

## MEETING MINUTES

### PANAMA CITY – BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT

---

#### **Opening:**

The Special Board Meeting of the Panama City-Bay County Airport and Industrial District was called to order at 9:00 a.m., January 11, 2024 by Chair Holly Melzer.

The Invocation was given by Vice Chair Sheldon.

The Pledge of Allegiance was led by Mr. Will Cramer.

Roll was called. In attendance were: Ms. Victoria Williams, Mr. Matt Algarin, Mr. Will Cramer, Mr. Les McFatter, Mr. Glen McDonald, Vice Chair Sheldon and Chair Holly Melzer.

Chair Melzer asked if there were any Public Comments. There were no Public Comments.

Chair Melzer asked if there were any items on the Agenda, including the that any Board Member would like to move or discuss further, and if not, to make a motion to accept the Agenda.

**Ms. Victoria Williams made a motion to Accept the Agenda, and Mr. Glen McDonald seconded the motion. The vote was taken and the motion passed unanimously.**

#### **Discussion:**

Mr. Parker McClellan brought to the Board's attention that ZHA, the current General Consulting Company, tendered a letter yesterday indicating that they do not want to renew their current contract in May of 2024. Mr. Cole Davis explained the impact of the letter on the selection of the consultants to be considered later in the Meeting.

Airport staff and Legal Counsel will do a thorough review of the Task Orders assigned to ZHA, and a modification of the ZHA contract will be prepared and presented to the Board for approval.

Mr. Davis asked the Board for authorization to enter into the contract modification discussions with ZHA.

**Mr. McDonald made a motion to give Legal Counsel authorization to enter into the contract modification and descope discussions with ZHA to modify their contract and Mr. Cramer seconded the motion. The vote was taken and the motion passed unanimously. After discussion, Mr. McDonald withdrew his motion.**

Mr. Davis said that a proposed revised task order list will be presented at the Board Meeting on January 24, 2024. Once approved, the list will be used to negotiate additional task orders for the two firms that will take over after ZHA leaves. The two firm contracts with the additional task orders can then be approved at the same meeting. If the Board would like to do it sooner, they

can call a Special Board Meeting.

**Mr. Cramer made a motion to give Legal Counsel authorization to enter into the contract modifications and descope discussions with ZHA to modify their contract. Once approved, the list will be used to negotiate additional task orders for the two firms that will take over after ZHA leaves, and Mr. Mc Donald seconded the motion. The vote was taken and the motion passed unanimously.**

**Business Items:**

Ms. Williams served as the Selection Committee Chair, so she explained the ranking process. She felt that the rankings are very good and that the Committee was very impressed with the firms. She brought up the possibility of choosing more than one firm, especially since ZHA would no longer be working with the Airport. In the event that the two successful firms chosen are not a good fit, or if one of the firms does not perform, she suggested the consideration of hiring three of the firms. She explained that it is customary with city and county municipalities, school boards and the like to have multiple firms contracted for their use.

There was Board discussion regarding how many General Consulting Service firms would be beneficial to the Airport. Legal Counsel and Airport Staff answered questions as part of this discussion. Following, lengthy discussions it was determined that the selection of two firms would be appropriate, as two firms was the original intent.

**a. Accept of General Consulting Services Selection Committee's Ranking and Authorization to Negotiate Contract**

This item provides for Board approval of the Selection Committee's ranking of firms and authorization to negotiate a contract to perform services as outlined in the Agreement for Professional Engineering, Architectural, Project Inspection, Construction Management and Planning Services. The term is for a period of one year and the contract provides for four (4) one-year renewal options.

A Request for Statement of Qualifications was issued in October 2023 for the purpose of selecting a firm to provide general consulting services. Seven firms, listed below, responded:

Ardurra Group, Inc.  
 AVCON, Inc.  
 Goodwyn Mills & Cawood, Inc.  
 Michael Baker International  
 RS&H, Inc.  
 Volkert, Inc.  
 Woolpert, Inc.

The responses were reviewed by the Selection Committee in order to rank the submittals received and present a recommendation to the Board to approve the ranking of the firms. The Selection Committee was comprised of Board Member Victoria Williams as Committee Chair

and Staff members Mr. Parker McClellan, Mr. Richard McConnell, Ms. Darlene Gordon and Mr. Mark Adams.

The Selection Committee members were provided a copy of each firm's submittal for evaluation. Evaluation criteria included review of individual team members, team overall experience, previous airport project experience, current workload, DBE involvement and other related items. The Committee met on January 4 for oral discussions with the responding firms and to individually score the proposals, with the firm ranking based on the total score of all committee members. Each member was given the opportunity to express their thoughts about each submittal at a public meeting after the conclusion of the interviews.

Following review and discussion by the Selection Committee, a motion was made and seconded as to the rank the firms and to approve the recommendation to the Airport Board for consideration at the January 11 meeting.

The ranking based on total score, is shown in the following table:

Rank	Firm	Total Score
1	- AVCON, Inc.	475.5
2	- Ardurra Group, Inc.	461.8
3	- Michael Baker International	452.9
4	- Woolpert, Inc.	447.1
5	- RS&H, Inc.	444.9
6	- Volkert, Inc.	413.3
7	- Goodwyn Mills & Cawood, Inc.	398.9

Based on the ranking, the Committee recommends the Board give authorization for Staff and legal counsel to negotiate a contract for services with AVCON, Inc.

If a contract cannot be negotiated with the first ranked firm, then Staff will negotiate with the second ranked firm, and so on until a contract is successfully negotiated.

The budget impact is unknown at this time, but will be covered in approved funds in the FY24 Operating and Capital Budget. Future Budgets will allocate funds each year for the cost of the services.

The Selection Committee requests Board accept the ranking of responding firms and the authorization for Staff and Legal Counsel to negotiate an Agreement for Professional Engineering, Architectural, Project Inspection, Construction Management and Planning Services with the highest ranked firm, AVCON, Inc. Should negotiations with the top ranked firm be unsuccessful, approval is given to Staff to negotiate with firms based on ranking until a contract is successfully negotiated.

**Ms. Cramer made a motion to approve the acceptance of the General Consulting Services Selection Committee's Ranking, and Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.**

The Board addressed the Airport Staff to make the decision of the best number of firms to

negotiate with. Mr. McClellan introduced Nick Harwell, the new Director of Airport Development, and the Board asked questions about his experience with handling multiple firms and he had experience managing two to three firms at a time. Mr. McConnell also agreed that three would be a good number. Chair Melzer asked representatives present with AVCON, Inc. and Ardurra Group, Inc. about their willingness to work together and both companies agreed to work together and honor what was in the Airport's best interests. Legal Counsel said that if the Board decides to add the third firm later, it would need to go out to bid again for the additional firm.

**Mr. Cramer made a motion to negotiate with the top two ranked firms and to see how things go before accepting a third firm. and Mr. Mc Donald seconded the motion. The vote was taken with all votes being “yes”, except for Ms. Williams and Vice Chair Sheldon who both voted “no”. The motion passed.**

**Public Comments:**

There were no Public Comments.

**Adjournment:**

The meeting was adjourned at approximately 9:45 a.m.

Next meetings scheduled:

January 24, 2024 – Board Meeting 9:00 a.m.

---

Lisa Brady, Executive Assistant

---

Holly Melzer, Chair