

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

February 19, 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 – January 15, 2015  
Minutes of Emergency Meeting – January 27, 2015

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

- Accounts Receivable
- Profit and Loss Statement
- 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**

- a) Development Update
- b) ILS Update
- c) ATCT Hours
- d) Western Michigan University
- e) Air Show
- f) Misc. Items

Mr. Quill

**12. Old Business**

- a) Set Date for Second Workshop

Mr. Quill

**13. New Business**

- a) Audit Presentation
- b) DBE/ACDBE Plan
- c) Build Out of the TSA Training Area
- d) Enter into New Assistant Executive Director Employment Agreement with James W. Parish

Mr. Tuscan  
Mr. Quill  
Mr. Quill  
Mr. Quill

**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 February 19, 2015, Agenda Items

### 12. Old Business

- a) **Set Date for Second Workshop** – On February 24<sup>th</sup> there will be an workshop on the Sunshine Law and Public Records, Roberts Rules of Order and a Development Overview.

The Authority's Policy and Procedures Manual is in need of an update. The Board has also expressed an interest in discussing other matters which the Board needs to specify. Staff is recommending that sometime in late March or April an additional workshop be held.

**Action item:** Board set meeting date for second workshop.

### 13. New Business

- a) **Audit Presentation** – Mr. Jeff Tuscan of Tuscan and Company will present the Authority's FY 2013-2014 Audit.

**Action item:** There will need to be a motion to approve FY 2013-2014 Annual Audit.

- b) **DBE/ACDBE Plan Contract** – The Authority needs to update their Disadvantaged Business Enterprise plan. URS/AECOM will complete the plan. Once this plan is updated it will assist with FAA requirements for grants.

**Action item:** Board approve or disapprove of DBE/ACDBE Plan contract with URS/AECOM in the amount of \$15,000.00.

- c) **Build Out of the TSA Training Area** – As you will recall this is the hangar space that the Authority is remodeling into additional restrooms for the rental area next door and adding a training room and offices for the TSA and additional space to be leased out or utilized by the airline. The restrooms have been completed and this is for the final build out. Halfacre Construction will complete the project at a cost of \$233,331.00.

**Action item:** Board approve or disapprove contract with Halfacre Construction.

- d) **Enter into New Assistant Executive Director Agreement with James W. Parish** – At the January, 2009 Board meeting, the Board authorized the Executive Director to enter into an employment agreement with James Parish for the position of Assistant Executive Director. I would like to enter into a new five-year agreement with Mr. Parish for the position of Assistant Executive Director. This agreement would provide for continuity in airport development and offer Mr. Parish some assurance of continued employment. The most notable change is the provision of one year severance pay, the same as they contract for the Executive Director. Currently his contract offers four month's severance.

**Action item:** Board approve or disapprove Mr. Quill entering into an agreement with Mr. Parish.