

**CHARLOTTE COUNTY AIRPORT AUTHORITY**  
**MINUTES OF REGULAR MEETING – JANUARY 18, 2024 – 9:00 A.M.**

5      **1. Call to Order**

**2. Invocation**

**3. Pledge of Allegiance**

10     **4. Swearing in Ceremony – Judge Gentile**

      Judge Gentile administered the Oath of Office to Commissioner Thornberry.

15     **5. Roll Call**

**Present:** Chair Andrews; Commissioners Hancik, Coppola, Thornberry, and Oliver; Attorney Hackett; CEO Parish; Mrs. McLaughlin; Mr. Laroche; Mr. Duncan; Mr. Clayton; Mr. Derron; Mr. Rosenstein; Mrs. Miller; Mr. Noche; Mr. Satterlee; Mr. Deyarmin; Mr. Emel; Mr. Elijah; Mr. White; Mr. Morgan; Mrs. Crites. **Others present:** Commissioner Deutsch; Commissioner Dryburgh; Mark Kistler; Judge Gentile; others from the private sector and a member of the press.

20     **6. Citizen’s Input**

      There were no Citizens Comments offered.

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**7. Additions and/or Deletions to the Agenda**

- e. FDOT Public Transportation Grant Agreement Amendment and Corresponding Resolution - Maintenance and Operations Center Project
- 30 f. FDOT Public Transportation Grant Agreement Amendment and Corresponding Resolution – Roadway Network Improvements Project.

**8. Employee Service Recognition**

35     Mr. Deyarmin recognized Seith Emel for his completion on AAAE ACE Airfield Operations exam. Mr. Webb presented Ernesto Noche with a five-years of service award and Mr. Morgan presented Chuck Satterlee with a five-years of service award and Mr. Duncan presented Raymond Laroche with a ten-years of service award.

40     Mr. Duncan recognized Cory Elijah for being honored in Airport Business Magazine’s Top 40 Under 40. The top talent and leading thinkers in the aviation industry who are driving success and innovations for the future.

**9. Consent Agenda**

45     **Commissioner Oliver motioned to approve the Consent Agenda as presented. Commissioner Thornberry seconded. Motion passed unanimously.**

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## 10. Secretary/Treasurer's Report

Mr. Parish reported on the financial overview. The airport continues to perform as expected based on our budget and in Revenue a little over in expenses. Keep in mind that most of those overages are in fuel sales. We guess the price of fuel every year, so our expense goes up and our Revenue goes up based on what the fuel actually cost us, so as long as they both stay positive, we're in good shape. The Operating Gain for the month was a little bit better than we expected. The airport continues for the year to hit our numbers. Accounts Receivable is working with two of the tenants that are delinquent. We're working with New World Trade on an Abatement Agreement. Since the earthquake in Haiti where their manufacturing facilities are located, we're moving another subtenant in their building, but we're working to get rid of all the debt and will be writing off some of that debt today. The balance sheet continues to improve monthly as we add projects. December was a pretty good month for the airport. Last year was about 3% up, which will be reviewed in the state of the airport, but we expect this year to be about 3% to 5%.

## 11. Liaison Reports

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

b) **Metropolitan Planning Organization/Economic Development** – This meeting was held on December 18<sup>th</sup>. There wasn't anything that affected the airport, but there was some information to pass on about the roundabout that's going at Jones Loop and Piper road. It's in the planning stage and the former rest area by route 75 and Piper road is being turned into a 212 square ft truck parking lot, there won't be any facilities, but it's a rest stop for the truckers to get some rest. It's a \$17 million dollar project that's in design right now and construction would be in 2028.

c) **Punta Gorda City Council** – Commissioner Hancik recognized Councilman Bill Dryburgh in the audience this morning. I did communicate with him and there are no common issues between us and the city of Punta Gorda.

d) **Community** – Commissioner Coppola had mothering to report.

