

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF REGULAR MEETING – NOVEMBER 16, 2023 – 9:00 A.M.

5 **1. Call to Order**

2. Invocation

 Chair Hancik gave the invocation.

10

3. Pledge of Allegiance

4. Roll Call

15

Present: Chair Hancik; Commissioners Andrews, Coppola, and Oliver; Attorney Hackett; CEO Parish; Mrs. McLaughlin; Mr. Laroche; Mrs. Miller; Mr. Clayton; Mr. Montoya; Mr. Rosenstein; Mrs. Crites; Mrs. Pardal; Mr. Paerschke; Mrs. Harper, Mrs. Delph, and Mr. White. **Others present:** Commissioner Deutsch; Vice Mayor, William Dryburgh; Mark Kistler, Michael Baker, Dr. Pitts, Mr. Paul Piro, Mr. Tony Smith, and Mr. Murry, City Manager; Ms. Allen-Emrich, a member of the press and others from the private sector.

20

5. Citizen’s Input

6. Additions and/or Deletions to the Agenda

25

7. Employee Recognition

 Mrs. Straw presented Tammy Harper and Nicola Delph with a Five Years of Service Award. Mrs. Pardal presented Stefan Paerschke with a Five Years of Service Award.

30

8. Consent Agenda

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

35

9. Secretary/Treasurer’s Report

 Mr. Parish commented on the financial review year to date. September is one of our slow months and that's why the numbers look negative. The airport budgets for a loss in that month, but you'll notice that we pretty much hit our numbers on the year to date. The airport is a little under in revenue and slightly over on expenses, but still \$3.8 million to the good. Budgeted just a hair over \$4 million and this will get us through September’s financials. Accounts receivables working extremely hard on getting everybody paid up. New World Trade has worked out a termination of their lease at their request and we're going to work on their pass due rents with their security deposits and write off the rest. Signing a new lease for that building today. Balance Sheet looks good, adding items to the bottom line every day as projects finish up and were putting new buildings or old buildings back together, we're reappraising them so you're going to continue to see the balance sheet increase in value, but no major changes.

40

45

50

10. Liaison Reports

- 5 a) **Punta Gorda City Council** – Chair Hancik commented the city of Punta Gorda with the city council that Bill Dryburgh was appointed vice mayor at the meeting yesterday and they also administer the oath of office for their new city councilman Debbie Lux who had obviously a tremendous following with the citizens, and she will be the new partner with us over at the city of Punta Gorda.
- 10
- 15 b) **Board of County Commissioners** – Commissioner Andrews had nothing to report, but wanted to say that Commissioner Deutsch was at the Veterans Day parade and the airport did participate. We had a trailer and several of us attended it was a great turnout. Commissioner Deutsch commented on two items that are of great public interest. The first is about the cultural center and were working on the cultural center, which got hit by the hurricane and did have a consultant on it but went back to our original plan. This now puts us about two years back but we're going out to the community trying to solicit ideas, get feedback, get input get their thoughts and ideas. The reality is the building is in terrible condition. Most of the building must come down, we're hoping to save the library and perhaps part of it, if not all where the theater was even though that was flooded. We made the decision to go ahead because the bones are good. It was originally built as a supermarket but the main library on Forrest Nelson in the middle of Port Charlotte was also devastated by the hurricane. We investigated options for having other temporary places we're actively using the library over on Easy Street. We're trying to be aggressive on the library, I'm hopeful in less than two years that'll be up and running. The library is one of the most popular things in the county so we're working hard on that thank you.
- 20
- 25 c) **Community** – Commissioner Coppola commented on the trip she took with Allegiant airline trip to a family wedding in Colorado and it was phenomenal both coming and going the airline is just terrific if anybody hasn't taken a trip on this airline. Have a Happy Thanksgiving and pray for peace in the world and celebrate the good in your life.
- 30
- 35 d) **State Legislation** – Commissioner Oliver commented on next week is our legislative delegation meeting. I know the airport has already submitted our appropriations request to our representatives and we'll be presenting before the delegation on Monday, November 20th at the Civic Center. Mr. Parish commented that he was in Tallahassee and spent three days talking to legislators and talking to the governor's office about our requests as well as other airport matters. We're still concerned about PFOS legislation, the TNCs and the aviation fuel tax. Chad is on the board of FAC this year and he is involved in it every day except for today where he is in Sonoma, CA trying to get more Airlines which is a trip I think we all should have taken.
- 40

