

**CHARLOTTE COUNTY AIRPORT AUTHORITY**

**MINUTES OF WORKSHOP – FEBRUARY 24, 2015 – 9:00 A.M.**

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**1. Call to Order**

Chair Andrews read the meeting notice (copy attached).

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**2. Invocation**

Commissioner Herston gave the invocation.

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**3. Pledge of Allegiance**

**4. Roll Call**

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**Present:** Chair Andrews; Commissioners Coppola, Hancik, Herston and Seay; Assistant Executive Director Parish; Attorney Garrard; Ms. Desguin; Mr. Laroche and Mr. Mallard. **Others present:** Michael Hirsh, Dave Goode, Kelly Rubino, Maggie Mooney-Portale, David Jackson, Karen Price, Steve Henriquez, Lionel Schuman and Larry Hoffmeister. **Absent:** Mr. Quill.

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Chair Andrews announced that Allegiant Air will start year round non-stop service between Punta Gorda and Raleigh/Durham, NC beginning May 7<sup>th</sup>.

**5. Sunshine Law/Public Records Presentation**

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Ms. Maggie Mooney-Portale introduced herself. She explained that she is government attorney that practices in Sarasota/Bradenton area. She commented that she is here with her colleague David Jackson. She explained that 95% of their practice is dealing with local government. She commented that the Sunshine Law is one of the constitutionally afforded protections in Florida. She commented that the premise is that all public deliberations, deliberations of local government should occur in the public so the public can see how an agency arrives at what action they are going to take. She went over the 18 sections of the document she distributed to the Board (copy attached). There was discussion on RFP's, Shade meetings in regards to a legal litigation type meeting, negotiations and confidentiality with proposed tenants and polling,

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Mr. Jackson went over the 20 sections of the document that was distributed to the Board regarding Public Records (copy attached). There was discussion on what social media is considered public records, when and RFP becomes a public record, directing a person who asks for a public record to the right person and law suits.

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Ms. Mooney-Portale went over the Ethics provisions in the documents that she distributed to the Board (copy attached). She commented on certain agencies that are required to take classes on Ethics training and opined special districts will be next. There

was discussion on abstaining from a vote, public comment during workshops and regular meetings, what the public comment can consist of, where to allow the public comment during the meeting regarding either an item that is going to be voted on or just to address the Board, provisions on Board members talking with County Commissioners or City Councilmembers, visiting the Authority's Congressmen or Legislators, adding items to the Agenda and the consent agenda. Ms. Mooney-Portale and Mr. Jackson gave the Board a test on the items that were discussed. There was discussion on draft documents, public records requests, the cost to reproduce the documents policy, gift reporting requirements and lobbying.

Chair Andrews called for a recess at 10:55 a.m.

Meeting reconvened at 11:03 a.m.

## 6. Roberts Rules of Order

Ms. Karen Price distributed and went over the documents regarding Roberts Rules of Order (copy attached). She commented that she is a Parliamentarian and not an attorney. She commented that she was asked to speak on motions. She explained how Roberts Rules of Order came about and the updated/revised versions. She went over how a motion can be made, type of motions, small board's rules and what to say before the motion is voted on. She commented on the courses that are available on parliamentary procedures.

## 7. Development Overview

Mr. Steve Henriquez commented on the aviation bills in Congress. He commented on the terminal construction project being a clean and on schedule project. He and Mr. Parish went over the items on the Capital Improvement Projects Analysis List (CIP) and explained the funding, grants and reason for the project being on the list. There was discussion on the maintenance facility and Gulf Contours. Mr. Parish and Mr. Henriquez commented on the Master Plan Update and elements that may be included. There was discussion on the pond at the south end of the airport, wetlands, keeping costs low for the airlines and fees.

## 8. Citizen's Input

## 9. Adjournment - Meeting adjourned at 12:45 p.m.

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Paul Andrews, Chair

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Kathleen Coppola, Secretary/Treasurer