

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., December 12, 2012 in the Airport Board Room by Chairman Pilcher.

The Invocation was given by Ms. Patty Strick.

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 November 14, 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. Award Bid for Firefighter Turnout Gear

This item provides for Board approval and award of the bid for the purchase of fourteen (14) sets of firefighter bunker gear to be utilized by the Aircraft Rescue and Firefighting Department at the Airport.

Following Board discussion, Mr. Bruett made a motion to award the bid for turnout coat, turnout pants and firefighter gloves to Sunbelt Fire Equipment, and to award the bid for firefighter helmet, firefighter boots and nomex hood to NAFECO Fire Equipment and authorization for the procurement of these capital items. Mr. Scott seconded the motion. The vote was taken and the motion passed unanimously.

b. Award Bid for Fuel Tank Painting

This item provides for Board approval and award of the bid for painting the fuel tanks at the Aviation Fuel Facility.

Following Board discussion, Mr. Scott made a motion to award the bid for fuel tank painting to Odle, Inc. at a cost of \$40,835. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

c. Award Bid for Uninterrupted Power Supply (UPS) Devices Service Contract

This item provides for Board approval and award of the bid providing a service contract for uninterrupted power supply (UPS) devices.

Following Board discussion, Mr. Bruett made a motion to award the bid for a service contract for uninterrupted power supply to Eaton Direct at an annual cost of \$13,828.34. Mr. Koehnemann seconded the motion. The vote was taken and the motion passed unanimously.

d. Award Bid for Blinds for Terminal Windows

This item provides for Board approval and award of the bid for purchase and installation of blinds on certain windows in the terminal building.

Following Board discussion, Mr. Mathis made a motion to award the bid for purchase and installation of blinds to be installed at the terminal building to Custom Blind & Shade at a cost of \$12,402. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:

a. ZHA Incorporated – Engineering Services Agreement Renewal

This item provides for Board approval and renewal of the Engineering Services Agreement with ZHA Incorporated (ZHA).

In January, 2011, the District entered into an Engineering Services Agreement with ZHA, Inc. for engineering, architectural, project inspection, construction management and planning services. The initial Agreement was for a five year term and required an annual review of their performance.

During the past two years, ZHA has performed and completed numerous tasks for the Airport Authority. The projects have ranged from providing and ensuring environmental oversight and compliance, providing planning services on multiple ongoing airport construction projects, and by providing design and construction oversight to ongoing projects.

Staff recommends approval for renewal of the Engineering Services Agreement with ZHA. There would be no immediate impact to the budget as task orders would be brought back to the Board for approval on an individual basis.

Following Board discussion, Mr. Koehnemann made a motion to approve the annual review and renewal of the Engineering Services Agreement with ZHA, Inc., and authorization for the Board Chairman or his designee to execute the appropriate documents pending review by airport legal counsel. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

b. ZHA Task Order - Covered Airport Terminal Parking

This item provides for Board approval of a task order to ZHA to perform final design services for the new covered airport terminal parking to be constructed in the existing rental car ready return parking area.

ZHA will provide professional design services to prepare construction documents to reconfigure the existing terminal surface parking to create a covered parking area and relocate the rental car ready return area to a portion of the current long term parking lot, design and prepare contract documents for new foundations for the shade structure and assist the Airport with bidding both packages.

The total cost of this task order is a lump sum fee of \$67,100. This fee covers all necessary professional design services for the covered airport terminal parking project and all surveying and geotechnical investigation expenses.

The cost of this task order was not included in the FY 2013 budget; however, the airport has received an FDOT grant to cover 50% of the cost of this task order and 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 to ZHA for professional design services in the amount of \$67,100 and authorization for the Board Chairman or his designee to execute any necessary documents pending review by legal counsel. Mr. Bruett seconded the motion. The vote was taken and the motion passed unanimously.

c. ZHA Task Order – Environmental Benefits and Design of Water Harvesting System

This item provides for Board approval of a task order to ZHA to provide professional consulting services to prepare an explanation of the environmental benefits of the water harvesting system and a preliminary design of the system for consideration of a Florida Department of Environmental Protection (FDEP) in-kind project to be delivered by Phoenix Construction.

During construction of the airport, Phoenix Construction was fined by FDEP for impacts to the environment for which it was responsible. FDEP will allow Phoenix Construction to construct in-kind projects meeting certain specific requirements to be substituted in lieu of payment of those fines. The water harvesting project has initially been accepted for consideration as a potential in-kind project by FDEP for Phoenix Construction.

Prior to approval of the project, FDEP requires an explanation of the environmental benefits and a detailed cost estimate by the contractor for the water harvesting project. The work contained in this task order will provide the environmental benefit explanation and define the work components of the project for Phoenix Construction to prepare a detailed cost estimate and submit a proposal for the in-kind project to FDEP for approval.

