

CHARLOTTE COUNTY AIRPORT AUTHORITY

**MINUTES OF REGULAR MEETING WITH TENTATIVE BUDGET HEARING –
AUGUST 17, 2023 – 9:00 A.M.**

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1. Call to Order

2. Invocation

10 Commissioner Herston gave the invocation.

3. Pledge of Allegiance

4. Roll Call

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Present: Chair Hancik; Commissioners Andrews, Coppola, Herston, and Oliver; Attorney Carr; CEO Mr. Parish; Mrs. McLaughlin; Mr. Clayton; Mr. Laroche; Mr. Duncan; Mr. Brett; Mrs. Straw; Mr. Deyarmin; Mr. Rosenstein; Mr. Thames; Mr. Harper; Mrs. Gutzler; Mr. Emel; Mr. Swaby; **Others present:** Mr. Paul Piro, Mr. Michael Baker; Mr. Pitts; Mr. Stan Smith; Commissioner Doherty, others from the private sector and a member of the press.

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5. Citizen’s Input

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Stan Smith - Director of Aviation and Thunderbird Project Officer for the Florida International Air Show. Let me take you back about 10 years; I believe the data is correct, the front page of the USA Today was the Punta Gorda Airport. There were 10 airports named his best air shows in the nation. The air show here, Florida International Air Show at Punta Gorda was one of them and I think we're going to have a great Air Show again this year. The Thunderbirds are coming back! We had military assets that are getting in contact with us, that has not happened for a little while, but they are all coming back and we're going to have a great air show. Everybody that works at the air show and gets it up and running are all volunteers. We're happy to do it for the people of Southwest Florida Charlotte County and a lot of our volunteers, about four to five hundred come from Charlotte County. We're very appreciative of the staff and James working with the air show, they do a great job, and we hope that the Board will be sponsors once again. Thank you very much for the support you've given in the past and hopefully in the future.

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6. Additions and/or Deletions to the Agenda

7. Employee Service Recognition

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Mr. Laroche gave recognition to Mr. George Harper for receiving PGD’s Air Traffic Control Tower for being named Robinson Aviation, Inc.’s facility of the year for 2022.

Mr. Laroche gave recognition to Mr. Mike Thames for his promotion to Manager of Safety and Security and recognition to Katie Gutzler for promotion to Credentialing Specialist.

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Mr. Deyarmin gave recognition to Mr. Seth Emel for his promotion to Airside Operation Assistant Manager and Mr. Ajhani Swaby on completing his certification exam as a Non-Federal Weather Observer. Chari Hancik gave recognition to Mr. James Parish was honored with FAC’s Aviation Leadership Award in recognition of his Outstanding Leadership to the Board of Directors (2017-2023) and Mr. Chad Rosenstein was elected Vice Chair of FAC Board of Directors.

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8. Consent Agenda

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

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9. Public Hearing for FY 2023-24 Budget

a. Tentative Budget – Chair Hancik gave a recap on CCAA FY 2023-24 Budget Hearing, which was advertised on July 27, 2023, and is available on the Punta Gorda Airport website. The Airport Authority had a proposed budget presentation by Mr. Parish and Workshop on August 3, 2023. An overview of the proposed budget was the subject of an August 17, 2023, Sun newspaper article and no public comments from the Workshop on August 3, 2023. Final Budget and adoption will be held on September 21, 2023.

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Mr. Parish commented on a change to the expenses under insurance rates, expecting a 30% increase. This is a combination of reassessment of all our buildings and rate increase; it went from half million last year to over a million this year.

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b. Citizen’s Input – No public comments.

10. Adopt Tentative FY 2023-24 Budget

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Commissioner Oliver motioned to adopt the tentative fiscal year 2023-24 budget as presented. Commissioner Herston seconded. Motion passed unanimously.

11. Secretary/Treasurer’s Report

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Mr. Parish reported on revenue expenses for the month of June. Revenue is down slightly, and our expenses were down slightly more, which most of that is fuel sales and the cost of goods, but everything is on track and we're on track for the year to make an operating gain of slightly over \$4 million. Accounts receivables is working with a few tenants to put together a payment plan for New World Trade. They’re having difficulties with their manufacturing plant in Haiti, and we're going to try and get them on track by March/April of next year. New World Trade will be on a payment plan to pay down almost twenty thousand dollars and Enterprise Rental Car is just a timing issue. The balance sheet continues to grow as we put new buildings on that are coming back from the hurricane. The balance sheet is going up and right now total assets are about \$172,652.

