

Authority Commissioners  
Paul Andrews, Chair  
James Herston, Vice-Chair  
Kathleen Coppola, Secretary/Treasurer  
Robert D. Hancik, A.A.E.  
Asst. Secretary/Treasurer  
Pam Seay, Commissioner



CEO  
James W. Parish, P.E.

Airport Authority Attorney  
Darol Carr

# Charlotte County Airport Authority

## AGENDA

September 21, 2017 – 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:** Anyone wishing to address the Board during this portion of the Meeting must sign in, 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, item(s) will be removed from the Consent Agenda and considered separately.

### CEO

#### **Lease with Wright Construction Group, Inc.**

Wright Construction Group, Inc. is the contractor who will be performing work on the Authority's Air Carrier Ramp Expansion project along with the County's Piper Road Extension project from Henry Street to US17. They would like to lease Unit D in Building 304 that is located in front of the Authority's meeting room.

**Staff Recommended Action:** Board approve lease with Wright Construction Group, Inc.

#### **8. Secretary/Treasurer's Report**

- a) Accounts Receivables
- b) Profit and Loss Statement
- c) Income Statement
- d) Balance Sheet

Mrs. Coppola  
Mr. Parish  
Mr. Parish  
Mr. Parish  
Mr. Parish

**9. Committee Reports**

- |                                       |              |
|---------------------------------------|--------------|
| a) Land Use                           | Mr. Herston  |
| b) Metropolitan Planning Organization | Mr. Herston  |
| c) Personnel                          | Mrs. Coppola |
| d) Public Relations/Special Events    | Mrs. Coppola |
| e) Governmental Liaison               | Ms. Seay     |
| f) Economic Development               | Mr. Andrews  |
| g) Aviation Activities Report         | Mr. Hancik   |

**10. Attorney's Report**

Attorney Carr

**11. CEO's Report**

Mr. Parish

- a) Master Plan Update
- b) Development Update
- c) Hurricane Update
- d) Veteran's Day Parade November 4th

**12. Citizen's Input** Anyone wishing to address the Board during this portion of the Meeting must sign in, 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.

**13. Old Business**

**14. New Business**

- |   |            |
|---|------------|
| a) Approve Contract for Secondary Weather Equipment | Mr. Parish |
|---|------------|

**15. Citizen's Input** Anyone wishing to address the Board during this portion of the Meeting must sign in, 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.

**16. Commissioner's Comments**

**17. Adjournment**

## Agenda items for September 21, 2017 Meeting

A copy of all the attachments are at <http://www.flypgd.com/meetingminutes/>

### 14. New Business

- a) **Approve Contract for Secondary Weather Equipment** – The bid opening date for this project is September 15, 2017, which is after the September 14, 2017 publication date for this meeting agenda. We anticipate by September 21, 2017 that we will have received FDOT approval to award the bid and request Charlotte County Airport Authority approval and execution of the contract. However, if the FDOT approval has not been issued by September 21, 2017, we would request Charlotte County Airport Authority approval to allow the CEO to execute the contract upon receipt of FDOT approval.

**Staff Recommended Action:** Staff recommends the Board approve the contract or allow the CEO to execute the contract as applicable.



**Charlotte County Airport Authority**  
**STATEMENTS OF REVENUE, EXPENSES**  
**AND CHANGES IN NET POSITION (Income Statement)**  
**For the Ten Months Ending Monday, July 31, 2017**