The total cost of this task order is \$26,600. This project was not included in the FY 2013 Capital Improvement Budget; however, the airport has obtained an FDOT grant to cover 50% of this task order amount. Airport funds are available to cover the remaining portion of this expense.

Following Board discussion, Mr. Mathis made a motion to approve the work scope and task order to ZHA for environmental benefits and preliminary design of the water harvesting system and authorization for the Board Chairman or his designee to execute any necessary documents pending review by legal counsel. Mr. Bruett seconded the motion. The vote was taken and the motion passed unanimously.

d. ZHA Task Order – Water Quality Monitoring Post Construction Fall 2012

This item provides for Board approval of a task order to ZHA to perform the required water quality monitoring services at nineteen sites as required under our environmental permits.

In accordance with the FDEP WRP Permit, Department of Army Section 404 Permit, and the Construction and Post Development Water/Sediment Quality and Biological Monitoring Plan, the airport is required to conduct water, sediment and biological monitoring twice a year for a six year period following construction. FDEP Consent Order #3 determined the post construction date would be the date that the final stormwater certification for the entrance road was submitted and accepted, which occurred earlier this year.

The total cost of this task order is \$27,500 and it was included in the FY 2013 Operating Expense Budget.

Following Board discussion, Mr. Bruett made a motion to approve the work scope and task order to ZHA for performing the Water Quality Monitoring Post Construction Fall 2012 and authorization for the Board Chairman or his designee to execute any necessary documents pending review by legal counsel. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

e. **Continuing Contractor Construction Services – Interior Fit-Up and Light Commercial Construction Work**

This item provides for Board selection and approval of a group of contractors to perform construction services consisting of interior fit-up and light commercial construction work for the Airport Authority as provided for under state statute.

The airport issued a Request for Qualifications (RFQ) requesting specific information from qualified construction contractors with interior fit-up and light commercial construction experience to be short listed and be on-call for bidding and providing construction for miscellaneous civil type construction projects for a three year period.

The general scope of services to be provided by the continuing contractors includes general earthwork and site work, utilities, stormwater work, paving, fencing, structures such as short span bridges and retaining walls, electrical/communications/low voltage systems, and other civil type work.

As a result of the RFQ, six companies submitted statements of qualifications. In early December, the selection committee consisting of Mr. John Wheat, Mr. Parker McClellan, Mr. Richard Zipperly, and Mr. Chris Forehand met to discuss their evaluations of the statements of qualifications from each company. After a thorough review, it was determined that one company did not submit the required information and was determined to be non-responsive. The remaining five companies were well qualified to perform the anticipated work and all met the requirements contained in the RFQ.

The following is a list of those companies:

- Anderson Construction Company
- Cathey Construction & Development, LLC
- Marshall Brothers Industrial
- McInnis Builders, LLC
- Ram Construction & Development, LLC

As a result of the review, the committee recommended all five contractors be maintained for the continuing contractor construction services for interior fit-up and light commercial construction work at the airport.

The overall budget impact with this approach will reduce costs associated with a formal bidding process and ensure competitive bids from qualified contractors. Every project bid under this approach would be brought to the Board for approval.

Following Board discussion, Mr. Koehnemann made a motion to approve the committee's recommendation of selection of the five contractors to provide continuing contractor construction services for interior fit-up and light commercial construction work, 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.

f. Ground Transportation Update

Mr. McClellan addressed the Board and provided an update regarding ground transportation issues and potential ways to provide better customer service. He discussed implementing a more streamlined process for handling ground transportation reservations with the installation of a kiosk or counter area for passengers to utilize. In addition to maintaining the current full service taxi companies operating at the airport, Mr. McClellan suggested the Board consider authorizing Staff to prepare and issue a Request for Proposals (RFP) for ground transportation services wherein a single company providing quality professional service to meet passenger needs and handle customer complaints would be added to existing choices for ground transportation companies.

Following Board discussion, Mr. Koehnemann made a motion to authorize Staff to explore the possibilities and issue a Request for Proposals for Ground Transportation Service to determine if there is interest in developing this new concept. Mr. Bruett seconded the motion. The vote was taken and the motion passed unanimously.

Other Business:

Mr. Koehnemann addressed Staff regarding non-based flight crew parking being moved from the short term parking lot to the long term parking lot. Mr. McClellan explained the need for the move was to ensure adequate short-term parking spaces were available to the traveling public. He further advised that in an effort to compensate for the changes in the parking location, effective January 1, 2013, Staff has reduced the monthly parking fee charged to non-based flight crew to \$35.00 per month.

Mr. Mathis addressed Staff regarding an update to the hangar door problem with Bay Aircraft Owners Association. Mr. McClellan stated that the door manufacturer is working on a resolution and the hangar door is scheduled to be repaired by March 2013.

Public Comments:

There were no public comments.

Adjournment:

The meeting was adjourned at approximately 10:50 a.m.

Patty Strick, Executive Secretary

John Pilcher, Chairman