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12. Liaison Reports

a) Punta Gorda City Council – Commissioner Hancik had nothing to report.

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b) Board of County Commissioners – Commissioner Andrews had nothing to report.

c) Metropolitan Planning Organization/Economic Development – Commissioner Herston commented that my last meeting was July 17th for the MPO meeting held in Murdoc. We reviewed the preliminary work of our 2050 work program. A consultant was hired to work on social economic data. I attended the MPOAC meeting in Orlando on July 27th and reviewed several reports from the Federal Highway Administration, Florida DOT, and other types of

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committees.

d) **Community** – Commissioner Coppola had nothing to report.

5 e) **State Legislation** – Commissioner Oliver commented on the legislators going back for
 committee weeks starting in September. I know that we are finalizing our appropriation
 requests. Mr. Parish, do you have anything to report? Mr. Parish commented that weekly calls
 on state priorities and trying to get some modifications to a few laws that passed last year to
 10 protect airports. The Feds are on vacation right now and we had our Congressman in this week
 talking to him about reauthorization for the FAA, both the house and the Senate have passed
 tentative bills, and hopefully they get to the President but we’re expecting at least one if not
 multiple contending resolutions to keep the FA operating. This could delay grant issuance
 because they must have six months of authorization before they can issue grants.

15 **13. Attorney’s Report**

Attorney Carr commented on a few matters that he is working on completing. Row hangar 2 is
 a swap for the one that was destroyed in the hurricane. I came up with this bright idea that
 moving temporarily and then building another one. Phase one of that project has happened and
 20 they have moved in. Working on some modifications to the agreement, they'd like to upgrade
 their electricity and the airport would like to tear down their old building. It seems like we're
 working in that process and it's moving very slowly. Mr. Esch is the leader of row hangar 2 and
 he's been more than laudatory to us both me Gary and others that are assisting in that process.
 Working with Brett and I must give some congratulations to Ron, we have now finally
 25 completed the final payoff of Johnson Locks, relative to the general aviation center. This has
 been a long process and I believe the final payout is going out this week. I’m working on a
 complex matter associated with the TSA and this is the employee security screening that was
 brought up characterized as a massive extremely complicated process where the TSA is
 basically going to require the airports to screen their employees as they enter. I've been asked
 30 to draft a reconsideration letter to the TSA and completed the draft and provided it to Ray.
 James is working on a new contract related to facial recognition of employees. CCAA is
 engaged with the Charlotte County Public Schools and CTC relative to an MOU that I drafted.
 The MOU is a (Memorandum of Understanding) it's something both sides can remove
 themselves from at any time. I also developed what I'll call a working paper, a mis-headline
 35 in the newspaper that wasn't appropriate. As a result, we've worked up a position associated
 with this and will be posted on our website and put out elsewhere. The relationship between
 the school and us continues to be extremely amical and everybody is working towards that same
 process. I work both for the air show and the Airport Authority and everybody's waived the
 conflict. I tend to continue to stay engaged in that in order not as a mediator but somebody just
 40 trying to work the process forward and I do this on a pro bono basis.

14. CEO’s Report

45 a) **Development Update** – Mr. Parish commented on the PFC applications and amendments
 which have been approved. Working on an amendment to close out PFC application one and
 amending three and four is our new one that's now underway. CCAA is soliciting consultants
 for Taxiway Alpha/Charlie and Charlie/Delta intersection improvements which is on the
 agenda. The ALP update (Airport Layout Plan) is a completion of recent projects along with

