

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING – JUNE 18, 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; Commissioners Andrews, Coppola, Hancik and Herston; Attorney Hackett; CEO Parish; Ms. Hendren; Mr. Laroche; Ms. Desguin, and Mrs. Miller. **Others present:** Jim Kaletta; Commissioner Deutsch; Councilmember Miller; Venessa Oliver; Brandon Whaley, and a member of the press. **Absent:** Attorney Carr.

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5. Citizen’s Input

Brandon Whaley – Representing Mainscape, Inc., who participated in the bid for the Landside Landscape Services, commented that his company came in second by \$81.49. He commented that he wanted to thank the Board and Staff for their process and professionalism and that he hopes to work with the Authority at a later time as he understands the recommendation is to award to the low bidder, Down to Earth.

6. Additions and/or Deletions to the Agenda

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7. Consent Agenda

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

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8. Secretary/Treasurer’s Report

Mr. Parish commented that April was a terrible month for the aviation industry as traffic was down approximately 95%, that Staff was predicting a half million-dollar loss, then a \$246,000 loss, that things are coming back faster within the Allegiant markets, and that he’s confident the Airport will end the year positive. He commented that the monies from the CARES Act continues to be drawn down to supplement any losses. He commented that the cash net position as of April 30 was \$16.5 million and that as of this morning it is \$20.3 million, which will continue to rise as the CARES Act is drawn down. He commented that Staff is working with tenants and that accounts receivables continues to be decent with \$13,000 in the 60-90-day section with most of that amount paid in full already. Commissioner Herston confirmed with Mr. Parish that the current cash on hand as of today is \$20.3 million and that the \$16.5 million was from April 30th. Mr. Parish commented that net receivables will run about the same at all times. Commissioner Hancik inquired where the \$800,000 per month from the CARES Act goes if outside revenue covers expenses. Mr. Parish commented that the money comes into the operating expenses account and is then transferred to reserves, which is why current cash on hand is at \$20.3 million.

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9. Liaison Reports

- 5 a) **Punta Gorda City Council** – Commissioner Hancik commented that the Punta Gorda City Council will be choosing a new City Manager next week. Commissioner Herston inquired as to when Howard Kunik’s last day is with the city. Commissioner Hancik commented that his last day is October 1st. Chair Seay inquired if the search to replace Mr. Kunik has already begun. Commissioner Hancik commented that it had.
- 10 b) **Board of County Commissioners** – Commissioner Herston opined that after speaking with Commissioner Deutsch that his biggest concern is ARFF. He opined that Commissioner Tiseo’s biggest concern is how fast Sunseeker is recovering and ARFF.
- 15 d) **Community** – Commissioner Coppola reported that the Farr Lawn Firm was selected for the 2020 Florida Super Lawyers Magazine and Attorney Hackett has been highest in the real estate markets.
- 20 e) **State Legislation** – Chair Seay commented that as of yesterday, the appropriations act was transmitted to the Governor and that the \$1.2 million line item the Authority requested is still within the budget. She commented that the Governor has until the first of July to make any vetoes he feels is necessary. Mr. Parish commented that there was a bill that passed that he is still lobbying to get vetoed that would force all independent special districts to use the state mandated purchasing procedures. He opined that it would not affect the Airport much aside from potentially needing an additional part time person. He commented that the state mandated policy requires additional details that are not currently in the Authority’s policy. He commented that letters of support have been received from the Governor, that FDOT is looking for projects that can start right away and that the project requested in the budget is one that can begin the start of July.

10. Attorney’s Report

Attorney Hackett commented that he is pleased to fill in for Attorney Carr and otherwise has nothing to report.

11. CEO’s Report

- 40 a) **Development Update** – Mr. Parish commented that Runway 15-33 is nearing the end of the closures period and that runway 4-22 and taxiway D should be open from now on with the exception of a few more night closures. He commented that Staff has been working on the flight procedures for a little over 18 months, that they should be published in January, and that St. Pete/Clearwater Airport is opening their runway next week and that they won’t have procedures for two years. He commented that he was hoping the flight procedures would be published slightly before runway 15-33 opens and that due to the FAA not accepting the masterplan aerials, it had to be flown again. He confirmed with Attorney Hackett that the Runway 33 property acquisition is closing today. He commented that Staff is still waiting on the grant offer for runway 4-22 and building 207 and the T-hangars are expected to advertise early in 2021 to coincide and not interfere with the ramp, new FBO, and hangar construction and to have all completed at about the same time. He commented that Staff is waiting on FDOT notification regarding the SIB grant application

for the roadway network improvements project, the runway 22 security fencing bids are being presented today, that the \$5.97 million grant for the general aviation center was received yesterday, runway 15-33 is underway and that he'll be discussing the long-term parking expansion in a few minutes.