11. Attorney’s Report

Attorney Hackett commented I'm pleased to be here on behalf of Farr Law firm and Daryl Carr and anything you all need just call on me thank you.

45

12. CEO’s Report

- a) **Development Update** – Mr. Parish reported working through the master plan and other projects that have come along. Development update hasn't changed significantly from the previous

months. Finalizing the PFC application and waiting for FAA to approve the final application. Received all the information from the Airlines and forwarded it onto the FAA for the new ARFF truck. Due to some changes to the state's water quality standards the airport is going to update our Master drainage plan. The RFQ has been out for solicitations and we're going to be negotiating with a firm that is one of the state's preeminent airport drainage firms. The ALP update has been approved and is hanging on the back wall. The new FBO hangar is on hold. Golf Course Blvd. is being finalized with some design criteria as well as the intersection at Challenger and Piper. CTC we're moving forward with the design and hoping that we get some more State money to finish the construction. Perimeter Road is underway. North Side infrastructure is almost done with the design and waiting on funding. Taxiway Alpha and Charlie we've been working with the FAA on the Charlie 1533 Delta intersection. We have a resolution to realign it but still directly connect it and bypass taxi way there in the future, which is a requirement of the FAA. This will be done in two phases because of the cost there may be funding it in 2 years. We're going to be bidding Charlie First, Alpha next and then we will get it under construction. Fuel farm security road is being redesigned because of conflicts with the drainage. There are some larger pipes under the ground that were impossible to see and we're going to spend more than the road itself on drainage Improvement so we're moving it around to the other side of that pond. The commercial terminal will sign contracts with DeAngelis Diamond and AECOM to get that underway. Inline baggage is in preconstruction phase. They are meeting regularly and should start construction in January, and they will be tearing down the old restaurant. The new taxiway Gulf is still under construction. Hangars 606 and 607 are being finalized. Airfield lighting control, we and about 10 other airports are still waiting for parts and that should be installed as soon as they get here. Self-serve at the 200 series is on order and hope to have that by the end of January. Under construction for the replacement hangar for bldg. 207.

b) Marketing Update – Mrs. Miller commented on a busy month of October, November, and December. The activities in the community coming up December 5th are a United Way campaign kickoff chili cookoff so look for your invitations. I will be inviting all our employees; tenants and the public are welcome to come as well. The Christmas parade is coming up on December 9th and all the Commissioners are invited to participate. Today Allegiant is having their first Bangor Main inaugural flight. The first flight out is in the air now and will arrive at PGD 5:43 p.m. Curtis the hawk will meet our new visitors as they arrive. Other good news Allegiant announced a new flight to Dulles airport in Washington, DC and the first flight will be May 16, 2024. The air show was a good opportunity for us to introduce Curtis the hawk to our friends, neighbors, and community. The plush collectible limited-edition toys that are now available at the Air Center and they'll be at the junction for passengers to purchase in the next couple weeks.

