

**CHARLOTTE COUNTY AIRPORT AUTHORITY**

**MINUTES OF WORKSHOP – JUNE 8, 2016 – 9:00 A.M.**

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**1. Call to Order**

Chair Andrews read the meeting notice into the record (copy attached).

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**2. Invocation**

Commissioner Herston gave the invocation.

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**3. Pledge of Allegiance**

**4. Roll Call**

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**Present:** Chair Andrews; Commissioner Coppola, Hancik, Herston and Seay; Executive Director Quill; Attorney Garrard; Assistant Executive Director Parish; Mrs. Cauley and Mr. Mallard. **Others present:** Jim Kaletta, Mike Hirsh, Mr. and Mrs. Mark Futch, other people from the private sector and a member of the press.

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**5. Citizen's Input**

**Mike Hirsh** – Opined that the Board should have Citizen's Input at the time the Board is discussing an item.

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**6. Procurement Policy**

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Mr. Quill explained that the Procurement Policy is heavily influenced by the State Legislation. He went over the first paragraph of the policy. Commissioner Seay commented that the Board approves the budget and anything that is to be purchased outside the budget has to come to the Board. Mr. Quill read the rest of the different sections of the policy and gave examples of some of the Authority's purchases. He commented on using the State Contract items and piggybacking with other entities. There was discussion on Military Surplus. Under the Code of Ethics Commissioner Seay suggested it read, Charlotte County Airport Authority employees may not accept anything of value from the private sector or a vendor for personal gain. There was discussion on the Code of Ethics. Mr. Quill read the Preferences paragraph and it was suggested to change it from use of small minority-owned and women-owned businesses as sources for supplies and services to follow the Airports Disadvantaged Business Enterprise Program for supplies and services. Mrs. Cauley explained that the Attachment One items are referenced in other Statutes regarding purchasing. Commissioner Seay commented that the attachments change as the Statues change. Mrs. Cauley commented that she did not include the whole Statue in the document but what she thought the Authority uses the most. There was discussion on Attachment

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Two which is the Consultants Competitive Negotiation Act. Mr. Quill commented that you

cannot consider cost and select on qualifications. Commissioner Hancik commented on the three firms that were selected as consultants. Mr. Parish explained how they will be used. He commented that during the last selection all three firms that were selected no longer exist due to acquisition or mergers. Mr. Quill commented that Attachment Three is for construction projects. Mr. Parish commented that the Authority goes out to bid for most of their jobs. He explained on small projects such as paving a driveway the Authority went out to bid and selected a paving contractor to do those type of jobs. He commented on the dollar amounts associated with bids. He commented that the Authority did have a design/build contract for projects under \$250,000.00 but it has expired. He explained anything that is beyond maintenance the Authority is going out to bid. Commissioner Hancik commented on the problem he had with the pre-selected contractors. He commented that he does not have a problem with little jobs because of the burden of going out to bid for them. Mr. Quill commented that the next attachment is for auditor selection procedures. He commented that the Authority has had the same auditors for many years and are going out for a RFP for auditors. He commented based on the comments today staff will make the changes to the policy and bring back to the Board at the June meeting.

## 7. Board Discussion

Commissioner Hancik asked Chair Andrews how he was coming along with Mr. Parish's contract. Chair Andrews commented that he and Mr. Parish have met and have come to an agreement. Mr. Parish commented that he will sit down with each Board member and go over the contract prior to the June meeting.

Commissioner Hancik commented on the e-mails that the Board has been receiving from Burnt Store Meadows regarding noise. He commented that one of the requests was that there be a meeting with the Authority and staff. He opined that there should be a meeting with them and put the matter to rest. Mr. Quill commented that staff has discussed meeting with five of the group with staff and a Board member. Commissioner Hancik commented on a meeting that he had attended in the past. Mr. Parish explained that they had requested a meeting with staff and one Board member with ten to fifteen of their members. He commented that he would like to encourage them to get involved in the Master Plan because that is where the information will come out and they can interact with the Board, staff and the consultants. Commissioner Seay suggested that the Chairman should be the one to meet with them but understands it is very important to Commissioner Hancik because it is his district. Commissioner Hancik commented that he would not be offended. Commissioner Coppola commented that she met with some of the property owners to hear what they were hearing and there was not a lot of aircraft overhead that day. Commissioner Seay commented that they have concerns besides noise.

Commissioner Hancik commented that there needs to be a policy for addressing the media. He suggested it be the Chair, the Executive Director or his designee. He commented that he hears things through the media that makes it sound like it is the position of the entire Authority. He gave the example of an article in the paper that mentioned Uber. He commented that there is not a marketing person here that handles the media. Chair Andrews commented that there should be one voice. Commissioner Hancik suggested that if any of

5 the Board is contacted by the media for a statement it should be prefaced that the statement  
is not of the position of the Airport Authority but their personal opinion. Commissioner  
Seay commented that if the media contacts her she asks if the Chair or Mr. Quill has been  
10 contacted. She commented that she contacts staff if a question is asked that she does not  
know the answer. She opined that if the media does not talk to someone they will print  
whatever information they have. She commented for the record that she contacted staff on  
the Uber issue. She opined that as elected officials the Board has to accept phone calls.  
Commissioner Hancik commented that maybe in the future staff will want to bring on  
15 someone to handle the media, website and social media. He opined that the website is stale.  
Mr. Parish commented on it being difficult to have one voice for the airport with an elected  
board and the possibility of a part time person to do the social media, website updates and  
press releases. Commissioner Hancik commented on the minutes and the amount of time  
it must take. He commented that he understands that there just needs to be a summary. He  
20 suggested giving anyone who is interested a copy of the recording. Mr. Parish commented  
that Naples who is known for long meetings has two to three page minutes along with  
Sarasota which is basically the item, discussion ensued, the motion and vote. He suggested  
paring down the minutes and putting the recording on the website. He explained right now  
there is not enough storage on the website to do that. There was discussion on just doing  
what is required for the minutes and the information is available if someone wants it. Mr.  
25 Parish explained that the Authority is currently converting all of the tapes to digital.  
Commissioner Herston commented that he is opposed to a Public Information Officer.  
There was further discussion on the role of a PIO, Commissioners talking with the media  
and things that have been reported by the press.

30 Mr. Parish explained that he is working with the current Florida Uber director on a contract  
that he will bring to the Board that will be something similar to Pensacola or Sarasota where  
they pay the Authority a monthly or per-trip fee. He commented that the Authority would  
provide the drivers a place to sit and it would be the first one in is the first one out. There  
was further discussion on Uber, automated cars and taxi service.

35 Commissioner Hancik asked about the Speedway lease and Western Michigan. Mr. Parish  
explained that staff will be finalizing the proposed lease and then getting it out to Mr.  
Gentry. He commented that the Speedway lease will be based to meet the terms of the  
FAA. He commented on waiting for the County's comments on the WMU terms that was  
submitted and then would be incorporated into a lease and then given to the County.

#### 8. Adjournment – Meeting adjourned at 10:24 a.m.

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Paul Andrews, Chair

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Kathleen Coppola, Secretary/Treasurer