	July			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>OPERATING REVENUES</b>						
Fuel and Oil Sales	\$155,467	\$134,782	\$20,685	\$2,251,764	\$2,153,357	\$98,407
Industrial and Commercial Park Leases	96,611	93,608	3,003	915,929	946,174	-30,245
T Hangar Rentals and Tiedowns	64,236	62,392	1,844	653,896	617,682	36,214
Concessions, Vending and Fees	1,625	1,125	500	16,149	11,467	4,682
Airline Related Revenues						
Advertising	2,083	2,083	0	21,548	15,481	6,067
Auto Parking	269,273	219,665	49,608	1,976,489	1,810,970	165,519
Car Rentals, Security & Fuel Fees	377,889	348,468	29,421	3,734,638	3,461,044	273,594
Concessions	26	25	1	239	284	-45
Food & Beverage	39,847	20,394	19,453	335,998	193,816	142,182
Ground Handling Fuel	15,451	14,611	840	135,080	146,336	-11,256
Ground Transportation	0	100	-100	11,417	11,700	-283
Terminal Use Fees	13,954	11,210	2,744	138,674	112,100	26,574
LEO Award	13,457	9,832	3,625	117,694	98,320	19,374
Sida Badging	45	260	-215	4,342	2,600	1,742
Total Airline Related Revenues	732,025	626,648	105,377	6,476,119	5,852,651	623,468
Other Revenues	0	0	0	17,849	0	17,849
<b>TOTAL OPERATING REVENUES</b>	<b>\$1,049,964</b>	<b>\$918,555</b>	<b>\$131,409</b>	<b>\$10,331,706</b>	<b>\$9,581,331</b>	<b>\$750,375</b>
<b>OPERATING EXPENSES</b>						
Salaries & Wages	\$193,949	\$200,068	-\$6,119	\$2,078,771	\$2,192,566	-\$113,795
Payroll Taxes & Retirement	39,369	40,378	-1,009	409,035	425,217	-16,182
Personnel Expenses	48,746	52,952	-4,206	515,906	531,294	-15,388
Cost of Fuel & Oil Sales	63,893	72,257	-8,364	1,253,505	1,231,643	21,862
Advertising	18	88	-70	3,759	782	2,977
Bank Charges	1,981	2,436	-455	40,771	44,685	-3,914
Dues & Subscriptions	3,213	2,250	963	41,544	22,500	19,044
Insurance	22,289	25,301	-3,012	243,150	253,012	-9,862
Legal & Professional	7,674	20,175	-12,501	172,206	237,959	-65,753
Licenses & Permits	361	417	-56	4,074	4,167	-93
Marketing & Promotional	4,927	17,947	-13,020	97,458	179,468	-82,010
Mowing	3,042	2,000	1,042	21,818	20,000	1,818
Postage	659	875	-216	4,627	8,750	-4,123
Repairs & Maintenance	40,724	42,936	-2,212	456,741	360,816	95,925
Computer Maintenance & Expense	7,436	10,327	-2,891	97,142	104,467	-7,325
Supplies	16,541	12,799	3,742	194,116	127,992	66,124
Communications	2,460	2,565	-105	23,793	24,868	-1,075
Travel & Auto Allowance	7,014	15,000	-7,986	41,450	51,500	-10,050
Utilities	34,972	30,109	4,863	321,617	289,496	32,121
Security Expense	1,170	5,958	-4,788	38,186	44,246	-6,060
Airline Related Expense	158,964	110,673	48,291	1,340,854	924,580	416,274
<b>TOTAL OPERATING EXPENSES</b>	<b>\$659,402</b>	<b>\$667,511</b>	<b>-\$8,109</b>	<b>\$7,400,523</b>	<b>\$7,080,008</b>	<b>\$320,515</b>
<b>OPERATING GAIN (LOSS)</b>	<b>\$390,562</b>	<b>\$251,044</b>	<b>\$139,518</b>	<b>\$2,931,183</b>	<b>\$2,501,323</b>	<b>\$429,860</b>
<b>NON-OPERATING EXPENSES</b>						
Miscellaneous Revenues / (Expenses)	-\$22	\$107,213	-\$107,235	-\$126,126	\$206,998	-\$333,124
Gain/Loss of Asset Disposal	0	0	0	-482,283	0	-482,283
OPEB Post Retirement Benefit Accrual	-437	-755	318	-4,373	-7,256	2,883
Insurance Premium Refund	0	0	0	17,684	0	17,684
Interest on Investments	160	383	-223	1,557	3,833	-2,276
Cost to Finance	-9,966	-10,175	209	-102,163	-101,746	-417
Bank Fees	-105	0	-105	-1,980	0	-1,980
Bad Debts	0	-208	208	-1,633	-2,027	394
<b>NET NON-OPERATING EXPENSES</b>	<b>-\$10,370</b>	<b>\$96,458</b>	<b>-\$106,828</b>	<b>-\$699,317</b>	<b>\$99,802</b>	<b>-\$799,119</b>
<b>GAIN OR (LOSS) BEFORE CAPITAL CONTRIBUTIONS &amp; DEPRECIATION</b>	<b>\$380,192</b>	<b>\$347,502</b>	<b>\$32,690</b>	<b>\$2,231,866</b>	<b>\$2,601,125</b>	<b>-\$369,259</b>
<b>CAPITAL CONTRIBUTIONS</b>						
Capital Grants & Contributions	57,781	15,593	42,188	1,348,766	34,278	1,314,488
<b>TOTAL CAPITAL CONTRIBUTIONS</b>	<b>\$57,781</b>	<b>\$15,593</b>	<b>\$42,188</b>	<b>\$1,348,766</b>	<b>\$34,278</b>	<b>\$1,314,488</b>
<b>INCREASE OR (DECREASE) IN NET POSITION w/CONTRIBUTIONS</b>	<b>\$437,973</b>	<b>\$363,095</b>	<b>\$74,878</b>	<b>\$3,580,632</b>	<b>\$2,635,403</b>	<b>\$945,229</b>
<b>DEPRECIATION</b>						
Depreciation	-318,239	-244,334	-73,905	-3,041,618	-2,443,338	-598,280
<b>TOTAL DEPRECIATION</b>	<b>-\$318,239</b>	<b>-\$244,334</b>	<b>-\$73,905</b>	<b>-\$3,041,618</b>	<b>-\$2,443,338</b>	<b>-\$598,280</b>
<b>INCREASE OR (DECREASE) IN NET POSITION</b>	<b>\$119,734</b>	<b>\$118,761</b>	<b>\$973</b>	<b>\$539,014</b>	<b>\$192,065</b>	<b>\$346,949</b>



**Charlotte County Airport Authority**  
**STATEMENTS OF REVENUE, EXPENSES**  
**AND CHANGES IN NET POSITION (Income Statement)**  
**For the Ten Months Ending Monday, July 31, 2017**

