



**CHARLOTTE COUNTY – PUNTA GORDA**  
**METROPOLITAN PLANNING ORGANIZATION**  
**MEETING AGENDA**

**2:00 p.m., Monday, July 17, 2023**  
**Charlotte County Administration Center**  
**Room #119**  
**18500 Murdock Circle**  
**Port Charlotte, FL 33948**

**MPO Board Members**

Christopher G. Constance, MD, Chair/Commissioner/Charlotte County  
Joseph Tiseo, Vice Chair/Commissioner/Charlotte County  
Stephen R. Deutsch/Commissioner/Charlotte County  
James W. Herston, Commissioner/Airport Authority  
Lynne Matthews, Mayor/City of Punta Gorda

**MPO Director**

D’Juan L. Harris

**MPO Administrative Service Coordinator**

Bekie E. Leslie

**Legal Counsel to MPO Board**

Janette S. Knowlton, County Attorney

- 1. Call to Order & Roll Call**
- 2. Invocation – Pastor Bill Frank – First Baptist Church of Punta Gorda**
- 3. Pledge of Allegiance**
- 4. Addition and/or Deletion to the Agenda**
- 5. Public Comments on Agenda Items**
- 6. Presentation of the “Peggy Walters” Citizen Mobility Award**
- 7. Chairs’ Reports:**
  - A. MPO Board Chair’s Report**
  - B. Citizens’ Advisory Committee (CAC) Chair’s Report**
  - C. Technical Advisory Committee (TAC) Chair’s Report**
  - D. Bicycle/Pedestrian Advisory Committee (BPAC) Chair’s Report**

**CHARLOTTE COUNTY – PUNTA GORDA MPO**  
**JULY 17, 2023 AGENDA (continued)**

8. Local Government Reports:
  - A. [Charlotte County Airport Authority](#)
  - B. [City of Punta Gorda](#)
  - C. [Charlotte County](#)
9. Consent Agenda:
  - A. [Approval of Minutes: May 15, 2023, MPO Board Meeting](#)
10. [Florida Department of Transportation \(FDOT\) Report](#)
11. [FY 2023/2024 Unified Planning Work Program \(UPWP\)/MPO Agreement Amendments](#)
12. [MPO Board Resolution Authorizing Execution of Safe Streets and Roads for All \(SS4A\) Federal Grant Agreement](#)
13. [Safe Streets and Roads for All \(SS4A\) Consultant Selection](#)
14. [2050 Socioeconomic Data Development Update](#)
15. Public Comments
16. [Staff Comments](#)
17. Member Comments
18. Adjournment



**Charlotte County-Punta Gorda MPO  
Schedule of Future Meetings/Public Meetings/Joint Meetings**

Monday, October 16, 2023 – 2:00 p.m.  
MPO Regular Board Meeting  
Charlotte County Administration Center  
18500 Murdock Circle  
Room #119, Port Charlotte, Florida

Monday, December 18, 2023 – 2:00 p.m.  
MPO Regular Board Meeting  
(Address same as above)

No stenographic record by a certified court reporter is made of these meetings. Accordingly, anyone seeking to appeal any decisions involving the matters herein will be responsible for making a verbatim record of the meeting/testimony and evidence upon which any appeal is to be based. (F.S. 286.0105)

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND CHAPTER 286.26 FLORIDA STATUTES, PERSONS NEEDING SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING. CALL (941) 883-3535 BETWEEN 8:00 A.M. AND 4:00 P.M., MONDAY THROUGH FRIDAY.

The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes he or she has been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Charlotte County-Punta Gorda MPO Title VI Coordinator Wendy W. Scott at (941) 883-3535 or by writing her at 18500 Murdock Circle, Building B, Suite 200, Port Charlotte, FL 33948.

**CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION**  
18500 Murdock Circle, Port Charlotte, Suite 200, Port Charlotte, FL 33948 Telephone: (941) 883-3535 Fax: (941) 883-3534

JULY 17, 2023  
MPO BOARD MEETING

**AGENDA ITEM # 6**  
**PRESENTATION OF THE “PEGGY WALTERS” CITIZEN MOBILITY**  
**AWARD**

**Purpose:** To present the MPO’s 2023 “Peggy Walters” Citizen Mobility Award to Mr. Charles Council as given by MPO Board Chair Christopher Constance

**Agenda Item Presented by:** MPO Board Chair Christopher Constance

**Discussion:**

Mr. Charles Council stepped down from his position as CAC Chair at the March 20, 2023 MPO Board Meeting due to his planned out-of-state move. The MPO received a nomination for him to be the recipient of the 2023 “Peggy Walters” Citizen Mobility Award. This is the 14<sup>th</sup> year of award presentation. The award recognizes achievement by an individual or group who, through their efforts and accomplishments, has made significant and noteworthy contributions to transportation planning in Charlotte County.

Charles Council served on the MPO’s Citizen Advisory Committee (CAC) since March 2019 and was very faithful in his meeting attendance. He was the CAC Chair since mid-2021, frequently delivering his thorough CAC Chair’s Report at the MPO Board Meetings during his tenure.

Charles Council has a bachelors’ degree in Economics and History from Marist College and an MBA from Farleigh Dickinson University. His career in management has been broad and extensive, taking him from Reliance Marine in Olympia, Washington to Southern Wood, Inc. in Spartanburg, SC and ITT Rayonier in New York City and Fernandina Beach, Florida. He and his wife, Cynthia, retired to Punta Gorda from New Jersey in 2005, where both devoted much of their time to serving the community. Mr. Council’s activities included: Punta Gorda Planning Commission (Chair), Punta Gorda Community Redevelopment Agency, Punta Gorda Code Compliance Board (Vice Chair), City/County Landscape Planning Committee, Burnt Store Isles Association (President), South County Coalition and St. Vincent DePaul Center.

Mr. Council possesses an expert understanding of all Charlotte County and City of Punta Gorda transportation issues, having represented all areas as an At-Large CAC representative. One of his favorite topics was how to address needed safety improvements to the Burnt Store Road corridor, especially emerging issues in the Burnt Store Marina area at the Charlotte/Lee County line (as discussed at the February 17, 2023 Joint Charlotte County-Punta Gorda MPO and Lee County MPO meeting). He also was a frequent participant at numerous highway project workshops including one held by FDOT on January 26, 2023 regarding US 41 improvements in Punta Gorda.

As a long-time Charlotte County resident, Charles Counsil showed by example that one person through his efforts and vision, can greatly improve transportation mobility and community enhancements in Charlotte County, just as Peggy Walters so epitomized with her service.

**Recommendation:** None

**Attachment:** [Nomination of Charles Counsil for the 2023 “Peggy Walters” Citizen Mobility Award received from Pauline Klein on June 16, 2023](#)

**From:** [pauline klein](#)  
**To:** [Leslie, Bekie](#)  
**Subject:** award  
**Date:** Friday, June 16, 2023 10:29:29 AM

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Caution – This email originated from outside of our organization. Please do not open any attachments or click on any links from unknown sources or unexpected email.

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D'Juan asked for nominations for the Peggy Walters Transportation award. I think Charles Council deserves it. His departure from the community is a loss and he deserves some recognition. So thanks for considering this nomination. I don't know all the details of Charles' contributions but I am sure you all know them well.

Thanks.  
Pauline Klein.

JULY 17, 2023  
MPO BOARD MEETING

**AGENDA ITEM #7**  
**CHAIRS' REPORTS**

JULY 17, 2023  
MPO BOARD MEETING

**AGENDA ITEM # 7-A**  
**MPO BOARD CHAIR'S REPORT**

JULY 17, 2023  
MPO BOARD MEETING

**AGENDA ITEM # 7-B**  
**CITIZENS' ADVISORY COMMITTEE (CAC) CHAIR'S REPORT**



**CHARLOTTE COUNTY - PUNTA GORDA  
METROPOLITAN PLANNING ORGANIZATION**

**MINUTES OF THE JUNE 28, 2023  
CITIZENS' ADVISORY COMMITTEE (CAC) MEETING**

**MEMBERS PARTICIPATING (IN PERSON)**

Dianne Quilty, Mid County Representative, CAC Chair  
Steven E. Hurt, Mid County Representative, CAC Vice-Chair  
Della Booth, South County Representative  
Richard Kirchhoff, West County Representative  
Mary Ellen Kiss, South County Representative  
Pauline Klein, At-Large Representative  
James Kunard, South County Representative  
Robert Logan, Mid County Representative  
Richard Russell, At-Large Representative  
Steve Schoff, West County Representative

**VACANT POSITION**

One West County Representative

**OTHERS PARTICIPATING IN PERSON**

D'Juan Harris, MPO Director  
Bekie Leslie, Administrative Services Coordinator  
Lakshmi N. Gurram, MPO Principal Planner  
Betty-Ann Sherer, MPO Planner  
Wendy Scott, MPO Planner  
Pam Barr, FDOT  
Corporal Scott Sarver, Charlotte County Sheriff's Office  
Mitchell Austin, City of Punta Gorda Urban Design  
Brittany Metzler, City of Punta Gorda  
Brett Kamm, Kimley Horn & Associates  
Jeff Lustig, citizen

**OTHERS PARTICIPATING IN MICROSOFT TEAMS**

Robert Fakhri, Charlotte County Public Works  
Shaun Cullinan, Charlotte County Community Development  
Kathrin Tellez, Fehr & Peers



**1. Call to Order & Roll Call**

CAC Chair Dianne Quilty called the CAC Meeting to order at the Charlotte Community Foundation at 1:35 pm. The roll call was taken. A quorum was present.

**2. Pledge of Allegiance**

All attendees recited the Pledge of Allegiance.

**3. Public Comments on Agenda Items**

There were no public comments received.

**4. Reports**

**A. Chair's Report**

CAC Chair Dianne Quilty had nothing to report, and neither did CAC Vice Chair Steve Hurt, who had chaired the previous meeting.

**B. City of Punta Gorda Report**

Mitchell Austin reported that the Harborwalk Phase 2 project is completed in Gilchrist Park. The City of Punta Gorda has appointed an advisory committee that will discuss the future of the 1950's era Bayfront Center building during biweekly sessions. This building was heavily damaged by Hurricane Ian and will be replaced. Mitchell Austin also introduced Brittany Metzler, a planner who will be representing the city at the CAC Meeting going forward

The previous day, Mary Ellen Kiss was at the Learn to Sail location, which is adjacent to the Bayfront Center. A discussion followed on the demolition concerns of Learn to Sail/Gulfshore Sailing School. The city has a land lease with them for the storage area and access to the boat basin. The dumpster enclosure will be converted to a shed. The City of Punta Gorda is also working with the Punta Gorda Boat Club as it recovers from Hurricane Ian. The city is in the process of determining the best way moving forward for the use of the waterfront at the location. It includes small boat docks leased to Learn to Sail on the northside and docks owned by the city on the southside. In the latter area, some docks were damaged and removed. It will be the ADA local access for the sailing center. The status of the Punta Gorda Boat Club was also discussed including the new lease that was negotiated prior to 2021.

**C. Charlotte County Report**

Shaun Cullinan noted that the County was experiencing a great deal of activity. The Charlotte County Board of County Commissioners (BCC) wants the Burnt Store Road corridor re-evaluated. It will be brought back to the BCC as a workshop item. The County is dealing with a tremendous amount of new construction and putting amenities in place for the citizens.

#### **D. Sheriff's Report**

Charlotte County Sheriff's Office representative and traffic officer Corporal Scott Sarver had nothing formal to report and offered to take questions from those present. Della Booth inquired regarding the number of traffic calls and activities happening due to increased growth. Corporal Sarver responded that there had been increased numbers largely due to the influx of workers. He noted that many infractions involved out-of-area construction workers, but he noted that most of that construction work now has been completed. Therefore, the number of crashes was starting to decline.

Discussion followed regarding a recent Tik-Tok prank that was localized in one Port Charlotte neighborhood. The Sheriff's Office staff was aware of this issue and hoped that it was just a fad that would result in no future fatalities. The case was being worked, and there are photos of the suspects.

Pauline Klein commented on recent traffic issues at Tucker's Grade and the Lee County Line area on US 41. She thanked the Sheriff's Office for increased enforcement in the area. Corporal Sarver stated that the focus is on high crash areas and main roadways with high speeds. He noted that some road systems are not ready for the increase in traffic. D'Juan Harris commented that the Punta Gorda Police officers have been active on Burnt Store Road enforcement in the section of their jurisdiction. Corporal Sarver described a lack of manpower for both County and City agencies and observed that keeping up with demand is difficult. Mary Ellen Kiss noted that the State Highway Patrol has also been active in the area. Corporal Sarver observed that there are only two highway patrol officers assigned to Charlotte County. Their workload focuses on trucking violations, as well as fatality areas and special operations. In mid-July 2023, Operation Southern Slowdown will be underway. A special FDOT grant has been obtained on I-75 for extra enforcement. Given the difficulty with hiring, the use of overtime has been prevalent. Emphasis is given to main highways and major cut-through roadways with heavy speeding on 35 mph roads.

#### **5. Consent Agenda:**

##### **A. [Approval of Minutes: April 26, 2023 Meeting](#)**

*Bob Logan made a motion to approve the Consent Agenda. Rick Kirchoff seconded the motion, and it was passed unanimously.*

#### **6. Florida Department of Transportation (FDOT) Report**

Pam Barr stated that FDOT was developing the Draft Tentative Work Program. She expected to have a Public Hearing on it to be held in the October-November 2023 timeframe. She provided an update on a question from the prior meeting regarding storm damaged signage on US 41. The materials have been ordered, and FDOT is awaiting contractor scheduling.

Mary Ellen Kiss asked about a date for the final Public Hearing regarding Burnt Store Road widening. D'Juan Harris stated that he had attended a meeting with Abra Horne from FDOT District One. Although there was no definite date yet, it would be held later this year or early

in 2024. The funding for the design of this project becomes available July 1, 2023. Lee County DOT anticipates it will take 6 to 8 months to complete the design consultant procurement process. Thus, Phase 1 (30%) design plans would not be available until Summer 2024.

#### **7. FY 2023/2024 Unified Planning Work Program (UPWP)/MPO Agreement Amendments**

D’Juan Harris informed the CAC members that the FY 2024 UPWP budget was being amended to include the Safe Street for All grant funding allocation and to update the various grant funding allocations. The revisions/amendments include the following:

- Moving \$20,000 from Task 2 - Data Collection & Analysis Planning salary line into its consultant line.
- Adding in Task 4 - Long Range Transportation Plan (LRTP) including \$31,469 SL dollars under the consultant line. This funding will be utilized for the development of the 2050 LRTP Update.
- Adding in Task 6 - Special Project Planning the new language for Safe Street for All and adding funding under Task 6 - Special Project consultant account the federal grant funding amount of \$249,500 and local share is \$62,500.
- Add additional allocation for FTA 5305(d) in the amount of \$1,192 to Task 8 – Transit and Transportation Disadvantaged (TD) Planning.
- Adding additional funding allocation in Task 8 – Transit and Transportation Disadvantaged (TD) Planning for TD Planning in the amount of \$1,237.
- Updating FY 2024 all FY 2024 Statements and Assurances form.
- Amending the MPO Agreement to reflect all new funding allocations.

#### **Budgeted Action:**

Funding Source	Source Level	Previous FY 2024 UPWP Allocation	New FY 2024 UPWP Allocation	UPWP FY 2024 Increase
5305(d)	PL	\$86,491	\$87,683	\$1,192
TD	State	\$23,887	\$25,124	\$1,237
SL	PL	New	\$31,469	\$31,469
SS4A	Federal	New	\$249,500	\$249,500
	Local	New	\$62,500	\$62,500

***Steve Schoff*** made a Motion to recommend the MPO Board amend the FY 2024 Unified Planning Work Program (UPWP) to include the following updates: (1) Safe Streets and Roads for All grant award to Task 6 – Special Project Planning in the amount of \$312,000

*(includes federal and local share), (2) add verbiage to Task 6 to include Development of SS4A Comprehensive Safety Action Plan Activities, (3) SL funds in the amount of \$31,469 to Task 4*

*– Long Range Transportation Plan (LRTP), and (4) FTA Section 5305(d) funds in the amount of \$1,192 to Task 8 Transit, and (5) Transportation Disadvantaged (TD) funds in the amount of \$1,237 to Task 8 – TD Planning. This Motion allows for the transmittal of the amendments to the MPO Agreement, FY 2024 updated Statements and Assurances forms and the FDOT Cost Analysis Certification form. These revisions will allow staff to make minor non-financial changes and adjustments based upon input received from FDOT. **Mary Ellen Kiss** seconded the motion, and it was passed unanimously.*

James Kunard inquired if funding for SS4A was obtained through the Bipartisan Infrastructure Bill, and D’Juan Harris responded in the affirmative. Discussion followed regarding the software for modeling.

#### **8. Safe Streets and Roads for All (SS4A) Federal Grant Agreement**

D’Juan Harris indicated that the Charlotte County-Punta Gorda MPO applied for and was awarded Safe Streets and Roads for all federal grant funding to develop a Comprehensive Safety Action Plan. The Comprehensive Safety Action Plan will provide an in-depth analysis of roadway crash data in Charlotte County and strategically identify project priority recommendations to countermeasure the incidence of crashes in Charlotte County based on the Federal Highway Administration’s (FHWA) Safe System Approach. Development of the plan is anticipated to take up to one year, as noted in the timeline located in the CAC meeting packet. Once the plan is adopted, local jurisdictions within Charlotte County will be eligible to apply for SS4A Project Implementation funding for transportation safety improvements of up to \$50,000,000 per project. The goal is to identify and implement short-term, mid-term and ultimate transportation solutions that will reduce or eliminate serious injuries and fatal crashes on public roadways.

The federal grant award amount is \$249,500. The required local match will be provided by Charlotte County in the amount \$62,500, yielding a total project budget of \$312,000. A resolution authorizing the execution of the SS4A Grant Agreement with the US DOT has been reviewed by the MPO Board Legal Counsel and was placed in the CAC meeting packet.

D’Juan Harris reviewed the Safe Streets and Roads for All Comprehensive Safety Action Plan timelines. He described the very aggressive schedule. He is working on forming a task force and asked for volunteer participants. A high injury network will be developed, and both the city and the County will be able to apply. There are only two more opportunities to apply for projects after completion of the Action Plan.

**Steve Hurt** made a Motion to recommend MPO Board approval of Resolution 2023-02 for signature by the MPO Chair and to authorize the MPO Director to execute the Charlotte County-Punta Gorda MPO’s Safe Streets and Roads for All Planning Grant Agreement with the United States Department of Transportation (including making minor adjustments as required). **Della Booth** seconded the motion, and it was passed unanimously.

## 9. Safe Streets and Roads for All (SS4A) Consultant Selection

D’Juan Harris informed that on June 14, 2023, the SS4A consultant selection committee held in-person presentations amongst the three responding GPC consultants vying for the opportunity to develop the Charlotte County-Punta Gorda Comprehensive Safety Action Plan. The SS4A selection committee ranked the consultants based on the criteria below:

SS4A Selection Committee Scoring Criteria	Possible Score
Understanding of Safe Systems Approach and Pragmatic Examples of Application of Principles	20
Experience Developing Vision Zero / Comprehensive Safety Action Plans	20
Implementation Strategies to Address Issues along High Injury Network (Can be proposed or based on previous case studies)	20
Public Engagement / Public Involvement Strategy / Stakeholder Considerations	15
Innovative Utilization of Technology	15
Response to Questions	10

Upon tallying the scoring criteria, the SS4A selection committee unanimously recommended VHB as the consultant to develop the Charlotte County-Punta Gorda Comprehensive Safety Action Plan. Attachment 1 displayed the final scoring sheet.

Once approved by the MPO Board, MPO Staff will negotiate a Scope of Services for development of the Comprehensive Safety Action Plan.

*Mary Ellen Kiss made a Motion to recommend MPO Board approval of the SS4A selection committee’s consultant recommendation; to authorize the MPO Staff to develop a Work Assignment Order and Scope of Services with the selected consultant; and to authorize the MPO Chair to sign the Work Assignment Order. **Steve Hurt** seconded the motion, and it was passed unanimously.*

## 10. 2050 Socioeconomic Data development update

In May of 2023, the MPO Board entered a contract with Kimley Horn & Associates to perform the updates for the LRTP 2020 Data Needs for Model Validation effort. The project is scheduled to be completed by December 2023. The CAC Members were briefed on the status of the 2050 Long Range Transportation Plan (LRTP) 2020 Data Needs for the Model Validation Project.

Laks Gurram introduced Brett Kamm from Kimley Horn & Associates who provided updates on the following topics:

- 1) Forecasting Process
- 2) Population and Employment Control Totals
- 3) Outstanding Data Needs
- 4) Next Steps

Steve Schoff inquired if Airbnb's were included in the data. Brett Kamm stated that they were not at this point. Richard Russell inquired whether or not the number of new County developments had been assessed. Brett Kamm noted that the consultants would be meeting with the Community Development Director and analyzing forecasts for things such as a new Publix in an area, etc.

Mary Ellen Kiss asked about a new study on the Burnt Store Road corridor. Brett Kamm explained that analysis will be done on potential growth areas. Additional questions arose regarding those areas north and south of Charlotte County, and whether or not surrounding growth would be included in the data. Brett Kamm stated this is an instance where a control figure at the beginning can be done. Steve Schoff stated that there were also impacts from Sarasota County's River Road including Wellen Park. Laks Gurram stated that this study is for Charlotte County alone; however, FDOT District One model will be focused on entire district which includes 12 counties with a regional perspective. Steve Schoff observed that those vehicles would be using Charlotte roadways.

Laks Gurram observed that this model validation effort is for socioeconomic data only. He stated that population with commute trips cross county lines would be included in the next phase. Pam Barr stated that the effort was just covering Charlotte County's "piece of the puzzle." FDOT will combine the results by region.

Steve Schoff stated that currently Artificial Intelligence (AI) is receiving a great deal of attention. He asked if all of the data would be put into one place. Pam Barr noted that FDOT has not used this approach to date, and it would be under FDOT Central Office if envisioned. She stated that she would check on any AI efforts but noted that sometimes the approach was to stick to old tried and true approaches.

Laks Gurram indicated that the timeline was located in the meeting packet. CAC Members could expect to hear more in the near future from Kimley Horn and Associates about the draft data.

## **11. Sun Trail Projects - Discussion**

Laks Gurram discussed assorted maps and projects. The **Florida Greenways and Trails Council (FGTC)** serves as an extension to advise the Florida Department of Environmental Protection on Greenways and Trails related issues. The council held their meeting on April 13<sup>th</sup> & 14<sup>th</sup> of 2023 in Tallahassee. The proposed changes to the SUN Trail were discussed at the April 2023 Office of Greenways & Trails for their approval.

MPO Staff had the opportunity to attend the council meeting to request proposed changes (found in meeting packet Attachment 1) to the SUN Trail alignment maps. These changes were presented to this committee back at the November 30, 2022 meeting. MPO Staff coordinated with our regional partners to the north and south for concurrence of regional connections.

In the current FDOT Draft Tentative Work Program (FY 2024 through FY 2028), the Cape Haze Pioneer Trail Corridor on SR 776 (from Myakka State Forest to US 41) is funded for

Design in FY 2024 for \$ 657,019. The project is divided into two segments. On US 41 at South Alligator Creek, a Pedestrian Overpass is funded for Design in FY 2025 for \$290,000.

The status of the SUN Trail funded projects in Charlotte County for FY 2024 through FY 2028 Draft Tentative Work Program is listed below:

Cape Haze Pioneer Trail (SR 776) from US 41 to Gillot Blvd; PE- \$468,000 (FY 2024)

Cape Haze Pioneer Trail (SR 776) from Gillot Blvd to Myakka State Forrest; PE \$189,019 (FY 2024)

US 41 (SR 45) at South Fork Alligator Creek; PE \$290,000 (FY 2025)

D’Juan Harris characterized the Sun Trails program as being well-funded and allowing for safer, wider shared use paths. Laks Gurram noted that a Feasibility Study will be conducted to see if one of the projects is constructible. The path will run south down on Taylor Road connecting US 41 both on south and north.

## **12. Public Comments**

Jeff Lustig, a Punta Gorda resident, described inadequate parking in the downtown area. He stated that a solution would be to allow the use of golf carts or smaller electric vehicles. He owns a Nissan Leaf, which is an electric vehicle. He noted that many vehicles can be made street legal and have a large range. He stated that although some City government officials are opposed to the concept, allowing these vehicles would help reduce speed and be a benefit to the disabled. It was noted by Corporal Sarver that in the County, the BCC would have to accept any such proposal. Currently, they were only permitted by County ordinance in certain neighborhoods such as Babcock Ranch, Pirate Harbor and several West County mobile home communities. D’Juan Harris stated that Sgt. Dustin Paille of the Sheriff’s Department previously had provided him an email with information regarding these types of vehicles and the County ordinance. Mr. Harris offered to forward this information which included a flyer to the entire CAC membership and Mr. Lustig.

## **13. Staff Comments**

Bekie Leslie requested that Pauline Klein and Steve Hurt consider reapplying for their positions for another term. She noted that there is also one West County CAC vacancy. Wendy Scott added that the application is available on the website for those wishing to apply or reapply.

D’Juan Harris stated that the County’s RAISE Grant had not received funding for this cycle.

## **14. Member Comments**

Steve Schoff asked in terms of funding opportunities, if there was a shovel ready list. D’Juan Harris stated that under the SS4A grant, the projects do not have to be shovel ready. There are already projects that the local officials have in mind.

Mary Ellen Kiss asked about the status of the transportation study for Burnt Store Road. D’Juan Harris stated that it has been done by Charlotte County Public Works. There would be a County Public Workshop held on it in the next few months.

Richard Russell stated that he was glad to be at the CAC Meeting.

Pauline Klein discussed her concerns regarding the Sunseeker Resort project and Harbor View Road funding.

Rick Kirchoff noted his concerns regarding CR 771 (Gasparilla Road) in the South Gulf Cove area. Laks Gurram stated that the plan for widening to four lanes was in the Needs Plan.

Rick Kirchoff observed that there will be a need for that in the near future. Laks Gurram stated that the opportunity to address this roadway will be available in conjunction with a Long Range Transportation Plan (LRTP) workshop. D’Juan Harris explained that it would need to be elevated to the Cost Feasible Plan.

Dianne Quilty noted that both the electric and non-electric street signs on US 41 need improvement. Pam Barr stated that she will request a check of the material list to verify the matter.

***Pauline Klein** made a motion to adjourn the CAC Meeting. **Bob Logan** seconded the motion, and it was passed unanimously.*

#### **15. Adjournment (Next CAC Meeting – September 27, 2023)**

There being no further business, the meeting was adjourned at 2:57 p.m. The next regularly scheduled CAC meeting will be held on Wednesday, September 27, 2023, in-person at the Charlotte County Community Foundation, 227 Sullivan Street, Punta Gorda, Florida 33950 at 1:30 p.m.



JULY 17, 2023  
MPO BOARD MEETING

**AGENDA ITEM # 7-C**  
**TECHNICAL ADVISORY COMMITTEE (TAC) CHAIR'S REPORT**

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**CHARLOTTE COUNTY - PUNTA GORDA  
METROPOLITAN PLANNING ORGANIZATION  
MINUTES OF THE JUNE 28, 2023  
TECHNICAL ADVISORY COMMITTEE (TAC) MEETING  
Charlotte Community Foundation  
227 Sullivan Street  
Punta Gorda, FL 33950**

**MEMBERS PARTICIPATING**

Mitchell Austin, City of Punta Gorda, TAC Chair  
Robert Fakhri, Charlotte County Public Works  
Brett White, Charlotte County Airport Authority  
Don Scott, Lee County MPO  
Shirley Ciampi, Charlotte County Transit Division  
Shaun Cullinan, Charlotte County Community Development  
Joshua Hudson, Charlotte County Economic Development (Virtual)  
Patrick Fuller, Charlotte County Emergency Management (Virtual)

**OTHERS PARTICIPATING**

D’Juan Harris, MPO Director  
Lakshmi N. Gurram, MPO Principal Planner  
Betty-Ann Sherer, MPO Planner  
Wendy Scott, MPO Planner (Virtual)  
Bekie Leslie, MPO Administrative Services Coordinator (Virtual)  
April Santos, Charlotte County Public Works  
Rich Lisenbee, Charlotte County Signal System Specialist  
Jody Mansell, Charlotte County Lighting District Superintendent  
Pamela Barr, FDOT District One  
Brett Kamm, Kimley- Horn  
Babuji Ambikapathy, VHB (Virtual)  
Katherine Tellez, Fehr & Peers (Virtual)

**MEMBERS ABSENT**

Tony Conte, Charlotte County Public Schools  
June Fisher, DeSoto County  
Carl Benge, City of North Port

**1. Call to Order & Roll Call**

TAC Chair Mitchell Austin called the meeting to order at 9:30 A.M. The roll call was taken; a quorum was present.

**2. Public Comments on Agenda Items**

There were no public comments

**3. Consent Agenda:**

**A. Approval of Minutes: April 26, 2023, Meeting**

**Brett White** made a motion to approve the Consent Agenda. **Shaun Cullinan** seconded the motion, and it was passed unanimously.

**4. Chairs Report**

The Chair had nothing specific to report at this time

**5. Florida Department of Transportation (FDOT) Report**

Pam Barr informed members: FDOT is preparing to work on the upcoming Work Program cycle for FY 2025 through FY 2029. Ms. Barr indicated that the Public Hearing is anticipated to occur in October/November of this year.

At the previous committee meeting, a member inquired about the missing and damaged signage due to Hurricane Ian along US 41. She indicated that the materials have been ordered and FDOT is now awaiting an installation schedule from the contractor.

**6. FY 2023/2024 Unified Planning Work Program (UPWP)/MPO Agreement Amendments**

Director Harris briefly summarized the purpose of the UPWP and outlined the following revisions/amendments being proposed in this amendment:

- Moving \$20,000 from Task 2 - Data Collection & Analysis Planning salary line into its consultant line
- Adding in Task 4 - Long Range Transportation Plan (LRTP) including \$31,469 SL dollars under the consultant line. This funding will be utilized for the development of the 2050 LRTP Update
- Adding in Task 6 - Special Project Planning the new language for Safe Street for All and adding funding under Task 6 - Special Project consultant account the federal grant funding amount of \$249,500 and local share is \$62,500
- Add additional allocation for FTA 5305(d) in the amount of \$1,192 to Task 8 – Transit and Transportation Disadvantaged (TD) Planning
- Adding additional funding allocation in Task 8 – Transit and Transportation Disadvantaged (TD) Planning for TD Planning in the amount of \$1,237
- Updating FY 2024 all FY 2024 Statements and Assurances form
- Amending the MPO Agreement to reflect all new funding allocations

**Budgeted Action:**

Funding Source	Source Level	Previous FY 2024 UPWP Allocation	New FY 2024 UPWP Allocation	UPWP FY 2024 Increase
5305(d)	PL	\$86,491	\$87,683	\$1,192
TD	State	\$23,887	\$25,124	\$1,237
SL	PL	New	\$31,469	\$31,469
SS4A	Federal	New	\$249,500	\$249,500
	Local	New	\$62,500	\$62,500

**Shaun Cullinan** made a Motion to recommend the MPO Board amend the FY 2024 Unified Planning Work Program (UPWP) to include the following updates: (1) Safe Streets and Roads for All grant award to Task 6 – Special Project Planning in the amount of \$312,000 (includes federal and local share), (2) add verbiage to Task 6 to include Development of SS4A Comprehensive Safety Action Plan Activities, (3) SL funds in the amount of \$31,469 to Task 4 – Long Range Transportation Plan (LRTP), and (4) FTA Section 5305(d) funds in the amount of \$1,192 to Task 8 Transit, and (5) Transportation Disadvantaged (TD) funds in the amount of \$1,237 to Task 8 – TD Planning. This Motion allows for the transmittal of the amendments to the MPO Agreement, FY 2024 updated Statements and Assurances forms and the FDOT Cost Analysis Certification form. These revisions will allow staff to make minor non-financial changes and adjustments based upon input received from FDOT. **Brett White** seconded the motion, and it was passed unanimously.

**7. Safe Streets and Roads for All (SS4A) Federal Grant Agreement**

Director Harris gave a brief background on the Safe Streets and Roads for All federal grant funding awarded to the Charlotte County-Punta Gorda MPO to develop a Comprehensive Safety Action Plan.

The Comprehensive Safety Action Plan will provide an in-depth analysis of roadway crash data in Charlotte County and strategically identify project priority recommendations to countermeasure the incidence of crashes in Charlotte County based on the Federal Highway Administration's (FHWA) Safe System Approach. Development of the plan is anticipated to take up to one year, as noted in the timeline located in the TAC meeting packet. Once the plan is adopted, local jurisdictions within Charlotte County will be eligible to apply for SS4A Project Implementation funding for transportation safety improvements of up to \$50,000,000 per project. The goal is to identify and implement short-term, mid-term and ultimate transportation solutions that will reduce or eliminate serious injuries and fatal crashes on public roadways.

The federal grant award amount is \$249,500. The required local match will be provided by Charlotte County in the amount \$62,500, yielding a total project budget of \$312,000. A

resolution authorizing the execution of the SS4A Grant Agreement with the US DOT has been reviewed by the MPO Board Legal Counsel and was placed in the TAC meeting packet.

**Shaun Cullinan** made a Motion to recommend MPO Board approval of Resolution 2023-02 for signature by the MPO Chair and to authorize the MPO Director to execute the Charlotte County-Punta Gorda MPO's Safe Streets and Roads for All Planning Grant Agreement with the United States Department of Transportation (including making minor adjustments as required). **Don Scott** seconded the motion, and it was passed unanimously.

#### 8. Safe Streets and Roads for All (SS4A) Consultant Selection

Director Harris – reviewed the SS4A consultant selection process which took place on June 14, 2023, the SS4A consultant selection committee held in-person presentations amongst the three responding GPC consultants vying for the opportunity to develop the Charlotte County-Punta Gorda Comprehensive Safety Action Plan. The SS4A selection committee ranked the consultants based on the criteria below:

SS4A Selection Committee Scoring Criteria	Possible Score
Understanding of Safe Systems Approach and Pragmatic Examples of Application of Principles	20
Experience Developing Vision Zero / Comprehensive Safety Action Plans	20
Implementation Strategies to Address Issues along High Injury Network (Can be proposed or based on previous case studies)	20
Public Engagement / Public Involvement Strategy / Stakeholder Considerations	15
Innovative Utilization of Technology	15
Response to Questions	10

Upon tallying the scoring criteria, the SS4A selection committee unanimously recommended VHB as the consultant to develop the Charlotte County-Punta Gorda Comprehensive Safety Action Plan. Attachment 1 displayed the final scoring sheet.

