

CHARLOTTE COUNTY AIRPORT AUTHORITY
MINUTES OF REGULAR MEETING – MAY 26, 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 Oliver; Attorney Carr; CEO Parish; Mrs. McLaughlin; Mr. Duncan; Mr. Montoya, Mrs. Cauley; Mrs. Mr. Laroche and Mrs. Pardal. **Others present:** Councilmember Kuharski; Commissioner Deutsch; Mr. Murry; Mr. Goin; Mrs. Robinson; Mr. McClure and 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 **7. Consent Agenda**

Commissioner Oliver requested to pull the rates and charges section and the rental car RFP section from the Consent Agenda. Mr. Chair responded with the two pulled, which I'm showing as the rates and charges and the rental car RFP. All in favor moving the consent agenda as amended and we'll pick up the two items at the end of the meeting.

Commissioner Herston motioned to approve the Consent Agenda as presented.

30 **Commissioner Andrews seconded. Motion passed unanimously.**

8. Secretary/Treasurer's Report

35 Mr. Parish reported on revenue expenses for the month of March. The airport is close to our estimates of \$25,000 under our total. A lot of that has to do with flight cancellations. It's not a loss. It's under our budget. The airport had a profit for the month, significant profit, but there were some cancellations. Allegiant has cut about 16% of their schedule for the remainder of the year. We're working with the budget and expenses to make sure we stay positive for the year, and it doesn't appear to affect us much, but again, we're doing well. \$800,000 for the year over our estimates, and things continue to flow nicely. Accounts receivables, we're working with Allegiant. They had an issue with their processing. Allegiant did pay half of it and they're paying the other half. As a matter of fact, it may have already been paid. Allegiant said they're paying it in their next check run. The balance sheet continues to look good. If most of you recall, our total assets were about \$50 million in 2012, and they're at \$141 million today. Our balance sheet is strong. Our PFC collection is

40 continuing. As a matter of fact, we'll be starting our PFC four app soon, as we have about 13 months left of authorization to collect. Airport Board members get their packet a week ahead of the meeting, so they have an opportunity to review the extensive documents. Our packets are generally thick, and if they develop any questions, they are encouraged to call the appropriate staff members for any clarification.

9. Liaison Reports

- 5 a) **Punta Gorda City Council** – Chair Hancik reported as stated in the consent agenda the Board has approved a joint meeting with the Punta Gorda City Council and the PGD Board members on June 29th. Under the Sunshine Law, we must publish this meeting.

- 10 b) **Board of County Commissioners** – Commissioner Andrews asked Commissioner Deutsch to give an update. We've been dealing with impact fees under the umbrella special exception. We're going to be coming back and reviewing it again in two weeks, and I believe the final public hearing will probably be the last meeting in June. We've been complimented by the Association of Counties and a lot of other places. Your County Commission looks ahead and down the road than any other commission, certainly in the state of Florida. You must plan ahead what we're doing, we're like 30/40 years down the road, particularly with the new reservoir, which is in process now. That's going to take a long time to do with some of the things that we're doing with the infrastructure work. We're in the process of widening Harborview, which is being fast tracked. There's going to be an additional exit coming off the interstate. The Rep from the MPO keeps us up to date. We're aggressively moving ahead on completing Edgewater. An Edgewater driver is going to be heading in the Northern direction up past Midway, where the last roundabout. They seem to be working for most people. It's working and we've had very few accidents, and traffic continues to move. It's going to be extended from Midway all the way up to 776 and it's not going to go all the way up the way it does at Flamingo. We're also coordinating with DOT as more activity is taking place down in Murdoch Village on how that action is going to be at 776. DOT is reviewing the signification, its going change, you shouldn't have to wait three and a half minutes for a light to change. However, the road planning that we did is still 15 years ahead of where we want to be. Let me share this with you because there's a misunderstanding on this point. When the Commission approves 1000 units, those don't get billed in a week or a month or six months or even four or five years, a lot of those permits are stuff that's been updated. We know we're having a population explosion. We're going to be facing some decision-making in terms of populations. The reality is we have over 200,000 people in Charlotte County now. They're talking about somewhere between 203 and 204, and they all seem to be on Rte 41 at the same time. This was brought up at the MPO meeting. For a year and a half, we've been talking a second crossing on the Mayaka river. If there's a problem at 776 right now and you want to get to Rotunda or you want to get to Gulf Cove, the South Gulf Cove, you have an hour and a half ride because you must go all the way up to River Road. We're not going to have the access roads on 41 in 20 years. I'm probably not going to be driving there, but we're not going to have them because that traffic is going to be going straight through, and what happens when it hits Punta Gorda? There's no place for those cars to go and the Amanda is aware of this, and I think she appreciated my comments at the last meeting when I brought it up. We've got to start looking at a second crossing at Peace River, because I don't expect downtown Punta Gorda to be torn up. There are many exciting things and new things going on, and we're working hard to stay ahead of the curve. Commissioner Andrews commented the only thing I'll say about the second crossing for Mayaka River, I understand very well when something happens, I either wait or I head to North Port. Commissioner Deutsch responded there have been some accidents there and the States been reviewing, and we've been looking at the whole extension as it goes all the way. Also, we're pushing Sarasota to do River Road. River Road must be widened at least to Winchester as soon as possible, because that's the only way that people must get down there. We have a problem up here, but those are just some of the issues you guys know on your level.

