

CHARLOTTE COUNTY AIRPORT AUTHORITY
MINUTES OF REGULAR MEETING – APRIL 13, 2023 – 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; Mr. Clayton; Mrs. Miller; Mr. Laroche; Mr. Webb; Mr. Thames and Mr. Duke. **Others present:** Commissioner Doherty; Council Member Mr. William Dryburgh; Mr. Paul Piro; Mr. Mark Kistler; Dr. Pitts; and others from the private sector and a member of the press.

20 **5. Citizen’s Input**

 No citizen’s input offered.

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

 No Additions and/or Deletions.

7. Employee Service Recognition

30 Mr. Webb presented Mr. Keith Hafenbreidel with a five-years of service award.
 Mr. Brian Bond presented Ronald Clark and Greg Sullivan with a five-years of service award.
 Mr. Brian Bond presented Ms. Judy Heck with 10-years of service award.
 Mr. Ben Duke congratulated Mr. Giorgio Angelino for completing his FAA Certified Weather Observer.
35 Mr. Ray Laroche congratulated Mr. Mike Thames for completing his AAAE Ace Safety Management Systems.
 Mr. Parish congratulated Mr. Laroche on completing his Master’s Degree in Legal Studies.
 Mrs. Heather Straw congratulated Mrs. Nicola Delph on becoming a U.S. Citizenship.

40 **8. Consent Agenda**

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

45 **9. Secretary/Treasurer’s Report**

50 Mr. Parish gave an overview of the financial revenue expenses. The airport is struggling a little due to hurricane expenses that will be reimbursed through insurance. The airport is operating in the black, but if you see the year to date of \$669,586 below our budgeted amount and have \$800,000 in hurricane expenses that the airport is expecting reimbursements from FEMA or insurance. March was a good month and flights are down slightly. The airport is adjusting our

projections based on that but looks like it'll be a good year. Accounts receivable all accounts are paid in full except for one or two that we're working with, and we will be writing off or making an adjustment on the Gulf Contours because that was part of the agreement that we would waive those rents if he complied with the move. The balance sheet is good and continues to move up. Commissioner Coppola asked about the Gulf Contours building and if it needs a lot of reconstruction. Mr. Parish responded about half of its going to have to be torn down, it was damaged beyond repair.

10. Liaison Reports

- a) **Punta Gorda City Council** – Chair Hancik has been in communication with Punta Gorda City Council Member William Dryburgh and there is nothing out of concern between the two of use at this point.
- b) **Board of County Commissioners** – Commissioner Andrews had nothing to report.
- c) **Metropolitan Planning Organization/Economic Development** – Commissioner Herston commented that in February there was a joint meeting with Sarasota Manatee County and Lee County. The next MPO meeting is May 15, 2023. The MPO meeting was quick, and we looked at our 2045 long range transportation plan, which is a course long range plan, but our five-year plan, which they call the Transportation Improvement Plan was adjusted and we had our regular committee reports. I do have an MPO AC meeting on April 27, 2023, in Orlando, and I do not have a schedule yet on the freight and rail committee. Chair Hancik commented on the joint meeting between city council, county commissioners and Commissioner Herston was there as an observer and stood in for me. Commissioner Herston reported on the presentation and the overall economic review of the county. The meeting started off reviewing the airport authority then Dave Gammon gave an excellent presentation with respect to Charlotte County. There was really nothing said about the airport except for our growth. They showed old aerials of the airport of what we used to look like as compared to what's going on now. I stayed for the entire meeting and other than the lead off on the airport authority, we weren't mentioned.
- d) **Community** – Commissioner Coppola commented on going to a woman's club meeting. It's a group that meets and raises money for scholarships for local children in our community. If anybody's interested in joining the group, women, men, we accept everybody. We've given out several trips in the past. Usually there's two per year, depending on the income. This year, we will be deciding who in our local schools will be getting scholarships from the Women's Club in Port Charlotte. I've been to the Republican executive committee meetings. I've been to the Trump Club meetings where we are recognized. I believe we all had a nice interview with Dave Gammon, and he asked us what we were doing in the future, and it was a very interesting meeting.
- e) **State Legislation** – Commissioner Oliver deferred to Mr. Parish to comment on the State Legislation. Mr. Parish commented on tracking several bills, some commercial airport specific. There's one that was heard yesterday on aircraft sales tax exemptions, which wouldn't affect the majority of aircraft sales, but it would affect large Aircraft Sales and I know Melbourne's been pushing for that because while the aircraft are made there, 99% are sold out of state because aircraft can move and the state's missing out on the sales tax. They are also missing out on any retrofits and refits of aircraft painting, new interiors, new avionics once they sell, so we're trying to get that to stay in state. The bill on commercial airport seems to be moving forward. We have