D’Juan Harris informed that once approved by the MPO Board, MPO Staff will negotiate a Scope of Services for development of the Comprehensive Safety Action Plan.

Robert Fakhri inquired if the Draft High Injury Network is the primary focus of the study. D’Juan Harris responded that other areas of concern will be analyzed during the study. The High Injury Network will identify problem crash areas and the study will provide countermeasure project recommendations to mitigate the occurrence of serious injuries and fatalities on public roadways.

**Shaun Cullinan** made a Motion to recommend MPO Board approval of the SS4A selection committee's consultant recommendation: to authorize the MPO Staff to develop a Work Assignment Order and Scope of Services with the selected consultant; and to authorize the

*MPO Chair to sign the Work Assignment Order. **Brett White** seconded the motion, and it was passed unanimously.*

#### 9. 2050 Socioeconomic Data development update

Laks Gurram introduced Brett Kamm of Kimley Horn & Associates who briefed the Committee on the status of the 2050 Long Range Transportation Plan (LRTP) 2020 Data Needs for the Model Validation Project.

Brett Kamm reviewed a PowerPoint presentation which provided updates on the following topics:

- 1) Forecasting Process
- 2) Population and Employment Control Totals
- 3) Outstanding Data Needs
- 4) Next Steps

He informed that the University of Florida Bureau of Business and Economic Research (BEER) average of medium and high population projections may still be considered low.

Mitchell Austin noted in both the city and the county, there has recently been greater interest in infill and redevelopment of existing sites. Mr. Austin inquired if this is taken into account during data collection?

Brett Kamm responded that this plan currently does not take redevelopment into account, however it will be considered for the future forecast.

Shaun Cullinan noted that Charlotte County Community Development is currently doing some population projections with Metro-Forecasting. It is the general perception that the current population of Charlotte County is over 200,000.

#### 10. Sun Trail Projects - Discussion

Laks Gurram informed that the **Florida Greenways and Trails Council (FGTC)** serves as an extension to advise the Florida Department of Environmental Protection on Greenways and Trails related issues.

He informed that the MPO Staff had an opportunity to attend the council meeting that was held on April 13<sup>th</sup> & 14<sup>th</sup> of 2023 in Tallahassee. Proposed changes to the SUN Trail alignment maps were discussed for their approval at this meeting. The changes were presented to this committee back at the November 30, 2022, meeting.

He informed the committee about the additional changes proposed to the existing route in downtown Punta Gorda. The proposed modified alignment would take the route from Cooper Street to Taylor Road. One goal is to strategically align these Shared Use Pathways

away from motor vehicle traffic to allow for safer travel of pedestrians and cyclists. SUN Trail Shared Use Pathways are the gold standard for trail development and the MPO is striving to attain as many SUN Trail Pathways as feasible within Charlotte County.

The status of the SUN Trail funded projects in Charlotte County for FY 2024 through FY 2028 Draft Tentative Work Program are listed below:

- > Cape Haze Pioneer Trail (SR 776) from US 41 to Gillot Blvd; PE- \$468,000 (FY 2024)
- > Cape Haze Pioneer Trail (SR 776) from Gillot Blvd to Myakka State Forrest; PE \$189,019 (FY 2024)
- > US 41 (SR 45) at South Fork Alligator Creek; PE \$290,000 (FY 2025)

Chair Austin noted the current SUN Trail alignment within the city, goes down US41, and the corridor is constrained from the Charlotte Harbor down to Airport Road. The City of Punta Gorda's ultimate goal is to have loops around the city; from Cooper Street to Taylor Road and the south to US 41 Northbound. This approach provides a much safer route. The city supports this realignment.

#### **11. Public Comments**

There were no public comments

#### **12. Staff Comments**

Director Harris noted he was appreciative to have a quorum for this meeting. He noted if there were any topics anyone would like to discuss at a future committee meeting, please forward them to MPO staff.

#### **13. Member Comments**

There were no public comments

**Adjournment** – There being no further business, the meeting was adjourned at 10:21 A.M. The next regularly scheduled TAC meeting will be held on Wednesday, September 27, 2023, both virtually and in-person at the Charlotte County Community Foundation 227 Sullivan Street, Punta Gorda, Florida 33950 at 9:30 a.m.

JULY 17, 2023  
MPO BOARD MEETING

**AGENDA ITEM # 7-D**  
**BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC)**  
**CHAIR'S REPORT**





**CHARLOTTE COUNTY-PUNTA GORDA  
METROPOLITAN PLANNING ORGANIZATION  
BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC)  
JUNE 15, 2023  
DRAFT Minutes**

Minutes of the meeting held in a hybrid format on June 15, 2023, utilizing Microsoft Teams® for virtual participation and in person at the Charlotte County Administration Center 18500 Murdock Circle Room B106, Port Charlotte, Florida

**MEMBERS ATTENDING EITHER IN PERSON OR VIRTUALLY**

Pauline Klein, (Chair) Bicycle Club  
Robert Logan, Mid-County Representative  
Ben Turner, West County Representative  
Betty Staugler, Historical/Cultural/Environmental Representative (Virtual)

**ABSENT**

Michael Tomaso, Bicycle Business Representative (excused)  
James Wernicke, (Vice Chair) West County Representative  
Wendy Zurstadt, South County Representative (excused)

**ADVISORY AND OTHERS ATTENDING EITHER IN PERSON OR VIRTUALLY**

D’Juan Harris, MPO Director (Virtual)  
Bekie Leslie, MPO (Virtual)  
Laks Gurram, MPO  
Betty-Ann Sherer, MPO  
Tony Conte, Charlotte County Schools Transportation Operations Director  
April Santos, Charlotte County Public Works (Virtual)  
Joshua Hudson, Charlotte County Economic Development  
Tanya Merkle, FDOT Bicycle Pedestrian Coordinator, District One  
Phil Pfaeffli, Pedelec e-Bikes

**1. Call to Order & Roll Call**

Chair Pauline Klein called the hybrid meeting to order at 2:03 p.m.; a quorum was not present.

**2. Public Comments on Agenda Items**

There were no public comments received.

**3. Chairs Report**

BPAC Chair had nothing to report.

**4. Consent Agenda**

a. [Approval of Minutes: March 2, 2023](#)

*Due to the lack of a quorum, no vote was taken. These minutes will be carried to the October meeting for approval.*

**5. [Sheriffs' Office Report - Public Safety](#)**

Deputy Miller was not present; there was no Sheriff's report.

**6. [FDOT Bicycle/Pedestrian Coordinator Report – \(Tanya Merkle\)](#)**

Tanya Merkle informed that the approval of Senate Bill 106 would potentially increase SUN Trail funding. MPOs can submit applications for the SUN Trail funding through the GAP system.

**7. [E-BIKE PRESENTATION - Philipp Pfaeffli Owner, Pedelec SQB Electric Bikes](#)**

Mr. Pfaeffli provided a power point presentation on E-Bikes. The presentation demonstrated various levels of the capabilities of e-bikes. Mr. Pfaeffli provided a summary of frequently asked questions about modern e-bikes and how they are changing mobility in everyday life.

**8. [2023 Project Priorities- Discussion – Laks Gurram](#)**

Laks Gurram reviewed the [Final list of 2023 Project priorities](#) and informed that the MPO is required to annually develop a List of Project Priorities (LOPP) as part of the Transportation Improvement Program (TIP) process. He also informed that the MPO Board approved the Project Priorities at their May 15, 2023 meeting.

Laks summarized the key highlights of the Project Priorities presented and indicated the changes are based on the Draft Tentative Work Program (FY 2024 to FY 2028) that was released by FDOT in December 2022.

These projects were demonstrated by using a mapping tool developed by MPO Staff. Once finalized, this link will be shared with Committee members.

**9. [SUN Trails – Discussion- Laks Gurram](#)**

The Shared Use Non-Motorized (SUN) Trail Program is a statewide network of paved multi-use trails to support multi-modal transportation options for residents and visitors. The statewide SUN Trail Network is comprised of the paved Priority Land Trails identified in the Florida Greenways and Trails Master Plan.

Maps were provided demonstrating Priority Trails, Opportunity Trails, Completed projects as well as Proposed changes to the SUN Trail Alignment.

The projects below are currently listed in the FY 2024 through FY 2028 Draft Tentative Work Program with the following programmed funding:

- Cape Haze Pioneer Trail (SR 776) from US 41 to Gillot Blvd; *Design-* \$468,000 (FY 2024)
- Cape Haze Pioneer Trail (SR 776) from Gillot Blvd to Myakka State Forrest; Design \$189,019 (FY 2024)
- US 41 (SR 45) at South Fork Alligator Creek; Design \$290,000 (FY 2025)

There was a brief discussion on pedestrian bridge built on N. Alligator Creek and questioned if the south Alligator Creek would be built in the similar design standards. MPO Staff indicated that the bridge is built to protect from disasters like Hurricane Ian and from floodings.

Ms. Merkle noted all aspects of resiliency are considered when designing these facilities.

**10. City of Punta Gorda Report**

City Staff was not available to present an update

**11. Charlotte County Report**

April Santos did not have anything to report. She informed the committee that she would be happy to get back to the committee if there were any specific questions pertaining to Charlotte County projects.

**12. Public Comments**

None.

**13. Staff Comments**

Director Harris participating virtually via Microsoft TEAMS noted at times the meeting audio was not audible. He encouraged committee members to attend the BPAC in person.

Betty-Ann Sherer noted that on April 15, 2023, D’Juan Harris and herself participated at a Gear Up for Youth Bike Safety event at the Port Charlotte High School. Many children won bikes and were fitted for new helmets. She also pointed out various resources available to committee members to assist bicyclists with navigation.

Bekie Leslie noted that the MPO currently has a BPAC South County Representative vacancy, contact the MPO for more information.

**14. Member Comments**

Tony Conte noted Charlotte County Schools has a Bicycle Safety Trailer/ Educational Program supported by FDOT. The trailer moves every two weeks from school to school. Mr. Pfaeffli noted he has saddles he would like to donate to the school's safety trailer. Pauline Klein noted the Harbor Heights Civic Association is having a July 4<sup>th</sup> event – where they will give away bikes and helmets to children in need.

**15. Adjournment**

There being no further business, the meeting was adjourned at 3:28 p.m. The next regularly scheduled meeting of the BPAC is October 5, 2023, both virtually and in-person at the:

**Charlotte County Transit Facility  
545 Theresa Boulevard  
Port Charlotte, Florida**

JULY 17, 2023  
MPO BOARD MEETING

**AGENDA ITEM #8**  
**LOCAL GOVERNMENT REPORTS**

JULY 17, 2023  
MPO BOARD MEETING

**AGENDA ITEM # 8-A**  
**CHARLOTTE COUNTY AIRPORT AUTHORITY REPORT**

**THE AIRPORT AUTHORITY PROVIDED AT THE MPO BOARD**  
**MEETING**



# CHARLOTTE COUNTY AIRPORT AUTHORITY

## MPO COMMITTEE REPORT

**JULY 17th, 2023**

JAMES W.  
HERSTON, P.E.  
STATE OF  
FLORIDA 43980

Digitally signed by James W Herston  
DN: c=US, o=Florida,  
dnQualifier=A01410C000001887280  
9DE800166A79, cn=James W Herston  
Date: 2023.07.17 10:07:36 -04'00'

*James W. Herston, P.E.  
Vice Chairman*



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# Charlotte County Airport Authority

## Punta Gorda Airport

**Robert D.  
Hancik**  
Chair

**James W.  
Herston**  
Vice-Chair

**Kathleen  
Coppola**  
Secretary/  
Treasurer

**Vanessa  
Oliver**  
Asst.  
Secretary/  
Treasurer

**Paul  
Andrews**  
Commissioner

**James W.  
Parish**  
CEO

**Darol  
Carr**  
Authority  
Attorney

Thursday, June 15, 2023  
9:00 A.M.

7375 Utilities Road, Building 313, Punta Gorda, FL

This meeting will be live-streamed and available for playback on the [Punta Gorda Airport's YouTube page](#).

*Note: Streaming service is for listening purposes only.*

## AGENDA

1. **Call to Order:** Reminder to turn off your cell phones.
2. **Invocation:** For those who wish to join, please rise for the invocation.
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Citizen's Input:** Anyone wishing to address the Board during this portion should state their name for the record. Each citizen is allowed up to two minutes to express their opinion on agenda items only.
6. **Additions and/or Deletions to the Agenda**
7. **Employee Recognition**
8. **Consent Agenda:** All matters listed under this item are considered routine and action will be accomplished by one motion without separate discussion of each item. If discussion is desired by a Commissioner, item(s) will be removed from the Consent Agenda and considered separately.

### Secretary/Treasurer

Minutes Regular Meeting – May 11, 2023

### CEO

**Records Management and Public Records Request Policy** – The Staff recommends adopting a policy to guide best practices for records retention, procedures for records management, and responses to public records requests.

**Staff Recommended Action:** Board approval of the Records Management and Public Records Request Policy.

**Removal of Asset** - The Aircraft Switchback Ramp #30037 is considered a total loss after Hurricane Ian.

**Staff Recommended Action:** Board approval to remove this asset from the asset list.

**Purchase of Aircraft Switchback Ramp** - Staff is requesting Board approval to replace asset #30037 that was a total loss from damage sustained during Hurricane Ian. Insurance has agreed to reimburse a portion of the cost in the amount of \$25,000 and staff will request the remainder of the replacement cost from FEMA. Replacement cost is \$75,762. The Staff is requesting approval to purchase in an amount not to exceed \$80,000 to account for fluctuating shipping costs.

**Staff Recommended Action:** Board approve purchase of new switchback boarding ramp in an amount not to exceed \$80,000.

**9. Secretary/Treasurer's Report**

- a. Accounts Receivables
- b. Income Statement
- c. Balance Sheet

Mrs. Coppola

Mr. Parish

Mr. Parish

Mr. Parish

**10. Liaison Reports**

- a. Punta Gorda City Council
- b. Board of County Commissioners
- c. Metropolitan Planning Organization/Economic Development
- d. Community
- e. State Legislation

Chair Hancik

Mr. Andrews

Mr. Herston

Mrs. Coppola

Mrs. Oliver

**11. Attorney's Report**

Attorney Carr

**12. CEO's Report**

- a. Development Update
- b. Marketing Update
- c. Aviation Report

Mr. Parish

Mr. Parish

Mrs. Miller

Mr. Duncan

**13. Old Business**

**14. New Business**

- a. Audit Presentation
- b. Building 207 Demolition - Construction Proposal
- c. FDOT Public Transportation Grant Agreement & Resolution- Fuel Farm Access Control Gates Project
- d. FDOT Public Transportation Grant Agreement & Resolution - Rehabilitate Taxiway A & C Project
- e. Taxiway "G" - FAA Grant Offer and Construction Contract
- f. Fuel Farm Access Control Gates - Award Design Contract
- g. Northside Infrastructure - Award Design Contract

Mr. Parish

Mr. Parish

Mr. Parish

Mr. Parish

Mr. Parish

Mr. Parish

Mr. Parish

**15. Public Comments - Punta Gorda Airport** - Anyone wishing to address the Board during this portion should state their name for the record. Each citizen is allowed up to two minutes to express their opinion.

**16. Commissioner's Comments**

**17. Adjournment**





**STATEMENTS OF REVENUE, EXPENSES  
AND CHANGES IN NET POSITION (Income Statement)  
For the Seven Months Ending Sunday, April 30, 2023**

	April			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>OPERATING REVENUES</b>						
Fuel and Oil Sales	\$514,673	\$578,729	-\$64,056	\$3,536,990	\$3,782,331	-\$245,341
Industrial and Commercial Park Leases	168,898	126,414	42,484	1,008,863	884,899	123,964
T Hangar Rentals and Tiedowns	84,307	107,433	-23,126	593,714	585,833	7,881
Concessions, Vending and Fees	2,293	2,332	-39	16,266	16,199	67
<u>Airline Related Revenues:</u>						
Advertising	8,030	6,500	1,530	64,084	45,500	18,584
Auto Parking	335,458	289,009	46,449	2,522,158	2,435,009	87,149
Car Rentals, Security & Fuel Fees	832,908	1,013,958	-181,050	4,272,603	5,251,131	-978,528
Concessions	10	20	-10	127	140	-13
Food & Beverage	109,776	106,439	3,337	598,666	593,048	5,618
Ground Handling Fuel	18,617	12,392	6,225	112,279	107,568	4,711
Ground Transportation	30,289	17,079	13,210	143,647	118,623	25,024
Terminal Use Fees	21,742	15,900	5,842	152,115	111,300	40,815
LEO Award	9,385	9,327	58	61,593	69,150	-7,557
Sida Badging	552	2,600	-2,048	7,777	18,200	-10,423
Total Airline Related Revenues	1,366,767	1,473,224	-106,457	7,935,049	8,749,669	-814,620
Other Revenues	103,462	0	103,462	171,440	0	171,440
<b>TOTAL OPERATING REVENUES</b>	<b>\$2,240,400</b>	<b>\$2,288,132</b>	<b>-\$47,732</b>	<b>\$13,262,322</b>	<b>\$14,018,931</b>	<b>-\$756,609</b>
<b>OPERATING EXPENSES</b>						
Salaries & Wages	\$382,826	\$384,951	-\$2,125	\$2,841,965	\$2,850,553	-\$8,588
Payroll Taxes & Retirement	89,920	93,618	-3,698	680,826	701,052	-20,226
Personnel Expenses	110,479	132,307	-21,828	805,372	916,508	-111,136
Cost of Fuel & Oil Sales	276,277	340,619	-64,342	2,074,764	2,245,211	-170,447
Advertising	41	142	-101	2,648	992	1,656
Bank Charges	11,269	9,981	1,288	68,029	66,435	1,594
Dues & Subscriptions	5,949	5,667	282	40,177	39,667	510
Insurance	98,933	46,667	52,266	408,962	326,667	82,295
Legal & Professional	56,628	20,067	36,561	327,554	178,467	149,087
Licenses & Permits	83	450	-367	2,721	3,150	-429
Marketing & Promotional	9,805	16,000	-6,195	143,793	135,000	8,793
Mowing	90	1,917	-1,827	4,250	13,417	-9,167
Postage	853	250	603	4,397	1,750	2,647
Repairs & Maintenance	57,207	88,634	-31,427	673,685	611,236	62,449
Computer Maintenance & Expense	16,915	40,054	-23,139	230,361	320,376	-90,015
Supplies	23,108	28,470	-5,362	226,566	189,491	37,075
Communications	4,694	9,804	-5,110	38,401	68,028	-29,627
Travel & Auto Allowance	603	9,729	-9,126	25,423	52,004	-26,581
Utilities	54,102	49,701	4,401	336,060	346,099	-10,039
Security Expense	1,300	2,708	-1,408	22,019	18,958	3,061
Airline Related Expense	170,877	189,334	-18,457	1,173,085	1,224,393	-51,308
<b>TOTAL OPERATING EXPENSES</b>	<b>\$1,371,959</b>	<b>\$1,471,070</b>	<b>-\$99,111</b>	<b>\$10,131,058</b>	<b>\$10,309,454</b>	<b>-\$178,396</b>
<b>OPERATING GAIN (LOSS)</b>	<b>\$868,441</b>	<b>\$817,062</b>	<b>\$51,379</b>	<b>\$3,131,264</b>	<b>\$3,709,477</b>	<b>-\$578,213</b>
<b>NON-OPERATING REVENUE &amp; EXPENSES</b>						
Miscellaneous Revenues / (Expenses)	\$410,598	\$622,425	-\$211,827	\$2,623,894	\$4,133,095	-\$1,509,201
Other Financial Assistance-Cares Act	0	86,341	-86,341	771,854	614,835	157,019
OPEB Post Retirement Benefit Accrual	-435	-537	102	-3,046	-3,762	716
Interest on Investments	101,305	11,500	89,805	462,849	80,500	382,349
Cost to Finance	-1,834	-8,215	6,381	-12,837	-57,505	44,668
Bank Fees	0	-700	700	-419	-4,900	4,481
<b>NET NON-OPERATING REVENUE &amp; EXPENSE</b>	<b>\$509,634</b>	<b>\$710,814</b>	<b>-\$201,180</b>	<b>\$3,842,295</b>	<b>\$4,762,263</b>	<b>-\$919,968</b>
<b>GAIN OR (LOSS) BEFORE CAPITAL CONTRIBUTIONS &amp; DEPRECIATION</b>	<b>\$1,378,075</b>	<b>\$1,527,876</b>	<b>-\$149,801</b>	<b>\$6,973,559</b>	<b>\$8,471,740</b>	<b>-\$1,498,181</b>
<b>CAPITAL CONTRIBUTIONS</b>						
Capital Grants & Contributions	1,185,077	20,000	1,165,077	7,963,938	3,770,000	4,193,938
<b>TOTAL CAPITAL CONTRIBUTIONS</b>	<b>\$1,185,077</b>	<b>\$20,000</b>	<b>\$1,165,077</b>	<b>\$7,963,938</b>	<b>\$3,770,000</b>	<b>\$4,193,938</b>
<b>INCREASE OR (DECREASE) IN NET POSITION w/CONTRIBUTIONS</b>	<b>\$2,563,152</b>	<b>\$1,547,876</b>	<b>\$1,015,276</b>	<b>\$14,937,497</b>	<b>\$12,241,740</b>	<b>\$2,695,757</b>
<b>DEPRECIATION</b>						
Depreciation	-407,711	-400,000	-7,711	-2,852,870	-2,800,000	-52,870
<b>TOTAL DEPRECIATION</b>	<b>-\$407,711</b>	<b>-\$400,000</b>	<b>-\$7,711</b>	<b>-\$2,852,870</b>	<b>-\$2,800,000</b>	<b>-\$52,870</b>
<b>INCREASE OR (DECREASE) IN NET POSITION</b>	<b>\$2,155,441</b>	<b>\$1,147,876</b>	<b>\$1,007,565</b>	<b>\$12,084,627</b>	<b>\$9,441,740</b>	<b>\$2,642,887</b>



Charlotte County Airport Authority  
STATEMENT OF NET POSITION (Balance Sheet)  
4/30/2023

**ASSETS**

**CURRENT ASSETS**

Cash and Cash Equivalents	\$42,828,524
Net Receivables	8,798,221
Inventories	139,829
Prepaid Expenses	949,903
<b>TOTAL CURRENT ASSETS</b>	<b>52,716,477</b>

**CAPITAL ASSETS**

Land	6,731,896
Buildings	53,791,416
CCAA Master Plan	1,727,490
Capital Improvements	59,339,365
Furniture, Fixtures and Equipment	8,083,019
Donated Surplus	47,300
Less: Accumulated Depreciation	(62,745,281)
Construction in Progress	52,031,757
<b>TOTAL CAPITAL ASSETS, NET</b>	<b>119,006,962</b>

**DEFERRED OUTFLOWS OF RESOURCES-  
PENSIONS**

769,464

**TOTAL ASSETS**

**\$172,492,903**

**LIABILITIES**

**CURRENT LIABILITIES**

Accounts and Contracts Payable	\$3,200,072
Accrued Expenses	798,674
Deferred Revenue	167,111
Client Deposits	345,447
<b>TOTAL CURRENT LIABILITIES</b>	<b>4,511,304</b>

**LONG-TERM LIABILITIES**

Estimated Liability for Compensated Absences	199,410
State Infrastructure Bank Loan	516,668
Net OPEB Obligation	31,011
Net Pension Liability	1,452,471
<b>TOTAL LONG-TERM LIABILITIES</b>	<b>2,199,560</b>

**TOTAL LIABILITIES**

**6,710,864**

**DEFERRED INFLOWS OF RESOURCES-PENSIONS**

**1,798,819**

**NET POSITION**

**RESERVES**

Non Catastrophic Exp Reserve	39,946
Contaminated/Pollutant Reserve	107,500
Insurance Escrow Reserve	342,017
Building Reserve	3,568,150
Parking Lot Reserve	2,949,166
Air Traffic/Navigation/Safety Reserve	208,038
Rental Car Improvement Reserve	46,522
T-Hangar Reserve	499,470
<b>TOTAL RESERVES</b>	<b>\$7,760,809</b>

Retained Earnings	144,137,789
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NET PROFIT / LOSS	12,084,625
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**TOTAL NET POSITION**

**163,983,223**

**TOTAL LIABILITIES AND NET POSITION**

**\$172,492,906**



JAMES

## Accounts Receivable Over 60 Days

As of Apr 2023

Customer Name	0-30 Days	31 - 60 Days	61 - 90 Days	91 and Over	Total Balance at Apr 30 2023	EXPLANATION as of June 8 2023
Allegiant Air	\$99,328.94	\$53,407.39	\$33,448.25	\$42,525.60	\$228,710.18	Paid \$136,465.24
Enterprise	\$2,622.51	\$44,921.64	\$38,643.95		\$86,188.10	Paid in full
New World Trade	\$6,177.00	\$3,421.31	\$3,421.31	\$3,421.31	\$16,440.93	Called Customer-- Paid 2,750.00
Mark & Deborah hunter	\$80.25	\$80.25	\$80.25		\$240.75	Paid in full
Flight Fast track				\$1,390.82		Paid in full
Joseph Pianna	\$215.54	\$215.54	\$215.54	\$500.59	\$1,147.21	Paid in full
SUB-TOTALS	\$108,424.24	\$102,046.13	\$75,809.30	\$47,838.32	\$332,727.17	
All Other Current Customer Bal	(37,382.36)	\$5,198.06	\$0.00	\$0.00	(\$30,793.48)	
TOTALS	71,041.88	\$107,244.19	\$75,809.30	\$47,838.32	\$301,933.69	

\$0.00 Credits

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6/8/2023  
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## PFC 1

CHARLOTTE COUNTY AIRPORT AUTHORITY  
APPROVED FOR COLLECTION & USE

8/1/2017 2,475,793.00  
REVISED 11/1/18 73,024.00

TOTAL APPROVED 2,548,817.00 PFC 1

PFC 1  
\$2.00/PASSENGER FEE  
\$4.50/ PASSENGER FEE 1/1/19

ALLEGIAN'T'S CHECK #	Received DATE	AMOUNT	PAX Month
454307	10/2/2017	57,588.30	31-Aug-17
457900	10/24/2017	43,035.30	30-Sep-17
462046	11/29/2017	97,095.97	31-Oct-17
464929	12/19/2017	100,636.83	30-Nov-17
468753	1/25/2018	115,620.75	31-Dec-17
470689	2/20/2018	115,420.02	31-Jan-18
473876	4/2/2018	129,433.53	28-Feb-18
476653	4/30/2018	182,165.76	31-Mar-18
480288	6/6/2018	250,517.61	30-Apr-18
4888595	7/2/2018	176,554.35	31-May-18
496557	8/2/2018	166,170.20	30-Jun-18
500424	9/5/2018	115,534.30	31-Jul-18
504586	10/1/2018	117,467.79	31-Aug-18
10306	11/5/2018	120,808.80	30-Sep-18
14254	12/3/2018	136,592.67	31-Oct-18
11089	1/2/2019	134,619.03	30-Nov-18
11472	2/5/2018	111,046.95	31-Dec-18
11848	3/5/2019	376,964.91	31-Jan-19
12223	4/1/2019	1,359.53	28-Feb-19

BALANCE 2,548,632.60

INTEREST 184.40  
Total Revenue Rec'd 2,548,817.00

TOTAL GRANT 2,548,817.00  
REMAINING 0.00

DONE

## PFC 3

CHARLOTTE COUNTY AIRPORT AUTHORITY

5,195,000.00  
BEGIN COLLECTION ON 6/1/23 AND COMPLETE BY 1/1/26

TOTAL APPROVED 5,195,000.00 PFC 3

PFC 3  
\$4.50/PASSENGER FEE

Received DATE	AMOUNT	PAX Month
5/4/2022	5,289.65	31-Mar-22
5/4/2022	3,678.82	31-Mar-22
6/2/2022	317,489.19	30-Apr-22
6/22/2022	689.23	30-Apr-22
6/28/2022	377,504.88	31-May-22
7/7/2022	557.53	31-May-22
8/1/2022	327,581.80	30-Jun-22
8/11/2022	1,154.57	30-Jun-22
8/30/2022	298,998.51	31-Jul-22
9/1/2022	952.63	31-Jul-22
10/5/2022	305,623.02	31-Aug-22
10/10/2022	1,400.41	31-Aug-22
11/2/2022	240,694.92	30-Sep-22
11/7/2022	1,299.44	30-Sep-22
12/7/2022	184,248.30	31-Oct-22
12/23/2022	6,738.65	30-Nov-22
1/5/2023	385,481.51	30-Nov-22
2/2/2023	320,145.14	31-Dec-22
1/27/2023	3,876.37	31-Dec-22
2/22/2023	520,759.43	31-Jan-23
2/27/2023	5,430.43	31-Jan-23
3/24/2023	420,083.49	28-Feb-23
3/28/2023	4,012.49	28-Feb-23
5/3/2023	343,514.37	31-Mar-23
5/3/2023	1,391.63	31-Mar-23
6/5/2023	315,469.22	30-Apr-23
6/8/2023	122.92	30-Apr-23

BALANCE 4,394,188.55

INTEREST 5,420.97  
Total Revenue Rec'd 4,399,609.52

5,195,000.00  
795,390.48

L PFC 1 & 2 & 3  
APPROVED 18,831,198.00

TOTAL COLLECTED 18,004,623.32  
TOTAL INTEREST 31,184.20  
TOTAL RECEIVED 18,035,807.52

795,390.48

PFC 1 (COLLECT&USE) 2,548,817.00 DONE  
PFC 1 (COLLECT&USE) 2,750,000.00 DONE  
5,298,817.00  
PFC 2 (COLLECT &USE) 8,337,381.00 DONE  
PFC 3 (COLLECT &USE) 5,195,000.00  
18,831,198.00  
TOTAL ALL COLLECTED 18,035,807.52  
REMAINING COLLECTIONS 795,390.48

6



2022	Allegiant		Allegiant		Sun Country		Sun Country		Enplaned		Deplaned		Airline		% inc/decr		YTD % inc/decr	
	Enplaned	Deplaned	Total	Enplaned	Deplaned	Total	Enplaned	Deplaned	Total	Enplaned	Deplaned	Total	Totals	from prior yr mo.	from prior YTD			
January	71,936	74,521	146,457	1,567	1,685	3,252	73,503	76,206	149,709				149,709	51.49%	51.49%			
February	84,411	91,276	175,687	2,546	2,641	5,187	86,957	93,917	180,874				180,874	40.23%	45.11%			
March	120,964	122,927	243,891	2,788	2,768	5,556	123,752	125,695	249,447				249,447	37.10%	41.55%			
April	104,372	90,876	195,248	1,673	1,180	2,853	106,045	92,056	198,101				198,101	58.10%	45.43%			
May	72,167	66,508	138,675	0	0	0	72,167	66,508	138,675				138,675	42.95%	45.05%			
June	81,999	81,607	163,606	0	0	0	81,999	81,607	163,606				163,606	15.44%	39.62%			
July	89,196	88,519	177,715	0	0	0	89,196	88,519	177,715				177,715	10.21%	34.55%			
August	63,405	60,532	123,937	0	0	0	63,405	60,532	123,937				123,937	26.09%	33.75%			
September	32,650	32,018	64,668	0	0	0	32,650	32,018	64,668				64,668	-11.41%	30.77%			
October	46,465	52,627	99,092	0	0	0	46,465	52,627	99,092				99,092	-24.58%	24.89%			
November	62,226	62,492	124,718	0	0	0	62,226	62,492	124,718				124,718	-17.05%	20.35%			
December	82,704	90,072	172,776	1,325	1,454	2,779	84,029	91,526	175,555				175,555	-3.42%	17.60%			
TOTALS	912,495	913,975	1,826,470	9,899	9,728	19,627	922,394	923,703	1,846,097					17.60%	17.60%			

## GRAND TOTALS

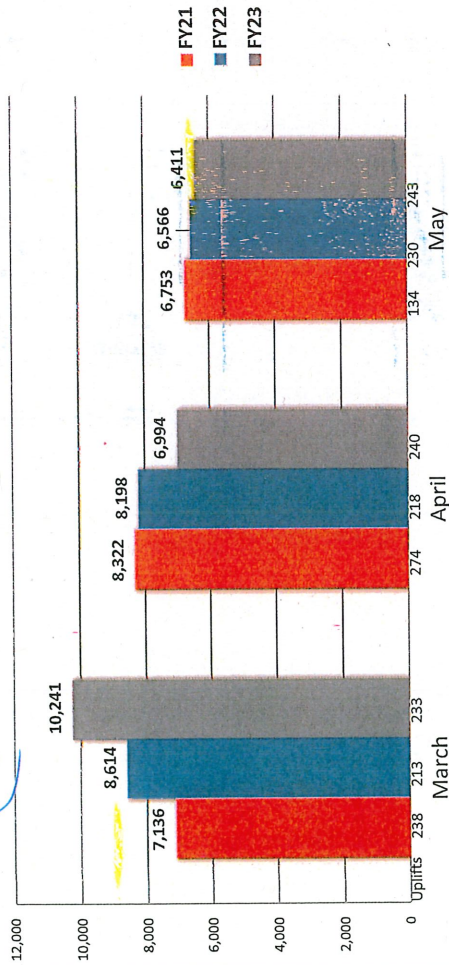
6,149,800	6,157,622	12,307,422	13,213	13,260	26,473	6,485,816	6,499,208	12,985,024
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2023	Allegiant		Allegiant		Sun Country		Sun Country		Sun Country		Enplaned		Deplaned		Airline		% inc/decr		YTD % inc/decr	
	Enplaned	Deplaned	Total	Enplaned	Deplaned	Total	Enplaned	Deplaned	Total	Enplaned	Deplaned	Total	Enplaned	Deplaned	Total		from prior yr mo.		from prior YTD	
January	83,639	87,501	171,140	1,382	1,389	2,771	85,021	88,890	173,911								16.17%		16.17%	
February	87,576	92,538	180,114	1,322	1,393	2,715	88,898	93,931	182,829								1.08%		7.91%	
March	114,788	116,682	231,470	1,522	1,523	3,045	116,310	118,205	234,515								-5.99%		1.94%	
April	103,180	86,336	189,516	790	667	1,457	103,970	87,003	190,973								-3.60%		0.53%	
May	72,105	66,084	138,189		0	0	72,105	66,084	138,189								-0.35%		0.39%	
June	78,062	78,164	156,226		0	0	78,062	78,164	156,226								-4.51%		-0.35%	
July	0	0	0		0	0	0	0	0											
August	0	0	0		0	0	0	0	0											
September	0	0	0		0	0	0	0	0											
October	0	0	0		0	0	0	0	0											
November	0	0	0		0	0	0	0	0											
December	0	0	0		0	0	0	0	0											
TOTALS	539,350	527,305	1,066,655	5,016	4,972	9,988	544,366	532,277	1,076,643											