5 c) **Metropolitan Planning Organization/Economic Development** – Commissioner Herston commented I had an MPO meeting on May 16th that I attended, and Commissioner Deutsch, Commissioner Constance and Commissioner Tiseo and the Mayor of Punta Gorda were in attendance. We adopted our two-year unified planning work program. The UPWP and we had a draft public meeting on our five-year tip program, which is the transportation improvement Plan, which is the five years look at our transportation system. There appears to be some problems at Bermont Road US 17 intersection. We had a few citizens complaining about that intersection. The trucks are making a lot of noise for that residential community right there at the intersection, and the DOT gave us a nice report. They reported on about 15 different items, but the most important, I think, were the US 74, 31 roundabouts. We had quite a discussion on the US 41 Harborview Edgewater intersection and the US 41 Forest Nelson and US 41 Olen intersections, but they did announce that they're working on a new technology. I think they're probably going to use the existing fiber optics, but they're going to be able to tie into each intersection, from which eliminates the need to get a consultant out there, do traffic counts on the intersection and make adjustments. They'll be able to look at Olean and 41 from Bartow, make the adjustments they need to make to the timing, and there should be some leading edge of technology and it may take a little while to implement. The MPO AC will have its next meeting on July 28th and will be held in Gainesville. It's considered a retreat, and we're going to meet in Gainesville at the FDOT State Materials Lab for a little field trip through the facility. I have lunch and then I have our joint meeting with the staff directors and the board members at 03:00.

25 d) **Community** – Commissioner Coppola commented on several speaking engagements on our wonderful airport and how we're doing. I spoke to the Republican Executive Committee group and the caucus group, and I met with some concerned citizens who were concerned about noise with the planes going over their homes. I referred them up to Mr. Parish. I will be speaking at the Trump Club, and this is strictly airport and how we're doing here and what marvelous new things are happening, especially with the new runway that we're putting in and all the wonderful things that are happening in our new building that is going up. It's been a busy month for me, and I enjoy it. I like talking to people about the airport because it's successful and we're doing a great job. I get a lot of applause and a lot of accolades about how well the airport is run and a lot of people have traveled through and used the airport. I receive lots of compliments. I send the compliments to all of you. Chair Hancik commented there were two opinion pieces in the newspaper, one by Mr. Andrews, on what we can and cannot do as it relates to airport noise, and then there was another article, Dr. Pitts, on airport privatization, which were both very informative.

40 e) **State Legislation** – Commissioner Oliver commented the Legislature just got out of their second special session of the year to deal with property insurance and inspections relating to condominiums in response to the seaside condo tragedy. They finished that up last night. We are still waiting on the governor to sign the budget. Our \$3 million appropriation is not yet guaranteed, I did ask Mr. Parish, and I see it's on the agenda to just have a brief discussion about our airport lobbyists going forward into the next session since Mr. Paul is now up in Maine.

45 10. Attorney's Report

Attorney Carr commented A couple of good news things to report. One is we have finally concluded the Fabor lease and document with new concession agreement and all the build out has been paid. We've terminated the old concession agreement. They are now up and running

and we have an extended agreement, but fully concluded. It's a complex process, but glad to get it done. I've been charged with proceeding forward with changes in row hangar two. We've contacted the owner and the hangar obviously is going to be moved to accommodate the new rental car area. Unfortunately, that hangar stands in the place of it and the owner understands.

5 I've talked with one of the representatives and they are willing to cooperate. I've communicated with Mr. Duncan and Mr. Parish about the process moving forward. I was asked by Commissioner Oliver to do some legal research if a person was not qualified to run for a specific elected office, but elected to an office and sworn into office, is there subsequent votes nullified if their initial qualification is determined Invalid? I did the research on behalf of this inquiry.

10 I could find no case directly on point. However, I found two cases that stood for the proposition that challenges to lack of qualification to run are rendered moot. That means I will by virtue of the election. I provided those two cases to Commissioner Oliver, and she was satisfied with that opinion and asked I report that to the general public. Is there anything else you need on that matter? She's also told me not to extend any other research associated with that issue. I have

15 worked on the research associated with the impact fee. When I say advanced that topic, I was set for two trials. One was going to be this week. Fortunately, that settled, so I couldn't get that in final writing. I'd like to complete that and run it by Commissioner Oliver before I present it to the general public. Although I would submit to you the position that I came up last time is going to remain the same, but I'd like to give you the opportunity to review that before I

20 generally publish. There is any number of general issues that always go about never ceases to amaze me. The things that we must deal with from public records requests, which of course are great responsive to the public, to minimal property damage and having the draft releases for people that run over our parking equipment. The last manner report on is Gulf Contours. I wrote to them and asked a couple of things. One was an update on their current process. I have not

25 heard back from Mr. Goin. I note to the Board that I understand that they still have not repaired the facility and the fire damage. I do know that they remain delinquent on their 2021 taxes, but they're currently on the payment plan instituted to do that, they have paid off the 2020 plan. I have no other additional information associated with their plan to vacate the building at the end of August. I again reiterated to them that they have 90 days from the end of this month to

30 complete that process and because of that, once that is over, the Abatement Agreement will conclude. Then this Board will have to decide how it wants to proceed. That's my generalized report. Of course. I work with Mr. Parish almost a daily basis and the rest of the staff. I always appreciate their cooperation and general information. Chair Hancik asked any questions from Board members to Attorney Carr? Commissioner Oliver asked are we going to be addressing

