

Authority Commissioners

Paul Andrews, Chair
Pam Seay, Vice-Chair
Kathleen Coppola,
Secretary/Treasurer
James Herston, Asst.
Secretary/Treasurer
Robert D. Hancik, A.A.E.
Commissioner



Executive Director
Gary P. Quill

Airport Authority Attorney
Thomas Garrard

Charlotte County Airport Authority

AGENDA

January 15, 2015 – 9:00 a.m.
Punta Gorda Airport

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. Additions and/or Deletions to the Agenda

6. Citizen's Input

Note: Anyone wishing to address the Board during this portion of the Meeting must state their name for the record and address their comments to Agenda items only. Each citizen will be allowed no more than two minutes to express their opinion.

7. 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, that item(s) will be removed from the Consent Agenda and considered separately.

Secretary/Treasurer

Minutes of Regular Meeting – December 18, 2014
Minutes of Emergency Meeting – December 24, 2014

8. Secretary/Treasurer's Report

- a) Accounts Receivable
- b) Profit and Loss Statement
- c) Balance Sheet

Mrs. Coppola
Mr. Quill
Mr. Quill
Mr. Quill

9. Committee Reports

- a) Land Use
- b) Economic Development
- c) Personnel
- d) Public Relations/Special Events
- e) Governmental Liaison
- f) Metropolitan Planning Organization
- g) Aviation Activities Report

Mr. Herston
Mr. Andrews
Mrs. Coppola
Mrs. Coppola
Ms. Seay
Mr. Herston
Mr. Hancik

10. Attorney's Report

Attorney Garrard

11. Executive Director's Report

Mr. Quill

- a) Development Update
- b) ILS Update

12. Old Business

- a) Set Date for Workshop

Mr. Quill

13. New Business

- a) Change Regular Monthly Meeting Schedule
- b) Award Entrance Sign Landscaping Bid – Green Construction
- c) Addition to Ground Transportation Policy
- d) Contract for Wildlife Management Plan - AECOM
- e) Security Phase II Construction – Halfacre Construction
- f) Taxiway A Design and Bid – URS/AECOM
- g) RFP Terminal Concessionaire
- h) RFP Advertising in Terminal

Mr. Quill
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14. Citizen's Input

Note: Anyone wishing to address the Board during this portion of the Meeting must state their name for the record and may address their comments to items discussed during the Meeting or items of interest to the Authority's Board. Each citizen will be allowed no more than two minutes to express their opinion.

15. Commissioner's Comments

16. Adjournment

CCAA Regular Monthly Meeting January 15, 2015, Agenda Items

11. Old Business

- a) **Set Date for Workshop** – Commissioner Seay has suggested that the Authority hold a workshop and an orientation for new and existing members of the Board to go over certain regulations that the Authority and Board members are subject to by State and Federal agencies. This will also be a good opportunity to bring up other issues the board wishes to discuss in an open forum. Please send items you wish to be placed on the agenda to the Executive Director.

Recommended action: Motion to set date for the orientation/workshop.

13. New Business

- a) **Change Regular Monthly Meeting Schedule** – It has been a challenge for staff to provide the Board with the current figures. The Authority at times does not receive all of the figures by the third Thursday of the month. Staff is recommending that the regular monthly meeting be changed to the first Thursday of the month. This will allow staff the time to furnish the Board with financial statements from the prior month (a meeting in the first week of March would have January financials). Moving to the fourth Thursday is also an option. This will not be a change to the Authority's Enabling Legislation.

Recommended action: Motion to change the Regular Monthly Meeting Schedule to the first Thursday of the month starting March 5, 2015.

- b) **Award Entrance Sign Landscaping Bid to Green Construction Technologies** – At the last meeting the Board approved staff to negotiate down the price for the entrance sign landscaping. As you will recall the Authority only received one bid. The price has been negotiated down from \$58,579.50 to \$41,629.50. The changes included the removal of the sod and a change in some of the trees.

Recommended action: Motion to award the entrance sign landscaping to Green Construction Technologies in the amount of \$41,629.50.

- c) **Addition to Ground Transportation Policy** – In an effort to help those passengers using ground transportation staff is recommending a policy be set requiring all ground transportation vehicles post their rates both inside and outside of their vehicles while on Airport property.

Recommended Action: Motion to approve a policy that ground transportation vehicles must post their rates.

- d) **Contract for Wildlife Management Plan with AECOM** – The Authority conducted a wildlife hazard study last year and was submitted to the FAA. The FAA has determined that the Authority now must institute a Wildlife Management Plan. AECOM, a subcontractor of URS, conducted the study. The cost of providing the Authority with a Wildlife Management Plan is \$19,753.00.

Recommended action: Motion to approve contract with AECOM to complete a Wildlife Management Plan in the amount of \$19,753.00.

- e) **Security Phase II Construction by Halfacre Construction** – The Authority has completed Phase I on the security project that included the upgrade of the entire access control system and several CCTV cameras to improve perimeter security. Phase II includes all of the required access control for the new terminal building as well as the CCTV cameras and software for the new terminal. The cost of for Phase II will be paid under the 100% grant the Authority received from the State of Florida.
Recommended action: Motion to approve the Security Phase II Construction by Halfacre Construction in the amount of \$ (staff will have the costs by the meeting)
- f) **Taxiway “A” Design and Bid – URS/ECOM** – The Authority has completed the Pre-Application process for funding of the Taxiway “A” Extension. The airport will now have an ILS approach the FAA requires a full parallel taxiway to runway 4/22. The staff is recommending that the Authority’s consultant URS and AECOM complete the design. The project would then go out to bid. This project will be funded 90% by the FAA 5% by the FDOT and 5% by the Authority. The cost for design is \$
Recommended action: Motion to approve Taxiway “A” Design and Bid with URS/AECOM in the amount of \$ (staff will have the costs by the meeting)
- g) **RFP Terminal Concessionaire** – The Authority discussed at previous meetings the desire to put the food and beverage in the new terminal out to bid. The space in the terminal for food and beverage was to have a small area for news and gifts. Staff is recommending that the RFP be all inclusive of food, beverage, news and gifts.
Recommended action: Motion to approve the Authority issuing an RFP or a terminal concessionaire.
- h) **RFP Advertising in Terminal** – When the terminal was first opened Interspace, a subsidiary of Clear Channel, was setting up the advertising in the terminal. At that time none of the displays were completed and a few spaces were sold. When Skybus ceased flying Interspace cancelled their contracts with the advertisers and the contact with the Authority. When air service resumed staff took over the operation of the advertising in the terminal. With the expansion of the terminal and the growth the airport is experiencing staff is recommending having a company that is more experienced in airport advertising handle the advertising in the terminal. There may be other areas on the airport as well that may benefit from the advertising program.
Recommended action: Motion to approve the Authority issuing an RFP for advertising in the terminal and/or other locations on the airport that the Authority deems necessary.