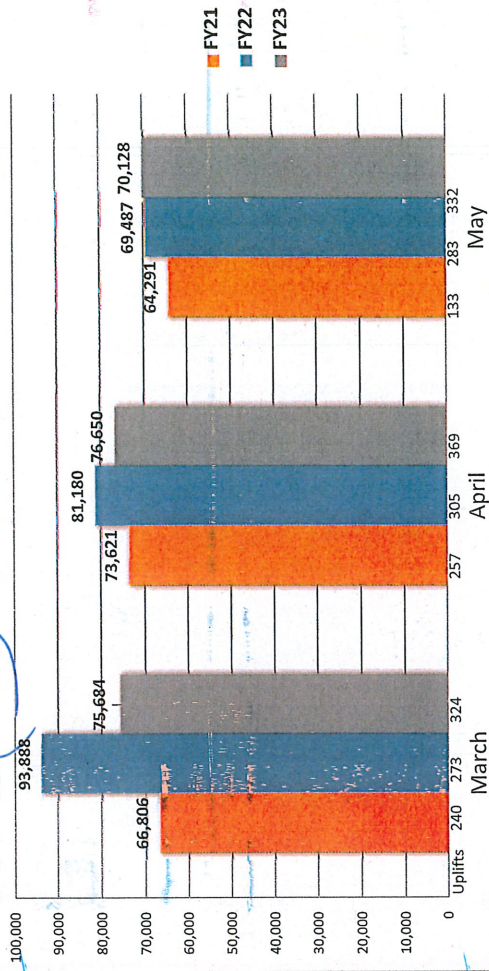
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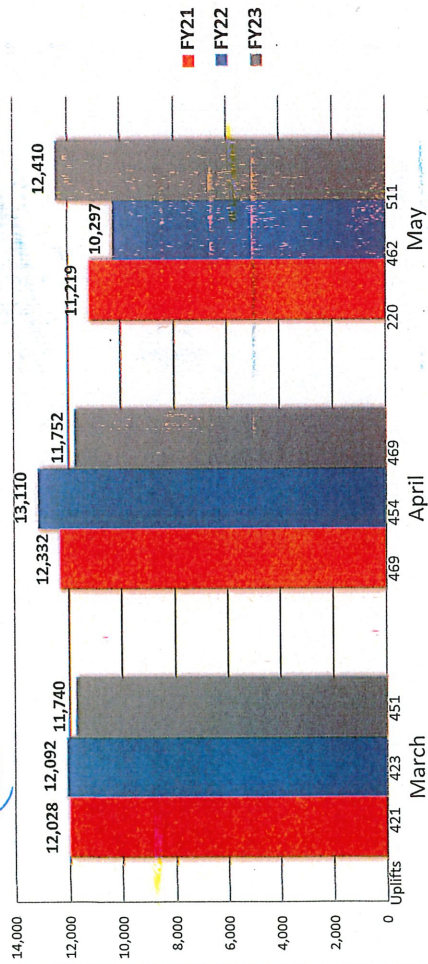
Charlotte County Airport Authority  
Avgas Gallons Sold TRUCK, 3 YEAR COMPARISON



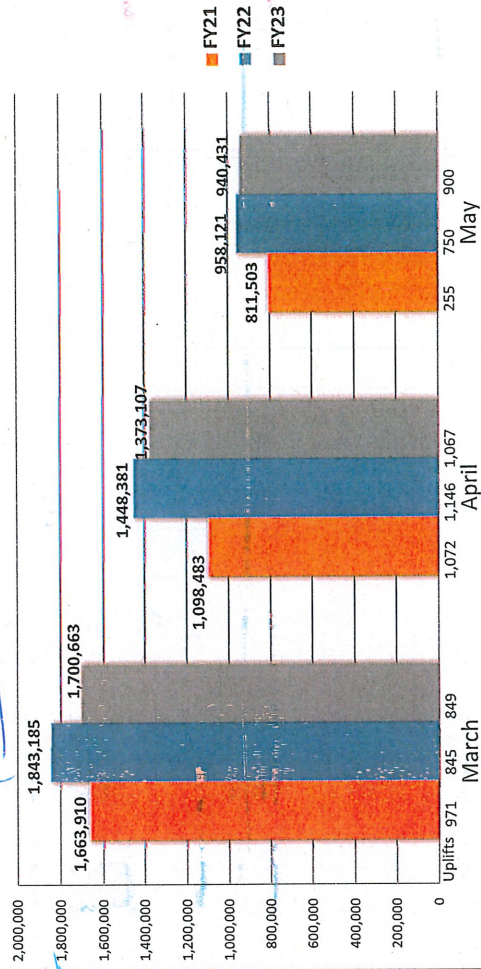
Charlotte County Airport Authority  
Jet A Gallons Sold, 3 YEAR COMPARISON



Charlotte County Airport Authority  
Avgas Gallons Sold SELF SERVICE, 3 YEAR COMPARISON



Charlotte County Airport Authority  
Airline Gallons Pumped, 3 YEAR COMPARISON







## Operations Reported By Tower

	March	April	May
Air Carrier	1233	1063	809
AirTaxi	165	135	135
GA	7449	7247	7683
Military	303	138	158
Total	9150	8583	8785

<b>Hangars</b>			
600 Series	119	3	2
200 Series	98	2	3

### Cities Served

- |                                  |                               |
|----------------------------------|-------------------------------|
| 1 Akron-Canton, OH*              | 26 Minneapolis-St. Paul, MN   |
| 2 Albany, NY                     | 27 Moline (Quad Cities), IL * |
| 3 Allentown (Lehigh Valley), PA  | 28 Nashville, TN              |
| 4 Appleton/Green Bay, WI         | 29 Niagara Falls/Buffalo, NY  |
| 5 Asheville, NC                  | 30 Norfolk, VA*               |
| 6 Baltimore, MD/Washington D.C.* | 31 Omaha, NB *                |
| 7 Bentonville, AR*               | 32 Peoria, IL                 |
| 8 Cedar Rapids, IA               | 33 Pittsburg, PA              |
| 9 Chicago (Midway), IL*          | 34 Plattsburg, NY*            |
| 10 Cincinnati, OH                | 35 Portsmouth, NH             |
| 11 Columbus (Rickenbacker), OH   | 36 Providence, RI             |
| 12 Concord/Charlotte, NC         | 37 Raleigh/Durham, NC         |
| 13 Dayton, OH *                  | 38 Rapid City, SD *           |
| 14 Des Moines, IA                | 39 Richmond, VA *             |
| 15 Elmira, NY *                  | 40 Rochester, NY *            |
| 16 Flint, MI                     | 41 Rockford, IL               |
| 17 Fort Wayne, IN                | 42 Saint Cloud, MN *          |
| 18 Grand Rapids, MI              | 43 Sioux Falls, SD *          |
| 19 Harrisburg, PA                | 44 Southbend, IN              |
| 20 Huntington, WV                | 45 Springfield, IL            |
| 21 Indianapolis, IN              | 46 Springfield/Branson, MO    |
| 22 Kansas City, MO               | 47 Stewart/Newburgh, NY       |
| 23 Knoxville, TN                 | 48 Syracuse, NY *             |
| 24 Lexington, KY                 | 49 Toledo, OH                 |
| 25 Louisville, KY                | 50 Traverse City, MI *        |



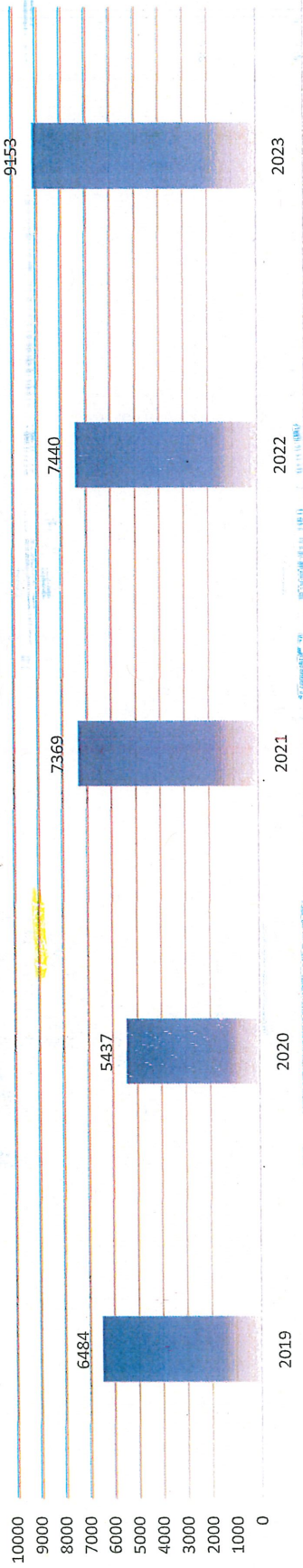
Allegiant Service



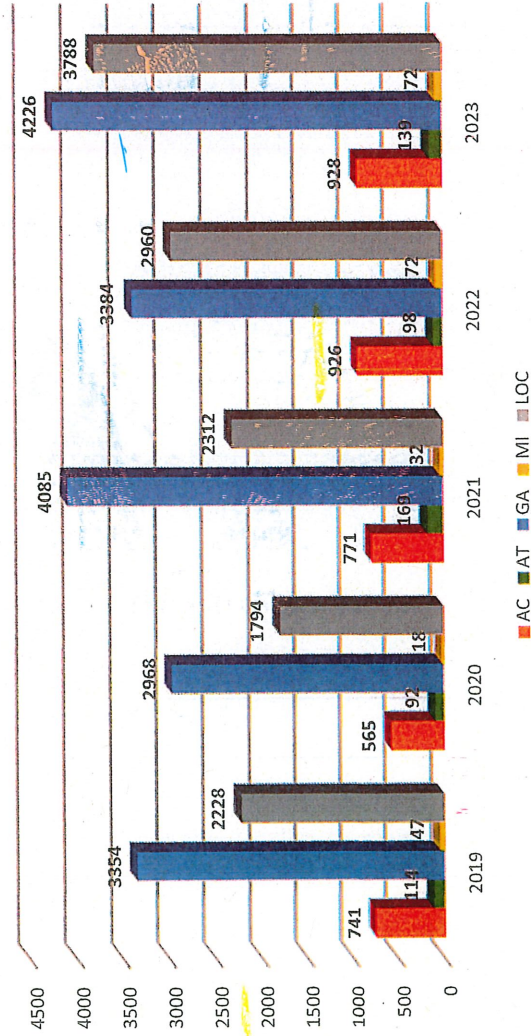
Sun Country Service

\* Seasonal City

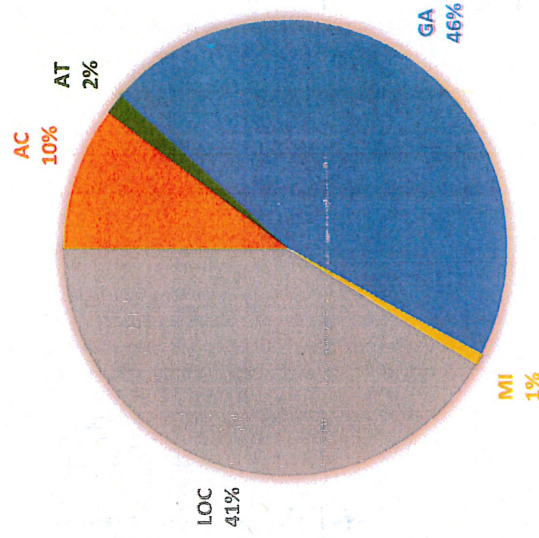
# TOTAL AIRPORT OPS - MAY



## May



## MAY 2023







CHARLOTTE COUNTY AIRPORT AUTHORITY  
PUNTA GORDA AIRPORT  
CAPITAL IMPROVEMENT PROGRAM REPORT  
JUNE 15, 2023

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0129	Northside Infrastructure Development	3

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CIP No.	Project Title	Page No
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### Design

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## In Development

### PROJECT TITLE & DESCRIPTION

Passenger Facility Charge (PFC) Application and Amendment.

#### Application 2 Amendment 2 - List of Projects

- Extend and Rehabilitate Runway 15-33 – Decrease \$1,249,188.
- Construct New General Aviation Apron – Increase \$73,568
- Construct New General Aviation Taxiway – Decrease \$181,540

#### Application 4 – List of Projects

- Removal of Golf Course Blvd and Extension of Challenger Blvd.
- Perimeter Road Improvements
- Terminal Building Expansion and Renovation
- Terminal Road and Curbside Improvements
- Rehabilitate Taxiway A
- Rehabilitate Taxiway C
- Building Modification for In-Line Baggage Handling System
- Reconstruct/ Rehabilitate Runway 4-22 (Modification of Standards)
- PFC Application and Administration Costs

### STATUS OF PROJECT

A draft of the PFC application was submitted to FAA on February 17, 2023. Preliminary FAA comments were received on March 29, 2023.

Airport staff and AECOM drafted responses to the FAA comments. The formal PFC applications is planned to be submitted in June 2023 and the FAA approval is expected to occur by June/July 2023.

### PROJECT FUNDING

Description	Estimated Cost	FAA	FDOT	PFC	CCAA
PFC Development	\$85,000			100%	

### PROJECT SCHEDULE

Milestone Description	Completion Date	Completed
CCAA Approve Scope of Work and Fee	08/18/22	✓
Internal Planning and Coordination	11/30/22	✓
Notice to Air Carriers	12/21/22	✓
Notice for Public Comment	12/21/22	✓
CCAA Resolution Approval	01/19/23	✓
Air Carrier Consultation	01/26/23	✓
Draft Submittal to FAA	02/17/23	✓
Final Application Submittal to FAA	Jun/Jul-23	
FAA Approve PFC Applications	Jun/Jul-23	

## In Development

### PROJECT TITLE & DESCRIPTION

Fuel Farm Security Improvements- This project will construct two vehicle gates for the fuel farm and a new access road from the 200 series hangars to the fuel farm allowing direct access.

### STATUS OF PROJECT

The FDOT grant and consultant contract are on the June 15, 2023, board agenda for approval. Additional project information will be included in the next board report.



CHARLOTTE COUNTY AIRPORT AUTHORITY  
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## In Development

### PROJECT TITLE

Northside Infrastructure Development

### PROJECT DESCRIPTION

This project will design, permit, and construct a new roadway to open access to aviation development. The project includes electric service, water, and sewer facilities.

### STATUS OF PROJECT

The scope of work, fee and schedule developed by Kimley Horn. As a result, the contract is included on the June 15, 2023, Board meeting for approval.

### PROJECT FUNDING

Description	Estimated Cost	CCAA
Survey and Geo Tech	\$25,000	100%
Design	\$149,351	
Construction	TBD	100%

### PROJECT SCHEDULE

Milestone Description	Completion Date	Completed
CCAA Board – Approve Scope and Fee	06/15/23	
Formal Notice to Proceed	06/16/23	
Data Collection	Aug-23	
Design	Oct/Nov-23	
SWFWMD Permitting – Submit App	Sep-23	
SWFWMD Permitting – Permit Issued	Nov-23	
Advertise for Construction Bids	Nov-23	
Open Bids	Dec-23	
Award Construction Contract	Dec-23	
Construction Start – Mobilization	Jan-24	
Construction Start – Field	Mar-24	

### CONTRACTS

Firm Name	Fee
Services Provided	
Kimley Horn	\$149,351
Design Consultant	
TBD	TBD
Construction	





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## Solicitations/Consultant Selection

### PROJECT TITLE

Taxiway A/C Reconstruction and Taxiway C/D Intersection Improvements

### STATUS OF PROJECT

The Request for Qualifications for the selection of an engineering consultant for the New Taxiway A/C Reconstruction and Taxiway C/D Intersection Improvements project was advertised on May 19, 2023. Proposals are due on June 19, 2023. Additional project information will be included in the next board report.

## Planning/Studies/Reports

### PROJECT TITLE

Airport Layout Plan Update

### PROJECT DESCRIPTION

AECOM is updating the Airport Layout Plan (ALP) to reflect the completion of recent projects along with proposed facilities from recent planning studies. The updates include Terminal Expansion, Administration Building Expansion, Taxiway E, Taxiway G, RW 4-22 Blast Pads, TVOR to be decommissioned, Add Air Center Improvements, New Hangar Units, Add Northside and Westside Plans, Add New M&O Facility, Remove Filled Wetlands, and other miscellaneous items.

### STATUS OF PROJECT

The draft ALP was submitted to FAA on April 14, 2023, and awaiting comments and approval.

### PROJECT FUNDING

Description	Estimated Cost	FAA	FDOT	PFC	CCAA
Airport Layout Plan Update	\$11,440	90%		10%	



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## Design

### PROJECT TITLE

New FBO Hangar - CIP No. 0112

### PROJECT DESCRIPTION

This design-build project will construct a new 12,000 square foot FBO Hangar and approximately 2,000 square feet of offices east of the new General Aviation Terminal. Phase 1 is a Conceptual Design Report. Phase 2 is Design, Permitting and Bidding. Phase 3 is Construction.

### STATUS OF PROJECT

No Change from Previous Report - This project is on hold due to estimated construction costs being over budget.

### PROJECT FUNDING

Description	Estimated Cost	FAA	FDOT	PFC	CCA
Design and Construction	\$1.8 to \$2.0M				100%

### PROJECT SCHEDULE

Milestone Description	Completion Date	Completed
Develop RFQ	Mar-21	✓
Advertise RFQ	04/05/21	✓
RFQ Received and Opened	05/06/21	✓
CCA Select Design-Build	05/20/21	✓
Phase 1 of 3 Conceptual Scope of Work Development	6/30/21	✓
Phase 1 of 3 Conceptual Report	8/31/21	✓
CCA Board - Phase 2 Scope-Fee- Schedule for Design, Permitting, Bidding	09/16/21	✓
Phase 2 - Design/Permitting/Bidding	06/22	✓
GMP Review Meeting	07/20/22	✓
Phase 3 - CCA Board - Approve GMP	TBD	
Phase 3 - Construction	TBD	

### CONTRACTS

Firm Name Services Provided	Fee
Owen-Ames-Kimball Design-Build Services	
Phase 1 - Conceptual Report	\$21,909.50
Phase 2 - Design/Permitting/Bidding	\$129,780.00
Phase 3 - Construction	TBD





CHARLOTTE COUNTY AIRPORT AUTHORITY  
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## Design

### PROJECT TITLE

Self-Serve Fuel Facility at Air Center Ramp - CIP No. 0114

### PROJECT DESCRIPTION

This project will relocate the existing south ramp self-serve fueling facility to the new General Aviation Air Center Ramp. The project includes concrete pad, fuel tank, fire extinguishers, eye wash station, signage, lighting, and air machine.

### STATUS OF PROJECT

The project is under construction. The concrete pad has been poured. Electrical conduits will be installed on June 23rd. Construction is expected to be completed in August 2023.

### PROJECT FUNDING

Description	Estimated Cost	PGD/CFC/FDOT
Design	\$6,900	TBD
Construction	\$238,690	TBD

### PROJECT SCHEDULE

Milestone Description	Completion Date	Completed
Develop RFB Package	9/24/21	✓
Advertise for Bids	9/24/21	✓
Opened One Bid – Rejected	11/9/21	✓
Scope of Work Development	Apr-22	✓
Meeting – Revised Scope to Move Existing Tank from South Apron	09/06/22	✓
Complete Design	Dec-22	✓
Evaluate Electrical Options	Mar-23	✓
CCAA Award Construction Contract	04/13/23	✓
Begin Construction	Apr/23	✓
End Construction	Aug/23	

### CONTRACTS

Firm Name Services Provided	Fee
Michael Baker – Design	\$6,900
Halfacre – Design-Builder	\$238,690





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## Design

### PROJECT TITLE

Golf Course Blvd. / Challenger Blvd. / Perimeter Road - CIP No. 0119

### PROJECT DESCRIPTION

This project includes the removal of Golf Course Blvd. between Mooney Ave and Challenger Blvd. to avoid encroachment in Runway Protection Zones and Airspace Surfaces. In addition, this project includes the extension of Challenger Blvd. from Golf Course Blvd. to Piper Road and the construction of a Perimeter Road from Taxiway D to Henry Street gate.

### STATUS OF PROJECT

The preliminary design was submitted to the Airport on March 6, 2023. This submittal along with the traffic study was submitted to the County for review. A meeting with the Airport, County staff and Consultant was held in May 2023 to review comments for incorporation into the next submittal. County staff comments for turn lane and signals are under review by airport executive management. The project design is on hold until the final determination can be made. In addition, airport staff are working with county EDA office on an EDA grant for funding of the Challenger extension.

### PROJECT FUNDING

Description	Estimated Cost	FAA	FDOT	PFC
Design	\$349,100	90% (Perimeter Road)	0%	10% (Perimeter Road) 100% Remaining Design Costs
Construction	\$3,800,000	90% (Perimeter Road) 0% (Golf Course/Challenger)	50% (Golf Course / Challenger)	10% (Perimeter Road) 50% (Golf Course / Challenger)

### PROJECT SCHEDULE

Milestone Description	Completion Date	Completed
CCAA Board – Approve Scope and Fee	10/20/22	✓
Formal Notice to Proceed	11/09/22	✓
Conceptual Design – Traffic Study	Jan-23	✓
Data Collection	Jan-23	✓
Preliminary Design – 30%	03/06/23	✓
PGD/Country Review/Turn Lane-Signals	06/23	
Engineering Design – 75%	Sep-23	
SWFWMD Permitting – Submit App	Sept-23	
Final Design – 100%	Dec-23	
Advertise for Construction Bids	Dec-23	
Open Bids	Jan-24	
Award Construction Contract	Jan-24	
Construction Start – Mobilization	Feb-24	
Construction Start – Field	Mar-24	

### CONTRACTS

Firm Name Services Provided	Fee
Michael Baker Design Consultant	\$349,100
TBD Construction	TBD



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## Design

### PROJECT TITLE

CTC Aviation Tech Facility – CIP No. 0125

### PROJECT DESCRIPTION

This project will construct a new educational facility to accommodate the relocation and expansion of the existing Charlotte County Public Schools, Charlotte Technical College, FAA-certified Aviation Maintenance Technician School. The general program components include multiple classrooms, work/conference room, breakroom, administrative offices, aircraft maintenance and repair hangar and landside parking.

### STATUS OF PROJECT

The consultant's schematic design submittal was received on June 1, 2023, and is currently under review.

### PROJECT FUNDING

Description	Estimated Cost	CCAA	DEO
Design	\$650,872	\$1,500,000	\$3,000,000
Construction	\$5M to \$6M		

### PROJECT SCHEDULE

Milestone Description	Completion Date	Completed
CCAA-DEO Grant Agreement	09/09/22	✓
Advertise RFQ	10/10/22	✓
RFQ Submittal Due	12/01/22	✓
CCAA Select Design Firm	12/15/22	✓
Develop Scope, Fee, and Schedule	Jan/Feb-23	✓
CEO – Limited Design	03/09/23	✓
CCAA Approve Full Design Contract	04/13/23	✓
Concept Design (15%)	04/21/23	✓
Schematic Design (30%)	05/31/23	
Design Development (60%)	Aug-23	
Construction Documents (90%)	Sep-23	
Permit Documents (100%)	Oct-23	
Bidding Phase	Nov-23	
Award Phase	Nov/Dec-23	
Begin Construction	Jan-24	

### CONTRACTS

Firm Name	Fee
<b>Services Provided</b>	
C&S Engineers, Inc Design Consultant	\$650,872
TBD	\$5M to \$6M
Construction	





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## Design

### PROJECT TITLE

Perimeter Road, Phase 2A (Between South Ramp and East Side of Airport)

### PROJECT DESCRIPTION

The project will construct a new 15-foot-wide gravel surface roadway approximately 7,000 feet in length between the south ramp and the east side of the airport, near the glide slope facility. This roadway will provide a safe route outside of the movement and safety area limits to access various airport features for safety and security patrols, inspections, and maintenance activities in order to travel without the need to contact the ATCT. In addition, to provide a safe route for ARFF access to incidents in this area.

### STATUS OF PROJECT

The final plans and specifications for bidding were submitted on April 17, 2023. This project was planned to be funded with FY 23 FAA AIG BIL funds along with the TW G project. Due to the amount of funding needed for both projects, Perimeter Road will move to FY 24, and it is planned to be advertised for bids at the end of this year.

### PROJECT FUNDING

Description	Estimated Cost	FAA	PFC
Design	\$353,026	90%	10%
Construction	\$3,600,000		

### PROJECT SCHEDULE

Milestone Description	Completion Date	Completed
CCAA Board – Award Design	12/15/22	✓
Data Collection – Survey and Geo-Tech	Jan-23	✓
Preliminary Design	03/01/23	✓
Submit SWFWMD Permit Application	May-23	
Final Design	04/17/23	✓
Advertise for Construction Bids	Oct-23	
Open Bids	Nov-23	
CCAA Authorize CEO to Execute Construction Contract and Grant Offer	Dec-23	
FAA -Submit Grant Application	Dec-23	
FAA – Receive Grant Offer	Mar-23	
Mobilization	Apr-23	
Begin Construction	Jun-23	
End Construction	Sep-23	
Closeout	Oct-23	



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## Design

### PROJECT TITLE

Construct Replacement Hangar for Building 207 (B-611)

### PROJECT DESCRIPTION

This project will construct new replacement hangars for tenants located in Building 207. The hangars in Building 207 will need to be demolished for future construction of terminal access road improvements and/or expansion of rental car facilities.

### STATUS OF PROJECT

The design Notice to Proceed was issued on December 19, 2022. Design survey and geotechnical work was completed in March 2023 and the design is underway and preliminary plans are scheduled to be submitted in June 2023.

### PROJECT FUNDING

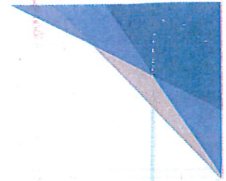
Description	Estimated Cost	PGD	CFC
Design	\$144,725	TBD	TBD
Construction	TBD		

### PROJECT SCHEDULE

Milestone Description	Completion Date	Completed
CCAA Board – Award Design	12/15/22	✓
Data Collection – Survey and Geo-Tech	Mar-23	✓
Preliminary Design	Jun-23	
Submit SWFWMD Permit Application	Jun-23	
Final Design	Jul-23	
Advertise for Construction Bids	Jul-23	
Open Bids	Aug-23	
CCAA Award Construction Contract	Aug-23	
Delegated Design/ EOR Review-Approvals	Oct-23	
Submit Building Permit Application	Oct-23	
Begin Initial Fabrication	Oct-23	
Secure Building Permit	Dec-23	
Begin Construction – Civil	Jan-24	
Complete Fabrication	Feb-24	
Begin Construction -Building	Feb-24	
End Construction	Jul-24	
Closeout	Aug-24	



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## Design

### PROJECT TITLE & DESCRIPTION

Self-Serve Fuel Facility at 200 Series T-Hangars

### STATUS OF PROJECT

Contractor ordered the new tank in May 2023 and scheduled to be delivered in November 2023.

### PROJECT FUNDING

Description	Estimated Cost	PGD
Design – Michael Baker	\$8,900	100%
Construction – Halfacre	\$226,560	100%





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## Bidding/Award/Grant Funding

### PROJECT TITLE

In-Line Baggage System - CIP No. 0113

### PROJECT DESCRIPTION

This project provides design services for a new In-Line Baggage Handling System located at the south end of the commercial terminal building as part of a future expansion. The design includes new expanded baggage screening and make-up areas and utilizes the current version of the TSA guidelines and standards.

### STATUS OF PROJECT

Construction bids were opened on April 19, 2023. Currently the bids are under evaluation by the design consultant for the submittal of a recommendation of award. This recommendation will be submitted to TSA, FDOT and FAA (as part of the PFC 4 Application) for review and comment for funding. Grants and a construction contract will be submitted at a future Board meeting for acceptance and approvals.

### PROJECT FUNDING

Description	Estimated Cost	TSA	PFC	FDOT
Design	\$825,303	95%	5%	
Construction	\$21.6M	\$14.2M	\$4.2M	\$3.2M

### PROJECT SCHEDULE

Milestone Description	Completion Date	Completed
TA Accept Scope of Work	Mar-21	✓
TSA Review	Jun/Jul-21	✓
TSA Grant Offer	07/29/21	✓
CCAA Accept Grant and Approve Consultant Agreement	08/19/21	✓
Issue Notice to Proceed	09/03/21	✓
Pre-Design Phase	12/21	✓
Schematic Design Phase	02/22	✓
Detailed Design Phase (Includes 30%, 70%, 100% submittals)	12/22	✓
Advertise for Bids	03/06/23	✓
Bid Opening	04/19/23	✓
Submit Grant Applications	Jun/23	
Construction	TBD	

### CONTRACTS

Firm Name Services Provided	Fee
AECOM - Design	\$825,303
TBD - Construction	



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## Bidding/Award/Grant Funding

### PROJECT TITLE

Maintenance and Operations Facility - CIP No. 0120  
New Industrial Facility – CIP No. TBD

### PROJECT DESCRIPTION

This project will design and construct a new maintenance and operations facility.

### STATUS OF PROJECT

SWFWMD permitting and Charlotte County site plan review process are underway. The advertisement date for construction bids was March 31, 2023. Bids were scheduled to be opened on May 15, 2023; however, this date has been revised to July-23 due to plan revisions to reduce project cost.

### PROJECT FUNDING

Description	Estimated Cost	FDOT	CCAA
Design – M&O Facility	\$575,200		100%
Design – New Industrial Facility (on hold)	\$377,500		100%
Construction – M&O Facility	\$5M	50%	50%
Construction – New Industrial Facility	TBD		100%

### PROJECT SCHEDULE

Milestone Description	Completion Date	Completed
CCAA Board – Approve Scope and Fee	05/26/22	✓
Initial Meeting	06/03/22	✓
Formal Notice to Proceed	06/14/22	✓
Conceptual Design – 15%	07/13/22	✓
Schematic Design – 30%	08/18/22	✓
Survey and Geotechnical	Nov-22	✓
Preliminary Design – 75%	11/18/22	✓
Final Design – 90%	12/16/22	✓
Begin SWFWMD Permitting & County Site Plan Review	Mar-23	✓
End SWFWMD Permitting & County Site Plan Review	Sep-23	
Advertise for Construction Bids	03/31/23	✓
Accept FDOT Initial Grant	04/13/23	✓
Open Bids and Award Contract	Jul-23	
Issue NTP for Construction	Aug-23	
Contractor Secure Building Permit	Oct-23	
Construction Start – Field	Dec-23	

### CONTRACTS

Firm Name Services Provided	Fee
Michael Baker Design Consultant	\$952,700
TBD Construction	TBD





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## Bidding/Award/Grant Funding

### PROJECT TITLE

New Taxiway "G" – CIP No. 0121

### PROJECT DESCRIPTION

This project will design and construct a new Group III taxiway / taxi lane between Taxiway "A" and the new General Aviation Ramp.

### STATUS OF PROJECT

Construction bids opened on April 6, 2023. The FAA grant application was submitted April 18, 2023, and is under review. At the June 2023 Board meeting, an agenda item is planned to be included allowing the CEO to execute the grant offer upon receipt and then execute the construction contract. A grant is expected to be offered in July 2023.

### PROJECT FUNDING

Description	Estimated Cost	FAA	FDOT	PFC	CCAA
Design	\$620,485	90%		10%	
Construction	\$6.7M	90%	5%	5%	

### PROJECT SCHEDULE

Milestone Description	Completion Date	Completed
Advertise RFQ	05/05/22	✓
RFQ Submittal Due Date	06/06/22	✓
Selection Committee Review	06/13/22	✓
CCAA Board – Select Consultant	06/23/22	✓
Scope Development / Independent Fee Estimate	08/09/22	✓
CCAA Board Meeting – Approve Scope of Work-Fee-Schedule	08/18/22	✓
Submit Grant Pre-Application	Nov-22	✓
Design	Feb-23	✓
Advertise/Open Construction Bids	04/06/23	✓
Submit FAA Grant Application – Bid Based	04/18/23	✓
CCAA Board Meeting – Allow CEO to execute contract and grant offer.	Jun-23	
CEO Receive/Execute Grant Offer and Construction Contract	Jul-23	
Construction – Mobilization Phase	Aug-23	
Construction Substantial Completion	Nov-23	
Closeout	Jan-24	

### CONTRACTS

Firm Name	Fee
Services Provided	
Kimley-Horn	\$620,485
Design Consultant – Approval Pending	
TBD	\$7.8M
Construction	estimated





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## Bidding/Award/Grant Funding

### PROJECT TITLE

Commercial Terminal Expansion

### PROJECT DESCRIPTION

Expand and renovate the existing commercial terminal building to address the current need to provide more space and improve efficiency for handling passengers. The proposed terminal expansion project is anticipated to provide approximately 51,500 additional square feet of space for hold rooms, public circulation, public restrooms, and concessions. The project also includes the renovation of approximately 30,500 square feet of the existing terminal. These renovations will include modifying the existing holdroom spaces into expanded security screening checkpoint space, queuing, public circulation, arrivals, concessions, and other support space.

The project also includes the relocation of aircraft parking positions, the relocation of drainage structures and any required grading modifications to the aircraft parking apron as a result of the relocation of the drainage structures, expanded terminal space/support building space, relocation of rental car ready spaces, and construction of a new access road.

The study confirms that the existing terminal space does not accommodate existing passenger enplanement levels. As information, the 2018 Master Plan Update forecasted that annual enplanements would be at 841,169 by the year 2036. Comparatively, in 2019, enplanements were 821,557. Following COVID in 2020, 2021 enplanements were 783,397. Year 2022 enplanements through October were 769,685. Using 2021 as a basis, PGD estimates 2022 enplanements to be approximately 939,861.

### STATUS OF PROJECT

On April 13, 2023, the Board selected the Design-build firm of DeAngelis Diamond/AECOM. Currently the scope of work, fee and schedule are in development. A contract will be submitted to the Board at a future meeting for approval.

### PROJECT FUNDING

Description	Estimated Cost	FAA	FDOT	PFC	CCAA
Design and Construction	\$44.4M	\$16.9M	\$12.5M	\$15M	TBD

### PROJECT SCHEDULE

Milestone Description	Completion Date	Completed
Develop RFQ	Feb-23	✓
Advertise RFQ	02/27/23	✓
RFQ Submittal Due	03/30/23	✓
CCAA Select Design-Builder	04/13/23	✓
Scope of Work, Fee, Schedule, IFE	Jun-23	
CCAA Approve Design-Builder Contract	Jul-23	
Design-Builder Notice to Proceed	Aug-23	
Design-Builder GMP Submittal	Jun-24	
Submit Funding Applications to FAA and FDOT	Jul-24	
Secure Funding	TBD	
CCAA Approve Design-Builder GMP	TBD	



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## Construction

### PROJECT TITLE

Roadway Network Improvements – CIP No. 0095

### PROJECT DESCRIPTION

This project will construct; A right turn lane on Piper Road at Viking Avenue, one additional lane on Viking Avenue between Piper Road and Golf Course Blvd.

