

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

June 16, 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 Special Meeting - April 26, 2016  
Minutes of Regular Meeting - May 19, 2016

**Procurement Policy-** The Board reviewed and made changes to the Authority's Procurement Policy at a workshop on June 8, 2016. Staff has incorporated those changes.

**Recommended action:** Board approve the Authority's Procurement Policy.

**Executive Director**

**Worldwide Flight Services Lease** – Worldwide Flight Services would like to lease building 227 for storage of their flight line equipment. The building is located near the rental car carwash.

**Recommended action:** Board approve lease with Worldwide Flight Services.

**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) Historical Marker
- c) 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) Three Palms Speedway Write-off
- b) Speedway Lease

Mr. Quill  
Mr. Quill

**14. New Business**

- a) Audit Presentation
- b) Set Budget Workshop and Hearings Dates
- c) Contract with James Parish, P.E.

Mr. Quill  
Mr. Quill  
Chair Andrews

**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 June 16, 2016

### 13. Old Business

**a) Three Palms Speedway Write-off**

The deposits Three Palms Speedway had on account took care of most of the back rent owed the Authority. There is a balance of \$1,562.71. Staff is recommending that the Authority write-off the bad debt.

**Recommended action:** Board approve to write-off the \$1,562.71 owed on the Three Palms Speedway account.

**b) Speedway Lease** - Staff has drafted a lease for Mr. Gentry and the FAA's review.

Staff is requesting approval of the lease subject to the FAA's concurrence, Mr. Gentry's acceptance and Attorney's review.

**Recommended action:** Board discretion.

### 14. New Business

**a) Audit Presentation** – Mr. Jeff Tuscan of Tuscan and Associates will present the Authority's 2015/2016 Audit. Mr. Tuscan has another commitment and has requested to moved further up in the Agenda.

**Recommended action:** Board discretion.

**b) Set Budget Workshop and Hearings Dates** – The dates for the 2016/2017 Budget Workshop, Tentative Budget Hearing and Final Budget Hearing need to be set and voted on. A calendar for August and September are attached with the proposed dates highlighted.

**Recommended action:** Board set 2016/2017 Budget Workshop, Tentative Budget Hearing and Final Budget Hearing dates.

**c) Contract with James Parish, P.E.** – As directed by the Board Chair Andrews has met with Mr. Parish and they have come to an agreement on an employment contract. Mr. Parish has sent a copy to each of the Board for their review.

**Recommended action:** Board discretion.