35 some of that relating to Gulf Contours later in this meeting under the new industrial facility or the box hangar section? Mr. Parish responded the new industrial facility is a potential location. Commissioner Coppola asked if he was supposed to have fire insurance in the building? Attorney Carr responded he was supposed to have fire insurance. Commissioner Coppola asked did he have fire insurance that covered what happened? Attorney Carr responded he's never

40 responded to that inquiry. I've asked, but he hasn't responded. Commissioner Coppola asked do we know the insurance company? Attorney Carr responded No, ma'am. The last conversation relative to the fire, although, if you recall, during on our Abatement Agreement, it says he will complete those repairs by the end of December, 60 days. He has not done that. He has repeatedly told me he's going to do that. He has contracts to do that. Last reason that he said he didn't do

45 that was he had to replace some machine, and as of today, it's still not done. We are now eight months delinquent just on that one concept. Commissioner Herston asked Attorney Carr, were you copied on the letter from Mr. Goin that was in our packet? Attorney Carr responded I was not. I have no communication with Mr. Goin. although I would note to them, I write to him consistently. I have a consistent email thread with him that goes back probably three years.

11. CEO's Report

5 a) **Development Update** –Mr. Parish commented on the spec building in the industrial park. That's the larger building that we're looking at and I want to put the RFQ on hold right now. Prices are just so high and I'm still working on the financial part of it to make sure we have cash flow the building once it's built. There is a potential deal on one like the south that I'm looking at to see how that goes through, and if it'll cash flow, then we'll move forward. The Gulf Course and Challenger Boulevard we're waiting on comments. It's a relocation of the road or closure of the road and an extension of Challenger required by the FAA due to the 1533 RPZ. The runway protection zone has always been there, but because we rehab the runway, FAA is asking us to move the road because of some changes to the RPZ rules that came out of a crash in Chicago. The maintenance and operations facility are in progress of putting together an RFP, which is on the agenda today. Solicitations, we have the new taxiway gulf and terminal seating, which is on the agenda today. Building 101 ramp repairs were approved. The terminal planning study, which I'll talk about later in the agenda. The rental car area study we've already discussed. Self-serve fuel, we are still working on an RFP and Michael Baker to finish some design work so we can get that completed. That's the new self-serve facility with the air center, taxiway Delta reconstruction, as well as the 50 X 50 hangars and the inline baggage system and the FBO hangar are all in different stages of design. Construction, the roadway network improvements that's on the agenda today. That's a curbside and inbound and outbound lane improvement that we're working on. Runway 422 rehab and reconstruction is underway. We're currently in the process of filling two and we're waiting on permits to fill the other two as part of the 422 contract, and we discussed the hangar for 207 that we're currently building ten units to replace six, and that for T hangars under construction or they're out for permitting with the county. The plans are complete and the general aviation apron, taxi way and taxilanes project is complete. We've closed out the FDOT portion. We're closing out the FAA portion, and the new terminal should be CO'd this month or next month. We hope to get in there July 1. There's a lot of other little things going on, but any specific questions I can try and answer? Chair Hancik asked to go back to the first slide on the projects. Project 118, Inspect Building and Industrial Park, that's going to be an expensive building, Mr. Parish responded keep in mind that's the 40,000 square foot building that we are design build. Chair Hancik asked are we compromising in revenues that we would need for airport items spending for a spec building? Mr. Parish responded that's the reason it's on hold right now. When I first talked to contractors about building it, the price was about half what they're telling me it will be today as it is with everything. Our budget for the build at the FPO Hangar was 1.8 million. The GMP given to us by OLK is \$4 million, and I've told them we're not going forward with the \$4 million building. That will never make any money. So that's kind of the reason I put that on hold. I want to see what happens with interest rates, although we wouldn't be borrowing the money, but it may slow down the construction process and they get prices back in line. Chair Hancik asked was on project 120, Maintenance and Operations Facility. I assume there's been an evaluation either by staff or our proposed engineering firm on its location. To me, it doesn't seem like it's in the right place, but it looks like looking at it, it's probably the only place you can go. Mr. Parish responded it was one of the three locations on the master plan. In my opinion, it's the best.

45 b) **Marketing Update** – Mr. Parish will be giving the Marketing update as Mrs. Miller is out today. Mrs. Miller has been busy with the buzz, putting out updates on our Blue Lightning, Allegiant hiring our destination spotlights, and stuff about the airport itself. The T- hangars and inspections and things that are going on. Mrs. Miller's tracking media coverage and, our

website, which continues to hit about 170,000 views a month. AVX, which is our expansion area, it's got a lot of information if you're looking to build, sample leases, prices, everything is listed on the website. A lot of people when they call us just to get the general information, and then if they're still interested, they can get back to us. Facebook real excited to have 6,275 likes. The canine crew has been around, the Flyberry is stocked, and those books fly off the shelf. The digital advertising campaign with NBC 2 and our Facebook campaign. If you have any specific questions on marketing, please call Kailey when she's back in the office. Commissioner Coppola asked if we get the books back? Mr. Parish responded No, we don't, we have an agreement with the library system, and they resupply. We also ask tenants, and we have a T shirt giveaway if you bring in five used paperbacks.

c) **Aviation Report** – Mr. Duncan reported on passenger counts, fuel sales, gallons pumped, aircraft ops, hangar vacancies, uplifts and routes.

