

**CHARLOTTE COUNTY AIRPORT AUTHORITY**  
**MINUTES OF REGULAR MEETING – JANUARY 20, 2022 – 9:00 A.M.**

5 **1. Call to Order**

**2. Invocation**

Commissioner Herston gave the invocation.

10 **3. Pledge of Allegiance**

**4. Roll Call**

15 **Present:** Chair Hancik; Commissioners Coppola, Herston, Andrews, and **Via Phone:** Commissioner Oliver; Attorney Carr; CEO Parish; Mrs. Paglialunga; Mrs. McLaughlin; Mr. Laroche; Mr. Duncan; Mrs. Pardal; Ms. Pedigo, Mrs. Cauley, and Mr. Webb. **Others present:** Councilmember Kuharski; Commissioner Deutsch; Mark Kistler; Stan Smith; Steve Henriquez; Paul Piro; Katie Dodge, others from the private sector and a member of the press.

20 **5. Citizen’s Input**

There were no Citizens Comments offered.

**6. Additions and/or Deletions to the Agenda**

25 Mr. Parish added Agenda Item 13(e) Taxiway “D” Reconstruction Project, Kimley Horn Agreement Amendment

**7. Consent Agenda**

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

**8. Secretary/Treasurer’s Report**

35 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 \$276,000, and over budget in expenses. Mr. Parish continued onto the account receivables and Allegiant Airlines is paid in full for past due invoices from 30, 60 and 90 days, they do have a 30-day balance, but it is current. Wouldwide Flight has paid in full, and Gulf Machine Works is paid in full. The airport is doing  
40 very well in accounts receivable. Mr. Parish asked if anyone had any specific questions on the Income Statement; no response on questions and continued onto Balance Sheet which continues to look good at \$128,707 Million of which \$37 Million is cash. Chair Hancik stated that all the financial statements are reviewed by the Board members in advance of the meeting, and they have an opportunity in advance to ask questions prior to the meeting or at the meeting. Mr.  
45 Parish commented the information is also sent in email and on the website.

**9. Liaison Reports**

a) **Punta Gorda City Council** – Chair Hancik had nothing to report.

- 5           **b) Board of County Commissioners** – Commissioner Deutsch reported on the emergency declared with the Tornado. It was a severe storm and reported an EF2. The path the storm took was from coral creek bridge, Gasparilla Island to Marathon Island. The winds were 110 mph. The hurricane prep, an emergency prep 24 hours, 7 days all the time. It’s amazing how well prepared we are when we have an emergency; unfortunately, it happens from time to time. The amazing part is how quickly the response, and the high level of interdepartmental corporation is amazing. The first truck was at the site within 10 minutes of the storm going through and water and food was delivered before lunch time. The building officials out, committee involvement out and the response from the neighbors pitched in. Were a community that knows how to pull together and work together. There was a ribbon cutting for the First Responders Memorial. Commissioner Deutsch Thanked Commissioner Herston for donating a lot of his time for helping at the park. Commissioner Deutsch extended an invitation to everyone on February 16<sup>th</sup> at 11:00am for the military service memorial ribbon cutting. The county is working on the impact issue in December, and there are a lot of land use issues that were dealing with; everybody wants to develop lease the paperwork in. It was a very brief meeting held last week as everyone was up in Tallahassee for the Legislative week. Commissioner Coppola responded that she received a phone call to her house from the county to take cover from the Tornado. She appreciated the phone call from the county.
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- 30           **d) Community** – Commissioner Coppola commented on the Women’s Club is holding an annual rummage sale on January 21<sup>st</sup>, 22<sup>nd</sup> is for household items and 28<sup>th</sup> and 29<sup>th</sup> is for clothing and jewelry. I recently joined this organization and last year they raised money for scholarships for local high schools and last year they awarded two (2) scholarships. One went to a young man going to Embrey Brittle and a young lady to nursing school. The Woman’s Club is collecting coupons to change the coupons into money. I visited the Liberty Caucus and Commissioner Deutsch was the speaker. Trump Club had a speaker Kevin Kalan who is running for Punta Gorda seat on the county commission. Went to a farewell gathering for Ron Mallard on his retirement and will miss him and wishing him a wonderful future. Wishing Amy Paglialunga our executive liaison is leaving for Tennessee, her replacement is Kelley McLaughlin.
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at the airport to be spent at the airports, so it can't be moved into the general fund. I don't think we're going to be successful at keeping the tax forever and changing course looking at a way to have a whole harmless put into the bill, if the tax goes away the funding will remain. All the Legislative we support is in progress and somebody is caring it both in the house and Senate and will bring any concerns to you if there is a problem. Mr. Parish commented on the Senate in the house bill that would limit the amount we can charge Uber and Lift, but also where they park. Uber/Lift cite one airport moved them three times in three years, which is true for us. It's because we're growing and changing and the location where Uber/Lift is located, will change. I don't see why this is a problem, but apparently it has been a problem at some airports. Uber/Lift is trying to Legislatively require leaving them in one place. which I don't think the airport can guarantee they won't be moved. The bill is being opposed, it was brought up by a state legislature that is upset that his airport raised their fees from \$1 to \$3, which everybody in the state is at \$3. Chair Hancik inquired if there are any legislative issues that you and or FAC feel a formal resolution from the Board? Mr. Parish commented the issue with the first item on here is it limits what the airport can do, it is also the first time ever the legislature will tell us what we can charge somebody.

