

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING – JUNE 15, 2023 – 9:00 A.M.

5 **1. Call to Order**

2. Invocation

 Commissioner Herston gave the invocation.

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3. Pledge of Allegiance

4. Roll Call

15 **Present:** Commissioners Coppola, Herston and Oliver; Attorney Carr; CEO Parish; Mrs. McLaughlin; Mr. Laroche; Mr. Duncan; Mr. Clayton; Mrs. Crites; Mr. White; Mr. Deyarmin; Mr. Rosenstein, **Others present:** Councilmember Dryburgh; Commissioner Deutsch; Mr. Tuscan; Roger Lanning; Paul Piro; others from the private sector and a member of the press. **Absent:** Chair Hancik and Commissioner Andrew.

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5. Citizen’s Input – No citizen’s input offered.

6. Additions and/or Deletions to the Agenda – No additions or deletions to the Agenda.

25 **7. Employee Service Recognition**

 Mr. Ray Laroche congratulated Mr. Josh Deyarmin on his new role as Airside Operations Manager.

30 **8. Consent Agenda**

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

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

 Mr. Parish reported on revenue expenses. The Airport continues to be profitable, but a little less than what we had hoped. The rental car estimates and flights have been down. The rental car income has been a little lower due to new contracts with the rental car companies this year that went into effect in May, which has some annual guarantees instead of a straight percentage, and should even itself out as we move forward. Last month we were slightly under budget for Revenue but again under budget for expenses. The airport is \$51,000 above our budget and the operating gain of \$860,000 for the month. The airport is going into the leaner months as we hit summer. After July we'll start to drop off drastically in August, September, and October, it will pick back up in November. Working on the budget and we'll be bringing that to you in August. This is still going to be a record year for the airport. Receivables is doing well, and the amounts have been paid down or paid in full. The balance sheet continues to go up as we finalize projects.

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10. Liaison Reports

- 5 a) **Punta Gorda City Council** – Commissioner Hancik was absent, and Councilmember Mr. Dryburgh commented the city is in good shape and nothing to report of work being done near the airport.
- b) **Board of County Commissioners** – Commissioner Andrews was absent, and Commissioner Deutsch had nothing to report.
- 10 c) **Metropolitan Planning Organization/Economic Development** – Chair Herston commented in June he last reported on an upcoming meeting on May 15th and the committee made an adjustment to the 2023-2027 transportation Improvement plan which is the County's five-year plan and we also set in motion the start of the transportation Improvement plan for the year 2024 to 2028. This report sets all the goals for the county for the next five years. The MPOAC I reported on that last month, and we don't have another meeting until July.
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- d) **Community** – Commissioner Coppola commented that I represented the airport at the Port Charlotte Women's Club. This group gives scholarships to our local high school kids.
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- e) **State Legislation** – Commissioner Oliver commented on a quick note if there are any appropriations requests coming within the next few years that we anticipate needing this might be the year to push for them through. Mr. Parish commented he will report on this at the next meeting in August. Mr. Parish reported on the reauthorization of the FAA is underway. Five years ago, it took two and a half years to get it approved. The authorization bill for the FAA this year they're trying to get it done before September 30th. The House and the Senate have passed two bills and they're reconciling before they go to the Senate and the House. There have been some amendments that we're going to comment on, and the House bill is a good bill. The Senate bill adds three more Grant assurances.
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11. Attorney’s Report

35 Attorney Carr commented on the scope of the insurance claim has increased and evaluated the insurance policy. Given the direction by staff, moving forward with some forceful enforcement in the next week or two, I’ve given some recommendations relative to the policy and how potentially we could resolve some of that or at least force the issue. Dealt with a major bid protest or semi-protest that wouldn't have filed correctly but we did that over a major project I think that's now resolved. Working on a contract letting associated with the terminal. I'm pleased to advise row hangar 2; the agreement where we're buying, selling, moving, and shifting people around the airport is now fully signed and executed.

