

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

August 18, 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 Workshop – June 8, 2016
Minutes of Regular Meeting – June 16, 2016
Minutes of Emergency Meeting – June 24, 2016

Executive Director

Speedway Lease – The lease for the Speedway has been executed by the Gentry's. The name of the entity on the lease is 4-17 Southern Speedway & Events, LLC. The lease is dated September 1st and is for a term of five years at \$3,000.00 per month and then a CPIU increase for the next one year. Rent payments start on January 1, 2017.

Recommended action: Board approve lease with 4-17 Southern Speedway & Events, 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) Metropolitan Planning Organization
 - c) Personnel
 - d) Public Relations/Special Events
 - e) Governmental Liaison
 - f) Economic Development
 - g) Aviation Activities Report
- Mr. Herston
Mr. Herston
Mrs. Coppola
Mrs. Coppola
Ms. Seay
Mr. Andrews
Mr. Hancik

- 10. Attorney's Report** Attorney Garrard

- 11. Executive Director's Report** Mr. Quill
- a) Development Update
 - b) Historical Marker
 - c) Rental Car Letters of Interest and Statements of Qualifications
 - d) Public Relations Firm Letters of Interest and Statements of Qualifications
 - e) Misc. Items

- 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) PFC Update
- Mr. Quill

- 14. New Business**
- a) Chamber Banquets
 - b) Purchase Loading Ramp
 - c) EG Solutions Contact for Ramp Extension
 - d) Accept FAA Grant for Master Plan Update
 - e) Resolution 16-03 Master Plan Update JPA
 - f) Contact with AECOM for Master Plan Update
 - g) Contract with AECOM for Rental Car Center Expansion
- Mr. Quill
Mr. Quill
Mr. Quill
Mr. Quill
Mr. Quill
Mr. Quill
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**

14. New Business

- a) **Chamber Banquets** – The Charlotte County Chamber of Commerce will be holding their Annual Meeting/Luncheon on Friday, September 23rd and the Punta Gorda Chamber of Commerce will be holding their Annual Meeting/Banquet on Saturday, September 24th.
Requested action: Approval for Board and Staff to attend the Chamber's Annual Meetings.
- b) **Purchase Boarding Ramp** – Staff solicited quotes for the replacement of the existing unserviceable passenger loading Ramp the lowest quote to replace the existing boarding ramp that is \$61,400.00. This item is on the PFC application and will be reimbursed with PFC's.
Requested action: Board approve the purchase of boarding ramp for \$61,400.00.
- c) **EG Solutions Contract for Ramp Expansion** – This contract is for the expansion of the commercial aviation ramp north of the existing ramp. The design will allow for the construction of two additional aircraft parking positions at a cost of \$157,372.00. We have meet with FAA ADO staff on this and expect a grant in 2016-2017 to reimburse CCAA for the design and pay for construction (90%) from the FAA. The local share (5%) is PFC eligible and is included in the PFC application.
Requested action: Board approve contract with EG Solutions for the ramp expansion.
- d) **Accept FAA Grant for Master Plan Update** – The FAA has offered a grant of \$1,304,226.00 to cover 90% of the cost of the Master Plan Update. The local share is PFC eligible and is included in the PFC application.
Requested action: Board accept FAA Grant of \$1,304,226.00 for the Master Plan Update.
- e) **Resolution 16-03 Master Plan Update** – The FDOT has offered a grant of \$74,457 to cover 5% of the cost of the Master Plan Update. This resolution accepts the Joint Participation Agreement with the FDOT.
Requested action: Board adopt Resolution 16-03.
- f) **Contact with AECOM for Master Plan Update** - The Authority has selected AECOM to perform the tasked outlined in the Master Plan Update scope. The contract is for \$1,449,140.00. 90% FAA 5% FDOT and 5% local (PFC)
Requested action: Board approve contract with AECOM to perform the Master Plan Update.
- g) **Contract with AECOM for Rental Car Center Expansion** – Due to the increased traffic the rental car facility needs to be expanded. This would be a design only contract with AECOM in the amount of \$12,600.00.
Requested action: Board approve design contract with AECOM for the rental car center expansion.



