

## 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., November 20, 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 except Ms. Dawn Moliterno.

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

The October 23, 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 2014 Board Meeting Calendar**

This item provides for Board approval of the 2014 Board Meeting Calendar. Board members reviewed the calendar and there was consensus to approve the dates as presented. No vote was taken regarding this item.

##### **b. General Aviation Fuel Flowage Fees**

This item provides for Board approval to continue the economic incentive for general aviation fuel.

**Following Board discussion, Mr. Bruett made a motion to approve continuing the reduced fuel rate of \$.04 per gallon for general aviation fuel for the period of October 1, 2013 through September 30, 2014. Mr. Scott seconded the motion. The vote was taken and the motion passed unanimously.**

**c. Banner Tow Agreement – Jersey Shore Aerial Advertising**

This item provides for Board approval of a Banner Tow Agreement between Jersey Shore Aerial Advertising, LLC and the Panama City – Bay County Airport and Industrial District for the operation of aircraft banner tow activities.

**Following Board discussion, Mr. Scott made a motion to approve the Banner Tow Agreement with Jersey Shore Aerial Advertising, LLC and authorization for the Board Chairman to execute any required documents. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.**

**Business Items:**

**a. Approve Covered Parking Lot Rate**

This item provides for Board approval of the daily parking rate for the covered parking lot at the airport, and the establishment of a rate for an annual parking permit in the covered parking lot.

The covered parking lot will be a premium lot located behind the short term lot. The addition of this parking lot will provide users the ability to park under cover, which will protect vehicles from the sun.

Staff compared the rates of the former Covered Airport Parking business, reviewed the parking rates as compared to the other airports in our region, and solicited input from the airport's professional parking management company, Republic Parking, as to an appropriate rate to charge for parking in the covered parking lot. Based on this review, staff proposes an hourly rate of \$4.00 per hour for each of the first three hours, with a maximum daily rate of \$13.00 for the covered parking lot.

Additionally, there is a demand for the establishment of an annual parking pass for the covered parking lot. In response to that demand, staff proposes a rate of \$2,400 annually, allowing for two exits per month. The number of permits issued would be limited to 15 spaces, which would be marked to ensure availability.

Board members addressed the current practice of providing free parking for the first ten minutes of parking in both the short term and long term parking lots. It is the Board's opinion that if we are going to continue this practice, the length of time should be increased to allow ample time to reach the terminal building. Staff requested additional time to review the impact on parking revenues should the free parking time be extended.

Approval of the new parking rate and the establishment of an annual parking pass for the covered parking lot will have a positive impact on the budget.

**Following Board discussion, Mr. Bruett made a motion to extend the time for free parking to the first 20 minutes and directed staff to determine the impact on revenues if the free parking time were extended to the first 30 minutes; approved the daily covered parking rate of \$13.00 per day, with \$4.00 per hour for each of the first three hours; and approved an annual parking rate of \$2,400 for the covered parking lot. Mr. Mathis seconded the motion. The vote was taken and the motion passed unanimously.**

**b. Award Bid for Terminal Push-Back and ATCT Security Project**

This item provides for Board selection of a contractor and award of a contract to perform the terminal push-back apron and Air Traffic Control Tower (ATCT) security project.

A Request for Proposals was issued in October 2013 for the terminal push-back apron and security project. The bid document included a base bid and four alternates, with the airport having the option to award the base bid plus any, all or none of the alternatives, at the District's sole discretion.

The following is the scope of work for the base bid and a list of the four alternates:

**BASE BID:**

- Selective demolition or removal of asphalt, concrete curbing, electrical raceways and landscape areas airside and landside adjacent to the Terminal Building
- Removal and relocation of existing gate equipment and installation of new gate equipment
- Installation of raceways, wiring and pull boxes for gate equipment
- Construction of push-back apron, edge lighting, grading and drainage
- Construction of asphalt, concrete sidewalks and curbing, and striping
- Removal and installation of SIDA fence
- Coordination with the Owner's representative/project engineer to ensure proper sequencing of all construction activities
- Installation of sidewalk connecting parking to terminal and to maintenance areas

Bid Alternate 1 – PCC Apron Pavement would replace the base bid asphalt paving detail with a Portland Cement Concrete paving detail.

Bid Alternate 2 – Airfield Markings is the removal and replacement of all apron markings surrounding the terminal inside of the existing apron taxi lanes.

Bid Alternate 3 – Push-back Apron Lighting would replace the base bid LED Taxiway Edge Light with Apron Floodlights.

Bid Alternate 4 – North Apron Lighting would replace base bid LED Taxiway Edge Light with Apron Floodlights.

In response to the RFP, bids were received from Phoenix Construction Services, Inc., GAC Contractors, Inc., and Marshall Brothers Industrial, Inc. Phoenix Construction Services was the low base bidder and the low bidder considering any combination of the base bid and bid alternates.

The original budget for this project was \$1,379,000. Due to the fact that the bids came in higher than anticipated, staff has increased the budget to \$1,500,000, which will allow for construction, professional fees and contingency. Acceptance of the base bid and bid alternates 2, 3 and 4 would result in a total construction contract amount of \$1,195,196, and would provide for \$210,698 of professional fees and a project contingency of \$94,106. Alternate 1 is not being recommended at this time, due to the availability of funds.

**Following Board discussion, Mr. Scott made a motion to authorize increasing the budget for this project to \$1,500,000 and award the contract for the Terminal Push-back Apron & ATCT Security Project to Phoenix Construction Services, Inc., for the base bid and bid alternates 2, 3 and 4 for a total contract amount of \$1,195,196. Mr. Lee 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. Construction is nearing completion and the lot is expected to be open by mid-December.

**Air Traffic Control Tower Contract Program:** Mr. McClellan updated the Board regarding the status of the ATCT Contract Program. He stated that funding for the program has been secured through January 15, 2014, at which time the extension of funding will be reviewed by Congress.

**Water Quality Monitoring Report:** Mr. McClellan provided the Board with an informational report from ZHA regarding the Water Quality Monitoring conducted on airport property.

**Public Comments:**

There were no public comments.

**Adjournment:**

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

**AIRPORT MASTER PLAN**  
**BOARD WORKSHOP**

The Workshop of the Panama City-Bay County Airport and Industrial District was called to order at 10:00 a.m., November 20, 2013 in the Airport Board Room by Chairman Pilcher.

Mr. Paul Puckli, a consultant with CHA Consulting, LLC, provided a presentation to the Board regarding the progress of the Master Plan Study. His presentation discussed the status of the work completed to date, as well as the future work efforts.

Mr. Puckli advised the Board that input would be needed regarding the future facility requirements as it relates to projected passenger growth for the Terminal Building. He reviewed several options of both concourse and terminal expansion projects.

After general discussion, it was the consensus of the Board that a tour of the specific areas being considered in the Terminal Building would be more appropriate before determining which options would best fit the need future growth and development.

A Master Plan Workshop will be scheduled on Friday, December 13, 2013 at 10:00 a.m. to provide a tour in the Terminal Building for the Board Members.

The Master Plan Workshop was adjourned at approximately 11:25 a.m. CST.

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Patty Mitchell, Executive Secretary

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John Pilcher, Chairman