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12. CEO's Report

- 5 a) **Development Update** – Mr. Parish commented on finalizing the passenger facility charge and received approval from the FAA to submit our final application. Congress a few years ago gave the FAA 30 days to approve applications. Received approval for the final application to be submitted and I'll be signing that today. Fuel Farm security improvements have a contract and hopefully allowing me to sign to move forward with the design. The Northside Infrastructure we hope to get a contract approved today by the Board to start the road going north/south of Challenger. This will allow us to develop the land off the end of the commercial GA ramp. Taxiway Alpha and Charlie and the Charlie Delta intersection improvements is out for consultant selection. It changed from a rehab to a reconstruction due to the state of those taxiways. The taxiways are not that old but because of our traffic they have come to the point where we're going to tear them up. The Alp update is currently working through the process with the FAA. The FBO Hangar is on hold due to pricing. Self-serve fuel is moving forward. Golf Course Blvd / Challenger Blvd / Perimeter Road is in design and moving forward. Working with CTC Aviation Tech Facility and the designers to get a facility reasonably priced. There are two Perimeter Road projects and are in design, permitting or in the planning stages. It will connect the east side of the airport and the South ramp and then another one from the north side of the airport to the new GA facility. In the process of replacing building 207 which was the row hangar two project. Signed the contracts for the Self-service fuel and the tank has been ordered, but it's 30 weeks out. Moving forward with the Inline baggage system and waiting on the transactional agreement with the TSA. Design changes have been made to the Maintenance and Operations facility to stay on budget and is out for bid. Taxiway Golf is in bid review. Working with the contractor on the Commercial Terminal Expansion on the design build to firm up pricing for the construction and then expecting a NOFO, which is a notice of funding opportunity from the FAA for the BIL and then submitting a grant application based on the terminal expansion design costs. Finalizing the construction on the Roadway Network improvements. Construction continues on the 60 x 60 box hangars and the 50 x 50 row hangars and the 60 x 60 is expected to be completed at the end of July. The 50 x 50 row hangars will follow shortly thereafter. Finalizing repairs on Runway 422. A new airport lighting control system is being put in place. Taxiway Delta reconstruction is on hold because there is no granite in the State of Florida, and it's being shipped in.
- 35 b) **Marketing Update** – Mr. Parish commented on the marketing report on the sunflower program that helps those with disabilities that are not immediately obvious such as autism, chronic pain, dementia, anxiety, visual or hearing impairment. This will help traveling through TSA screening and our people working in the terminal to understand that they may have to deal with this person a little differently. It's a program that has been launched and we've been doing a lot of training on it with staff, Airline staff and TSA. The library continues to grow and advertising in the terminal keeps growing as well. The air show is coming up in November and it will be discussed in the August meeting. Launched the new flypgd website. Looking at flight tracking software, this will show the depth of the flights traveling above homes.
- 45 c) **Aviation Report** – Mr. Duncan reported on passenger counts, fuel sales, gallons pumped, aircraft ops, hangar vacancies, uplifts and routes.

