

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING – DECEMBER 16, 2021 – 9:00 A.M.

5 **1. Call to Order**

2. Invocation

 Commissioner Herston gave the invocation.

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3. Pledge of Allegiance

4. Roll Call

15 **Present:** Chair Hancik; Commissioners Coppola, Herston and Oliver; Attorney Carr; CEO Parish; Mrs. Paglialunga; Mrs. McLaughlin; Mr. Laroche; Mr. Duncan; Mrs. Miller; Mr. Mallard; Mr. Ridenour; Mrs. Pardal; Mrs. Straw, and Mr. Webb. **Others present:** Councilmember Kuharski; Commissioner Deutsch; Steven Henriquez; Mark Kistler; Stan Smith; Joe Makray; Howard Klein, others from the private sector and a member of the press.
20 **Absent:** Commissioner Andrews.

5. Citizen’s Input

6. Additions and/or Deletions to the Agenda

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7. Employee Service Recognition

 Mr. Duncan presented Mr. Ridenour with a Five-Years of Service award and introduced Mr. Webb as the new FBO General Manager. Mr. Parish congratulated Mr. Laroche on receiving his AAE accreditation. Chair Hancik presented Mr. Herston with a plaque for his time as Board Chair.

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8. Consent Agenda

35 **Commissioner Oliver motioned to approve the Consent Agenda as presented. Commissioner Herston seconded. Motion passed unanimously.**

9. Secretary/Treasurer’s Report

40 Mr. Parish reported on revenue, expenses, and operating gain for year to date and budget year to date. He commented that revenue is over budget by a little under \$250,000, that due to additional flights, expenses are over budget by \$91,000, and that the Airport is overall ahead of budget by \$150,000 for the year. He commented that October is a slow month and November, December, January and February are when the Airport will pick up. He commented that as of
45 October, Allegiant has had some turnover so Staff has resent invoices on fuel and hook-up fees and everyone else is paid in full. He commented that the balance sheet continues to grow with projects and the total assets are currently at \$127 million, which includes the money in the bank. Commissioner Herston inquired if all of Allegiant’s payments will be received. Mr. Parish commented that all payments will be received and that the delay is generally an issue in processing. Chair Hancik inquired about PFC’s. Mr. Parish commented PFC’s continue to be
50 collected and spent, PFC 1 and amendment 1 is complete, PFC 2 is being collected and PFC 3

is ready to be collected once PFC 2 collection is completed. He commented that PFC 3 was amended to collect extra money and the Airport would have run out of collection authority in 2020 had PFC 3 not been approved.

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10. Liaison Reports

a) **Punta Gorda City Council** – Chair Hancik introduced Punta Gorda Councilmember Mr. Kuharski.

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b) **Board of County Commissioners** – Commissioner Deutsch reported on the County Commission meeting and discussed the decision to raise impact fees to an allowable percentage under the state guidance. He commented that the County is working with the Cultural Center on an agreement and the community to find out what's important for the community. Commissioner Deutsch opined that he and the Commission believe the Cultural Center is a viable part of the community and there needs to be an assessment in the community moving forward. He commented that the County will do an inspection of the building to maintain the infrastructure.

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c) **Metropolitan Planning Organization/Economic Development** – Commissioner Herston reported the next MPO meeting will be on December 16, 2021. He commented that on January 24, 2022 is a joint MPO meeting with Sarasota Manatee and on February 18, 2022, a joint MPO meeting with Lee County. He commented that the next MPOAC meeting is January and he has nothing to report on Economic Development. He commented that he is working on a project located near the Airport and opined that the IDA land should be put back on the agenda. Mr. Parish commented that he is waiting on one item but will proceed with an offer.

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d) **Community** – Commissioner Coppola commented Golden Apple Sun Coast Credit Union invited the Board to a Teacher Support Employee of the Year celebration on January 22, 2022. She commented she received a 2022 calendar from Coastal Heartland National Estuary, that she gave a speech at the women's club. She commented that she attended a meeting with representative Sabatini who is running for office as a federal representative, a meeting at the Trump Club and that the speaker was the opponent of Commissioner Deutsch. She commented that all Commissioners were present at the Chamber of Commerce Christmas parade.

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e) **State Legislation** – Commissioner Oliver commented sessions start on January 11, 2022 and there is a noon deadline for filing bills on the same day. She commented that there is a contract with Jerry Paul on the Agenda.