proposed facilities from recent planning studies. The airport is updating what's happened over the last few years as well as adding the north development area. The new item in design is the fuel farm security improvements. It's a new access road, gate, and access controls to the fuel area meets all the FAA and TSA requirements. The Northside infrastructure is a development on the North side to get utilities and roadway access to the new hangars, which is on the agenda. The CTC Tech facility is an ongoing design project which will be discussed on the agenda. The inline baggage system is on the agenda and the M&O facility is on the agenda. The new taxiway golf is starting construction at the end of this month. This will connect the GA ramp all the way to taxiway Alpha and to the end of 422. It will shorten taxing back and forth and eliminate two runway crossings. Construction of the roadway network improvements are done and we're closing that out. The 10 60x60s opened this week. The T-hangar building, and the box hangars will be opening next month. Runway 422 completed edge reconstruction and we're going to close that out and the last piece of the 422 project is a new Airfield lighting and control system. The existing system was installed in 2006 and we can no longer get parts. The self-serve fuel facility had to be shut down this week to be able to tap into the power for the self-serve facility as well as the two new hangars. Taxiway Delta is back open and will be shut down a couple more times to finish up some sodding and painting and then we can start closing that project. Mr. Parish commented that he will be updating the master plan in the next three years.

b) Marketing Update – Mrs. Miller commented on the marketing report two months of communications and activities. The new Bangor flight was announced by Allegiant Airlines and a lot of new content has been posted on the buzz which is our Buzz block page, and we also have a newsletter that goes to 40 thousand people that have been passengers and local folks and we send out news to them once or twice a month. Sending out great content about our local tourism aspects and community as that ties in with our terminal advertising partners. Highlighting more of our tenants our local flight schools at PGD as well as other tenants that are here. Focusing on the search engine optimization which is used in the website world to get the word out about where we are all over the country and all over the world. Doing more national advertising in markets where Allegiant flies and potential markets. This will help with locating the airport and learn more about our area tourism and the airport on a national level. Curtis the hawk costume is being completed and working on a plush collectible Curtis eight-inch doll. Next month I'll provide a preview of what that plan is going to look like and how we're going to roll out Curtis the hawk. Curtis is going to make his official debut at the air show.

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

d) Purchasing Manual – Mr. Parish commented on the draft purchasing manual. The staff was reviewing the existing purchasing manual and is rewriting the manual and wanted to give it to the board to review for a month. This manual is up to date with all current state statutes and federal procurement statutes. The purchasing manual will be brought back next month to review and if you have any questions.

e) CTC Update – Mr. Parish commented on a request from the superintendent and the CTC Director to give a presentation to the school board at one of their workshops on where we were with the process. I provided the idea of an MOU so that we're all on the same page and there are no miscommunications or misunderstandings as we move forward. The 30% schematic design is a 19,400 square foot building, 10,000 square foot hangar and 9,000 square foot

classroom space. This is about an \$8.1 million-dollar total project and currently have a \$3 million dollar grant that had \$3 million dollars in matching funds. A \$6 million dollar grant that would add \$3 million to the \$8.1 million that's the infrastructure that we've already built. The water, sewer stubs, the ramp that we've built in front of them so they can operate at that facility would be rolled into the \$3 million dollar grant that we currently have. The schoolboard had a few comments, and they were addressed. Waiting to hear back from them and hopefully we can get that MOU on next month's agenda. The school board is doing a campaign to raise private funds.

10 **15. Old Business**

16. New Business

15 a) **Disciples Worldwide Aviation, LLC Land Lease Agreement.** – Mr. Parish commented on the lease with Disciples Worldwide Aviation LLC is seeking to lease a parcel of approximately .75 acres from the CCAA on the North side of the airport to construct one (1) 100' x 100' aircraft hangar to facilitate storage, operation, and maintenance of aircraft consistent with FAA standards, which uses shall be beneficial to the CCAA and the public. 20 The term of the proposed lease will commence September 1, 2023, for a term of thirty (30) years from the “Rent Commencement Date” (set to occur no later than September 1, 2024) by which the term would expire August 31, 2054. The annual rent is initially \$18,621.90 per year plus applicable sales tax and will increase every 5 years based on CPI-U adjustments. **Commissioner Herston motioned the Board to approve the ground lease of a parcel at the Punta Gorda Airport, to Disciples Worldwide Aviation, LLC., for the construction of an aircraft storage hangar as presented. Commissioner Oliver second the motion. Motion passed unanimously.**