13. Old Business – no old business discussed.

14. New Business

- 5 a) **Audit Presentation** - Mr. Tuscan presented the audit presentation (see attached).
Commissioner Oliver motioned to approve the audit for Fiscal Year 2021-2022 as presented. Commissioner Coppola seconded. Motion passed unanimously.
- 10 b) **Building 207 Demolition – Construction Proposal** – Mr. Parish commented on row
hangar II and moving the tenants twice in the next few months. The first move will be into
our new 10-unit facility on the FBO ramp and then moving into a new facility that’s being
built. This is a demolition contract with solicited bids and one of our design build firms
with a GMP of \$178,968.60. The staff is asking for a \$20,000 allowance and a request that
15 the Board authorize the CEO to execute a construction proposal in the amount of
\$198,968.60. This will not take place until they are moved, and we have a permit for their
new facility. Commissioner Oliver asked about GMP and a refresher on the design build?
Mr. Parish Commented on the two the design build firms and maybe adding a third. The
staff will solicit multiple bids and the design build firms will present that information. We
20 may not always pick both lowest because of timing, if the lowest is six months out we need
it done earlier. In my experience the design build process is one quicker and two cheaper.
The firms go out and get multiple bids and present them to staff and staff will review the
bids. On this bid we're using a subcontractor that's already in the field doing work for
another entity. Commissioner Oliver asked who are our current design build firms and are
25 the bids every three years? Mr. Parish responded with three-year contracts and it's Florida
Premier Contracting and HalfAcre Construction both within a mile of the airport. The
threshold is \$250,000. For design build contracts for larger bid numbers, they're selected
independently. **Commissioner Oliver motioned the Board to authorize the CEO to
execute the construction proposal in the amount not to exceed \$198,968.60.
Commissioner Coppola seconded the motion. Motion passed unanimously.**
- 30 c) **FDOT Public Transportation Grant Agreement & Resolution – Fuel Farm Access
Control Gates Project** – Mr. Parish commented on FDOT Transportation Grant
Agreement in the amount of \$150,000 to fund fifty percent of design and construction. This
grant will allow our trucks access to the fuel farm without going on public roads which
35 requires us to have hazardous CDL licenses. The staff request that the Board approve the
public transportation grant agreement in the amount of \$150,000 and adopt resolution 2023-
03 and allow the CEO to sign grant. **Commissioner Oliver motioned the Board approve
the FDOT Public Transportation Grant Agreement in the amount of \$150,000, adopt
resolution 2023-03 and allow the CEO to execute the FDOT Public Transportation
40 Grant Agreement. Commissioner Coppola seconded the motion. Motion passed
unanimously.**
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- 5 d) **FDOT Public Transportation Grant Agreement & Resolution – Rehabilitate Taxiway A&C Project** – Mr. Parish commented on FDOT Transportation Grant Agreement in the amount of \$45,000. This is a design grant for taxiway Alpha and Charlie and is a reconstruction project. There will be a new a second grant coming out for construction once we have those prices, but this is a request the Board approved PTGA in the amount of \$45,000 and adopt resolution 2023-04 and allow the CEO to execute the Grant. **Commissioner Oliver motioned the Board to approve the FDOT Public Transportation Grant Agreement in the amount of \$45,000, adopt resolution 2023-04 and allow the CEO to execute the FDOT Public Transportation Grant Agreement. Commissioner Coppola seconded the motion. Motion passed unanimously.**
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- 15 e) **Taxiway “G” FAA Grant Offer and Construction Contract** – Mr. Parish commented the new taxiway “G”. Taxiway gulf is no longer. Taxiway Gulf will go from the end of the general aviation ramp to taxiway Alpha to access Runway 422 without having to go around the airport and cross Runway 1533 twice. A bid was solicited, and the low bidder is Dickerson Infrastructure Inc. The low bid was slightly under our construction cost estimate and the FAA Grant application has been submitted. This is funded 90% by the FAA, 5% by the FDOT and 5% by PFC funds. The staff is asking the Board to authorize the CEO to execute the grant upon receipt, followed by the construction contract. **Commissioner Oliver motioned the Board authorize the CEO to execute the FAA Grant offer upon receipt followed by the Construction contract with the low bidder. Commissioner Coppola seconded the motion. Motion passed unanimously.**
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- 25 f) **Fuel Farm Access Control Gates – Award Design Contract** – Mr. Parish commented on the design contract for Kimberly Horn to design the road access to the fuel farm in the amount of \$88,920. Kimley-Horn has handled most of our flat work design, taxiways, and roadways in the last few years. **Commissioner Oliver motioned the Board to authorize the CEO to execute the contract with Kimley-Horn and Associates for \$88,920. Commissioner Coppola seconded the motion. Motion passed unanimously.**
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- 35 g) **Northside Infrastructure – Award Design Contract** – Mr. Parish commented on a road that goes North/South next to the general aviation ramp. There are three Hangar locations that the airport has an interest in. One of the hangars is under lease and waiting permitting. This road will access his site and use the entrance off Challenger that is currently used and will continue to be used by the trucking company and then curve in to access the hangars. This contract is \$149,351 and 100% of our money. It is with Kimley-Horn and Associates. **Commissioner Oliver motioned the Board to authorize the CEO to execute the contract with Kimley-Horn and Associates for \$149,351. Commissioner Coppola seconded the motion. Motion passed unanimously.**
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15. Public Comments – No public comments

45 16. Commissioner’s Comments

Commissioner Oliver – have a great July and see you in August.

Commissioner Coppola – great meeting and thank you all for coming.

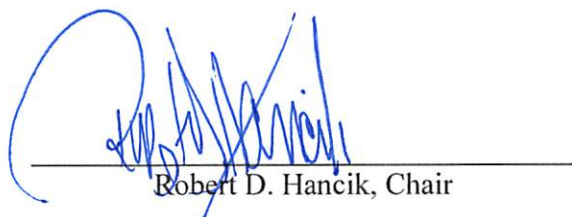
Commissioner Herston – no comments. It was good to see Councilmember Dryburgh, Commissioner Deutsch, Kimley-Horn, Michael Baker, and our engineering staff did a great job. It's good to see Mr. Tuscan, he does a fantastic job.

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17. Adjournment

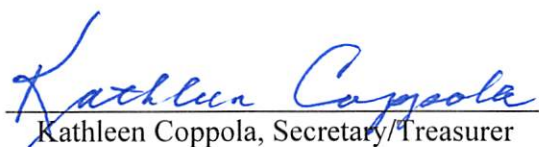
Meeting adjourned at 10:14 a.m.

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Robert D. Hancik, Chair

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Kathleen Coppola, Secretary/Treasurer