

CHARLOTTE COUNTY AIRPORT AUTHORITY
MINUTES OF REGULAR MEETING – FEBRUARY 16, 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. Miller; Mr. Laroche; Mr. Rosenstein; Mr. Elijah; and Mr. Webb. **Others present:** Commissioner Deutsch; Council Member Mr. William Dryburgh; Mr. Stan Smith; Mr. Mark Kistler; Ms. Pat Niles; Mr. Brad Fortbein 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**

Mr. Parish pulled the New Aircraft Tug from the consent agenda and moved it into new business (14c). Clarification in the original consent agenda comments the annual rent for Tampa General was mistyped as \$4,500 per year and it's \$4,500 per month.

30 **7. Employee Service Recognition**

Mr. Ridenour presented Mr. Cory Elijah with a five-years of service award.

35 **8. Consent Agenda**

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

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

45 Mr. Parish gave an overview of the financial revenue expenses. The airport is operating in the black with a variance of \$132,960 below where the airport should be and is positive for the year by a little under \$400,000. January was a good month passenger wise for Allegiant picking up some of its flight service that it had lost due to hurricane Ian. The receivables are in good standing. The income statement is positive, and the balance sheet continues to grow as we finish projects.

10. Liaison Reports

50 a) **Punta Gorda City Council** – Chair Hancik had nothing to report. Punta Gorda Council Member William Dryburgh reported on a force main down on River Road.

- 5 b) **Board of County Commissioners** – Commissioner Andrews had nothing to report but introduced Commissioner Deutsch. He reported on long range capital improvements. Extending an invitation to the Board and Mr. Parish to a groundbreaking ceremony at the William R. Gaines Junior Vets Memorial Park for the Beirut Peacekeepers Tower set for March 15th. There will be a flyover from the Warbirds, a special guest attending and Beirut Veterans from other states.
- 10 c) **Metropolitan Planning Organization/Economic Development** – Commissioner Herston commented he reported on the MPO meeting held on December 15th at the last Board meeting. There was a Joint MPO meeting with Sarasota Manatee on January 23rd in Venice and there were six or seven different governmental agencies and 23 members attended from Bradenton, Manatee County and the airport authority of Sarasota City of Venice including the FDOT District Director. I met with MPOAC on January 31st in Orlando and reviewed the policy and procedures for the upcoming year and election of officers. I have an MPO joint meeting with Lee County MPO.
- 15 d) **Community** – Commissioner Coppola had nothing to report as the meetings were canceled.
- 20 e) **State Legislation** – Commissioner Oliver commented on the state legislators are up in Tallahassee working on special sessions relating to Reedy Creek and Disney. Spoke with members of the Charlotte County School Board regarding our appropriation to build their building for the A&P program and the cost for the building has doubled from \$3 million to \$6 million and will be seeking additional appropriations this year. Mr. Parish reported on his trip to Tallahassee and met with a lot of leaders. A few bills we’re tracking are constitutional carry bill regarding the language and the procurement bill on procurement guidelines. There are four to five other bills that we’re tracking very closely.
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30 11. Attorney’s Report

30 Attorney Carr reported that the airport is not in any litigation with Gulf Contours which is fully concluded. Speedway has some developing issues with the removal of some assets, and they have been put on notice. I reviewed various leases which you have approved. I continue to work with row hangar 2. This is a tear-down hangar and will be moved to another property over by the Air Center and will be relocated to a temporary hangar. The airport has had tremendous damage from hurricane Ian and we’re progressing with the insurance companies. Commissioner Herston asked Gulf Contours is on the accounts receivable for \$17,000. Mr. Parish responded that will be written off. Attorney Carr responded that if Gulf Contours complied with all the terms and conditions of the settlement agreement, we would waive that fee.

