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November 16, 2016

Subject: **Punta Gorda Airport  
Master Plan Update – Stakeholder Meeting**

We would like to invite you to an information briefing regarding the Punta Gorda Airport Master Plan Update. The purpose of the Master Plan Update is to determine the improvements needed to meet projected levels of passenger and operational demand at Punta Gorda Airport during the next 20 years.

The purpose of the briefing is to provide study information and to solicit your feedback. We plan to conduct several briefings during the study which is scheduled to be completed in 2017. The first briefing will address the study's goals and objectives, the existing facility and operations, and forecasts of airport activity. The next briefing will be scheduled at a future date to review additional study findings as the plan progresses through each of its elements.

The first briefing is scheduled for 10:00 am, Thursday, December 1, 2016 at the Charlotte Harbor Event & Conference Center at 75 Taylor Street in Punta Gorda, Florida 33950. Please respond to Ron Ridenour at [rridenour@flypgd.com](mailto:rridenour@flypgd.com) or (941) 639-1101 ext. 129 to let us know if you will be able to attend this briefing and assist us with this important undertaking.

Sincerely,

A handwritten signature in blue ink, appearing to read "James W. Parish".

James W. Parish, P.E.  
President/CEO