

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

November 5, 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 Regular Meeting - September 10, 2015

Minutes of Regular Meeting - October 8, 2015

Executive Director

Rental Car Contract Extension – The Authority has extended the original three year agreement with rental cars companies for the past four years. With the terminal expansion and other projects underway staff is recommending extending the rental car agreements for an additional one year period with the current parties.

Recommended action: Board approve the contact extension of one year for the current rental car companies.

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

- a) Executive Director's Annual Evaluation
- b) Airport Display Advertising Concession Contract
- c) Three Palms Speedway

Commissioner Coppola
Mr. Quill
Mr. Quill

13. New Business

- a) Election of Officers
- b) FAC State Summit in Tallahassee January 13-14, 2016
- c) Resolution 15-06 JPA FDOT Airfield Maintenance Equip.
- d) Resolution 15-07 JPA FDOT Hangar Door Repairs
- e) Resolution 15-08 Supplemental JPA FDOT Terminal Expansion
- f) Approve Travel to Jannus Award Dinner
- g) Fuel Tank for Rental Cars
- h) Resolution 15-09 Budget Amendments
- i) Cancel December Meeting
- j) Purchase Vehicle Off of State Contract
- k) Committee Assignments
- l) Cessation of Lease of Building 115

Attorney Garrard
Mr. Quill
Mr. Quill
Mr. Quill
Mr. Quill
Mr. Quill
Mr. Quill
Mr. Quill
Mr. Quill
Mr. Quill
Chair
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) **Executive Director's Annual Evaluation** - Board discretion.
- b) **Airport Display Advertising Concession Contract** - As you will recall the Authority sent out an RFP for display advertising and did not receive a response. Staff contacted several companies and Corey Airport Services was interested in entering into an agreement. They service several airports including Dallas Love Field, Cincinnati/Northern Kentucky Airport, Louisville International Airport and several others. Staff has negotiated an agreement with Corey Airport Services to handle the advertising on the Authority's facilities.
Recommended action: Approval of the agreement with Corey Airport Services.
- c) **Three Palms Speedway** - Board discretion.

13. New Business

- a) **Election of Officers** - Attorney Garrard will hold the Election of Officers to elect a Chair, Vice Chair, Secretary/Treasurer and Assistant Secretary Treasurer.
- b) **FAC State Summit in Tallahassee January 13-14, 2016** - The Florida Airports Council State Summit will be held in Tallahassee January 13-14. The Legislative session is starting early next year. At this time the Agenda has not been published.
Recommended action: Approval of travel to the FAC State Summit on January 13-14, 2016.
- c) **Resolution 15-06 JPA FDOT Airfield Maintenance Equipment** - The Authority requested a grant from the Florida Department of Transportation for the purchase of airfield maintenance equipment. Originally the mower that was approved last month for purchase was to be included in this grant. The Authority has other equipment needs and the grant can be utilized for that purpose. The grant is 50% FDOT funded in the amount of \$50,000.00 and 50% Authority funded in the amount of \$50,000.00 for a project total of \$100,000.00.
Recommended action: Board adopt Resolution 15-06.
- d) **Resolution 15-07 JPA FDOT Hangar Door Repairs** - The Authority requested a grant from the Florida Department of Transportation for the repair and replacement of hangar doors. The hangar doors in some of the 200 series hangars are the older bi-fold doors and are over 20 years old and in need of replacement. FDOT has agreed to participate in the first phase of the door repair and replacement for 2016. The grant is 50% FDOT funded in the amount of \$175,000.00 and 50% Authority funded in the amount of \$175,000.00 for a first phase project total of \$350,000.00.
Recommended action: Board adopt Resolution 15-07.
- e) **Resolution 15-08 Supplemental JPA FDOT Terminal Expansion** - The Authority request additional funding from the Florida Department of Transportation for the terminal expansion project. The FDOT has agreed to participate with a Supplemental Joint Participation Agreement with 50% FDOT funding in the amount of \$110,968.00 and 50% Authority funding in the amount of \$110,968.00 for a project total of \$221,936.00.
Recommended action: Board adopt Resolution 15-08.

- f) Approve Travel to Jannus Award Dinner** - The 2015 Annual Jannus Award will be awarded to Maurice Gallagher CEO of Allegiant Airlines on November 5th. The Authority has secured a table for ten and several staff and Board members wish to attend the dinner in St. Petersburg and stay overnight.
Recommended action: Board approve travel to the Jannus Award Dinner and overnight stay in St. Petersburg.
- g) Fuel Tank for Rental Cars** - The rental car companies requested that the Authority install a fuel tank at the car wash facility area to refuel their rental cars. The ConVault fuel tank will be metered and each rental car company will reimburse the Authority the cost of the fuel plus \$.50 per gallon. The cost of the tank and associated equipment is \$92,627.67.
Recommended action: Board approve purchase of fuel tank for the rental cars at a cost of \$92,627.67.
- h) Resolution 15-09 Budget Amendments** - All budget amendments must be made any time within the fiscal year or within 60 days following the end of their fiscal year. The 2014/2015 Annual Budget needs to be amended to \$21,272,683.00.
Recommended action: Board adopt Resolution 15-09.
- i) Cancel December Meeting**
- j) Purchase Vehicle Off of State Contract** - The Authority placed in their budget for 2015/2016 the appropriation to purchase a vehicle. The vehicle cost is \$23,573.00.
Recommended action: Board approve purchase of vehicle off of State Contract for \$23,573.00.