

## 2019-2020 Florida Job Growth Grant Fund Public Infrastructure Grant Proposal

Proposal Instructions: The Florida Job Growth Grant Fund Proposal (this document) must be completed by the governmental entity applying for the grant and signed by either the chief elected official, the administrator for the governmental entity or their designee. Please read the proposal carefully as some questions may require a separate narrative to be completed. If additional space is needed, attach a word document with your entire answer.

### Governmental Entity Information

Name of Governmental Entity: Charlotte County Airport Authority - Punta Gorda Airport

Government Federal Employer Identification Number: [REDACTED]

Primary Contact Name: James W. Parish, P.E.

Title: CEO

Mailing Address: 28000 A-1 Airport Road

Phone Number: 941-639-1101 ext 129

Email: jparish@flypgd.com

Secondary Contact Name: Ron D. Ridenour Jr.

Title: Project Manager

Phone Number: 941-639-1101 ext 129

### Public Infrastructure Grant Eligibility

Pursuant to section 288.101, F.S., the Florida Job Growth Grant Fund was created to promote economic opportunity by improving public infrastructure and enhancing workforce training. Eligible entities that wish to access this grant fund must submit public infrastructure proposals that:

- Promote economic recovery in specific regions of the state, economic diversification or economic enhancement in a targeted industry. ([View Florida's Targeted Industries here.](#))
- Are not for the exclusive benefit of any single company, corporation or business entity.
- Are for infrastructure that is owned by the public and is for public use or predominately benefits the Public.

## 1. Program Requirements:

(If additional space is needed, attach a word document with your entire answer.)

Each proposal must include the following information describing how the project satisfies eligibility requirements listed on page 1.

**A. Provide a detailed description of the public infrastructure improvements.**

See attached Exhibit "A"

**B. Provide location of public infrastructure, including physical address and county of project.**

See attached Exhibit "A"

**C. Is this infrastructure currently owned by the public?**

☐ Yes

☒ No

If no, is there a current option to purchase or right of way provided to the County?

The real property is owned by the Airport.

**D. Provide current property owner.**

Charlotte County Airport Authority, an independent special district pursuant to Chapter 189, Florida Statutes.

**E. Is this infrastructure for public use or does it predominately benefit the public?**

☒ Yes

☐ No

All of the proposed improvements are for public use by aircraft operators.

**F. Will the public infrastructure improvements be for the exclusive benefit of any single company, corporation or business entity?**

☐ Yes

☒ No

All of the proposed improvements are for public use by aircraft operators.



**G.** Provide a detailed description of, and quantitative evidence demonstrating, how the proposed public infrastructure project will promote:

- Economic recovery in specific regions of the state;
- Economic diversification; or
- Economic enhancement of a Targeted Industry ([View Florida's Targeted Industries here.](#))
  - o Describe how the project will promote specific job growth. Include the number of jobs that will be retained or created, and in which industry(ies) the new net jobs will be created using the North American Industry Classification System ([NAICS](#)) codes. Where applicable, you may list specific businesses that will retain or create jobs or make capital investment.
  - o Provide a detailed explanation of how the public infrastructure improvements will connect to a broader economic development vision for the community and benefit additional current or future businesses.

See attached Exhibit "A"

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## **2. Additional Information:**

(If additional space is needed, attach a word document with your entire answer.)

**A.** Provide the proposed commencement date and number of days required to complete construction of the public infrastructure project.

01/20 Begin Design and Permitting  
 01/21 End Design and Permitting  
 04/21 Complete Bidding and Award  
 06/21 Start Construction - 06/22 End Construction

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**B.** What permits are necessary for the public infrastructure project?

FAA Environmental Approval  
 Southwest Florida Water Management District Environmental Resource Permit

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- C. Detail whether required permits have been secured, and if not, detail the timeline for securing these permits. Additionally, if any required permits are local permits, will these permits be prioritized?

Permits have not been secured.

FAA Environmental Approval - 05/20 - Submit Application. 12/20 - Secure Approval

Southwest Florida Water Management District - 05/20 - Submit Application. 10/20 Secure Permit

- D. What is the future land use and zoning designation on the proposed site of the infrastructure improvements, and will the improvements conform to those uses?

The future land use is aviation development as depicted on the Airport Master Plan. The proposed improvements will conform to this land use.

- E. Will an amendment to the local comprehensive plan or a development order be required on the site of the proposed project or on adjacent property to accommodate the infrastructure and potential current or future job creation opportunities? If yes, please detail the timeline.

☐ Yes ☒ No

- F. Is the project ready to commence upon grant fund approval and contract execution? If no, please explain.

☒ Yes ☐ No

- G. Does this project have a local match amount?

☐ Yes ☒ No

If yes, please describe the entity providing the match and the amount.

- H. Provide any additional information or attachments to be considered for this proposal. Maps and other supporting documents are encouraged.

See Exhibits "B-1", "B-2" and "B-3" for project costs estimates and sketch.

See Exhibit "C" for Letters of Support



### 3. Program Budget

(If additional space is needed, attach a word document with your entire answer.)

**Estimated Costs and Sources of Funding:** Include all applicable public infrastructure costs and other funding sources available to support the proposal.

**1.) Total Amount Requested**      \$ 9,030,000.00  
 Florida Job Growth Grant Fund

**A. Other Public Infrastructure Project Funding Sources:**

City/County      \$ \_\_\_\_\_

Private Sources      \$ \_\_\_\_\_

Other (grants, etc.)      \$ \_\_\_\_\_

Please Specify: \_\_\_\_\_

**Total Other Funding**      \$ \_\_\_\_\_

**B. Public Infrastructure Project Costs:**

Construction      \$ 7,600,000.00

Reconstruction      \$ \_\_\_\_\_

Design & Engineering      \$ 1,430,000.00

Land Acquisition      \$ \_\_\_\_\_

Land Improvement      \$ \_\_\_\_\_

Other      \$ \_\_\_\_\_

Please Specify: \_\_\_\_\_

**Total Project Costs**      \$ 9,030,000.00

**Note:** The total amount requested must be calculated by subtracting the total other public infrastructure project funding sources in A. from the total public infrastructure project costs in B.

- C.** Provide a detailed budget narrative, including the timing and steps necessary to obtain the funding and any other pertinent budget-related information.

We are requesting 100% funding from the Florida Job Growth Grant Fund

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#### **4. Approvals and Authority**

(If additional space is needed, attach a word document with your entire answer.)

- A.** If the governmental entity is awarded grant funds based on this proposal, what approvals must be obtained before it can execute a grant agreement with the Florida Department of Economic Opportunity (e.g., approval of a board, commission or council)?

Approval from the Charlotte County Airport Authority. Meetings occur monthly.

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If board authorization is not required, who is authorized to sign?

The Charlotte County Airport Authority has authorized the Airport CEO to execute grant agreements.

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- B.** If approval of a board, commission, council or other group is needed prior to execution of an agreement between the governmental entity and the Florida Department of Economic Opportunity:

- i. Provide the schedule of upcoming meetings for the group for a period of at least six months.
- ii. State whether entity is willing and able to hold special meetings, and if so, upon how many days' notice.

i. The Charlotte County Airport Authority meets every 3rd Thursday of the month.

ii. The Charlotte County Airport Authority is willing to hold a meeting with 2 days notice.

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- C.** Attach evidence that the undersigned has all necessary authority to execute this proposal on behalf of the governmental entity. This evidence may take a variety of forms, including but not limited to: a delegation of authority, citation to relevant laws or codes, policy documents, etc.