### STATUS OF PROJECT

Construction has been completed and is currently in the closeout phase. This project will be removed from future reports.

### PROJECT FUNDING

Description	Estimated Cost	FAA	FDOT	PFC	CCAA
Design, Permitting, Bidding, Construction Services, Closeout	\$89,990				100%
Construction	\$1,431,165		50%	50%	
<b>Total</b>	<b>\$1,521,155</b>				

### PROJECT SCHEDULE

Milestone Description	Completion Date	Completed
Select Consultant	05/17/18	✓
Develop Scope, Fee, Schedule	05/17/18	✓
CCAA Approve Scope of Work	05/17/18	✓
Issue Notice to Proceed	05/29/18	✓
Submit FDOT Grant Application	7/8/19	✓
Design and Permitting (100%)	10/23/19	✓
FDOT SIS Funding Not Available	08/20/20	✓
Utility Design Relocation	Feb-22	✓
City Force Main – Interlocal Agr.	TBD	
Receipt of FDOT Grant/CCAA Acceptance	02/26/22	✓
Finalize Bid Documents and Advertise for Construction Bids	04/07/22	✓
Bid Opening	05/10/22	✓
CCAA Approve Construction Contract	05/26/22	✓
Begin Construction	Jul-22	✓
End Construction	Apr-23	✓
Closeout	Jun-23	

### CONTRACTS

Firm Name	Fee
<b>Services Provided</b>	
Southwest Engineering and Design Engineering Design, Permitting, Bidding, Construction Services, Closeout	\$89,990
Pavement Maintenance Inc. Construction (Final costs to be determined)	\$1,431,165





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## Construction

### PROJECT TITLE

New Building 615 (10) 60x60 Box Hangars - CIP No. 0101

### PROJECT DESCRIPTION

This project consists of the construction of six (6) new replacement hangars for tenants located in Building 207, and four (4) additional hangars (all 60'x60'). Building 207 will need to be demolished when the terminal access road is expanded to the north or if this area is designated for expansion of rental car parking. The replacement hangars will be located west of the New GA Terminal Facility.

### STATUS OF PROJECT

Drywall installation is in process. Construction is scheduled to be completed in July 2023.

### PROJECT FUNDING

Description	Estimated Cost	FAA	FDOT	CFC	CCAA
Building 207 Replacement Hangar Design and Construction	\$3.0M			100%	
Total	\$3.0M				

### PROJECT SCHEDULE

Milestone Description	Completion Date	Completed
Select Consultant	08/02/18	✓
Develop Scope, Fee, Schedule	09/27/18	✓
CCAA Approve Consultant Fee	10/23/18	✓
Issue Notice to Proceed	10/23/18	✓
Design and Permitting	05/01/19	✓
Design Updates to Bid with T-Hangars	Feb 20	✓
Advertise for Construction Bids	03/01/21	✓
Open Bids	04/12/21	✓
CCAA Approve Bid/Execute Contract	05/20/21	✓
Notice to Proceed "Pause" Ends	11/03/21	✓
Issued Notice to Proceed	01/03/22	✓
Mobilization / Design	05/27/22	✓
Building Permit Issued	10/20/22	✓
Construction	Jul-23	
Closeout	TBD	

### CONTRACTS

Firm Name	Fee
Services Provided	
AECOM	\$145,910
Engineering Design, Bidding, Construction Services, Closeout	
Stellar Development, Inc.	\$2,836,041
Construction	



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## Construction

### PROJECT TITLE

New Building 606 (24) T-Hangars – CIP No. 0106

### PROJECT DESCRIPTION

This project includes design and permitting services for the preparation of construction plans and specifications for twenty-four aircraft T-hangar units adjacent to the existing 600 series T-hangar units. Door openings are to be forty-two feet wide; depth is to be 34 feet and door height is to be 12 feet.

### STATUS OF PROJECT

Drywall installation is in process. Sitework utilities are being installed. Construction is scheduled to be completed in Aug 2023.

### PROJECT FUNDING

Description	Estimated Cost	FAA	FDOT	PFC	CCA
T-Hangars Design and Construction	\$3.4M				100%
Total		\$3.4M			

### PROJECT SCHEDULE

Milestone Description	Completion Date	Completed
CCA Request Project	05/16/19	✓
Develop Scope, Fee, Schedule	06/13/19	✓
CCA Approve Scope of Work	06/20/19	✓
Issue Notice to Proceed	06/20/19	✓
50% / 60% Design	10/31/19	✓
Secure FDOT SIB Loan	Jul-20	✓
Design Updates to Bid with 207	Feb 20	✓
Advertise for Construction Bids	03/01/21	✓
Open Bids	04/12/21	✓
CCA Approve Bid/Execute Contract	05/20/21	✓
Notice to Proceed "Pause" Ends	11/03/21	✓
Issued Notice to Proceed	01/03/22	✓
Mobilization / Design	Jul-22	✓
Permitting	10/28/22	✓
Construction	Aug-23	
Closeout	TBD	

### CONTRACTS

Firm Name Services Provided	Fee
AECOM Engineering Design	\$110,589
Stellar Development, Inc Construction	\$3,242,879





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## Construction

### PROJECT TITLE

New Building 607 (9) 50' x 50' Box Hangars - CIP No. 0101

### PROJECT DESCRIPTION

This project includes engineering design, permitting and construction services required to construct nine (9) new 50' x 50' aircraft box hangars located north of the 600 series T-hangars. Five units were originally designed, four units were added in May 2022.

### STATUS OF PROJECT

Roof and doors are being installed. The construction is expected to be completed in October 2023.

### PROJECT FUNDING

Description	Estimated Cost	CCAA
Design (5) Units	\$75,130	100%
Design (4) Units	\$41,850	100%
Construction (5) Units (Building and Civil)	\$1,793,343	100%
Construction (4) Units (Building)	\$1,154,260.00	100%
Construction (4) Units (Civil)	\$240,347	100%
<b>Total</b>	<b>\$3,304,930</b>	

### PROJECT SCHEDULE

Milestone Description	Completion Date	Completed
Develop Scope, Fee, Schedule - 5 Units	02/03/21	✓
CCAA Approve Scope of Work - 5 Units	02/18/21	✓
Complete Design - 5 Units	01/28/22	✓
CCAA Approve Change Order (5 units) Building and Civil	04/07/22	✓
CCAA Approve Change Order (4 units) Building Only	05/26/22	✓
Complete Design - 4 Units	08/04/22	✓
CCAA Approve Change Order (4 units) Civil Only	Dec-22	✓
Secure Building Permit	03/17/23	✓
Construction	Oct-23	
Closeout	Dec-23	

### CONTRACTS

Firm Name	Fee
<b>Services Provided</b>	
AECOM Engineering Design	\$116,980
Stellar Construction	\$2,947,603.97



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## Construction

### PROJECT TITLE

Runway 4-22 Rehabilitation / Reconstruction - CIP No. 0107

### PROJECT DESCRIPTION

Rehabilitate (mill and overlay) of outboard runway pavement (mill and overlay). Re-construction of keel section (60 foot wide) base and asphalt (complete removal and replacement). In addition, associated electrical improvements.

### STATUS OF PROJECT

The runway edge line work began in May 2023 and scheduled to be completed by end-June 2023. Once completed the project will be closed. This will be removed from future reports.

### PROJECT FUNDING

Description	Estimated Cost	FAA	FDOT	PFC	CCAA
Design Only	\$424,175	100%			
Construction, Engineering, Inspection	\$14.9M	100%			
<b>Total</b>	<b>\$15.3M</b>				

### PROJECT SCHEDULE

Milestone Description	Completion Date	Completed
Select Consultant	08/02/18	✓
Submit FAA & FDOT Pre Application (Design)	11/01/19	✓
Develop Scope, Fee, Schedule Complete IFE Process	Dec-19	✓
Submit FAA & FDOT Application (Design)	Jan-20	✓
Secure FAA Funding (Design)	08/12/20	✓
Begin Design	07/31/20	✓
Secure FAA RSA Grading Approval	05/19/21	✓
End Design / Advertise for Construction Bids	07/02/21	✓
Submit FAA & FDOT Application (Construction)	08/03/21	✓
Secure FAA Funding (Construction)	09/01/21	✓
CEO Accept FAA Grant / Issue Notice of Award	09/01/21	✓
Mobilization	Dec-21	✓
Begin Construction	Jan-22	✓
End Construction – Open Runway	01/14/23	✓
R/W Width / Edge Line	Jun-23	
Closeout	Jul-23	

### CONTRACTS

Firm Name	Fee
<b>Services Provided</b>	
Kimley-Horn - Design and Construction	\$617,663
Inspection – In House	\$185,000
Wright Construction Group - Construction	\$14.5M

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## Construction

### PROJECT TITLE

Airfield Lighting Control Monitoring System (AFLCMS)

### PROJECT DESCRIPTION

This project includes the installation of a new AFLCMS to replace the existing system. The new system includes new fiber optic connections between the air traffic control tower and the electrical vault, along with computer, software, and programming.

### STATUS OF PROJECT

Submittals have been approved and equipment has been ordered. Work is scheduled to commence February-2024 and be completed April-2024.

### PROJECT FUNDING

This project is being funded as part AIP43-Runway 4/22.



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## Construction

### PROJECT TITLE

Taxiway D Reconstruction – CIP No. 0116

### PROJECT DESCRIPTION

This project includes design for the re-construction of Taxiway D from Runway 15 End to Taxiway "A" (4,625 feet x 50 feet). This project also includes a DBE Plan Update.

### STATUS OF PROJECT

Construction began on January 16, 2023. Phases 1 through 5 of 8 phases have been completed. Project is currently on hold due to material shortages in the asphalt design mix and is scheduled to start back on Phase 6 July-2023. Coordination of the construction schedule continues with Airport Operations, Air Traffic Control Tower, Air Carriers and Airport Tenants. Construction is scheduled to be completed in August 2023.

### PROJECT FUNDING

Description	Estimated Cost	FAA	FDOT	PFC	CCAA
Design	\$700,395	90%		10%	
Construction	\$9,641,841	90%	5%	5%	
Project Inspection	\$118,750	90%		10%	
DBE Plan Update	\$25,000	90%		10%	

### PROJECT SCHEDULE

Milestone Description	Completion Date	Completed
Advertise RFQ	08/06/21	✓
RFQ Submittal Due Date	09/07/21	✓
Selection Committee Review	09/09/21	✓
CCAA Board – Select Consultant	09/16/21	✓
Scope Development / Independent Fee Estimate	10/08/21	✓
Submit Grant Pre-Application	10/15/21	✓
CCAA Board Meeting – Approve Scope of Work-Fee-Schedule	10/21/21	✓
Design	May -22	✓
Advertise/Open Construction Bids	06/03/22	✓
Submit Grant Application – Bid Based	06/10/22	✓
CCAA Board Meeting – Allow CEO to execute contract and grant offer.	06/23/22	✓
Receive/Execute Grant Offer and Construction Contract	09/22/22	✓
Construction – Mobilization Phase	Dec-22	✓
Construction Start (After Open RW 4-22)	Jan-23	✓
Construction Substantial Completion	Aug-23	
Closeout	Sep-23	

### CONTRACTS

Firm Name Services Provided	Fee
Kimley-Horn Design Consultant	\$700,395
Ajax Construction	\$9,641,841



## MARKETING & COMMUNICATIONS REPORT | MAY 2023

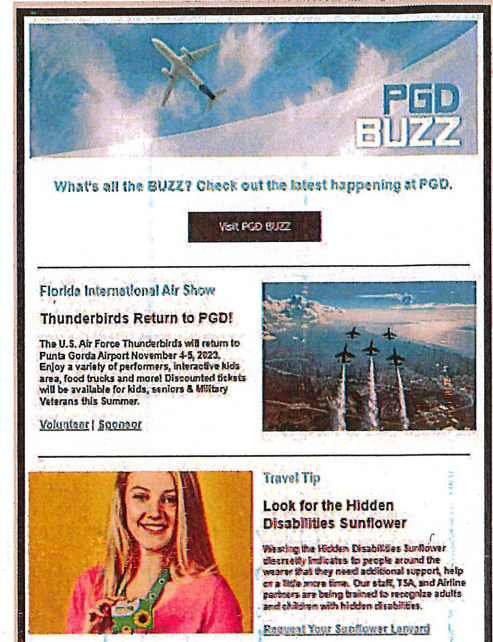
### PGD BUZZ & E-News

#### BUZZ e-news, blog page & news releases:

- [Travel Tip: Arrive 2 Hours Early for Morning Flights – 5/31/23](#)
- [Save Money – Buy Tickets at the Terminal – 5/29/23](#)
- [Air Show, Sunflowers, Entertainment & More! – 5/17/23](#)
- [Silent Auction Bid Notice – 5/17/23](#)
- [Hidden Disabilities Sunflower Program – 5/16/23](#)

#### Tenant Touchdown BUZZ editions included:

- [TENANT NOTICE – Runway 4-22 & 15-33 Closed – 5/18/23](#)
- [TENANT NOTICE – Runway 4-22 Closed May 17-18 – 5/17/23](#)
- [TENANT NOTICE – Runway 4-22 Closed May 15-17 – 5/12/23](#)
- [TENANT NOTICE – Taxiway D Update – 5/8/23](#)
- [TENANT NOTICE – Runway 4-22 Closure – 5/4/23](#)
- [TENANT NOTICE – Taxiway/Access Closure Tonight – 5/2/23](#)



### News & Media Coverage

#### **SUN Port Charlotte**

##### **Female veterans sought for October Honor Flight**



The group of local women in military uniforms is a part of the preparation for the October Honor Flight at the Punta Gorda Airport. Veterans groups like this part of the group and its members.

- Local news featured Bailey Terminal expansion firm selection, May Honor Flight & possible October Honor Flight, Dana Carr's Tourism Award
- Continued to receive good coverage on NBC-2 and ABC-7 tower weather camera
- News total reached 16 million people with estimated advertising value at \$150K
- [Meltwater Dashboard Link](#) – Password "PGD"

#### **Firms selected for \$40M PGD terminal expansion**



**Affordable Pricing**  
We are the only company in the area offering affordable pricing on all our services.  
**Play to win!**  
Sun Coast Contests

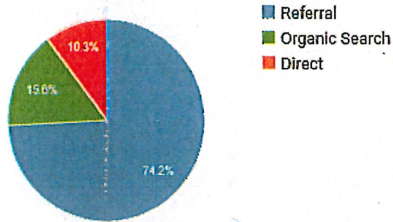


## Website Reach

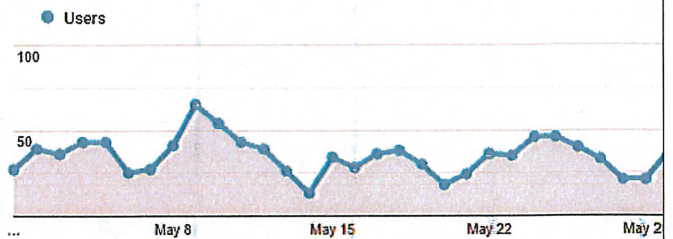
- FlyPGD.com – 98K page views in May
- PGDAirCenter.com – Increased to 1,945 page views in May
- PGDAviEx.com – Reached 235 page views in May, with 3 new lease inquiries submitted

Most of the PGDAirCenter.com site visitors were referred from FlyPGD.com website.

Top Channels



Users

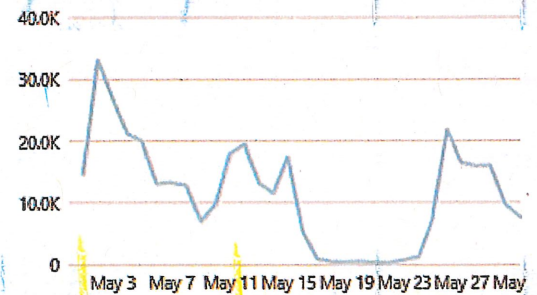


## Facebook

- Facebook followers reached 9.9K
- Posts with most engagement were about the Honor Flight, Leadership tours and job openings

Facebook Page reach ①

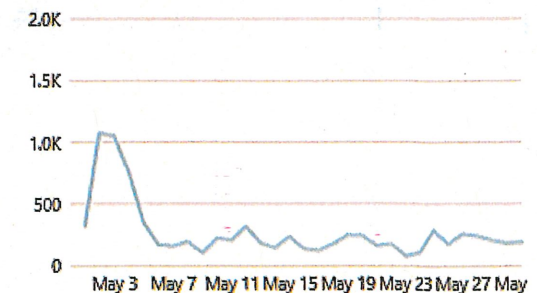
282,932 ↓ 4.9%



Page and profile visits

Facebook Page visits ①

8,354 ↑ 44.7%





## Twitter

**Analytics** Home Tweets More ▾

Punta Gorda Airport ▾  Sign up for Twitter

May 2023 • 31 days

### TWEET HIGHLIGHTS

#### Top Tweet earned 311 impressions

Southwest Florida Honor Flight took off this morning with the sunrise. Thanks to Charlotte County Public Safety for creating a water arch to celebrate their departure.  
#flyPGD pic.twitter.com/OxR7BWQLi



131 5

View Tweet activity

View all Tweet activity

#### Top mention earned 8 engagements

**WGCU Public Media**  
@wgcupm May 1

#SWFL's largest airports, #RSW and @PuntaGordaAir, are not taking part in an international effort to reduce carbon dioxide and other greenhouse gas emissions to lessen the #Transportation sector's contribution to #ClimateChange: bit.ly/3ngoMAA

@VoLoFoundation

1

View Tweet

### MAY 2023 SUMMARY

Tweets	2	Tweet Impressions	928
Profile visits	184	Mentions	1
New followers	4		

#### Top media Tweet earned 90 impressions

With Mother's Day around the corner, we want to remind parents about a private space for feeding/pumping near Gate 2 in PGD's Bailey Terminal! This small room is equipped with a changing table, comfy chair, outlet, side table, locking door and antibacterial. pic.twitter.com/fGqEuPIVES



1

## Events & Outreach

### Outreach:

- May 2 – Honor Flight
- May 3 – Leadership Englewood Tour
- May 5 – Leadership SWFL Tour
- May 8 – Methodist Men's Group (Hancik)
- May 30 – Board of Realtors (Miller)
- June 9 – Leadership SWFL Inc. Tour
- June 13-14 – JumpStart Air Service Conference (Miller)
- June 21 – CCIM SWFL District (Duncan)
- FIAS (Air Show) – Nov. 4-5



Various meetings/outreach (Parish &/or Miller):  
Charlotte County Chamber, Punta Gorda Chamber, Charlotte Technical College, Tourism Development Council, Economic Development, United Way



## Facilities Updates

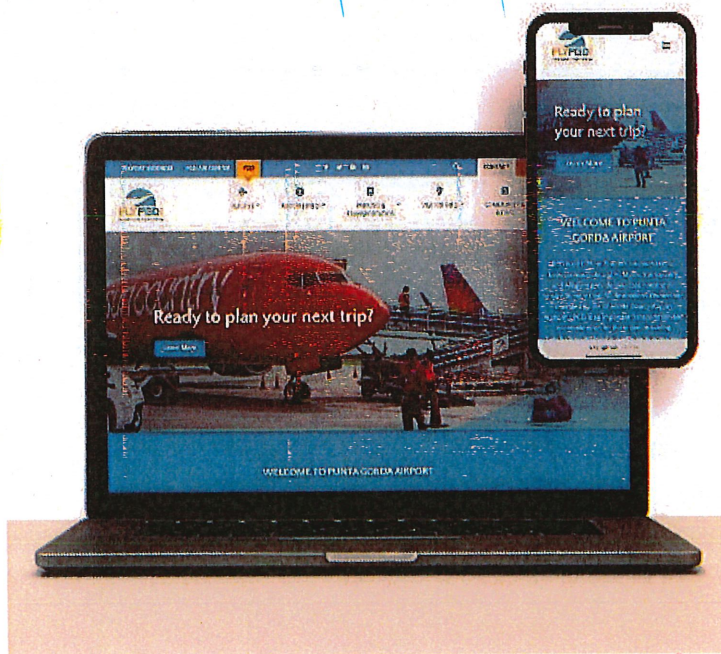
- **Sunflower Program:** Launched Hidden Disabilities program and training for Airport Authority staff and terminal partners' employees
- **Flybrary:** Friends of the Punta Gorda Library and Library Supervisor brought 179 books in May, supplemented by additional public donations

### • Bailey Terminal Current

**Advertisers:** Charlotte County HR, Andreae Group, Christopher Alan Homes, Fishermen's Village, Realtor Amy Wainwright, Peace River Gardens, Wink TV, City of Punta Gorda, Seminole Casino Hotel, Babcock Ranch, CD Real Estate, Florida Weekly, Rum Bay/Palm Island Resort, Laser Lounge Spa, Lennar/Heritage Landing, Five Guys Burgers & Fries, Tropical Smoothie Café, Waterman Broadcasting/NBC-2, Westchester Gold & Diamonds, Wellen Park, Harpoon Harry's, Captain's Table, Laishley Crab House



## Advertising & Marketing



- **New Website:** Launched new FlyPGD.com website that defaults to traveler information tabs. AIRPORT BUSINESS tab now has Airport Authority info, business opportunities and operational info.
- **Suncoast Media:** Charlotte Sun digital ads featured "Time Flies, Arrive 2 Hours Early" messaging, delivered 50K impressions
- **Aviation & Community Guides:** Florida Airports Council Directory, Charlotte County Chamber, Englewood Chamber, Punta Gorda Chamber and Tourism Guide



JULY 17, 2023  
MPO BOARD MEETING

**AGENDA ITEM # 8-B**  
**CITY OF PUNTA GORDA REPORT**

City Council and all boards and committees are currently meeting in the Gulf Theater at the Military Heritage Museum for the foreseeable future while City Hall renovations are in process.

Gilchrist Park/Harborwalk Phase II construction is complete and continues to move through the as-built process.

The City is in restoration mode since the hurricane. Many City offices are still relocated due to damage. The City Manager's staff are in the Laishley Park Community Room. The Urban Design, Code, Zoning and Planning staff are currently in the old City Council Chamber and outside the building in two remote trailers until new office space becomes available. Waiting for FEMA approval to begin restorations.

Canal debris cleanup with the State of Florida contractor is complete. Wayfinding signs that were damaged from the storm are in the process of being replaced. Many sidewalks still need to be replaced due to uprooted trees that damaged them.

The three seawall contractors are now in place and working in the PGI and BSI canal districts for the 7.25 miles of seawall that needs to be replaced. We are working closely with FEMA to complete inspections and ensure appropriate reimbursements will be forthcoming.

A citizen's committee comprised of five stakeholder group representatives is now convened to discuss possible plans for replacement of the Bayfront Center building in Gilchrist Park, which was destroyed in the hurricane. They have until the August 23 City Council meeting to compile a report providing the City with options for replacement of the facility.

The City Hall renovation project is still in design and engineering. The Council will review 90% plans at the meeting in August. Construction is expected to begin early fall 2023. The Urban Design Department will be relocating soon to facilitate the construction project.

The Laishley Park Playground installation is on hold until a new contractor can be secured.

The Boca Grande drainage project area is bound by Taylor Road to the north, Cooper St. to the east, Palmera Drive to the south and the Seminole Gulf Railway ditch to the west is in the queue to begin construction soon. The area encompasses about 105 acres of which approximately 25 acres are commercial with the remaining 80 acres consisting of low density residential. This is a master drainage plan for water quality and drainage improvements to include installation of stormwater piping and inlets installation, swale improvements and construction of a stormwater management area. Construction is planned to begin in 2023.

A sidewalk is being constructed along West William Street from the Cross Trails Plaza to the apartments to the west of the plaza.

The Ponce Park boardwalk is in the process of being replaced and improvements to the concrete fishing piers will begin soon.

The City has completed swale regrading at eight locations and continues work in additional locations as part of the annual swale program to improve drainage to areas that are not meeting the City's 72-hour level of service policy.

JULY 17, 2023  
MPO BOARD MEETING

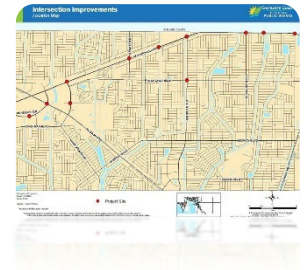
**AGENDA ITEM # 8-C**  
**CHARLOTTE COUNTY REPORT**

## Roadway Updates- for MPO July 2023 Meeting

### Various Intersection Improvements

#### Latest Updates:

- Veterans Blvd at Yorkshire intersection 90% plans are due for review.
- Veterans Blvd at Cochran Blvd intersection 90% plans are due for review.
- Cochran Boulevard @ Quesada Avenue – Northbound right turn on Quesada Avenue (completed)
- Murdock Circle @ US Highway 41 – Eastbound right turn lane on Murdock Circle (completed)



**Design Development Forecast Completion Date: December 13<sup>th</sup>, 2023**

### Flamingo/Edgewater Widening

#### Latest Updates:

- 95% of field survey work has been completed.
- Protected species and wetlands evaluation in process.
- 90% of geotechnical field work has been completed.
- Design considerations have been presented to the BOCC, and with their direction, the 30% plans have been reviewed.
- 60% roadway plans are being designed.
- 30% bridge plans have been reviewed and 60% plans are in process.
- 30% utility plans are under review .

**Design Development Forecast Completion Date: September 1<sup>st</sup>, 2024**



## **Charlotte Harbor CRA – Parmely Street Road Widening and Sidewalk**

### **Project Description:**

This project includes the design and construction of Parmely Street from U.S. 41 to Bayshore Road.

### **Latest Updates:**

60% design plans are under review by County staff and comments will be sent back to consultant.

**Design Development Forecast Completion Date: January 8<sup>th</sup>, 2024**



## **Charlotte Harbor CRA – Melbourne St multi-use pathway**

### **Project Description:**

This project includes the design and construction of a multi-use pathway from U.S. 41 to Harborview Road.

### **Latest Updates:**

30% design plans are due for review.

**Design Development Forecast Completion Date: February 29, 2024**

## **Kings Highway Widening**

### **Project Description:**

This project is to widen Kings Highway from Sandhill Boulevard to the DeSoto County line. This design and construction is to replace the existing roadway with a new 4 lane divided roadway with protected turn lanes. The design also includes utility infrastructure, street lighting and pedestrian sidewalks.

#

### **Latest Updates:**

30% design plans are under review by County staff and comments will be sent back to consultant.

**Design Development Forecast Completion Date: May 13<sup>th</sup>, 2024**

JULY 17, 2023  
MPO BOARD MEETING

**CONSENT AGENDA ITEM #9**

JULY 17, 2023  
MPO BOARD MEETING

**AGENDA ITEM # 9-A**  
**APPROVAL OF MINUTES: MAY 15, 2023 MPO BOARD MEETING**

- Purpose:** To review and approve the Minutes of the previous MPO Board Meeting May 15, 2023.
- Presented by:** MPO Staff
- Discussion:** To Be Determined
- Recommendation:** Motion to approve the Minutes of the MPO Board Meeting of May 15, 2023.
- Attachment:** [Draft Minutes of the MPO Board Meeting held on May 15, 2023.](#)





**CHARLOTTE COUNTY – PUNTA GORDA  
METROPOLITAN PLANNING ORGANIZATION**

MINUTES OF THE MPO BOARD MEETING  
MONDAY, MAY 15, 2023  
CHARLOTTE COUNTY ADMINISTRATION CENTER  
18500 MURDOCK CIRCLE, ROOM #119  
PORT CHARLOTTE FL 33948

**MEMBERS PRESENT**

**Commissioner Christopher G. Constance**, MD, Charlotte County Commissioner, MPO Chair  
**Commissioner Stephen R. Deutsch**, Charlotte County Commissioner, MPO Vice Chair  
**Commissioner Joseph Tiseo**, Charlotte County Commissioner  
**Commissioner James Herston**, Charlotte County Airport Authority, Airport Vice Chair  
**Mayor Lynne Matthews**, Punta Gorda City Council

**ADVISORY**

**John Kubler**, FDOT District One Interim Secretary

**STAFF PRESENT**

D’Juan Harris, MPO Director  
Bekie Leslie, Administrative Services Coordinator  
Lakshmi N. Gurram, MPO Principal Planner  
Betty-Ann Sherer, MPO Planner  
Wendy Scott, MPO Planner  
Janette Knowlton, County Attorney (MPO Legal Services)

**OTHERS PRESENT**

Commissioner Ken Doherty, BCC  
Pastor Jim Chandler, Englewood Christian Church  
Wayne Gaither, FDOT  
Victoria Peters, FDOT  
Pamela Barr, FDOT  
William Roll, Kimley Horn & Associates  
Mitchell S. Austin, TAC Chair, City of Punta Gorda Urban Design  
DeWayne Nodine, City of Punta Gorda Urban Design

Steven Hurt, CAC Vice Chair  
Rick Kirchhoff, CAC  
Mary Ellen Kiss, CAC  
Richard Russell, CAC candidate  
Ravi Kamarajugadda, Charlotte County Public Works, TAC Vice-Chair  
John Elias, Charlotte County Public Works  
Robert Fakhri, Charlotte County Public Works

**1. Call to Order & Roll Call**

MPO Chair Constance called the meeting to order at 2:00 p.m. The roll call was taken, and all board members were present.

**2. Invocation – Pastor Jim Chandler**

Pastor Jim Chandler delivered the invocation.

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**4. Addition and/or Deletion to the Agenda**

There were no additions or deletions to the agenda.

*Commissioner Deutsch made a motion to approve the agenda as shown. Commissioner Herston seconded the motion.*

**5. Public Comments on Agenda Items**

No one from the public appeared to speak.

**6. PUBLIC MEETING: Final Draft FY 2024 – FY 2028 Transportation Improvement Program (TIP)**

Laks Gurram provided a briefing regarding the Draft FY 2023/2024 - FY 2027/2028 Transportation Improvement Program (TIP) which satisfies the Federal and State legislative requirements to adopt a 5-year Transportation Improvement Program (TIP). The TIP outlines federal and state capital improvements for transportation and is a staged, multi-year, intermodal program of transportation projects that is consistent with the MPO Long Range Transportation Plan (LRTP).

The Draft Charlotte County-Punta Gorda MPO TIP for FY 2023/2024 - FY 2027/2028 is located in Attachment 1. The TIP contains summary pages for each programmed project and the project summaries may be found on pages 74 through 106. Projects are categorized into Highways, Aviation, Transit, Miscellaneous, Maintenance and MPO planning funds. These categories are color-coded in this iteration of the TIP for easy reference.

The following summary provides major highlights of the FY 2023/2024 - FY 2027/2028 Draft TIP:

- The FDOT Draft Tentative Work Program (FY 2024 to FY 2028), lists a total of 67 projects, grant programs and ongoing maintenance activities programmed for funding totaling \$231,211,891. Breakdown by funding source is as follows:
  - o \$85.8 million State (37%)
  - o \$109.4 million Federal (47%)
  - o \$35.8 million Local (16%)
- Performance-Based Planning: FDOT provided updates on performance-based planning and performance measures found on pages 23 through 68. The four core measures include: Safety, Pavement and Bridge Condition, System Performance, and Transit Asset Management/Transit Safety
- The public review period was from April 14, 2023, to May 14, 2023.

Commissioner Deutsch inquired about the location of the TIP cover photograph. Laks Gurram answered that it was taken at the intersection of Edgewater Drive and Lakeview Blvd. Commissioner Herston commented on the eight airport projects. Commissioner Constance referenced the 2022 Hwy Project Priorities seeking information on the Harbor View Road entire project segment. Laks Gurram responded to all of his questions.

***Commissioner Constance opened the public meeting.***

Dr. Mary Ellen Kiss, a Burnt Store Lakes resident, Burnt Store Corridor Coalition representative, MPO Citizens' Advisory Committee member and MSBU representative spoke. She expressed thanks to Commissioner Constance and Mr. D'Juan Harris for attending a Town Hall Meeting on Saturday, April 15, 2023, regarding Burnt Store Road widening from Van Buren in Lee County to one-quarter mile within Charlotte County. The purpose of the meeting was to allow residents of Burnt Store Marina and Burnt Store Lakes to express their concerns regarding ingress and egress into their mutual communities, especially off Vincent Avenue. Since the project is entering the Design phase in the next fiscal year, engagement by all parties is crucial. The jurisdictional status of the Lee County portion of Vincent Avenue still needs to be determined.

***Commissioner Tiseo made a motion to close the Public Meeting. Commissioner Deutsch seconded the motion, and it carried unanimously.***

***Commissioner Tiseo made a motion to adopt the Charlotte County-Punta Gorda MPO's TIP for FY 2023/2024 – FY 2027/2028 and authorize the MPO Chair to sign the Authorizing Resolution and transmit the document to FDOT. The motion allows the staff to make minor changes and adjustments based on comments and input received. Commissioner Deutsch seconded the motion. A roll call vote was taken, and the motion carried unanimously.***

## **6.A PUBLIC MEETING: FY 2022/2023 – FY 2026/2027 Transportation Improvement Program (TIP) Amendment**

D’Juan Harris praised Laks Gurram for the TIP document’s clarity. Mr. Harris then presented information on the TIP Amendment. FDOT Staff had requested that the Charlotte County – Punta Gorda Metropolitan Planning Organization (MPO) approve the STIP/TIP Amendments to the FY 2022/23 – FY 2026/27 Transportation Improvement Plan (TIP). The amendment is required when a new project is added to the TIP document. The proposed TIP amendment projects were shown in Attachment 1.

- 452242-1 Project Description: SWRS-STATEWIDE RUMBLE STRIPS (ON-SYSTEM SOUTH) This is a new project to be included in your MPO’s TIP and will include funding for the Design phase in FY23. It was programmed as a “District Wide” project for the Southern Counties and was not specifically reflected in individual MPO areas and must now be amended into your MPO’s TIP for consistency and transparency purposes. To receive federal funds for this project, these changes are required to be amended into the Charlotte MPO’s FY2022/2023 through FY2026/2027 TIP.

Commissioner Constance had a question on the statement of Dr. Mary Ellen Kiss regarding the southern half of Vincent Avenue located in Lee County. John Elias reviewed the history of that segment stating that it was repaved by the Burnt Store Marina roughly 20 years ago and was likely the first repaving. Lee County had not accepted maintenance of the roadway nor was there a Municipal Service Benefit Unit (MSBU) present as there was in Charlotte County. John Elias stated that further meetings will occur on the matter. Commissioner Constance requested that elected officials and staff be kept informed on the results of those meetings.