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12. CEO’s Report

- 45 a) **Development Update** – Mr. Parish commented on the in-depth Workshop next week on project development. The airport is currently working on the terminal expansion plans, passenger facility charge application and amendment to Northside infrastructure development, which is in the early stages. Out for bids on new airfield lighting and control system. Working on planning studies on the Westside by EAA. The design for the new FBO hangar is complete and working on pricing. In-line baggage system will be going out for bid next month. Self-Serve

fuel contact has been approved for the electric and concrete pad. Working with FPL on the cost of installing electricity. Perimeter road project is in design. Bidding on the maintenance and operation. Terminal seating replacement is 90% complete. Charging stations and cup holders have been added. Taxiway Golf design is underway. Negotiating the design fee on the CTC Aviation Tech facility, but still have a deadline of 12 months from July to have the building completed. Building 207 replacement is in design and then a second self-serve fuel facility for the 200 series hangars is almost complete. Construction of the Wetland mitigation phase two is nearing completion. The roadway network improvement is ongoing, there have been some delays with drainage improvements that needed to be completed. The wrong steel was delivered which has delayed the new 60 x 60 box hangars. The General Aviation Center phase two is almost completed. The slabs are being poured for the 606 and 607, 24 T-hangars are underway. Runway 422 rehabilitation is completed. Taxiway D is under construction. Commissioner Herston asked about the problem at the self-serve fuel with FPL? Mr. Parish responded the cost to get the power back to where the self-serve is located. Commissioner Coppola asked if there are tenants to occupy the new hangars? Mr. Parish responded that the new hangars have tenants and a wait list of 200 people.

- b) **Marketing Update** – Mrs. Miller thanked the Board members for attending the 422 photo op and the pilots that did a flyover with the warbirds. Mr. Walt Frickey who runs the Veterans Airlift Command, Dan Blackwell, Mike Grossman and Jim Lyons who brought their aircraft, thank you to everyone who participated. March 1st through March 5th at the Air Center is the Commemorative Air Force, and they have an exciting lineup of aircraft, from World War II and they will be organizing gate access for people to come out on the ramp see the aircraft and reserve rides. The United Way did an overview presentation on how they help our community. We did a kick-off campaign to incorporate our employees giving back as well as other tenants and partners at the airport. If anyone is interested in donating, they can go to the website flypgd.com, the Buzz has all the information. The update on the mascot Curtis the Hawk. Did some research for the best look to be friendlier and the eyes are brighter, with the best costume. It will take 22 weeks to develop. Working on how the mascot will be used in communication events, festivals, and other promotional activities.
- c) **Aviation Report** – Mr. Laroche reported on passenger counts, fuel sales and gallons pumped, aircraft ops, hangar vacancies, and routes.

13. Old Business

- a) **Design Build Service Selection** – Mr. Parish commented that a few months back the Board approved two Design Build Service firms. One of the first design build contracts with Halfacre to build the pad for the self-serve facility. There are a lot of projects that are below the threshold limit for insurance and below deductibles and it’s more than staff can manage. I’d like to add the third and fourth firm from the bid sheet. The firms are Owen-Ames-Kimball (OAK) and Florida Premier Contractors.
Commissioner Herston motioned for approval to select Owen-Ames-Kimball and Florida Premier Contractors as third and fourth names to the Design-Build Services team. Commissioner Andrews seconded the motion. All subsequent contracts would be brought to the Board for approval. Commissioner Andrews seconded the motion. Motion passed unanimously.

14. New Business

5 a) **RFP for Non-Exclusive Rental Car Concession Agreement** – Mr. Parish commented that the airport received three bids from three major rental car corporations that own eight car companies. We're changing the way of doing business. Instead of getting a higher percentage, we're going to take a lower percentage with minimal manual guarantee. This will help us if we ever need to bond anything that we have a guarantee of funds.

10 **Commissioner Oliver motioned to approve the three-year Non-Exclusive Rental Car Concession Agreements with EAN Holdings, d/b/a Alamo Rent-A-Car/Enterprise Rent-A-Car/National Car Rental, The Hertz Corporation, and Avis Budget Car Rental, LLC all with a commencement date of May 1, 2023. Commissioner Herston seconded. Motion passed unanimously.**

15 b) **Forklift Equipment** – Mr. Parish commented that the Forklift was not in the budget, but with the FBO and maintenance being so far apart and to drive the forklift over to the FBO takes about 45 minutes and the one we currently have is 45 years old. I'm requesting a modification to the capital budget to purchase two forklifts from the Sheriff's contract, not to exceed \$70,000.

