

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

May 19, 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. 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.

6. Additions and/or Deletions to the Agenda

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 - March 17, 2016

Minutes Emergency Meeting - April 14, 2016

Executive Director

EAA Lease - The lease for the building that the EAA leased expired. The EAA would like to enter into a new lease under the same terms and conditions.

Recommended action: Board approve lease with the EAA.

Lease with Air Cargo Carriers, LLC - Air Cargo Carriers out of Wisconsin would like to lease building 110 (formerly one of the two buildings occupied by Arcadia Aerospace). The hangar will be used for aircraft maintenance.

Recommended action: Board approve lease with Air Cargo Carriers, LLC.

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) Misc. Items

Mr. Quill

12. 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 Old or New Business Agenda items only. Each citizen will be allowed no more than two minutes to express their opinion.

13. Old Business

- a) Speedway RFP

Mr. Quill

14. New Business

- a) Legislative Update by Jerry Paul
- b) Approve Travel to FAC Conference July 17-20, 2016
- c) Change/Cancel Regular Meeting Date for July
- d) Reschedule Workshop Date
- e) Passenger Facility Charge/Application
- f) Parking Lot Equipment Upgrade
- g) Request for Qualifications Audit Services
- h) Board of County Commissioner's Lease Terms
- i) Resolution 2016-02 Supplemental JPA with FDOT

Mr. Quill
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Mr. Quill

15. 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.

16. Commissioner's Comments

17. Adjournment

Agenda Items for May 19, 2016

Old Business

- a) **Speedway RFP** - The Authority went out for bids for the leasing of the property that Three Palms Speedway formerly leased. The Authority received one bid which was below the market value stated in the RFP which was set at \$5,000.00 per month and the proposer offered \$3,000.00 per month. The proposer's offer was for a longer period of time than that was stated in the RFP which was five years with one year option and the proposer offered a twenty year lease. The bid was sent to the FAA for their comments. The FAA has stated that they would approve a lease at a rate of \$3,000.00 per month for a five year term with a one year option mutually agreed upon option at a rate of fair market value. The other stipulation is that the Authority is not to put any of their funds into the property for any purpose.
Recommended action: Board discretion.

New Business

- a) **Legislative Update** - Jerry Paul, the Authority's representative in Tallahassee, will give the Board an update on the past legislative session and to see what the Authority has in the future for the next Legislative Session that may need his assistance.
- b) **Approve Travel to FAC Conference July 17-20, 2016** - The Florida Airports Council annual conference is July 17th through the 20th. The Board will need to approve travel for those Board members who wish to attend.
Recommended action: Board approve travel to the FAC Conference July 17-20.
- c) **Change/Cancel Regular Meeting Date for July** - Staff and the Board will be returning from the FAC Conference on July 20th and the July Board meeting is scheduled for July 21st. Staff is recommending either changing the date or cancelling the July meeting.
Recommended action: Board discretion.
- d) **Reschedule Workshop Date** - At the March 7th meeting the Board set a date of May 24th to hold a workshop. Chair Andrews has a conflict and asked that the date be changed so all of the Board members can attend.
Recommended action: Board discretion.
- e) **Passenger Facility Charge/Application** - Staff has determined that a PFC (Passenger Facility Charge) will be necessary to meet the funding needs of the FAA required projects over the next five years.
Recommended action: Board approve PFC application submitting at least \$2.00 per enplaned passenger and approve a contract with AECOM for application preparation for \$58,910.00.
- f) **Parking Lot Equipment Upgrade** - The parking lot expansion project requires adding additional parking equipment. This will provide for new entry and exit lane equipment to take into account the new design of the existing long term parking facility. In addition the contractor will remove the existing entry and exit lane equipment from the long term parking facility and relocate it to the new long term/cell

phone parking lot. The existing short and long term parking facilities and its control system will be upgraded to have four entry lanes. The cost of the upgrade is \$143,530.

Recommended action: Board approve \$143,530.00 for parking lot equipment and upgrade.

- g) **Request for Qualifications Audit Services** - The Government Finance Officers Association (GFOA) Best Practices recommends multiyear agreements of at least 5 years in duration with a review at contract end to decide if they want to renew or go out for bid again. The Authority has engaged the services of Tuscan and Company as the Authority's Auditors for over 10 years.

Recommended action: Board approve advertising a Request for Qualifications for Audit Services.

- h) **Board of County Commissioner's Lease Terms** - Staff and counsel is currently working with the Board of County Commissioners on a lease for building 115 (terms attached).

Recommended action: Board approve terms and lease with the Charlotte County Board of County Commissioners contingent upon Attorney Garrard's approval.

- i) **Resolution 2016-02 Supplemental JPA with FDOT** - The Florida Department of Transportation has offered the Authority a Supplemental Joint Participation Agreement for the costs associated the hold room in the terminal expansion in the amount of \$105,674.00 which is 50% of the total hold room amount of \$211,348.00. Resolution 2016-02 authorizes the Authority to enter into the Supplement Joint Participation Agreement with FDOT.

Recommended action: Board adopt Resolution 2016-02.