## 10. Attorney's Report

Attorney Carr commented that due to the holidays it's been a calm month. A lot of work going on with the leases. There are several in discussion, detail and working out. I think we're going to resolve any concerns we have is getting those leases completed. Gulf Contours continues to be an issue. I wrote to them in December and advised first quarter is up, please tell me your plan (as provided in the agreement), no response from Gulf Contours. I followed up and I received an email from him advising he has spoken with three brokers, and he can't find anything suitable. I asked Gulf Contours about the fire damage and his response, they are working on getting a contract; that was a month ago. I followed up and got no response and asked Ms. Pedigo to take pictures; I documented the pictures and documented the file that as of yesterday the fire damage remains exactly as it was a year ago, no changes or modifications. Fortunately, he is current on his lease and current on taxes. However, the issues we have asked him to confirm with us as to vacating the property and putting it back into prior condition have not been addressed. Chair Hancik commented that the Board was very generous in extending his lease for 1 year to accommodate fixing the building and the sale of the building. It's unfortunate that he is not complying with his half of the deal. Attorney Carr commented his lease was not extended; Gulf Contours evaded the eviction or removal from the property for 1 year pending his compliance, which he has never complied. Commissioner Coppola commented has Gulf Contours documented in writing of him trying to find new places? Attorney Carr responded Gulf Contours looked at three buildings and none are suitable. Gulf Contours is contemplating a merger which is exactly what he told the Board before we entered into the abatement agreement. Attorney Carr commented to his knowledge Gulf Contours has not reported to me that he seen or done anything since the abatement agreement has been signed. No names, dates, times, places etc. The Board is aware that we are four months into this process of this one year abatement, Gulf Contours remains in default of the abatement agreement, It's the Board pleasure if we continue to nurse this along or take action. Attorney Carr commented he is not asking for movement; I'm continuing to apprise you of the status.

## 11. CEO's Report

- 5 a) **Development Update** – Mr. Parish commented envelopment is the spec building RFQ and its self-serve at the general aviation facility is close on the self-serve and the spec building getting those out on the street. The rental car planning study is being reviewed at the same time the terminal planning study that AECOM is currently working on. AECOM was here last week meeting with all the users in the terminal, rental car companies and ground handling. Taxiway D rehab has a change in the scope, which will be brought up later in the meeting, which is under design, The 50 x 50 hangars should be completed this month and the airport will be negotiating a change order with Steller to build 5, potentially 9 units. The inline baggage system, which is a lengthy process, but in the works. The FBO hangar will have a guaranteed maximum price by April. Holding on the curbside improvements and the additional lane in and out until we see the grant from the DOT. Runway 422 and the wetlands are under construction. Runway 422 has been closed since January 11<sup>th</sup> and completed most of the asphalt removal, as well as base material. The Wetland project is moving forward and working on the purchasing a few more mitigation credits. The replacement hangar for 207 and the new 600's is currently in design with the contractor. It's a design build base, which we give them the specs and they do the design with the metal building contractors, which is under way, contracts have been signed. The airport is doing the purchasing on those buildings to save the sales tax and reduce some of the contractors increased cost. General aviation taxiway and the general aviation center parking lot are all under construction, should be completed by the end of March. The taxiway has been connected to the end of 927. Almost completed with the first lift of asphalt on the entire project and the dry wall is being working on at the general aviation center. Chair Hancik inquired if there have been any surprises with digging up runway 422? Mr. Parish replied nothing has been found in the base that we didn't expect to find.
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- b) **Marketing Update** – Mr. Parish commented to read the marketing update prepared by Mrs. Miller. The newsletter is getting a lot of exposure, our website received 165 thousand views in December. People are viewing the website to get information. The AviEx website is getting noticed and getting phone calls on the air center. The Junction bar inside the terminal is open and getting great feedback.
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- c) **Aviation Report** – Mr. Duncan reported on passenger counts, fuel sales and gallons pumped, aircraft ops, hangar vacancies, and routes.
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- d) **Covid Test Site** – Mr. Parish commented an agreement with the county to put a testing site on the field near Cheney Brothers. In the agreement the site will be open from 8:00am to 7:00pm daily, the county would manage the testing site. The testing site will be scheduled appointments, which will keep the traffic down.
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- e) **State of the Airport** – Mr. Parish presented the State of the Airport (see attached).

## 12. Old Business

- 45 No old business discussed.

13. New Business

- 5 a. **Change February, April, May, and June Meeting Dates** – Due to scheduling conflicts, it has been requested to change the February, April, May, and June meeting dates for this year. The proposed changes are outlined below.

