

**CHARLOTTE COUNTY AIRPORT AUTHORITY**  
**MINUTES OF REGULAR MEETING – JANUARY 19, 2023 – 9:00 A.M.**

5      **1. Call to Order**

**2. Invocation**

**3. Pledge of Allegiance**

10     **4. Roll Call**

**Present:** Chair Hancik; Commissioners Coppola, Herston, Andrews, and Oliver; Attorney Hackett; CEO Parish; Mrs. McLaughlin; Mr. Laroche; Mr. Duncan; Mrs. Pardal; Mr. Montoya; Ms. Desguin, Mrs. Straw; Mrs. Hummer; Mr. Bond; Mr. Rosenstein; Mrs. Miller.

15     **Others present:** Commissioner Deutsch; Mark Kistler; Paul Piro; Roger Lanning, others from the private sector and a member of the press.

**5. Citizen's Input**

20     There were no Citizens Comments offered.

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

25     Mr. Parish added Agenda to Old Business Item 13(a) Hurricane Repair Contracts.

**7. Employee Service Recognition**

30     Mrs. Pardal presented Mr. Brian Bond with a five-years of service award and Mrs. Straw presented Mrs. Tammy Hummer with a five-years of service award and Mr. Parish presented Mrs. Kaley Miller with a five-years of service award.

**8. Consent Agenda**

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

**9. Secretary/Treasurer's Report**

40     Mr. Parish reported on the financial overview. For November 2022, the airport is suffering a little from traffic being down, but most of our decline comes in fuel and oil sales, which were down significantly in November, and insurance expenses, which are items that will get reimbursed, about \$63,000 in insurance expenses. The \$50,000 loss is going to be coming back to us, but insurance proceeds are below the line. You will see a loss above the line in revenues and expenses and then below the line in non-operating revenues. You'll see the insurance come back in. The airport ended  
45     the year great. I'll talk about that during the state of the airport address. The balance sheet is looking really good and cash is continuing to rise as we put money away for a lot of the expenses we have coming this year with the construction going on. Accounts receivables are doing very well. There are a couple of tenants behind in rent and we're working with them as well as Allegiant who is always a few months behind, but it's consistently that way, so we work with them.

## 10. Liaison Reports

- 5 a) **Punta Gorda City Council** – Chair Hancik commented that Councilman Bill Dryberg isn't here this morning. I did communicate with him and there are no common issues between us and the city of Punta Gorda.
- b) **Board of County Commissioners** – Commissioner Andrews had nothing to report.
- 10 c) **Metropolitan Planning Organization/Economic Development** – Commissioner Herston commented on the MPO meeting held on December 15, 2022. The MPO approved the calendar, the 2023 legislative position statement and evaluated Director Harris. The next meeting is a joint session with Sarasota Manatee this coming Monday, on January 23<sup>rd</sup>, in Venice. The MPOAC meeting is on January 31<sup>st</sup> and will be held in Orlando.
- 15 d) **Community** – Commissioner Coppola commented on hurricane Ian and how a lot of things are being rebuilt. I had to leave my own house for roof damage and other damage. I see all the trucks out there and all the rebuilding and they're making the area look nice. Most of the meetings were not held that I go to because of the disaster in different areas in different places. I'll have a better discussion next month.
- 20 e) **State Legislation** – Commissioner Oliver commented on the legislative delegation meeting and the airport did not present to the appropriations request because the airport is doing very well. I think that really helps us build credibility with the state legislation and our local delegation to let them know that we are fiscally responsible. We're not asking for money every single year, only asking for things when we really need it. I think that goes a long way towards building our credibility and when we ask for something, they know it's because we really need it. The legislators are in committee week this week and busy.
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## 11. Attorney's Report

- 30 Attorney Hackett commented I'm pleased to be here on behalf of my partner Daryl Carr who is out of town. I don't have anything specific to report. I'm up to date on the current activities if you have any questions.