	July			YTD		
	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>
NET POSITION - Beginning of the Year	0	0	0	59,345,353	0	59,345,353
NET POSITION - Year to Date	<u>\$119,734</u>	<u>\$118,761</u>	<u>\$973</u>	<u>\$59,884,367</u>	<u>\$192,065</u>	<u>\$59,692,302</u>



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

7/31/2017

**ASSETS**

**CURRENT ASSETS**

Cash and Cash Equivalents	\$6,800,528
Net Receivables	1,056,155
Inventories	49,014
Prepaid Expenses	88,641

**TOTAL CURRENT ASSETS** 7,994,338

**CAPITAL ASSETS**

Land	5,533,331
Buildings	46,688,625
CCAA Master Plan	202,141
Capital Improvements	35,894,438
Furniture, Fixtures and Equipment	5,557,195
Donated Surplus	51,300
Less: Accumulated Depreciation	(40,416,167)
Construction in Progress	4,098,907

**TOTAL CAPITAL ASSETS, NET** 57,609,769

**DEFERRED OUTFLOWS OF RESOURCES-PENSIONS**

1,296,692

**TOTAL ASSETS**

**\$66,900,799**

**LIABILITIES**

**CURRENT LIABILITIES**

Accounts and Contracts Payable	\$465,247
Accrued Expenses	611,906
Deferred Revenue	194,307
Client Deposits	178,587

**TOTAL CURRENT LIABILITIES** 1,450,047

**LONG-TERM LIABILITIES**

Estimated Liability for Compensated Absences	64,122
State Infrastructure Bank Loan	3,892,184
Net OPEB Obligation	79,666
Net Pension Liability	2,239,021

**TOTAL LONG-TERM LIABILITIES** 6,274,994

**TOTAL LIABILITIES** 7,725,041

**DEFERRED INFLOWS OF RESOURCES-PENSIONS**

15,369

**NET POSITION**

**RESERVES**

Non Catastrophic Exp Reserve	24,612
Contaminated/Pollutant Reserve	107,500
Insurance Escrow Reserve	221,392
Building Reserve	776,483

**TOTAL RESERVES** \$1,129,987

Retained Earnings 57,491,389

NET PROFIT / LOSS 539,014

**TOTAL NET POSITION** 59,160,389

**TOTAL LIABILITIES AND NET POSITION**

**\$66,900,799**

P & L SUMMARY PAGE

	<b>JULY</b>	<b>BUDGET</b>	<b>VAR</b>	<b>YTD</b>	<b>BUDGET</b>	<b>VARIANCE</b>
TOTAL OPERATING REVENUES	1,049,964.00	918,555.00	131,409.00	10,331,706.00	9,581,331.19	750,374.81
OPERATING EXPENSES	659,402.00	667,511.00	(8,109.00)	7,400,523.74	7,080,006.78	320,516.96
<b>OPERATING GAIN/LOSS</b>	<b>390,562.00</b>	<b>251,044.00</b>	<b>139,518.00</b>	<b>2,931,182.26</b>	<b>2,501,324.41</b>	<b>429,857.85</b>
NON-OPERATING EXPENSES	(10,370.00)	96,458.00	(106,828.00)	(699,314.47)	99,793.00	(799,107.47)
<b>GAIN/LOSS AFTER NON OPERATING EXPS</b>	<b>380,192.00</b>	<b>347,502.00</b>	<b>32,690.00</b>	<b>2,231,867.79</b>	<b>2,601,117.41</b>	<b>(369,249.62)</b>
CAPITAL CONTRIBUTIONS (Grants)	57,781.00	15,592.50	42,188.50	1,348,767.35	34,278.01	1,314,489.34
<b>NET POSITION W/CONTRIBUTIONS</b>	<b>437,973.00</b>	<b>363,094.50</b>	<b>74,878.50</b>	<b>3,580,635.14</b>	<b>2,635,395.42</b>	<b>945,239.72</b>
<u>CAPITAL EXPENDITURE</u>						
NET CHANGE IN F/A (Additions)	(37,575.50)	(78,000.00)	40,424.50	(336,698.67)	(358,100.00)	21,401.33
NET CHANGE TO CIPS (Additions)	(176,053.26)	(131,700.00)	(44,353.26)	(2,820,082.43)	(1,020,310.00)	(1,799,772.43)
NET CHANGE TO SIB LOAN (Accrued)	(45,675.00)	(45,675.00)	-	(456,750.00)	(456,750.00)	-
NET CHANGE TO RESERVES	(43,041.67)	(82,581.35)	39,539.68	18,641.26	(756,391.26)	775,032.52
<b>NET GAIN OR LOSS</b>	<b>135,627.57</b>	<b>25,138.15</b>	<b>110,489.42</b>	<b>(14,254.70)</b>	<b>43,844.16</b>	<b>(58,098.86)</b>

