

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

January 28, 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. 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 - November 5, 2015
Minutes of Emergency Meeting - December 16, 2015

Executive Director

Civil Air Patrol Lease - (MOVED TO NEW BUSINESS) The Civil Air Patrol lease expired on November 30, 2015. A new lease has been created for the CAP at a reduced rental in accordance with FAA guidelines.

Recommended action: Board approve lease with the Civil Air Patrol.

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

- a) Development Update
- b) Car Allowance
- c) Misc. Items

Mr. Quill

12. Old Business

- a) Executive Director's Annual Evaluation
- b) Set Date to Reconvene Workshop
- c) Three Palms Speedway **(DELETED)**

Commissioner Coppola
Mr. Quill
Mr. Quill

13. New Business

- a) Year End Review
- b) Succession Plan
- c) Board Travel to AAAE
- d) Monthly Board Meeting
- e) Civil Air Patrol Lease

Chair Andrews
Mr. Quill
Mr. Quill
Mr. Quill
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

Agenda Items for January 28, 2016 Meeting

Old Business

a) Executive Director's Annual Evaluation

The Chairman was directed to work with the Executive Director on this item.

b) Set Date to Reconvene Workshop

The workshop on the By-Laws was recessed and has not been reconvened. There has been discussion to set a date and reconvene the workshop to finish reviewing and editing the by-laws.

Recommended action: Set date to reconvene workshop.

c) Three Palms Speedway

Staff has sent copies of the RFP to interested parties. Upon inspection of the property staff has discovered that there is an unsafe building on the property.

New Business

a) Year End Review

Chair Andrews will present a power point presentation.

b) Succession Plan

Discussion on process, job description, qualifications and a time frame for overlap.

Recommended action: Board discretion

c) Board Travel to AAAE

Commissioner Hancik has requested to attend the American Association of Airport Executives conference May 15-19, 2016.

Recommended action: Board discretion.

d) Monthly Board Meeting

Commissioner Seay has requested that the Authority move their monthly regular meetings back to the third Thursday of the month starting February 2016.

Recommended action: Board discretion.