

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING & FINAL BUDGET HEARING
SEPTEMBER 21, 2023 – 9:00 A.M.

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1. Call to Order

2. Invocation

10 Chair Herston gave the invocation.

3. Pledge of Allegiance

4. Roll Call

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Present: Chair Hancik; Commissioners Herston, Andrews, Coppola, and Oliver; Attorney Carr; CEO Parish; Mrs. McLaughlin; Mr. Laroche; Mr. Duncan; Mrs. Miller; Mr. Clayton; Mrs. Straw; Mr. Rosenstein; Mrs. Crites; Mr. Thames; Mr. White; Mrs. Miller and Mrs. Gutzler.
Others present: Councilmember Dryburgh; Commissioner Deutsch; Dr. Pitts; Mr. Piro; Mr. Kisler; Mr. Paul Dick, and others from the private sector, and a member of the press.

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5. Citizen's Input

6. Additions and/or Deletions to the Agenda

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Addition to new business 16e. FDOT Public Transportation Grant Agreement – Terminal Expansion Project.

7. Employee Service Recognition

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Mr. Thames recognized Katie Gutzler for her completion of the AAAE ACE Trusted Agent Certification.

8. Consent Agenda

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

9. Adopt FY 2023-24 Final Budget

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Chair Hancik commented on the proposed budget was advertised on July 27, 2023. The budget was available on the website and on that same date, the Airport Authority held a proposed budget presentation by Mr. Parish on August 3rd. An overview of the proposed budget was the subject of the September 14th Sun newspaper article. There were no public comments from the workshop on August 4th. A public hearing was also held on August 17th with a change to the capital project expenditures, but no public comments were received. The Board will need to entertain and adopt an FY 2023-24 Budget Resolution totaling \$56,835,560 that's both an operating and capital expenditure budget.

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Commissioner Herston motioned to adopt FY 2023-24 final budget as presented. Commissioner Andrews seconded. Motion passed unanimously.

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10. Accept Budget Resolution 2023-06

Commissioner Oliver motioned to accept Resolution 2023-06 as presented. Commissioner Herston seconded. Motion passed unanimously.

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11. Secretary/Treasurer's Report

Mr. Parish commented on the financial review. The airport continues to do very well for the year. For the month of July, the airport was a little over in revenue and considerably under in expenses. Total gain for the month was \$604,000 and for the year it's \$4.4 million. Keep in mind July is the last profitable month. August and September, the airport budgets to lose a little because it's the time of year when the airlines cut back on flying once school starts back. Accounts Receivables has mostly paid in full except for one account and they have been contacted for payment. The income statement was reviewed during the financial review. The balance sheet continues as we add new projects that have been completed to the balance sheet.

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12. Liaison Reports

a) **Punta Gorda City Council** – Chair Hancik commented that council member Mr. Dryburgh and I have been in contact and there is nothing in the current activities of the city of Punta Gorda council that affects the airport.

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b) **Board of County Commissioners** – Commissioner Andrews invited Commissioner Deutsch to give an update on the County Commissioners. Commissioner Deutsch commented that the county is officially going to be a sponsor of the Veterans Day Parade. The budget was passed on Tuesday evening, not as long as some of the other public hearings. One of the things we were challenged with is our property valuation. The county had \$750 million in new property value added, thinking it's going to be pretty good. One year ago, we had \$1 billion in lost property value because of the damage to homes in the community. It will come back but that was a real challenge. Two other things of interest to everyone, we're going to be rebuilding the Mid County Library won't go through everything we went through looking for a temporary site, but we finally decided let's move ahead. The cultural center is actively taking place as well. The County's in great shape.

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c) **Metropolitan Planning Organization/Economic Development** – Commissioner Herston commented on the last meeting of the MPO which was held on July 17th. The next meeting is in October. The MPOAC was in Orlando on July 27th at our last meeting.

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d) **Community** – Commissioner Coppola commented on a lot of people aren't going anywhere due to Covid, but she did attend the women's club meeting, which was very interesting, and a lot of people ask her about these women, and they are mostly retired are very interested in the airport.

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e) **State Legislation** – Commissioner Oliver commented on the House meeting this week to vote in speaker Danny Perez. He will be the speaker from November 2024 through 2026, but Paul Rener continues to be the speaker for this year. Had a good visit this week with Cherie Denham from the governor's office. Gave her a tour of the airport and a presentation on our budget request. Mr. Parish commented that Mr. Rosenstein and I continue to work

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5 with Florida Airports Council as well as our lobbyist Mr. Books. We've had a couple of
meetings with Mr. Books and his staff on our state request. Made some modifications to
the documentation and we'll be submitting it to Mr. Books. Florida Airports Council is
continuing to put together our items that were concerned about this year. There are some
10 changes to the zoning regulations through the DOT for one airport, but it affects every
airport, and the Live Local Act has some negative effects on airports. I don't think we're
going to be able to change that this year, but it's something we're concerned about. The Live
Local Act allows the development of housing in commercial designated areas if you put in
enough affordable housing. The issue is the airport worked hard to get commercial
15 designation around the airport to keep housing away and we would like some coordination
with 333 which is the Florida Zoning for Airports and to Live Local. There's a list of other
items that we're developing I'll bring them back next month.