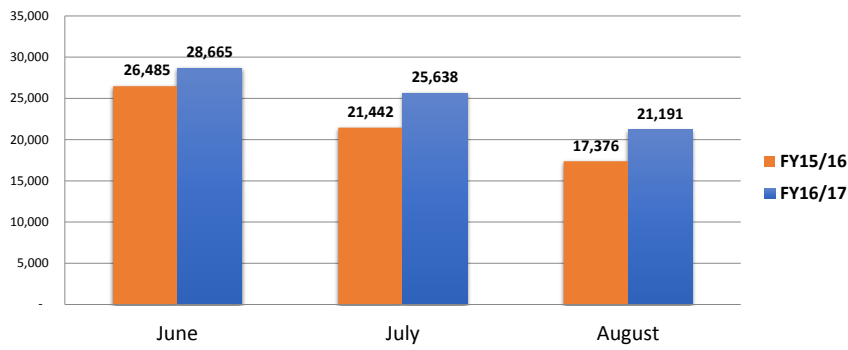
## Accounts Receivable Over 60 Days

As of July 31, 2017

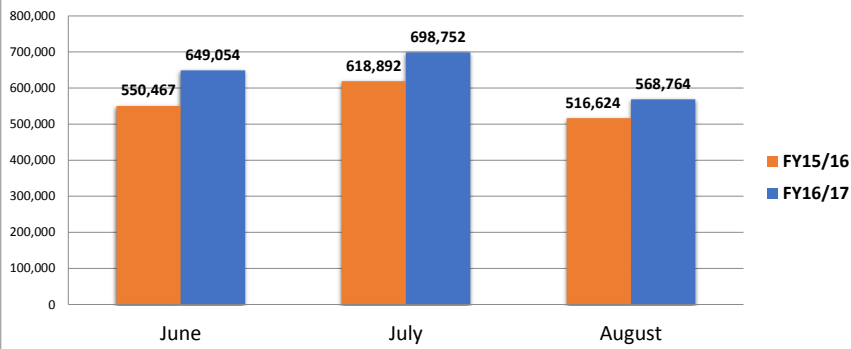
Customer Name	Phone Number	Hangar/ Location	0-30 Days	31 - 60 Days	61 - 90 Days	91 and Over	Total Balance at 7/31/17	Explanation
Airtrek	941-639-7855	Airtrek	\$10,351.33	\$10,351.33	\$2,911.30	\$0.00	\$23,613.96	Lease
APG Rotables	941-637-8585	APG	\$47.67	\$0.00	\$111.97	\$143.22	\$302.86	Fuel Bills
AVIS Car Rental	941-400-1996	AVIS	\$4,486.88	\$1,180.91	\$1,127.69	\$0.00	\$6,795.48	Fuel-PAID 1500.00 9/13/17. Bringing remainder next week
Cella, Jack	941-743-8583	602 W	\$55.11	\$53.50	\$53.50	\$107.00	\$269.11	Lease: End unit
Charlotte Flyers			\$267.62	\$267.50	\$267.60	\$8.02	\$810.74	Lease
Gordin, Jerry	941-916-9577		\$321.00	\$321.00	\$321.00	\$0.00	\$963.00	Contacted-Sending check this week for full balance
Hardy, Robert	941-624-8595		\$380.92	\$695.50	\$374.50	\$428.00	\$1,878.92	Lease
Look, Steven	217-377-2050	605-W	\$116.64	\$107.00	\$111.82	\$654.85	\$990.31	Lease: Contacted customer to settle past due balance
Vancil, Alfred			\$325.82	\$321.00	\$321.00	\$0.00	\$967.82	Lease
Zettle, Paul	239-980-9581		\$3.93	\$5.43	\$3.93	\$267.42	\$280.71	T Hangar Lease. Moved out in November, LMR and SD applied to balance <b>Customer is paying \$100.00 per month to settle balance</b>
All Other Current Customer Balances			\$192,116.97	\$54,666.92	\$0.00	\$0.00	\$246,783.89	
<b>Totals</b>			<b>\$208,473.89</b>	<b>\$67,970.09</b>	<b>\$5,604.31</b>	<b>\$1,608.51</b>	<b>\$283,656.80</b>	
<b>TOTAL</b>			<b>\$208,473.89</b>	<b>\$67,970.09</b>	<b>\$5,604.31</b>	<b>\$1,608.51</b>	<b>\$283,656.80</b>	



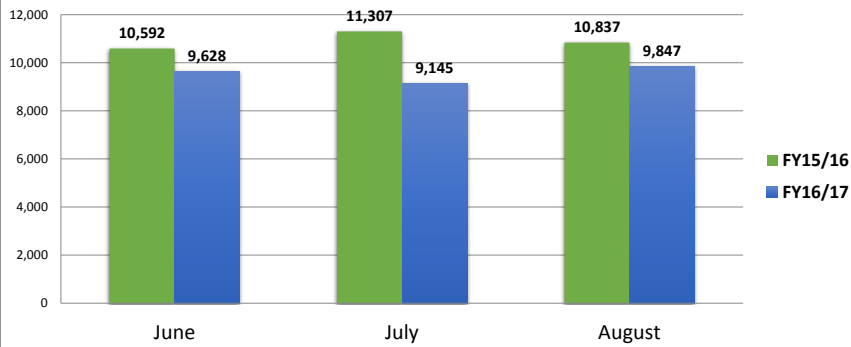
**Charlotte County Airport Authority  
Jet A Gallons Sold, 2016 VS 2017**