*Commissioner Constance opened the public meeting. No one wished to speak.*

*Commissioner Tiseo made a motion to close the Public Meeting. Commissioner Deutsch seconded the motion, and it carried unanimously.*

*Commissioner Tiseo made a motion to approve the amendment to the Charlotte County-Punta Gorda MPO’s TIP for FY 2022/2023 – FY 2026/2027. Commissioner Deutsch seconded the motion. A roll call vote was taken, and the motion carried unanimously.*

## **7. Chairs’ Reports:**

### **A. MPO Board Chair’s Report**

Chair Constance had attended the April 15, 2023 Town Hall meeting along with Commissioner Kevin Ruane, Lee County MPO Director Don Scott and Mr. Harris. He noted that Commissioner Ruane’s district was hit hard by Hurricane Ian. The individuals at the meeting worked well together, utilizing a team approach. As John Elias had stated, it will take time to figure out a solution. Commissioner Constance described an issue of a Lee County 2021 resolution declaring that from the Lee County Line South no northbound left turns are allowed. This situation could be problematic. A signal or roundabout might make more sense at that location, and speed is an issue. Many residents are concerned about having to make a U-turn so that they may head north. Mayor Matthews concurred with Commissioner Constance regarding



speeding on Burnt Store Road. She noted that the Punta Gorda City Council receives accident reports regarding the roadway. She stated that there had been recent ridiculous accidents along it, particularly at Acline Road and at Royal Poinciana, and she confirmed that this issue needed to be fixed.

#### **B. Citizen Advisory Committee (CAC) Chair's Report**

CAC Vice Chair Steven Hurt was elected after the previous Vice Chair assumed the role of CAC Chair. Steven Hurt reviewed April 26, 2023 CAC Meeting highlights:

- Officer Robert Conant from the Charlotte County Sheriff's Department reporting on Bermont Road dangerous speeding/CAC Members appreciated recent speed limit reductions.
- DeWayne Nodine providing a City of Punta Gorda update on behalf of Mitchell Austin.
- FDOT discussions including upcoming speed management workshops/Project Priorities accelerations/new FDOT Liaison for Charlotte County announcement.

Laks Gurram had presented the TIP and Project Priorities to the CAC Members, and they had recommended MPO Board approval. The RAISE grant for Harbor View Road also had been discussed in order to promote the consolidation of the two project segments into one. Public comments had been received regarding traffic flow around Fisherman's Village, and referral to the City of Punta Gorda was recommended. Also discussed were the Peggy Walters Award nominations due by June 30, 2023 and in-person only participation at CAC meetings. Gratitude to participants at the Burnt Store Town Hall Meeting was given by Mary Ellen Kiss. Steve Schoff commented on West County traffic concerns on SR 776 at Sunnybrook Blvd. and Winchester Blvd.

#### **C. Technical Advisory Committee (TAC) Chair's Report**

TAC Chair Mitchell Austin stated that actions accomplished at the TAC Meeting echoed those discussed by CAC Vice Chair Steven Hurt regarding the CAC Meeting, including TIP and Project Priorities recommendations. Moving forward, the TAC also was requiring in-person only attendance for member voting.

Commissioner Constance inquired if Mitchell Austin had much interaction with his Lee County staff counterparts. Mr. Austin responded that he had once worked in that area and knew some of them. Commissioner Constance stressed the importance of staff interaction. D'Juan Harris noted that a robust meeting will occur between staff of both Charlotte and Lee Counties.

### **8. Local Government Reports**

#### **A. Charlotte County Airport Authority**

Commissioner Herston, Charlotte County Airport Authority Vice Chairman, provided MPO Board Members with an abbreviated packet of information on Airport activities. It included a graph and figures for the *Total Passengers CY 2015 through CY 2023*, as well as the Airport's *Capital Improvement Program Report, May 11, 2023*.

Commissioner Herston noted that the second highest March passenger count on record occurred in 2023 (with March 2022 being the highest.). He noted that all Punta Gorda Airport projects may be seen on the [www.flypgd.com](http://www.flypgd.com) website. Discussion followed among MPO Board Members regarding potential options for needed terminal expansion, including the possibility of adding jetways. Mayor Matthews expressed her gratitude to the Airport Authority and Staff for the hospitality shown to a recent military Honor Flight. She encouraged everyone to attend a welcome of future Honor Flights.

## **B. City of Punta Gorda**

Mayor Matthews had provided the City of Punta Gorda report for the MPO Board agenda packet. Projects listed in the report were:

- The city will be utilizing the Gulf Theater at the Military Museum for City Council and all Board and Committee meetings for the foreseeable future while City Hall renovations are in progress.
- Gilchrist Park/Harborwalk Phase II project: Construction is complete except for a few punch list items.
- The city is receiving complaints from residents about the closure of the crossover median at U.S. 41 and Rio Villa Dr. There has been a substantial increase in traffic exiting Baynard Drive onto Aqui Esta Blvd, in order to exit at the traffic light on Aqui Esta Blvd to go northbound on U.S. 41, as predicted.
- The city sent a letter to FDOT requesting they consider doing U.S. 41 repairs and resurfacing during evening hours, due to enormous amount of traffic backups happening with their lane closures during business hours.
- The city is in restoration mode since Hurricane Ian. Many City offices have been relocated due to damage. The City Manager's staff are in the Laishley Park Community Room. The Urban Design, Code, Zoning and Planning staff are currently in the old City Council Chamber and outside the building in two remote trailers until new office space becomes available. Waiting on FEMA approval to begin restorations.
- Canal debris cleanup with the state of Florida contractor is mostly done. Crews are going back through to pick up items reported from residents. Yard and C&D debris collection is complete. Wayfinding signs that were damaged from the storm are in the process of being replaced. Many sidewalks still need to be replaced due to uprooted trees that damaged them.
- The City approved three contracts for the City seawall system for the 7.25 miles of seawall that needs to be replaced. Contractors will have 20 days to get staged and begin the restorations. The city is working closely with FEMA to ensure appropriate reimbursements will be forthcoming.
- The City Hall renovation project is still in design and engineering, and the City Council reviewed 60% plans at the meeting in April. Updated 90% plans are forthcoming in early June and construction is expected to begin early fall 2023. The Urban Design Department will be relocating in the near future to facilitate the construction project. Repairs to the City Hall Annex building are going out to bid shortly. The Laishley Park Playground installation is on hold until the contractor provides proper paperwork, or it will need to be rebid.

- Public works and utilities continue to receive comments on the 90% plans for the Boca Grande drainage project. The project area is bound by Taylor Road to the north, Cooper St. to the east, Palmera Drive to the south and the Seminole Gulf Railway ditch to the west. The area encompasses about 105 acres of which approximately 25 acres are commercial with the remaining 80 acres consisting of low density residential. This is a master drainage plan for water quality and drainage improvements to include installation of stormwater piping and inlets installation, swale improvements and construction of a stormwater management area. Construction is planned to begin in 2023

Mayor Matthews noted that most report items were related to Hurricane Ian restoration with total restoration costs estimated at \$11 Million dollars. In the coming week, City Council Members would be establishing a committee to address needs in the replacement of the Bayfront Building along the waterfront, since it must be demolished. Stakeholder organizations that rented or leased space there would be included on the committee.

Three seawall contractors have been contracted with 20 days to stage and start projects. Mayor Matthews reported that the small tooth sawfish permit finally had been obtained after discussions with FDOT. It will accompany seawall replacement of 7.25 miles in Punta Gorda Isles and Burnt Store Isles. Per a previous study, concrete would be utilized with panels made at the City Public Works complex at a rate of 100 per week.

Mayor Matthews expressed her gratitude to John Kubler for his assistance regarding the timing of hours for ongoing FDOT US 41 repairs and resurfacing work in Punta Gorda. City Council had sent a letter requesting this shift to evening hours during the busy seasonal period when life threatening accidents resulted in daytime traffic gridlock. Commissioner Constance and Mayor Matthews discussed ongoing issues in the area of Baynard Drive and Aqui Esta Blvd. including the many complaints received from residents. Mayor Matthews thanked FDOT for extending the northbound U.S. 41 left turn lane onto Aqui Esta Drive. Wayne Gaither confirmed that the US 41 roadwork in Punta Gorda would take approximately one year to complete. Commissioner Constance also asked about the South Fork Alligator Creek Pedestrian Bridge crossing. D’Juan Harris noted that the Design Phase begins in FY 2025. With a larger waterway span than the City’s North Fork Project in prior years, the project will be more costly. Discussion of the jurisdictional limits of the project followed. Laks Gurram displayed a Charlotte County GIS map of the location. The City Council decided unanimously not to fund the bridge project, since it appeared that it was not located in the City’s jurisdiction, and the City lacked the needed oversight capability. The new Sea Grass housing development of 240 single family homes is adjacent and not located in the City. The County also may not be interested in handling the project, but County Staff disliked losing this FDOT project funding opportunity. John Elias agreed with D’Juan Harris that the jurisdictional location of the project is complex, and Mr. Elias was happy to discuss the issue further with local and FDOT staff. Commissioner Tiseo asked Mayor Matthews if the City Council had entertained the action of taking over Baynard Drive, and she responded that the City Council had not discussed it to date.

### **C. Charlotte County**

Commissioner Tiseo gave the County report on the following items:

**Various Intersection Improvements:**

- County staff have reviewed and provided comments on 60% design plans for Veterans Blvd at Yorkshire intersection.
- Veterans Blvd at Cochran Blvd intersection 90% plans are due for review.
- Cochran Boulevard @ Quesada Avenue – Northbound right turn on Quesada Avenue (completed)
- Murdock Circle @ US Highway 41 – Eastbound right turn lane on Murdock Circle (completed)

Design Development Forecast Completion Date: December 13th, 2023

**Flamingo Blvd/Edgewater Drive Widening:**

- 90% of field survey work has been completed.
- Protected species and wetlands evaluation in process.
- 90% of geotechnical field work has been completed.
- Design considerations have been presented to the BOCC, and with their direction, the 30% plans have been reviewed.
- 60% roadway plans are being designed.
- 30% bridge plans are in process.
- 30% utility plans are in process.

Design Development Forecast Completion Date: September 1st, 2024

**Charlotte Harbor CRA – Parmely Street Road Widening and Sidewalk:**

**Project Description:**

This project includes the design and construction of Parmely Street from U.S. 41 to Bayshore Road.

**Latest Updates:**

30% design plans have been reviewed by County staff and comments are being sent back to consultant.

Design Development Forecast Completion Date: January 8th, 2024

**Kings Highway Widening:**

**Project Description:**

This project is to widen Kings Highway from Sandhill Boulevard to the DeSoto County line. This design and construction is to replace the existing roadway with a new 4 lane divided roadway with protected turn lanes. The design also includes utility infrastructure, street lighting and pedestrian sidewalks.



Latest Updates:

This project is currently in the beginning of the design phase. The survey contractor has started gathering all the site data to start the design layout.

Design Development Forecast Completion Date: May 13th, 2024

Commissioner Herston commented on the project at US 41 and Parmely Street, asking if Charlotte County needed to approach the new plumbing business owner regarding a property purchase. He noted that the Charlotte Harbor CRA had reviewed the situation there thoroughly. John Elias stated that work at that location would be better termed as improvements rather than widening. The County was trying to use existing property and just add some pedestrian amenities. Commissioner Herston stated that his firm would send a conceptual plan to staff.

Commissioner Constance addressed the issue of Kings Hwy widening into DeSoto County as it involves a northbound turn lane into Kingsway Circle. New developments there may be generating impact fees. John Elias attended a DeSoto County Town Hall on this matter. Charlotte County Public Works Staff has had ongoing discussions, including one with DeSoto County Administrator Mandy Hines. DeSoto County is requesting funding from FDOT. Commissioner Constance advocated FDOT making funding available to DeSoto County to assist this effort which is contained in the MPO's urban planning boundary. He stated that assistance to that constrained County could prevent issues in the future such as those currently seen at the Lee County Line on Burnt Store Road. Wayne Gaither reported that FDOT has been in negotiations with Mandy Hines, DeSoto County Administrator. They have assisted with design funding, and there may be grants that DeSoto County can pursue or legislative earmarks. All options are being analyzed. Commissioner Tiseo stated that unfortunately, at this time, Charlotte County may have to taper the four lanes down to the DeSoto County Line.

## **9. Florida Department of Transportation (FDOT) Report**

Victoria Peters introduced Pamela Barr, the new FDOT District One Liaison to Charlotte County, and provided a description of her past career experience. Commissioner Constance welcomed Ms. Barr.

Victoria Peters provided updates on various projects:

### **FDOT Led Discussion**

#### **A. US 41 at Olean Boulevard (Victoria Peters/Wayne Gaither-FDOT/Robert Fakhri-Charlotte County)**

FDOT Structures Staff Members (Stephen Davis and Mark Mathes) have developed a conceptual plan to make modifications to the existing mast arm (to allow a permissive right turn from the outside right lane when no pedestrian call is made) and add an additional new mast arm to meet current design requirements. A task work order is being negotiated to produce a set of plans to meet the new design standards. The estimated timeline is 6 months for Design and up to 10 more months of material acquisition and construction. Staff is working to address Chair Constance's right turn lane concerns. There is \$50K for the Design Phase, \$150K for

Construction and potential extra material costs could be another \$100K, so total costs would be approximately \$200-300K. An update by FDOT Structures Staff will be at a future MPO Board Meeting in early Fall.

**B. SR 776 at Flamingo Boulevard (Victoria Peters/Wayne Gaither -FDOT/ Robert Fakhri - Charlotte County)**

The Design Phase is ongoing between FDOT and Charlotte County.

**C. SR 776 at the Charlotte Sports Park – Intersection Improvements (Victoria Peters/Wayne Gaither -FDOT/ Robert Fakhri -Charlotte County)**

County Staff is working on revising the Scope and the Design. The left turn lane into the Sports Park will be extended, and two right turn lanes will be added (one into the Sports Park and one into the Fairgrounds). Commissioner Tiseo asked if having two left turn lanes into the Sports Park was an option. John Elias stated that having two left turn lanes would require a signal at that location, so only a one lane extension was being pursued. Commissioner Tiseo used the example of the additional hashed marked lane for future use approach found at the Race Trac area (SR 775 and Toledo Blade Blvd.) Robert Fakhri stated that the situation could be examined during the Design Phase. Commissioner Tiseo asked about the possibility of using a hash marked lane for game/event times only. Robert Fakhri noted that additional Sheriff staff would be required. Commissioner Tiseo hoped that the lanes would be substantial enough to accommodate the vehicle back up onto SR 776. Commissioner Constance stated that double capacity was inefficient except during events when stacking occurs.

**D. I-75 Possible New Interchange North of Kings Hwy Interchange (Victoria Peters/Wayne Gaither-FDOT)**

Talks were still ongoing, so there was nothing new to report.

**E. Harbor View Road and US 41 – Lane Modification Updates (Victoria Peters/Wayne Gaither-FDOT)**

Design was moving forward in Section 2 and Construction is currently unfunded. Right-of-Way is partially funded. There are ongoing discussions between the County and FDOT. Commissioner Tiseo inquired about having a permissive right on red in both directions (similar to what is under consideration at Olean Blvd and US 41). Commissioner Constance said that the turns are aligned with the roadway at the Olean location, whereas they are misaligned at Harbor View Road and US 41. D’Juan Harris stated that Mark Mathes, FDOT Traffic Engineer, had given detailed information on those concerns at a previous MPO Board Meeting. He was researching the matter and will follow-up in the Fall.

**Joint Local and FDOT Discussion**

**A. Harbor View Road Combined Funding Strategies (Wayne Gaither-FDOT/John Elias/Robert Fakhri-Charlotte County)**

This project is ongoing. Wayne Gaither stated that FDOT staff assisted the County in applying for the RAISE Grant. These grants are difficult to secure, and the award has not been announced yet. If the County does not receive the RAISE Grant, there is the possibility of reapplying and improving the grant application for the next round.

**B. US 41 (SR 45) from Kings Hwy to Peace River Bridge Planning/Operational Improvements Study (Wayne Gaither-FDOT/John Elias/Robert Fakhri-Charlotte County)**

The County is taking the lead and addressing the exact signal location. Sun Seeker Resort has the proper entrance location identified and is constructing the signal as a permitting project. Commissioner Tiseo asked if the October completion date was aggressive. Wayne Gaither stated that it was very aggressive, since specs still must be submitted for FDOT review, and the procurement process must be continued for equipment purchase. Wayne Gaither had spoken to Micah Richins, Executive Vice President and Chief Operating Officer for Sunseeker Resorts, on these matters, and he had indicated to Mr. Gaither that both of those items were in the works.

**C. Bermont Road (CR 74) Safety Discussion – (FDOT/John Elias/Robert Fakhri-Charlotte County)**

The County recently reduced the speed limit to 45 mph at Happy Hollow (US 17 area) and placed radar feedback equipment there. The first three miles had been made a no passing zone.

**D. Burnt Store Road and Vincent Avenue – Intersection Alternatives (FDOT/John Elias/Robert Fakhri-Charlotte County)**

This topic had been discussed earlier in meeting (*Agenda Items #6 and #6.A*).

Commissioner Constance was not comfortable with the dangerous southbound US 41 left turn lane at Melbourne Street. He described the recent fatal motorcycle accident at that location and believed that engineering minds could be used to solve this issue. D’Juan Harris noted as a point of clarification that Agenda Item #9.B was the US 41 planning operational corridor analysis study that will address the whole gambit of issues of concern in that broad area. The new Sunseeker signal will have an impact on traffic flow. Melbourne Street access will be scrutinized as part of the study as well as bicycle/pedestrian connectivity. The study will commence in July 1, 2024, and the intent is to keep the planning study broad. Commissioner Tiseo recalled that the study will be data driven. He noted that Sunseeker is acquiring much property on the east side of US 41. Mayor Matthews stated that Sunseeker had made an offer to the gas station to acquire the property and relocate them, but the offer had been turned down.

Victoria Peters stated that the final FDOT Speed Management Workshop would be held on May 18, 2023 from 8 am to 4:30 pm at the FDOT District One Auditorium in Bartow.

**10. Consent Agenda:**

- A. Approval of Minutes: March 20, 2023 Meeting
- B. MPO Board Resolution Authorizing FY 2021/2022 Transportation Disadvantaged (TD) Planning Grant Agreement
- C. Citizens Advisory Committee (CAC) Appointment
- D. Bicycle Pedestrian Advisory Committee (BPAC) Appointment

Commissioner Tiseo mentioned the appointment of Richard Russell to the Citizens Advisory Committee (CAC) and thanked all citizens who serve on committees.

*Mayor Matthews made a Motion to approve the Consent Agenda. Commissioner Tiseo seconded the motion, and it carried unanimously.*

## **11. Final Draft 2023 Project Priorities**

Laks Gurram noted that the MPO is required to annually develop a List of Project Priorities (LOPP) as part of the Transportation Improvement Program (TIP) process and to submit the list to FDOT for consideration of funding. FDOT requested the initial priorities be submitted by March 31, 2023 to initiate their review process. A preliminary list of project priorities was submitted to FDOT District One on March 31, 2023. However, the final List of Project Priorities must be approved by the MPO Board and submitted to FDOT by July 1, 2023.

The MPO received preliminary candidate projects from Charlotte County. These candidate projects are seeking state and federal funding from these three categories:

1. Transportation Alternatives Program (TAP)
2. Congestion Mitigation/Transportation System Management (CM/TSM)
3. Transportation Regional Incentive Program (TRIP)

The Draft 2023 Project Priorities reflects the changes that were proposed since the March 20, 2023 MPO Board meeting and April 26, 2023 TAC/CAC Meeting. The final draft provided today includes the project recommendations from the recently completed corridor planning studies of State Road 776 and Veterans Boulevard. The Final Draft LOPP received from member entities are listed below:

- Harbor View Road from Date Street to I-75
- Veterans Blvd @ Loveland Blvd
- Veterans Blvd @ Norman St
- Veterans Blvd @ Torrington St
- Veterans Blvd @ Orlando Blvd
- SR 776 @ Charlotte Sports Park
- SR 776 @ Cornelius Blvd.
- Veterans Blvd @ Cochran Blvd
- Veterans Blvd @ Atwater St
- Veterans Blvd @ Yorkshire St
- Veterans Blvd @ Harbor Blvd
- Jones Loop Rd @ Piper Rd. Roundabout
- SR 776 @ Biscayne Drive
- SR 776 @ Jacobs Street

Attachment 1 had results from the SR 776 Corridor Study as well as the Veterans Blvd Corridor Study recommendations.

Commissioner Constance stressed the importance of the 2023 Transportation Alternatives Program (TAP) project on Taylor Road from Airport Rd to N Jones Loop. Mayor Matthews agreed with his assessment of Taylor Road as a major safety concern, stating she frequently receives citizen calls regarding this roadway, despite it being a County road. Mayor Matthews requested that the dark blue color coding for the US 41 South Fork of the Alligator Creek Bridge project be corrected. Laks Gurram stated that there would be time for making corrections. He also noted that the Taylor Road project has been the number one goal for the MPO Board for a long time, and once funded for Design, the intent was to obtain project construction funding within two years.

Commissioner Constance commended Staff for the placement of Taylor Road at the top of the list. Noting that this project will save lives, it exemplifies what local leadership is all about. D’Juan Harris noted as a point of information that the US 41 South Fork of the Alligator Creek



Bridge project (a State maintained roadway) is on the Sun Trail alignment. That project has several funding sources. With the local roadway, Taylor Road, being underserved and unsafe, it is an ideal candidate for the Safe Streets for All grant.

Commissioner Tiseo referenced the Veterans Blvd Corridor Study. He used the example at Orlando Blvd., where a roundabout or signal is mentioned. He asked which improvement was proposed at that location. Laks Gurram stated that the comments were taken directly from the Veterans Blvd. Corridor Study, and the solutions were not yet specified. Commissioner Tiseo was leery about utilizing a bar cut design. Robert Fakhri noted that a signal at Orlando Blvd. seems appropriate for this location. It is funding dependent and will require further analysis. Commissioner Tiseo believed that it would be helpful to include a signal at each major roadway as found on Kings Hwy. John Elias acknowledged that the corridor is jammed up and will require analysis. The problem is striking a balance based upon available funding. Robert Fakhri stated that a signal at Orlando Blvd was warranted within the next four years. Laks Gurram noted that mid-term improvements aren't all shown on the spreadsheet.

***Commissioner Deutsch made a Motion to adopt the identified 2023 Transportation Improvement Program (Highway, TAP, CM/TSM and TRIP) Project Priorities for the upcoming FDOT Draft Tentative Work Program Cycle (FY 2025 through FY 2029) including the Joint TRIP Project Priorities between the Charlotte County-Punta Gorda MPO and (1) the Sarasota/Manatee MPO and (2) the Lee County MPO for the upcoming FDOT Draft Tentative Work Program Cycle. The Motion includes MPO Board changes made at the May 15, 2023 Meeting. Commissioner Tiseo seconded the motion, and it carried unanimously.***

## **12. Public Comments**

Richard Russell noted that County and State governments can act swiftly, if need be, using the example of the Matlacha Bridge reopening shortly after Hurricane Ian's passage. He applauded the MPO Board on addressing the Melbourne Street issue and thanked the Members for their confidence in allowing him to serve on the CAC.

## **13. Staff Comments**

D'Juan Harris was very happy to see projects from the SR 776 and Veteran's Blvd corridor planning studies come to fruition and be added to the Project Priorities List. The next step will be to obtain funding and get the projects in the pipeline. The MPO's Project Priorities had doubled, and in the past year, MPO Staff had been working hard to develop a Google maps research tool. Once refined and labelled with disclaimers, this valuable research tool would be made available to the MPO Board Members and Committee Members for their use in familiarizing themselves with transportation projects.

D'Juan Harris noted that the Florida Commission for the Transportation Disadvantaged would be holding a Business Meeting on June 15, 2023 at 9 a.m. at the Charlotte Harbor Event and Conference Center. All were welcome to participate.

Commissioner Constance thanked MPO Staff for their efforts. He was glad that D'Juan Harris travels statewide to promote the MPO's regional approach and make the MPO's mission known.

#### **14. Member Comments**

John Kubler noted that FDOT District One Secretary L.K. Nandam would be returning to his work in Bartow perhaps by the end of June or a month later, following his temporary FDOT assignment to Tallahassee during the State Legislative Session. Therefore, it was uncertain if this would be the last MPO Board Meeting that John Kubler would attend. Commissioner Constance thanked him for his recent efforts to assist the MPO Board.

Commissioner Tiseo spoke regarding the ability to accomplish rapid Matlacha Bridge repairs. He noted that the honor system had been used on waiving environmental and permitting requirements that normally was not permissible with routine projects. Commissioner Constance stated that a “blank check” approach was also taken.

Commissioner Herston inquired whether or not the Punta Gorda Police Department’s Burnt Store Road Watch Report for accidents and speeding listed the County of residence of the drivers. Mayor Matthews stated that it did not contain the information, but she would see if such a report could be generated.

#### **15. Adjournment**

There being no further business, the meeting was adjourned at 3:55 p.m. The next regularly scheduled meeting of the MPO Board will be held on Monday, July 17, 2023 at 2:00 p.m. at the Charlotte County Administration Center, 18500 Murdock Circle, Room #119, Port Charlotte, Florida, 33948.

JULY 17, 2023  
MPO BOARD MEETING

**AGENDA ITEM # 10**  
**FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)**  
**REPORT**

**FDOT Led Discussion**

- A. [US 41 at Olean Boulevard](#) - (Pam Barr/Wayne Gaither-FDOT/Robert Fakhri-Charlotte County)
- B. [Harbor View Road and U.S. 41 – Lane modification Updates](#) (Pam Barr/Wayne Gaither-FDOT) [Map link](#)
- C. [SR 776 at Flamingo Boulevard](#) - (Pam Barr/Wayne Gaither -FDOT/Robert Fakhri -Charlotte County)
- D. [SR 776 at the Charlotte Sports Park](#) – Intersection Improvements (Pam Barr/Wayne Gaither -FDOT/ Robert Fakhri -Charlotte County)
- E. [I-75 Possible New Interchange North of Kings Hwy Interchange](#) - (Pam Barr/Wayne Gaither-FDOT)

**Joint Local and FDOT Discussion**

- A. [Harbor View Road Combined Funding Strategies](#) - (Wayne Gaither-FDOT/John Elias/Robert Fakhri-Charlotte County)
- B. [US 41 \(SR 45\) from Kings Hwy to Peace River Bridge](#) - Comprehensive Planning/Operational Improvements Study to include but not limited to access management, multi-modal, bicycle and pedestrian connectivity improvements (Wayne Gaither-FDOT/John Elias/Robert Fakhri-Charlotte County)
- C. [Bermont Road \(CR 74\) Safety Discussion](#) – (FDOT/John Elias/Robert Fakhri-Charlotte County)
- D. [Burnt Store Road Improvements](#) Approximately 1000 feet North of County Line - (FDOT/John Elias/Robert Fakhri-Charlotte County)

JULY 17, 2023  
MPO BOARD MEETING

**AGENDA ITEM # 11**  
**FY 2024 UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**AMENDMENTS/MPO AGREEMENT**

**Purpose:** Review and recommend the MPO Board approve the amendments to the FY 2024 Unified Planning Work Program (UPWP) adding funding and verbiage for the Safe Streets for All Grant (SS4A) to Task 6 in the UPWP under Special Project Planning. This amendment also adds additional SL and FTA Section 5305(d) funding from the Transportation Disadvantaged (TD) Planning grant. Lastly, this revision also requires an update to the FY 2024 Statements and Assurances forms to reflect an amendment to the MPO Agreement to match all corresponding funding changes.

**Presented by:** MPO Staff Director D’Juan Harris

**Discussion:**

The FY 2024 UPWP budget is being amended to include the Safe Street for All grant funding allocation and to update the various grant funding allocations. The revisions/amendments include the following:

- Moving \$20,000 from Task 2 - Data Collection & Analysis Planning salary line into its consultant line.
- Adding in Task 4 - Long Range Transportation Plan (LRTP) including \$31,469 SL dollars under the consultant line. This funding will be utilized for the development of the 2050 LRTP Update.
- Adding in Task 6 - Special Project Planning the new language for Safe Street for All and adding funding under Task 6 - Special Project consultant account the federal grant funding amount of \$249,500 and local share is \$62,500.
- Add additional allocation for FTA 5305(d) in the amount of \$1,192 to Task 8 – Transit and Transportation Disadvantaged (TD) Planning.
- Adding additional funding allocation in Task 8 – Transit and Transportation Disadvantaged (TD) Planning for TD Planning in the amount of \$1,237.
- Updating FY 2024 all FY 2024 Statements and Assurances form.
- Amending the MPO Agreement to reflect all new funding allocations.



**Budgeted Action:**

Funding Source	Source Level	Previous FY 2024 UPWP Allocation	New FY 2024 UPWP Allocation	UPWP FY 2024 Increase
5305(d)	PL	\$86,491	\$87,683	\$1,192
TD	State	\$23,887	\$25,124	\$1,237
SL	PL	New	\$31,469	\$31,469
SS4A	Federal	New	\$249,500	\$249,500
	Local	New	\$62,500	\$62,500

**Recommendations:**

Motion to amend the FY 2024 Unified Planning Work Program (UPWP) to include the following updates:

- Safe Streets and Roads for All grant award to Task 6 – Special Project Planning in the amount of \$312,00 (includes federal and local share)
- Add verbiage to Task 6 to include Development of SS4A Comprehensive Safety Action Plan Activities
- SL funds in the amount of \$31,469 to Task 4 – Long Range Transportation Plan (LRTP)
- FTA 5305(d) funds in the amount of \$1,192 to Task 8 Transit
- Transportation Disadvantaged (TD) funds in the amount of \$1,237 to Task 8 – TD Planning

This motion allows for transmittal of the amendments to the MPO Agreement, FY 2024 updated Statements and Assurances forms and FDOT Cost Analysis Certification form. These revisions will allow staff to make minor non-financial changes and adjustments based upon input received from FDOT.

**Attachments:**

1. [UPWP FY 2024 Planning Task Sheets; and Planning Agency Participation and Funding Source Tables](#)
2. [Amendment to the MPO Agreement](#)
3. [Statements and Assurances Form](#)
4. [FDOT Cost Analysis Certification form](#)

## **TASK 2 DATA COLLECTION, ANALYSIS AND MAPPING**

### **Purpose:**

- Monitor and map area travel characteristics and impacting factors such as socio-economic and land use data, transportation system data, and natural, physical, and human environment information
- Continue participation and training in facilitating the Efficient Transportation Decision Making (ETDM) process
- Continue participation and training in Cube Voyager modeling software and Model Task Force Meetings
- Continue training as the modeling software transition from Cube Voyager to Visum software.
- Collaborate with FDOT District One to choose a PTV Visum software platform and develop a schedule for model conversions from Cube Voyager
- Executed General Planning Consultant Services contract with three consultants for FY 2021- 2024 as of Jan 2022

### **Previous Work:**

- Continued coordination with Florida Department of Transportation (FDOT) in the implementation of the ETDM process through analysis of work projects in FY 2019/2020 and FY 2020/2021
- Analyzed accident and congestion data for the safety management system, and participated with the Community Traffic Safety Team (CTST) to identify and propose projects for safety and enhancement funds
- Analyzed traffic data using Cartography Asset Management System (CAMS) and organize crash data for implementing the Congestion Management Process (CMP) to prioritize transportation projects
- Updated Cube Voyager modeling software for use in regional Transportation Model
- Utilized 2010 DIRPM for transportation analysis.
- Utilized 2015 DIRPM for transportation analysis and providing Traffic volumes data to member entities.
- Validated Socio-economic data completed in November 2019
- Validated 2015 District One Regional Planning Model (DIRPM) completed in January 2020.
- Attended webinars and training related to download, install and familiar to PTV Visum modeling software
- Analyzed, downloaded, and modified Signal Four crash data reports for presentations at the Board and committee meetings

### **Required Activities:**

- Utilize the Travel Demand Model for analysis of existing network and to develop alternative planning scenarios with Cube Voyager as needed
- Utilize the General Planning Consultant services as needed in the development of socio-economic data for development of 2050 travel demand model
- Update 2015 travel demand model data to 2020 base line data for the development socio economic data.
- Update 2020 validated base year model data to 2050 Future year socio economic data.
- Utilize 2015 District One Regional Planning Model (DIRPM) for regional transportation modeling as

needed.

- Utilize 2020 District One Regional Planning Model (D1RPM) for regional transportation modeling as needed.
- Update data efforts relating to public transportation and multimodal considerations to be done in support of and in conjunction with Task #8 as needed
- Collect primary and secondary data for analysis including the Census Bureau, Bureau of Economic and Business Research (BEBR), County and City Geographic Information Systems (GIS), County and City Public Works Departments, County and City Community Development Departments, Southwest Florida Regional Planning Council (SWFRPC), Sheriff and Police Departments and State agencies to update the travel demand model as needed.
- Continue to update maps of multimodal facilities, crash data and traffic volumes
- Continue to analyze accident and congestion data for the safety management system, and participate with the Community Traffic Safety Team (CTST) to identify and propose projects for safety and enhancement funds (quarterly)
- Continue to enhance the integration and connectivity of the regional transportation system through increased data collection and analysis, including map enhancement as needed
- Continue to identify and catalog information to be placed in a central database for use in the Efficient Transportation Decision Making (ETDM) process, as well as public transportation and multi-modal considerations, including ITS as needed
- Utilize General Planning Consultant services as needed.
- Continue to use Signal Four data for analysis.
- Continue participation in PTV Visum software updates and training activities
- Participation at trainings, conferences including MPOAC and Model Task Force meetings.