Charlotte County Airport Authority
STATEMENTS OF REVENUE, EXPENSES
AND CHANGES IN NET POSITION (Income Statement)
For the Eight Months Ending Tuesday, May 31, 2016

	May			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
OPERATING REVENUES						
Fuel and Oil Sales	\$204,819	\$308,692	-\$103,873	\$1,722,202	\$2,150,337	-\$428,135
Industrial and Commercial Park Leases	80,107	93,608	-13,501	682,931	748,285	-65,354
T Hangar Rentals and Tiedowns	65,281	59,266	6,015	516,153	473,897	42,256
Concessions, Vending and Fees	1,602	1,158	444	12,944	9,086	3,858
Airline Related Revenues						
Advertising	265	3,333	-3,068	530	19,775	-19,245
Auto Parking	177,979	141,597	36,382	1,084,272	747,098	337,174
Car Rentals & Security Fees	267,609	270,870	-3,261	2,237,470	2,423,538	-186,068
Concessions	18	0	18	188	0	188
Food & Beverage	20,432	6,667	13,765	117,960	49,165	68,795
Ground Handling Fuel	16,456	9,268	7,188	89,152	94,386	-5,234
Ground Transportation	0	100	-100	13,750	2,900	10,850
Terminal Use Fees	11,210	0	11,210	79,565	0	79,565
LEO Award	7,070	7,668	-598	52,065	65,691	-13,626
Sida Badging	135	125	10	2,060	1,000	1,060
Total Airline Related Revenues	501,174	439,628	61,546	3,677,012	3,403,553	273,459
Other Revenues	0	0	0	17,530	0	17,530
TOTAL OPERATING REVENUES	\$852,983	\$902,352	-\$49,369	\$6,628,772	\$6,785,158	-\$156,386
OPERATING EXPENSES						
Salaries & Wages	\$178,975	\$180,376	-\$1,401	\$1,494,461	\$1,526,587	-\$32,126
Payroll Taxes & Retirement	44,025	34,981	9,044	269,931	292,191	-22,260
Personnel Expenses	45,348	37,563	7,785	325,973	302,690	23,283
Cost of Fuel & Oil Sales	102,288	207,602	-105,314	888,795	1,425,511	-536,716
Advertising	2,037	88	1,949	2,646	843	1,803
Bank Charges	3,376	6,003	-2,627	32,527	40,863	-8,336
Dues & Subscriptions	2,839	774	2,065	19,703	22,185	-2,482
Insurance	23,041	25,301	-2,260	183,044	202,409	-19,365
Legal & Professional	17,494	15,583	1,911	134,227	124,667	9,560
Licenses & Permits	346	217	129	3,882	1,733	2,149
Marketing & Promotional	2,534	15,622	-13,088	25,660	98,187	-72,527
Mowing	538	2,000	-1,462	7,367	16,000	-8,633
Postage	166	875	-709	3,561	7,000	-3,439
Repairs & Maintenance	38,432	104,183	-65,751	263,807	356,738	-92,931
Computer Maintenance & Expense	8,396	9,583	-1,187	71,738	76,667	-4,929
Supplies	11,598	13,175	-1,577	82,779	96,150	-13,371
Communications	2,159	2,157	2	17,374	18,313	-939
Travel & Auto Allowance	2,656	4,800	-2,144	22,935	38,400	-15,465
Utilities	23,383	27,439	-4,056	196,358	221,330	-24,972
Security Expense	224	2,500	-2,276	12,040	20,000	-7,960
Airline Expenses	97,071	52,201	44,870	469,625	430,218	39,407
TOTAL OPERATING EXPENSES	\$606,926	\$743,023	-\$136,097	\$4,528,433	\$5,318,682	-\$790,249
OPERATING GAIN (LOSS)	\$246,057	\$159,329	\$86,728	\$2,100,339	\$1,466,476	\$633,863
NON-OPERATING EXPENSES						
Miscellaneous Revenues / (Expenses)	\$1,268	\$0	\$1,268	\$4,561	\$0	\$4,561
Gain/Loss of Asset Disposal	0	0	0	9,463	0	9,463
OPEB Post Retirement Benefit Accrual	-437	-755	318	-3,498	-5,746	2,248
Insurance Premium Refund	0	0	0	23,075	0	23,075
Interest on Investments	145	383	-238	1,243	3,067	-1,824
Cost to Refinance	0	-208	208	-2,500	-1,667	-833
Interest Expense	-256	-230	-26	-1,852	-1,838	-14
NET NON-OPERATING EXPENSES	\$720	-\$810	\$1,530	\$30,492	-\$6,184	\$36,676
GAIN OR (LOSS) BEFORE CAPITAL CONTRIBUTIONS & DEPRECIATION	\$246,777	\$158,519	\$88,258	\$2,130,831	\$1,460,292	\$670,539
CAPITAL CONTRIBUTIONS						
Capital Grants & Contributions	441,802	0	441,802	2,396,451	0	2,396,451
TOTAL CAPITAL CONTRIBUTIONS	\$441,802	\$0	\$441,802	\$2,396,451	\$0	\$2,396,451
INCREASE OR (DECREASE) IN NET POSITION w/CONTRIBUTIONS	\$688,579	\$158,519	\$530,060	\$4,527,282	\$1,460,292	\$3,066,990
DEPRECIATION						
Depreciation	-255,174	-244,334	-10,840	-2,037,690	-1,942,948	-94,742
TOTAL DEPRECIATION	-\$255,174	-\$244,334	-\$10,840	-\$2,037,690	-\$1,942,948	-\$94,742
INCREASE OR (DECREASE) IN NET POSITION	\$433,405	-\$85,815	\$519,220	\$2,489,592	-\$482,656	\$2,972,248