5 been fighting any PFOS legislation that looks like we're successful in getting that off the table. There is a vehicle for higher bill that we're trying to get airports excluded from it would basically say if you had a vehicle for hire permit from any county, city, it's valid at every county, city, airport, and seaport. The only way we can limit or instruct how to pick up and do things is through the permit process and it's a violation of some of our grant assurances, which we pointed out to the legislator that's pushing it. We're hoping we can get airports exempted from that.

11. Attorney's Report

10 Attorney Carr commented that he is currently working on two major leases MotorBros lease and then there's another one. I don't know if I'm free to say the name, but it's another major release that we're working on. I tasked Mr. Hackett with those things because he has more knowledge and better patience in dealing with real estate leases. We've advanced the issue of the row hanger to substitution. This is the hangar that sits next to the terminal. It's under a land lease and we need that land to build something, so we will have to move those individuals to another building. Working out the agreement for doing that major issue this month came up with a through the fence inquiry from the FAA. North of the airport, there's a three-defense operation governed by a property owners association. Within that it has six hangars. Each of those have a condominium association, who received the letter inquiry from the FAA regarding all of that. Gary, I and others work diligently assembling all this 22-year-old file and finding the historical records to provide to the FAA and all the documents consolidated in one place. My staff worked on the letter to the FAA, and it has links to go to each document citing to the specific language. We went through this lengthy letter down to the very answer to what we needed to correspondence, but it was sent out and has been taken care of. There's no pending litigation, a couple of updates relative to the general aviation building and we're still working on it. There are still several subs or materials and asked me about that interesting question came up about a tax bill that we received, working with the Property Appraiser and a county tax assessor associated that is counsel. I'm pleased to advise you that we finished up the 417 racetracks while there were some bumps in the road that went very amicable and had a lot of good working relationships with them as they completed the process. I think we now have full custody and control of the racetrack. Mr. Parish commented on the follow up on that FAA of inquiry, it's part 13 inquiry, which if you don't successfully answer becomes a part 16 a part 16 complaint. Basically, until it's adjudicated, you cannot get any grants. It's important that we spend the time to answer the informal inquiry, we sent over 900 pages of documents to the FAA.

12. CEO's Report

40 a) **Development Update** – Mr. Parish commented that the staff is working on the passenger facility charge application and amendment. The North side infrastructure development that will go along with the hangars that are being built adjacent to the Air Center ramp. The commercial terminal expansion will be heard from the top three today. Sent the ALP update to the FAA for review and working on the helicopter sighting study. In design the FBO hangar is on hold until prices come down. Self-Serve at the Air Center ramp working is underway, and the contract will be reviewed at today's meeting for Board approval. Golf Course to Challenger is in design. CTC started preliminary work and have a contract for the rest of the design, which will go out to bid and is being funded by a state grant. Working on Perimeter Road construction. Ten of the 207 replacement hangars are being worked on now and then we'll start the six that will

replace the 207, which will open up for another six hangars. The Self-Serve fuel facility in the 200 series on the North ramp contract is being reviewed at today's meeting for Board approval. The airfield lighting contract will be reviewed at today's meeting for Board approval. The in-line baggage system is moving forward and expecting to have all bids in by April 19th. Bids have been sent out for the Maintenance and Operations facility. The new taxiway G is moving forward. If you haven't already noticed when you turn onto Viking Road the new turn lane is working and the second lane into the airport is working, which there is no longer a four-way stop sign. The 60x60's is under construction and the 24 T-hangars are under construction. The (9) 50x50 box hangars are under construction as well. Runway 422 rehabilitation reconstruction is closing out. Taxiway Delta is one of the most complex from the standpoint of movement around the airport projects. We will start putting in a secondary temporary taxiway for Air Tracks so they will not have to be shut down for 21 days.

b) **Marketing Update** – Mrs. Miller commented on the summaries for February/March since there was no meeting last week. The state of the airport presentation was turned into a booklet handout. Great news coverage from NBC2 on the canine comfort crew therapy dogs as well as the in-line baggage handling system. The commemorative Air Force came to the Air Center in early March. The staff had a United Way employee campaign aviation gives back and we raised \$3,150 from our employees as well as some of our tenants that Commissioner Hancik brought to our barbecue fundraiser.