13. Attorney's Report

15 Attorney Carr reported that row hangar 2 transferred through Mr. Duncan's great efforts
and a lot of great work by us continues to proceed. The tenants in row hangar 2 have asked
for an upgrade to electrical changes in the new building. We agreed that if they would help
us go ahead and allow us to tear down the old building before their actual new building was
20 built that we would take care of it. I think the upgrades are something that we thought was
going to be a good thing in the long run. I believe as of today all the documents have been
agreed to and I'm waiting on row hangar two to come over and sign. The airport will have
possession of the real estate and Mr. Duncan and his crew can proceed with tearing it down.
Worked with Mr. Laroche on a TSA petition. The format we followed was provided to us
25 by somebody else and it's been turned down decision to be made with TSA. TSA are now
insisting that the airport screen its own employees every time they leave and enter the
building. I'm getting in place the letter of intent associated with the school board. The
airport is proposing to the school board an LOI. The airport wanted to make certain that it
got in front of the school board to show we had a clear delineation of the history of this
30 process, what we're proposing to do and making sure that they were bought in on it. I'm
pleased to advise you with the presentation from Kaley and James of that LOI that they
accepted unanimously without any comment or changes. The most major thing that we
have is the design build process with the Diamond firm related to the new terminal. This is
35 anticipated to be a \$40 million design build. The design part was about \$4 million the build
part estimated \$36 million. Mr. White was asked Diamond if they had a proposed form of
contract. Diamond sent a 60-page mind-numbing form from the Design Build Institute
which frankly was the most one-sided document I think I've ever read except for a TSA
agreement. I have winnowed down what I'd say just the contract part of it and sent that to
40 him for review. We're trying very hard to make this a multiple two-step process, one if we
do the design, we will proceed forward with the build. Only If we reach agreement as to
that bill if we decide that for whatever reason we can't do that funding, portions we don't
like them, they don't like us whatever we'll have a right to bail at that time and preserve the
work as part of ours. It's going to be a very narrowly sculpted contract with the efforts of
45 staff and of course Mr. Parish working on it.

14. CEO's Report

5 a) **Development Update** – Mr. Parish reported on the first phase we are working through the PFC Amendment application and we're closing out PFC 1 and PFC 2. Our new application has been approved and it's in its multi-day publication until the air carriers have a chance to comment the third or fourth time but that'll be in place, and we can continue collecting. Working on a new ARF truck. Our old ARF truck is approaching 15 years in age. It also uses the old FFF. Moving to the flooring free foam with this new truck. It'll be a good time to buy one, there is now one flooring free foam approved and we're hoping by the end of the year there will be two others. The new foam is not interchangeable, whichever brand we pick will be the brand we have to stick with. An index B which means we have to have one 1500-gallon truck, we do operate two 1500-gallon trucks but with the inclusion of the 737 into the fleet. Fleet mix with Allegiant we'll be back to an index C, we already have two trucks and it's no additional expense for either us or firefighting but that requires us to update our R71. Once that one's in place we'll go through the process of cleaning RF 72 and replacing the foam in it with the new Florine free foam which is a long process, but we'll get through it. Updating the ALP and still working on the new FBO hangar. Met with a contractor and the county on cutting out some systems that weren't really required. One major was a fire pump and sprinklers which was a huge cost about half a million dollars and trying to get that price down to where we can never cash flow it but at least not lose a lot of money. Challenger and Golf Course and Perimeter Road projects moving forward. Signed an agreement with the designers for a light that's going to be required by the county at the intersection of Challenger Road and Piper. The CTC Aviation Tech facility is back on the design team and back on track. Now we have the agreement with the school board and the replacement hangars for 207, which the Board approved, and I signed the change order last month and that is in for permitting. North Side infrastructure is back on design. The fuel Farm security improvements are in the design process. The inline baggage system contract has been signed and the M&O contract has been signed. Commercial terminal Expansion Attorney Carr gave an update. Under construction you'll see a lot of dirt being moved. There's a huge pile at the end of 927 and 422 and it's all the topsoil that's being stripped off new taxiway Gulf which will connect the GA ramp to Runway 422 and taxiway Alpha which is a big time saving and safety upgrade. The 60x 60s are open, the 24T hangers should be open by the end of the month. The 50x50 is by the end of October. Airfield lighting control system were waiting on the system to come in, it's been ordered and it's just one of those things that's stuck in this morass of supply chain issues it's a complex system and waiting on all the parts to arrive then build it and then ship it to us for installation. The self-serve has been moved to the Air Center ramp. It will be hooked up next week. Taxiway Delta finished construction, it was a complete reconstruction of Delta and we have put the final coat of paint.

