

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 19, 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 Ms. Cindy Meadows.

Presentation:

Ms. Becca Hardin, Senior Vice President with Bay EDA, provided a presentation to the Board and introduced the new video entitled Destination Bay. This video will be used in conjunction with the marketing efforts to help grow area industry and as an opportunity to showcase Bay County and highlight what our community offers.

Approval of Minutes:

The October 20, 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. 2015 Board Meeting Calendar

This item provides for Board approval of the 2015 Board Meeting schedule.

Following Board discussion, Mr. Scott made a motion to approve the 2015 Board Meeting calendar as presented. Mr. Pilcher seconded the motion. The vote was taken and the motion passed unanimously.

b. **Approve Contract and By-Laws for Public Risk Management of Florida and Designation of Representative and Alternate to Board of Directors**

This item provided for Board approval of the contract with Public Risk Management of Florida (PRM), and for the selection of a representative and alternate to serve on the PRM Board of Directors.

Following Board discussion, Mr. Pilcher made a motion to approve the contract with Public Risk Management of Florida. Mr. Scott seconded the motion. The vote was taken and the motion passed unanimously.

Following Board discussion, Mr. Pilcher made a motion to appoint the Executive Director and the Director of Administration as the Representative and Alternate members of the Public Risk Management of Florida Board of Directors. Mr. Mathis seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:

a. **ZHA Task Order – Construction Design Document Development, Bid and Award, Construction Oversight and Administration, and FEMA Interface**

This item provides for Board approval of a task order to ZHA to provide professional design, 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 which occurred on April 29 and 30, 2014.

Since the April storm, Staff has met with government officials from the county, state and FEMA and have identified approximately 24 areas 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 for review and funding under their Alternate Procedures Program. In preparation of this submittal, ZHA has developed estimates for the repair and mitigation projects, identified the base documents needed to create bid documents and

prepared scope narratives and other documentation required for the submission of FEMA Project Worksheets.

The total estimated construction costs for the identified projects which will be submitted to FEMA is approximately \$3,800,000. This task order for design, bid and award, construction oversight and administration, project management and FEMA interface is \$297,000, which is 7.8% of the construction costs.

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 \$37,125.

Following Board discussion, Mr. Forehand made a motion to approve the task order with ZHA and authorization for the Executive Director to execute the necessary documents. Mr. Scott seconded the motion. The vote was taken and the motion passed unanimously.

Executive Director Reports:

Mr. McClellan updated the Board regarding the hard drive failure of the phone system at the airport. He stated that the problem had been repaired and the phone system was fully functional.

Mr. McClellan updated the Board regarding the recent announcement of added service from United Airlines. He stated that twice daily flights to Houston, Texas would begin in March 2015, which would open up 176 new cities for potential travelers connecting beyond the Houston market.

Ms. Jordan Jacobs with Moore Communications Group (MCG) provided a brief review of the recent Activity Report compiled by MCG, which outlined airport announcements, media relations, public relations, digital marketing and advertising.

Mr. McClellan advised the Board that Jerry Swearingen, Airport Fire Chief, would be conducting an EBOLA tabletop with community partners regarding the recently implemented EBOLA guidelines relating to air travel.

Mr. McClellan stated that the Overflow Parking Lot is staged and ready for use during the Thanksgiving holiday travel season, should the main parking facility become full.

Public Comments:

Mr. Dave Artman, who currently leases hangar space at the airport, requested to address the Board regarding an upcoming move in hangar space resulting in him moving to a smaller size hangar. Mr. Artman currently leases a large hangar and he has requested to move to a recently vacated medium sized hangar at the airport. He currently has approximately 5 ½ years remaining in his current lease. Mr. Artman was part of a group of approximately 24 general aviation pilots at the former airport who were given reduced rental rates on hangar space at the new airport, in consideration for those pilots signing over title to their hangars at the former Panama City – Bay County International Airport (PFN). The Board approved the reduced rental rates in 2010 for those 24 general aviation pilots. Mr. Artman requested that this Board allow him to continue the remainder of his lease term at the previously approved discounted rate.

Mr. Pilcher stated he knew Mr. Artman, and he felt the Board should allow the pilots from the old airport to continue receiving the compensation offered them at the discounted rate. He further stated that he felt it is important to support the general aviation pilots in order for general aviation to thrive and grow at the airport.

Following Board discussion, Mr. Pilcher made a motion to continue the previously approved fee structure of \$258.00 per month for the medium size hangar for Mr. Artman for the remainder of his hangar lease. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

Adjournment:

The regular meeting was adjourned at approximately 9:50 a.m. (CST).

Patty Mitchell, Executive Secretary

Till Bruett, Chairman