Charlotte County Airport Authority
STATEMENT OF NET POSITION (Balance Sheet)

5/31/2016

ASSETS

CURRENT ASSETS

Cash and Cash Equivalents	\$6,472,275
Net Receivables	960,287
Inventories	60,042
Prepaid Expenses	92,169
TOTAL CURRENT ASSETS	7,584,772

CAPITAL ASSETS

Land	5,533,331
Buildings	34,204,639
CCAA Master Plan	202,141
Capital Improvements	33,194,244
Furniture, Fixtures and Equipment	4,123,930
Donated Surplus	63,500
Less: Accumulated Depreciation	(37,191,288)
Construction in Progress	17,608,244
TOTAL CAPITAL ASSETS, NET	57,738,740

DEFERRED OUTFLOWS OF RESOURCES-PENSIONS

914,595

TOTAL ASSETS

\$66,238,107

LIABILITIES

CURRENT LIABILITIES

Accounts and Contracts Payable	\$618,208
Accrued Expenses	138,019
Deferred Revenue	247,711
Client Deposits	146,192
Employee Deferred Compensation Plan	(535)
TOTAL CURRENT LIABILITIES	1,149,594

LONG-TERM LIABILITIES

Estimated Liability for Compensated Absences	148,673
State Infrastructure Bank Loan	4,882,372
Net OPEB Obligation	73,545
Net Pension Liability	1,248,871
TOTAL LONG-TERM LIABILITIES	6,353,461

TOTAL LIABILITIES

7,503,056

DEFERRED INFLOWS OF RESOURCES-PENSIONS

422,036

NET POSITION

RESERVES

Non Catastrophic Exp Reserve	21,862
Contaminated/Pollutant Reserve	92,500
Insurance Escrow Reserve	194,178
Building Reserve	309,816
ARFF Expense Reserve	20,000
Parking Lot Reserve	424,850
TOTAL RESERVES	\$1,063,206

Retained Earnings	54,760,219
NET PROFIT / LOSS	2,489,591

TOTAL NET POSITION

58,313,016

TOTAL LIABILITIES AND NET POSITION

\$66,238,107



Charlotte County Airport Authority
STATEMENTS OF REVENUE, EXPENSES
AND CHANGES IN NET POSITION (Income Statement)
For the Nine Months Ending Thursday, June 30, 2016