e) **State Legislation** – Commissioner Oliver commented on legislature being back in session. We hoped to go up to Tallahassee this week but had to postpone due to the weather. Planning to go to Tallahassee next week to Advocate on behalf of our Appropriations request. I know Chad is really involved with FL Airports Council as well as Mr. Parish. I don't know if either of you want to address those issues. Mr. Parish commented on the three items that I think are important that we'll be trying to discuss with the legislature. On the next trip Chad and I will probably be up there one more time before the end of the session. Last year they passed an affordable housing bill that allowed construction of housing in commercial districts, we're trying to make sure that that follows chapter 333 which does require zoning restrictions around airports. We have an agreement with someone to put in the change to the language, but it's a little broad. We're also trying to work with the Building Association to clarify the wording, but we hope to get it fixed this year. There's another bill that should concern all of us, it's a Special Districts Bill, we're trying to figure out why the first draft of it would have required every 10 years for every special district to be reauthorized by the voters, that has probably been taken out. We're hearing that language has been removed. Two other requirements in the bill that we're trying to work through are term limits to all elected officials in Special Districts as well as a lot of

reporting of goals. We're watching the AAM bills (Advanced Air Mobility) talking about protection of airspace and landing around airports. Mr. Rosenstein commented on the bill they're currently proposing to repeal the current statute that prohibits landfills within 10,000 ft an Airport runway. Landfills attract birds and other wildlife and that's not good around airports. To repeal that provision out of state law really takes away a lot of airspace protections from airports and we don't want that to occur.

## 12. Attorney's Report

Attorney Hackett commented I'm pleased to be here on behalf of my partner Daryl Carr who is out of town. I don't have anything specific to report. I'm up to date on the current activities if you have any questions.

## 13. CEO's Report

a) **Development Update** – Mr. Parish commented on the Development Update. Mr. Hancik asked about Design, it's project 0112 the New FBO Hangar. I noticed it's not moving anywhere. Mr. Parish commented that it is not moving anywhere. We're working with the Contractor on new numbers to build two hangars, less the office buildings and we're considering going that route. The hangar we could never cash flow at the current rate, it's almost \$4.5 million to build a 120 by 100 hangar with some office space. We're looking at building two box hangars, one for lease, and one for the airport. The price is about \$5 million and we're analyzing the ROI. We're working on the numbers, and we'll bring them back when we're ready to build. The north side infrastructure is in the legislator's hands right now. We're hoping to get some money to finish the road that has two current leases. The road will start construction soon and we're hoping to get the plans done, funding in place and start building. CTC is another one that we are going to bid on in the next few months and find out what the total cost. We're looking to the legislature for some money to finish the facility. Perimeter Road, Golf Course Challenger extension are all in the works. Everything is on track, we have a lot of construction, a lot of vertical construction underway, the baggage handling system and the maintenance and operations facility. The start of replacing building 101 which was destroyed under Charlie, and we didn't own it at the time. The Commercial Terminal Expansion Project is in design. Construction inline baggage, you'll see the old restaurant will be torn down this month. It's a partnership with us the TSA and FAA, it's a big project that will increase the number of bags we can handle probably 10-fold. M&O facility is right across the street. You can see them scraping dirt and they will start going vertical in a few months. The new taxiway is going to pave today pending weather. The airfield lighting control system is running new fiber optics but that's finally getting underway. Self-serve at the 200 series is coming in late this month and getting new signs relocated. Hangar 207 replacement is underway.

b) **Marketing Update** – Mrs. Miller commented on the website, monthly marketing Communications report is five pages. Packed in two months of information and we had a lot of great content to share in November and December from our destination spotlights to our partner airports, to our local partners and lots of great news that we shared. Allegiant Sunseeker Resort, recent route announcements, and the air show. A huge media reach and that really helps with our search engine optimization and helps get the word out about Punta Gorda on a nationwide level. Thank you all for following our social media and for staying updated on the news and sharing it on your channels. Upcoming in February we're going to um have our Aviation gives back wrap-up celebration om February 13th and everyone's invited. Anyone

that donates \$50 or more can come have lunch with us and you'll have chances to win great prizes and the public is welcome to join. Thank you, Commissioners, for participating in the Veterans Day Parade and Christmas parade. The mobile enrollment is coming up on the homepage of our website flypgd.com. Scroll down to the link to TSA pre-check information on  
5 February 5th through 16th the mobile enrollment RV will be here, and TSA pre-check is a great program for 5 years for \$78.