40 b) **Marketing Update** – Mrs. Miller commented on August being busy. The last part of the month was focused on Idilia preparations and communications. Fortunately, only one day of flights was cancelled and we had very little impact on the airport. I continue to focus on good things in our community in terms of Tourism. Boca Grande was named by travel and Leisure as America's best small beach town. These are all the things that that we can include about our community, our market, and our destination to get out into the world. We've been doing more highlighting, which improves our search engine optimization and marketing on a national level. We also try to highlight our terminal partners that advertise at the terminal

as well as our tenants and of course the destinations that Allegiant and Sun Country flies. We're excited to announce our new mascot Curtis the hawk costume has arrived. The first photo shoot was last week. The community will see Curits the Hawk at the Honor flight welcome home. Curtis the Hawk is making an appearance at the air show sponsored media party. Curtis will also be on the Veterans Day float for the Veterans Day Parade on November 11th and hopefully the December 9th for the Charlotte County Chamber Christmas parade and possibly the Bangor Maine inaugural flight coming in or departing on November 16th.

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- 10 c) **Aviation Report** - Mr. Duncan reported on Operations, passenger counts, fuel sales, gallons pumped, aircraft ops, uplifts and routes.

15. **Old Business** – No old business.

15 **16. New Business**

- 20 a) **Purchasing Policy** – Mr. Parish commented on the purchasing policy had a minor update in 2015 because of some law changes. This is a significant update which goes through all the changes to the state laws to federal laws and it provides some definitions, adds requirements to update statutes 332 the airport transparency act that changed last year. We updated the simplified acquisition thresholds to meet federal law. There are some other updates to thresholds to meet state law. Outlined our competitive selection methods and outlined our bid protest procedures. Added some purchasing card policies for our credit card use by staff and then address the disposal of property to meet the state law. Added the DBE program requirements into the manual itself.

25 **Commissioner Herston motioned to approve the Purchasing Manual update as presented. Commissioner Andrew seconded the motion. Motion passed unanimously.**

- 30 b) **Roof Replacement Building 121** – Mr. Parish commented on the roof replacement building 121 which is the Supertrak building. It was damaged due to hurricane Ian. There's a section of the building that's being completely re-roofed. This is a lower section there was about a quarter of it damaged so we decided it would be beneficial to replace the entire roof, it's over 25 years old. Insurance will fund \$74,000, and the airport will fund \$170,000 total expenses is \$244,000 that's the lowest of the three bids.

35 **Commissioner Herston motioned to authorize the CEO to execute a proposal with All Steel Buildings & Components, Inc. in the amount of \$244,000 as presented. Commissioner Andrews seconded the motion. Motion passed unanimously.**

- 40 c) **Personnel Policy and Procedure Manual** – Mr. Parish commented on updating the Personnel policy and procedure manual for over a year and since Beth came on board, we put it into high gear. Staff would like to get this updated for October 2023 as the new fiscal year starts to get all the new things in place. This was provided to the Board seven days ago, it's a redline document and you can see all the changes. Mrs. Crates is here if you want to discuss it with her but the two major changes to the document are our PTO policy. Changing from a vacation and sickness to a PTO to give more flexibility, it's something that's very popular out these days. Gives the employee a little more flexibility to use their time off and it has no fiscal impact on us. Mrs. Crates commented that there's a lot of red and it was updating verbiage, it was realigning the policies to where it read a little easier,
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making sure that we had the most up to date labor laws, and federal policies that we needed to include. Mr. Parish commented that its inmates a work from home program. Basically, a lot of things that have happened over the last years were separate documents and this incorporates all of that into one document. There was an internet use policy, work from home policy, computer use acceptable policy, and this gets everything into one document. It brings us up to date on all the state and federal requirements.

Commissioner Oliver motioned the Board approve the updated Personnel Policy and Procedure Manual for implementation as presented. Commissioner Herston seconded the motion. Motion passed unanimously.

d) Taxiway “A” & “C” Reconstruction and Reconfiguration of Taxiway “C/D” Intersection – Consultant Contract – Mr. Parish commented that last month the Board approved the selection of the contractor Kimley-Horn and Associates for the taxiway Alpha, Charlie, and Delta intersections. Alpha and Charlie were re-paved in 2006, it was a 2005 project that was put on hold after Hurricane Charlie. It was re-paved in 2006 and then we started using it with much heavier aircraft. As with most of our pavement this is a complete reconstruction project and then the intersection at Charlie and Delta due to some new design guidelines must be reconfigured. We'll get rid of that angled intersection coming at a 90 and then disconnected from the runway. There's no longer a direct connection from the ramp to the runway. A contract was negotiated with Kimley-Horn and Associates. Reviewed the independent fee estimate process and we're presenting the contract for \$1,237,760 for the design. This is funded by DOT and an FAA design Grant and construction will be funded next year.