See Attached Exhibit "D"

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I, the undersigned, do hereby certify that I have express authority to sign this proposal on behalf of the above-described entity and to the best of my knowledge, that all data and information submitted in proposal is truthful and accurate and no material fact has been omitted.

Name of Governmental Entity: Charlotte County Airport Authority - Punta Gorda Airport

Name and Title of Authorized Representative: James W. Parish, P.E. CEO

Representative Signature: 

Signature Date: 10-31-2019

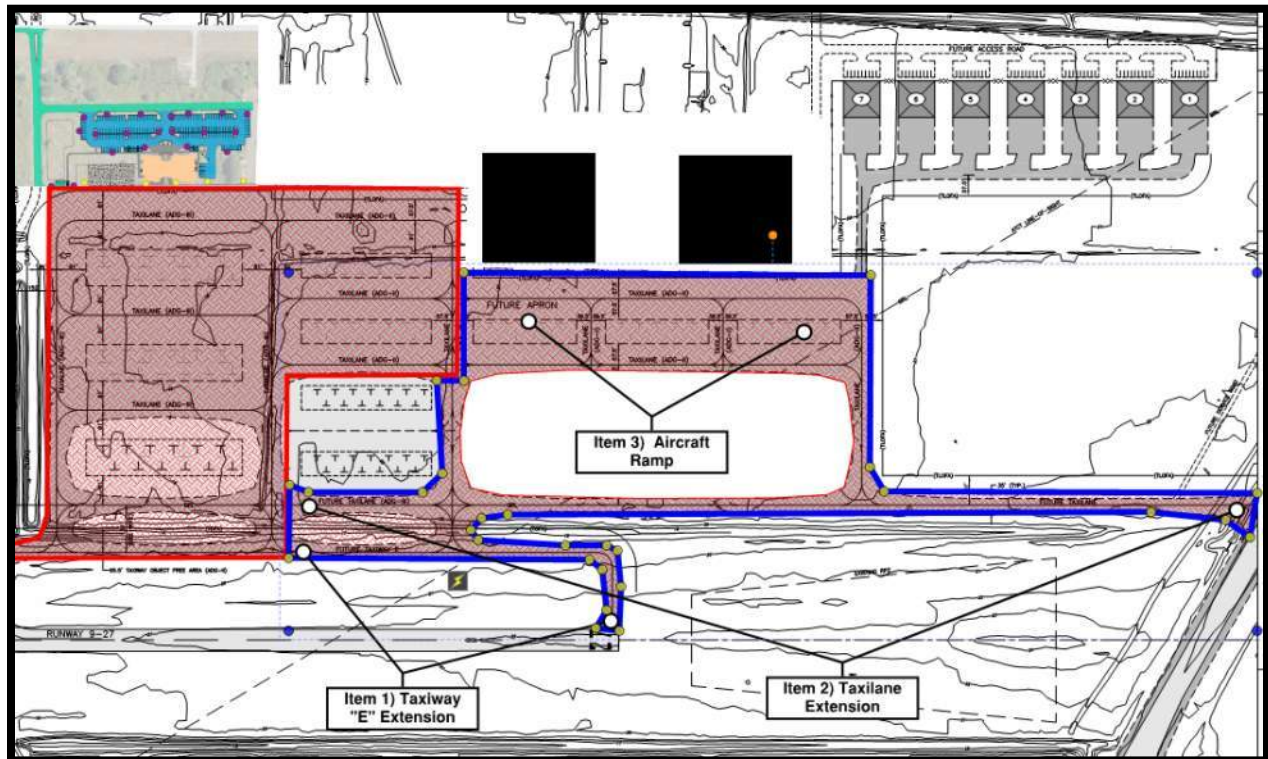
### Exhibit "A" – Response to Program Requirements

**A. Provide a detailed description of the public infrastructure improvements.**

The proposed improvements consist of the following items and includes associated engineering design and environmental approvals from FAA, regulatory permitting, bidding and award services, engineering construction services and project closeout:

- 1) Taxiway "E" Extension – Extend Taxiway "E" to Runway 27 End. Approximately 1,200 linear feet.
- 2) Taxilane Extension – Extend Taxilane to Taxiway "A". Approximately 2,700 linear feet.
- 3) Aircraft Ramp – Construct new public aircraft ramp. Approximately 1,100 feet by 275 feet, 302,500 square feet.
- 4) The construction of the above items includes, Mobilization, Erosion Control, Maintenance of Traffic, Embankment, Base, Asphalt Pavement, Pavement Markings and Electrical for Lighting and Signage.

**Proposed Improvement Plan – Area highlighted in Blue.**

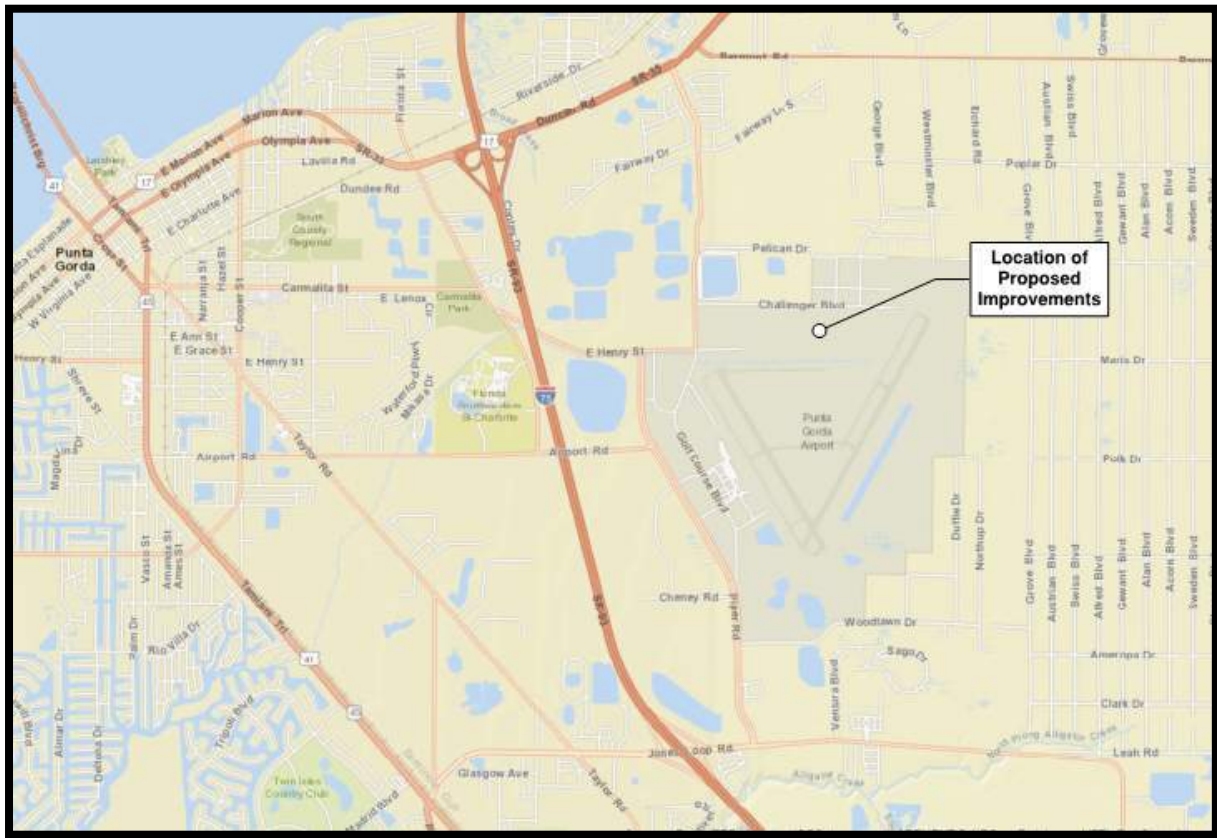




**Exhibit “A” – Response to Program Requirements**

**B. Provide location of public infrastructure, including physical address and county of project.**

The location of PGD’s North Airside Development Area is east of Golf Course Blvd., south of Challenger Blvd. and north of Runway 9-27. The physical address is approximately 2800 Challenger Blvd., Punta Gorda, FL 33982 and is in Charlotte County, Florida. See Location Map below.



