

MEETING MINUTES**PANAMA CITY – BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT**

Opening:

The Board Meeting of the Panama City-Bay County Airport and Industrial District was called to order at 9:00 a.m., May 23, 2018 by Vice Chairman Lee.

The Invocation was given by Mrs. Rhonda Marchman.

The Pledge of Allegiance was led by Vice Chairman Del Lee.

The Executive Secretary called the roll and indicated that all Board Members were present except Chairman Russ Mathis.

Reports:

Mr. Parker McClellan presented and reviewed the Activity Report.

Ms. Darlene Nelson presented and reviewed the Financial Report.

Consent Agenda:**a. Board Meeting Minutes – April 25, 2018**

This item provides for Board approval of the April 25, 2018 Board Meeting Minutes.

b. Approve Audit Services

This item provides for approval by the Board for the acceptance of a Letter of Engagement with Tipton, Marler, Garner & Chastain to perform the FY2018 financial audit.

c. Approval of Ricondo and Associates, Inc. Task Order - Budget

This item provides for Board approval for Ricondo and Associates to provide assistance with the preparation of the 2018 Settlement Documents, development of 2019 Rates and Charges, and various airport consultation issues as needed.

Ms. Sims made a motion to approve the Consent Agenda. Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:**a. Sunshine Shuttle Presentation**

Ms. Sims explained to the Board that Mr. James Finch, owner of Sunshine Shuttle, had requested to meet with her regarding ground transportation services at ECP. Ms. Sims asked that Sunshine Shuttle be allowed to make a

presentation to the entire Board. At the April Board meeting, it was decided that the Concession Agreement with Sunshine Shuttle would allowed to expire on May 25, 2018.

Mr. Finch made a presentation to the Board regarding the services that Sunshine Shuttle offers to the passengers of ECP. Discussion ensued concerning the expectations of ground transportation needs with and without a kiosk in the Terminal. Staff will work diligently to make sure that all passenger needs are met in their travel from the Airport when there is no longer a kiosk in the Terminal. Contingency plans are already in place with ground transportation companies and Airport Police to meet demand. After the discussion, it was determined that the Board will adhere to its previous decision to let the Concession Agreement expire.

This item was for informational purposes only and required no action by the Board.

b. FEMA Update – No Action Required

Mr. Rick Mellin, of ZHA, addressed the Board regarding the work that has been done around the Airport resulting from the damage done by 20” of rain over a weekend in 2014. There were 24 sites that were in need of repair and they were combined into two projects to streamline the process. The Airport worked with FEMA on Project Worksheets to help fund the repair projects. Most of the funds that were requested in those Projects Worksheets were denied and appeals are in the process for both projects.

Phoenix Construction has extended their bid for the work on the second phase while decisions from FEMA are awaited.

This item was for informational purposes only and required no action by the Board.

c. American Airlines Update – No Action Required

Mr. McClellan announced that the office space for American Airlines has been completed. GAT, the ground handler for American Airlines, is anticipated to occupy the space this week while they begin their training. Weather has impacted the construction timeline for the Baggage Make Up area, but is expected to be complete before June 7. American will be coming into town next week and the kickoff will be at their Ticket Counter at 11:30 a.m. on June 7. An invitation will go out to the Board and to others in the community. ECP is very excited to be welcoming American Airlines.

This item was for informational purposes only and required no action by the Board.

d. Executive Director Performance Evaluation

This item provides for Board discussion regarding the issue of the Executive Director’s annual performance evaluation.

Under his employment contract, and according to the new Executive Board Operating Procedures, the Board performs an annual performance evaluation for the position of the Executive Director. Vice Chairman Lee met with Mr. McClellan to conduct an evaluation and review his performance for this past year. Vice Chairman Lee rated his overall evaluation as “Above Average”, and recommended he receive a 2.7% raise, effective April 1, 2018, raising his annual salary to \$164,420.

Vice Chairman Lee addressed the Board, stating that he reviewed each Board members evaluation of Mr. McClellan individually and then collectively and having the full knowledge of the Board was very helpful in coming to a determination this year.

In accordance with the Board Operating Procedures, each Board member turns in an individual review of the Executive Directors performance. Those individual reviews are then compiled to arrive at an aggregate score. Mr. Ken Nelson and Ms. Sandy Sims agreed that the new process was excellent.

Following Board discussion, Mr. Nelson made a motion to authorize the 2.7% salary adjustment for the Executive Director. Mr. Johnson seconded the motion. The vote was taken and the motion passed unanimously.

Bay EDA Update:

Ms. Becca Hardin shared that she and about twenty others were able to travel to Holloman Air Force Base in Alamogordo, New Mexico to meet with pilots and airmen in the MQ9 Reaper Program that will be coming to Tyndall Air Force Base. The program will bring approximately 1,600 airman and families to Bay County.

Ms. Hardin briefly spoke about upcoming projects. Some of the State contracts for Project Soho are moving forward and members of the company will be visiting next week. Project Blue Star, a maintenance, repair and overhaul company, is on track.

Ms. Hardin will be in attendance at the Farm Bureau International Show in July and is already scheduling appointments.

Bay EDA was excited to announce the impending arrival of Air Temp Mexico to Bay County. Air Temp is an auto supply company.

Ms. Hardin is also working towards getting companies interested in the northern property at the Airport to begin the permitting process.

The Moore Agency Update:

Ms. Katie Spillman briefed the Board concerning the persistent success of the Escape Campaign page on the ECP website. Sharing photos in and around Panama City and Panama City Beach remains a big hit with Twitter followers. Marketing efforts continue with email blasts, like the one for Southwest fare sales, Panama City News Herald ads, and ECP Perks. Ms. Spillman will share the results of how successful the American Airlines Sweepstakes announcement in the paper was. Super Summer Saturdays, initial flights of American Airlines and new flights for Southwest are all fast approaching and the celebration is being planned.

Executive Director Report:

Mr. McClellan thanked the Board for their support in the Executive Director Evaluation process.

Mr. McClellan is in discussions with the FAA on was to develop the land to the north of the Airport.

Mr. McClellan informed the Board that to kick off the summer, an employee lunch was held last Wednesday. It was a great success and everyone enjoyed themselves.

Other Business:

Mr. McClellan reminded the Board that there is a Consultant Selection Committee meeting today. There is also a Special Board meeting on May 29, 2018 at 2:00 p.m.

Public Comments:

There were no public comments.

Adjournment:

The meeting was adjourned at approximately 10:05 a.m.

Talisa Price, Executive Secretary

Russ Mathis, Chairman