## 35 12. CEO's Report

- 40 a) **Development Update** – Mr. Parish commented on the commercial terminal expansion and the PFC application. The notice to the airline is out and we have a meeting with them in a few weeks. Finished a planning study putting together new flight track data based on the new arrivals and departures procedures with Metroplex. In design, the FBO hangar is waiting on numbers to come down a little on steel that's a little above our budget. In line baggage system is with the TSA and that's about 100% and we hope to advertise that shortly. Self-serve fuel; we're working on getting the cost down for the electrical work. Budgeted about \$150,000, and it came in about \$400,000, but most of that was electrical. Perimeter Road and Golf Course Blvd. are under design. Maintenance and Operations facility will go out to bid in February or March. That's a new building that we did work with FDOT, and we're going to get a 50/50 grant, hopefully. Terminal seating is waiting on the power poles that are on back order, but plan to start once the seating is available. New taxiway G design is underway and hope to bid that mid-year so we can get on the grant cycle for next year. Same thing with the perimeter
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road, east side of the airport and the replacement for 207 and then the self-serve fuel facility for the 200 is also in design. Construction of the wetland mitigation phase two, which is the continuation of what we did two years ago under the 1533. This will get rid of about 80% of the wetlands on the inside of the fence. We still have a few that we'll work on at a later date.

5 The few that we haven't done were not included in the EA because they're minor wetlands. Still working on the entrance on the roadway network improvements. I think the utility cross changeover is this weekend or early next week, and then they'll start the new turn lane. The new General Aviation Center phase two, which we're working on. We are also working with about five new tenants. Working on bringing a project to add some road, a new cut onto Challenger

10 to bring in people coming down the east side of the new ramp to add hangars. I think within the next six months, we'll probably sign five leases. The T-hangars are currently under construction. The box hangars are under construction. I'm going to say 422 is complete, it's in the final phases. It is operational and there's still a few little punch items, but nothing major. Taxiway Delta started on Monday. Commissioner Herston asked on the flight tracks, is that imagery two D and three D, or is it just 2D? Mr. Parish responded it's 2D. We have both a PDF, but you can download a KMZ and put it onto Google Earth. Commissioner Herston commented on the power poles; are they at the end of each row of seats? Mr. Parish responded no, basically our seats are back-to-back, and there's one for about eight sets of seats.

20 **b) Marketing Update** – Mrs. Miller commented on the website, Flypgd.com. At the top, there's a button that says flight Corridor maps. This is where you can see the PDF, JPEGs and download the KMZ file. If you read the text at the bottom of the KMZ, this will only work if you have Google Earth desktop, you can open the file in there and zoom in on your house and see where

25 you are and click on and off the layers. The marketing report is in your packets, of course, and it's online for the public if they'd like to read it from December. I'd like to take this time today to talk to you about the PGD mascot concept for a few minutes and get your feedback. A couple of months ago, James asked what if we had a mascot? And I said, oh, okay, that's kind of interesting. I went to Facebook, we went for ideas, and we looked at some other airports that had mascots. The SFB was kind of funny because that was Sanford, and they have a beekeeper

30 who's the Asst. Director that chases around the bee, but it had some cool opportunities to get the public involved in communications. I got some feedback and ideas, and then it was narrowed down to three concepts. We sent out a buzz to tenants and our employees to about 615 people. It was put on Facebook and Twitter to get feedback and to make a survey. It was also put online to the buzz blog page. Everyone had an opportunity to vote, and the news media

35 covered it as well. Here are three concepts that we kind of narrowed down and they were very general at this point because we just want to get ideas and feedback from folks. The snowbird, which we imagined was a migratory bird that comes from the cold in search of warm weather each winter season. Loves the Florida lifestyle, gorgeous sunsets, outdoor activities, music, and boating. And Sunny may have accessories like glasses, Hawaiian shirt, fun hat. Should be able

40 to hold a pickleball, maybe a paddle or a float or a fun drink. The next one we came up with was Joy the Jet and Joy is an aircraft, which the costume is a little bit more challenging, that loves connecting family, friends, and associates from across the country to her destination in southwest Florida. Joy could be an aviation buff who represents commercial service airliners as well as jet setting, private charters, and corporate jets and she would be smiling and be

45 friendly. The next one we came up with via Ray Laroche, our own Director of Operations and Facilities, Curtis the Hawk. Originally was Curtis the Warhawk, but we thought Hawk may be a little bit more friendly. It pays homage to the veterans stationed at the Punta Gorda Army airfield during World War II. He's named after the Curtis P 40 Warhawk, the famed aircraft that the American pilots trained on before they were sent overseas to fight the war. His clothing may

