

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., January 28, 2015 in the Airport Board Room by Chairman Bruett.

The Invocation was given by Ms. Patty Mitchell.

The Pledge of Allegiance was led by Chairman Bruett.

The Executive Secretary called the roll and indicated that all Board Members were present.

Approval of Minutes:

The December 17, 2014 Board Meeting Minutes were approved as distributed.

Reports:

Mr. McClellan presented and reviewed both the activity report and the financial report.

Consent Agenda:

a. Lease Assignment – Kedrick Cerry, Inc.

This item provides for Board approval of the assignment of the Lease Agreement between Durden Enterprises II, Inc., and the Panama City Airport and Industrial District to Kedrick Cerry, Inc.

Following Board discussion, Mr. Pilcher made a motion to approve the lease assignment from Durden Enterprises II, Inc., to Kedrick Cerry, Inc., and authorization for the Board Chairman to execute any necessary documents. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

b. Executive Director Performance Evaluation

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

Following Board discussion, Mr. Pilcher made a motion to defer this item to the February Board Meeting to allow for time to review the information provided, due to the fact that it was received yesterday, one day prior to the meeting. Mr. Forehand seconded the motion. The vote was taken and the motion passed 5 to 2, with Ms. Meadows and Chairman Bruett opposing.

Following vote on this item, Chairman Bruett and Mr. Pilcher asked the Executive Secretary to retrieve salary information for the Executive Director position at the Pensacola, Tallahassee and Ft. Walton airports, and to provide that information to the Board Members.

Business Items:

a. Master Plan Update

Mr. Paul Puckli with CHA Consulting, Inc., updated the Board regarding the status of the Master Plan Study. He advised that since the last Board briefing, the following items have been accomplished:

- Refined cost estimates by Phase
- Prepared 10-year Financial Plan
- Prepared Draft Master Plan Report and ALP drawings
- Submitted Draft Report and drawings to FAA and FDOT for review and comment
- Responded to FAA and FDOT comments

Mr. Puckli stated that the third and final Public Workshop would be held in February, followed by formal approval and adoption by the Board. Once approved by the Board, the final document will be submitted to FAA and FDOT for approval.

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

b. Ricondo & Associates, Inc. Task Order – Airport Consultant Services

This item provides for Board approval of a Task Order to Ricondo & Associates, Inc., to provide assistance with the preparation of the 2014 settlement documents, and assist with development of new airline agreements and Fiscal Year 2016 Airport Operating and Capital Improvement Budget.

In 2011, the current airline agreement was developed, and is due to expire on September 30, 2015. This agreement is still good conceptually, but requires updating and validation. With the addition of Non-Signatory airlines, there is a need to develop an agreement that addresses

contractual and operational issues. This task order will provide for participation in airline negotiation meetings and the development of the agreements.

The financial model developed by Ricondo & Associates assists in the development of alternative budgetary requirements, development of FY 15 rates and charges based on the budget developed by Staff for FY 2015 and preparation of airline meeting documents. The settlement efforts will include the revisions/updates to the airline rates and charges model based on FY 2014 audit results, calculation of actual airline rates and charges for FY 2014, revenue sharing and airline settlement calculations for the year ending September 30, 2014.

A \$65,060 budget is proposed for this work effort. Funding is available in the Airport FY2015 budget.

Following Board discussion, Mr. Pilcher made a motion to approve the task order to Ricondo & Associates, Inc., to provide assistance with the preparation of the 2014 settlement documents, assist with development of a new airline agreement and Fiscal Year 2016 Budget modeling, and authorization for the Board Chairman or his designee to execute any necessary documents. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

Executive Director Reports:

Mr. McClellan advised the Board that representatives from Edge Aerodynamix have contacted Staff regarding building a hangar on airport property for their operations.

Mr. McClellan reviewed the recent announcement from Silver Airways that they will begin service from our airport on March 19, 2015 and would be providing daily non-stop service to Tampa and Orlando.

Mr. McClellan advised the Board that he would be attending a legislative meeting in Tallahassee next month with the Bay County Chamber.

Mr. McClellan advised the Board that the ramp expansion project at Sheltair Aviation was moving ahead.

Mr. McClellan advised the Board that Staff would be briefing the tenants on the upcoming Spring Break travel schedule and the increased travel schedule for the summer months.

Mr. McClellan announced that Deputy Chief John Van Etten had been promoted to Police Chief.

Public Comments:

No public comments.

Adjournment:

The regular meeting was adjourned at approximately 9:30 a.m. (CST).

Patty Mitchell, Executive Secretary

Till Bruett, Chairman