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

d) **Rules and Regulations Update – Draft** – Mr. Parish commented on the minimum standards reference to the rules and regulations and it needed to be brought up to date. The staff reviewed other airports that are the same size and configuration and adopted some of their ideas to meet our needs. Highlight any questions and let us know before the next meeting, as we'll present this document for the next Board meeting for approval.

13. Old Business

Nothing to report.

14. New Business

a) **Nebo Aviation Services & APG-Rotables, LLC Lease Agreement** – Mr. Parish commented on Nebo and APG each has two buildings at the airport that both their leases are up and were extending one for three years and one for five years. They are looking to build on the North side during that period. **Commissioner Andrews motioned to approve the Nebo Aviation Services and APG-Rotables, LLC lease agreement as presented. Commissioner Oliver seconded. Motion passed unanimously.**

b) **MotoBros Lease Agreement** – Mr. Parish commented that the staff went out for proposals on the land that was formerly 417 Speedway and received three proposals. The Board chose the #1 ranked proposal which was Smugglers and they backed out. The staff moved onto the second ranked which was MotoBros and negotiated a lease. It has been sent off to the FAA but want to get the Boards final approval to execute the lease once we get FAA approval. It's a long-term lease at fair market value for 31.47 acres.

Commissioner Andrews motioned to authorize the CEO to execute a lease agreement with MotoBros, LLC upon FAA approval. Commissioner Coppola seconded. Motion passed unanimously.

5 c) **FDOT Public Transportation Grant Agreement – Maintenance and Operations Center Project** – Mr. Parish commented on the FDOT grants paid for out of the aviation trust fund we have one for the maintenance and Operations center which is going into bid and the second one is for the taxiway golf project which is also moving forward with design and bidding. The staff is requesting two motions to approve the PTGA and to approve the resolution 2023-01 and
10 2023-02.

Commissioner Herston motioned that the Board approve and accept the FDOT Public Transportation Grant Agreement in the amount of \$500,000 and adopt a resolution 2023-01 and execute the FDOT Public Transportation Grant Agreement. Commissioner Andrews seconded the motion. Motion passed unanimously.

15 d) **FDOT Public Transportation Grant Agreement – New Taxiway “G” - GA Apron to Taxiway A Project** - Mr. Parish commented on the FDOT grants paid for out of the aviation trust fund we have one for the maintenance and Operations center which is going into bid and the second one is for the taxiway golf project which is also moving forward with design and
20 bidding. The staff is requesting two motions to approve the PTGA and to approve the resolution 2023-01 and 2023-02.

Commissioner Herston motioned that the Board approve and accept the FDOT Public Transportation Grant Agreement in the amount of \$350,000 and adopt a resolution 2023-02 and execute the FDOT Public Transportation Grant Agreement. Commissioner Andrews seconded the motion. Motion passed unanimously.

25 e) **Design Build Contract – Air Center Self-Serve Fuel Facility** – Mr. Parish commented that this project is to relocate the existing self-serve fuel facility from the South Ramp to the Air Center ramp. The electrical costs came in higher than expected. The staff worked to get the costs down significantly and have a contract with GMP with HalfAcre Construction under our design build selection for \$238,690.58. This will complete the project and the tanks will be moved over to the Air Center.

Commissioner Herston motioned the Board to authorize staff to contract with HalfAcre Construction in the amount of \$238,690.58. Commissioner Andrews seconded the motion. Motion passed unanimously.

30 f) **200 Series T-Hangars Self-Serve Fuel Facility – Design Build Contract** – Mr. Parish commented thisC project will construct a self-serve fuel facility at the northeast corner of the north ramp with a 2000-gallon tank and equipment. This will get the electric, the pad, the balers in place. HalfAcre Construction has submitted a GMP of \$226,560.68.

