

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., February 22, 2017 by Chairman Mathis.

The Invocation was given by Ms. Patty Mitchell.

The Pledge of Allegiance was led by Chairman Mathis.

The Executive Secretary called the roll and indicated that all Board Members were present except Mr. Carey Scott and Mr. Jay Tusa.

Reports:

Mr. McClellan presented and reviewed the Activity Report.

Ms. Darlene Nelson presented and reviewed the Financial Report.

Consent Agenda:

a. **Board Meeting Minutes – January 12, 2017 and January 25, 2017**

This item provides for Board approval of the January 12, 2017 and January 25, 2017 Board Meeting Minutes.

b. **Banner Tow Agreement – Aerial Banners, Inc.**

This item provides for Board approval of a Banner Tow Agreement between Aerial Banners, Inc. and the Panama City-Bay County Airport and Industrial District for the operation of aircraft banner tow activities at the Northwest Florida Beaches International Airport.

c. **Banner Tow Agreement – Aerial Messages of Daytona and Sales, Inc.**

This item provides for Board approval of a Banner Tow Agreement between Aerial Messages of Daytona and Sales, Inc. and the Panama City-Bay County Airport and Industrial District for the operation of aircraft banner tow activities at the Northwest Florida Beaches International Airport.

d. Passenger Luggage Carts – Thompson Contract, Inc.

This item provides for Board approval for the purchase of replacement passenger luggage carts for the air terminal.

e. Disposal of Surplus Property – Passenger Boarding Bridges

This item provides for Board approval and authorization for the sale and/or disposal of two surplus passenger boarding bridges.

Mr. Lee made a motion to approve the Consent Agenda. Ms. Sims seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:

a. Moore Communications Group – Communications Plan

A presentation from Moore Communications Group (MCG) was given by Ms. Jordan Jacobs and Ms. Katie Spillman. They provided an overview of the Communications Plan that was prepared as a result of the Innovation Incubation held in January. The Communications Plan will focus primarily on raising brand awareness among target audiences, while striving to attract new airlines and enhancing air service development. The Communications Plan will raise awareness of ongoing ECP brand development and enhancement of the brand's commitment to passenger customer service. In addition, MCG introduced the new ESCAPE Program which will be implemented in late spring.

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

b. Terminal Security Exit Lane Improvements – GAC Contractors, Inc.

This item provides for Board award of the contract for the terminal building security exit lane improvements.

Prior to the Board discussing the Terminal Security Exit Lane Improvement bid award, Mr. Nelson made a motion to defer this agenda item until the March Board Meeting, due to the fact that the agenda item was provided to the Board Members late and he felt there wasn't adequate time to review and discuss the item. The motion died for lack of a second. The Board opened discussion regarding this agenda item.

Under Federal Transportation Security Administration (TSA) regulations, the Airport is required to monitor and secure the exit lane located between the terminal sterile area and terminal non-sterile area. Currently, the Airport accomplishes this function through both technology and human components.

A Request for Proposals was issued to the Airport's four prequalified vertical contractors for a competitive bid to complete the Exit Lane Project. Three bids were received for the project, as follows:

Anderson Construction	\$217,700
GAC	\$247,696
Lorde and Sons	\$258,730

In addition, the Airport secured subcontract bids from contractors currently supporting existing Airport systems (Escalator, Fire Alarm, and Security) for specific scope to be included in the base bids of the general contractors. The bid documents included a base bid with the Airport having the following award condition: "After consideration of price and other factors, the contract will be awarded to the bidder whose bid proposal is determined to be the lowest responsive and responsible bidder as determined by the Owner."

Following evaluation of the bid documents by the Engineer and Staff it was determined that Anderson Construction had included a list of bid qualifications and exclusions which made their bid non responsive and determined that GAC's bid was the lowest responsive and responsible bid for the scope of work to complete the Exit Lane Project per contract documents for a total contract amount of \$247,696. The FAA reviewed the recommendation for award to the lowest qualified bidder as outlined in the bid documents and took no issue with the recommendation to award the bid to GAC.

Funding for this project will come from federal, state and Airport participation. The project is included in the Airport's capital improvement program, with \$222,926 coming from federal participation, \$24,770 from Airport participation for a total construction cost of \$247,696.

Following Board discussion, Ms. Sims made a motion to award the bid to GAC in an amount not to exceed \$247,696 for the Security Exit Lane Improvements, and authorization for the Board Chairman or his designee to execute any necessary documents pending satisfactory review by legal counsel. Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.

c. Exit Lane Technology – Tyco Integrated Security

This item provides for Board approval for the sole source purchase of the Exit Lane Technology equipment.

As part of the Terminal Security Exit Lane Improvement Project, new technology equipment will be required to modify and update the security exit lane at the Terminal Building. There are three systems available on the market which provide exit breach controls, KABA, Flip Flow and Tyco Integrated Security (Exit Sentry). KABA and Flip Flow use a combination of narrow corridors and video analytics to provide exit breach controls. The Tyco (Exit Sentry) system incorporates video analytics only, and is suitable for wide corridor configurations such as what is currently at the Airport.

To accommodate the Airport's wide corridor configuration, which will allow more normal traffic flow through the exit lane, Tyco (Exit Sentry) is the only known system which has successfully passed system performance at other airports. The Tyco (Exit Sentry) system has been approved by the Transportation Security Administration (TSA) and will fit into the Terminal Building's physical space constraints.

This equipment is a sole source purchase and is included in an Airport FDOT 50/50 participation development grant.

Following Board discussion, Mr. McDonald made a motion to approve the sole source purchase from Tyco Integrated Security (Exit Sentry) in an amount not to exceed \$218,535, of which 50% is eligible for reimbursement through an FDOT grant, and authorization for the Board Chairman or his designee to execute the necessary documents following satisfactory legal review. Mr. Lee seconded the motion. The vote was taken and the motion passed unanimously.

Executive Director Report:

Ms. Becca Hardin with the Bay EDA updated the Board regarding the recent announcement that GKN Aerospace (Project Gondola) is currently building a new location in Venture Crossings, located on Airport property. She also advised the Board that Project Pompano continues to move forward.

Mr. McClellan updated the Board regarding his recent trip to the Routes America conference. He stated that he met with several air carriers about implementing new service to ECP.

Mr. McClellan updated the Board regarding Uber and stated that Staff is currently waiting on a decision to be made by the Florida legislature.

Mr. McClellan advised the Board that DC Aviation, a new aircraft maintenance facility located on Airport property, had recently opened for business.

Mr. McClellan updated the Board regarding the installation of two new passenger loading bridges at the Airport.

Public Comments:

No public comments.

Adjournment:

The meeting was adjourned at approximately 10:30 a.m.

Patty Mitchell, Executive Secretary

Russ Mathis, Chairman