

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., October 20, 2014 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 except Mr. Carey Scott.

Presentation:

Mr. McClellan addressed the Board regarding the upcoming promotion for Jill Kunkel, the Delta Air Lines Station Manager at the airport. Mr. McClellan presented a Resolution to Ms. Kunkel thanking her for her dedication, support and continued work effort during her tenure with the airport. The Board acknowledged and thanked Ms. Kunkel for her efforts and continued support.

Ms. Jordan Jacobs and Mr. Patrick Sheffield, both with Moore Communications Group, provided a presentation to the Board regarding their ongoing communications efforts and introduced the airport's new updated logo.

Approval of Minutes:

The September 16, 2014 Budget Workshop Minutes and the September 24, 2014 Board Meeting Minutes were approved as distributed.

Reports:

Mr. McClellan presented and reviewed the activity report.

Ms. Henderson presented and reviewed the financial report.

Consent Agenda:**a. Lease Assignment – Youngstown Properties, LLC to Tin Cup Investments, LLC**

This item provided for Board approval of the assignment of the Lease Agreement between Youngstown Properties, LLC and the Panama City – Bay County Airport and Industrial District to Tin Cup Investments, LLC.

Following Board discussion, Mr. Pilcher made a motion to approve the lease assignment from Youngstown Properties, LLC to Tin Cup Investments, LLC and authorization for the Board Chairman or his designee to execute any necessary documents pending satisfactory legal review. Mr. Mathis seconded the motion. The vote was taken and the motion passed unanimously.

b. (i) Accept JPA – Replacement Vehicle for Aircraft Rescue Fire Fighting (ARFF) and Extrication Equipment

This item provided for Board acceptance of an FDOT Joint Participation Agreement that will provide funding for an ARFF truck and extrication equipment.

(ii) Accept JPA – Update Security Equipment

This item provided for Board acceptance of an FDOT Joint Participation Agreement that will provide funding to update the airport security system.

(iii) Accept JPA – Purchase Safety Vehicles

This item provided for Board acceptance of an FDOT Joint Participation Agreement that will provide funding to purchase two safety vehicles.

Following Board discussion, Ms. Meadows made a motion to accept all three FDOT Joint Participation Agreements and approval of a Resolution that allows for the Board Chairman or his designee to execute the required documents. Mr. Pilcher seconded the motion. The vote was taken and the motion passed unanimously.

c. Ratification of Space/Use Agreement – ZHA, Inc.

This item provided for Board ratification of a Space/Use Agreement with ZHA, Inc.

Following Board discussion, Mr. Pilcher made a motion to approve the ratification of the Space/Use Agreement with ZHA, Inc. Mr. Mathis seconded the motion. The vote was taken and the motion passed unanimously.

d. Approve Aircraft Service International Group (ASIG) 2015 Budget

This item provided for Board approval of the 2015 Operating and Maintenance Budget for ASIG.

Following Board discussion, Mr. Mathis made a motion to approve the 2015 Operating and Maintenance Budget for ASIG as presented. Ms. Meadows seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:

a. ZHA Task Order – Water Quality Monitoring Post Construction Fall 2014 and Spring 2015

This item provides for Board approval of a Task Order to ZHA to perform the required Water Quality Monitoring services as required under the airport's environmental permits.

In accordance with FDEP WRP Permit #03-0212186-004-DF, USACOE 404 Permit SAJ-2001-5264-IP-GAH, and the Construction and Post Development Water/Sediment Quality and Biological Monitoring Plan, the airport is required to conduct water, sediment and biological monitoring twice a year for a six year period following construction. FDEP Consent Order #3 determined the post construction date would be the date that the final stormwater certification for the entrance road was submitted and accepted, therefore, the effective date is May 25, 2012.

Approval of this task order initiates the third year of monitoring and will allow the airport to maintain compliance with permit requirements for Water Quality Monitoring. The total cost of this task order is \$55,000. Funding for this task order is contained in the FY2015 Operating Expense Budget.

Following Board discussion, Mr. Forehand made a motion to approve the task order with ZHA for Water Quality Monitoring and authorization for the Board Chairman or his designee to execute any necessary documents pending review by legal counsel. Mr. Pilcher seconded the motion. The vote was taken and the motion passed unanimously.

- b. (i) ZHA Task Order – Stormwater Investigative Study Stage 1
(ii) ZHA Task Order – Stormwater Investigative Study Stage 2
(iii) ZHA Task Order – Construction Bid Document Development, Bid and Award

This item provides for Board approval of task orders with ZHA to perform investigative studies of the damages caused by the unnamed storm on April 29 and 30, 2014, as well as approval to provide professional bid packaging, bidding and award, FEMA administration and grant management services for the repairs to the stormwater management system required as a result of the unnamed storm.