**Exhibit "A" – Response to Program Requirements**

**G. Provide a detailed description of, and quantitative evidence demonstrating, how the proposed public infrastructure project will promote:**

- **Economic recovery in specific regions of the state;**
- **Economic diversification; or**
- **Economic enhancement of a Targeted Industry**

**Describe how the project will promote specific job growth. Include the number of jobs that will be retained or created, and in which industry(ies) the new net jobs will be created using the North American Industry Classification System (NAICS) codes. Where applicable, you may list specific businesses that will retain or create jobs or make capital investment.**

Extending the existing taxiway and existing taxilane along with the construction of a new aircraft general aviation ramp are the foundations for development of PGD's North Airside Development Area. These improvements are essential to pave the way for construction of the Charlotte County Airport Authority's new General Aviation Center and hangars, as well as new/expanded flight schools, avionics installation, aircraft maintenance and training programs.

Currently we have several parties interested in developing flight training schools along with maintenance, repair and overhaul (MRO) businesses. Intrepid Aerospace has stated its intention to construct an MRO consisting of two (2) hangars that would accommodate six 737 class aircraft and over 600 employees. Current avionics & maintenance tenants have expressed desire to relocate north in order to have room to expand their operations, services and employee numbers.

Targeted industries in this category include (but are not limited to): Aircraft and Aircraft Parts Manufacturing and Maintenance (NAICS code 336411), Other Aircraft Parts and Auxiliary Equipment Manufacturing (NAICS code 336413), Repair, Overhaul of Aircraft (MROs) (NAICS code 488190), Flight Training (611512) and Aerospace.

PGD's economic impact increase from 2010 was more than nine-fold, reaching \$1.275 billion in 2018 according to the FDOT's Statewide Aviation Economic Impact Study. Year-end Allegiant passenger traffic was up 22% in 2018 over 2017. These statistics reflect how PGD has demonstrated a strong return on investment to the State of Florida. With this further investment in the North Airside Development Area, PGD, Charlotte County and the State of Florida will continue to benefit.

### **Exhibit “A” – Response to Program Requirements**

**Provide a detailed explanation of how the public infrastructure improvements will connect to a broader economic development vision for the community and benefit additional current or future businesses.**

PGD and Charlotte County’s Economic Development Office have aligned strategies for aviation/aerospace business recruitment and development. Charlotte County’s primary focus for new job creation is the 4,000+ acre industrial/manufacturing park encompassing Punta Gorda Airport known as the Enterprise Charlotte Airport Park, or ECAP. ECAP is one of the region’s largest industrial parks serving, or available to serve, target sector industries including manufacturing, corporate headquarters, research & development, and global logistics.

Charlotte County has made significant dollar investments to ensure ECAP attracts new businesses and helps existing businesses grow. For example, with the assistance of an \$800,000 Florida Job Growth Grant, Charlotte County completed its \$9.5 million extension of Piper Road to open up access from US 17. Since its opening in February 2019, PGD’s passengers, tenants and neighbors have been extremely positive about the new access and improved traffic flow.

During the 2018-2019 application period, Charlotte County’s Economic Development Office also sought \$1 million in DEO funding for the “Challenger Boulevard Extension and Infrastructure Improvements Project.” While not yet funded, the extension of Challenger Boulevard up to Piper Road remains essential to efficient projected traffic flow to and from the North Airside Development Area.

Continued alliance with Charlotte County’s Economic Development Office will further leverage our funding partners’ public and private investments on a federal, state and local level.





Jones/ S. Thomas/ L. George

### PROGRAM SUMMARY COSTS

CONTINGENCIES			
Change Order Contingency	2.50%	\$68,188	
Wetland Mitigation Credits (0 credits)	\$ 140,000	\$0	
			\$68,188
			\$2,795,700

ESCALATION			
Number of Years	0.00		
Annual Inflation	4.0%		
CONSTRUCTION SUBTOTAL		\$0	\$2,795,700

<b>MANAGEMENT COSTS</b>					
	Owner Legal & Admin	1.00%	\$27,057		
	Program Management	0.00%	\$0		
	Resident Project Representation	5.00%	\$139,785		
	Construction Phase Services	3.00%	\$83,871		
	Design Fees	10.00%	\$276,570		
				\$531,183	\$3,326,883

OTHER COSTS			
Land Purchase (0 acres)	\$0	\$0	
Survey Fees	Is	\$0	
Utility Relocations	Allow	\$0	
		\$0	\$3,326,883