#### **End Products:**

- Cube Voyager and PTV Visum transportation model scenarios as required throughout FY 2022 and FY 2023 target completion September 2023
- Prioritize lists of projects addressing congestion management in 2022 and 2023, target completion July 2022 and July 2023
- Provide input into bi-monthly Community Traffic Safety Team (CTST) meetings (quarterly) - Ongoing
- Review of databases to assist in prioritizing safety, highway, congestion management, and enhancement related projects throughout 2022 and 2023 snapshot adoption date – October 2025 (Ongoing)
- Refine and enhance GIS data for MPO plans and projects programs throughout FY 2022 and FY 2023 – snapshot adoption date – October 2025 (Ongoing)
- Three signed GPC contracts
- Familiarity with the new PTV modeling software and other model related activities
- Validated 2020 base year socio economic data
- Validated 2050 Future year socio economic data
- Completion of mapping crashes, traffic volumes, multimodal network features, and other needs as determined

<b>Responsible Agency:</b>	Charlotte County-Punta Gorda MPO		
<b>Funding Sources:</b>	Year 1 – FY 2023	FHWA (PL)	<u>\$ 85,000</u>
		<b>TOTAL</b>	<b>\$ 85,000</b>
	Year 2 – FY 2024	FHWA (PL)	<u>\$ 35,000</u>
		<b>TOTAL</b>	<b>\$ 35,000</b>



Task 2 DATA COLLECTION, ANALYSIS AND MAPPING			
2023			
Funding Source	FHWA		FY 2023 Total
Contract Number	G2813		
Source Level	PL	Total	
Lookup Name	2023 FHWA G2813 (PL)	FHWA G2813 (Total)	
Personnel (salary and benefits)			
Salaries, benefits and other deductions	\$ 35,000	-	\$ 35,000
Personnel (salary and benefits)	\$ 35,000	\$ 35,000	\$ 35,000
Consultant			
2050 Socioeconomic (SE) Data	\$ 50,000	-	\$ 50,000
Consultant Subtotal	\$ 50,000	\$ 50,000	\$ 50,000
2024			
Funding Source	FHWA		FY 2024 Total
Contract Number	G2813		
Source	PL	Total	
MPO Budget Reference			
Lookup Name	2024 FHWA G2813 (PL)	FHWA G2813 (Total)	
Personnel (salary and benefits)			
Salaries, benefits and other deductions	\$ 15,000	-	\$ 15,000
Personnel (salary and benefits) Subtotal	\$ 15,000	\$ 15,000	\$ 15,000
Consultant			
2050 Socioeconomic (SE) Data Development	\$ 20,000	-	\$ 20,000
Consultant Subtotal	\$ 20,000	\$ 20,000	\$ 20,000
Total	\$ 35,000	\$ 35,000	\$ 35,000
7-17-23 UPWP -move from salaries \$20,000 in Task 2-Data Collection & Analysis and Mapping adding it into consultant line.			

## **TASK 4 LONG RANGE TRANSPORTATION PLANNING (LRTP)**

### **Purpose:**

- Apply Florida Standard Urban Transportation Model Structure (FSUTMS) for the management system projects
- Continue participating in the statewide Model Task Force technical meetings leading to conversion of FSUTMS from Cube Voyager to the new Statewide PTV Visum model software
- Routinely evaluate and update the MPO's 2045 Long Range Transportation Plan as needed
- Implement MPO's Long Range Transportation Plan Amendment Procedures as needed
- Utilize 2021-2024 General Planning Consultant services as needed
- Participation in the development of DIRPM update for 2050 LRTP.
- Development of 2050 Long Range Transportation Plan (LRTP) Update with adoption date on - October 5<sup>th</sup>, 2025.
- Executed General Planning Consultant Services contract with three consultants for FY 2021- 2024 as of Jan 2022.

### **Previous Work:**

- Adopted 2040 Long Range Transportation Plan (LRTP) Update October 2015
- Endorsed Model Validation (Spring 2015)
- Endorsed Goals, Objectives and Socio-Economic Data for 2045 LRTP
- Hazard Mitigation planning element documentation included in the 2040 LRTP Update
- Adopted FDOT District One Regional Planning Model (DIRPM)
- Adopted 2045 LRTP Socio-Economic Data and endorsed 2015 Model Validation Data
- Refined 2045 Socio-Economics Data control totals completed in December 2019
- Refined 2045 DIRPM Model March 2020
- Validated 2015 District One Regional Planning Model (DIRPM) – November 2020
- Three signed GPC contracts.
- Amendments to the 2045 LRTP as needed
- Adopt 2045 LRTP - October 2020.
- Updated 2045 computerized transportation planning model (FSUTMS) for traffic impact and alternative analysis.
- Adopted 2020 FDOT's Vision Zero safety performance targets.

### **Required Activities:**

- Incorporate the 2020 Validated Network and Socio-Economic Data into the FSUTMS models
- Utilize 2050 DIRPM for traffic impact and alternative analysis as needed
- Continue to attend training courses on FSUTMS, Cube and transition from Cube to PTV Visum when available

- Incorporate the Federal Requirements regarding Congestion Management Process as needed
- Analyze and implement Year of Expenditure (YOE) and Present-Day Costs (PDC) as needed
- Include analysis from Autonomous, Connected Electric, and Shared (ACES) vehicle research provided by FDOT
- Utilize the guidelines in 2016 Florida Strategic Highway Safety Plan (SHSP) to focus on accomplishing the vision of eliminating fatalities and reducing serious injuries on all public roads
- Incorporate federally required safety performance targets for the 2021 and 2022.
- Utilize the FDOT's safety- related performance measures targets and report progress for all five performance measures targets
- Continue to support FDOT statewide Highway Safety Improvement Program (HSIP) interim safety performance measures and FDOT's 2020 safety targets, which set the target at "0" for each performance measure
- Establish performance-based planning in accordance with the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Federal Transportation Act/Fixing America's Surface Transportation (FAST) Act
- Utilize the FDOT District One model for analysis of the existing network as needed
- Coordinate the FDOT District One Consultant to update and validate the 2015 DIRPM model as needed
- Adopt 2050 LRTP by October 3, 2025
- Adopt 2050 Goals and Objectives, Needs Plan and Cost Feasible Plan
- Utilize General Planning Consultant services. - (See Appendix H)

**End Products:**

- Inclusion of the ETDM process into the overall planning process (Ongoing)
- Refine 2045 LRTP with updated Transportation Performance Measures October 2020
- Refine 2045 LRTP with updated Autonomous, Connected Electric, and Shared (ACES) – October 2020
- Executed General Planning Consultant Services contract with three consultants for FY 2021- 2024 as of Jan 2022.
- Adopted 2050 LRTP
- Adopted 2050 Goals and Objectives, Needs Plan and Cost Feasible Plan
- 2050 travel demand model.
- Federal Safety Performance targets.

**Responsible Agency:** Charlotte County-Punta Gorda MPO

<b>Funding Sources:</b>	Year 1 - FY 2023	FHWA (PL)	<u>\$ 98,904</u>	
		<b>TOTAL</b>	<b>\$ 98,904</b>	
	Year 2 - FY 2024	FHWA (PL)	\$ 108,000	
		FHWA (SL)	<u>\$ 31,469</u>	
		<b>TOTAL</b>	<b>\$ 108,000</b>	<b>\$ 139,469</b>

Task 4 LONG RANGE TRANSPORTATION PLAN (LRTP)					
2023					
Funding Source	FHWA		FHWA		FY 2023 Total
Contract Number	G2813				
Source Level	PL	Total		Total	
Lookup Name	2023 FHWA G2813 (PL)	FHWA G2813 (Total)		FHWA (Total)	
Personnel (salary and benefits)					
Salaries, Benefits and other deductions	\$ 40,000	-		-	\$ 40,000
Personnel (salary and benefits)	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ 40,000
Consultant					
2050 LRTP Update	\$ 58,904	-		-	\$ 58,904
Consultant Subtotal	\$ 58,904	\$ 58,904	\$ -	\$ -	\$ 58,904
Total	\$ 98,904	\$ 98,904	\$ -	\$ -	\$ 98,904
2024					
Funding Source	FHWA		FHWA		FY 2024 Total
Contract Number	G2813				
Source	PL	Total	SL	Total	
Lookup Name	2024 FHWA G2813 (PL)	FHWA G2813 (Total)	2024 FHWA (SL)	FHWA (Total)	
Personnel (salary and benefits)					
Salaries, Benefits and other	\$ 40,000	-		-	\$ 40,000
Personnel (salary and benefits)	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ 40,000
Consultant					
2050 LRTP Update	\$ 68,000	-		-	\$ 68,000
2050 LRTP update using SL funds		-	\$ 31,469	-	\$ 31,469
Consultant Subtotal	\$ 68,000	\$ 68,000	\$ 31,469	\$ 31,469	\$ 99,469
Total	\$ 108,000	\$ 108,000	\$ 31,469	\$ 31,469	\$ 139,469
UPWP Amendment 7-17-23 added SL funds in the amount of \$31,469 FY 2024 Task 4- Long Range Transportation Plan (LRTP) utilizing funds to assist with the 2050 LRTP update.					

	FY 2023 & 2024 TOTAL
Personnel (salary and benefits)	\$ 80,000
Consultant	\$ 143,977
Total	\$ 223,977



## **TASK 6      SPECIAL PROJECT PLANNING**

**Purpose:** Complete various recurring and non-recurring planning projects

**Previous Work:**

- Supported and provided input for funding the City of Punta Gorda and Charlotte County projects in December 2018 and 2019
- Participated in the Efficient Transportation Decision Making (ETDM) process in the MPO's overall planning process
- Participated in Traffic Incident Management (TIM) Team for Charlotte, Sarasota, Manatee, Collier and Lee Counties
- Monitored activity of the Continuing Florida Aviation System Planning Process (CFASPP)
- Attended when possible, Charlotte County Airport Authority (CCAA) meetings
- Attended when possible, City Council of Punta Gorda meetings
- Worked with Charlotte County with the development of a Bicycle/Pedestrian Master Plan
- Coordinated the MPO Bicycle/Pedestrian Committee
- Developed a Charlotte County Bicycle/Pedestrian map for 2019
- Coordinated and distributed Charlotte County Bicycle/Pedestrian Map with local Bicycle shop owners, Visitor Information Center and Chambers of Commerce throughout Charlotte County
- Provided letters of support for the Community Redevelopment Agencies (CRAs) of Charlotte County grant applications
- Assisted Charlotte County Division of Parks and Recreation in submitting a SUN Trail grant application
- Organized and participated on the Community Traffic Safety Team (CTST) Assisted in the participation, discussion and approval of the SUN Trail Feasibility Study at the BPAC, CAC, TAC and MPO Board meetings
- Coordinated with the FDOT in the additions of North Jones Loop Road from I-75 to Piper Rd and Piper Rd from North Jones Loop to US 17 as NHS projects
- Supported the Charlotte County Airport Authority, an emerging SIS facility

**Required Activities:**

- Represent the MPO at by-monthly TIM Team and CTST meetings
- Review roadway design plans and proposed developments for appropriate incorporation of bicycle and pedestrian improvements as needed
- Continue to lead the coordination effort for Charlotte County and the City of Punta Gorda for review and updating of Bicycle/Pedestrian Master Plans
- Work with Government agencies, citizens' groups involved in alternate transportation projects
- Coordinate Safe Routes to Schools (SRTS) initiatives
- Coordinate with the Florida Office of Greenways and Trails and regional organizations for SUN Trail and opportunity trail projects
- Update and produce a Charlotte County Bicycle/Pedestrian map for 2022
- Continued support of the CRAs of Charlotte County (ongoing)
- Continue to coordinate the MPO Bicycle/Pedestrian Committee (quarterly)

- Utilize General Planning Consultant services to begin development of the Charlotte County Comprehensive Safety Action Plan using Safe Street and Roads for All (SS4All) grant award
- Coordination with Charlotte County Utilities Department regarding planned transportation projects.
- Executed General Planning Consultant Services contract with three consultants for FY 2021- 2024 as of Jan 2022.

End Products:

- 2022 Bicycle- Pedestrian map
- Sidewalk and bikeways shapefiles database update, as needed
- Charlotte County Bicycle/Pedestrian map update, as needed
- Florida Greenways and Trails system map update, as needed
- ETDM review of designated projects, as needed
- Florida’s SIS System Plan inputs, as needed
- Traffic Incident management (TIM) Team participation, (quarterly)
- DRI reviews of proposed large developments, as needed
- CTST coordination and participation (by-monthly)
- BPAC coordination and participation (quarterly)
- Three signed GPC contracts
- Final report for the Charlotte County Comprehensive Safety Action Plan – March 2025

Responsible Agency: Charlotte County- Punta Gorda MPO/Charlotte County Government

Funding Sources:	Year 1 – FY 2023	FHWA (PL)	\$ 25,000
		TOTAL	\$ 25,000
	Year 2 – FY 2024	FHWA (PL)	\$ 25,000
	Year 2 – FY 2024	Federal	\$ 249,500
	Year 2 – FY 2024	Local Funds	\$ 62,500
		TOTAL	\$ 337,000

Task 6 SPECIAL PROJECT PLANNING							
2023							
Funding Source	FHWA		Federal Other				FY 2023 Total
Contract Number	G2813						
Source Level	PL	Total	Other	Total		Total	
Lookup Name	2023 FHWA G2813 (PL)	FHWA G2813 (Total)	2023 Federal Other (Other)	Federal Other (Total)		(Total)	
Personnel (salary and benefits)							
Salaries, Benefits and other deductions	\$ 25,000	-		-		-	\$ 25,000
Personnel (salary and benefits)	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Total	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
2024							
Funding Source	FHWA		Federal Other		Local		FY 2024 Total
Contract Number	G2813						
Source	PL	Total	Federal	Total	Local	Total	
MPO Budget Reference							
Lookup Name	2024 FHWA G2813 (PL)	FHWA G2813 (Total)	Other (Federal)	Federal Other (Total)	2024 Local (Local)	Local (Total)	
Personnel (salary and benefits)							
Salaries, Benefits and other	\$ 25,000	-	\$ -	-	\$ -	-	\$ 25,000
Personnel (salary and benefits)	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Consultant							
Consultant conduct comprehensive Study for Charlotte County to significantly improve roadway safety using Safe Street for All grant.	\$ -	-	\$ 249,500	-	\$ 62,500	-	\$ 312,000
Consultant Subtotal	\$ -	\$ -	\$ 249,500	\$ 249,500	\$ 62,500	\$ 62,500	\$ 312,000
Total	\$ 25,000	\$ 25,000	\$ 249,500	\$ 249,500	\$ 62,500	\$ 62,500	\$ 337,000
FY 2024 UPWP 7-17-23- Task 6 - Special Project Planning - Added Safe Street for All Grant Award to Consultant line reflecting under Federal Other and Local share. This is for information and transparency.							

	FY 2023 & 2024 TOTAL
Personnel (salary and benefits)	\$ 50,000
Consultant	\$ 312,000
Total	\$ 362,000

## TASK 8 TRANSIT & TRANSPORTATION DISADVANTAGED (TD) PLANNING

**Purpose:** Support existing transit programs and assist in implementing recommendations of the Transit Development Plan (TDP) and the Transportation Disadvantaged Service Plan (TDSP), as well as utilize staff /consultant services in the development of the 2050 Long Range Transportation Plan (LRTP).

### Previous Work:

- Assisted with annual progress reports for the *Charlotte Rides* 2019 Transit Development Plan (TDP) (utilizing only the County's FTA Section 5307 funds)
- Execute FTA 5305 (d) FFY 2020-2021 Public Transit Grant Agreement (PGTA)
- Staffing of the Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) quarterly
- Completion of the annual Community Transportation Coordinator (CTC) evaluation in May 2022
- Training of LCB membership in January 2022
- Attendance at the annual Commission for the Transportation Disadvantaged (CTD) state training and technology conference
- Assistance with Charlotte Transit marketing and planning/driver recruitment strategy
- Adopted new TDSP in September 2021 and amended it in May 2022
- Provided support and assistance to Sarasota County Area Transit (SCAT) and Charlotte County Transit in improving transit opportunities for the North Port and Englewood areas
- Assisted with the LCB's annual evaluation of the CTC in May 2022
- Appointment of Charlotte County Board of County Commissioner (BCC) to continue as the Community Transportation Coordinator (CTC) for Charlotte County in April 2021 for next five-year period
- Developed LCB Bylaws – September 2021
- Developed LCB Grievance Procedures – November 2021

### Required Activities:

- Assist with a marketing plan for Charlotte County Transit, as well as FTA Section 5310 and 5311 programs (ongoing)
- Coordinate with the LCB in planning for TD services with the cooperation of the CTC, including the planning and review of transit operations (ongoing)
- Advise on improved security, safety and accessibility issues with the Charlotte County Transit Division (ongoing)
- Coordinate and assist in modifying regional transit routes with Sarasota, DeSoto and Lee Counties (ongoing)
- Update the Transportation Disadvantaged Service Plan (TDSP)/Coordinated Public Transit — Human Services Transportation Plan (CPT-HSTP) in May 2023 in cooperation with Charlotte County Transit Division
- Execute FTA Section 5305 (d) FFY 2022 Public Transit Grant Agreement (PTGA)
- Execute FTA Section 5305 (d) Consolidated Planning Grant (CPG) FFY 2023 - 2024
- Utilize General Planning Consultant services as needed i.e., 2050 Long Range Transportation Plan (LRTP) or any other transit-related studies (See Appendix H)
- Establish performance-based planning in accordance with the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Federal Transportation Act/Fixing America's Surface Transportation (FAST) and subsequent federal transportation - Ongoing
- Assist Charlotte County Transit with the current annual progress report and the 2024 Transit Development



## Plan

- Utilize General Planning Consultant Services as needed i.e., (2050 Long Range Transportation Plan (LRTP))
- Conducting a new CTC evaluation – May 2023
- Review Charlotte County Transit Public Transportation Agency Safety Plan (PTASP) as needed
- Review Charlotte County Transit Asset Management (TAM) targets as needed
- Develop LCB Bylaws – September 2022 and September 2023
- Develop LCB Grievance Procedures – November 2022 and November 2023

**End Products:**

- FFY 2023 and FFY 2024 Section 5305 (d) Transit Planning Grant Applications submitted – Annually
- FTA Section 5305 (d) FFY 2022 Public Transit Grant Agreement (PTGA)
- FTA Section 5305 (d) Consolidated Planning Grant (CPG) FFY 2023 - 2024
- Attendance at USDOT, FDOT and Florida Commission for the Transportation Disadvantaged (CTD) approved training courses, and the procurement of educational materials as provided
- CTC Evaluation May 2023 and May 2024
- TDSP/CPT-HSTP Annual Updates in May 2023 and May 2024
- Charlotte County Annual Progress Report for the TDP by September 2022 and September 2023
- LCB Bylaws – September 2022 and September 2023
- LCB Grievance Procedures – November 2022 and November 2023
- 2050 Long Range Transportation Plan (LRTP) Update – October 2025
- Other special transportation planning studies, as needed

**Responsible Agency:** Charlotte County-Punta Gorda MPO

<b>Funding Sources:</b> Year 1 – FFY 2022	PTGA-FTA Section 5305 (d) (FM # 410114-1-14-31)	*\$48,836.06
Year 1 -FY 2023	FHWA (PL)	\$56,491
Year 1 – FY 2023	FTA Section 5307(County)	\$39,418
Year 1 – FY 2023	TD Planning Grant	<u>\$23,887</u>
	<b>TOTAL</b>	\$168,632.06

**FY 2023 UPWP Modification 4-7-23 moving \$30,000 from Task 8 adding it into Task 1.**

Year 2 –FY 2024	FHWA (PL)	<del>\$86,491</del>	*\$87,683
Year 2 – FY 2024	FTA Section 5307 (County)	\$300,000	
Year 2 – FY 2024	TD Planning Grant	<u>\$23,887</u>	**\$25,124
	<b>TOTAL</b>	<del>\$410,378</del>	<b>\$412,807</b>

**\*FY 2024 UPWP Amendment 7-17-23- Added additional funds received for Transit Planning in the amount of \$1,192.**

**\*\*FY 2024 UPWP Amendment 7-17-23 - Added additional funds received for TD Planning in the amount of \$1,237.**

Task 8 TRANSIT AND TRANSPORTATION DISADVANTAGED (TD) PLANNING

[illegible]



Task 8 TRANSIT AND TRANSPORTATION DISADVANTAGED (TD) PLANNING									
2023									
Funding Source	FFY 21 FTA 5305(d)		FHWA		CTD		FTA 5307		FY 2023 Total
Contract Number	G2446		G2813		G2923				
Source Level	Federal	Total	PL	Total	State	Total	Federal	Total	
Lookup Name	2023 FFY 21 FTA 5305(d) G2446 (Federal)	FFY 21 FTA 5305(d) G2446 (Total)	2023 FHWA G2813 (PL)	FHWA G2813 (Total)	2023 CTD G2923 (State)	CTD G2923 (Total)	2023 FTA 5307 (Federal)	FTA 5307 (Total)	
Personnel (salary and benefits)									
Salaries, Benefits and other deductions	\$ 46,806	-	\$ 52,691	-	\$ 23,887	-		-	\$ 123,384
Personnel (salary and benefits)	\$ 46,806	\$ 46,806	\$ 52,691	\$ 52,691	\$ 23,887	\$ 23,887	\$ -	\$ -	\$ 123,384
Consultant									
TDP Annual Progress Report		-		-		-	\$ 39,418	-	\$ 39,418
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,418	\$ 39,418	\$ 39,418
Travel									
Travel for Staff and LCB Board Member for trainings, meetings and conference	\$ 1,080	-	\$ 1,500	-		-		-	\$ 2,580
Travel Subtotal	\$ 1,080	\$ 1,080	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 2,580
Direct Expenses									
Advertising Costs	\$ 400	-	\$ 1,000	-		-		-	\$ 1,400
Registrations, training and conference	\$ 400	-	\$ 1,000	-		-		-	\$ 1,400
Subcriptions - GoToMeetings	\$ 150	-	\$ 300	-		-		-	\$ 450
Direct Expenses Subtotal	\$ 950	\$ 950	\$ 2,300	\$ 2,300	\$ -	\$ -	\$ -	\$ -	\$ 3,250
Total	\$ 48,836	\$ 48,836	\$ 56,491	\$ 56,491	\$ 23,887	\$ 23,887	\$ 39,418	\$ 39,418	\$ 168,632
2024									
Funding Source	FHWA		CTD		FTA 5307				FY 2024 Total
Contract Number	G2813		G2923						
Source	PL	Total	State	Total	Federal	Total		Total	
Lookup Name	2024 FHWA G2813 (PL)	FHWA G2813 (Total)	2024 CTD G2923 (State)	CTD G2923 (Total)	2024 FTA 5307 (Federal)	FTA 5307 (Total)		(Total)	
Personnel (salary and benefits)									
Salaries, benefits and other deductions	\$ 84,183	-	\$ 25,124	-		-		-	\$ 109,307
Personnel (salary and benefits)	\$ 84,183	\$ 84,183	\$ 25,124	\$ 25,124	\$ -	\$ -	\$ -	\$ -	\$ 109,307
Consultant									
TDP Major Update		-		-	\$ 300,000	-	\$ -	-	\$ 300,000
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ 300,000
Travel									
Travel for Staff and LCB Board Member for trainings, meetings and conference	\$ 1,500	-		-		-		-	\$ 1,500
Travel Subtotal	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500
Direct Expenses									
Advertising Costs	\$ 1,000	-		-		-		-	\$ 1,000
Registrations, training and conference	\$ 1,000	-		-		-		-	\$ 1,000
Subcriptions - GoToMeetings	\$ -	-		-		-		-	\$ -
Direct Expenses Subtotal	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000
Total	\$ 87,683	\$ 87,683	\$ 25,124	\$ 25,124	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ 412,807
Amendment: July 18, 2022 - FTA Section 5305(d) FFY 2021. Updating the estimated carryforward in the FY 2023 UPWP for FTA Section 5305(d) FFY 2021 with an additional \$2,138.06. The total is rounded. Modification: 4-7-23 moving \$30K from FY 2023 Task 8 salary and benefits into FY 2023 Task 1 - Administraiton. FY 2024 UPWP amendment 7-17-23 - Add additional funds received for Transit Planning in the amount of \$1,192 and CTD Planning additional funds received for FY 2024 in the amount of \$1,247. Reduced Direct expense line by \$300 adding it into salary and benefits line for Task 8.									



Funding Source  
July 18, 2022

Contract		Funding Source	Source Level	2023				2024				FY 2023 Funding Source				FY 2024 Funding Source			
				2023		2024		FY 2023 Funding Source		FY 2024 Funding Source									
				State	CTD G.2923 TOTAL	Federal	Federal Other TOTAL	FFY 21 FTA 5305(d) G.2446 TOTAL	PL	FHWA G.2813 TOTAL	SL	FHWA TOTAL	Federal	FTA 5307 TOTAL	Local	Local TOTAL	Soft Match	Federal	State
G2923	CTD	State	\$ 23,887	\$ 25,124	\$ 23,887	\$ 25,124	\$ -	\$ 48,836	\$ -	\$ 48,836	\$ 601,911	\$ 601,911	\$ 601,911	\$ 601,911	\$ -	\$ 601,911	\$ -	\$ -	
		CTD G.2923 TOTAL	\$ 23,887	\$ 25,124	\$ 23,887	\$ 25,124	\$ -	\$ 48,836	\$ -	\$ 48,836	\$ 601,911	\$ 601,911	\$ 601,911	\$ 601,911	\$ -	\$ 601,911	\$ -	\$ -	
	Federal Other	Federal	\$ -	\$ 249,500	\$ -	\$ 249,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 249,500	\$ -	\$ -		
		Federal Other TOTAL	\$ -	\$ 249,500	\$ -	\$ 249,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 249,500	\$ -	\$ -		
G2446	FFY 21 FTA 5305(d)	Federal	\$ 48,836	\$ -	\$ 48,836	\$ -	\$ 12,209	\$ -	\$ 12,209	\$ 141,513	\$ 141,513	\$ 141,513	\$ 141,513	\$ -	\$ -	\$ -	\$ -	\$ -	
		FFY 21 FTA 5305(d) G.2446 TOTAL	\$ 48,836	\$ -	\$ 48,836	\$ -	\$ 12,209	\$ -	\$ 12,209	\$ 141,513	\$ 141,513	\$ 141,513	\$ 141,513	\$ -	\$ -	\$ -	\$ -	\$ -	
G2813	FHWA	PL	\$ 641,623	\$ 601,911	\$ 641,623	\$ 601,911	\$ 141,513	\$ -	\$ 641,623	\$ 641,623	\$ 641,623	\$ 641,623	\$ 641,623	\$ -	\$ 132,754	\$ 601,911	\$ -	\$ -	
		FHWA G.2813 TOTAL	\$ 641,623	\$ 601,911	\$ 641,623	\$ 601,911	\$ 141,513	\$ -	\$ 641,623	\$ 641,623	\$ 641,623	\$ 641,623	\$ 641,623	\$ -	\$ 132,754	\$ 601,911	\$ -	\$ -	
	FHWA	SL	\$ -	\$ 31,469	\$ -	\$ 31,469	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,940.62	\$ 31,469	\$ -	\$ -	
		FHWA TOTAL	\$ -	\$ 31,469	\$ -	\$ 31,469	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,941	\$ 31,469	\$ -	\$ -	
		Federal	\$ 39,418	\$ 300,000	\$ 39,418	\$ 300,000	\$ -	\$ -	\$ 39,418	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	
	FTA 5307	FTA 5307 TOTAL	\$ 39,418	\$ 300,000	\$ 39,418	\$ 300,000	\$ -	\$ -	\$ 39,418	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	
	Local	Local	\$ 12,717	\$ 75,217	\$ 12,717	\$ 75,217	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,717	\$ 12,717	\$ -	\$ -	\$ -	\$ -	\$ 75,217	
		Local TOTAL	\$ 12,717	\$ 75,217	\$ 12,717	\$ 75,217	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,717	\$ 12,717	\$ -	\$ -	\$ -	\$ -	\$ 75,217	
		TOTAL	\$ 766,481	\$ 1,283,221	\$ 729,877	\$ 1,283,221	\$ 153,722	\$ 23,887	\$ 12,717	\$ 139,695	\$ 1,182,880	\$ 25,124	\$ 75,217						
		UPWP Amendment for FY 2024 - 7-17-23 Adding additional funds received from FDOT for 5305(d) in the amount of \$1,192 to Task 8-Transit & Transportation Disadvantaged (TD) Planning, added additional funds to Task 8-Transit & Transportation Disadvantaged (TD) Planning/CTD received in the amount of \$31,469. Also, moved \$20,000 from Task 2- Data Collection salary line into Task 2- consultant line.																	



Agency Participation  
July 18, 2022

Funding Source	CTD G2923	Federal/Other	FFY 21 FTA 5305(d) G2446	FHWA G2813	FTA 5307	Local
Contract	2023	2024	2023	2023	2023	2024
Fiscal Year						
Total Budget	\$ 23,887	\$ 25,124	\$ 48,836	\$ 641,623	\$ 39,418	\$ 12,717
<b>Task 1 ADMINISTRATION</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ 230,132	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ 5,500	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ 82,469	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ 2,627	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ 321,228	\$ -	\$ -
<b>Task 2 DATA COLLECTION, ANALYSIS AND MAPPING</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ -
<b>Task 3 PUBLIC PARTICIPATION PLAN (PPP)</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ 13,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ 13,000	\$ -	\$ -
<b>Task 4 LONG RANGE TRANSPORTATION PLAN (LRTP)</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ 58,904	\$ -	\$ -
Consultant- SL Funds	\$ -	\$ -	\$ -	\$ -	\$ 31,469	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ 98,904	\$ 139,469	\$ -
<b>Task 5 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -
<b>Task 6 SPECIAL PROJECT PLANNING</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 249,500	\$ -	\$ -	\$ 62,500
Sub Total	\$ -	\$ -	\$ 249,500	\$ 25,000	\$ -	\$ 62,500
<b>Task 7 REGIONAL PLANNING AND COORDINATION</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -
<b>Task 8 TRANSIT AND TRANSPORTATION DISADVANTAGED (TD) PLANNING</b>						
Personnel (salary and benefits)	\$ 23,887	\$ 25,124	\$ 46,806	\$ 52,691	\$ 84,183	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 39,418	\$ -
Travel	\$ -	\$ -	\$ 1,080	\$ 1,500	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 950	\$ 2,300	\$ 2,000	\$ -
Sub Total	\$ 23,887	\$ 25,124	\$ 48,836	\$ 56,491	\$ 87,683	\$ 39,418
<b>Task 9 AGENCY EXPENDITURE USING LOCAL FUNDS</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,667
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,350
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,717
<b>TOTAL PROGRAMMED</b>	<b>\$ 23,887</b>	<b>\$ 25,124</b>	<b>\$ 249,500</b>	<b>\$ 641,623</b>	<b>\$ 39,418</b>	<b>\$ 12,717</b>
UPWP Amendment for FY 2024 - 7-17-23 Adding additional funds received from FDOT for 5305(d) in the amount of \$1,192 to Task 8-Transit & Transportation Disadvantaged (TD) Planning, added additional funds to Task 8-Transit & Transportation Disadvantaged (TD) Planning/CTD received in the amount of \$1,237 and added SL Funds in the amount of \$31,469. Also, moved \$20,000 from Task 2- Data Collection salary line into Task 2- consultant line.						

# AMENDMENT TO THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT

Financial Project No.: <u>439316-4-14-01</u> <u>and 439316-4-14-02</u>  (item-segment-phase-sequence)	Fund: <u>PL and SL</u>  Function: <u>615 and 215</u> Federal Award Project No.: <u>0408-060-</u> <u>M</u> MPO SAM No.: <u>CAF5J662SND5</u>	FLAIR Approp.: <u>088854</u> FLAIR Obj.: <u>780000</u> Org. Code: <u>55012010130</u> Vendor No.: <u>F596000541056</u>
Contract No.: <u>G2813</u>	CFDA Number & Title: <u>20.205 Highway Planning and Construction</u>	

THIS AMENDMENT TO THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Amendment) is made and entered into on this      day of      , 2022 by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, 801 North Broadway Avenue, Bartow, Florida 33830 and the Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO), whose address is 25550 Harbor View Road, Suite 4, Port Charlotte FL 33980 and whose System for Award Management (SAM) Number is: CAF5J662SND5 (collectively the "parties").

## RECITALS

WHEREAS, the Department and the MPO on May 16, 2022 entered into a Metropolitan Planning Organization Agreement (Agreement), whereby the Department passed through Federal funds to the MPO to assist the MPO in performing transportation planning activities set forth in its Unified Planning Work Program (UPWP).

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

- Paragraph 4 of the Agreement is amended to reflect:

**Project Cost:** The total budgetary ceiling for the Project is \$1,275,003.00. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 7, Amendments.

The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. No work shall begin before the Agreement is fully executed and a "Letter of Authorization" is issued by the Department. The total of all authorizations shall not exceed the budgetary ceiling established for this agreement and shall be completed within the term of this Agreement:

FINANCIAL PROJECT NO.	AMOUNT
439316-4-14-01 FY2023 PL	\$641,623.00
439316-4-14-01 FY2024 PL	\$601,911.00
439316-4-14-02 FY2024 SL	\$31,469.00

- Exhibit A (Scope of Work) of the Agreement is amended as follows: Adding \$1,192.00 of "new" PL funds to 439316-4-14-01, which increased the total PL In FY24 from \$600,719.00 to \$601,911. The SL fund amounts on this contract were not listed for FY23 or for FY24. For FY23, the MPO has \$17,073.00. In FY24 they are receiving \$14,396.00 of SL funds. The combined SL amounts are \$31,469 which will be reflected in FY 24 UPWP. The MPO is amending its FY 2023 - FY 2024 Unified Planning Work Program (UPWP)/Amended MPO Agreement. This document is the MPOs budget. This will be taken for approval at the July 17, 2023 MPO Board Meeting. This amendment is more fully described in the attached UPWP Revision Form #2.

Except as modified, amended, or changed by this Amendment, all of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the day, month and year set forth above.

MPO

Florida Department of Transportation

Charlotte County-Punta Gorda Metropolitan Planning  
Organization

MPO Name

Christopher G. Constance, MD

Signatory (Printed or Typed)

Department of Transportation

Signature

Signature

MPO Chairman

Title

Title

  
Legal Review By: Janette S. Knowlton, County Attorney  
MPO 2023-0607

Legal Review  
Department of Transportation

DS  
DC

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**DEBARMENT and SUSPENSION CERTIFICATION**

As required by the USDOT regulation on Governmentwide Debarment and Suspension at 49 CFR 29.510

- (1) The Charlotte County-Punta Gorda MPO hereby certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
  - (d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.
- (2) The Charlotte County-Punta Gorda MPO also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.

\_\_\_\_\_  
Name: Christopher G. Constance, MD  
Title: MPO Chairman (or designee)

\_\_\_\_\_  
Date



FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
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**LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS**

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Charlotte County-Punta Gorda MPO that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Charlotte County-Punta Gorda MPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Charlotte County-Punta Gorda MPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

\_\_\_\_\_  
Name: Christopher G. Constance, MD  
Title: MPO Chairman (or designee)

\_\_\_\_\_  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
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**DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

It is the policy of the Charlotte County-Punta Gorda MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Charlotte County-Punta Gorda MPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Charlotte County-Punta Gorda MPO, in a non-discriminatory environment.