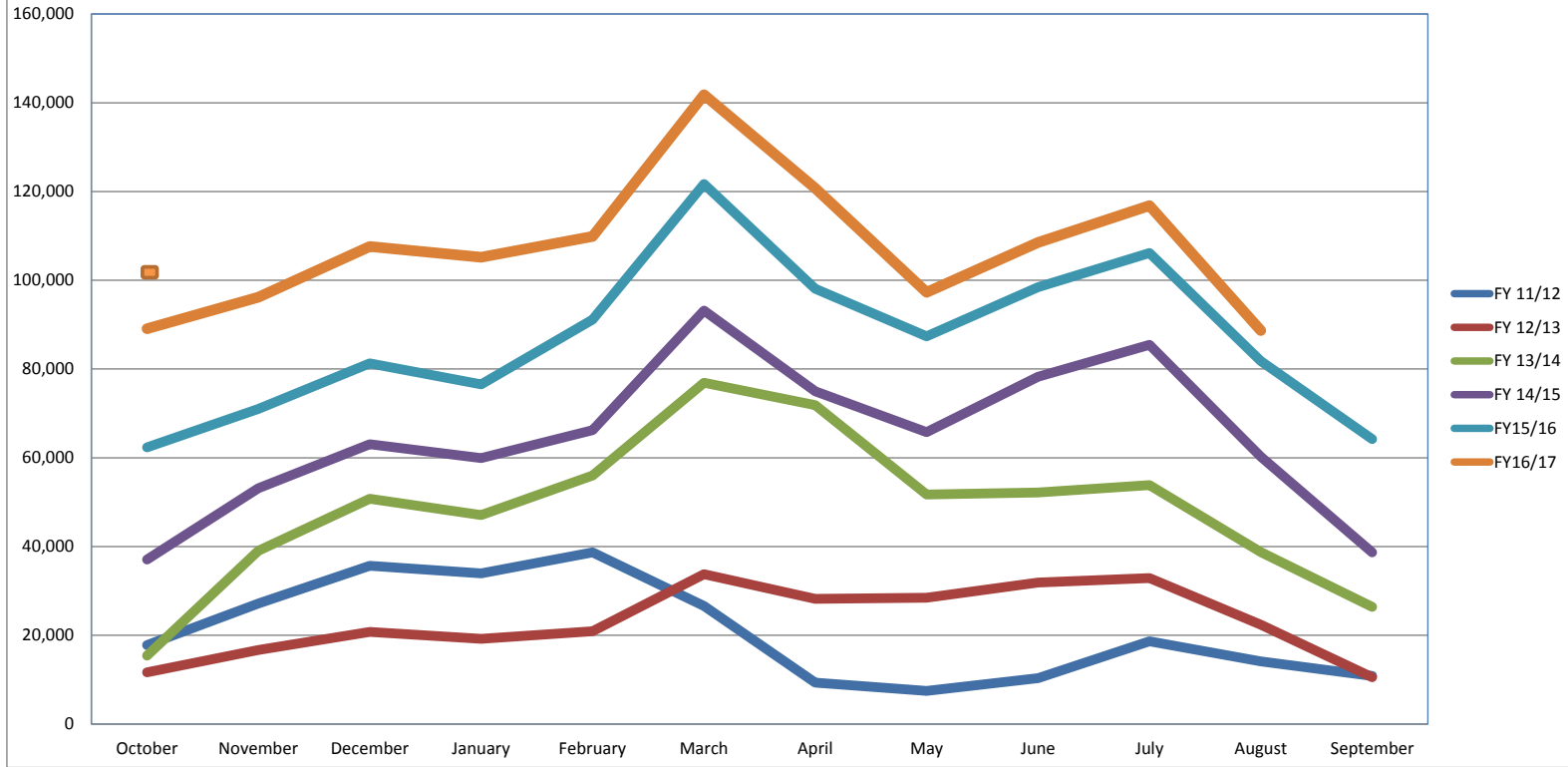
**Charlotte County Airport Authority  
Airline Gallons Pumped, 2016 VS 2017**