**Rounded to \$3,330,000**

## Exhibit "B-2" Cost Estimate Ramp

S. Thomas

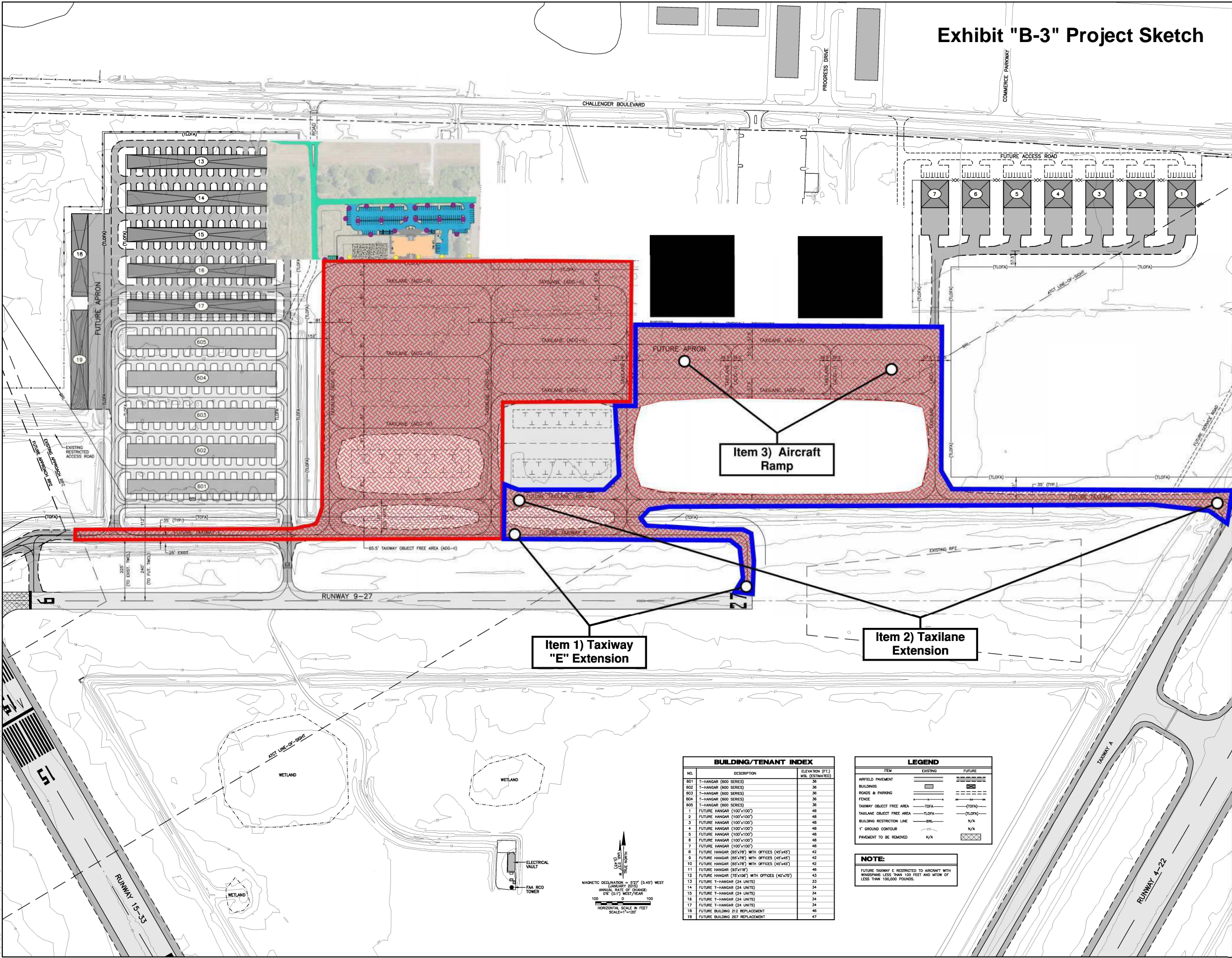
		PROJECT SIZE =		29,366 SF	
General Aviation Project		Quantity	Unit	Unit Cost	(value) (div value)
Construct New GA Apron					
<b>CLEARING &amp; DEMOLITION</b>					<b>\$234,050</b>
Erosion Control		4,173	lf	\$3.50	\$14,605.50
Pavement Demo (Asphalt)		26,168	sy	\$4.75	\$124,298.00
Hauling & disposal		10,572	cy	\$9.00	\$95,146.92
<b>DRAINAGE</b>					<b>\$538,000</b>
Structures		20	ea	\$12,500.00	\$250,000.00
Pipe		1,800	lf	\$130.00	\$234,000.00
Pipe Extension		300	lf	\$130.00	\$39,000.00
Control Structure		1	ea	\$15,000.00	\$15,000.00
<b>EARTHWORK</b>					<b>\$221,013</b>
Unclassified Excavation		36,530	cy	\$6.00	\$219,181.80
Compacted Subgrade for Shoulders	6"	814	SY	\$2.25	\$1,831.50
<b>PAVEMENT</b>					<b>\$2,748,864</b>
Apron Pavement - Traffic Bearing		26,168	SY		
Stabilized Subgrade	6" P-160	52,336	sy	\$8.00	\$418,688.00
Proofrolling & Biaxial Geogrid		27,476	sy	\$11.00	\$302,240.40
Aggregate Base Course	12" Limerock	26,822	sy	\$17.60	\$472,070.72
Bituminous Prime Coat	0.4 gal / sy	10,729	gal	\$3.70	\$39,696.86
Bituminous Tack Coat	0.25 gal / sy	6,706	gal	\$3.75	\$25,145.81
Structural Course	4" AC	9,620	tons	\$155.00	\$1,491,022.50
<b>PAVEMENT MARKINGS</b>					<b>\$37,989</b>
Taxiway		4,323	LF		
Edge Stripe		10,974	sf	\$2.30	\$25,240.20
Centerline Stripe		4,323	sf	\$2.30	\$9,942.90
RW Hold Bars		1,100	sf	\$2.30	\$2,530.00
T/W ID Designators		120	sf	\$2.30	\$276.00
<b>AIRFIELD LIGHTING</b>					<b>\$100,000</b>
Taxiway					
T/W Edge Lights		50	ea	\$2,000.00	\$100,000.00
<b>SAFETY &amp; NAVIGATION LIGHTING &amp; EQUIPMENT</b>					<b>\$28,000</b>
Guidance Signs		8	ea	\$3,500.00	\$28,000.00
<b>PLANTINGS</b>					<b>\$2,442</b>
Spread Topsoil from Stockpile on site (Shoulders)		136	cy	\$3.00	\$407.00
Sod (Shoulders)		814	sy	\$2.50	\$2,035.00
<b>GENERAL CONDITIONS</b>					<b>\$312,825</b>
Mobilization		3,910,359	basis	8%	\$312,828.73
Sub-Total					\$4,223,187.84
Contingency 10.0%					\$422,318.78
<b>CONSTRUCTION SUBTOTAL</b>					<b>\$4,645,506.62</b>

<b>CONTINGENCIES</b>					
	Change Order Contingency	2.50%	\$116,138		
	Wetland Mitigation Credits (0 credits)	\$	140,000	\$0	
				\$116,138	\$4,761,644
<b>ESCALATION</b>					
	Number of Years	0.00			
	Annual Inflation	4.0%			
<b>CONSTRUCTION SUBTOTAL</b>				<b>\$0</b>	<b>\$4,761,644</b>
<b>MANAGEMENT COSTS</b>					
	Owner Legal & Admin	1.00%	\$47,818		
	Program Management	0.00%	\$0		
	Resident Project Representation	5.00%	\$238,082		
	Construction Phase Services	3.00%	\$142,849		
	Design Fees	10.00%	\$476,164		
				\$904,712	\$5,666,357
<b>OTHER COSTS</b>					
	Land Purchase (0 acres)	\$0	\$0		
	Survey Fees	Is	\$0		
	Utility Relocations	Allow	\$0		
				\$0	\$5,666,357
<b>TOTAL PROJECT COST</b>					<b>\$5,666,357</b>

**Rounded to \$5,700,000**



Exhibit "B-3" Project Sketch



BUILDING/TENANT INDEX		
NO.	DESCRIPTION	ELEVATION (FT.) MSL (ESTIMATED)
601	T-HANGAR (800 SERIES)	36
602	T-HANGAR (800 SERIES)	36
603	T-HANGAR (800 SERIES)	36
604	T-HANGAR (800 SERIES)	36
605	T-HANGAR (800 SERIES)	36
1	FUTURE HANGAR (100'x100')	48
2	FUTURE HANGAR (100'x100')	48
3	FUTURE HANGAR (100'x100')	48
4	FUTURE HANGAR (100'x100')	48
5	FUTURE HANGAR (100'x100')	48
6	FUTURE HANGAR (100'x100')	48
7	FUTURE HANGAR (100'x100')	48
8	FUTURE HANGAR (65'x78') WITH OFFICES (45'x45')	42
9	FUTURE HANGAR (65'x78') WITH OFFICES (45'x45')	42
10	FUTURE HANGAR (100'x100') WITH OFFICES (45'x45')	42
11	FUTURE HANGAR (85'x115')	46
12	FUTURE HANGAR (75'x105') WITH OFFICES (45'x75')	43
13	FUTURE T-HANGAR (24 UNITS)	33
14	FUTURE T-HANGAR (24 UNITS)	34
15	FUTURE T-HANGAR (24 UNITS)	34
16	FUTURE T-HANGAR (24 UNITS)	34
17	FUTURE T-HANGAR (24 UNITS)	34
18	FUTURE BUILDING 212 REPLACEMENT	46
19	FUTURE BUILDING 207 REPLACEMENT	47

**LEGEND**

ITEM	EXISTING	FUTURE
AIRFIELD PAVEMENT		
BUILDINGS		
ROADS & PARKING		
FENCE		
TAXIWAY OBJECT FREE AREA	TLOFA	TLOFA
TAXILANE OBJECT FREE AREA	TLOFA	TLOFA
BUILDING RESTRICTION LINE	BRIL	N/A
1' GROUND CONTOUR		N/A
PAVEMENT TO BE REMOVED	N/A	

**NOTE:**  
FUTURE TAXIWAY E RESTRICTED TO AIRCRAFT WITH WINGSPAN LESS THAN 100 FEET AND MTOW OF LESS THAN 100,000 POUNDS.