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11. Attorney's Report

Attorney Carr commented that Gulf Contours has two requirements to meet with one being a quarterly report as to their progress moving forward and that he has received no information as of December 1, 2021. He commented that he followed up with an email a week later to see if they were behind and received no response. He commented that they had 60 days to repair the fire damage, that he asked if they repaired the fire damage, or any information associated with it and received no response. He commented that their taxes

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5 have been updated and paid in December for the payments that are required. He opined that
he would not recommend the Airport do anything until he continues to press Gulf Contours
and that he will give an update next meeting. He commented that he is working on a variety
of issues like filming contracts, developing large fuel farms and negotiating with Allegiant.
10 He commented that he continues to deal with the Faber lease, that it is a complex lease
associated with numerous varied areas that he is trying to consolidate and make sure the
payments are taken care of. He commented that he was working with Mr. Mallard on T-
hangar issues that have been completed. Commissioner Oliver inquired if Attorney Carr
called or sent written letters to Gulf Contours as she knows they do not use email much.
15 Attorney Carr commented that Gulf Contours does respond to emails, when necessary, if
he need a certain document by a certain date. He commented that his emails are sent priority,
with return receipt and a request of acknowledgement of read. Commissioner Oliver
inquired if Attorney Carr called Gulf Contours. Attorney Carr commented that he had not.

15 12. CEO's Report

20 a) **Development Update** – Mr. Parish reported that he is working on the RFQ for the spec
building however he is waiting on the one South of the Airport to be completed. He
commented that Staff rejected all the bids for the self-service fuel facility as it came in over
budget so Staff is looking at quotes from individual vendors and will do the construction
management inhouse to save about 50 percent. He commented that he is working on the
terminal planning study to figure out the next steps to move forward and grow while making
25 sure nothing is currently being done to interfere with future plans. He commented that the
terminal study is an update of the master plan for the terminal area. He commented that
Taxiway D rehab is working on the phasing plan, the box hangars are nearing completion
with the design, the inline baggage system continues to move forward with TSA, and the
FBO hangar is in design and Staff will have a guaranteed maximum price by the April
meeting. He commented that the roadway network improvements is waiting on
30 documentation from the FDOT and that once received the Board will need to approve it
before moving forward with the bidding process. He commented that construction on
runway 4-22 is going to begin in January, that it will be closed for a year to rebuild and that
the project also includes wetlands phase two, which will get rid of wetlands around the
Airport and move them to another location. He commented that the Airport will be shut
35 down for seven days in September while work is completed through the intersection. He
commented that Staff plans to do a lot of work on taxiway D as well as the curb and
additional lane in front of the terminal during that time. He commented that the general
aviation center is in progress and if anyone would like to visit the center to contact Mr.
Duncan or himself. Commissioner Herston inquired how thick the existing surface is on
40 runway 4-22. Mr. Parish commented the surface is between four and nine and it's being
taken down to the subbase and being built back up. Commissioner Herston inquired about
elevating the grounds. Mr. Parish commented there is no need to raise the ground a foot
and half. Commissioner Herston inquired about reusing the concrete. Mr. Parish
commented that the Airport keeps a percentage of it. Chair Hancik inquired on the rental
45 car study. Mr. Parish commented that he is waiting on the terminal area plan. Chair Hancik
inquired about the 50 foot by 50 foot box hangars and when it is planned to get rentals for
those units. Mr. Parish commented Staff is planning to go to nine units but would like to
have a date before signing leases. He opined that he is hoping by February to put out leases.
Chair Hancik inquired about the work AECOM is going to do in the terminal reevaluation
for the master plan that relates to the roadway project. Mr. Parish commented the terminal

area plan is to look at expansion and opined the terminal will need another lane.

- 5 b) **Marketing Update** – Mrs. Miller thanked everyone for participating in the holiday parade. She commented that she added a dedicated page for the runway 4-22 project to the website under the projects and business tab and that there is an overview of the project, FAQ’s and a form if any of the public or community members have questions or submit request for a presentation. She commented that she or someone from the Airside Operations team can speak to them and answers any questions in person. She commented that she is wrapping up the end of the year, that last year was a busy year for development and accomplishments and that she will do an annual report summary. She commented that she will be preparing the state of the airport for Mr. Parish to deliver next Board meeting and is moving forward with new website for the Air Center.
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- 15 c) **Aviation Report** – Mr. Mallard reported on passenger counts, fuel sales and gallons pumped, aircraft ops, and hangar vacancies. He commented that this will be his last meeting as he retires in a couple of weeks.
- 20 d) **Vaccine Mandate** – Mr. Parish commented that TSA has rescinded the mandate for now and that he will keep everyone updated as the case moves forward. He commented that if there is a mandate, Staff will work with employees to encourage vaccination as well as request documentation for religious or medical exemption. Commissioner Oliver commented that it should be noted that when documenting religious exemption there is a statute that states an employer shall not inquire into the voracity of the employee’s religious belief. Mr. Parish commented that if an employee signs it, he will believe it and the same is true for the medical exemption.
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13. Old Business

- 30 a) **Purchase of Building 117** – Mr. Parish commented that the Board approved negotiating Building 117 for an early termination of lease for a final amount of \$80, 721.04 on January 31, 2022. He commented that the tenant is working on having a garage sale to sell off the equipment, stuff inside the building and the airplane. **Chair Hancik motioned to approve the early termination of land lease for Building 117 in the amount of \$80,721.04. Commissioner Herston motioned to approve the early termination of land lease for Building 117 in the amount of \$80,721.04. Commissioner Oliver seconded. Motion passed unanimously.**
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14. New Business