As a result of the unnamed storm which occurred on April 29 and 30, 2014, Staff has met with government officials from the county, state and FEMA to assess the damages. Collectively, there are approximately 24 areas that have been identified that need to be repaired to their original state to maintain a viable stormwater system. A number of these areas are candidates for additional mitigation to ensure that the airport is able to function as a Critical Facility in the event future storms occur that qualify as 100 year or 500 year storm events.

Two of the smaller projects have been submitted to FEMA for review and funding. An additional 17 projects are to be submitted to FEMA by the end of October for review and funding under their Alternate Procedures Program. The remaining five areas to be addressed are areas that have been damaged by off-site water intrusion from the east, north and west onto the airport property. The source and volume of this water is not fully known; therefore, it is recommended that an investigative study be initiated to determine the source, volume and potential solutions for dealing with this water.

ZHA and their sub-consultants propose to initiate a two-stage investigative study. Stage 1 would involve an initial investigation to determine if any of the areas have obvious solutions for repair and mitigation and to determine the comprehensive investigation required on any remaining areas. Stage 2 would be a follow-up to Stage 1 to insure proactive, site specific solutions to reoccurring damages. It is recommended that both task orders be submitted to FEMA for approval under their Alternative Procedures Program along with the projects referenced above.

In preparation of the submittal, ZHA has developed estimates for the repair and mitigation projects, identified the base documents needed to create bid documents and prepared scope narratives required for the submission of the FEMA Project Worksheets. ZHA would evaluate and recommend award of the construction contracts. Additionally, ZHA will review FEMA guidelines to insure all bid procedures following guidelines set out for proper public procurement.

The total amount for the Stage 1 task order would not exceed \$77,700. There are sufficient funds in the budget for this task order. In addition, it is anticipated that FEMA and the State will reimburse the District for 87.5% of the cost, leaving the District's portion at \$9,712.50

The total amount for the Stage 2 task order would not exceed \$248,500. Depending on the results of the Stage 1 investigative study, the cost could potentially be reduced or eliminated.

The total amount for the bid document task order would not exceed \$117,700. There are sufficient funds in the budget for this task order. In addition, it is anticipated that FEMA and the State will reimburse the District for 87.5% of the cost, leaving the District's portion at \$14,712.50.

Following Board discussion, Mr. Forehand made a motion to approve the Stage 1 investigative study task order in the amount of \$77,700 with authorization for the Executive Director to execute any necessary documents, and authorization to submit the Stage 2 investigative study task order to FEMA for approval under the Alternative Procedures Program, and to table award of the task order for bid document preparation until a later date. Mr. Pilcher seconded the motion. The vote was taken and the motion passed unanimously.

- c. **(i) Ratification of Space Use Agreement – Edge Aerodynamix**
(ii) Establish a Specialized Service Operator Agreement with Edge Aerodynamix

This item provides for Board approval of the ratification of a Space/Use Agreement with Edge Aerodynamix, Inc. for parking an aircraft on the commercial ramp, and for board approval of the establishment of a Specialized Service Operator (SSO) Agreement with Edge Aerodynamix for the installation of aircraft parts and aircraft maintenance at the airport.

Following Board discussion, Mr. Pilcher made a motion to approve the ratification of the Space/Use Agreement with Edge Aerodynamix and to approve the establishment of a Specialized Service Operator Agreement with Edge Aerodynamix, Inc. and authorization for the Executive Director to execute any necessary documents. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

Executive Director Reports:

Mr. McClellan shared the following Staff announcements with the Board: Police Chief Barbara Montgomery recently celebrated 36 years of employment with the Airport Police Department; and Larry Hightower has been promoted to the position of Maintenance Manager.

Mr. McClellan advised the Board that Jerry Swearingen, the Airport Fire Chief, is working with personnel from the Bay County Health Department regarding establishing protocol for dealing with the Ebola virus.

Ms. Meadows advised the Board that she recently met with Mr. McClellan, Mr. Bagby, Executive Director of the Walton County TDC, and Mr. Larry Jones, the Walton County Manager regarding allocating money for the purpose of marketing an additional air carrier. She stated Walton County would be allocating \$500,000 to use toward promoting the airport.

Public Comments:

There were no public comments.

Adjournment:

The regular meeting was adjourned at approximately 10:15 a.m. (CST).

Patty Mitchell, Executive Secretary

Till Bruett, Chairman