	June			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
OPERATING REVENUES						
Fuel and Oil Sales	\$154,283	\$166,911	-\$12,628	\$1,876,485	\$2,317,248	-\$440,763
Industrial and Commercial Park Leases	79,831	91,973	-12,142	762,763	840,258	-77,495
T Hangar Rentals and Tiedowns	65,125	58,063	7,062	581,278	531,960	49,318
Concessions, Vending and Fees	1,623	1,145	478	14,568	10,231	4,337
Airline Related Revenues						
Advertising	355	3,333	-2,978	885	23,108	-22,223
Auto Parking	189,606	149,566	40,040	1,273,877	896,664	377,213
Car Rentals & Security Fees	293,050	244,665	48,385	2,530,520	2,668,203	-137,683
Concessions	21	0	21	209	0	209
Food & Beverage	24,315	6,667	17,648	142,274	55,832	86,442
Ground Handling Fuel	13,027	15,383	-2,356	102,179	109,769	-7,590
Ground Transportation	333	100	233	14,083	3,000	11,083
Terminal Use Fees	11,210	0	11,210	90,775	0	90,775
LEO Award	7,150	7,960	-810	59,215	73,651	-14,436
Sida Badging	480	125	355	2,540	1,125	1,415
Total Airline Related Revenues	539,547	427,799	111,748	4,216,557	3,831,352	385,205
Other Revenues	0	0	0	17,530	0	17,530
TOTAL OPERATING REVENUES	\$840,409	\$745,891	\$94,518	\$7,469,181	\$7,531,049	-\$61,868
OPERATING EXPENSES						
Salaries & Wages	\$184,922	\$180,376	\$4,546	\$1,679,384	\$1,706,962	-\$27,578
Payroll Taxes & Retirement	33,738	35,030	-1,292	303,669	327,221	-23,552
Personnel Expenses	41,842	37,532	4,310	367,815	340,223	27,592
Cost of Fuel & Oil Sales	66,533	108,939	-42,406	955,328	1,534,450	-579,122
Advertising	44	88	-44	2,689	931	1,758
Bank Charges	3,747	3,052	695	36,274	43,915	-7,641
Dues & Subscriptions	3,727	1,050	2,677	23,430	23,235	195
Insurance	23,041	25,301	-2,260	206,085	227,711	-21,626
Legal & Professional	13,231	15,583	-2,352	147,458	140,250	7,208
Licenses & Permits	346	217	129	4,228	1,950	2,278
Marketing & Promotional	5,638	11,793	-6,155	31,298	109,980	-78,682
Mowing	2,266	2,000	266	9,633	18,000	-8,367
Postage	14	875	-861	3,575	7,875	-4,300
Repairs & Maintenance	38,751	104,184	-65,433	302,558	460,922	-158,364
Computer Maintenance & Expense	9,977	9,583	394	81,715	86,250	-4,535
Supplies	18,665	12,717	5,948	101,443	108,867	-7,424
Communications	2,189	2,028	161	19,564	20,341	-777
Travel & Auto Allowance	6,696	4,800	1,896	29,631	43,200	-13,569
Utilities	24,351	26,871	-2,520	220,709	248,201	-27,492
Security Expense	2,442	2,500	-58	14,483	22,500	-8,017
Airline Expenses	56,771	57,006	-235	526,397	487,224	39,173
TOTAL OPERATING EXPENSES	\$538,931	\$641,525	-\$102,594	\$5,067,366	\$5,960,208	-\$892,842
OPERATING GAIN (LOSS)	\$301,478	\$104,366	\$197,112	\$2,401,815	\$1,570,841	\$830,974
NON-OPERATING EXPENSES						
Miscellaneous Revenues / (Expenses)	-\$1,332	\$0	-\$1,332	\$3,229	\$0	\$3,229
Gain/Loss of Asset Disposal	0	0	0	9,463	0	9,463
OPEB Post Retirement Benefit Accrual	-437	-755	318	-3,935	-6,501	2,566
Insurance Premium Refund	0	0	0	23,075	0	23,075
Interest on Investments	141	383	-242	1,384	3,450	-2,066
Cost to Refinance	0	-208	208	-2,500	-1,875	-625
Interest Expense	-129	-230	101	-1,982	-2,068	86
NET NON-OPERATING EXPENSES	-\$1,757	-\$810	-\$947	\$28,734	-\$6,994	\$35,728
GAIN OR (LOSS) BEFORE CAPITAL CONTRIBUTIONS & DEPRECIATION	\$299,721	\$103,556	\$196,165	\$2,430,549	\$1,563,847	\$866,702
CAPITAL CONTRIBUTIONS						
Capital Grants & Contributions	825,315	0	825,315	3,221,766	0	3,221,766
TOTAL CAPITAL CONTRIBUTIONS	\$825,315	\$0	\$825,315	\$3,221,766	\$0	\$3,221,766
INCREASE OR (DECREASE) IN NET POSITION w/CONTRIBUTIONS	\$1,125,036	\$103,556	\$1,021,480	\$5,652,315	\$1,563,847	\$4,088,468
DEPRECIATION						
Depreciation	-255,280	-244,334	-10,946	-2,292,969	-2,187,282	-105,687
TOTAL DEPRECIATION	-\$255,280	-\$244,334	-\$10,946	-\$2,292,969	-\$2,187,282	-\$105,687
INCREASE OR (DECREASE) IN NET POSITION	\$869,756	-\$140,778	\$1,010,534	\$3,359,346	-\$623,435	\$3,982,781