include a Curtis Number 40 jersey that have the PGD logo, the American flag logo and patches incorporated throughout his outfit. We had 476 people participate and Curtis the Hawk got 46% of the votes and followed by Sunny the Snowbird with 32.8% and 21% for Joy the Jet. Let's dive into the comments. People overall did like Curtis the Hawk, for the love that ties into history. Some suggestions are to make Curtis more friendly because he kind of has some angry eyebrows. Some other ideas were some fun accessories for Curtis, like open cockpit helmet, goggles, Ray-Ban sunglasses, or aviator glasses. A flight suit, bomber jacket or captain hat holding an American flag or maybe there's a big sun or fish tie. Other ideas that came with that in terms of merchandise and branding to make a cool font and logo to go with it, stickers that are tied to military heritage, maybe stuffed animals named Curtis, luggage tags, hats, t-shirts, airplanes that Curtis could hand out kids coloring books. There's lots of ideas that folks had for Curtis to help tell the story of the history and incorporate some ideas as well. For the study, the snowbird people had of course loved the idea of a flamingo. Tampa International Airport has a giant flamingo. Some fun accessories that Sunny the Snowbird could have even the tacky tourist look, which would also be funny and even could have merchandise for Sunny the Snowbird, where we sell sunglasses and hats that have sunny the snowbird, but unfortunately with some difficult territory because some folks commented that the snowbird is a little offensive potentially to some folks that don't either want to be called a snowbird or think that maybe they don't like that term snowbird. I would recommend getting a consensus from the Board to move forward with the winner that the public voted for. If you all agree, we will have a discussion, then this will be the next step. I would recommend, if we go with Curtis that we do have a couple of outfits for him. One outfit is Curtis when he is the Warhawk, and he has that military heritage vest on with the flag. Curtis has a friendly vest that says welcome to Florida with a sun on it and some fun sunglasses. When he's welcoming people to Florida, Curtis the Hawk, he can have some interchangeable accessories to tell our story as needed. If we move forward, we move forward by looking at tentative schedule of events that would make sense. It's hot in Florida and will have to look at events that would make sense for Curtis to be at, where he wouldn't be too hot or she who's ever inside there and identify a list of folks that would be inside that would volunteer, either employees or contractors that maybe we pay a fee to be Curtis the Hawk and then have a handler when they're out and about. Because being a mascot is not an easy job. Maybe we could get some high school volunteers that need community service hours. I would go through what's the community request process is if they want Curtis to be at their event and obviously Curtis needs helper handler. The costumes will do a search online, which could be anywhere from \$4,000 to \$7,000 to develop the custom costume. Then we want to do some marketing promotion around it. I would like your feedback as the Board and see if you'd like me to go to the next step and then bring back to you the progress we've made and if Curtis the Hawk costume mascot is something that you all have consensus on, or you want me to come back with something else. Commissioner Herston asked if she consulted our marketing experts? Mrs. Miller responded yes, our marketing team at Gravina's, Matt and Arnold, who we have on retainer, they're so excited. They like the idea of a happier Hawk and they're excited about all the opportunities that go with it. Chair Hancik commented from the Board that staff should go forward with the next step in the process of establishing a mascot. I don't think we need a motion for it. I think it's just the direction.

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

d) **State of the Airport** – Mr. Parish presented the State of the Airport (see attached).

### 13. Old Business

5 a) **Hurricane Repair Contracts** – Mr. Parish commented on hurricane related work. The staff signed on to a program handled by FMIT, which is our insurance company, called Turnkey, which has a construction company, Synergy, that's handling all the reconstruction because of some I'll be honest, I think it's because FMIT and Synergy are Sanibel, Fort Myers Beach, Fort Myers, Charlotte County, Punta Gorda and a few others and they are overloaded. They have asked if we could just take on the contracting of some of the work. They have solicited bids for this work. What I'm asking is for the Board to allow me to sign contracts under \$150,000. These are reimbursable through insurance, less our deductible, and we're tracking our deductibles. We have about a million in exposure. A lot of that will be paid by FEMA as a government entity. Chair Hancik asked who's going to run the projects in house? Mr. Parish responded, In house; It will be a combination of Chad, Gary, and myself. Commissioner Coppola asked will that interfere with any grants? Mr. Parish responded no; we have a contractor from the law firm that's working for us. We'll probably keep her more hours a week than we currently are doing project cost accounting. Chair Hancik asked how many projects do you have? Mr. Parish commented on nine projects and each project is under \$150,000. Commissioner Oliver asked are their additional legal fees and will they be reimbursable? Mr. Parish responded that most of them are reimbursable through FEMA because it's additional work. Commissioner Oliver commented that a lot of the governmental entities in our region have hired a forensic accountant to maximize the reimbursement from FEMA, because we all know that they like to come back after the fact and demand to be paid. Mr. Parish responded we may at the end of the project look at that, cause the airport suffered through that under Charlie. One of the reasons is we brought someone on to track and I think we're very conservative. I would rather not ask for money than deal with the reimbursement ten years later. Our accounting team is looking at it as well and will have Tuscan review all of them and do everything. We haven't officially brought in a forensic accountant, but we're very conservative on what we're asking FEMA to pay for just because of experience.