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- b) **Marketing Update** – Mrs. Miller commented that as runway 15-33 is completed, she hopes to have a ribbon cutting and photo op, as well as with the groundbreaking for the new general aviation taxiway and apron. She commented that she would like to bring attention to development on the north side. She commented that there is a lot of positives and optimism regarding the future, including with Allegiant.
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- c) **Aviation Report** – Mr. Parish reported on passenger counts, fuel sales and gallons pumped, aircraft ops, hangar vacancies and Allegiant routes. Commissioner Hancik commented that on the aircraft ops report, that the military and general aviation numbers were switched in the table. Commissioner Herston inquired as to how many of the 48 destination cities listed are seasonal. Mr. Parish commented that all cities with an asterisk next to them are seasonal. Commissioner Andrews commented that T-hangar vacancies are at zero and inquired as to how many are on the waiting list. Mr. Parish asked Ms. Hendren to bring up the hangar waitlist. Commissioner Coppola inquired as to how Allegiant is doing in other cities. Mr. Parish opined that Orlando-Sanford is still down due to the parks being closed, St. Pete-Clearwater was above last year's numbers for the holiday weekend, and that Allegiant is leading the trend. Ms. Hendren commented that there are currently 50 individuals on the waitlist.
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- d) **Long-term Passenger Parking** – Mr. Parish commented that the Board approved the contract to build approximately 1,000 extra spaces south of the Administration Building as shown in the master plan, that it was put on hold due to the current situation, and opined that based upon the cash on hand and CARES Act monies that the project move forward. He commented that pricing came in right at budget, opined that he doesn't expect construction prices to drop any lower, and inquired if there's any comments about moving forward with the project as he would like to move forward with it in July. He commented that there is some resurgent in parking and that he doesn't want to rebid the parking lot in two years and have to pay \$4 million while being behind the curve. Chair Seay inquired if the funds are available to move forward. Mr. Parish commented that the funds are available, and the contractor is standing by. Commissioner Herston opined that he agrees that construction prices are at their lowest. Commissioner Coppola opined that starting the project will be good for the economy. Mr. Parish commented that he has a meeting with Secretary Tebow next month, that Secretary Tebow asked what the Airport had to spur the economy, and opined that the parking lot is a project that could get people working right away. The Board agreed to moving forward.
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- e) **ARFF Update** – Mr. Parish commented that Staff has received a cost breakdown for the ARFF station and that the amount, which is considerably less than the first amount received, is \$667,000 this year with normal increases. He commented that an agreement has been made for the Airport to pay \$667,000 this year with a new agreement being entered into at the start of the next fiscal year based upon the contract signed with the union. He commented that it will be the median range of firefighters and EMT's, plus a \$2 per hour additional fee for ARFF personnel and an exact cost of benefits for Florida Retirement and health care. He commented that Staff has sent the County a draft of the interlocal agreement and that once comments are received back, it will be presented to the
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5 Board. He commented that he has mentioned to Allegiant that any increase will be passed along them in one manner or another. Commissioner Hancik inquired if the cost is two personnel per shift while maintaining the current index. Mr. Parish commented that the Airport is currently index B, that work is being performed to one truck, and opined that the Airport will go back to an index C. Commissioner Hancik commented that the reason ARFF is present is due to airline service and opined that even half of the cost isn't being recovered from the airline. Mr. Parish commented that the complete cost is being recovered through the fees the Airport charges for passengers.

10 12. Old Business

15 a) **Tenant Relief** – Mr. Parish commented that Staff is working with tenants that have requested relief, that forms were sent out and that no completed forms have been received back. Chair Seay inquired if anything needed to be approved for this agenda item. Mr. Parish commented that the Board already approved it and that it's now down to the process. Commissioner Coppola inquired if there is a time limit to receive relief. Chair Seay commented that the deadline is June 30th.