**Charlotte County Airport Authority  
Avgas Gallons Sold, 2016 VS 2017**



### Charlotte County Airport Authority Total Passengers FY 2012 thru 2017



#### Total Passengers per year

	<b>FY 08/09</b>	<b>FY 09/10</b>	<b>FY 10/11</b>	<b>FY 11/12</b>	<b>FY 12/13</b>	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
October		8,258	7,606	17,783	11,690	15,433	37,083	62,355	89,084
November	1,077	13,411	17,571	27,164	16,720	39,040	53,126	71,025	96,188
December	7,305	19,341	31,763	35,678	20,769	50,774	63,051	81,289	107,617
January	9,587	17,283	29,628	33,988	19,225	47,091	59,948	76,538	105,188
February	9,995	21,991	34,072	38,695	20,939	56,001	66,254	91,130	109,866
March	15,013	28,534	44,449	26,630	33,779	76,917	93,171	121,695	141,802
April	13,751	19,390	36,394	9,343	28,203	71,894	74,994	98,101	120,764
May	7,759	6,629	13,685	7,486	28,479	51,752	65,759	87,352	97,304
June	9,521	8,238	14,130	10,382	31,915	52,167	78,276	98,430	108,502
July	9,190	10,262	16,292	18,652	32,888	53,826	85,468	106,142	116,799
August	7,652	8,326	12,942	14,131	22,377	38,744	60,240	81,800	88,678
September	5,547	4,830	9,409	10,871	10,559	26,423	38,693	64,226	
<b>TOTALS</b>	<b>96,397</b>	<b>166,493</b>	<b>267,941</b>	<b>250,803</b>	<b>277,543</b>	<b>580,062</b>	<b>776,063</b>	<b>1,040,083</b>	



## Operations Reported By Tower

	June		June		August	
Air Carrier		594		594		558
AirTaxi		118		118		75
Military		13		13		40
GA		3981		3981		4166
Total		4706		4706		4839
Hangars						
600 Series	119	0		0		0
200 Series	98	1		1		3

### Allegiant Cities Served

- |                                 |                              |
|---------------------------------|------------------------------|
| 1 Allentown, PA                 | 21 Louisville, KY            |
| 2 Asheville, NC                 | 22 Milwaukee, WI             |
| 3 Belleville, IL                | 23 Moline, IL                |
| 4 Cedar Rapids, IA              | 24 Niagara Falls             |
| 5 Cincinnati, OH                | 25 Peoria, IL                |
| 6 Cleveland, OH                 | 26 Pittsburg, PA             |
| 7 Columbus, OH                  | 27 Plattsburgh, NY           |
| 8 Concord/Charlotte, NC         | 28 Portsmouth, NH            |
| 9 Dayton, OH                    | 29 Providence, RI            |
| 10 Des Moines, IA               | 30 Raleigh/Durham, NC        |
| 11 Flint, MI                    | 31 Rochester, NY             |
| 12 Ft. Wayne, IN                | 32 Rockford, IL              |
| 13 Grand Rapids, MI             | 33 Saint Cloud, MN           |
| 14 Greenville / Spartanburg, SC | 34 Southbend, IN             |
| 15 Harrisburg, PA               | 35 Springfield, IL           |
| 16 Huntington, WV               | 36 Springfield - Branson, MO |
| 17 Indianapolis, IN             | 37 Stewart Field, NY         |
| 18 Kansas City, MO              | 38 Trenton, NJ               |
| 19 Knoxville, TN                | 39 Toledo, OH                |

**0068 Terminal Expansion Construction and Baggage System**

Terminal Expansion – Airport staff met with FAA staff on August 31, 2017 to review the closeout book submittal requesting additional funding. The discussion centered around the difference between the grant application requested dollar amount and the actual grant offer dollar amount. The difference is \$635,722. Airport staff will prepare a letter summarizing meeting discussions and submit to FAA requesting acceptance and payment with discretionary funding.

Baggage System – The grant offer for the Air Carrier Ramp Expansion project included funding for reimbursement on the baggage system. Airport staff will include this reimbursement with the first draw request. Once reimbursement is received, this project will be removed from future reports.

**0082 Hangar Door Repair/Replacement**

The building department permit was issued on August 16, 2017 and the final fabrication work has been completed. The schedule was to mobilize during the week beginning September 11, 2017 and begin actual construction activities on September 18, 2017. Airport staff is coordinating with tenants on the construction schedule for moving of aircraft and storage of tenant contents.

However, due to Hurricane Irma the schedule is delayed. As of the date of preparation of this report, we anticipate a one or two-week delay to the above schedule.

This project is funded by the Airport at 50%, and the remaining 50% by FDOT.

**0083 Airfield Maintenance Equipment**

Repairs to the Airport's New Holland tractor have been completed and the new mulcher equipment installation was completed on August 31, 2017. Airport staff were trained on the operation and maintenance of the mulcher equipment on September 1, 2017. The final request for 50% reimbursement was submitted to FDOT on September 5, 2017. This completes work on this project and will be removed from future reports.

**0085 Passenger Facility Charge**

Reporting of PFC collections will be included within the financial document attachments of the Airport Authority Board members commission agenda packets. As a result, this project reporting will be removed from future reports.

**0087 Rental Car Center Expansion - Facility Buildout**

Work on this project was reported to be completed at the end of August 2017. However, due to Hurricane Irma, the completion is delayed. It is now expected to be completed in September 2017.

**0088 Air Carrier Ramp Expansion**

The FAA grant offer was received on August 31, 2017. The Airport CEO and Airport Attorney executed the grant offer on September 5, 2017. In addition, the Airport CEO executed the construction contract with Wright Construction Group, Inc., on September 5, 2017.

The pre-construction meeting was conducted on August 31, 2017. Day 1 of the 90-calendar day construction time begins on October 2, 2017. Airport staff will coordinate appropriate notice to tenants and Airport users of the construction schedule.