d) **Honor Flight Update** – Mr. Duncan reported on May 14th, we had a total of 84 veterans, and they were all accompanied by a chaperone. Each veteran had somebody to assist them through the day. It was an Allegiant charter flight, and it left the airport 06:00am early morning. The veterans are made up of a few World War II vets, some Korean vets, and I think most of them were Vietnam veterans. They take them up to Washington, DC for the day, show them all the monuments down at the mall, and then they bring them back. Several of us were here to greet them, along with a large group from the community. There were a couple just wonderful articles in the paper. There was a letter to the editor a couple of days ago, and it was just a wonderful event. Some of these veterans never were welcomed when they came back from war, and it was just emotional and nice to see what the community does for our veterans. Several of our employees played a big part in it.

e) **Terminal Study** – Mr. Parish reviewed the Terminal Study slides (see attached). Char Hancik asked I think you have 25 billion that's been set aside for criminal development, which. that's for the whole country. Mr. Parish responded the whole country, and then there's money for small hubs, medium hubs and large hubs. If you take the number of small hubs and divide, we should qualify for about \$18 million. The airport is in for \$38 million. Sarasota is in for \$90 million. There's not enough money to go around, but I think that's two airports within 60 miles of each other. The airport will continue to expand our parking footprint taken off at the same time. Keep in mind this is all planning. If we decide to move forward, we'll have an engineering and architectural contract, come in and do designs, price it and figure out how we're going to build as we move forward. If you look at PIE, St. Petersburg, they are starting the process. They're looking about \$120,000,000 expansion. I do have some preliminary cost estimates. This is \$80 plus million dollars total cost for the big plan. If we are awarded \$38 million, we put some PFC money into it, the airport is still short of the total design. The airport has one airline, I'm hesitant on borrowing money, because if we lose one airline, we lose all of our Airlines. Sun country at two flights a week is not going to pay those bills. I would encourage the Board to consider building as we need it, but the core is going to have to be updated. Commissioner Oliver commented you say the core is going to have to be updated, is that based on today, our flight patterns today, or is it anticipated? Mr. Parish responded its anticipated growth. The airport is in year six of the master plan, but we're already in year ten on our browser. It's the older new homes that are being built.

12. Old Business

No old business to discuss.

13. New Business

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a) **Terminal Seating** – Mr. Parish commented the airport went out for bids on terminal seating. I budgeted this year \$750,000 to replace the seating in the terminal. Airport Seating Alliance was ranked number one. This was done on a cost and quality calculation, and we have yet to negotiate the final number because it depends on how many charging stations are put in the airport. Some had them on every seat. I think we'll do one or two per five and stand-up charging stations. With approval from the Board, I'd like to select Airport Seating Alliance and then allow us to finalize a layout, review and then negotiate a contract not to exceed \$650,000,

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Commissioner Andrews motioned that the board authorize staff to begin the seating layout review process and to negotiate and execute a contract with Airport Seating Alliance with a not to exceed amount of \$650,000 as presented. Commissioner Herston seconded. Motion passed unanimously.

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b) **New Maintenance and Operations Facility** – Mr. Parish commented as discussed at the previous meeting, the operation and maintenance facility is woefully under size for our current operations. Working with Michael Baker to put together a scope and fee to do a design, and this contract would finalize or put together a design for the building. They have done some preliminary space layouts, and we're confident that we can move forward again. We're going to be very priced sensitive as the construction prices are skyrocketing, and I hope that by the time we have this designed. I would like to get authorization to execute a contract for \$575,200 for the design, and that would include some construction-based services. If we go out to bid and award a contractor. Commissioner Oliver asked what is the estimated cost of the new maintenance and operations facility? Mr. Parish responded \$4 million, and we're working with DOT, but trying to get it moved forward as a project updating all the costs. That would be a 50/50 project with them.

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Commissioner Herston motioned to approve and authorize the CEO to execute a contract with Michael Baker International in the amount of \$575,200. Commissioner Andrews seconded. Motion passed unanimously.

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c) **Request for Design Build Services RFQ** – Mr. Parish requesting the Board authorize us to go out for an RFQ for design projects. The state limits are set to \$250,000 total projects. The staff has a lot of small things going on and just like the hangar refurbishment paints over the limit that we can do without going out for three proposals, carpeting, and electrical work. We're spending a lot of time just putting together the packages to go out with a design build firm. They do all that legwork and then come back to us with a total cost. All the projects would then be brought to the Board for approval. If we continue the way we're going, we're going to need to have some staff in the procurement department, which is a half a person right now. Commissioner Oliver asked you said in 2014 staff was approved for this, did staff lose the authorization? Mr. Parish responded we didn't extend it. Commissioner Oliver asked how long will this list be authorized for? Mr. Parish responded generally do three years.

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Commissioner Herston motioned the Board approve to produce an RFQ for Design/Build services for projects under \$250,000 and bring back to the Board a ranked list of firms for selection of Design/Build firms. Commissioner Andrews seconded. Motion passed unanimously.

d) **New Taxiway “G” Project – Selection Committee** – Mr. Parish commented the selection committee for the taxiway golf project. That is the extension of what is Echo, but it's offset out from the new GA facility to taxiway Alpha. I'd like to see if a Board member would like to be on the selection committee. Chair Hancik suggested that Commissioner Herston, if he'd be willing to go on the selection committee, primarily his engineering background.