30 b) **In-Line Baggage Handling System - Construction Contract, AECOM Supplemental Agreement, and TSA OTA** - Mr. Parish commented that AECOM has completed the design and was sent out to bid. CCAA recommends awarding the A2 Group for the construction of the inline baggage handling system. CCAA was approved an FDOT grant that will be 50% of the non-federal and almost \$21 million construction project. TSA will fund \$11 million, and the rest will be funded to split between CCAA and D.O.T. This will increase our gate hold room area and take back the space that's currently used by TSA for back screening. There is a total of three screening machines. Commissioner Oliver asked about the lower bidder but was deemed non-responsive. Mr. Carr responded there was a concern relative to the DBE compliance and AECOM made the determination that they had failed to comply with the DBE (Disadvantaged Business Enterprise) that it's a federal contract and the federal government mandates. TSA is paying for a large portion of it, and we must meet the federal standard for Disadvantaged Business Enterprise. AECOM made the determination independent of us that they failed. There were several protests and a lot of lawyering up on all sides and eventually while the low bidder didn't agree with our position they decided not to dispute. 45 **Commissioner Herston motioned the Board accept and approve allowing the CEO to execute the A2 Group construction contract in the amount of \$20,852,925, AECOM Supplemental Agreement in the amount of \$1,269,613 and the TAS OTA in the amount of \$11,962,841.97 as presented. Commissioner Oliver second the motion. Motion passed unanimously.**

5 c) **Construct Replacement Hangar Building 101 – Award Design Supplemental Agreement**
 - Mr. Parish commented on the construction for the replacement hangar for building 101 is the former helicopter hangar. It was destroyed by hurricane Ian; it was heavily damaged by hurricane Charlie and should have been torn down. This is a good opportunity to turn it 90 degrees, so it faces a taxiway and not a fence which is always limited in its use. Working on an agreement to move Air Trek into this building temporarily as we tear down their main building and reconstruct it. Air Trek may keep this as the third of their buildings as they're expanding but that is still in the works. This will be paid for out of insurance proceeds. It's a design contract to AECOM for \$223,543.84.

10 **Commissioner Andrews motioned the Board to authorize the CEO to execute a Supplemental Agreement with AECOM in the amount of \$223,543.84. Commissioner Herston second the motion. Motion passed unanimously.**

15 d) **Taxiway “A” & “C” Rehab and Reconfiguration of Taxiway “C/D” Intersection Consultant Selection** – Mr. Parish commented on taxiway Alpha/Charlie were scheduled to be rehabbed in 2004 and had a grant in place, that grant was converted to a rebuild after hurricane Charlie and then received a supplementally grant the next year. Rehabbed both taxiways, their 20-year cycle is coming up and due for rehabilitation at this point. Since they are not rehabilitated, this is a reconstruction project of alpha to the intersection with Charlie and down to Charlie. FAA requires changes to the geometry of taxiway intersections with runways as well as ramp to runway intersections and changes to taxiway Delta intersection. This requires removing parts of Charlie as it exists today, changing the intersection to a 90 degree and disconnecting it from direct ramp access. The staff’s recommendation is to allow us to work out a scope and a fee with Kimley-Horn and bring it back next month.

20 **Commissioner Oliver motioned the Board to authorize staff to begin development of the scope of work, fee, and schedule with the top ranked firm Kimley-Horn. Commissioner Herston second the motion. Motion passed unanimously.**

30 e) **Economic Development Legislative Request** – Mr. Parish commented on five legislative requests being submitted to the legislature to both representatives and our Congressman/State Senator this year. CCAA is well positioned with our State Rep and Senator being highly ranked. The phase one roadway is the road going north/south next to the existing ramp it would feed the two hangars that we currently have leases on, and we have two potentials for the next one to the South and then the large one. To go further on, CCAA would need phase two and phase two if we don't receive any money from the state, we can do that in pieces as we get users for those areas. The other two are very important as the Air Center has been extremely successful. The ramp is getting very crowded, and the expansion is in our 27 or 28 CIP, but it looks like at least phase one and probably phase two as these new facilities develop along this apron need to be constructed sooner. CCAA is looking at two more requests for \$1.5 and \$3 million for those and then we'll prioritize phase one of the road, phase one of the apron and then phase two of both projects. This is all state money and CCAA is hoping to get it from the Department of Economic Opportunity or from the DOT. CCAA

40 determined that it may be in the school's best interest for us to go after some State legislation as well as them potentially for the additional funds needed for the CTC facility if we could also request \$5.5 million in-state funds for that facility. CCAA would manage the grant and then put it against the construction costs. These are the five projects I would like to start developing with the legislative delegation. CTC is an addition to the four that are already listed, it was a

late addition that came up and I wanted to bring it up and if the board approves, we'll pursue those five items and get with the legislative staff and our lobby team. The MOU is positioned as we're going to build it and depending on the amount of funding available, they're going to lease it back to the airport. If they can get enough funding where there's zero out of pocket for the airport, CTC would lease it as a land lease.