GA BUILDING AREA DRAWING

PUNTA GORDA AIRPORT  
PUNTA GORDA, FLORIDA

PREPARED FOR  
CHARLOTTE COUNTY  
AIRPORT AUTHORITY

CHARLOTTE COUNTY, FLORIDA  
AECOM

DESIGNED: RLM

DRAWN: RLM CHECKED: HK

PROJECT MANAGER: HK

PROJECT DIRECTOR: SSH

DATE: 8/18

SHEET: 12 OF 14

NO.

REVISIONS

BY

APP.

DATE

NO.

REVISIONS

BY

APP.

DATE



## Exhibit "C" - Letter of Support

19190 Cochran Blvd

Box # - 380997

Port Charlotte, FL 33948

[info@CharlotteCountyEDP.com](mailto:info@CharlotteCountyEDP.com)

[www.CharlotteCountyEDP.com](http://www.CharlotteCountyEDP.com)



### SILVER INVESTORS

Harbor Style Magazine  
Kitson & Partners  
Waste Management

### BRONZE INVESTORS

CenturyLink  
Charlotte County Airport Authority  
FPL  
Florida SouthWestern State College

### CORPORATE INVESTORS

Ambitrans  
Ashley & Brown CPA's  
Atlas Building Company  
BMO Harris Bank  
Banks Engineering  
Bayfront Health Port Charlotte & Punta Gorda  
CareerSource Southwest Florida  
Centennial Bank  
Charlotte County Chamber of Commerce  
Charlotte County IDA  
Charlotte State & Englewood Bank & Trust  
Englewood Area Board of Realtors, Inc.  
Englewood Florida Chamber of Commerce  
Farr Law Firm  
Fawcett Memorial Hospital  
Florida Premier Contractors  
Gray Robinson, P.A.  
Halfacre Construction  
Harbor Insurance  
Harbor Nissan  
Ian Vincent and Associates, LLC  
Johnson Engineering, Inc.  
Kathy Nash State Farm  
Key Agency, Inc.  
Marketing Alliance, Inc.  
McCrory Law Firm  
Mosaic  
Nix & Associates Real Estate  
Primerica Development  
Punta Gorda Chamber of Commerce  
SandStar Homes/Five Star Realty  
Southwest Engineering & Design  
Sun Coast Media Group  
Sweet Sparkman Architects  
United Way of Charlotte County  
W. Kevin Russell, PA  
WMU Punta Gorda

### INTRODUCTORY CORPORATE INVESTOR

ADG Architecture, LLC  
James S Amontree, MD  
Morgan Stanley  
RE/MAX Palm Realty  
Regions Bank  
Suncoast Credit Union

### LEGACY BOARD MEMBER

Lew Albert

October 31<sup>st</sup>, 2019

To Whom it May Concern:

As the Board President of the Charlotte County Economic Development Partnership (EDP), I am pleased to provide this letter of support of behalf of the EDP board supporting the funding for the development of Punta Gorda Airport's North Airside Development Area.

The EDP has been a long-time stakeholder in the success of Punta Gorda Airport and the Charlotte County Airport Authority. The EDP's mission statement includes promoting job growth and economic development opportunities in Charlotte County. The EDP represents 60+ likeminded businesses and social organizations in Charlotte County with thousands of employees/members.

The EDP continues to focus on showcasing the land and all available facilities located at and around PGD, however, unfortunately there is no or very little open commercial space and hangar space currently available to offer to prospective tenants looking to expand or relocate.

We know it will take time to build the extended taxiway, taxilane and ramp infrastructure that is necessary for new shovel-ready aviation development on the North Airside Development Area. We urge you to grant this funding request so that we can continue to grow and expand our businesses community in Charlotte County.

The future of the EDP's ability to execute strategic expansion plans and business growth opportunities are highly dependent on PGD's North Airside Development Area. These airside improvements are essential to pave the way for construction of the Charlotte County Airport Authority's new General Aviation Center and hangars, as well for attracting private funding for new/expanded flight schools, avionics, aerospace, aircraft maintenance and training programs.

We hope you will join us in support the PGD's North Airside Development Area, and thus the State of Florida's key industries that are targeted for economic development.

Sincerely,

A handwritten signature in dark ink that reads "James M Coalwell". The signature is fluid and cursive, with the first name "James" and last name "Coalwell" clearly legible.

James M. Coalwell  
EDP President

**Exhibit "C" - Letter of Support**

October 31, 2019

**FUNDING PGD'S NORTH AIRSIDE DEVELOPMENT AREA**

To Whom it May Concern:

As the Chief Financial Officer of AeroGuard Flight Training Center, and as a stakeholder at the Punta Gorda Airport (PGD) as an existing tenant, I present you this letter in support of funding the improvements and expansion of PGD's North Airside Development Area.

AeroGuard, providing flight training programs for those pursuing a piloting career, intends to increase the economic impact as well as job opportunity in Charlotte County with its proven success.

AeroGuard Flight Training Center expects to grow its flight training business for both domestic and international students at the Punta Gorda Airport. However, we realize there is currently no other commercial space available. As of now, we are limited to train around 100 students at the current facility, but plan to outgrow this student capacity within a three-year timeframe.

Though we acknowledge the prolonged period of time it will take to build the extended taxiway, taxi lane and ramp framework necessary for aviation development on the North Airside Development Area, we urge you to please grant this funding request in order for us to properly grow our business at PGD and help with the overall economic development of the county.

AeroGuard's expansion opportunities are highly dependent on these important improvements. Furthermore, this project is essential for construction of the new General Aviation Center and hangars, which will in turn attract funding for aviation-related businesses and training programs at PGD, including training, avionics, aerospace, aircraft maintenance and the like.

AeroGuard Flight Training Center is in strong support of furthering PGD's North Airside Development Area, as well as one of Florida's top-producing economic industries.

Regards

Adrian Brown



Chief Financial Officer



## Exhibit "C" - Letter of Support

AVIATION PARTNERS GROUP, INC ♦ 28260 AIRPARK DR, UNIT 114, PUNTA GORDA FL 33982 ♦ (941)9378585 ♦ WWW.AVIONIX.COM

October 29, 2019

To Whom it May Concern:

As the business owner of Aviation Partners Group, Inc., (APG, Inc) I am pleased to provide this letter of support for funding the development of Punta Gorda Airport's North Airside Development Area.

Aviation Partner Group, Inc., is a holding of 4 companies and has been a long-time stakeholder in the success of Punta Gorda Airport and the Charlotte County Airport Authority. APG, Inc promotes job growth and economic development opportunities in Charlotte County. APG, Inc represents aircraft and avionics maintenance as APG Aviation - Cirrus Service center, APG Avionics - Installation and maintenance and Avionics Sales

APG, inc has been a tenant at Punta Gorda Airport (PGD) for many years, and employs approximately 25 full-time. APG, Inc has the intention of growing Cirrus Service Center for new Cirrus Vision Jets at PGD, however, we understand there is no commercial hangar space currently available.