Commissioner Herston would be honored to be on the committee.

e) **Traffic Network & Terminal Curbside Improvements – Award Construction Contract** – Mr. Parish commented we designed the terminal Curbside Traffic Network project a long time ago and were having trouble getting it funded. The DOT didn't feel that it was a high priority project. Then the new strategic system coordinator was at the office talking to us one day and she said, well, where can we help? It was a great day to show her because traffic was backed up about 200 cars deep on Piper Road, and two weeks later we got a grant. She said, send us the estimates, and we had was on the older project. We had no time to update it because she asked for it the next day, so we bid it. These numbers, in my opinion, are crazy. We're working with DOT to change it and do the network improvements. Second lane in on Viking, a second lane out on Airport, which would make those three lane roads two in, one out, two out, one in, and a turn lane, as well as we must relocate some city utilities that are in the turn lane area. We're looking to authorize us to execute a contract once we get approval from the DOT with Pavement Maintenance LLC and the amount of \$1.4 million. I would work with the city on their interlocal agreement and for reimbursement for the work, as well as work with the DOT to get the amount raised from the 50/50, almost 300,000. Commissioner Coppola asked does the airline help with any of that money? Mr. Parish responded No, the lane in front of the terminal could be PFC eligible, but usually the traffic stuff is not. It's DOT eligible. The reason we're pulling the lane and go to the terminal out is twofold, one, because of some FBL facilities, the lane wouldn't be at a complete length, and it wouldn't allow us to increase another lane all the way in. It would literally start right after the snack shack. There is still a bottleneck right past the parking turn off, and with the terminal expansion potentially happening, in the next three to five years. I don't think we should do something that may ultimately get taken out. Commissioner Herston asked for clarification, the \$1,431,165 does not include the lane improvements in front of the terminal. Mr. Parish responded that does not include the lane improvements in front of the terminal.

Commissioner Herston motioned the board authorize the CEO to execute the construction contract with Pavement Maintenance LLC in the amount of \$1,431,165 for work associated with the terminal improvement portion of the project. Commissioner Andrews seconded. Motion passed unanimously.

Rehab Runway 9/27 – Mr. Parish commented the next project is runway 9/27 rehab. Runway is in marginal condition based on the FDOT's review. Fair is what they call it. We requested their two contractors that are currently out there working give us prices based on their bids for their projects. We compared the two, Wright construction came in at \$762,495, slightly less than Ajax paving. This project will be paid for 100% PFC dollars. Allegiant did agree on our PFC app to allow PFC money to go to a general aviation only runway, which is not normal, but as partners, they work well with us and understand that the expansion of the general aviation area helps them. Commissioner Oliver asked will runway 9/27 be shut down? Mr. Parish responded yes. Commissioner Oliver asked what are the GA folks going to do? Mr. Parish responded it's been shut down for most of the year because of the taxiway construction alongside of it. They use 1533.

Commissioner Andrews motioned the Board authorize CEO to execute an agreement with Wright Construction Group in the amount of \$762,495.64 for the rehabilitation of runway 9/27 as presented. Commissioner Herston seconded. Motion passed unanimously.

- 5 **g) Box Hangars (Add (4) 50x50 Units) – Approve Design Fees and Construction Costs –**
Mr. Parish commented this is an addition of four. As you recall, we awarded the design of
five, and then based on demand study, we think the building out completely is nine is prudent
at this point. We negotiated a change order with the contractor for \$1,154,260 and with the
10 designer for \$41,850 to change the construction design permitting and construction phase
services for the four. Commissioner Herston commented I understand it doesn't include the
site civil work, the actual site construction cost, is that correct? Mr. Parish responded that's
included in the change order with Stellar, the design is not included. Commissioner Herston
asked do we qualify for a 10/2 Cert or because of our land ownership, we don't qualify for the
15 10/2 Cert. Do we have to do an NPDES permit for our small projects? Mr. Parish responded
yes. Commissioner Oliver commented based on proposed fees, \$600 a month plus tax per
unit, that's \$7,200 a year in rent. How long will it take the airport to break even on this
project? Mr. Parish responded general aviation facilities never break even. If it was a
commercial facility, we would be charging four times that. Commercial component pays a lot
20 of the bills, but we're still a large GA airport, and I think this is a service to the GA
community that because of the grants we receive from the FAA, we're kind of obligated to
continue to grow the facility. If we base rents on construction costs, no one will rent the
hangar.

25 **Commissioner Herston motioned the Board authorize the CEO to execute the amendment
with AECOM in the amount of \$41,805 and a change order with Stellar Development,
Inc. in the amount of \$1,154,260 as presented. Commissioner Andrew seconded. Motion
passed unanimously.**

- 30 **h) Lobbyist RFP –** Mr. Parish commented Commissioner Oliver asked that I put the RFP back
on the agenda as Capital Access has merged with Anfield Consulting or was absorbed into
Anfield with the exodus of Mr. Paul, who's now a University President. I do have a relationship
with some of the people that are at Anfield, but I think our contract with Capital Access could
at this point be broken since they are no longer in existence if we want to either look at the other
entities who proposed or sign a new contract with Anfield for the next year and then go back
out for an RFP in the future. Commissioner Herston asked it's directed at Attorney, Mr. Carr,
35 but I find it hard to believe that our contract with Capital doesn't include some type of
continuation in the case of a merger or proven of an assignment. Attorney Carr responded there
was a distinction between a merger of two entities and an assignment of a contract. I think he
merged his company into that. I don't have the contract in front of me. I think it's almost terminal
at will or very short notice, but I think it has a 60 day or 30 day notice provision to terminate.
40 You could not breach it, as Mr. Parish said, but terminate it because you desire to terminate
because of change in personnel. I'm sure all of us recognize that most of these things are
personal service contracts dependent on the individual as opposed to the company, and if you
decide to terminate it and go back out, you can do that. Mr. Parish responded it's 30 days with
or without cost notification. Attorney Carr responded it's a short notice on the termination,
45 which therefore, if you want to provide notice today that you're terminated in contract, you
could welcome the new entity to participate in the RFP. Commissioner Oliver commented in
my opinion, what I would like to see us do is go back out. My ranking of Capital Access was
based solely on Jerry Paul, who is our lobbyist from Charlotte County, has a proven track
record, and I use those factors in evaluating all the others. Anfield Consulting, I don't know if

