

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., November 18, 2015 by Chairman Bruett.

The Invocation was given by Mr. Carey Scott.

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 October 28, 2015 Board Meeting Minutes were approved as distributed.

Reports:

Mr. McClellan presented and reviewed both the Activity Report and the Financial Report.

Consent Agenda:**a. Board Meeting Calendar 2016**

This item provides for Board approval of the 2016 Board Meeting schedule.

Following Board discussion, Mr. Pilcher made a motion to approve the 2016 Board Meeting calendar as presented. Mr. Scott seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:**a. Risk Management Program**

This item provides for Board approval and adoption of a Risk Management Program and approval to establish a Risk Management and Claims Committee.

The Risk Management Program establishes a policy for handling claims against the Airport and provides for the Board to be provided an annual update with regard to all insurance policies and recommended changes to coverage.

In addition, the policy establishes a Risk Management and Claims Committee comprised of the Board Chairman or his designee, Board Attorney and Executive Director. The Risk Management and Claims Committee will review and evaluate pending and potential claims in accordance with this program.

Monetary amounts were provided to the Board for consideration in settlement of claims; however, after discussion, Board Members suggested the monetary amounts be limited to applicable deductible amounts under the Airport's insurance policy and requested legal counsel prepare a conceptual draft of the revised Risk Management Policy for Board review.

Following Board discussion, Mr. Scott made a motion to authorize legal counsel to prepare a conceptual draft of the Risk Management Policy which reflect the changes to the limits the Claims Committee can approve and bring it back to the Board for review at the December Board Meeting. Mr. Lee seconded the motion. The vote was taken and the motion passed unanimously.

Executive Director Reports:

Mr. McClellan advised the Board that the Request for Qualifications for Engineering Services had been re-advertised following an update from the FAA to an Advisory Circular and changes expected from FDOT. It is anticipated that a final recommendation would be presented to the Board in January.

Mr. McClellan advised that the overflow parking lot has been set up for the upcoming holiday season.

Mr. McClellan updated the Board regarding the status of the FEMA project on airport property.

Public Comments:

No public comments.

Closed Executive Session:

Board Members entered into Closed Executive Session at approximately 9:25 a.m. to discuss litigation matters to the extent authorized under Florida Statute 286.011(8).

Those in attendance for the Closed Executive Session were as follows:

Till Bruett, Chairman
John Pilcher, Board Member
Chris Forehand, Board Member
Parker McClellan, Executive Director
Ross McCloy, Airport Attorney

Russ Mathis, Vice Chairman
Carey Scott, Board Member
Cindy Meadows, Board Member
Franklin Harrison, Airport Attorney
Court Reporter

The Closed Executive Session ended at approximately 10:10 a.m., and the regular meeting was reconvened at approximately the same time.

Adjournment:

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

Patty Mitchell, Executive Secretary

Till Bruett, Chairman