Commissioner Andrews motioned the Board authorizes staff to focus its legislative agenda on a \$13 million economic development funding request for Northside Infrastructure Development at the PGD AviEX area near the PBD Air Center as presented and support the Charlotte County Public Schools in their request for an additional state funding. Commissioner Oliver seconded the motion. Motions passed unanimously.

f) Building 611 – Six 60’x60’ Box Hangars – Approve Change Order 7 – Mr. Parish commented on the tenants currently in 207 will be moving to the AVX ramp temporarily and then moving into 611 once it’s constructed. CCAA has negotiated a change order with Stellar who was currently building the 10 box hangars as well as the T-hangars. This project is funded 100% by CFC. CCAA requests the Board approve a change order for not to exceed \$3.25 million. **Commissioner Herston motioned the Board to approve change order 7 in the amount of not to exceed \$3.25 million as presented. Commissioner Oliver second the motion. Motion passed unanimously.**

g) **Maintenance and Operations Facility – Construction Contract** – Mr. Parish commented how desperately the airport needs a maintenance and operations facility. Maintenance was once in the Gulf Contours bldg. and moved to the mosquito control bldg. which blew down from hurricane Charlie. Maintenance then moved to a bldg. that was used to store furniture and has been in that bldg. for 15 years. It floods every time it rains, it’s undersized and does not have any storage space. CCAA could combine maintenance operations into one facility and move badging into that facility. This bldg. will be located next to the Sheriff’s office and maintenance will have direct airside access once the road is complete at challenger. CCAA is asking the Board to approve a contract that’s less than the amount in their bid. A2 Group Inc. was the low bidder and with approval to move forward with contracts with them for \$7.3 million. This project is funded 50% by FDOT and 50% CCAA. **Commissioner Herston motioned the Board for approval allowing the CEO to execute the contract with A2 Group Inc. in the amount not to exceed \$7.3 million as presented. Commissioner Andrews seconded the motion. Motion passed unanimously.**

h) **Florida International Air Show** – Mr. Parish commented on the long history of the air show, and we are excited about the upcoming air show. CCAA has a five-year operating agreement, and this is a supplement to the agreement. I would like to get the Boards approval to sign this agreement and move forward. **Commissioner Oliver motioned the Board to authorize the CEO to execute the Sponsorship Agreement for the Florida International Air Show. Commissioner Andrews seconded the motion. Motion passed unanimously.**

17. Public Comments – No public comments.

18. Commissioner’s Comments

5 Commissioner Coppola – Thank you all for attending.

10 Commissioner Herston – It’s good to see Commissioner Doherty in the audience. I think he is celebrating his 50th year anniversary, he started as a commercial airline pilot at the airport. It’s good to see some of our engineers, Kimley-Horn and two other firms.

15 Commissioner Oliver – I want to congratulate all the employees on their great achievements and as well as the Tower, it’s a great accomplishment. I want to thank the international air show for such a great operation and it’s such a great event for our entire community and for the man hours put in to run the show.

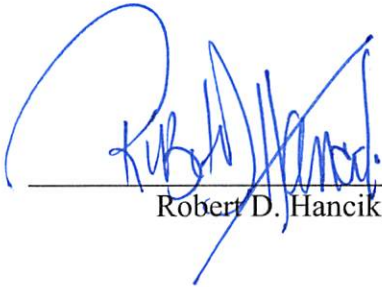
20 Chair Andrews – I want to thank everyone for being at the meeting and tag along to what Commissioner Oliver said. The one thing that amazes me is when I look at everything that we just passed today, especially at the expansion of the airport. When I first came here, we had the one terminal at \$4 million dollar terminal and looking at amazing what we've grown to and what we've become it's phenomenal.

25 Commissioner Hanick – I want to thank everybody for coming, I want to thank everyone for listening on the TV and for taking the time to listen to all the airport activities.

25 19. Adjournment

Meeting adjourned at 10:35 a.m.

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Kathleen Coppola, Secretary/Treasurer


Robert D. Hancik, Chair