they submitted a bid. I would like to have a level playing field and evaluate Anfield the same as we evaluated everyone else and see what they come back with. Commissioner Herston commented does it put in jeopardy anything that we have Capital Access negotiating right now or in discussions about? Mr. Parish responded I would like to not terminate until after the budget signed, so we can continue negotiation and discussion with the governor staff, but we would need to get an RFP out. I would say in the next 60 days to have a chance to get in the next cycle, and we can have people on board prior to the next sessions planning. Commissioner Herston asked how much time do we usually give the firms to submit? Mr. Parish responded 30 days. I wouldn't terminate until we're done with all active and current legislative cycle, with the governor signing. Commissioner Oliver commented I think you can put a deadline of July 1, because that's the deadline. Mr. Parish commented we will basically recycle the old one and get it out. I think that would be the best thing to do, because if we wait a month to have you review it and then put it out, we would be pushing the end of the envelope. **Commissioner Oliver motioned to terminate the contract with Anfield Consulting with a termination date on or after July 1, 2022, and in the interim prepare and put out an RFP for lobbyist services. Commissioner Coppola seconded. Motion passed unanimously.**

- i) **New Industrial Facility** – Mr. Parish commented as we discussed at last meeting, talked about building a new industrial facility that could house Gulf Contours. I asked Michael Baker, since they were already in the process of putting together a proposal to design our other facility that they put together a proposal. This is a facility that would be 75 ft. Deep by 150ft long. It would allow the separation with demising walls of 50ft. It could have three potential tenants in there or one take up the whole space. Construction costs are estimated depending on how much condition space is wanted, somewhere between \$1.4 and \$2.1 million. I've done all my calculations for the rental based on 2.5 which is the total cost of the construction and design. At a 6% return. It's about \$13,669, but exactly \$13,669 monthly. I would recommend that we give me the ability to execute this pending pre-leasing the building. If we can work negotiate with either our current tenant or new tenants through a broker to prelease the space, then we would proceed with the design and bidding of the project and get costs. Commissioner Herston asked would that be 100% preleasing? Mr. Parish responded I would at least want to go on this one since it's three units. I have two of the three. Chair Hancik commented the \$13,669 might as well discuss it now before we provide any direction to the staff. The \$13,669 per month; is that per unit? Mr. Parish responded no, that's for the entire building. Chair Hancik commented theoretically that can be broken down to three components? Mr. Parish responded correct. Commissioner Herston asked which option are you recommending that pending the prelease on the \$2.1 million? Mr. Parish responded no, I think the \$2.1 million, which is a combination of conditioned and warehouse base. Commissioner Herston asked the base building unconditioned it would have big holes in front of the building, they wouldn't have storefronts? Mr. Parish responded that would be just nothing on the interior, but we would have the storefront. Commissioner Herston asked do we have to meet the commercial design standards for Charlotte County when we ECAP standards? Mr. Parish responded ECAP standards. Commissioner Oliver asked by giving you the authority to negotiate a prelease with this, that would give you the ability to determine what type of building is it going to be the base building, the conditions and storefront with any potential? Mr. Parish responded this is my estimate of rent. If you had a tenant that came in and said I want 100% condition space, I need it as a showroom for tile or whatever, it would be a different cost based on the buildout. That includes site work. If we put it in the industrial park, it would be on a site that already has water, sewer, and all but the first eight inch of stormwater provided. Commissioner Oliver asked is there a proposed term of the agreement? Is it a minimum term of five years or two years? Mr. Parish responded I would

recommend that we negotiate for a minimum five years with extension. Chair Hancik commented your opinion to this point is this expenditure would not compromise anything we might have come down the road, and you're basically looking at this as a revenue source. Mr. Parish responded this would be an ongoing revenue source. Commissioner Herston asked do you know its location? I hope we're not picking a prime spot. Mr. Parish responded no, we don't know the exact location, but it would be in the industrial park and working with a few other potential tenants, so we would make sure it didn't interfere with anything. My thoughts would be somewhere behind or East/West of the racetrack between the drainage ditch and Chaney Road. The depths work about right for the building to sit in there, and then we could mirror it and have multiple buildings in the same location.

Commissioner Herston motioned that we authorize our CEO to execute the contract with Michael Baker for the conditioned building with storefront with a value of about \$2,150,000 and allow Mr. Parish to make that contract or construction contingent upon the prelease of the building of approximately 67% as presented. Commissioner Andrews seconded. Motion passed unanimously.