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

**d) Florida International Air Show** – Mr. Parish introduced Denise Dull, President of the Florida International Air Show to report on the previous air show and the upcoming shows (see attached).

15 **e) Rental Car Center Update** – Mr. Parish commented on the highlights of the new rental car center. Working with AECOM and DeAngelis Diamond as part of their design build contract for the terminal. Signed a change order for the design of the rental car center. Looking forward to getting this under construction sometime later this year. The existing Rental Car Center was an old hangar facility that we converted three into rental car center offices, rental car center area  
20 bathrooms and then the third unit was TSA offices as well as some staff break rooms. Moving that facility across the street into what is now the ready lot for rental cars. Moving the ready lot behind it and where the building sits now that eventually will connect to the terminal. This will give a continuous interior walkway between the terminal and the rental car center. This is what the building is going to look like. It is similar in size to the existing building, similar in use, but  
25 will have a little more Rental Car Center space. The existing tenants will take up about 3/4 of it and we will have a little left over for another one or two rental car users in the future. There will be some unfinished space that will be used for shipping and receiving. There will be space for our employees, landside and our operation staff that's working around the terminal for office space. Mostly duplicating what's in that building now, TSA training and TSA administration  
30 offices as well as rental car offices. Mr. Hancik commented by putting the facility on the North End of terminal building limits our future expansion to the north. I know you can tear things down but isn't there a taxi way just to the north? Mr. Parish responded there is a road, and we can go a little further, but this will attach to the building, and it would be an interior buildout if we went further north. This incorporates the expansion that we're planning and that will give  
35 us three bag belts. Mr. Hancik asked about the cost, which is unknown at this time, is part of this insurance money? Mr. Parish responded that the majority will be insurance money. Mr. Hancik asked if the remaining to be ours or are there going to be an investment by the operators? Mr. Parish responded the CFC will cover a lot of it and we're doing a CFC analysis. Mr. Hancik asked will there be any cash out of our pocket. Mr. Parish responded that's the plan. This is an  
40 insurance project; similar building and we're looking at a few ways to make a metal building look prettier by having stucco on the building. This will definitely be a cat 5 design building. We're in the process of developing these designs and I will bring them back as we get them the following month.

45 **f) State of the Airport** – Mr. Parish presented the State of the Airport (see attached).

#### 14. Old Business

15. New Business

- 5 a) **Liaison Assignments** – Chair Andrews commented that he will stay with Board of County Commissioners, Commissioner Hancik will stay with the Punta Gorda City Council, Commissioner Coppola with the community, Commissioner Oliver with state legislation, and Commissioner Thornberry with the Metropolitan Planning Organization and Charlotte County Economic Development.
- 10 b) **Change April Meeting Date** – Mr. Parish commented on a scheduling conflict, it’s been requested to change the April meeting date for this year. The proposed change is April 11, 2024.  
**Commissioner Hancik motioned that the Board move the meeting date to April 11, 2024. Commissioner Oliver Seconded the motion. Motion passed unanimously.**
- 15 c) **Agreement to Abate Removal – New World Trade, Inc.** – Mr. Parish commented on New World Trade has struggled since the earthquake in Hati and they're at the point where they are consolidating operations at another facility. They have a sublease in the building with Viewrail Deliveries and they will be moved to another facility at the airport. The goal is to terminate their lease Abate the monies that is owed and get \$9,000 of the \$45,000 they owe us plus we're going to get their forklift all the equipment that's left in the building. Viewrail will leave as soon as we have the new facility available.  
**Commissioner Oliver motioned that the Board authorize the Chair to execute the attached agreement to Abate removal with New World Trade, Inc and Viewrail Delivers, LLC. Commissioner Hancik second the motion. Motion passed unanimously.**