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

13. Old Business - No old business

14. New Business

a) CEO's Annual Review – Chair Hancik commented that Mr. Parish ended up with an overall Board average of 4.67 out of 5 and is considered an excellent performance, which he's done a great job this last year. Mr. Parish received a 2.75% increase in his employment contract on

his annual anniversary date. Commissioner Oliver commented that Mr. Parish is doing a wonderful job and we're happy to have you. Thank you so much for a great year. Commissioner Coppola commented with so many other airports are having problems, we're doing great, and we really are thankful. Commissioner Andrews commented looking back at everything that the airport has been through even since I've been here and where we're at today. The solid ground we're on today is a deflection of Mr. Parish and the good reputation we have now. Mr. Parish commented thank you for your continued support.

b) **Election of Officers** - Chair Hancik passed the gavel to Attorney Hackett. Attorney Hackett commented that he has been handed the gavel to conduct the election of officers for the upcoming year and that he is entertaining nominations. He requested nominations for Chair. Commissioner Oliver nominated Commissioner Andrews. **The Board voted unanimously for Commissioner Andrews to serve as Chair.** Attorney Hackett requested a nomination for Vice-Chair. Commissioner Andrews nominated Commissioner Oliver. **The Board voted 3-1 for Commissioner Oliver to serve as Vice-Chair.** Attorney Hackett requested a nomination for Secretary/Treasurer. Commissioner Oliver nominated Commissioner Coppola. **The Board voted unanimously for Commissioner Coppola to serve as Secretary/Treasurer.** Attorney Hackett requested nomination for Assistant Secretary/Treasurer. Commissioner Coppola nominated Commissioner Hancik. **The Board voted unanimously for Commissioner Hancik to serve as Assistant Secretary/Treasurer.** Attorney Hackett passed the gavel to Chair Andrews.

c) **Rates and Charges** – Mr. Parish commented that every year the airport updates all the Rates and Charges. Here are some highlights. We're reducing our full serve margin on Avgas from \$1.60 to \$1.20. Raising our contract fuel margins to align with the other airports in the area. Adjusting our ramp fees and minimum fuel purchase requirements. The big impetus for this was to add ground support rates and we don't have that because we didn't have any ground support equipment, but we do now. We needed a way to charge for the use of it both for the commercial traffic coming into the terminal. We're expecting to have a little more traffic coming into the FBO that would require larger when we're getting Charters coming in and we're seeing more and more requests for that, and we now have the ground support equipment. No changes in the 60x60 hangar rates. We eliminated our four months tie down rate and changed some classes. Updated our land rates for the annual appraisal. The biggest change is parking, we're going to have 40 minutes free and increase the hourly rate to \$12.00. Commissioner Oliver commented that we lowered the rates for the fuel margin are we expected that to be offset by these other charges? Mr. Parish responded that avgas is not a big seller and we're hoping that we will see more use of the trucks. The fact is the trucks cost so much money to own and maintain that we'd like to get more people using them. **Commissioner Hancik motioned to approve the Rates and Charges as provided commencing December 15, 2023. Commissioner Oliver seconded the motion. Motion passed unanimously.**

d) **DeAngelis Diamond Design Build Contract for Terminal Expansion** - Mr. Parish commented that you will recall months ago we selected DeAngelis Diamond and AECOM to design and build the expansion of the Bailey Terminal. We are currently in the queue for requesting money from the bipartisan infrastructure law that was dedicated towards terminal development and we're in year three of five hopefully we will be successful but with that we must be ready to build it when that money comes. Attorney Carr, Brett, DeAngelis Diamond and their attorneys have been working on a contract that we could all agree on. We finally got

there at \$3,254,967 million contract to design the building and that will move into a construction phase, we'll negotiate that price and then bring back a basically a change order to the contract for the construction. The construction is funded by Bill ATP money FDOT, PFC and there is some insurance money.

5 **Commissioner Oliver motioned to allow the CEO to execute the Contract with DeAngelis Diamond Construction, LLC in the amount of \$3,254,967. Commissioner Coppola seconded the motion. Motion passed unanimously.**

10 e) **DeAngelis Diamond Change Order to the Terminal Expansion for Rental Car Facility –** Mr. Parish commented that we're issuing a change order the second we issue their contract, but this is for an additional design that wasn't included in the original contract. It's been determined that the rental car center cannot be rebuilt or refurbished due to damage from Hurricane Ian. We're going to design it as a phase of the terminal, it will be basically in the parking lot where the ready lot is now. This is a contract funded by FDOT and insurance. Most of it is insurance money for the design and construction of the new Rental Car Center. It will also house storage for Faber who runs our concessions, our staff and TSA offices.