**0089 FDIOR and Secondary Weather Equipment**

As reported in previous reports, on May 18, 2017, the Airport Authority accepted the JPA with FDOT for the purchase of FDIOR Equipment in the Air Traffic Control Tower and Secondary Weather Equipment for the airfield.

FDIOR (Flight Data Input Output Remote)

On June 14, 2017, per the reimbursable agreement with FAA, the Airport sent a check to FAA for the work. Currently the FAA is programming the work and developing a schedule. We should have the schedule to present to the Board at the next meeting.

Secondary Weather Equipment

On August 10, 2017, the request for bids was advertised in the local newspaper. A pre-bid meeting was conducted on August 23, 2017. The bid opening date of September 13, 2017 was revised to September 15, 2017 due to Hurricane Irma. We plan to submit the results of the bid opening to the Airport Authority on September 21, 2017.

**0081            Master Plan**

During the reporting period, the consultant AECOM continued and/or completed work on the following tasks.

Task 4.0 and Task Part D - Environmental

- AECOM continues compiling environmental data associated with Environmental Assessments (EA) for the future short-term projects.
- A meeting is scheduled on September 19, 2017 with FAA to discuss and review the EA work associated with the short-term projects following discussions from the 8/31 meeting with FAA at the Airport.

Task 9.0 Airport Layout Plans

Task 13 through 16 Airports GIS

- AECOM continues work on the paper and electronic versions of the Airport Layout Plans and associated Exhibit "A" Property Map.
- AECOM submitted a draft of Working Paper No. 4 – Airport Layout Plans and Facilities Implementation Plan. This submittal included portions of the Airport Layout Plan sheets. The formal draft Airport Layout Plans are scheduled to be submitted to the Airport for review during the first part of October 2017.

Task 10 Facility Implementation Plan

- AECOM has completed work on the list of projects, cost estimates and phasing plan.
- On August 31, 2017, the facility implementation plan was presented and discussed with FAA at the Airport.
- AECOM submitted a draft of Working Paper No. 4 – Airport Layout Plans and Facilities Implementation Plan.

Task 11 Financial Feasibility Plan

- AECOM began work on this task. An initial financial meeting is scheduled at the Airport on October 4, 2017.
- Working Paper No. 5, The Financial Feasibility Plan is scheduled to be submitted to the Airport in late November or early December 2017.

Stakeholder Meeting

- We plan to submit Working Papers 4 and 5 to the stakeholders and then conduct a formal stakeholder meeting in late November or early December 2017.

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The project milestone schedule of completed and future tasks is summarized below.

**August 2016**

<b>Date</b>	<b>Milestone Description</b>	<b>Remark</b>	<b>Task(s)</b>
08/01/16	Prepare Study Scope of Work	Completed	1.0

**September 2016**

<b>Date</b>	<b>Milestone Description</b>	<b>Remark</b>	<b>Task(s)</b>
09/12/16	Project Kick-Off Meeting	Completed	2.0

**October 2016**

<b>Date</b>	<b>Milestone Description</b>	<b>Remark</b>	<b>Task(s)</b>
10/16	Tenant Interviews	Completed	5.0
10/16	Initial GIS Project	Completed	13.0

**October/November 2016**

<b>Date</b>	<b>Milestone Description</b>	<b>Remark</b>	<b>Task(s)</b>
10-11/16	Inventory / Data Collection	Completed	5.0
10-11/16	Aviation Forecasts	Completed	6.0
11/16	Traffic Counts / Ground Transportation	Completed	5.0
11/16	GIS – Flights Conducted to Acquire Aerial Imagery	Completed	Part B

**December 2016**

<b>Date</b>	<b>Milestone Description</b>	<b>Remark</b>	<b>Task(s)</b>
12/01/16	Stakeholder Meeting 01 - Working Paper No. 01, Inventory, and Forecasts	Completed	3.0, 6.0
12/01/16	Public Meeting No. 01 - Working Paper No. 01, Inventory, and Forecasts	Completed	3.0, 6.0
12/21/16	Working Paper No. 01 Submitted to FAA and FDOT.	Completed	6.0
12/16	Begin work on Facility Requirements	Completed	7.0
12/05/16	GIS - FAA Approved the Statement of Work Submittal	Completed	Part B
12/21/16	Began Initial Environmental Study Work	Completed	4.0, Part D
12/22/16	Conducted Facility Requirements Site Visit	Completed	7.0

**January 2017**

<b>Date</b>	<b>Milestone Description</b>	<b>Remark</b>	<b>Task(s)</b>
01/17	Continue work on Facility Requirements	Completed	7.0
01/17	Continue work on Environmental Tasks	Completed	4.0, Part D
01/05/17	GIS – Conducted Coordination Meeting for Field Surveys	Completed	Part B
01/05/17	GIS - Begin Field Surveys of Navigational Aids and Photo ID Control Points	Completed	Part B
01/27/17	Airport Staff Presentation - Working Paper No. 02, Facility Requirements	Completed	7.0

