

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

April 9, 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.

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

Mr. Herston
Mr. Andrews
Mrs. Coppola
Mrs. Coppola

- e) Governmental Liaison
- f) Metropolitan Planning Organization
- g) Aviation Activities Report

Ms. Seay
Mr. Herston
Mr. Hancik

10. Attorney's Report

Attorney Garrard

11. Executive Director's Report

Mr. Quill

- a) Development Update
- b) Misc. Items

12. Old Business

- a) Lobbyist RFP
- b) Terminal Food, Beverage, News and Gifts RFP

Mr. Quill
Mr. Quill

13. New Business

- a) Rental Car Site Development Contract Award
- b) Rental Car Carwash Construction Contract Award
- c) Approve Travel to FAC Conference July 26-29
- d) Approve Deletion of Property Items

Mr. Quill
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

Agenda Items for April 9, 2015

12. Old Business

- a) **Lobbyist RFP** – The RFP’s for a State Lobbyist were received on April 2nd. Staff will distribute the packets to each Board member at the meeting. The Board is to individually score the responding firms and send the results to Ms. Laishley. She will then compile a short list of the three top scores. If the Board so desires the top three firms will give presentations at the May 14th Board meeting and selection will be made.

- b) **Terminal Food, Beverage, News and Gifts Concession RFP** – Staff distributed to the Board the draft RFP for food, beverage, news and gift concession in the airline terminal. If the Board so desires the RFP will be advertised.
Recommended action: A motion to for staff to advertise the RFP for a concessionaire for food, beverage, news and gifts in the airline terminal.

13. New Business

- a) **Rental Car Site Development Contract** - As you will recall staff has been working on the design of additional parking for the rental cars adjacent to the carwash facility at the south end of the airport by the Authority’s maintenance facility. The item is to award the contract for the site work to be constructed by Halfacre Construction in the amount of \$231,662.00.
Recommended action: A motion on the contract for the site work at the carwash facility with Halfacre Construction in the amount of \$231,662.00.

- b) **Rental Car Carwash Construction Contract** – As you will recall staff has been working on the design of adding an additional carwash building at the south end of the airport by the Authority’s maintenance facility. This item will award the contract to Halfacre Construction in the amount of \$191,087.00.
- c) **Recommended action:** A motion on the contract for the additional carwash building with Halfacre Construction in the amount of \$191,087.00.

- d) **Approve Travel to FAC Conference July 26-29** – The Florida Airports Council annual conference will be held in Boca Raton July 26-29. If members of the Board wish to attend the conference their travel needs to be approved.
Recommended action: A motion for to approve travel for the Board to attend the FAC conference in July.