

AUDIT COMMITTEE MEETING MINUTES
PANAMA CITY – BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT

Opening:

The Audit Committee Meeting of the Panama City-Bay County Airport and Industrial District was called to order at 3:03 p.m., August 21, 2023 by Chair Will Cramer.

Roll was called. In attendance were: Mr. Ben Lee, Senior Vice President of Hancock Whitney Bank, Mr. Joy Ginn, Market President of Centennial Bank and Chair Will Cramer, as well as Airport Staff and Legal Counsel.

2. Role of Audit Committee

Florida Statutes require that any unit of local government be audited and that there be an Audit Committee established to go through the audit selection procedures. Attorney Cole Davis explained the role and responsibilities of the Audit Committee and the selection process.

3. Review of Audit Request for Proposal Document

The Committee reviewed the Proposal Document and selected dates for the upcoming meetings.

Introductions of the Airport Staff included Ms. Darlene Gordon, CFO, Ms. Gerri Lynn Faircloth, Procurement Manager, Mr. Mark Adams, Manager of Finance and Administration, and Mr. Parker McClellan, Executive Director. Airport Staff will only serve in an advisory role.

The Proposal will be posted on DemandStar, the Airport's website, and the Bay County Column, both of which will refer any interested parties to DemandStar. DemandStar is used so that the bids can be tracked and any addendums can be added or questions asked by participants and all parties will be able to see them.

4. Authorization to Release Audit Request for Proposal

This Item is to accept and release the Proposal for selection of an Audit Company.

Attorney Cole Davis explained that outside of the Audit Committee Meetings, committee members are not allowed to talk about the RFP amongst themselves or with anyone else until it has been accepted and approved by the Board.

Mr. Ginn made a motion to Release the Audit Request for Proposal and Mr. Lee seconded the motion. The vote was taken and the motion passed unanimously.

Adjournment:

The meeting was adjourned at approximately 3:18 p.m.

Next meetings are scheduled:

October 2, 2023 – Audit Selection Committee Meeting for Scoring Overview - 3:00 p.m.

October 16, 2023 – Audit Selection Committee Meeting for Evaluation & Scoring - 2:30 p.m.

Lisa Brady, Executive Assistant

Will Cramer, Chair