

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 10:00 a.m., November 14, 2012 in the Airport Board Room by Vice Chairman Bruett.

The Invocation was given by Ms. Patty Strick.

The Pledge of Allegiance was led by Vice Chairman Bruett.

The Executive Secretary called the roll and indicated that all Board Members were present except Mr. John Pilcher.

Approval of Minutes:

The October 24, 2012 Board Meeting Minutes were approved as distributed.

Reports:

Mr. Wheat presented and reviewed the activity report to the Board. There was no financial report presented during the Board Meeting. An updated financial report will be provided upon completion of the FY 12 audit.

Consent Agenda:

a. 2013 Board Meeting Agenda

This item provides for Board approval of the 2013 Board Meeting schedule.

Following Board discussion, Mr. Mathis made a motion to approve the 2013 Board Meeting schedule. Mr. Koehnemann seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:**a. Covered Airport Parking Operation and Airside Parcel Agreement**

This item provides for Board approval to enter into an agreement with the St. Joe Company regarding the Covered Airport Parking operation.

In September 2010, the airport entered into a lease with the St. Joe Company for an eleven acre unimproved parcel of land south of the general aviation hangar area. In May 2011, the St. Joe Company opened a new off- airport covered parking lot operation on property they own in direct competition with the airport's public parking lot. Since the opening of the new covered parking lot the airport's parking revenues have declined. In an effort to improve the airport's revenue flow Staff has engaged in discussions with the St. Joe Company regarding various approaches that would produce an acceptable outcome for both parties.

As a result of those discussions, Staff has reached an agreement with the St. Joe Company that provides for the closure of the existing covered airport parking operation no later than December 31, 2012 and the termination of the eleven acre lease agreement effective December 1, 2012. This will return parking customers to the public parking lots and allow for the airport to gain control of a very valuable land parcel for future development.

The overall estimated budget impact of this agreement will increase net revenues.

Following Board discussion, Ms. Moliterno made a motion to approve the Covered Airport Parking Operation and Airside Parcel Agreement with the St. Joe Company and approval for the Board Chairman or his designee to execute any necessary documents pending review and approval by legal counsel. Mr. Koehnemann seconded the motion. The vote was taken and the motion passed unanimously.

b. Covered Airport Terminal Parking Schedule of Events

This item provides for Board approval of the schedule of events for the design and construction of the new covered airport terminal parking project, and the anticipated funding process for this project.

As previously approved by the Board, the off- airport covered parking operation will cease operation during the next 30 days. In order to continue providing excellent customer service to the traveling public, the airport must move forward with the planning and development of new covered parking in the existing parking lots.

Staff, working in conjunction with ZHA Inc., has developed a conceptual plan to construct covered parking in the current rental car ready return area. This would require relocating the rental car return area to a more appropriate location in the existing long term lot to better accommodate the rental car customers. By accomplishing this, it will provide the airport parking customers with three levels of service to choose from, more specifically short term parking, long term parking and covered parking.

The necessary parking lot modifications and structural foundations for the covered parking structure will be designed under our continuing engineering contract with ZHA, Inc. The construction work will be bid out and completed by one of the recently selected continuing horizontal contractors. Proposals and pricing will be solicited from shade structure fabricators for fabrication of the covered parking structure.

The project budget will be brought back to the Board for approval when finalized. This project was not included in the FY 2013 budget; however, the airport has received an FDOT grant to cover 50% of the cost of this capital project and will obtain a loan for the remaining 50% of project costs.

Following Board discussion, Mr. Scott made a motion to approve the schedule as presented for the process of constructing a new covered parking alternative within the current terminal parking area. Ms. Moliterno seconded the motion. The vote was taken and the motion passed unanimously.

c. ZHA Task Order – Covered Airport Terminal Parking RFP Process

This item provides for Board approval of a task order with ZHA, Inc. for providing professional consulting services to complete the preparation of a Request for Proposals (RFP) document and to administer the RFP process for selection of a shade structure fabricator/erector.

This task order provides professional consulting services to complete the preparation of Request for Proposal (RFP) documents and administer the RFP process, as an extension of staff, for soliciting competitive proposals from shade structure fabricators/erectors and the evaluation and selection of the most qualified proposal for providing a shade structure for covered airport parking adjacent to the terminal building.

The RFP documents will include sketches, performance specifications, price, and design proposal documents requiring the potential provider of the shade structure to articulate quality, technical specifications, price and aesthetic characteristics for the respective proposals.

This project was not included in the FY 2013 Capital Improvement Budget. The cost of providing the services contained in the task order is \$26,500.00. An FDOT grant has been obtained in the amount of 50% to cover costs associated with development of the covered parking structures. Funds are available to cover the remaining portion of this expense.

Following Board discussion, Ms. Moliterno made a motion to approve the Task Order with ZHA for the covered airport terminal parking RFP process and selection of a shade structure fabricator/erector, 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.

d. Ricondo & Associates Feasibility Analysis Task Order – Covered Airport Parking

This item provides for Board approval of a task order with Ricondo & Associates to perform a feasibility analysis for obtaining a five year loan for the construction of new covered airport terminal parking.

The current SIB loan agreement allows the airport to obtain additional financing on a parity level with the existing SIB debt. To accomplish this, however, the airport must provide the SIB agency with a report prepared by an airport consultant stating that based upon reasonable assumptions, projected pledged funds will be sufficient to satisfy the rate covenant of debt service coverage equal to 125% of the debt service requirement. This report is required under the State Infrastructure Bank (SIB) Loan Agreement with the State of Florida Department of Transportation.

This report will include a description of the assumptions used and the calculations made in determining the estimated net revenues and shall also set forth the calculations of the debt service requirement or maximum annual debt service. This assignment will include the preparation of a five-year financial projection and development of a letter report that the Airport Authority may share with banks as it seeks a bank loan.

This work was not included in the FY 2013 budget. The cost of this task order is \$26,480. The airport has received an FDOT grant to cover 50% of the cost of this task order and the airport will obtain a loan for the entire project which will also cover the remaining 50% of this task order.

Following Board discussion, Mr. Scott made a motion to approve the work scope and task order with Ricondo for the feasibility study and authorization for the Board Chairman or his designee to execute any necessary documents. Ms. Moliterno seconded the motion. The vote was taken and the motion passed unanimously.

Public Comments:

There were no public comments.

Adjournment:

The meeting was adjourned at approximately 10:30 a.m.

Patty Strick, Executive Secretary

Till Bruett, Vice Chairman