

CHARLOTTE COUNTY AIRPORT AUTHORITY

MINUTES OF WORKSHOP – JUNE 11, 2015 – 10:45 A.M.

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1. Call to Order

2. Invocation

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Commissioner Herston gave the invocation.

3. Pledge of Allegiance

4. Roll Call

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Present: Chair Andrews; Commissioners Coppola, Hancik and Herston; Executive Director Quill; Attorney Garrard; Assistant Executive Director Parish; Mr. Laroche. **Others present:** Dr. Dave Byes, Jim Kaletta, Mark Kistler, other people from the private sector and a member of the press. **Absent:** Commissioner Seay.

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5. Policy and Procedures – Continued

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Chair Andrews commented that because Commissioner Seay is not present he would like to recess the meeting until after the July Regular Monthly Meeting. Mr. Quill commented that Commissioner Hancik will not be present for the July meeting and suggested the workshop be recessed until after the August Regular Monthly Meeting. Chair Andrews commented that he will recess the meeting until the Regular Monthly Meeting in August 13th.

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Commissioner Hancik asked if the meeting will be going over the by-laws. Chair Andrews commented it would be the by-laws and at the last workshop the Board stopped at page five E. He commented that there is a lot of things to cover. He commented that there are two different fonts in the document. One is from the old policy and the other is from the new document. Ms. Laishley explained that the old policy is in Times New Roman and highlighted. Commissioner Hancik commented that the definition of by-laws refers to delegating body which is the Airport Authority. He commented that there is a lot of things in the document that refer to the duties of the Executive Director and that should be in the job description and not the by-laws. He commented that it could state that the Authority hires an Executive Director. Chair Andrews commented that he understands what Commissioner Hancik would like that there is a manual on how the Authority Board operates and then a separate document with job descriptions. Commissioner Hancik commented that the by-laws should state how the Board operates and the Executive Director is not part of the governing Board. Attorney Garrard commented that there needs to be put in on how the Executive Director gets hired and what the Board is looking for. Commissioner Coppola commented that it would state what the expectations that the Board is looking for in an Executive Director. Chair Andrews commented that it should state that

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5 this is how the Authority is going to hire the Executive Director, what it takes to hire him and what is expected of the Executive Director. He asked everyone to look over the document. He commented at the workshop things can be added, deleted or changed. Commissioner Coppola asked if it was compared to other airports. Commissioner Hancik commented that airports are different and structured different. He explained some are part of a city department, county department or an airport authority. Chair Andrews commented that the Authority is a special district and a stand-alone body. There was discussion on how the nearby airports operate.

10 **6. Recess**

Meeting recessed at 10:55 a.m.

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Paul Andrews, Chair

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Kathleen Coppola, Secretary/Treasurer