15 **Commissioner Oliver motioned to allow the CEO execute contract Amendment 01 with DeAngelis Diamond Construction, LLC in the amount of \$598,637. Commissioner Coppola seconded the motion. Motion passed unanimously.**

20 f) **Non-Aeronautical Lease Agreement with Allegiant Airlines (Lessee) for Premises at the Punta Gorda Airport –** Mr. Parish commented that Allegiant is currently talking to us about desperately needing a large space. The hangar they're leasing is maxed out and they're looking at going into the industrial park, leasing 10,000 square ft. but the logistics of getting everything back and forth we were worried about the traffic, and multiple trucks. We had a tenant that was on a month to month he was talking to us about leaving and he was trying to sell his business and had a subtenant that we're currently working with relocating to another location at the airport. Allegiant will be leasing this building for a few years and then going month-to-month. The building sits in an expansion area for our long-term parking that we would like to do at some point but right now this is a pretty good use for the building. Allegiant is paying fair market value, and I would request the Board to authorize the Chair to sign that lease with Allegiant Airlines.

25 **Commissioner Oliver motioned to authorize the Chair to execute a lease agreement with Allegiant Airlines. Commissioner Coppola seconded the motion. Motion passed unanimously.**

35

17. Public Comments – Punta Gorda Airport:

40 **Tony Smith** - I'm here in the capacity as a Board member for the Florida International Air Show. I would like to express my appreciation of the teamwork; our lease and staff have been great to work with. We really appreciate the relationship we have with you and thank you.

18. Commissioner's Comments

45 **Commissioner Coppola** - Thank you all for being here today and your interest in the airport. The air show just takes your breath away, it absolutely takes your breath away if you have never been to one of these air shows. See you next year.

5

Commissioner Hancik – wanted to notify everyone that three Airport Authority seats will be up for election in 2024. District 1, Commissioner Oliver; District 3, Commissioner Andrews, and District 5, vacant. More than likely the outcome will be determined in the August 2024 Primary. If you are interested in running for an elective office, August Primary is only nine months away. Also, I would like to take this opportunity as an Authority member and personally thank Mr. Herston for his 15 years of service to the citizens of Charlotte County and the Airport Authority and his expertise as our representative on the Charlotte County Metropolitan Planning Organization.

10

Commissioner Andrews – Thank you all for supporting me. As you know this is my last year on this Board and I'm going to retire. I'd like to thank Commissioner Hancik for his service to the Board and his input and his expertise that he's brought, thank you. The air show: I've been to a fair number of air shows in my life but this one really brought a lot of talent together. I had some friends out here and they were amazed. It was a great Air Show, I really enjoyed it and finally I'd like to thank everyone for being here and Happy Thanksgiving.

15

20

Commissioner Oliver - Congratulations to the Florida International Air Show group, you guys put on such an amazing show. I think everybody in the community had such a great time. I know you guys worked tirelessly to put on that event and it was such a success and thank you for doing it for the citizens of this entire Community, it's excellent. Thank you to Commissioner Deutsch on the Veterans Day Parade was successful such a great outpouring. Thank you to Curtis for coming, it was such a great turnout and so wonderful to see all the Veterans and to have the opportunity to thank them all for their service. I want to thank Commissioner Hancik for your two years of service as our Chair, you did a wonderful job and we appreciate your service, thank you. You all have a Happy Holidays.


25

19. Adjournment

Meeting adjourned at 10:19 a.m.

30

35


Kathleen Coppola, Secretary/Treasurer


Paul Andrews, Chair