- 40 a) **Liaison Assignments** – Chair Hancik commented that he would like to continue the same liaison assignments.
- 45 b) **FDOT Public Transportation Grant Agreement and Corresponding Resolution for Runway 15-33 Project** – Mr. Parish commented on the FDOT 15-33 grant, work has already been done and the Airport is being reimbursed. He commented that depending on funding, the Airport may have one or two more grants and that this is a grant in the amount of \$393,364 for 50% funding with the other 50% paid through PFC’s. **Commissioner Herston motioned to approve the FDOT Public Transportation Grant Agreement and Resolution 2021-07 as presented. Commissioner Coppola seconded. Motion passed**

unanimously.

5 c) **Air Center Furniture** – Mr. Parish commented that the Johnson-Laux proposal included the purchase of Air Center furniture. He commented that he would like approval to put in a change order with Johnson-Laux for Staff to purchase the furniture in the amount not to exceed \$140,000. He commented that the furniture includes desks, chairs, the flight planning room, the pilots lounge, the pilots sleeping room as well as the center of the terminal. **Commissioner Oliver motioned to authorize Mr. Parish to change order the contract with Johnson-Laux to allow for direct purchase of Air Center furniture with a not to exceed amount \$140,000. Commissioner Herston seconded. Motion passed unanimously.**

15 d) **Terminal Planning Study** – Mr. Parish commented that the Airport is engaging AECOM do a continuation on the master plan terminal area study. He commented that he is looking at the growth, the terminal functions, as well as the surrounding areas to see how they will function as the Airport grows. He commented that he is asking AECOM to look at a facilities maintenance building location as well supplemental locations for airlines stores and maintenance facilities. He commented that AECOM has provided a scope and fee in the amount of \$89,340. **Commissioner Herston motioned to approve supplemental agreement Number 14 with AECOM. Commissioner Oliver seconded. Motion passed unanimously.**

25 e) **Purchase of New Multi-Function Grounds Equipment** – Mr. Parish commented that he would like to purchase new grounds equipment and the budget allotted \$130,000 for. He commented that the quote is over budget by \$2,058.32 and he would like approval to purchase the Kubota in stock tractor, mower, broom and excavator in the amount of \$132,058.32. Commissioner Herston inquired if it is a state contract price. Mr. Parish commented it is. **Commissioner Oliver motioned to approve the additional amount of \$2,058.32 to purchase the Kubota tractor, mower, broom and excavate. Commissioner Herston seconded the motion. Motion passed unanimously.**

15. Commissioner's Comments

35 Commissioner Oliver thanked everyone for continuing the Liaison assignments. She opined that it's very important to develop and nurture the Airport's relationships with other local governmental entities. She commented that she also wants to thank Mrs. Miller and Mrs. Paglialunga for putting together an amazing float. She wished everyone Happy Holidays and Merry Christmas.

40 Commissioner Coppola commented that she echoed the comments on the wonderful parade and that she's going to miss Mrs. Paglialunga. She opined it's been an interesting year with lot places closed, that Covid really took over for a while and that she sees things opening again. She commented that she hopes this coming year is going to be terrific, wished everybody a Merry Christmas and a Happy New Year, and thanked everyone for attending.

45 Commissioner Herston congratulated Mr. Laroche on his accreditation and welcomed Mr. Webb as General Manager. He commented that it's good to see the city of Punta Gorda representative and Commissioner Deutsch. He commented that he would like to echo what Commissioner Oliver and Commissioner Coppola said. He wished everyone Happy Holidays

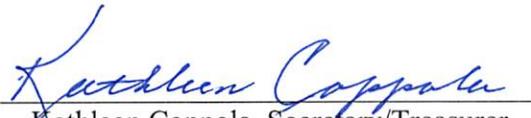
and commented that staff does a great job.

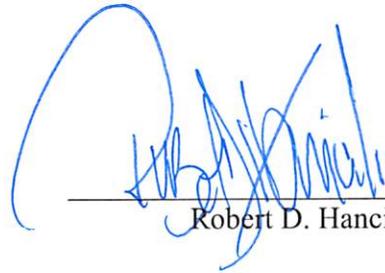
Chair Hancik opined that 2022 is going to be a great year for the Airport based on the forecast he sees, the industry and what is being seen locally. He commented that the Florida International Air Show was successful in securing the Thunderbirds for 2023 and that there will not be an Air Show in 2022 due to the runway project. He commented that Stan Smith was responsible for getting the Thunderbirds to come in 2023, wished every Happy Holidays, and commented that he will see everyone next year.

10 **16. Adjournment**

Meeting adjourned at 9:54 a.m.

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Kathleen Coppola, Secretary/Treasurer


Robert D. Hancik, Chair