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**February 2017**

<b>Date</b>	<b>Milestone Description</b>	<b>Remark</b>	<b>Task(s)</b>
02/17	Facility Requirements – Complete work for Stakeholder Meeting	Completed	7.0
02/17	Continue work on Environmental Tasks	Completed	4.0, Part D
02/17	Continue work of GIS Activities	Completed	Part B
02/17	Begin Alternatives Development & Evaluation	Completed	8.0
02/09/17	Airport send invitation e-mail to Stakeholder members for 2/28/17 meeting.	Completed	7.0
02/27/17	AECOM requested trash and recycle information.	Completed	17-21
02/28/17	Stakeholder Meeting 02 – Present Working Paper No. 02, Facility Requirements	Completed	7.0

**March, April, and May 2017 (Focus on Alternatives Development and Evaluation)**

<b>Date</b>	<b>Milestone Description</b>	<b>Remark</b>	<b>Task(s)</b>
3-4-5/17	Continue work on Environmental Tasks	Completed	4.0, Part D
3-4-5/17	Continue work of GIS Activities	Completed	Part B
3-4-5/17	Begin and continue work on Alternatives Development	Completed	8.0
3-4-5/17	Began work on Recycling, Reuse, and Waste Reduction	Completed	Part C
3-4-5/17	Began work on Airport Layout Plans	Completed	9.0
03/31/17	AECOM sent Working Paper 2 to FAA and FDOT.	Completed	7.0
04/05/17	Received Environmental Overview Technical Report.	Completed	4.0, Part D
04/06/17	Airport received aerial images.	Completed	Part B
4/04-06/17	AECOM sub Cal-tech conducted in place base testing on Runway 4-22.	Completed	4.0, Part D
05/18/17	Airport staff and SED meeting to review Property Map.	Completed	9.0
05/23/17	E-mail invitation sent to Stakeholders for 6/15 presentation.	Completed	8.0
05/25/17	Advertisement for the 6/15 public meeting published.	Completed	8.0

**June 2017**

<b>Date</b>	<b>Milestone Description</b>	<b>Remark</b>	<b>Task(s)</b>
06/17	Continue work on Environmental Tasks	Completed	4.0, Part D
06/17	Continue work of GIS Activities	Completed	Part B
06/17	Completed work on Alternatives Development & Evaluation	Completed	8.0
06/17	Continue work on Airport Layout Plans	Completed	9.0
06/17	Began work on Facility Implementation Plan	Completed	10.0
06/01/17	Airport received draft Recycling, Reuse, and Waste Reduction Report.	Completed	Part C
06/15/17	Airport Authority Presentation - Working Paper No. 03, Alternatives Development & Evaluation	Completed	8.0
06/15/17	Stakeholder Meeting 03 and Public Meeting No. 02 Present Working Paper No. 3 – Alternatives Development & Evaluation	Completed	3.0, 8.0



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06/22/17	AECOM and Airport staff meeting to review project list.	Completed	10.0
06/26/17	Airport received final version of Working Paper No. 3. AECOM sent Working Paper No. 3 to FAA and FDOT.	Completed	10.0
06/26/17	AECOM submitted draft project list for Airport review.	Completed	10.0

**July 2017**

<b>Date</b>	<b>Milestone Description</b>	<b>Remark</b>	<b>Task(s)</b>
07/17	Continue work on Environmental Tasks	Completed	4.0, Part D
07/17	Continue work of GIS Activities	Completed	Part B
07/17	Continue work on Airport Layout Plans	Completed	9.0
07/17	Continue work on Facility Implementation Plan	Completed	10.0
07/17	Begin work on Working Paper No. 4	Completed	10.0
07/10-12/17	AECOM GIS staff conducted site visit to verify existing conditions for the eALP.	Completed	Part B
07/13/17	Airport received final Recycling, Reuse, and Waste Reduction Report.	Completed	Part C
07/28/17	AECOM submitted draft project costs estimates to Airport for review.	Completed	10.0

**August 2017**

<b>Date</b>	<b>Milestone Description</b>	<b>Remark</b>	<b>Task(s)</b>
08/17	Continue work on Environmental Tasks	Completed	4.0, Part D
08/17	Continue work of GIS Activities	Completed	Part B
08/17	Complete Alternatives Development & Evaluation	Completed	8.0
08/17	Continue work on Airport Layout Plans	Completed	9.0
08/17	Continue work on Facility Implementation Plan	Completed	10.0
08/17	Continue work on Working Paper No. 4	Completed	10.0
08/03/17	AECOM/Airport meeting to discuss 7/28 project cost estimates.	Completed	10.0
08/31/17	Meeting at Airport with FAA to review work completed.	Completed	10.0

**September 2017**

<b>Date</b>	<b>Milestone Description</b>	<b>Remark</b>	<b>Task(s)</b>
09/17	Continue work on Environmental Tasks	Ongoing	4.0, Part D
09/17	Continue work of GIS Activities	Ongoing	Part B
09/17	Continue work on Airport Layout Plans	Ongoing	9.0
09/01/17	Airport accepted project list, costs, and phasing plan.	Completed	10.0
09/02/17	AECOM began work on Financial Feasibility Analysis.	Ongoing	11.0
09/07/17	AECOM submitted draft of Working Paper No. 4	Completed	10.0
09/19/17	Project meeting with FAA.	Scheduled	MPU