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- 30 d) **Master Drainage Plan Update – Contract with EG Solutions, Inc.** – Mr. Parish commented that a Master Drainage plan needs a complete redo and has not been done since 2001, before that it was done in 1994. The state has come up with new guidelines and we selected a consultant, worked out the agreement of \$499,674. EG Solutions is here, and Mr. Brady can answer any questions you have. The staff will need a motion from the Board to authorize the CEO to execute the contract with EG Solutions in the amount of \$499,674. There are deadlines that must be met to get started and get it into the state by midyear. **Commissioner Oliver motioned the Board to authorize the CEO to execute the contract with EG Solutions, Inc. in the amount of \$499,674. Commissioner Thornberry seconded the motion. Motion passed unanimously.**

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- 40 e) **FDOT Public Transportation Grant Agreement Amendment and Corresponding Resolution – Maintenance and Operations Center Project** – Mr. Parish commented on the FDOT grants adding money to existing grants. Maintenance and Operations Facility FDOT is adding additional funding in the amount of \$2 million to the existing \$500,000. It’s an amendment to that Grant. The staff needs a motion to approve accepting the Grant as well as the resolution that is attached to the Grant.  
**Commissioner Oliver motioned the Board to accept the FDOT Public Transportation Grant Agreement in the amount of \$2,000,000, adopt Resolution 2024-01, and execute the FDOT Public Transportation Grant Agreement Amendment. Commissioner Coppola seconded the motion. Motion passed unanimously.**

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f) **FDOT Public Transportation Grant Agreement Amendment and Corresponding Resolution – Roadway Network Improvements Project** – Mr. Parish commented on the Public Transportation Grant Agreement, this is for the continuation of the new lanes coming in on Viking and part of the Golf Course Challenger improvements which is the extension of Challenger out to Piper Road. FDOT funded \$401,000 and they're offering an additional million on the project.

**Commissioner Oliver motioned the Board to accept the FDOT Public Transportation Grant Agreement in the amount of \$1,000,000, adopt Resolution 2024-02, and execute the FDOT Public Transportation Grant Agreement Amendment. Commissioner Hancik seconded the motion. Motion passed unanimously.**

**16. Public Comments – Punta Gorda Airport**

There were no Public Comments offered.

**17. Commissioner’s Comments**

**Commissioner Oliver** – I would like to congratulate TJ, we're so happy to have you on this Board Commissioner Thornberry; welcome, we're glad to have you and I know you're going to be a really informed Board member and do great work. Congratulations to Ray and to everyone who received awards, I can't remember everyone, you all do amazing work and we're thrilled to have you guys.

**Commissioner Andrew** – Welcome Commissioner Thornberry. Thank you all for coming.

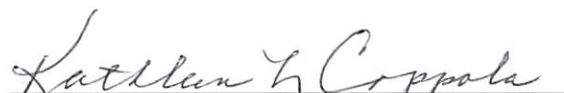
**Commissioner Coppola** – I want to echo what everyone said, congratulations and welcome to the Board, you'll be a terrific addition to us, you're knowledgeable about our County and we welcome you.

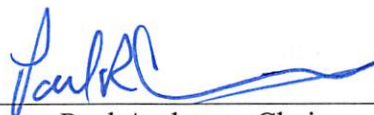
**Commissioner Thornberry** – Thank you again. I think we're off to a great start. Great report with James and want to reiterate everything I thought and leaned as I was coming into this position. Great job, thank you.

**Chair Hancik** – I like all the Board members' comments and welcome Mr. Thornberry.

**18. Adjournment**

The Meeting adjourned at 10:38 a.m.

  
 Kathleen Coppola, Secretary/Treasurer

  
 Paul Andrews, Chair