

## MEETING MINUTES

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

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#### **Opening:**

The Board Meeting of the Panama City-Bay County Airport and Industrial District was called to order at 9:00 a.m., October 23, 2013 in the Airport Board Room by Chairman Pilcher.

The Invocation was given by Ms. Patty Mitchell.

The Pledge of Allegiance was led by Chairman Pilcher.

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

#### **Approval of Minutes:**

The September 11, 2013 Special Board Meeting Minutes and the September 25, 2013 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. Approve Interlocal Agreement with Bay County EMS**

This item provides for Board approval of an interlocal agreement with Bay County for Emergency Medical Services at the airport.

**Following Board discussion, Ms. Moliterno made a motion to approve the interlocal agreement with Bay County for emergency medical services at the airport, and authorization for the Board Chairman or his designee to execute any necessary paperwork. Mr. Scott seconded the motion. The vote was taken and the motion passed unanimously.**

**Business Items:****a. Accept Joint Participation Agreement – Crosswind Runway**

This item provides for Board acceptance of a Florida Department of Transportation (FDOT) Joint Participation Agreement that will provide funding for the crosswind runway.

The Florida Department of Transportation presented the airport with a grant to design and construct a crosswind runway. The crosswind runway system will consist of a 5,001' x 100' asphalt runway and edge drains, stormwater and grading, perimeter road and airfield lighting, signage and marking. The new runway will have a parallel taxiway on the east side with connecting taxiways to the current aviation facilities.

The estimated cost of the project is \$17,000,000. The grant stipulates that the project be completed by June 30, 2017, unless FDOT allows an extension. Acceptance of this grant does not authorize expenditure of any funds, but rather makes the funds available to the airport.

**Following Board discussion, Mr. Scott made a motion to accept the FDOT Joint Participation Agreement and authorization for the Board Chairman or his designee to execute any required documents. Mr. Bruett seconded the motion. The vote was taken and the motion passed unanimously.**

**b. Award Contract for Airport Gate Services, Conveyor System Operation and Maintenance Agreement**

This item provides for Board award of a contract to provide maintenance services for the passenger loading bridges, preconditioned air units, ground power units and the inbound and outbound baggage handling systems.

A Request for Proposals was originally issued in July 2013 for providing airport gate services and conveyor system operations. These services would include operation and maintenance of the passenger loading bridges, and the inbound and outbound baggage handling systems.

After review, it was determined that additional language and clarification of the operational requirements was needed and therefore, all proposals submitted under the original request were rejected.

An amended RFP was issued in September 2013, which clarified the operational requirements. As a result of the amended request, six companies submitted proposals. The following is a list of the companies that submitted proposals and the costs associated with each submittal:

- Cofely Services, Inc. \$320,430
- Elite Line Services, LLC \$311,654
- ERMIC IV, LP \$280,168
- JBT AeroTech Airport Services \$314,583
- Siemens \$309,680
- Thyssen Krupp \$860,421

The contract provides for a one year term with two one-year options. After review and evaluation of the proposals, staff recommends ERMIC IV, LP be awarded the contract for airport gate services in the amount of \$280,168 for the one year term.

**Following Board discussion, Mr. Bruett made a motion to award the contract for airport gate services, conveyor system operation and maintenance program to ERMIC IV, LP in the amount of \$280,168 for the one year term, and authorization for the Board Chairman or his designee to execute any required documents. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.**

#### **Executive Director Reports:**

**Covered Parking Project Update:** Mr. McClellan updated the Board regarding the status of construction of the new covered parking lot, which is expected to be completed later this year.

**Air Traffic Control Tower Contract Program:** Mr. McClellan updated the Board regarding the status of the ATCT Contract Program.

**Master Plan Workshop:** Mr. McClellan advised the Board that CHA will conduct a workshop following the November Board Meeting. The purpose of the workshop is to get Board input and comments on the Master Plan.

#### **Public Comments:**

There were no public comments.

#### **Adjournment:**

The meeting was adjourned at approximately 9:25 a.m.

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Patty Mitchell, Executive Secretary

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John Pilcher, Chairman