

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 2:00 p.m., May 29, 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 Interim Executive Secretary called the roll and indicated that all Board Members were present except Chairman Russ Mathis and Sandy Sims.

Business Items:

a. Master Plan Update Services Consultant

This item provides for Board acceptance and approval of the ranking by the Selection Committee for the Master Plan Update Services Consultant.

Previously, the Board approved and authorized Staff to distribute a Request for Qualifications to select a firm to develop a Master Plan Update for the Northwest Florida Beaches International Airport. As a result, Statements of Qualifications were received from the following four firms:

- Jacobsen/Daniels
- AECOM
- RS&H
- CHA

A Selection Committee was established to review the submittals, and included the following persons: Glen McDonald, Parker McClellan, Richard McConnell, Darlene Nelson and Rick Mellin. The Selection Committee met on May 23, 2018 at 10:30 a.m. at the Airport.

The Selection Committee members were provided a copy of each firm's submittal for review and comment. The comments included discussion of individual team members, local team participation, previous project experience, experience with complex issues, and other related items. Each member was given the opportunity to provide their thoughts about each submittal.

Following review and discussion by the Selection Committee, each firm was ranked, in descending

order they were:

- RS&H
- AECOM
- CHA

The top three were invited to provide presentations to the Board during this Board Meeting regarding their firm's ability to provide master planning update services for the Airport.

Representatives from all firms were present at the meeting and given approximately 40 minutes each for team members to address the Board and answer follow up questions. All of the firms discussed the scope of work needed and the anticipated timeline for completion of the Master Plan Update, as well as the benefits of their team. In addition, they discussed the need to expand revenue sources, developing a capital improvement plan for potential airside and landside development and growth, and potential funding sources.

Following presentations, the Board discussed each firm and the expectations they all have for the Master Plan Update and the future of ECP. The Board ranked the firms in the following order:

- CHA
- RS&H
- AECOM

Mr. Nelson made a motion to authorize staff to begin negotiations with the top ranked firm, CHA. Mr. Tusa seconded the motion. The vote was taken and the motion passed four to one, with Mr. McDonald voting against it.

Public Comments:

There were no public comments.

Adjournment:

The meeting was adjourned at approximately 3:50 p.m.

Talisa Price, Board Secretary

Russ Mathis, Chairman