35 **Commissioner Herston motioned the Board to authorize staff to contract with HalfAcre Construction in the amount of \$226,560.68. Commissioner Oliver seconded the motion. Motion passed unanimously.**

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5 g) **CTC Aviation Tech Facility – Contract with C&S Engineers, Inc.** – Mr. Parish commented on the contract with C&S Engineers for the design of the CTC Aviation Technical Facility on the Air Center Ramp. The total fee for engineering services is \$650,872 for the design of the hangar and site. If you recall, we gave C&S Engineers \$100,000 to start work last month while we negotiated, and the Board will approve \$550,872. This is paid through the DEO Grant that we received for construction and design of the facility.

10 **Commissioner Herston motioned the Board to approve the contract with C&S Engineers, Inc. in the amount of \$550,872.00. Commissioner Oliver seconded the motion. Motion passed unanimously.**

15 h) **Airfield Lighting Control and Monitoring System (ALCMS) – Construction Contract** – Mr. Parish commented that the FAA decided a few years ago that you could not bid on an airfield lighting control system at the same time as another project. The staff tried and we did not get approved. This came out of the runway 422 project and was bid separately although the funding is under funding is under AIP43 which is the 422 project. The staff received one bidder that gave us two options, Crouse-Hinds and ADB and we requested that the FAA allow us to go with ADB system. The ADB system is more expensive, but it's the system we currently have staff trained on. We're expecting 100% funding through the FAA under the 422 Grant, so we would like to have the Board approve the CEO executing a contract with American Infrastructure services for the installation of the ADB solution for \$629,763.75.

20 **Commissioner Andrews motioned the Board to authorize the CEO to execute a contract with American Infrastructure Services for the installation of Option B – ADB Solution in the amount of \$629,763.75. Commissioner Herston seconded the motion. Motion passed unanimously.**

25 i) **Terminal Expansion Design/Build Team Selection** – Mr. Parish commented on the terminal as it currently exists under the master plan should have lasted until 2036. The airport hit the 2036 numbers last year and expects to exceed those numbers this year. The airport has received some grants and the airport needs to get a design build team on board to get plans in order to get in line for the infrastructure money that was set aside for terminals. This selection is to get a design builder that will design and construct the terminal. Hopefully construction will take place in 2024 and be finished in 2025. The airport received five respondents, but we have three 10-minute presentations today. The Board will select one from the three respondents in no particular order. See attached presentations.

30 **Commissioner Oliver motioned the Board to authorize staff to begin development of the scope of work, fee and schedule with DeAngelis Diamond/AECOM followed by Suffolk/Atkins followed by Manhattan/Michael Baker International. Commissioner Herston seconded the motion. Motion passed unanimously.**

40 15. Public Comments – Punta Gorda Airport

No public comments.

45 16. Commissioner's Comments

Commissioner Andrews – Thanked everyone for attending and thank everyone for your presentations, they were all good.

Commissioner Oliver – The employee recognition is such a great addition to our meetings. I think it’s wonderful to get to celebrate all the staff and their many accomplishments, so thank you. I also want to thank you to all of those who fit out for the terminal expansion project, you are all spectacular and we are lucky to have this caliber of people bidding on our jobs.

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Commissioner Herston – Congratulations and thank you to the employees, you are all amazing. It’s good to see commissioner Ken Doherty and good to see Dr. Pitts. It’s good to see our great engineers in the audience, Mr. Paul Piero with Kimley-Horn and Mark Kistler with Michael Baker.

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Commissioner Coppola – I want to thank everyone for participating in the bidding for this terrific project. I want to remind everyone on May 2nd to come to the terminal at 8:30pm to welcome back our veterans.

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Chair Hancik – Thank you all for coming.

17. Adjournment

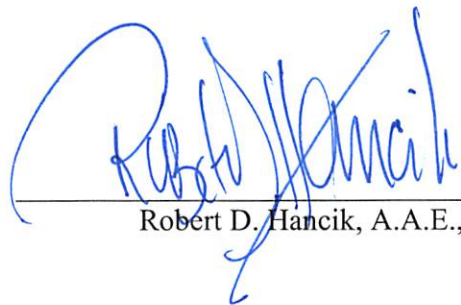
The Meeting adjourned at 10:56 a.m.

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Kathleen Coppola, Secretary/Treasurer



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