Pulled from the Consent Agenda:

Rates and Charges – Mr. Parish commented we need to charge a consistent fee to everybody to keep our FAA grants coming and to be equitable and consistent in what we charge. It's one of our grant assurances, and it's something that we update to keep up with cost. The airport has never had a real fixed base operation. It's been an afterthought, and now we're putting together a very nice facility, people that are coming expect to be charged. Some things were not listed in our rates and charges, and we've updated everything. We've looked at our neighbors North, South, East, and nobody west. Changed our ramp fee waivers pending fuel purchase, updated our towing, our lab cart power units and if you need escorting. Escorting is one of the things on here. If you have a mechanical and you're stuck here and your mechanic comes in, we must have somebody Escort you at all times. This is basically just a document that we use to be consistent on what we charge everybody who uses the airport. It also talks land rents that we update annually and every other fee on the airport. Chair Hancik commented I think the important item to recognize is two things. One, it's requirement of our grant conditions that we have a rates and charges documents. Two, it provides transparency because this document is available to any tenant or possible tenant on what our current rates and charges are for a whole list. Commissioner Oliver I was doing a little comparison with our fiscal year 2020 rates and charges and just again noticed a lot of differences. Was hoping that we could go through it a little bit. To begin with, the aviation fuel in our 2020 version, it was a cost of goods sold plus JetA margin, and for Avgas, it was cost of goods sold plus Avgas gas margin. Has that changed in this new document? Mr. Duncan responded .10 cents, the Avgas, Jet fuel and self-serve. Commissioner Oliver asked and then there are discounts based on the volume. Was that in the previous version? Mr. Duncan responded No, that was something that our competitors have in place, and it encourages people to purchase more. Commissioner Oliver asked the ramp fees, I saw that our cost of towing did double from where it was a year ago. Was that based on any charges that we're being charged or any markup that we're receiving? Mr. Duncan responded we looked at our other airports, and we saw what their fees were, and we thought that that was a fair rate to charge. Commissioner Oliver asked the T-hangars and box hangars leases increased by 5%. Mr. Duncan responded yes, they general increase every year, but we didn't increase the actual base rent for any of the hangars. Commissioner Oliver asked is that including folks who have already had T-hangar rentals, they've been sort of grandfathered in, or is this

for brand new? Mr. Duncan responded this is for brand new leases. Those grandfather rates stay. Mr. Parish responded all the current leases and the reason you're seeing an increase is the current leases had a base rate plus 2.5% a year. Commissioner Oliver asked is there any requirement that we charge fair market value for T- hangar rentals by the FAA? Mr. Parish responded not on aviation issues. Commissioner Oliver asked I noticed that the rates went up. It looks like a range between 16.6% to 25% just over last year based on acreage, and I understand that was done, pursuing it to a fair market value study. Mr. Parish responded every January we contract with the land appraiser to give us those rates. Commissioner Oliver asked does that mean that a particular parcel within the industrial park is necessarily the appraised value will fall within that exact dollar amount. For instance, are there some non-airside access, ten acres plus sites that are more valuable or less valuable based on location or any other indicator? Mr. Parish responded there are, and we have in the past gone out, like with the Speedway done a specific appraisal for that site, but this gets the ball rolling. This is the average, and these numbers aren't exact. We can charge as low as 8%, as high as 10% of the actual or 12% of the actual value. Depending on if a tenant is coming in and they're going to put in \$6 million facility, we can extend the time. We can reduce the rate. It really depends on what they're doing and the impact of the airport. Commissioner Oliver asked do we retain that flexibility to get creative with solutions? Mr. Parish responded yes, when it comes to land rents, it's dependent on what we decide and can get the FA to approve, and 49 years versus 80 years, the FAA has the ability to go longer, and we have the ability to go shorter. It depends on the development. Commissioner Herston asked are we proposing in the industrial park with the rates that would possibly be charged for that be included in this document? Spec building? Mr. Parish responded the spec building, since it's on our land, we charge a fair market value based on the building cost itself. We have customer service reps that oversee that, and we have software in place. When you land your airplane, you fill out what you need. You're going to stay for two nights; you're going to take on 400 gallons of fuel. They put it in there, and when you leave, you get an invoice.

Commissioner Andrews motioned to approve the Rates and Charges as presented. Commissioner Herston seconded. Motion passed unanimously.

Rental Car RFP – Mr. Parish commented it's a contract with AECOM and Levwitz and Horton to put together an RFP for continuing services for the rental car companies. Our current contract runs out at the end of the end of November. They are also going to look at how we're charging and do an analysis of our rates or charges versus a more typical contract. Commissioner Oliver asked as far as outsourcing the RFP company, and I'm unfamiliar with that and can't explain the reasoning behind that, as opposed to the airport putting out an RFP to the rental car? Mr. Parish responded we would still put out the RFP. We're using them to develop the RFP because that's what they do. Commissioner Oliver asked it looks like there might be some duplication the internal, including authority, legal review of draft documents. I think that's good; I think that Attorney Carr should obviously review our documents. I just wondered, is that a duplication of the services, like, are they having their attorneys go through so we're paying those attorneys? Mr. Parish responded no; they would develop the documents, and because they're a national firm, he would do the local and state make sure that we meet all the local and state requirements in that it's not a duplication of services. Commissioner Oliver asked did we utilize AECOM the last time that we put out and RFP for services? Mr. Parish responded no; we did it ourselves. One of my goals is to get us a little more structured. I think it's important, just like our rates and charges, that we have a new document that's more an industry standard out there for all the rental car companies to review. Chair Hancik asked in their specs to develop the RFP, will you address the possibility of consolidating rent a car facility, or is that too far down the road

involved with our current thermal expansion? Mr. Parish responded I know you don't think we have a consolidated rental car facility, but I think right now, no; this would not address an expansion or a move of that facility. We've done that study. We discussed it with them, and I think as we look at the terminal, it's going to dictate it. Chair Hancik asked has staff considered any revenue diversion with Sunseeker renting cars out of their facility, diverting revenue this facility? Mr. Parish responded that's one of the reasons we wanted to go out with a new RFP, to have a capture area that includes that information.