20 **Commissioner Andrews motioned to authorize staff to procure two forklifts at a not to exceed total of \$70,000. Commissioner Oliver seconded. Motion passed unanimously.**

25 c) **New Aircraft Tug** – Mr. Parish commented this was pulled from the consent agenda. The bids received yesterday were higher than \$70,000 and shipping costs have increased. The lowest bid was \$82,733, which includes shipping. Requesting the Board to approve the bid of \$82,733. **Commissioner Oliver motioned that the Board authorize the CEO to procure a new aircraft tug with the lowest bidder who submits a regular and responsive bid for an amount not to exceed \$84,000. Commissioner Andrews seconded the motion. Motion passed unanimously.**

15. Public Comments – Punta Gorda Airport

35 **Brad Fortbein** - I'm working with Jake Clemmerfeld at Harborside. I'm currently a ramp tenant and I've been on the wait list for a year and half to get into a 60x60 hangar. I'm looking for an alternative to be able work with Jake at Harborside to get their hangar built with the new facility. I'm also the general contractor working with Harborside. I met with Mr. Parish and some staff in the design process and anxious to move forward with the goal of having the hangar completed before the air show. I know there are some issues with getting the design criteria taken care of. The next step of what we're working with Jake is both he and I have ordered the
40 new vertical take-off and landing, called an Air One. Jake wants to extend that into his area of items that he's going to be doing the training. We've got some exciting things coming over at Harborside and I'm working closely on that with him. I want to make sure that we're offering to him and what he's asked me to do is to come up with a plan for that building with the hangar being 120 x 100 that potentially even includes an exterior skin that's insulated that's a new
45 product that I'm using on some of the other projects that I built that includes insulation of an exterior skin of a fiber cement. The new product on the building would look like stucco on the outside, which can add to a nice look on the entire row on the north end of the new Air Center.

Pat Niles – I’m a voting resident of Punta Gorda. Thank you; when I go to Punta Gorda City Council meetings, they’ve never invited me to come to the podium to share my feelings and it’s never been the invitation, but you’re different. I did want to come and mention a couple of things, which has to do with coming to thank you, I appreciate that Bill will be representing the Punta Gorda City Council and coming back to meetings and our Mayor, Lynn Matthews strongly encourages those who do serve on different committees report what they hear and report to the city council and to the residents who are listening. I appreciate that part and I wish Bill well. There was a meeting about the issue of easements, and it was very important that one of you came to the City Council meeting and I sat next to you. I remember what we talked about, and I deeply appreciate that you came and that you spoke with what you believed in your heart and the best interest for Punta Gorda, the airport authority, and Allegiant Airlines. A sincere thank you for the talk we had. The last Thank you is with regard to your website; it is informative and very well done. Thank you for that because I use the website as a resident.

16. Commissioner’s Comments

Commissioner Oliver – Thank you Commissioner Deutsch for inviting us to Gaines park ribbon cutting ceremony, it’s a wonderful park and you fought tirelessly to get that built and it’s an asset to the community. Save the date in your calendars for Veterans Day of 2023 November 11th of Military Heritage Museum is going to be hosting a Gala at Sunseeker, which is opening in October and will have some very special guest speakers.

Commissioner Andrew - I want to thank everybody for attending and hopefully we’ll see you on Thursday next week at the Workshop.

Commissioner Coppola – Thank you all for being here. We’re going through some rough times in the last couple of months. We all seem to be doing well. Thank you, it was a great meeting.


Commissioner Herston – Thank you staff, great job. Good to see Commissioner Deutsch and some of the engineers in the audience from CMT.

Chair Hancik – Thank you all for coming.

17. Adjournment

The Meeting adjourned at 10:01 a.m.


 Kathleen Coppola, Secretary/Treasurer


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