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

### 14. New Business

35 a) **Schedule a Development Workshop** – Mr. Parish commented at the last meeting, the Board indicated some interest in having a workshop to discuss development. We've looked at calendars and picked a few dates. If the Board wants to move forward with that, we will need to select a date. The dates are February 22<sup>nd</sup>, Thursday, February 23<sup>rd</sup>, Wednesday, March 1<sup>st</sup>, or Thursday, March 2<sup>nd</sup>.

40 **Commissioner Andrews motioned that the Board approve a workshop meeting for Thursday, February 23, 2023, at 9:00 a.m. Commissioner Herston seconded the motion. Motion passed unanimously.**

45 b) **Resolution 2023-01 for Continuation of a Passenger Facility Charge (PFC)** – Mr. Parish commented that the FAA requires a resolution of the Board to move forward with our PFC application.

**Commissioner Herston motioned that the Board adopt resolution 2023-01, PFC application number four. Commissioner Oliver Seconded the motion. Motion passed unanimously.**

c) **April and May Meeting Dates** – Mr. Parish commented on April and May meeting dates. Both Gary and I are out in April at an Allegiant conference and on May 18th, I'm out of the country. We can leave the May 18<sup>th</sup> meeting, and Gary can run it, or we can go ahead and reschedule both of those meetings today, which would be my preference.

5 **Commissioner Herston motioned the Board approve changes to the meeting dates. The April 20<sup>th</sup> meeting will be moved to April 13<sup>th</sup>, and the May 18<sup>th</sup> meeting will be moved to May 11<sup>th</sup>, both meetings will take place at 9:00 a.m. as presented. Commissioner Oliver seconded the motion. Motion passed unanimously.**

10 d) **Sheriff's Land Lease Amendment** – Mr. Parish commented on the negotiations with the County on the sheriff's building that's been a land lease. It expires at the end of the month. It has 20 years of automatic extensions. It's a \$60,000 a year lease. The building will not be returned to us at the end of the lease. If we continued with the current lease, we would get our land rent and then the building would be gone at the end of the lease. The County wants to keep  
15 the building for another two or three years and as they build a new headquarters and then give it back to us for a nominal rent over the next five years. We would be getting about a \$6.5 million dollar facility based on current market value at the end of the lease for basically \$60,000 a year over the next five years. My recommendation is that we approve the modification of the lease agreement, changing the term and the payment for the next two plus three one-year  
20 options.

**Commissioner Oliver moved that the Board authorize the CEO to execute the Charlotte County Sheriff's Department Land Lease amendment as presented. Commissioner Andrews seconded the motion. Motion passed unanimously.**

## 25 15. Public Comments – Punta Gorda Airport

There were no Public Comments offered.

## 30 16. Commissioner's Comments

**Commissioner Oliver** - I want to congratulate all the employees that were recognized today and thank you to everyone who has started including the employee service recognition on our agendas. I think it's such a great addition and I love to see it and I love it when we honor our employees who are gaining new degrees or new certifications. I think that's been such a great  
35 addition to our meetings. Thank you and congratulations.

**Commissioner Andrew** - I can't improve on much of what anybody else said. One thing I want to comment on is the state of the airport. What an incredible story. Having been a part of it since 2012. It's what we've accomplished, our staff, employees have all done. You're all part of the  
40 success and thank you.

**Commissioner Coppola** - Thank you all for being here. Very good meeting. Interesting things happening here, even after the horrible hurricane problems that everybody had. I hope everybody outside, and everybody here, is in good speed with what's happening, and we can  
45 get bigger and better, and I think the airport is doing a good job, too. Thank you.

**Commissioner Herston** - Good to see Commissioner Deutsche and I know we have Mark Kistler and Paul, two of our great engineering firms. The staff did a phenomenal job. Thank you.


**Chair Hancik** - It looks like we're going to have a busy year in 2023, and I look forward to it. Thank you everybody. I think everybody is aware that we have opened runway 422 to commercial air traffic, which was a great news release by our marketing manager.

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**17. Adjournment**

The Meeting adjourned at 10:20 a.m.


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Robert D. Hancik, A.A.E., Chair

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Kathleen Coppola, Secretary/Treasurer