) loan and that contracts cannot be executed prior to funding being in place. He commented the contractor has agreed to hold their prices until July and that he is hoping to have funding in place by then which will allow a contract with the contractor to be executed. Chair Seay confirmed with Mr. Parish that Staff would like the grant to be approved and then will bring back the contract once all funding sources are in place. **Commissioner Andrews motioned to allow CEO Parish to execute the FAA Grant offer once received as presented. Commissioner Herston seconded. Motion passed unanimously through a roll call vote.**

- f) **FAA Emergency Grant** – Mr. Parish commented that the first amount he was told pertaining to how much the Airport will receive from the CARES Act was from the FAA at \$3.2 million to \$5 million, that the second amount was \$3.2 million to \$11 million, and that the third amount was \$3.2 million to \$8 million. He commented that the numbers varied greatly and that at the time of those numbers, there was one piece of the grant that had not yet been completed. He commented that once the missing part of the grant was completed, it was announced that the Airport would receive over \$23.8 million. He commented that he has consulted with FAA, ACI-NA, and AAAE and that the one piece that was not completed took into account a cash to debt ratio which worked out beneficial for the Airport and resulted in a larger amount rewarded. He opined that although there are many that disagree with the Airports model of not borrowing money and having cash on hand, it paid off in this instance. He commented that he would not like to say exactly how much the Airport is getting as he is still awaiting a grant offer and that once the offer is received, it has to be turned around quickly, which is why he'd like authorization to sign it once it's arrived. He commented that Staff is working on procedures and how the money will be drawn down and opined that the FAA will have a deadline for withdrawal from the grant, which he is estimating to be 18 to 24 months. He commented that Staff will begin with looking at operational expenses beginning in February as the grant allows use for expenses from January 2020 on and that after that point Staff will review projects that can be modified or rebid to meet the requirements of the FAA to use the funds. He commented that he will bring all of the information back once the grant is in place. Chair Seay commented that regardless of the amount, the grant applications need to be submitted and the grant offers need to be executed. She opined that until those two things are complete, the amount does not matter as those two items must be in place. Mr. Parish commented that he is just looking for authorization from the Board to allow him to sign the provided grant application from the FAA and sign the grant offer once received. He commented that all information will be sent to the Board, so everyone is cognizance of the amounts. Chair Seay inquired if, assuming the Board authorizes Mr. Parish to complete those two steps, in the meantime the Board can work with Mr. Parish to find any potential due diligence that will need to be performed, any decisions that might need to be made, and schedule any meetings that have to take place. Mr. Parish commented that the first priority of the grant will be operational needs to the Airport and staffing with the second being capital expenses, and that any capital expenses will be brought back to the Board for approval of contracts and funding just like any other project. **Commissioner Hancik motioned to authorize CEO Parish to submit the appropriate grant applications for**

the CARES Act funding and to execute the grant offers. Commissioner Coppola seconded. Motion passed unanimously through a roll call vote. Chair Seay asked Mr. Parish to meet with each Board member to discuss any questions with hopes of putting it back on the agenda for the May meeting with a schedule of events and list of due diligence. Mr. Parish commented that he is anxious to receive the grant to begin applying it. Commissioner Hancik opined that the Board needs to have a draw down schedule of the items that Staff wants to fund and that it needs to be available in a study session or special meeting. He opined that it is important for the Board to know how much is going to be received from the grant along with where the funding is going and when and which projects will be covered under the grant. Mr. Parish commented that he will be bringing all of that information back to the May meeting. Chair Seay opined that it is important for each Board member to discuss their desired direction with Mr. Parish in order for him to have a good idea of what direction he should move in. Commissioner Hancik opined that the process needs to be completed as a Board, not individually. Chair Seay commented that her intention for the individual meetings was not to do the process individually but to allow time for questions in order to bring the subject matter back to a future meeting.

- g) **Purchase of Multi-Purpose Equipment** – Mr. Parish commented that during the Consent Agenda, some equipment was removed from inventory through a disposal of assets, including the 1994 Kawasaki front end loader and the 2003 New Holland tracker. He commented that the New Holland tracker was taken out of service a few years ago to be refit with a mulcher to mulch the area between the runway safety area and the fencing. He commented that he was hoping to get that completed while operations were slow and that over the last 60 days approximately \$9,000 in repairs have been needed due to the tractors age. He commented that the new piece of equipment would replace the New Holland tracker and Kawasaki front end loader as it will have a quick release to change between a bucket, grapple, or a higher horsepower mulcher. He commented that mulching and clearing the areas are part of the wildlife management plan, that the Airport will be piggybacking on the Florida Fish and Wildlife contract from April 30, 2016 for the price of the equipment and that an additional \$7,905 will be paid for the horsepower upgrade. He commented that Staff has had preliminary discussions with the FAA and that it is an eligible item under the CARES Act and opines that the Airport could receive a 100% reimbursement, although the equipment is necessary either way. Chair Seay inquired if there was a cost estimate on the item. Mr. Parish commented that the machine is \$273,095 and the performance package upgrade is \$7,905 for a total contract price of \$281,000. He commented that Staff has determined the machine itself is eligible for reimbursement and that the performance upgrade may not be as it did not go out to bid. He commented that if Staff were to put the equipment out to bid the only bidders would be SuperTrak or an international company and that the CARES Act does have a “by America” clause. **Commissioner Andrews motioned to approve the purchase of the new Multi-Purpose Carrier equipment as presented. Commissioner Coppola seconded.** Commissioner Herston commented that under the specifications of the equipment there are optional pieces including the heavy-duty tires, winch and rearview camera. He inquired if those two items are included within the performance package upgrade. Mr. Parish confirmed that those items are included in the upgrade. He commented that if the Airport were located where it snowed, the equipment could be easily purchased with an FAA grant anytime however since snow removal equipment is not needed in Florida and it would be used for mowing, it would not normally be an easily eligible item. **Motion passed unanimously through a roll call vote.**

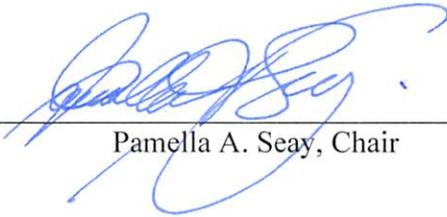
15. Commissioner's Comments

5 Chair Seay thanked everyone for their patience while working through technological issues and commented that she is looking forward to the many good things that will come up as things move forward. She congratulated everyone on getting everything done to accomplish the meeting.

16. Adjournment

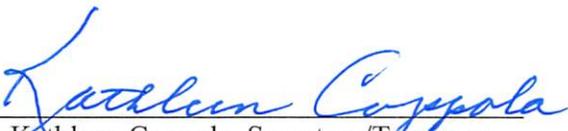
10 Meeting adjourned at 10:44 a.m.

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Pamella A. Seay, Chair

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Kathleen Coppola, Secretary/Treasurer