

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

August 13, 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 Special Meeting – July 2, 2015
Minutes of Regular Meeting – July 9, 2015

Executive Director

Gulf Contours Lease – (MOVED TO NEW BUSINESS) Gulf Contours lease has expired and wishes to enter into a new lease. The lease would be for one year with one year option to renew.
Recommended action: Board approve lease with Gulf Contours.

Executive Director

Approve Concession Agreement for Food and Beverage in the Terminal – As directed staff has negotiated a concession agreement with Faber Coe & Gregg of Florida, Inc. to provide food, beverage, news and gifts in the terminal. As you recall Faber Coe & Gregg were the highest ranked firm that responded to the Authority's RFP.
Recommended action: Board approve the Concession Agreement between the Charlotte County Airport Authority and Faber Coe & Gregg of Florida, Inc.

Grazing Lease with Eric Stover – The grazing lease with Mr. Stover has expired and he wishes to enter into a new lease. The area they utilize is on the south side of Authority property.
Recommended action: Board approve a grazing lease with Mr. Stover.

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

- a) Development Update
- b) RFP Airport Display Advertising Concession
- c) Misc. Items

Mr. Quill

12. Old Business

- a) Resolution #15-04 Support of AIP Renewal

Mr. Quill

13. New Business

- a) Chamber Banquets
- b) General Aviation Terminal Site Study
- c) Taxicab/Limo Services RFP
- d) Change Order - Airline Office Space to Hold Room Area
- e) Gulf Contours Lease

Mr. Quill
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

12. Old Business

- a) **Resolution #15-04 Support of AIP Renewal** – Continued discussion.

13. New Business

- a) **Chamber Banquets** – The Punta Gorda Chamber of Commerce and the Charlotte County Chamber of Commerce will be holding their annual banquets. The Punta Gorda Chamber's Banquet is September 19th and the Charlotte County Chamber of Commerce's Banquet is October 3rd.
Recommended action: Board discretion.
- b) **General Aviation Terminal Site Study** – The Board accepted a grant from FDOT for a site study to be developed for the new proposed General Aviation Terminal. URS/AECOM has completed the study and will be making a presentation on the site analysis. Staff will be looking for a recommendation on proceeding with the recommended location and to continue with the design phase pending funding.
- c) **Taxicab/Limo RFP** – Staff is recommending going out to bid for a sole source taxicab/limo company to serve the airport users and passengers. At this time we have several taxi companies that serve the airport and dealing with one company would greatly improve the quality of service
Recommended action: Board approve staff publishing the RFP for Taxicab/Limo services.
- d) **Change Order – Airline Office Space to Hold Room Area** – The terminal was designed to have 4 hold rooms per the space analysis completed by RS&H and approved by FAA. This study was based on 2012/2013 enplanements. Since we have exceeded those numbers staff feels that it would be beneficial to not build out office space in the terminal but convert that space to Hold Rooms. The space to be converted is now the existing hold room. The cost will cover a new ceiling, upgrades to the air conditioning as well as new terrazzo and carpeting. The airline office space will be moved to other locations if needed in the future. The change order is still in development but will not exceed \$200,000.
Recommended action: Board approve change order for additional hold room areas at a cost not to exceed \$200,000.00.