Commissioner Herston motioned the Board to authorize the CEO to execute the contract with Kimley-Horn and Associates, Inc. in the amount of \$1,237,760. Commissioner Andrews seconded the motion. Motion passed unanimously.

e) FDOT Public Transportation Grant Agreement – Terminal Expansion Project – Mr. Parish commented on this as a \$25,000 Grant which is the first of many we're going to receive. It gets us started and FDOT must have some money in the project to add money in later years. If we start the project without any money, it becomes ineligible. Received the grant early this week and that is why we added it to the agenda. This is a 50% Grant for the terminal expansion, and it includes design and construction. We're expecting multiple grants and I think they're already in the work program over the next few years.

Commissioner Herston motioned the Board accept the Public Transportation Grant Agreement in the amount of \$25,000 from FDOT as presented to include acceptance of the 2023-07 resolution to be signed by our Chairman and the Secretary Treasure. Commissioner Andrews seconded the motion. Motion passed unanimously.

17. Public Comments – Punta Gorda Airport:

Gary Skelhorn - from Punta Gorda. My comment is an administrative one. I have probably the grayest hair in the audience today but I'm sure I'm not the only one with challenged hearing. I noticed microphones are either lacking today maybe I missed the memo or certainly well maybe they're a little bit functional, but I have to say that I missed a large majority of this meeting and that's sad because I like to hear what's going on and it gives me purpose to be here. Thank you and hope you take that into consideration. The microphones are too close; you know if you're using your mic it should be four or six inches

from you is my suggestion. Mr. Parish commented that is why we've gone to the lavalier mics to get a little better pickup, but we also have hearing devices that are hooked up to it.

5 **Paul Dick** - Second Lieutenant at Punta Gorda Chapter of the Civil Air Patrol. I'm here to inform the Board of what progress is going on with the Civil Air Patrol. Currently we have approximately 78 senior members and about 25 Cadets and of course we're always recruiting and getting more interest in Cadet participation. The Civil Air Patrol is aware of the shortage of pilots and air traffic controllers is having a major effect on the aviation industry in our nation. Members of the Civil Air Patrol are doing everything we can to turn this crisis around. Currently conducting classes and hands-on indoctrination with the cadets to stimulate interest in the following areas of aviation. We're doing pilot instruction with the aid of flight simulators and orientation rides. Some of our senior pilots are taking the cadets up and they get to fly the plane for a little bit to give a little idea of what it's like to fly an aircraft. We're doing indoctrination and air traffic control, we're doing airfield instruction, runway and taxiway configurations including navigational AIDS, even fundamentals of airport operations. We're giving instruction on F139 requirements of the airport's emergency plan and we're also using drones to facilitate search and rescue. We're also doing indoctrination and aircraft rescue and firefighting. The cadets are showing a lot of interest in these fields and is our desire that we keep this interest going. I'd like to add that the Civil Air patrol conducts weekend harbor patrols. They look for stranded borders and environmental hazards. These flights are funded by a grant from the county. I worked for an airport authority for 30 years and I have to say in all sincerity I am very impressed with the Board and all the managers of the Charlotte County Airport Authority. They do an excellent job facilitating the process of this airport and making it run as efficiently as it is today. Civil Air Patrol will look forward to working with the Board and doing everything we can to make this the safest airport, the most attractive airport in the State of Florida.

18. Commissioner's Comments

30 Commissioner Coppola – Thank you everyone for coming.

Commissioner Hancik - Thank you everyone for coming.

35 Commissioner Andrews – Thank everyone for being at the meeting.

Commissioner Herston – Staff great job. Every month you keep pulling off miracles. I'm proud to be associated with you. Welcome Commissioner Deutsch and Councilman Dryburgh, good to see you guys. We have Kimley-Horn in the audience, one of our great engineers and Associate Katie, CMT and Michael Baker.

40 Commissioner Oliver – Thank you everyone for coming.

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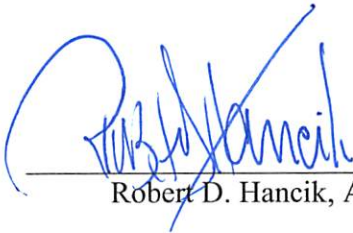
19. Adjournment

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Meeting adjourned at 10:09 a.m.

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Kathleen Coppola, Secretary/Treasurer


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