The Charlotte County-Punta Gorda MPO shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code

\_\_\_\_\_  
Name: Christopher G. Constance, MD  
Title: MPO Chairman (or designee)

\_\_\_\_\_  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

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**TITLE VI/ NONDISCRIMINATION ASSURANCE**

Pursuant to Section 9 of US DOT Order 1050.2A, the Charlotte County-Punta Gorda MPO assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Charlotte County-Punta Gorda MPO further assures FDOT that it will undertake the following with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendices A and E* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

\_\_\_\_\_  
Name: Christopher G. Constance, MD  
Title: MPO Chairman (or designee)

\_\_\_\_\_  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
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**APPENDICES A and E**

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
  - a. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
  - b. Cancellation, termination or suspension of the contract, in whole or in part.



FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
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- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)



## ***Florida Department of Transportation***

**RON DESANTIS**  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

**JARED W. PERDUE, P.E.**  
SECRETARY

### **Cost Analysis Certification**

#### **Charlotte County-Punta Gorda MPO**

#### **Unified Planning Work Program - FY 2023-FY 2024**

Amended 7/17/2023

Revision Number: Revision 2

I hereby certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary, as required by [Section 216.3475, F.S.](#) Documentation is on file evidencing the methodology used and the conclusions reached.

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Name: Pamela Barr

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Planning Specialist III, District One  
Title and District

---

Signature

7/17/2023

Attachment 4

JULY 17, 2023  
MPO BOARD MEETING

**AGENDA ITEM # 12**  
**MPO BOARD RESOLUTION #2023-02 AUTHORIZING**  
**SAFE STREETS AND ROADS FOR ALL GRANT AGREEMENT**

**Purpose:** To review and approve the execution of the MPO's Safe Streets and Roads for All (SS4A) Grant Agreement with the United States Department of Transportation (US DOT) by approving MPO Board Resolution #2023-02

**Agenda Item Presented by:** MPO Staff

**Discussion:**

The Charlotte County-Punta Gorda MPO applied for and was awarded Safe Streets and Roads for all federal grant funding to develop a Comprehensive Safety Action Plan. The Comprehensive Safety Action Plan will provide an in-depth analysis of roadway crash data in Charlotte County and strategically identify project priority recommendations to countermeasure the incidence of crashes in Charlotte County based on the Federal Highway Administration's (FHWA) Safe System Approach. Development of the plan is anticipated to take up to one year (please see attached timeline). Once the plan is adopted, local jurisdictions within Charlotte County will be eligible to apply for SS4A Project Implementation funding for transportation safety improvements of up to \$50,000,000 per project. The goal is to identify and implement short-term, mid-term and ultimate transportation solutions that will reduce or eliminate serious injuries and fatal crashes on public roadways.

The federal grant award amount is \$249,500. The required local match will be provided by Charlotte County in the amount \$62,500, yielding a total project budget of \$312,000. A resolution authorizing the execution of the SS4A Grant Agreement with the US DOT has been reviewed by the MPO Board Legal Counsel and is attached.

**Recommendation:** Motion to approve the Resolution 2023-02 for signature by the MPO Chair and to authorize the MPO Director to execute the Charlotte County-Punta Gorda MPO's Safe Streets and Roads for All Planning Grant Agreement with the United States Department of Transportation (including making minor adjustments as required).

**Attachments:**

1. [Safe Streets and Roads for All Grant Agreement](#)
2. [MPO Board Resolution 2023-02](#)
3. [Draft SS4A Comprehensive Action Plan Development Schedule](#)

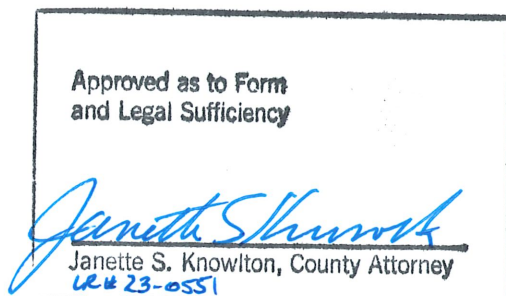
- |   |   |   |
|---|---|---|
| <b>1. Award No.</b><br>693JJ32340227  | <b>2. Effective Date</b><br>See No. 17 Below  | <b>3. Assistance Listings No.</b><br>20.939 |
| <b>4. Award To</b><br>Charlotte County Punta Gorda Metropolitan Planning Organization<br><br>Unique Entity Id.: CAF5J662SND5<br>TIN No.: 59-600-0541  | <b>5. Sponsoring Office</b><br>U.S. Department of Transportation<br>Federal Highway Administration<br>Office of Safety<br>1200 New Jersey Avenue, SE<br>HSSA-1, Mail Drop E71-117<br>Washington, DC 20590 |   |
| <b>6. Period of Performance</b><br>Effective Date of Award – 24<br>Months from effective date   | <b>7. Total Amount</b><br>Federal Share: \$249,500<br>Recipient Share: \$0<br>Other Federal Funds: \$0<br>Other Funds: \$62,500<br>Total: \$312,000   |   |
| <b>8. Type of Agreement</b><br>Grant  | <b>9. Authority</b><br>Section 24112 of the Infrastructure Investment and Jobs Act (Pub. L. 117–58, November 15, 2021; also referred to as the “Bipartisan Infrastructure Law” or “BIL”)                  |   |
| <b>10. Procurement Request No.</b><br>HSSP230251PR  | <b>11. Federal Funds Obligated</b><br>\$249,500   |   |
| <b>12. Submit Payment Requests To</b><br>See article 20.  | <b>13. Payment Office</b><br>See article 20.  |   |
| <b>14. Accounting and Appropriations Data</b><br>15X0173E50.0000.055SR10500.5592000000.41010.610066<br>00.0000000000.0000000000.0000000000.0000000000 |   |   |
| <b>15. Description of Project</b><br>Development of a Comprehensive Safety Action Plan for Charlotte County   |   |   |

**RECIPIENT****16. Signature of Person Authorized to Sign**

Signature	Date
Name: D’Juan L. Harris	
Title: Executive Director	
Charlotte County – Punta Gorda MPO	

**FEDERAL HIGHWAY ADMINISTRATION****17. Signature of Agreement Officer**

Signature	Date
Name: Robert M. McNamara	
Title: Agreement Officer	





## U.S. DEPARTMENT OF TRANSPORTATION

### GRANT AGREEMENT UNDER THE FISCAL YEAR 2022 SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM

This agreement is between the [United States Department of Transportation (the “USDOT”)] [Federal Highway Administration (the “FHWA”) and the Charlotte County- Punta Gorda Metropolitan Planning Organization (the “**Recipient**)”].

This agreement reflects the selection of the Recipient to receive a Safe Streets and Roads for All (“SS4A”) Grant for the development of the Charlotte County Comprehensive Safety Action Plan.

The parties therefore agree to the following:

#### ARTICLE 1 GENERAL TERMS AND CONDITIONS

##### 1.1 General Terms and Conditions.

- (a) In this agreement, “**General Terms and Conditions**” means the content of the document titled “General Terms and Conditions Under the Fiscal Year 2022 Safe Streets and Roads for All Grant Program,” dated February 8, 2023, which is available at <https://www.transportation.gov/grants/ss4a/grant-agreements>. Articles 7–30 are in the General Terms and Conditions. The General Terms and Conditions are part of this agreement.
- (b) The Recipient states that it has knowledge of the General Terms and Conditions. Recipient also states that it is required to comply with all applicable Federal laws and regulations including, but not limited to, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200); National Environmental Policy Act (NEPA) (42 U.S.C. § 4321 et seq.); and Build America, Buy America Act (BIL, div. G §§ 70901-27).
- (c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient’s non-compliance with the General Terms and Conditions may result in remedial action, termination of the SS4A Grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the USDOT/FHWA the SS4A Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

## **ARTICLE 2 APPLICATION, PROJECT, AND AWARD**

### **2.1 Application.**

Application Title: Charlotte County Comprehensive Safety Action Plan

Application Date: September 9, 2022

### **2.2 Award Amount.**

SS4A Grant Amount: \$249,500

### **2.3 Award Dates.**

Period of Performance End Date:

See Item 6 on Page 1

### **2.4 Budget Period**

Budget Period End Date:

See Item 6 on Page 1

### **2.5 Action Plan Grant or Implementation Grant Designation.**

Designation: Action Plan

Federal Award Identification Number. The Federal Award Identification Number is listed on page 1, line 1.

## **ARTICLE 3 SUMMARY PROJECT INFORMATION**

### **3.1 Summary of Project's Statement of Work.**

The Charlotte County-Punta Gorda MPO will develop a Comprehensive Safety Action Plan to address the existing safety challenges in the MPO Planning area.

### 3.2 Comprehensive Safety Action Plan Schedule.

#### ACTION PLAN SCHEDULE

Milestone	Schedule Date
Planned Draft Action Plan Completion Date:	October 2024
Planned Action Plan Completion Date:	December 2024
Planned Action Plan Adoption Date:	December 2024
Planned SS4A Final Report Date:	February 2025

### 3.3 Project's Estimated Costs.

#### (a) Eligible Project Costs

Eligible Project Costs	
SS4A Grant Amount:	\$249,500
Other Federal Funds::	\$0
State Funds:	\$0
Local Funds:	\$62,500
In-Kind Match:	\$0
Other Funds:	\$0
Total Eligible Project Cost:	\$312,000

#### (b) Supplemental Estimated Budget

Cost Element	Federal Share	Non-Federal Share	Total Budget Amount
Direct Labor	\$20,000	\$30,000	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$1,250	\$0.00
Supplies	\$0.00	\$1,250	\$0.00
Contractual/Consultant	\$229,500	\$30,000	\$0.00
Other	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
Total Budget	\$0.00	\$62,500	\$312,000

## RECIPIENT Information

### 3.4 Recipient's Unique Entity Identifier.

CAF5J662SND5

### 3.5 Recipient Contact(s).

D'Juan Harris  
MPO Executive Director  
Charlotte County Metropolitan Planning Organization  
18500 Murdock Circle, Building B, Suite 200, Port Charlotte, FL 33948  
941-626-7463  
Harris@ccmpo.com

### 3.6 Recipient Key Personnel.

Name	Title or Position
D'Juan Harris	MPO Director
Bekie Leslie	Administrative Services Coordinator
Lakshmi Gurram	Principal Planner
Betty-Ann Sherer	Planner
Wendy Scott	Transit Planner

### 3.7 USDOT Project Contact(s).

Darren Thacker  
Safe Streets and Roads for All Program Manager  
Federal Highway Administration  
Office of Safety  
HSSA-1, Mail Stop: E73-425  
1200 New Jersey Avenue, S.E.  
Washington, DC 20590  
202-366-6409  
Darren.thacker@dot.gov

and



Ashley Cucchiarelli  
Agreement Officer (AO)  
Federal Highway Administration  
Office of Acquisition and Grants Management  
HCFA-33, Mail Stop E62-310  
1200 New Jersey Avenue, S.E.  
Washington, DC 20590  
720-963-3589  
Ashley.cucchiarelli@dot.gov

and

Ashley Cucchiarelli  
Agreement Specialist (AS)  
Office of Acquisition and Grants Management  
HCFA-33, Mail Stop E62-204  
1200 New Jersey Avenue, S.E.  
Washington, DC 20590  
720-963-3589  
Ashley.cucchiarelli@dot.gov

and

Jamie Christian  
Agreement Officer's Representative (AOR)  
Division Administrator  
FL Division  
3500 Financial Plaza, Suite 400  
Tallahassee, FL 32312

and

Carlos Gonzalez  
Florida Division Office Point of Contact  
Transportation Planning Specialist  
Tallahassee, FL  
850-553-2221  
Carlos.a.gonzalez@dot.gov

## **ARTICLE 4**

### **USDOT ADMINISTRATIVE INFORMATION**

#### **4.1 Office for Subaward and Contract Authorization.**

USDOT Office for Subaward and Contract Authorization: FHWA Office of Acquisition and Grants Management

#### **SUBAWARDS AND CONTRACTS APPROVAL**

Note: See 2 CFR § 200.331, Subrecipient and contractor determinations, for definitions of subrecipient (who is awarded a subaward) versus contractor (who is awarded a contract).

Note: Recipients with a procurement system deemed approved and accepted by the Government or by the AO are exempt from the requirements of this clause. See 2 CFR 200.317 through 200.327.

Note: This clause is only applicable to Action Plan Grants.

Unless described in the application and funded in the approved award, the Recipient must obtain prior written approval from the AO for the subaward, transfer, or contracting out of any work under this award above the Simplified Acquisition Threshold. This provision does not apply to the acquisition of supplies, material, equipment, or general support services. Approval of each subaward or contract is contingent upon the Recipient's submittal of a written fair and reasonable price determination, and approval by the AO for each proposed contractor/sub-recipient. Consent to enter into subawards or contracts will be issued through written notification from the AO or a formal amendment to the Agreement.

The following subawards and contracts are currently approved under the Agreement by the AO. This list does not include supplies, material, equipment, or general support services which are exempt from the pre-approval requirements of this clause.

(Fill in at award or by amendment)

#### **5.2 Reimbursement Requests**

- (a) The Recipient may request reimbursement of costs incurred in the performance of this agreement if those costs do not exceed the funds available under section 2.2 and are allowable under the applicable cost provisions of 2 C.F.R. Part 200, Subpart E. The Recipient shall not request reimbursement more frequently than monthly.
- (b) The Recipient shall use the DELPHI eInvoicing System to submit requests for reimbursement to the payment office. When requesting reimbursement of costs incurred or credit for cost share incurred, the Recipient shall electronically submit supporting cost detail with the SF 271 (Outlay Report and Request for Reimbursement for Construction Programs) to clearly document all costs incurred.

- (c) The Recipient's supporting cost detail shall include a detailed breakout of all costs incurred, including direct labor, indirect costs, other direct costs, travel, etc., and the Recipient shall identify the Federal share and the Recipient's share of costs. If the Recipient does not provide sufficient detail in a request for reimbursement, the AO may withhold processing that request until the Recipient provides sufficient detail.
- (d) The USDOT shall not reimburse costs unless the Agreement Officer's Representative (the "**AOR**") reviews and approves the costs to ensure that progress on this agreement is sufficient to substantiate payment.
- (e) The USDOT may waive the requirement that the Recipient use the DELPHI eInvoicing System. The Recipient may obtain waiver request forms on the DELPHI eInvoicing website (<http://www.dot.gov/cfo/delphi-einvoicing-system.html>) or by contacting the AO. A Recipient who seeks a waiver shall explain why they are unable to use or access the Internet to register and enter payment requests and send a waiver request to

Director of the Office of Financial Management  
US Department of Transportation,  
Office of Financial Management B-30, Room W93-431  
1200 New Jersey Avenue SE  
Washington DC 20590-0001

or

[DOTElectronicInvoicing@dot.gov](mailto:DOTElectronicInvoicing@dot.gov).

If the USDOT grants the Recipient a waiver, the Recipient shall submit SF 271s directly to:

DOT/FAA  
P.O. Box 268865  
Oklahoma City, OK 73125-8865  
Attn: Agreement Specialist

- (f) The requirements set forth in these terms and conditions supersede previous financial invoicing requirements for Recipients.

## **ARTICLE 5**

### **SPECIAL GRANT TERMS**

- 6.1** SS4A funds must be expended within five years after the grant agreement is executed and DOT obligates the funds, which is the budget period end date in section 10.3 of the Terms and Conditions and section [wherever the date it is in this agreement].

- 6.2** The Recipient acknowledges that the Charlotte County Comprehensive Safety Action Plan will be made publicly available, and the Recipient agrees that it will publish the final Action Plan on a publicly available website.
- 6.3** The Recipient demonstrates compliance with civil rights obligations and nondiscrimination laws, including Titles VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, and accompanying regulations. Recipients of Federal transportation funding will also be required to comply fully with regulations and guidance for the ADA, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other civil rights requirements.
- 6.4** There are no other special grant requirements for this discretionary grant award for development of the Charlotte County Comprehensive Safety Action Plan.



**ATTACHMENT A**  
**PERFORMANCE MEASUREMENT INFORMATION**

**Study Area:** Charlotte County-Punta Gorda Metropolitan Planning Area

**Baseline Measurement Date:** February 2, 2024

**Baseline Report Date:** March 29, 2024

**Table 1: Performance Measure Table**

<b>Measure</b>	<b>Category and Description</b>	<b>Measurement Frequency</b>
Equity	Percent of Funds to Underserved Communities: Funding amount (of total project amount) benefitting underserved communities, as defined by USDOT	End of period of performance
Costs	Project Costs: Quantification of the cost of each eligible project carried out using the grant	End of period of performance
Lessons Learned and Recommendations	Lessons Learned and Recommendations: Description of lessons learned and any recommendations relating to future projects of strategies to prevent death and serious injury on roads and streets.	End of period of performance

## ATTACHMENT B CHANGES FROM APPLICATION

**INSTRUCTIONS FOR COMPLETING ATTACHMENT B:** Describe all material differences between the scope, schedule, and budget described in the application and the scope, schedule, and budget described in Article 3. The purpose of this attachment B is to document the differences clearly and accurately in scope, schedule, and budget to establish the parties' knowledge and acceptance of those differences. See section 10.1.

**Scope:** To develop a Comprehensive Safety Action Plan devoted to public engagement activities, demonstrating to the community the safety benefits of implementing FHWA'S proven safety countermeasures for Capital Improvement Projects. Additionally, once analysis of existing conditions and historical trends prioritizes the problem areas; low-cost, high impact countermeasures will be identified to address transportation safety deficiencies where applicable. (no change from application)

**Schedule:** MPO anticipates final report to be provided by March 31, 2025

**Budget:** \$312,000 (no change from application)

The table below provides a summary comparison of the project budget.

Fund Source	Application		Section 3.3	
	\$	%	\$	%
<b>Previously Incurred Costs (Non-Eligible Project Costs)</b>				
Federal Funds				
Non-Federal Funds				
Total Previously Incurred Costs				
<b>Future Eligible Project Costs</b>				
SS4AFunds	\$249,500			
Other Federal Funds				
Non-Federal Funds	\$62,500			
Total Future Eligible Project Costs				
Total Project Costs	\$312,000			

## ATTACHMENT C RACIAL EQUITY AND BARRIERS TO OPPORTUNITY

### 1. Efforts to Improve Racial Equity and Reduce Barriers to Opportunity.

The Recipient states that rows marked with “X” in the following table are accurate:

	A racial equity impact analysis has been completed for the Project. <i>(Identify a report on that analysis or, if no report was produced, describe the analysis and its results in the supporting narrative below.)</i>
	The Recipient or a project partner has adopted an equity and inclusion program/plan or has otherwise instituted equity-focused policies related to project procurement, material sourcing, construction, inspection, hiring, or other activities designed to ensure racial equity in the overall delivery and implementation of the Project. <i>(Identify the relevant programs, plans, or policies in the supporting narrative below.)</i>
	The Project includes physical-barrier-mitigating land bridges, caps, lids, linear parks, and multimodal mobility investments that either redress past barriers to opportunity or that proactively create new connections and opportunities for underserved communities that are underserved by transportation. <i>(Identify the relevant investments in the supporting narrative below.)</i>
	The Project includes new or improved walking, biking, and rolling access for individuals with disabilities, especially access that reverses the disproportional impacts of crashes on people of color and mitigates neighborhood bifurcation. <i>(Identify the new or improved access in the supporting narrative below.)</i>
	The Project includes new or improved freight access to underserved communities to increase access to goods and job opportunities for those underserved communities. <i>(Identify the new or improved access in the supporting narrative below.)</i>
X	The Recipient has taken other actions related to the Project to improve racial equity and reduce barriers to opportunity, as described in the supporting narrative below.
	The Recipient has not yet taken actions related to the Project to improve racial equity and reduce barriers to opportunity but, before beginning construction of the project, will take relevant actions described in the supporting narrative below.
	The Recipient has not taken actions related to the Project to improve racial equity and reduce barriers to opportunity and will not take those actions under this award.
X	The Recipient identified a high percentile of population over the age of 64 within the MPO’s planning area.

### 2. Supporting Narrative.

The Charlotte County-Punta Gorda MPO addressed transportation projects as it relates to socio-cultural and environmental justice concerns during development of its 2045 Long Range Transportation Plan (LRTP). In Chapter 5 of the 2045 LRTP, the MPO included

efforts to assess countywide delivery of transportation projects in underserved communities. The process sought to ensure equal access to transportation systems and the transportation planning process. The analysis focused on areas with a high concentration of minority, low-income, and other traditionally under-served and under-represented populations. Additionally, the MPO identified in the application package for the Safe Streets and Roads for All action plan grant, a high percentile of population over the age of 64 in Charlotte County. To the greatest extent possible, the CC-PG MPO will incorporate a quantitative equity analysis in the to be developed Comprehensive Safety Action Plan that will provide deference to projects and programs that provide benefit to our disadvantaged communities in Charlotte County.





**RESOLUTION  
NUMBER 2023-02**

**A RESOLUTION OF THE CHARLOTTE COUNTY-PUNTA  
GORDA METROPOLITAN PLANNING ORGANIZATION  
AUTHORIZING THE EXECUTION OF THE SAFE STREETS  
AND ROADS FOR ALL GRANT AGREEMENT WITH THE  
UNITED STATES DEPARTMENT OF TRANSPORTATION  
FEDERAL HIGHWAY ADMINISTRATION.**

**RECITALS**

**WHEREAS**, the Charlotte County-Punta Gorda Metropolitan Planning Organization is eligible to receive a Safe Streets and Roads for All Federal Grant and to undertake development of a Comprehensive Safety Action for the Charlotte County-Punta Gorda Metropolitan Planning Area.

**NOW THEREFORE, BE IT RESOLVED**, by the Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO) that:

1. The MPO has the authority to enter into this grant agreement.
2. The MPO authorizes the MPO Director to execute the grant agreement on behalf of the MPO Board with the United States Department of Transportation Federal Highway Administration.
3. The MPO authorizes the MPO Director to sign any and all agreements or contracts which are required in connection with the grant agreement.
4. The MPO authorizes the MPO Director to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the agreement or subsequent agreements.

PASSED AND DULY ADOPTED this 17<sup>th</sup> day of July, 2023.

CHARLOTTE COUNTY-PUNTA GORDA  
METROPOLITAN PLANNING ORGANIZATION

By: \_\_\_\_\_  
Christopher G. Constance, MD, Chairman

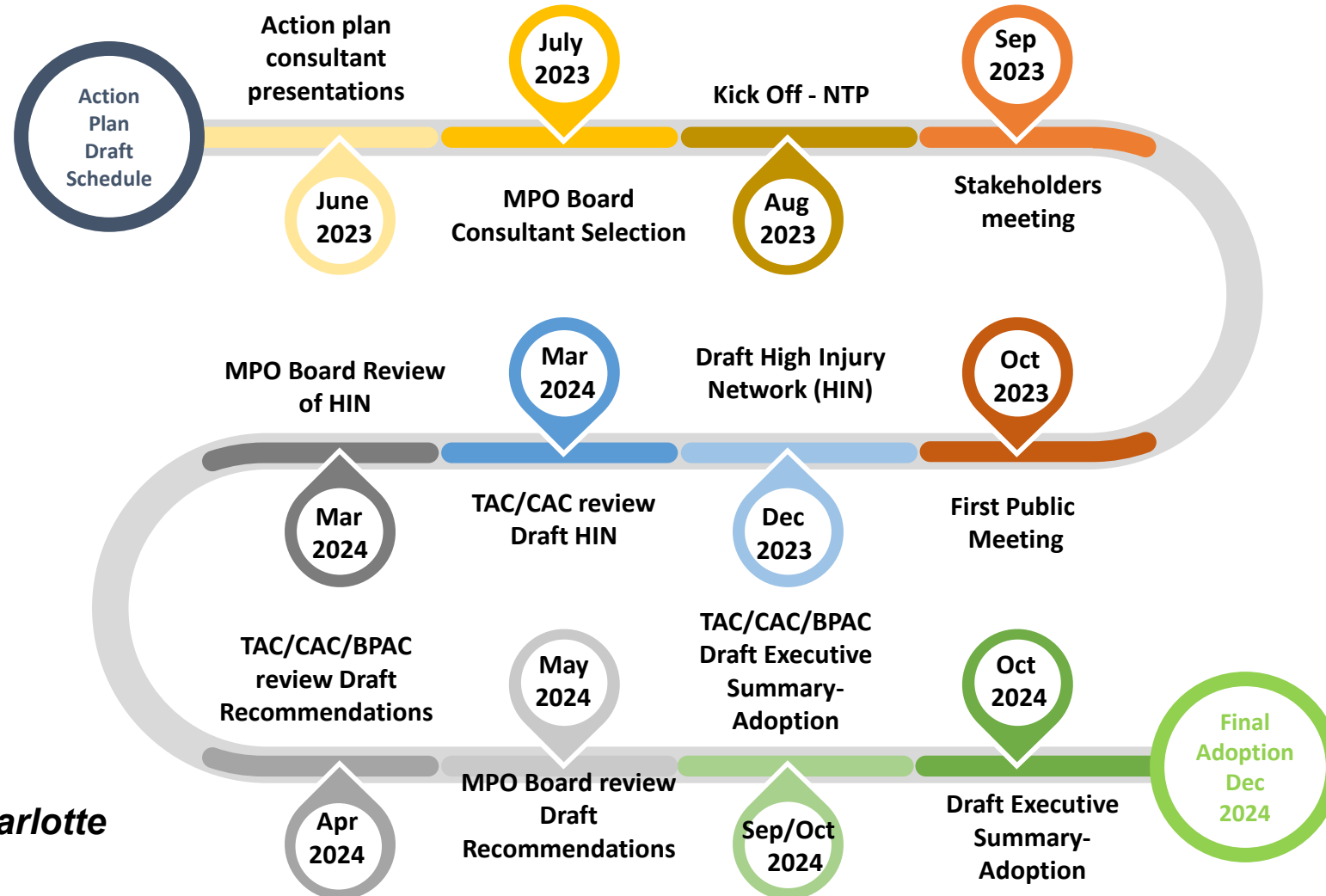
ATTEST:

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

By: \_\_\_\_\_  
D'Juan L. Harris  
Designated Clerk of the MPO Board

By: Janette S. Knowlton  
Janette S. Knowlton, County Attorney  
LR23-0557

# Safe Streets and Roads for All Comprehensive Safety Action Plan



*Draft schedule for the development of the Charlotte County – Punta Gorda Comprehensive Action Plan subject to change*

**AGENDA ITEM # 13**  
**SAFE STREETS AND ROADS FOR ALL (SS4A) CONSULTANT SELECTION**

**Purpose:** Approve the selection of the Safe Streets and Roads for All (SS4A) Professional Services Consultant to undertake the development of a Comprehensive Safety Action Plan for the Charlotte County – Punta Gorda MPO Planning Area. Authorize MPO Staff to negotiate a Work Assignment Order and Scope of Services with the selected consultant and authorize the MPO Chair to sign Work Assignment Order.

**Agenda Item Presented by:** MPO Staff

**Discussion:**

On June 14, 2023, the MPO's SS4A consultant selection committee held in-person presentations amongst three responding GPC consultants vying for the opportunity to develop the Charlotte County-Punta Gorda Comprehensive Safety Action Plan. The SS4A selection committee ranked the consultants based on the criteria below:

<b>SS4A Selection Committee Scoring Criteria</b>	<b>Possible Score</b>
Understanding of Safe Systems Approach and Pragmatic Examples of Application of Principles	20
Experience Developing Vision Zero / Comprehensive Safety Action Plans	20
Implementation Strategies to Address Issues along High Injury Network (Can be proposed or based on previous case studies)	20
Public Engagement / Public Involvement Strategy / Stakeholder Considerations	15
Innovative Utilization of Technology	15
Response to Questions	10

Upon tallying the scoring criteria, the SS4A selection committee unanimously recommended VHB as the consultant to develop the Charlotte County-Punta Gorda Comprehensive Safety Action Plan (please see Attachment 1 for final scoring sheets).

Once approved by the MPO Board, staff will negotiate a Scope of Services to initiate development of the Comprehensive Safety Action Plan.

**Recommendation:** Motion to approve the selection committee's recommendation of VHB and Associates as the consultant to develop the SS4A Comprehensive Safety Action Plan. Authorize MPO Staff to develop a Work Assignment Order and Scope of Services with the selected consultant. Authorize the MPO Chair sign the Work Assignment Order.

**Attachment:** [SS4A Selection Committee Scoresheets](#)

Safe Streets and Roads for All  
Final Consultant Selection Scoresheet

				Understanding of Safe Systems Approach and Pragmatic Examples of Application of Principles (20 points)								Experience Developing Vision Zero / Comprehensive Safety Action Plans (20 points)		Implementation Strategies to Address Issues along High Injury Network (20 points)		Public Engagement / Public Involvement Strategy / Stakeholder Considerations (15 points)		Innovative Utilization of Technology (15 points)		Response to Questions (10 points)			
Shaun C.	Benesch			20	18	16	13	12	9														
	Kimley Horn			20	14	19	15	15	10														
	VHB			20	19	19	15	15	10														
Melissa R.	Benesch			18	18	17	13	12	10														
	Kimley-Horn			18	18	15	13	13	9														
	VHB			18	19	14	13	14	9														
D'Juan H.	Benesch			16	17	18	12	10	8														
	Kimley Horn			16	17	15	12	12	8														
	VHB			20	20	18	14	15	9														
Benesch Total Score:										257													
Kimley Horn Total Score:										259													
VHB Total Score										281													



JULY 17, 2023  
MPO BOARD MEETING

**AGENDA ITEM #14**  
**2050 SOCIOECONOMIC DATA DEVELOPMENT UPDATE**

**Purpose:** To brief the MPO Board on the status of the 2050 Long Range Transportation Plan (LRTP) 2020 Data Needs for Model Validation Project

**Agenda Item Presented by:** Kimley Horn & Associates, Brett Kamm

**Discussion:**

In May of 2023 the MPO Board entered a contract with Kimley Horn & Associates to perform the updates for the LRTP 2020 Data Needs for Model Validation effort. The project is scheduled to be completed by December 2023.

