

**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., December 14, 2016 by Chairman Mathis.

The Invocation was given by Mr. Carey Scott.

The Pledge of Allegiance was led by Chairman Mathis.

The Executive Secretary called the roll and indicated that all Board Members were present except Ms. Sandy Sims and Mr. Glen McDonald.

**Reports:**

Mr. McClellan presented and reviewed the Activity Report.

Ms. Darlene Nelson presented and reviewed the Financial Report.

**Consent Agenda:****a. Board Meeting Minutes – November 16, 2016**

This item provides for Board approval of the November 16, 2016 Board Meeting Minutes.

**b. Land Lease – L&G Equipment Leasing, LLC**

This item provides for Board approval of a Land Lease between the District and L&G Equipment Leasing, LLC.

**Mr. Scott made a motion to approve the Consent Agenda as presented. Mr. Tusa seconded the motion. The vote was taken and the motion passed unanimously.**

**Business Items:****a. Presentation – Year in Review**

Mr. McClellan addressed the Board and provided a presentation highlighting the Airport's accomplishments over the past year. The highlights included, in part, the following:

- Four new Board Members to the Airport Authority
- Staffing changes and introduction of new Accounting Department
- Continued increase in commercial passenger activity
- Continued growth in general aviation and military activity
- Air Service Development
- Upcoming projects with FDOT and FEMA
- Completion of the Service Animal Relief Area

This item was for informational purposes only and required no formal Board action.

**b. ZHA, Inc. – Annual Review**

This item provides for Board approval of the annual review for ZHA, Inc. (ZHA) as provided in the Professional Engineering, Architectural, Project Inspection, Construction Management and Planning Services Agreement.

In January 2016, the Airport Authority entered into an agreement with ZHA to provide engineering, architectural, project inspection, construction management and planning services. The agreement has a five (5) year term with an annual review of their performance and review of the services provided.

During the term of the agreement ZHA has performed and completed numerous tasks for the Airport. The projects have ranged from providing and ensuring environmental oversight and compliance, providing planning services on multiple ongoing airport construction projects, and providing design and construction oversight of ongoing projects.

During this past year, ZHA has assisted Staff with State and Federal assistance as it related to the FEMA Project, the Exit Lane Project, mitigation efforts, Security System Upgrades and Design, as well as other projects.

ZHA continues to work in the best interest of the Airport Authority and has performed the projects in an exemplarily manner.

**Following Board discussion, Mr. Scott made a motion to approve the annual review of the Professional Engineering, Architectural, Project Inspection, Construction Management and Planning Services Agreement with ZHA, Inc. for Year 1 of their agreement, and authorization for the Board Chairman or his designee to execute any required documents pending satisfactory legal review. Mr. Lee seconded the motion. The vote was taken and the motion passed unanimously.**

**c. Transportation Network Company Discussion**

This item provides for Board discussion regarding Ground Transportation opportunities at the Airport.

Mr. McClellan updated the Board regarding a Workshop he attended that was hosted by the Bay County Commission regarding Transportation Network Companies (TNC), such as Uber and Lyft. He advised that Staff has recently been meeting with other City Managers from surrounding municipalities to ensure that there is a level of consistency regarding what policies need to be in place to allow the TNCs to operate within Bay County.

This item was for informational purposes only and required no formal Board action.

**Public Comments:**

No public comments.

**Adjournment:**

The meeting was adjourned at approximately 10:20 a.m.

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Patty Mitchell, Executive Secretary

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Russ Mathis, Chairman