

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

October 8, 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 Budget Workshop - August 25, 2015
Minutes Tentative Budget Hearing – September 3, 2015
Minutes Final Budget Hearing – September 17, 2015

Executive Director

Changes to Personnel Policy - Staff has updated and edited sections of the Authority's Personnel Policy. Changes included editing the overall flow, addressing various employment policies, hours of work and overtime, vacation time, sick leave, workers' compensation corrective action, disciplinary procedures and leaving employment.

Recommended action: Board approve changes to the Authority's Personnel Policy.

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

- a) Three Palms Speedway

Attorney Garrard

11. Executive Director's Report

- a) Development Update
- b) Misc. Items

Mr. Quill

12. Old Business

13. New Business

- a) Allegiant Operating Agreement
- b) Accounts Receivable - Write Off Bad Debt
- c) Executive Director's Annual Evaluation

Mr. Quill
Mr. Quill
Commissioner Coppola

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

Agenda items October 8, 2015

13. New Business

- a) **Allegiant Operating Agreement** - The Authority is entering into an operating agreement with Allegiant Air. This agreement outlines a rates and charges structure, terminations by parties, insurance, required FAA provisions, security, fueling, ground services, scheduling and noise abatement.
Recommended action: Board approve operating agreement with Allegiant Air.

- b) **Accounts Receivable - Write Off Bad Debt** - There staff is requesting to write off three aging receivable accounts for FY 2014/2015. The three accounts are: William Andrews in the amount of \$1,048.10, Florida International Airshow in the amount of \$8,811.34, and John Willard in the amount of \$73.59, for a grand total of \$9,933.03.
Recommended action: Board approve to write off \$9,933.03 in bad debt for fiscal year 2014/2015.

- c) **Executive Director's Annual Evaluation** - Staff has distributed in the evaluation forms for Executive Director Annual Evaluation. Ms. Desguin is requesting that they be returned to her by noon on October 27th. This item can be discussed at the November 5th meeting.