We know it will take time to build the extended taxiway, taxilane and ramp infrastructure that is necessary for new shovel-ready aviation development on the North Airside Development Area. We urge you to grant this funding request so that we can continue to grow our aircraft service in Charlotte County.

The future of Aviation Partners Group, Inc strategic expansion plans, client services and business growth opportunities are highly dependent on PGD's North Airside Development Area. These airside improvements are essential to pave the way for construction of the Charlotte County Airport Authority's new General Aviation Center and hangars, as well for attracting private funding for new/expanded flight schools, avionics, aerospace, aircraft maintenance and training programs.

We hope you will join us in support the PGD's North Airside Development Area, and thus the State of Florida's key industries that are targeted for economic development.

Sincerely,

Boris Nekrasov

CEO and President

Aviation Partners Group, Inc

28260 Airpark dr, Unit 114

Punta Gorda FL 33982



**Exhibit "C" - Response to Item 4C (Approvals and Authority)**

**CHARLOTTE COUNTY AIRPORT AUTHORITY**

**BY-LAWS**

**ARTICLE I. GOVERNING BOARD**

Section 1. Name

A. The governing board shall be known as the Charlotte County Airport Authority, hereafter referred to as the Authority.

Section 2. Membership

A. The Authority shall be composed of five (5) members, also known as commissioners, one from each Charlotte County commission district, who are elected in the same manner as county officials, including partisan affiliation. Elected commissioners shall take office at the first meeting of the commission after the general election. Each candidate for the office of commissioner of the authority must reside in the district from which the candidate seeks election for at least 6 months immediately before the time to qualifying to run for that office. Members shall be referred to as "commissioners."

Section 3. Powers

A. The general and specific powers of the Authority shall be those powers authorized under the provisions of the Enabling Act. No provisions in these bylaws may be construed as superseding or exceeding such authorized powers as set forth in the Enabling Act.

Section 4. Role and Purpose of the Charlotte County Airport Authority

A. The Authority shall guide the Charlotte County Airport Authority in the efficient and effective acquisition, construction, improvement, financing, operation and maintenance of airport facilities in Charlotte County, Florida, and, in particular, the Punta Gorda Airport (herein referred to as the "Airport").

Section 5. Authority and Responsibility of the Authority

A. The Authority shall be responsible for the organization and control of Airport facilities and shall be empowered to determine the policies necessary for the effective operation and general improvement of the Airport facilities. The Authority shall not be bound in any way by any action on the part of an individual commissioner, a committee member, or an employee except

when such action is taken in response to direction from or authorization by the Authority.

Section 6. Orientation of Commissioners

A. All new commissioners shall participate in an orientation program, which shall include instruction in parliamentary procedure, the Sunshine Law and Public Records.

**ARTICLE II. MEETINGS**

Section 1. Regular Authority, Workshops and Committee Meetings

A. The Authority shall hold regular meetings generally once a month unless canceled by emergency, majority vote, or by consensus of the authority members. All regular meetings shall be held in the Authority meeting room or other suitable facility within the County. Minutes thereof shall be kept.

B. Meetings of all committees shall be noticed in accordance with the requirements for special meetings, workshops or emergency meetings set forth in Section 2 of this Article II or as set forth by State Statute.

C. When the day fixed for any such regular meeting falls on a day designated as a legal holiday. Such meeting may be canceled at the discretion of the Authority.

D. At regular meetings, the Authority or committees shall consider all such matters as may be properly brought before them.

E. The administrative staff shall file annually a schedule of the regular meetings of the Authority with the Clerk of the Court of Charlotte County.

Section 2. Special Meetings, Workshops, Emergency

A. An emergency meeting of Authority may be called by the Chair or through notification of the executive director by three (3) or more commissioners or by the Authority Attorney or the executive director whenever any of the above deems an emergency to exist which requires immediate Authority action. Whenever such emergency meeting is called, the Chair shall notify the executive director, who shall serve either verbal or written notice upon each commissioner, stating the date, hour and place of the meeting and the purpose for which called, and no other business shall be transacted at the meeting. If, after reasonable diligence, it is impossible to give notices to each commissioner,



such failure shall not affect the legality of the meeting if a quorum is in attendance.

B. Proper notice shall consist of personal notice to each commissioner or, if personal notice cannot be made, by delivery to the commissioner's office and home and, if no one is at either place, by e-mail or leaving a message regarding the meeting on a telephone. In addition, it shall be the responsibility of the Executive Director to notify the media by placement of a Notice of Meeting in the newspaper, or by telephone, or e-mail.

C. All regular, special or emergency meetings shall be open to the public and shall be held and conducted in the Authority meeting room or other suitable facility within the county. Minutes thereof shall be kept.

D. Special meetings or workshops of the Authority which are not emergency meetings may be set as to time and place only during a regular meeting.

E. The No approval of the annual budget shall be granted at an emergency meeting.

F. The Any commissioner who shall be unable to attend an emergency meeting of the Authority due to his or her own physical absence from the district on the day of the emergency meeting, may nevertheless participate in the meeting through the use of amplified telephone equipment and shall be entitled to cast a vote at the meeting. Addressing the Authority by amplified telephone equipment, the absent commissioner does not constitute a quorum. The amplified telephone equipment must allow members of the public to hear the comments by all participating commissioners.

### Section 3. Organizational Meeting

A. The Authority shall elect a chairperson and a vice-chairperson, secretary/treasurer and assistant secretary/treasurer annually at the November meeting.

### Section 4. Notice of Meeting

A. The administrative staff shall publish a notice of all regular or special meeting or workshop in a local newspaper circulated in Charlotte County at least seven (7) days prior to such meeting. Notices of emergency meetings are set forth in Section 2 of this Article II or as set forth by State Statute.



## Section 5. Procedure for Authority Meetings

A. A majority of the Authority shall constitute a quorum, and the affirmative vote of a majority of a quorum of the commissioners shall be necessary for any action taken by the Authority. The Chair of the Authority, if present at the meeting, shall participate in all Authority votes and may participate in all Authority debates. If the Chair elects to make or second a motion, he or she shall first relinquish the chair and not return to it until the pending question has been disposed of. The chairperson of the Authority shall preside at all the meetings at which he or she is present. In the absence of the chairperson, the vice-chairperson shall preside. If neither the chairperson nor vice-chairperson are present the secretary/treasurer shall preside. In the absence of the Chair, the Vice-Chair, and the Secretary-Treasurer, the Assistant Secretary-Treasurer shall act as Chair for the sole purpose of adjourning or recessing the meeting to a later date. The presiding officer shall preserve strict order and decorum at all meetings of the Authority. The presiding officer shall repeat every motion and state every question coming before the Authority and announce the decision of the Authority on all matters coming before it. A majority vote of the commissioners present shall govern and conclusively determine all questions of order not otherwise covered. The presiding officer may vote on all questions, his or her name being called last when a roll call is requested. In the absence of the chairperson or in the event of his or her inability to serve by reason of illness or accident, the vice-chairperson shall perform the duties and functions of the chairperson until his or her return to the Authority or recovery and resumption of duty. The secretary/treasurer shall be responsible for the presentation of the previous meeting's minutes for the approval of the Authority at the following regular meeting. The assistant secretary/treasurer shall act in regard to these duties in the absence of the secretary/treasurer. Checks require two signatures, which may be made by any two commissioners or if delegated by the commissioners to do so, the executive director or any other authority personnel to whom authority has been delegated, or by their facsimile signature in accordance with the Uniform Facsimile Signature of Public Officials Act.

