



September 26, 2022

Mr. James W. Parish, P.E.  
**Punta Gorda Airport (PGD)**  
28000 A-1 Airport Road  
Punta Gorda, FL 33982

**VIA EMAIL TO:** Ms. Kelley McLaughlin, Executive Assistant  
[KMcLaughlin@flypgd.com](mailto:KMcLaughlin@flypgd.com)

Dear Mr. Parish:

First and foremost, on behalf of my entire firm, I would like to thank you and the Board of Commissioners for the opportunity to represent the Charlotte County Airport Authority. You have my personal commitment that we will work tirelessly to maintain the trust and confidence you are placing in us and give a 110% effort in working to accomplish your goals.

#### **General Terms**

It is understood that this agreement requires Ronald L. Book, P.A., to provide Florida State Lobbying Services for the Charlotte County Airport Authority/Punta Gorda Airport (“Authority”). As such, our firm is responsible for providing all state legislative and government relations services for or on behalf of the Authority, including advising and assisting the Authority in developing and maintaining constructive relations and providing continuous communications that promote the Authority and protect its interests with both state and regional entities, including, but not limited to: The Florida Legislature, the Executive Office of the Governor, relevant state agencies, Charlotte County, the City of Punta Gorda and any other state or regional entities, agency or administrators. Services to be provided by Ronald L. Book, P.A. in relation to this contract include, but are not limited to, the following:

- Assist the Authority with the development and implementation of its short and long-range government relations agenda to include making recommendations regarding the prioritization of policy initiatives, project funding requests and implementation strategies along with identifying potential plan deficiencies, roadblocks or challenges.
- Assist the Authority in developing an annual legislative and executive branch strategy and implementation plan for each general and special legislative session with the State of Florida.
- Actively advocate the Authority’s adopted policy and funding agendas before the State Legislature, the Governor, the Cabinet, and other executive branch agencies and/or regional regulatory agencies of Florida.
- Actively monitor legislation, regulations, or policy directives at the state level which may affect the Authority or its mission, goals, objectives, or policies and communicate such findings to the Authority.

**REPLY TO:**

☐ Harbour Centre - 18851 N.E. 29th Avenue, Suite 1010 - Aventura, Florida 33180 - Telephone (305) 935-1866 - Fax (305) 935-9737

- Actively develop and implement strategies that secure financial support from state and regional funding partners for the Authority projects. This includes actively monitoring and reporting to the Authority all legislative and directives from the Governor, laws, regulations, or policies that may provide new or expanded funding opportunities for the Authority.
- Advise and assist in the formation of the Authority's position on program development and opportunities contained in any legislation designed to enhance the Authority's current programs.
- Assist in securing prompt approval of grant applications and any appropriation request filed with state and/or regional agencies.
- Actively monitor and coordinate with transportation/government associations' legislative policies and proposals to ensure the Authority's interest are represented and communicate any legislative measures to the Authority along with a recommended course of action(s).
- Actively assist in coordinating the Authority's state legislative activities with other groups having similar interest while monitoring any regional impacts legislation may have on planned projects.
- Actively monitor and research transportation trends from around the state which may impact the Authority or its mission, goals, objectives or policies and communication such findings to the Authority along with a recommended course of action(s).
- Provide advice and research relating to issues important to the Authority and suggest strategies for implementation of policy direction as provided to the awarded Proposer(s) by the Authority.
- Aid the Authority with the development of informational and briefing material.
- Advocate the Authority's identified best interest before the legislature, the cabinet, executive and regional federal agencies of Florida.
- Be available as needed to provide timely legislative updates to the Authority Board and staff and respond to regular staff inquiries related to the advancement of the Authority's legislative goals.
- Identify grant opportunities, provide feedback and advice on the Authority's grant applications to address specific funding needs, monitor and facilitate the progress of funding/grant applications through appropriate federal agencies on behalf of the Authority, and help obtain letters of support from congressional offices.
- Be readily available to testify before legislative committees and/or regulatory bodies on behalf of the Authority to advance the legislative objects of the Authority.
- Be responsible to provide briefs and set up meetings with credible policy advisors while in Tallahassee to advance the Authority's legislative agenda.

You agree to fully educate us on all aspects of the Authority related to the execution of these duties, including but not limited to pertinent operational aspects of the authority and related capital projects, plans and developments. You agree to provide any requested support materials including summaries, talking points, copies of applications, project plans, budgets and projections. You also agree to make yourself or appropriate staff available, with notice, for information, meetings or presentations with state, local or executive branch elected officials, agency staff, legislative staff or any other state or regional staff or administrators.

**Contract Period**

The term of this engagement will begin October 1, 2022 and will extend for three (3) years with two (2) one (1) year renewal options. Renewal options may be exercised at the sole discretion of the Authority. It is specifically acknowledged and agreed that the Authority may terminate this agreement with or without our cause upon 30 days written notice provided by certified mail.

**No Assignment or subcontracting:**

This agreement may not be assigned to any person or entity. Services shall be performed by Ronald L. Book, P.A. and may not be subcontracted to other persons or entities unless specifically agreed to in writing by the Authority.

**Compensation**

In exchange for providing Florida State Lobbying Services to the Authority as described herein, you agree to compensate our firm in the amount of \$60,000.00 annually, payable monthly, at a rate of \$5,000.00/month. It is understood that this amount is inclusive of all expenses.

Again, thank you for the opportunity.

Assuming this meets with our mutual understanding, please sign below, and return a copy to me.

DocuSigned by:  
*Ronald Book*  
7EF35208F71D4B6...  
Ronald L. Book  
Ronald L. Book, P.A.

DocuSigned by:  
*James W. Parish*  
FCD2EEAA75074BC...  
James W. Parish  
Charlotte County Airport Authority