Commissioner Herston motioned the Board authorize our CEO to execute the contract with AECOM in the amount of \$54,572 to develop a request for proposal and subsequent agreement for Rental Car Services that will be provided for commercial passengers utilizing the daily terminal and those customers utilizing the PDG Air Center as presented. Commissioner Andrews seconded. Motion passed unanimously.

14. Public Comments – Punta Gorda Airport

Gerry Goin my company is Gulf Contours. Two quick things, one of which to talk about the fire repair that has not been done. I'd like to advise that. Number one, we have installed what we feel with state of the art dust collection system, including a new fan system that has the approved baffle system that was also approved by the fire Marshal who paid us a visit a while back. What has not been done is drywall, and the reason the drywall has not been replaced is because our original contractor had that part of the proposal that was sent to the airport, but the airport rejected based upon they wanted insulation in the walls. There is absolutely no reason for insulation in the walls. It is not any part of a fire barrier. The fire is based upon the drywall. The insulation was also not necessary in the roof of our building. A while back when we requested to have it after it fell. The airport did not think it was to replace it, even though it had been there for the whole term of our contract. Secondly, I had a conversation right here with Mr. Parish and Mr. Hancik after the workshop, and at that time, we were of the opinion we'd be contacted so that we could express our desire and perhaps even talk about what type of a building would be sufficient for our needs. You're talking now getting a proposal from some designer. I have no clue whether that particular building will meet our needs. You're wanting somebody to stand up here and say, hey, we're going to be the tenant. I'd love to be your tenant, but I'm not going to be the tenant for something. I don't know what it's going to exist, where it's going to exist, and what the cost is. That would be crazy. I would very much like to talk. We have specific requirements, and I've related it to the Board before and we've heard nothing. I don't think that's right.

Larry McClure. I'm a tenant aircraft owner and President. Seems like for life of the EA 565. You're kindly enough to approve the money to pave runway 927, which I think is really a good idea. The existing runway now paved, is 2600ft long, there's about 1000ft of that runway that was original, that were not paved when it was paved back after the Hurricane. So that would make it about what we call 3600ft, and I can only assume that the money that you approved today were only for the existing paved runway. Is that correct? I would just say that it would be very beneficial if somehow, we could pave that other 1000ft of runway. It would vastly improve the opportunities for the larger airplanes that are going to be utilizing the new facility.

15. Commissioner's Comments

Commissioner Oliver – Thank you staff for indulging me and explaining to me our new rates and fee structure. I also appreciate the building that proves to moving forward and entering into

5 prelease negotiations. I would hope that we reach out to Mr. Goin and see if that is something that would be good for Gulf Contours and just maybe increase that communication, pick up the phone, maybe drop by and just walk through it. I think that would be extremely helpful. Mr. McClure's comments, I do wonder if it is worthwhile to get a quote to find out about the extension of 9/27. Mr. Parish commented there's a lot of conflict with the airspace on 9/27 and 422, and as a matter of fact, that's the reason it was to be closed. It was a hard hurdle to get across with the FAA to keep 9/27 active. The airport wanted to extend it 3000ft and we couldn't get approval in the master or safety. Chair Hancik added it's too close. The one interferes with the approach zone and that's why it's daytime use only GA runway.

10 Commissioner Andrew - Well, I think this has been a very good and productive meeting, and I understand the airport dilemma with building cost. I watch it in the residential market and it's going up on a continuous basis, which is affecting buyers who are financing homes. You have inflation, you have cost of homes going up both new and existing homes. It really puts everybody, including some funding, but we'll work our way through it. It's been a good meeting and look forward to seeing everybody next month.

20 Commissioner Coppola - I just want to congratulate everybody who went on the flights out of our airport. If you get a chance, please escort one of our veterans on these flights. It's a magnificent day and it's just wonderful to be with them and listen to their Stories. The restaurant, how's our restaurant coming? I've been asked by many people if we're going to have a nice restaurant, if they can look over the field and watch the planes land and take off. Mr. Parish commented working on trying to get somebody Interested. Okay. A lot of people like to come down here just for the Atmosphere. Thank you everybody for being here. It's a great meeting.

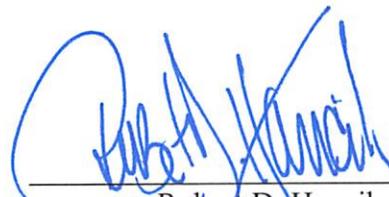
30 Commissioner Herston - It was great to see Commissioner Deutsch and our city Council people in Attendance and great job by staff. You guys are just awesome. I know we have a few of our engineering firm people in the Audience. It's always good to see you guys. You do a great job.

35 Chair Hancik - I think it's important to understand that all the contracts we signed today are being funded internally or through PFCs or AIP Grants. There's no debt being occurred, which is also interesting, having the ability to get federal dollars from this source, that source and the state source, we're able to advance several needed projects that are identified in our master plan.

16. Adjournment

40 The Meeting adjourned at 11:05 a.m.

45 
Kathleen Coppola, Secretary/Treasurer


Robert D. Hancik, Chair