Kimley Horn & Associates will be providing the updates on the following topics:

- 1) Forecasting Process
- 2) Population and Employment Control Totals
- 3) Outstanding Data Needs
- 4) Next Steps

**Recommendation:** No action required. For informative purposes only.

**Attachments:**

1. [Power Point Presentation](#)
2. [Project Timeline](#)

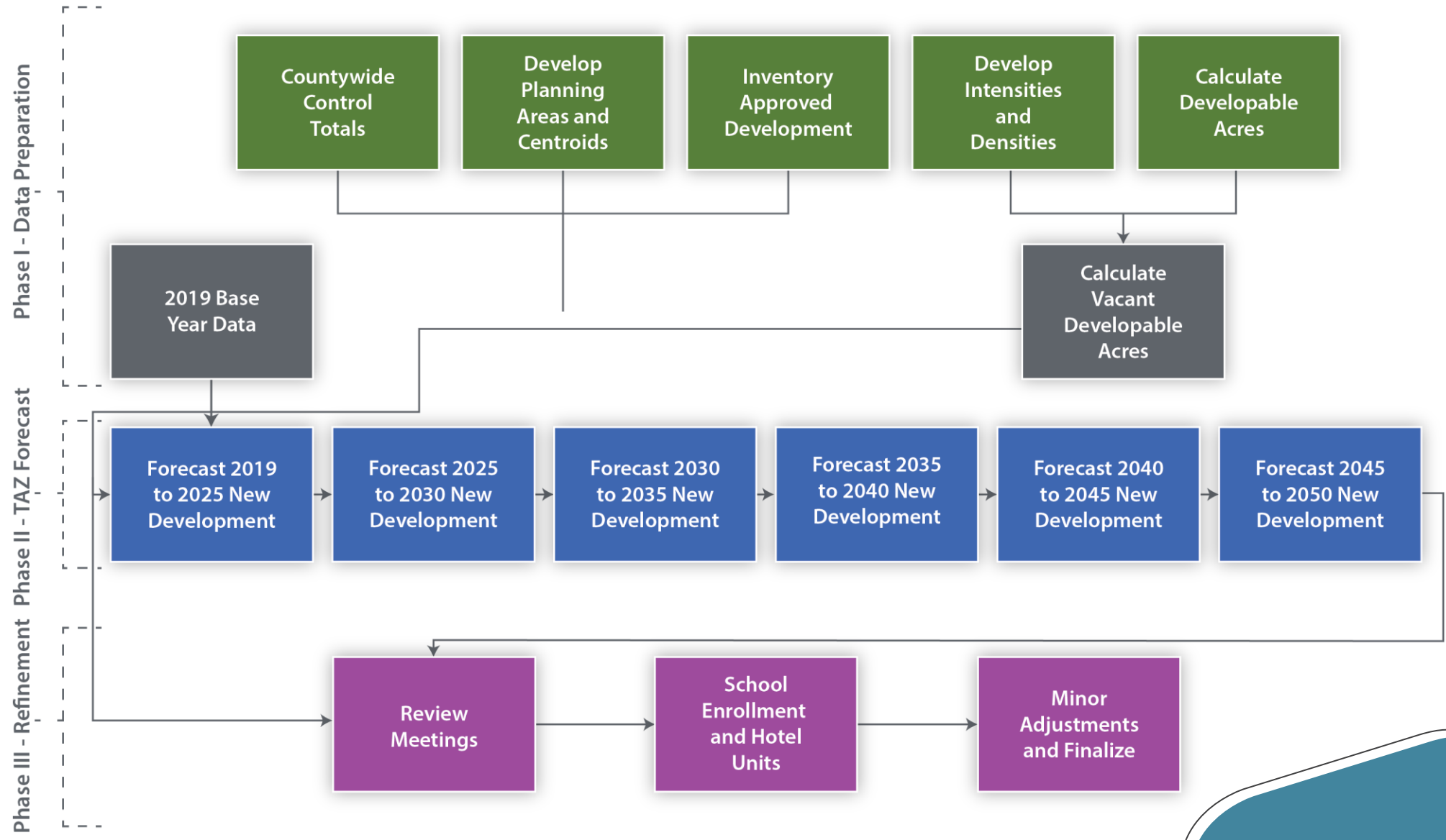


# 2050

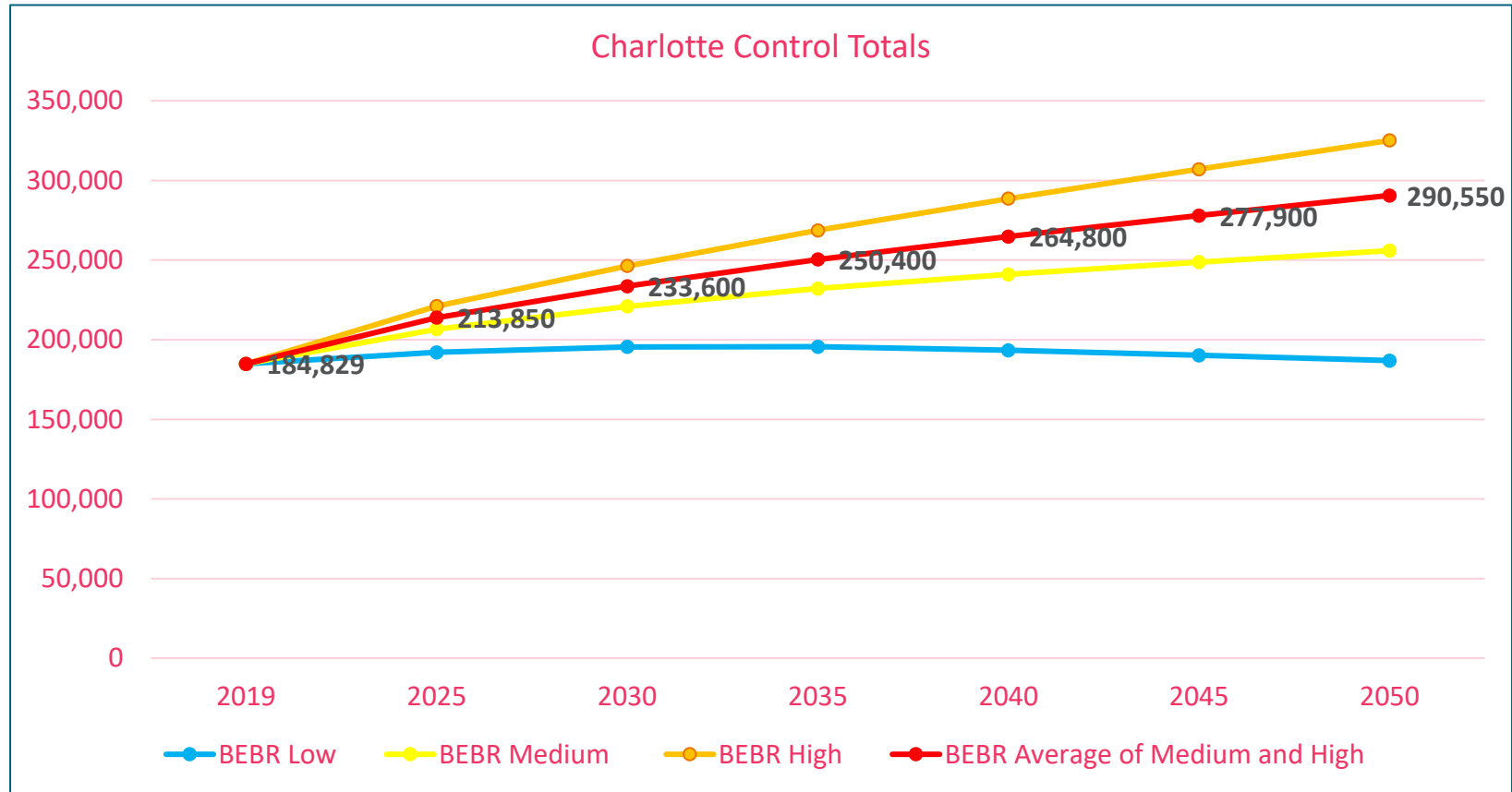
## Socio-Economic Data and Long Range Transportation Plan

Charlotte County

Kimley»Horn



# Charlotte County Population





**Future Land Use**

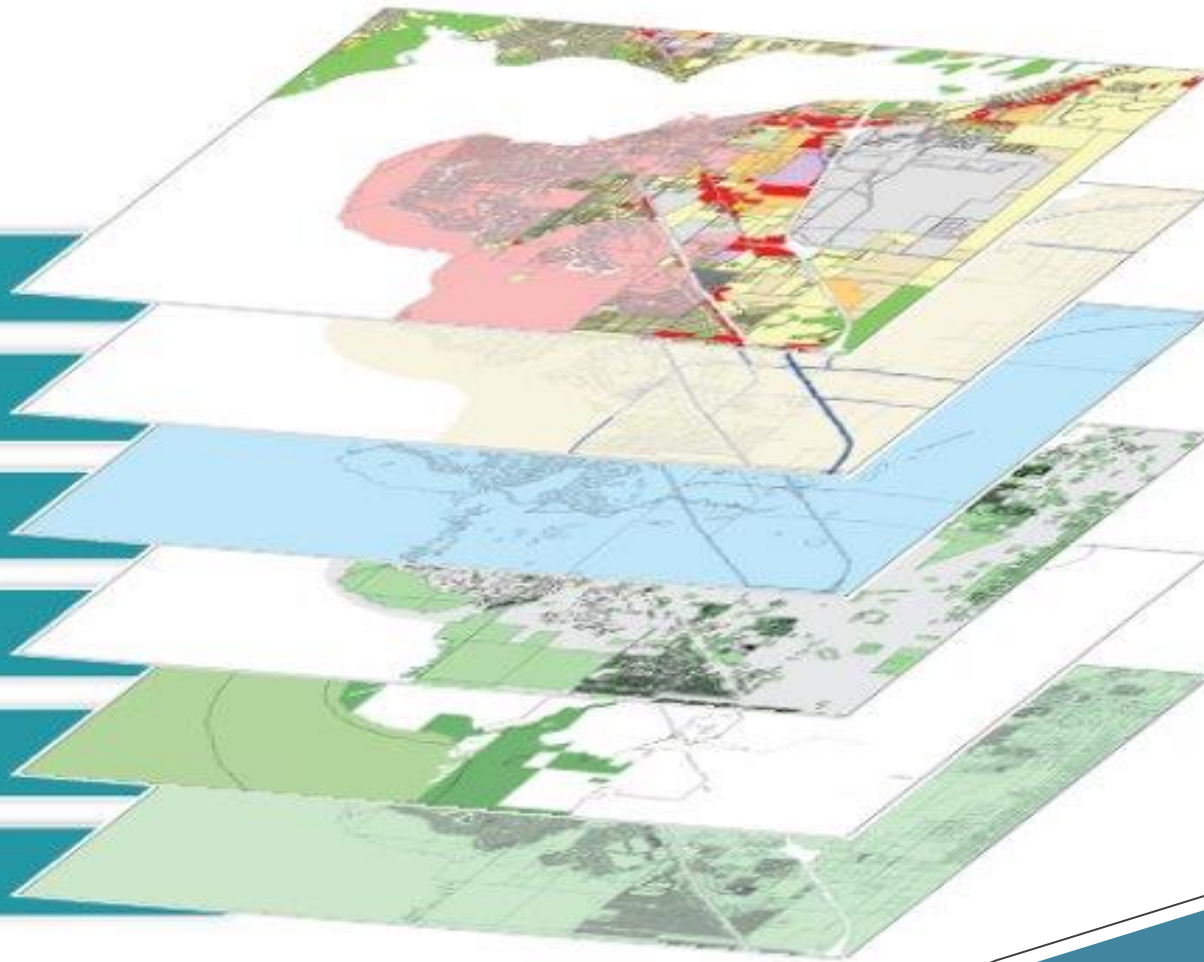
**Roadways**

**TAZ's**

**Vacant Land**

**Environmental Lands**

**Parcels**

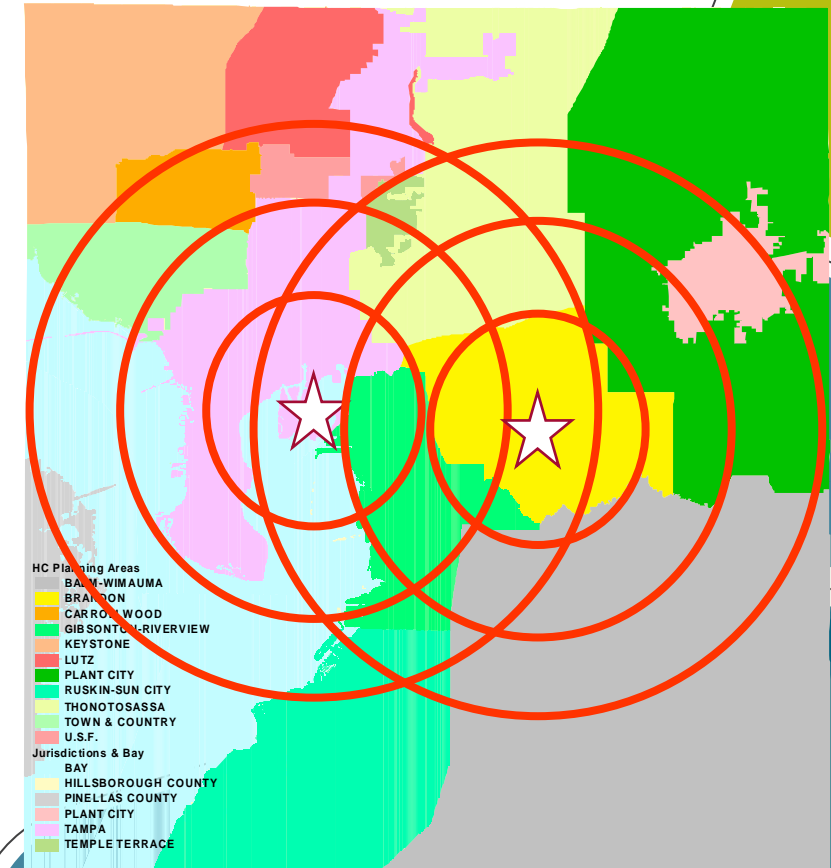


# Densities and Intensities

Juris_ FLU	Land Use	Land Use Code	Maximum Dwelling Units	Maximum FAR		
				Industrial Use	Commercial Use	Service Use
CC_CL	Low Intensity Coastal and Lakes Residential	CL	0.05	0.00	0.20	0.20
CC_RUR	Rural Residential	RUR	0.10	0.00	0.20	0.20
CC_LDR	Low Density Residential	LDR	2.00	0.00	0.20	0.20
CC_MDR	Medium Density Residential	MDR	4.00	0.00	0.40	0.40
CC_HDR	High Density Residential	HDR	6.00	0.00	0.50	0.50
CC_RMU	Residential Mixed Use	RMU	6.00	0.12	0.30	0.30
CC_CRR	Central Ridge Residential	CRR		0.00	0.00	0.00
CC_MHP	Mobile Home Park	MHP	6.00	0.00	0.20	0.20
CC_PSO	Professional Services/Offices	PSO	4.00	0.00	1.00	1.00
CC_GNC	General Commercial	GNC	6.00	0.00	1.00	1.00
CC_CLC	Coastal and Lakes Commercial	CLC	0.05	0.00	0.30	0.30
CC_RAC	Rural Activity Center	RAC	2.00	0.00	0.5	0.5
CC_RVP	Recreational Vehicle Park/Campground	RVP	10.00	0.00	0.2	0.2
CC_IND	Industrial	IND	0.00	3.00	0.00	0.00
CC_EXT	Extractive	EXT	0.00	0.00	0.00	0.00
CC_PSI	Public/Semi-Public, Institutional	PSI	0.00	0.00	0.50	0.50
CC_TCU	Transportation, Communications, Utilities	TCU	0.00	0.00	0.00	0.00
CC_REC	Recreation	REC	0.00	0.00	0.2	0.2
CC_AGR	Agriculture	AGR	0.10	0.00	0.00	0.00
CC_CON	Conservation	CON	0.00	0.00	0.00	0.00
CC_PRT	Port	PRT	6.00	0.00	0.2	0.2

# Allocation Process

- Approved Development
- Gravity Model
  - Bigger & Closer are More Attractive



# Recommendations

Not a Model but a  
Tool

Short Term to Long  
Term

Draw on Human  
Knowledge/Review  
Workshops

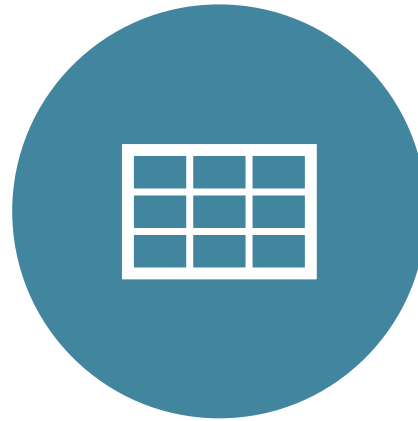
Produce Widely  
Useful Forecast



# Review Process Tools



MAP EXHIBITS



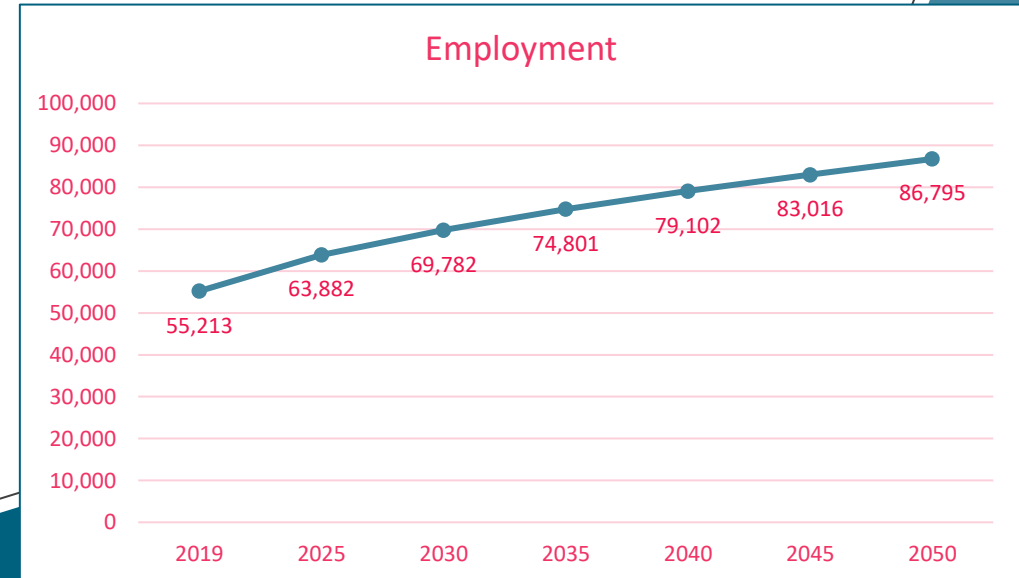
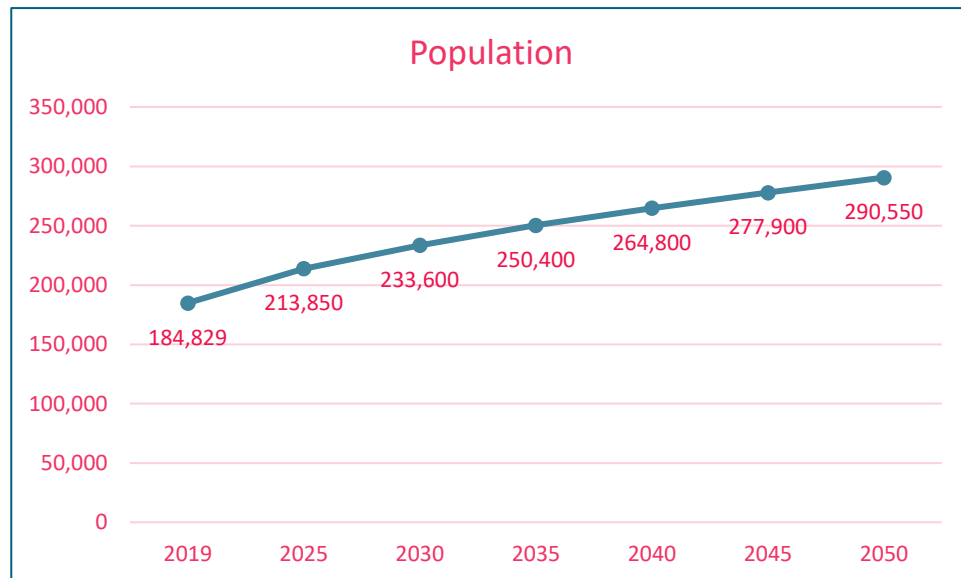
EDITOR SPREADSHEET



TAZ WEB VIEWER

# Draft Forecast

Totals			Change	
	2019	2050	2019 -> 2050 (#)	2019 -> 2050 (%)
Population	184,829	290,550	105,721	57.20%
Employment	55,213	86,795	31,582	57.20%

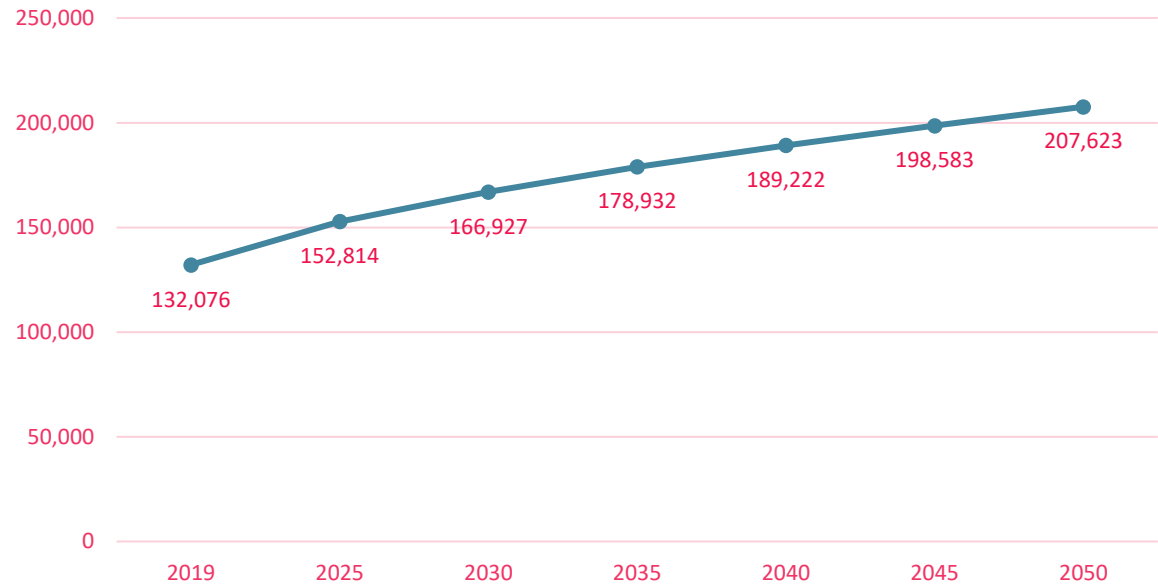


# Draft Forecast

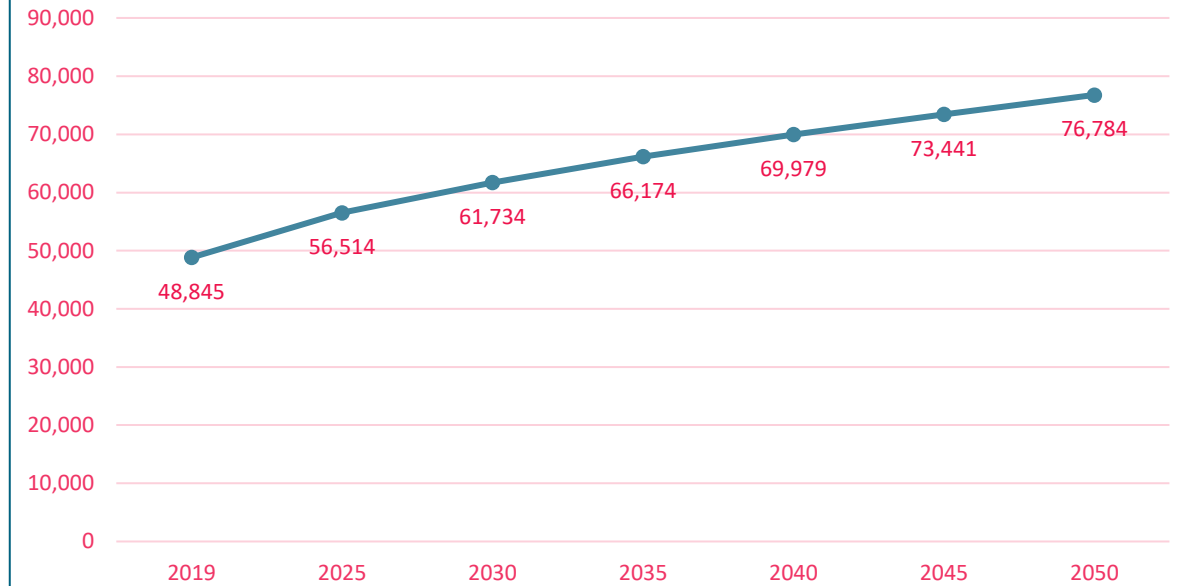
Totals			Change	
	2019	2050	2019 -> 2050 (#)	2019 -> 2050 (%)
Single Family Population	132,076	207,623	75,547	57.20 %
Multi Family Population	48,845	76,784	27,939	57.20 %
Industrial	5,173	8,653	3,480	67.27 %
Commercial	16,359	19,988	3,629	22.18 %
Service	33,681	58,154	24,473	72.66 %

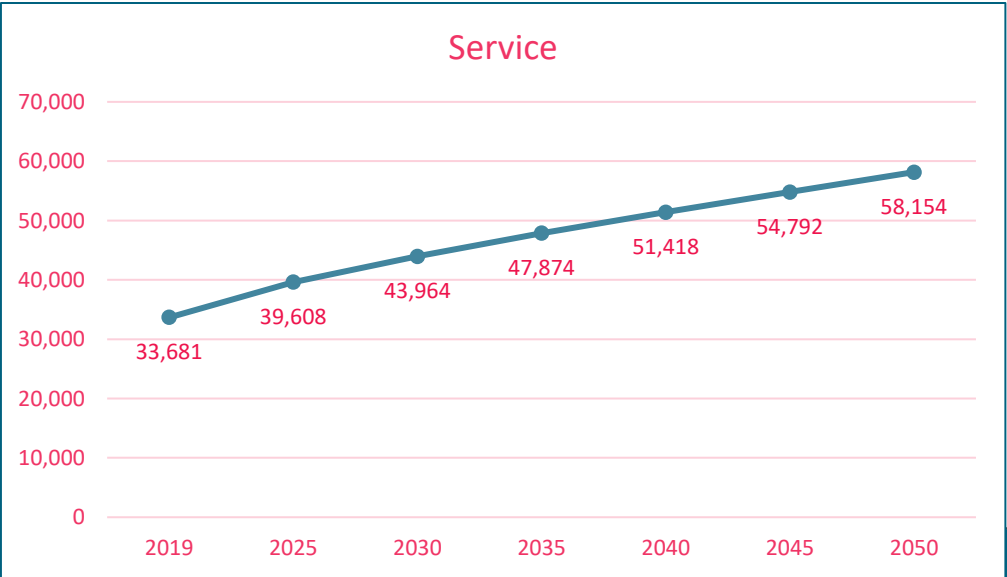
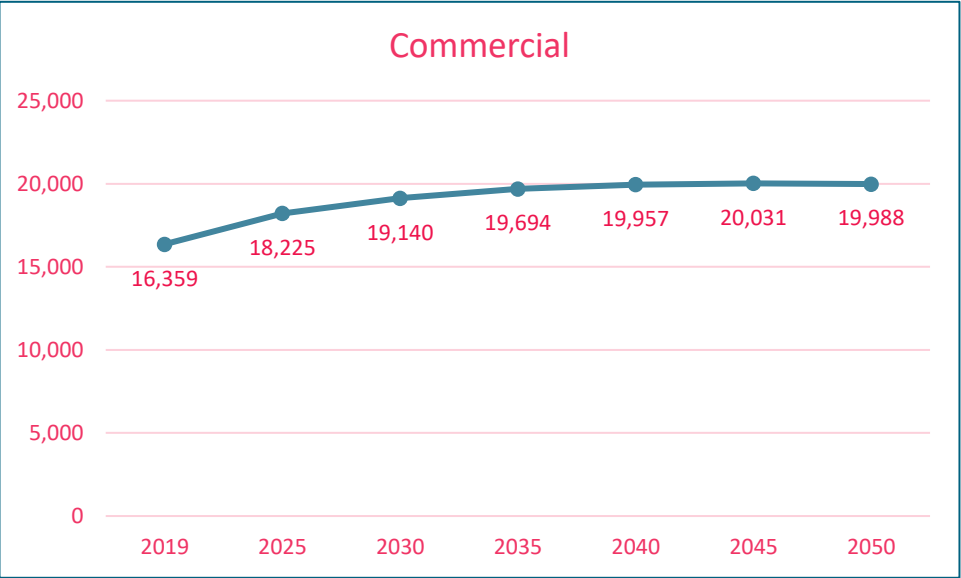
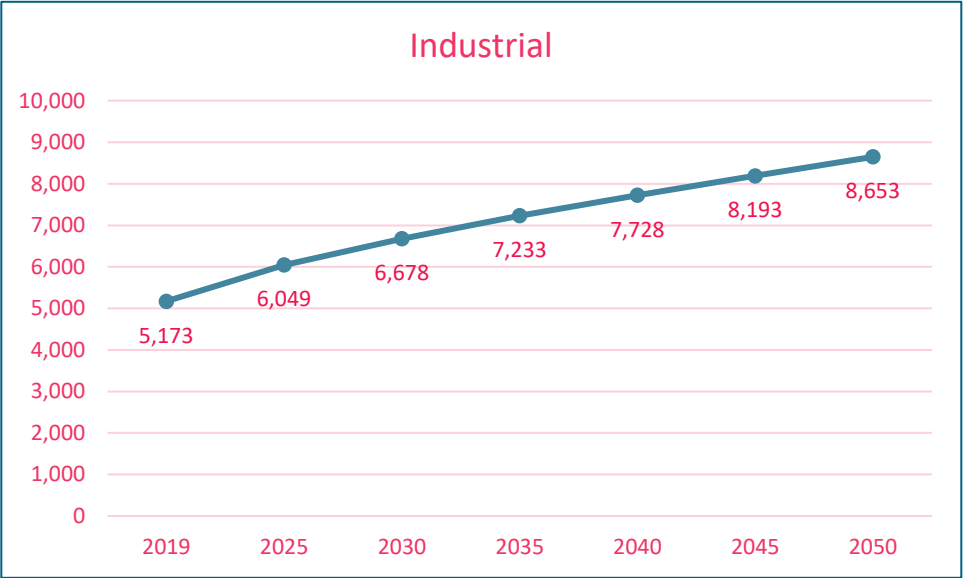
# Draft Forecast

Single Family Population



Multi Family Population









# 2050 SOCIO ECONOMIC DATA DEVELOPMENT

# 2023

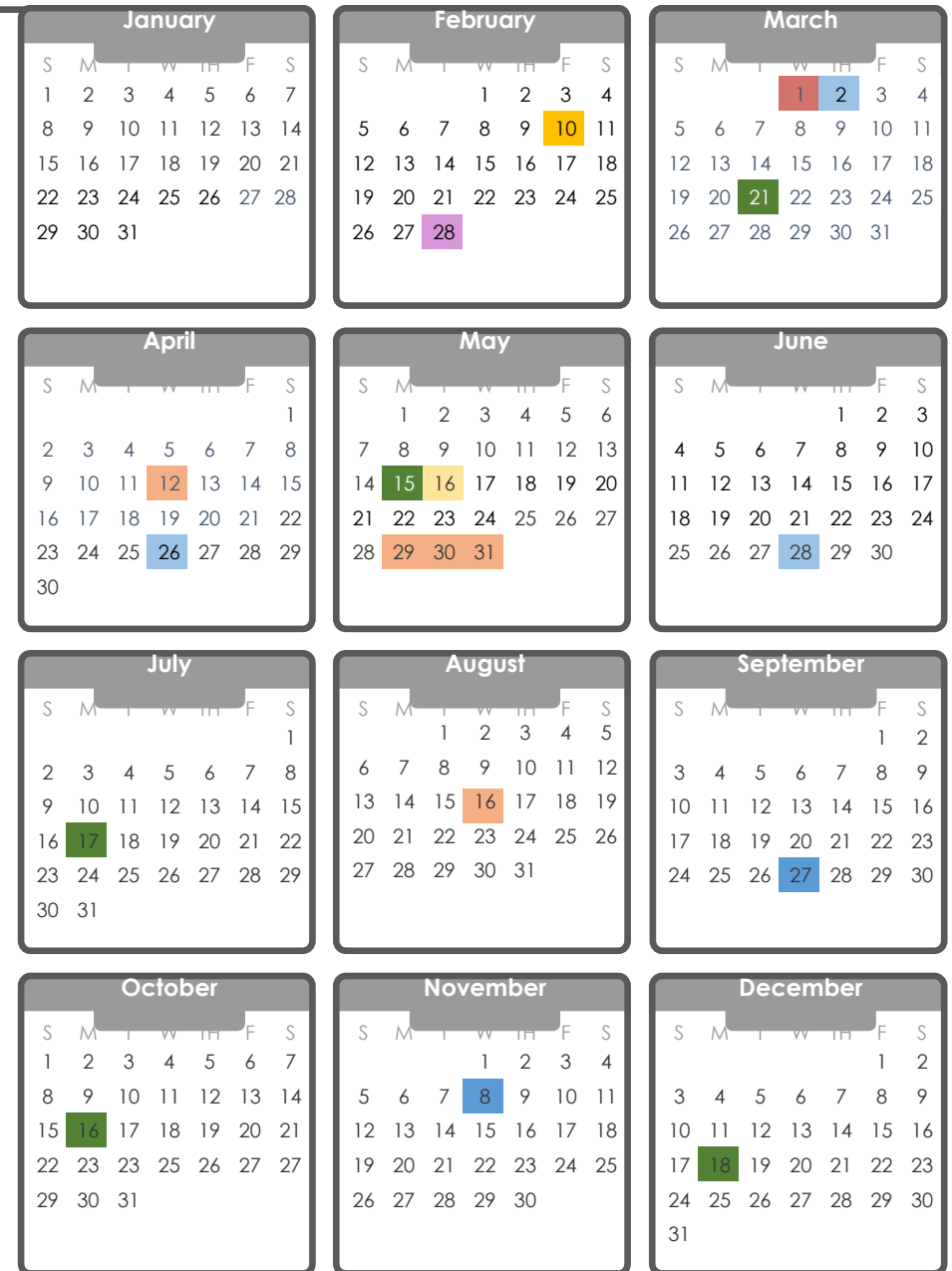
**PROJECT/EVENT NAME:** 2050 SE DATA DEVELOPMENT

**ORGANIZER'S NAME:** CHARLOTTE COUNTY – PUNTA GORDA MPO

Socio-economic data shall be developed for the 2050 Long Range Transportation Plan (LRTP) Update by the Consultant by five-year increments from 2025 to the horizon year of 2050. The Consultant shall forecast and deliver all zonal data by analysis zone (TAZ) for Charlotte County including the southwest portion of DeSoto County. The data shall be consistent with the Florida Standard Urban Transportation Modeling Structure format and what was done for the 2045 zonal data submittal.

The final data needs to be provided to the MPO by the consultant in ArcGIS shapefile format or the format consistent to D1RPM model. **Below is the DRAFT timeline for the completion of the task and subject to change**

PROJECT PHASE	START DATE	END DATE
Issue Task Assignment	02.09.2023	02.10.2023
Oral Presentations	02.28.2023	03.01.2023
Subcommittee Rankings	03.01.2023	03.01.2023
TAC/CAC Recommendations	03.02.2023	03.02.2023
MPO Board Approval of a Consultant	03.21.2023	03.21.2023
Notice to Proceed/Data Needs Discussion	05.16.2023	05.16.2023
Subcommittee of review 2019 validated data	05.29.2023	05.30.2023
Subcommittee of review 2050 forecast data	08.16.2023	08.16.2023
TAC/CAC Draft Review of updated 2050 Data	09.27.2023	09.27.2023
MPO Board Review of Draft 2050 Data	10.16.2023	10.16.2023
Final SE Data Forecast Report - TAC/CAC	11.08.2023	11.08.2023
Final SE Data Forecast Report – MPO Board Adoption	12.18.2023	12.18.2023



TAC/CAC

MPO Board

JULY 17, 2023  
MPO BOARD MEETING

**AGENDA ITEM #16**  
**STAFF COMMENTS**

## **CHARLOTTE COUNTY – PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION DIRECTOR'S STAFF REPORT**

*July 17, 2023 MPO Board Meeting*

05/16/2023 – MPO Board Meeting Follow up and Staff Meeting

05/17/2023 – Statewide MPO Discussion of PL Funds with MPOAC and FDOT Central Office

05/18/2023 – FDOT Speed Management Workshop at FDOT District One Headquarters in Bartow

05/24/2023 – Lee County CTST Meeting (10:00 a.m.) / Charlotte County CTST Meeting (2:00 p.m.)

06/02/2023 – FDOT Grant Application Process (GAP) Access and Workflow Training for MPOs

06/06/2023 – FDOT Apportionment Plan Webinar for MPOs

06/07/2023 - Signal 4 Analytics Training for MPO's

06/08/2023 – Charlotte County Board of County Commissioners Pre-Agenda Meeting (SS4A Local Match)

06/09/2023 – MPO Storage Reorganization with Lee MPO

06/09/2023 – FDOT / City of Punta Gorda / Charlotte County / MPO Local Agency Programs (LAP) Coordination Meeting

06/13/2023 - Charlotte County Board of County Commissioners Meeting

06/13/2023 – FDOT Freight Mobility Trade Plan Stakeholder Meeting at Southwest Area Office

06/14/2023 - Collier-Lee-Charlotte Traffic Incident Management (TIM) Team Meeting

06/14/2023 – Safe Streets and Roads for All Consultant Selection Presentations

06/15/2023 – Commission for Transportation Disadvantaged Business Meeting at Charlotte Events Center

06/15/2023 – Burnt Store Road Coordination Meeting with Charlotte County Public Works/Lee County DOT/Lee and Charlotte County MPO

06/15/2023 – Charlotte County MPO Bicycle and Pedestrian Advisory Committee Meeting

06/16/2023 – Burnt Store Road Coordination Meeting Debrief with County Administration

06/21/2023 – Charlotte County MPO Transit Training Meeting

06/21/2023 - District Urban Area Boundary and Functional Classification Process

06/27/2023 - Technical and Citizens' Advisory Committee Walkthrough

06/28/2023 - Technical and Citizens' Advisory Committee Meeting

06/29/2023 – FDOT Central Office Federal Certification Meeting with MPOs

06/30/2023 – Safe Streets and Roads for All Discussion

07/05/2023 – FDOT Central Office Electric Vehicle Infrastructure Deployment Plan Meeting

07/11/2023 - Coordinated Urban Transportation Studies (CUTS) Meeting

07/11/2023 – Pre-Agenda MPO Board Meeting with FDOT & Charlotte County Public Works