

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

March 17, 2016 – 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. 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.

6. Additions and/or Deletions to the Agenda

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 - February 18, 2016

Minutes of Workshop - March 1, 2016

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) Western Michigan University (WMU)
- c) Architectural, Engineering and Planning Consultant Services RFQ
- d) Misc. Items

12. 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 Old or New Business Agenda items only. Each citizen will be allowed no more than two minutes to express their opinion.

13. Old Business

14. New Business

- a) Approve CCAA By-Laws
- b) Reimbursement for Commissioner Seay for Trip to WMU
- c) Change/Cancel Regular Meeting Date for April
- d) Set Date for Special Meeting RFQ Presentations-April 28th
- e) Set Date for Policy and Procedures Workshop
- f) Lease Amendment #5 with Targa
- g) Lease Agreement with Sarasota Avionics International
- h) Resolution 2016-01 JPA Parking Lot Expansion

Mr. Quill
Mr. Quill
Mr. Quill
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Mr. Quill
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Mr. Quill
Mr. Quill

15. 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.

16. Commissioner's Comments

17. Adjournment

Agenda Items for CCAA Regular Meeting March 17, 2016

14. New Business

a) Approve CCAA By-Laws

The Board made changes to the CCAA By-Laws during workshops. The By-Laws now need to be adopted by the Board

Recommended action: Board adopt CCAA By-Laws as amended.

b) Reimbursement for Commissioner Seay for Trip to WMU

Commissioner Seay attended a meeting in Michigan to meet with the parties from Western Michigan University regarding moving programs to Charlotte County and the Punta Gorda Airport. She is asking reimbursement for her travel.

Recommended action: Board discretion.

c) Change/Cancel Regular Meeting Date for April

Allegiant Air will be holding their annual conference on April 20th-22nd and Mr. Quill, Mr. Parish and Mr. Mallard are scheduled to attend. The conference is an opportunity to meet one on one with Allegiant Air representatives about the future growth at the airport.

Recommended action:

d) Set Date for Special Meeting RFQ Presentations-April 28th

The RFQs for Architectural, Engineering and Planning Consultant Services are due on April 15th. If the Board desires to have presentations from the short listed firms the RFQ states presentations would be held on April 28th.

Recommended action: Board discretion.

e) Set Date for Policy and Procedures Workshop

The Authority's Procurement Policy and other procedures need to be updated along with added input from the Board. The date for a workshop needs to be set to go over the policy and procedures.

Recommended action: Set workshop date for some time in May.

f) Lease Amendment #5 with Targa

Sarasota Avionics International is purchasing Hangar #211 from Targa, Inc. The land lease needs to be amended to reflect the land and rental difference.

Recommended action: Board approve lease amendment #5 with Targa, Inc.

g) Lease Agreement with Sarasota Avionics International

Sarasota Avionics International is purchasing Hangar #211 from Targa, Inc. The Authority needs to enter into a new land lease with the same terms and remaining years left as the existing lease with Targa, Inc.

Recommended action: Board approve land lease with Sarasota Avionics International

h) Resolution 2016-01 JPA Parking Lot Expansion

FDOT is offering the Authority a Joint Participation Agreement (JPA) for the parking lot expansion project. To accept the grant the Authority needs to adopt Resolution 2016-01. The grant amount is TBD with 50% funded by FDOT and 50% funded by the Authority

Recommended action: Board adopt Resolution 2016-01