B. Authority proceedings shall be conducted in accordance with these Bylaws and Robert's Rules of Order Revised Edition, as they may be interpreted by Airport Legal Counsel. If there is a conflict between these Bylaws and Robert's Rules of Order, the provisions of these Bylaws shall take precedence.

C. Any action affecting the policy or general operating procedures of the Authority may only be taken at a regular, special, or emergency meeting of the Authority.



D. Voting shall be by voice unless a commissioner shall demand a roll call, in which case the Chair shall call the roll and the vote of each commissioner entered in the minutes. Each commissioner who is present shall vote either aye or no on each motion which is considered by the Authority unless the commissioner states that he or she is disqualified by conflict of interest. Any commissioner who shall be unable to attend a meeting of the Authority due to his or her own physical absence from the district on the day of the meeting, may nevertheless participate in the meeting through the use of amplified telephone equipment and shall be entitled to cast a vote at the meeting. Addressing the Authority by amplified telephone equipment, the absent commissioner does not constitute a quorum. The amplified telephone equipment must allow members of the public to hear the comments by all participating commissioners.

E. An agenda shall be prepared for each meeting and shall in all cases provide a period during which the public, the press, and individual commissioners may be heard. In preparing the agenda, the Executive Director, or his designee, shall first prepare a list of potential agenda items. This list shall include items requested by the Chair, other commissioners, the Executive Director, or Authority attorney for inclusion on the agenda. As the meeting or workshop approaches, the Executive Director, or his or her designee, shall present the complete list of proposed items of business, to the Chair for his or her review.

F. Whenever the vote of the Authority shall be required to select one (1) among competitive consultants or applicants before the Authority, the following special procedure shall apply: Each commissioner is required to vote his or her preference, in his or her order of preference, for at least the first, second and third choices. The Authority may elect to vote upon more than three (3) applicants upon a majority vote of the Authority. Each commissioner shall award to his or her first choice three (3) voting points; to his or her second choice, two (2) voting points; to his or her third choice, one (1) voting point. No commissioner may be excused from awarding the required points to his or her first, second and third choices except as provided within the Florida Statutes. In the event that a tie vote results, a run-off ballot will be conducted among the tied choices. In the event a tie vote results from the absence of a commissioner, the matter may be continued until the next regular Authority meeting. It shall not be necessary for consultants to be present for any vote or continued vote from the commissioners under this subsection.



G. When the Authority meeting is held, the Authority may only take action upon any matter, proposal or item of business which is listed upon the official agenda. No resolution or other matter listed on the agenda for public hearing or vote thereon may be deferred until a later time unless a majority of the Authority present shall vote in favor of such deferral.

H. Commissioners are not required to obtain the floor before making motions or speaking. At the discretion of the Chair before a commissioner may make a motion or speak in debate, he or she shall be recognized by the chair. A commissioner who makes a motion shall be entitled to be recognized in preference to other commissioners in speaking on the motion. No commissioner who has already had the floor in debate on a pending question shall be entitled to it again so long as any commissioner who has not spoken on that question claims the floor. A commissioner, having obtained the floor while a debatable motion is pending may speak.

I. In conducting debate, each commissioner shall: (1) confine his or her remarks to the merits of the pending question; (2) refrain from attacking other commissioner's motives; (3) address all remarks through the chair; (4) refrain from speaking against his or her own motion; and (5) refrain from disturbing the assembly.

J. Commissioners owe a duty to avoid conduct tending to (1) undermine Authority decisions or hamper the Authority in its work; (2) expose the Authority or Airport to liability for damages; (3) injure the good name of the Authority or Airport; or (4) disturb the well-being of the Authority or Airport. In cases of serious breaches of this duty, the Authority, by a majority vote of the Authority, may publicly censure that commissioner.

#### Section 6. Procedure in the Event of Conflict of Interest (Fla. Statute §112.3143)

A. No commissioner shall vote in his or her capacity as a commissioner upon any measure which would inure to his or her special private gain; which he or she knows would inure to the special private gain of any principal by whom the commissioner is retained, or to the parent organization or subsidiary of a corporate principal by whom he or she is retained (other than the Authority or other governmental agency); or which he or she knows would inure to the special private gain of a relative or business associate of the commissioner. Prior to the vote taken by the Authority, the commissioner shall publicly state to the assembly the nature of his or her interest in the matter from which he or she is abstaining from voting. Within 15 days after the vote is taken by the Authority, the commissioner shall disclose the nature of his or her interest as a



public record in a memorandum filed with the secretary of the Authority, who shall incorporate the memorandum in the Authority minutes.

B. No commissioner shall attempt to influence the decision by oral or written communication, whether made by the commissioner or at the commissioner's direction, in any matter which would inure to the commissioner's special private gain or loss; which the commissioner knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained; or which he or she knows would inure to the special private gain or loss of a relative or business associate of the commissioner, without first disclosing the nature of his or her interest in the matter, by filing a written memorandum in accordance with the procedures set forth in Section 112.3143(4)(a), Florida Statutes, or, if applicable, by making oral disclosure at an Authority meeting, followed by the filing of a written memorandum, in accordance with the procedures set forth in Section 112.3143(4)(a).

C. The fact that a commissioner is a stockholder, officer, or director of a bank will not bar such bank from qualifying as a depository of funds coming under the jurisdiction of the Authority, provided it appears in the records of the Authority that it has determined that such commissioner has not favored such bank over other qualified banks (Fla. Statute §112.313(12)(g), and further provided that such commissioner, if he or she is an officer or director of the bank, abstains from any vote whereby such bank is designated as a qualified depository of Airport funds.

### **ARTICLE III. ORGANIZATION**

#### **Section 1. Officers**

A. The officers of the Authority shall be a Chair, Vice-Chair, Secretary/Treasurer and Assistant Secretary/Treasurer. Officers shall be elected by the Authority for a one year term at the annual organizational meeting each year; provided, however, such term may extend until the next duly qualified officer shall be elected by the Authority. Vacancies may be filled by the Authority at any regular meeting or special meeting called for that purpose.

B. The Chair shall preside at all meetings of the Authority, and shall exercise all the powers and duties imposed on that position by the Enabling Act. The Chair may serve as spokesman for the Authority and shall serve as primary interpreter of Authority policy, when such policy is not otherwise clear to the Executive Director.

C. The Vice-Chair shall act as Chair in the absence of the Chair and when so acting shall have all the power and authority of the Chair.

D. In the absence of both the Chair and Vice-Chair, the Secretary-Treasurer shall act as Chair and when so acting shall have all the power and authority of the Chair.

E. In the absence of the Chair, the Vice-Chair, and the Secretary-Treasurer, the Assistant Secretary-Treasurer shall act as Chair for the sole purpose of adjourning or recessing the meeting to a later date.

## Section 2. Committees

A. The Authority may create ad hoc committees of the whole or part, as the need arises, to carry out specified tasks, at the completion of which, each such committee shall automatically cease to exist.

## ARTICLE IV. BUDGET

### Section 1. Budget

A. The Authority shall adopt a budget prior to September 30 of each year for the ensuing fiscal year commencing on October 1. The Budget shall be itemized by income or expenditure category. The budget and any amendments thereto shall be adopted only by action of the Authority taken at a regular or special meeting, but not at an emergency meeting.