Current Scheduled Meeting Date	Proposed Change to Meeting Date	Reason for Change
February 17 <sup>th</sup>	February 24 <sup>th</sup>	Mr. Parish will be attending Routes Americas Conference from February 15 <sup>th</sup> -17 <sup>th</sup> .
March – <u>NO MEETING</u>	N/A	No change
April 21 <sup>st</sup>	April 7 <sup>th</sup>	Chair Hancik will be out of the country
May 19 <sup>th</sup>	May 26 <sup>th</sup>	Chair Hancik has a family scheduling conflict
June 16 <sup>th</sup>	June 23 <sup>rd</sup>	Mr. Parish will be attending ACI Jumpstart from June 13 <sup>th</sup> – 15 <sup>th</sup> .

Commissioner Herston motioned to move to adopt the new meeting dates to February 24<sup>th</sup>, April 7<sup>th</sup>, May 26<sup>th</sup>, and June 23<sup>rd</sup>. Commissioner Andrews seconded. Motion passed unanimously.

- 10 b. **FDOT Public Transportation Grant Agreement and Corresponding Resolution for Runway 15-33 Project** – Mr. Parish commented this is a grant to reallocate funding for use on the Runway 15-33 Extension and Woodlawn relocation portion of the project. Commissioner Herston motioned to approve Resolution 2022-01 and allow the CEO to execute the FDOT Grant Amendment No. 4. Commissioner Andrews seconded. Motion passed unanimously.

- 15 c) **Little Pine Island Mitigation Bank Agreement** – Mr. Parish commented the agreement will authorize the purchase of an additional 2.80 freshwater herbaceous wetland mitigation credits for a portion of the Phase 2 Wetland Mitigation project in the amount of \$462,000.00. This purchase will be funded for Passenger Facility Charges (PFC). These additional credits will be combined with existing remaining credits (7.37) previously purchased in January 2019 for the filling of Wetlands B-2 and B-3 located between the south end of the airfield and north of Woodlawn Drive. Commissioner Herston motioned to allow the CEO to execute the Little Pine Island Mitigation Bank Agreement. Commissioner Andrews seconded. Motion passed unanimously.

- 20 d) **Purchase of Two Lighted X's** – Mr. Parish commented on the purchase of Two lighted X's for the runway closure markers with a purchase price not to exceed \$55,000. Currently \$40,000 budgeted for these items, but shipping cost has gone up significantly. Commissioner Herston motioned to approve the purchase of two lighted X's with a purchase price not to exceed \$55,000. Commissioner Andrews seconded. Motion passed unanimously.

e) **Taxiway “D” Reconstruction Project, Kimley Horn Agreement Amendment** – Mr. Parish commented on the reason for the added agenda item. Following a discussion with FAA on January 7, 2022, project pre-design meeting scope of work for the project that is being revised from rehabilitation project to re-construction project. A survey discovered that the existing pavement section will not meet FAA Standards for rehabilitation (mill and overlay). The entire base and asphalt require replacement. As a result, a revised pre-application was submitted to FAA with revised fees and costs for engineering, inspection, construction, and administration. The estimated increase in construction cost is estimated at \$2,600,000, the FAA is going to cover 90%. Board approval on the increase in engineering fees in the amount of \$73,711.00 and allow the CEO to execute the agreement amendment. **Commissioner Herston motioned to approve the increase in engineering fees by Kimley Horn in the amount \$73,711.00 and to allow the CEO to execute the agreement amendment. Commissioner Andrews seconded. Motion passed unanimously**

**14. Commissioner’s Comments**

Commissioner Oliver thanked Mrs. Paglialunga for all her hard work, and she will be missed.

Commissioner Andrew thanked everyone for coming. The State of the Airport presentation was very good. He commented on Mrs. Paglialunga leaving the company and all her hard work and dedication; she is going to be missed.

Commissioner Coppola thanked everyone for coming. Excellent meeting, everyone is working hard in the office.

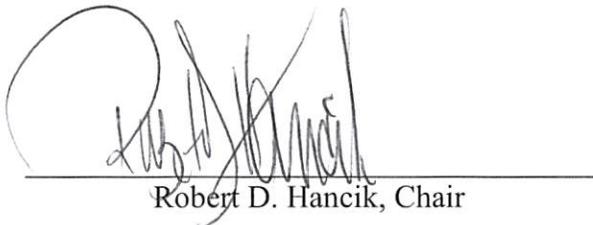
Commissioner Herston was glad to see everyone and to listen to Commissioner Oliver. Good to see the engineering firms at the meeting.

Chair Hancik thanked Mrs. Paglialunga for taking care of the Board and I’m sure her replacement Mrs. McLaughlin will do a good job.

**15. Adjournment**

The Meeting adjourned at 10:24 a.m.

  
 Kathleen Coppola, Secretary/Treasurer

  
 Robert D. Hancik, Chair