20 13. New Business

25 a) **July Workshop** – Chair Seay commented that there was a workshop previously scheduled for April 7th, that it was cancelled due to the current situation, that there is no meeting in July, that there was a suggestion to hold a workshop on July 15th, and that she is not available in the middle of July as she has to be elsewhere. She inquired if the Board would like to tie a regular workshop into the already scheduled August budget workshop. Chair Seay inquired what the date of the August workshop is. Mr. Parish commented that it is scheduled for August 6th. Commissioner Coppola inquired if Chair Seay is requesting to combine the workshops. Chair Seay commented that she'd like to discuss all of the workshop items during the August 6th workshop. Commissioner Hancik commented that he does not have his personal calendar with him as he thought the date would be July 15th. Commissioner Andrews and Herston commented that they are both available. Ms. Hendren commented that the August 6th meeting should already be on everyone's calendars. Chair Seay commented that the workshop was set a few meetings ago. Ms. Hendren commented that it was set in 2019. Commissioner Herston confirmed that the plan is to hold a regular workshop at the same time as the budget workshop. Mr. Parish confirmed with Attorney Hackett that items can be added to the budget workshop as long as it is published. Chair Seay commented that there will not be a July workshop or meeting and that the next meeting will be the workshop on August 6th.

40 b) **Runway 22 RPZ Security Fencing Contract** – Mr. Parish commented that a grant was received from FDOT to fund 50% of the cost of security fencing around the land purchased for the RPZ and that it will also restrict access to the east side of the Airport where there was a horrific accident a number of years ago. He commented that bids came in slightly below the estimated \$200,000 with the low bidder at \$166,560 and that Staff would like the Board to approve the contract. **Commissioner Andrews motioned to approve the contract with AKTIV Construction Group in the amount of \$166,560 and to authorize the Chair to execute it. Commissioner Hancik seconded.** Commissioner Hancik inquired if Mr. Parish is familiar with the company. Mr. Parish commented that they have not performed work on the Airport. Commissioner Hancik inquired as to where

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the company is out of. Mr. Parish commented that they are a Florida Company out of Miami. **Motion passed unanimously.**

5 c) **Land Lease with Teton Prairie, LLC** – Mr. Parish commented that Teton Prairie would
like to build a 60' by 60' hangar for personal use and possibly one other hangar down the
road to lease out on a 25,000 sq. ft parcel off of Gulf Course Blvd. at the entrance of the
north ramp. He commented that there were other potential tenants on the land which
included Tampa General who has since assumed a lease from another tenant.
10 Commissioner Hancik inquired if there's a requirement for the when the hangar should be
constructed. Mr. Parish commented that there is not and that the only requirement is the
tenant pay the rent. He commented that previously there was a grace period to waive
payment until they started construction and that it caused issues with property being tied
up for years without payment. Commissioner Coppola inquired if Mr. Parish will approve
15 their plans. Mr. Parish commented that they must sent the plans to Staff to ensure they
meet the Airports requirements and that Staff does not approve the plans. Chair Seay
confirmed with Mr. Parish that the gentleman would like to build one hangar for personal
use and one to rent out. Mr. Parish commented that it will be a similar situation to the
current condo hangars. Chair Seay inquired if there's any concern about the gentleman
undercutting the Airports cost while renting out his other hangar. Mr. Parish opined that
20 there always is however he doesn't believe the gentleman wants to lose any money.
Commissioner Coppola inquired as to how it works if the gentleman then uses the Airports
facilities. Mr. Parish commented that it will work like all other land leases where he pays
for the land and then can build his own building. Commissioner Coppola inquired if there
are any safety concerns. Mr. Parish commented that he has to be vetted through the
25 badging office and that there are many buildings on Airport property where the Airport
does not own the building, only the land. Commissioner Coppola confirmed with Mr.
Parish that there is no extra fee for the gentleman to use the Airport or runway.
Commissioner Hancik inquired if there's any indication that the gentleman will install his
own fueling operation. Mr. Parish commented that he cannot put in his own fueling
30 operation to sell, only for his personal use. Commissioner Coppola inquired as to where
the Airport stands with liability issues. Mr. Parish commented that the Airport is no more
liable than with any T-hangar tenant. **Commissioner Herston motioned to approve the
land lease with Teton Prairie, LLC. Commissioner Andrews seconded. Motion
passed unanimously.**

35 d) **Runway 15-33 Change Order One** – Mr. Parish commented that four years ago when
the design of runway 15-33 begun, there was also design being completed for the new
general aviation facility and that at the time, both grants were on track to be received
within the same year. He commented that due to that, the new access road was designed
40 through the new general aviation center and that due to the delay in funding, although the
money has since been received but will not be finished in time, a portion of the future
perimeter road must be built. He commented that it will give access through the existing
location on Henry Street, wrap around the RPZ and then tie back in. He commented that
the project would have been completed later but Staff feels it needs to be pushed ahead
45 due to the slowdown in construction on the general aviation side. He commented that a
price has been negotiated with the contractor and that the FAA and FDOT have approved
it. **Commissioner Herston motioned to approve Change Order One with Ajax Paving
Industries FL, LLC in the amount of \$359,206.07. Commissioner Andrews seconded.**
Commissioner Herston confirmed with Mr. Parish that there is not any action on the
50 extension of Challenger Road going over to Piper Road. **Motion passed unanimously.**

