

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF EMERGENCY MEETING – JULY 29, 2014 – 9:00 A.M.

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1. Call to Order

Chair Lee read the meeting notice into the record (copy attached).

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2. Invocation

Commissioner Andrews gave the invocation.

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3. Pledge of Allegiance

4. Roll Call

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Present: Chair Lee; Commissioners Andrews, Coppola, Herston and Seay; Executive Director Quill; Attorney Garrard; Assistant Director Parish; Ray Laroche and Ron Mallard. **Others present:** Jim Kaletta, Jerry O'Halloran, Andy Stultz and a member of the press.

5. Citizen's Input

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6. Design/Build RFQ Selection

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Mr. Quill explained that the Authority advertised for a design/build firm. Mr. Parish explained that at the last meeting he had discussed going out to bid for design/build for small projects under \$250,000.00. He commented that this makes the projects go faster and meets the requirements for FAA and FDOT funding. He explained that there are a few projects that need to be done this year that includes maintenance projects that are too big for staff to handle. He explained that three firms submitted qualification packages and four staffers reviewed and graded them. He explained that Halfacre Construction was the highest scoring firm with Chris-Tel and JE Charlotte next. He recommended selecting the top two firms, enter into contracts with them to specify their mark-up and fees for each project and then select them based on the project that would be best suited for them. He suggested selecting Halfacre Construction and Chris-Tel Construction. Commissioner Coppola asked how many projects. Mr. Parish commented that there is a maintenance project on the T-hangar doors, repairs to the restaurant, an interior build-out of a building for TSA and put office space in the space next to the administration offices. Commissioner Coppola asked if one company would do this. Mr. Parish commented it would depend on schedules. Commissioner Herston asked if the top two are selected would the expenditures still have to come to the Board. Mr. Parish commented that contracts would be brought to the Board. Commissioner Coppola asked if Chris-Tel has done work on the airport in the past. Mr. Parish explained that their project management team is familiar with airports. Commissioner Herston asked if they were from Charlotte

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County. Mr. Parish commented that they are a Lee County firm. Commissioner Herston asked how many submitted. Mr. Parish commented that these were the only three firms that submitted. Commissioner Coppola asked if it was advertised. Mr. Parish explained that it was advertised locally and on the Authority's website but is picked up by the major contractor services. He commented that there was a lot of interest at the pre-proposal meeting but a lot of companies won't do small projects. **Commissioner Seay made the motion to approve Halfacre Construction Company and Chris-Tel Construction for design/build services for small projects under \$250,000. Commissioner Herston seconded. Motion passed unanimously.**

7. Adjournment

Meeting adjourned at 9:10 a.m.

Don Lee, Chair

Kathleen Coppola, Secretary/Treasurer