

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 26, 2016 by Chairman Mathis.

The Invocation was given by Mr. Carey Scott.

The Pledge of Allegiance was led by Chairman Mathis.

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

Recognition:

Chairman Mathis welcomed new Board Member Jay Tusa. Mr. Tusa was appointed as the Walton County representative to the Airport Authority Board.

Approval of Minutes:

The September 14, 2016 Special Board Meeting/Budget Workshop Minutes and the September 28, 2016 Board Meeting Minutes were approved as distributed.

Reports:

Mr. McClellan presented and reviewed Activity Report. It was requested that Staff provide monthly comparison of the Panhandle airports at future meetings.

Ms. Darlene Nelson presented and reviewed the Financial Report.

Consent Agenda:**a. Establish Marketing Services Selection Committee**

This item provides for the Board to establish a Marketing Services Selection Committee to assist the District in the selection of a firm to provide advertising, marketing and public relations services.

Mr. Scott made a motion to approve the establishment of a Marketing Services Selection Committee comprised of Board Members Sandy Sims, and Jay Tusa, along with Executive Director Parker McClellan, Deputy Executive Director Richard McConnell, and Director of Finance and Administration Darlene Nelson. Mr. Lee seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:

a. Award Contract for Airport Gate Services and Conveyor System Operation and Maintenance Program

This item provides for 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 system.

A Request for Proposals (RFP) was issued in September 2016 for providing an airport gate services and conveyor system operation and maintenance program. These systems are critical for operation of airline passenger services and must function to support both inbound and outbound airline operations.

The current contract for these services will expire on November 30, 2016. The contract to be awarded provides for a three-year initial term with two one-year options.

The following is a list of the companies that responded to the RFP and the corresponding bid amount submitted for the initial three-year term:

- Elite Line Services, LLC \$ 958,494.00
- ERMIC IV, LP \$ 863,215.64
- JSM & Associates \$1,406,993.00

Staff reviewed and evaluated each proposal based on the information submitted including company qualifications and experience, and spare parts pricing. Based on that review it was determined that the proposal submitted by ERMIC IV, LP best met the intent of the RFP.

A sufficient amount has been budgeted for these services in the FY2017 budget and will be budgeted in future budgets in support of this agreement.

Following Board discussion, Ms. Sims made a motion to award the contract to ERMIC IV, LP in an amount of \$863,215.64 for the three-year initial agreement, and authorization for the Board Chairman or his designee to execute any required documents, pending review by legal counsel. Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.

b. ZHA Task Order – Water Quality Monitoring Fall 2016 – Spring 2018

This item provides for Board approval of a Task Order to ZHA to perform the required water quality monitoring services at nineteen (19) sites as required under the environmental permits.

In accordance with the FDEP WRP Permit #03-0212186-004-DF, Dept. of Army Section 404 Permit (SAJ-2001-5264 (IP-GAH) and the Construction and Post-Development Water/Sediment Quality and Biological Monitoring Plan for the Panama City – Bay County International Airport Relocation dated June 29, 2006, the Airport is required to conduct water, sediment and biological monitoring twice a year for a six year period following construction.

This Task Order initiates four monitoring events, July thru December 2016 as Fall 2016, January thru June 2017 as Spring 2017, July thru December 2017 as Fall 2017, and January thru June 2018 as Spring 2018, which will then complete the sixth year of monitoring.

The total cost of this Task Order is not to exceed \$110,000 (\$55,000 annually), and is contained in the FY2017 Budget and will be included in the FY2018 Budget.

Following Board discussion, Mr. Scott made a motion to approve the Task Order with ZHA for water quality monitoring for Fall 2016, Spring 2017, Fall 2017 and Spring 2018, and authorization for the Executive Director to execute any necessary documents pending review by legal counsel. Mr. Nelson seconded the motion. The vote was taken and the motion passed unanimously.

c. Approve Contract for Construction, Engineering and Inspection Services and Requested Engineering Services

This item provides for Board approval of the contract to provide Construction Engineering and Inspection (CEI) Services and Requested Engineering Services by Task Order between the District and Panhandle Engineering, Inc.

A Request for Proposals for providing CEI and Requested Engineering Services was issued in July 2016. These services were awarded to Panhandle Engineering, Inc. at the August 2016 Board Meeting.

Since that time, Staff has worked with Panhandle Engineering to prepare a contract acceptable to both parties.

Following Board discussion, Mr. Nelson made a motion to approve the contract with Panhandle Engineering, Inc. and authorization for the Board Chairman or his designee to execute the required documents, pending review by legal counsel. Mr. Lee seconded the motion. The vote was taken and the motion passed unanimously.

Executive Director Report:

Mr. McClellan advised the Board that Project Pompano with the Bay EDA is moving forward.

Mr. McClellan updated the Board regarding Edge Aerodynamix and advised that they were designing a new hangar and waiting on final certification from FAA regarding their product.

Ms. Becca Hardin with the Bay County EDA updated the Board regarding her recent travels. She stated that both Project Pompano and Project Gondola were moving forward.

Mr. McClellan advised the Board that the FAA had contacted him regarding the installation of new navigational aids that would be beneficial to the Airport during inclement weather.

Mr. McClellan advised the Board that Staff was working with Tipton, Marler, Garner & Chastain regarding the FY2016 audit.

Mr. McClellan updated the Board regarding the recent semi-annual ground transportation meeting with the company owners and/or managers regarding recent and upcoming changes.

Mr. McClellan advised the Board that Staff would be reaching out to officials with Bay County, Panama City Beach and Panama City regarding the potential use of UBER in the future.

Public Comments:

No public comments.

Adjournment:

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

Patty Mitchell, Executive Secretary

Russ Mathis, Chairman