## ARTICLE V. ADMINISTRATION

### Section 1. Executive Director

A. The Authority shall employ an airport manager with the title of Executive Director who shall be its chief executive officer in the management of the Airport facilities. The Executive Director shall be given the necessary authority and responsibility to operate the Airport in all its activities, subject only to such policies as may be adopted and such orders as may be issued by the Authority. The Executive Director shall act as the authorized representative of the Airport and the Authority, in all matters in which the Authority has not formally designated some other person to act.



B. In January of each year, the Executive Director shall present the Authority with a State of the Authority presentation for the past and upcoming year fiscal years. In October of the same year, each commissioner shall prepare a written evaluation assessing the Executive Director's performance during the past year. The written evaluation by each commissioner shall be presented to the Authority at the October Authority meeting. The Authority shall identify any areas in which the Executive Director's performance may be in need of improvement, and suggest strategies for achieving such improvement.

C. The Authority shall continue to engage the services of the Executive Director to conduct the operations of the Authority. The Executive Director shall be responsible for the administration of all departments which the Authority has the authority to control. The Executive Director shall be directly responsible to the Authority and shall implement and execute the policies of the Authority as promulgated by the Authority in open official meetings. The Executive Director shall not have the authority to establish the Authority policy. A policy decision is hereby declared to be the exclusive jurisdiction of the Authority in exercising its responsibilities and duties pursuant to the constitution of the state, or any general or special laws enacted thereunder. The Executive Director may promulgate administrative procedures and guidelines necessary for the proper functioning of administrative operations of the Airport.

D. The Executive Director shall be selected and appointed by the Authority upon an affirmative vote of four (4) commissioners. The Executive Director may be removed anytime by: (1) an affirmative vote for removal of four (4) commissioners in an open official meeting; or (2) an affirmative vote for removal by three (3) commissioners in two (2) open official meetings when such meetings are exactly two (2) weeks to the day apart from one another. Any removal of the Authority Executive Director shall be in accordance with the procedures and benefits prescribed by the then existing employment contract between the Authority and the Executive Director.

E. The Executive Director shall be responsible for the administration of all departments responsible to the Authority and for the proper administration of all affairs under the jurisdiction of the Authority. The specific powers and duties of the Executive Director include, but are not limited to the following:

- Formulate and prepare recommendations regarding policies, rules and regulations, directives, programs, agreements, leases and contracts and other documents

which require the consideration, action or approval of the Authority.

- Implements the directives of the Authority with regard to all matters concerning the operations and functions of the Authority.
- Prepare and administer the Five-Year Master Plan, Annual Work Program, Annual Budget and Annual Report as approved by the Authority.
- Public speaking before civic groups and attendance or participation at meetings as directed by the Authority.
- Maintain accurate records of all Authority meetings and accurate financial records.
- Prepare and administer the Airport Development Program, the Foreign Trade Zone, grant funding and marketing plans of services of the airport to the aviation community and citizens of Charlotte County.
- Stay informed of and ensure compliance with related governmental regulatory agencies.
- Stay informed about trends in the field of aviation and the modern status of the Airport.
- Ensure that terms of all tenant leases are adhered to by the tenants.
- Select, supervise and terminate staff, and plan, direct, and coordinate through staff the planning, development, construction, expansion, improvement, maintenance, operating, regulation, protection and safety of the Airport.
- Coordinate activities, as necessary, with all local, state and federal regulatory agencies.
- To perform such other duties as may be required of him or her by the Authority.

It is the intent of this section to grant to the Executive Director only those powers and duties which are administrative or ministerial in nature and not to delegate any governmental power vested in the Authority. To that end, the above specifically enumerated powers are to be construed as administrative in nature and, in any exercise of governmental power, the administration shall only be performing the duty of advising the Authority in its role as the policy-setting governing body of the Authority.

## Section 2. Duties of the Executive Director

A. The authority and duties of the Executive Director shall be to exercise that authority and perform those duties specified in the Executive Director's employment contract and under the policies of the Authority.



### Section 3. Authority-Executive Director Relationship

A. The activities of the Executive Director shall be directed only by a majority of a quorum of the Authority. Direction to administrative staff shall be channeled through the Executive Director. It is the express intent of this article that recommendations for improvement in government operations by individual commissioners be made to and through the Executive Director so that the Executive Director may coordinate efforts to achieve the greatest possible savings through the most efficient and sound means available. Nothing in this section is to be construed to prohibit individual commissioners of the Authority from closely scrutinizing, by questions and personal observations, all aspects of operations so as to obtain independent information to assist the commissioners in the formulation of sound policies to be considered by the Authority. The Executive Director shall enjoy authority consistent with the duties delegated to him herein.

B. The Executive Director shall be included in, or made aware of, all substantive discussions or written communications between commissioners and vendors, tenants, and others doing business with the Airport. The Executive Director shall be the Airport representative in the negotiations, however, the Executive Director shall keep the Authority apprised of the progress of such negotiations, and obtain Authority approval of the final agreement. The Executive Director shall inform the Authority of current activities in either committee or Authority meetings. In particular, the Executive Director shall advise the Authority in matters which are policy or which border on policy decisions that are reserved to the Authority.

C. Because Authority decisions may only be made by a majority of a quorum of the Authority, individual commissioners shall refrain from directing the Executive Director or staff in the implementation of Authority decisions. Furthermore, in the absence of an emergency, the Chair shall refrain from directing the Executive Director or staff (1) in a manner contrary to an Authority decision, or (2) in matters upon which no Authority decision has been made. Nor shall the Executive Director accede to any request from individual commissioners to (1) take action contrary to an Authority decision or (2) withhold taking action mandated by an Authority decision. Commissioners shall support the Executive Director and staff as long as the Executive Director and staff are acting consistently with Authority direction.

### ARTICLE VI. OPEN MEETINGS AND PUBLIC RECORDS

Section 1.

A. All Authority meetings shall be open to the public and the press, except for discussions between the Executive Director and meetings with the Authority's legal counsel regarding settlement negotiations or strategy sessions related to pending litigation; and except for meetings relating to the Airport Security Plan, or as otherwise specifically permitted under current applicable Florida law. Official actions of the Authority and recommendations made by the Authority shall be set forth in the minutes of Authority meetings and Authority Workshops and shall be available for public inspection or distribution. Other public records of the Authority shall likewise be available to the public, unless they are exempt from disclosure by law, provided that persons requesting copies of documents shall pay any copying or labor costs established by the Authority pursuant to law.

#### **ARTICLE VII. AMENDMENTS**

Section 1.

A. These Bylaws may be amended by a majority vote of a quorum of the Authority at any regular or special meeting.

#### **ARTICLE VIII. ACCEPTANCE OF GRANT OFFERS**

Section 1.

A. The Chair is authorized to accept on behalf of the Authority, without prior formal action by the Authority, any federal or state grant offer to pay the allowable costs of any airport improvement project ("Project") under the following conditions:

- (a) The project is listed in the Authority's current capital projects budget or joint automated capital improvements plan, or the Project has otherwise been authorized by prior Authority action; and
- (b) The form and standard terms and conditions of the grant offer do not differ materially from those previously accepted by the Authority.

Date

2/16/17

#### **CHARLOTTE COUNTY AIRPORT AUTHORITY**

BY: Paul Andrews  
Paul Andrews, Chair

Kathleen Coppola  
Kathleen Coppola, Secretary/Treasurer