Charlotte County Airport Authority STATEMENT OF NET POSITION (Balance Sheet)

6/30/2016

ASSETS

CURRENT ASSETS

Cash and Cash Equivalents	\$6,047,110
Net Receivables	1,764,920
Inventories	35,710
Prepaid Expenses	133,528
TOTAL CURRENT ASSETS	7,981,268

CAPITAL ASSETS

Land	5,533,331
Buildings	34,204,639
CCAA Master Plan	202,141
Capital Improvements	33,203,169
Furniture, Fixtures and Equipment	4,126,018
Donated Surplus	63,500
Less: Accumulated Depreciation	(37,446,568)
Construction in Progress	18,299,664
TOTAL CAPITAL ASSETS, NET	58,185,893

DEFERRED OUTFLOWS OF RESOURCES-PENSIONS

914,595

TOTAL ASSETS

\$67,081,756

LIABILITIES

CURRENT LIABILITIES

Accounts and Contracts Payable	\$554,440
Accrued Expenses	168,127
Deferred Revenue	239,022
Client Deposits	145,587
Employee Deferred Compensation Plan	(503)
TOTAL CURRENT LIABILITIES	1,106,673

LONG-TERM LIABILITIES

Estimated Liability for Compensated Absences	165,053
State Infrastructure Bank Loan	4,882,372
Net OPEB Obligation	73,982
Net Pension Liability	1,248,871
TOTAL LONG-TERM LIABILITIES	6,370,278

TOTAL LIABILITIES

7,476,952

DEFERRED INFLOWS OF RESOURCES-PENSIONS

422,036

NET POSITION

RESERVES

Non Catastrophic Exp Reserve	21,862
Contaminated/Pollutant Reserve	92,500
Insurance Escrow Reserve	194,178
Building Reserve	309,816
ARFF Expense Reserve	20,000
Parking Lot Reserve	458,979
TOTAL RESERVES	\$1,097,335

Retained Earnings	54,726,090
NET PROFIT / LOSS	3,359,344

TOTAL NET POSITION

59,182,768

TOTAL LIABILITIES AND NET POSITION

\$67,081,756

Accounts Receivable Aging

As of July 31 , 2016

Customer Name	Phone Number	Hangar/ Location	Over 60	Total Balance at 7/31/16	Explanation
Airtrek	639-7588		\$7,967.41	\$28,309.65	Lease
Allegiant Air			\$5,717.54	\$34,099.49	Past due amount is for fuel truck repairs
Capristo, Gary	941-945-3111	20405	\$247.03	\$801.48	T Hangar Lease : Will be paying 2 months at a time until he catches up
Hardy, Robert	941-268-6863	60413	\$1,498.00	\$2,247.00	T Hangar Lease: Spoke with him on 8/8/16, he will send out a check this afternoon for the balance
Hester Aviation	941-276-9300	20315	\$135.00	\$670.00	Lease: Spoke with Mike Hester on 8/8/16, he will be in to pay on both hangars this week
PGD Flyers LLC	941-276-9300	20408	\$135.00	\$672.03	Lease: Spoke with Mike Hester on 8/8/16, he will be in to pay on both hangars this week
Three Palms Speedway	941-444-9461		\$1,562.71	\$1,586.15	Charges left after applying SD/LMR
Wiens, Michael	239-283-3879	20111	\$642.00	\$1,298.45	PAID IN FULL 8/8/16
Zettle, Paul	239-980-9581	20110	\$541.17	\$1,197.79	Paid \$925.00 on 8/4/16
All Other Current Customers			\$0.00	\$41,028.44	Prepaid rents and fuel
Totals			\$18,696.70	\$111,910.48	
Allowance for Doubtful Accounts			\$0.00	\$0.00	
NET RECEIVABLES			\$18,696.70	\$111,910.48	