5 e) **American Tower Agreement** – Mr. Parish commented that if you have been in the terminal, it's easy to notice that it is a dead zone with no cell service. He commented that right after the Bailey Terminal was opened, Staff approached cellular network services for repeaters and that the cost would have been \$150,000. He commented that American
10 Tower Corporation has been contacted by Verizon, Sprint, as well as other carriers to install an antenna system inside of the terminal. He commented that the agreement presented was brought to the Authority, that Staff did not request an agreement nor advertise for it, and that within the agreement all infrastructure is free and that there is no out of pocket expense for the Airport. He commented that the contracts are sold to the
15 cellular service companies, at which time the Airport will be paid \$50,000 for the first two carriers to sign up and then \$10,000 per year for each cellular provider that uses the service inside of the terminal. Commissioner Herston inquired if there is a time limit to receive the \$50,000. Mr. Parish commented that there is a three-year time limit. Commissioner Herston inquired as to when the payment is made. Mr. Parish commented that the Airport is paid as soon as a cellular provider is signed up. Commissioner Hancik inquired if the lease is exclusive. Mr. Parish commented that it is not and that no other company has approached the Airport to provide the service. **Commissioner Andrews motioned to approve the agreement with American Tower Corporation as presented. Commissioner Herston seconded. Motion passed unanimously.**

20 f) **Landside Landscape** – Mr. Parish commented that the landside landscape services were initially contracted for the original long-term and rental car parking lots and that the past fee was approximately \$80,000 per year. He commented that due to the cost, Staff has been completing the task in house for the past seven years. He commented that due to
25 recent retirements, the cost of Staff salaries and benefits were analyzed with it totaling approximately \$130,000 per year to complete the job. He commented that due to the cost, Staff opted to explore what it would cost to have it completed by another company. He commented that the requirements for the bid included a significant amount of landscaping, tree trimming, fertilizing, bushes, and other items. He commented that the two lowest bids
30 came in \$81 apart, with the lowest bid being \$88,900 and that Staff would like the Board to approve the contract. Chair Seay inquired as to the contract length. Mr. Laroche commented that it is for one year with an optional extension of four additional one-year periods, for a total of five years. Commissioner Herston inquired if the Airports equipment was included within the estimated Staff cost. Mr. Parish commented that the cost was just
35 manpower. Commissioner Herston inquired if equipment was just purchased for landscaping. Mr. Parish commented that equipment was just purchased and that Staff still has an additional 17,000 acres to mow aside from the areas within the contract. Commissioner Hancik inquired if the contract will affect the Airports current employment base number related to the CARES Act. Mr. Parish commented that it will not affect is as
40 the Staff members that previously performed the task left under retirement. Commissioner Coppola commented that she was surprised by the difference between the low and high bid. **Commissioner Herston motioned to approve the contract with Down to Earth Landscape, Irrigation, and Golf in the amount of \$88,900 and authorize CEO Parish to execute the contract as presented. Commissioner Andrews seconded. Motion passed unanimously.**

14. Commissioner's Comments

50 **Commissioner Coppola** – Thanked everyone for attending and commented that she hopes the virus does not continue to keep everyone inside.

Commissioner Hancik – Recognized the attendance of Punta Gorda Councilmember Miller.

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Commissioner Andrews – Commented that he is looking forward to life getting back to normal.

Commissioner Herston – Welcomed Councilmember Miller, Commissioner Deutsch, and Venessa Oliver and commented that Staff is doing a great job under difficult conditions.

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Chair Seay – Commented that the Airport is improving, that she’s received questions pertaining to Sunseeker, and opined that it is the Airport that will bring people back to the area, not Sunseeker. She commented that she flew Allegiant a couple of weeks ago, that she’s set to fly again soon, and opined that she is confident that what Allegiant is doing is sufficient and adequate and that she felt safe stepping onboard the aircraft. She thanked Mrs. Miller for her work to raise awareness on the steps being taken to make the Airport a safe place. She opined that Sunseeker not starting back up right away will not have that big of an impact on the Airport as the Airport was doing great before Sunseeker. She congratulated the Farr Law Firm and Attorney Hackett. She thanked Staff for their work and thanked everyone for attending.

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15. Adjournment

Meeting adjourned at 9:56 a.m.

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Pamella A. Seay, Chair

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Kathleen Coppola, Secretary/Treasurer