

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 27, 2013 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.

Approval of Minutes:

The January 23, 2013 Board Meeting Minutes were approved as distributed.

Reports:

Mr. Wheat presented and reviewed both the activity report and the financial report to the Board.

Consent Agenda:

a. Approve Skytanking USA 2013 Budget

This item provides for Board approval of the 2013 Operating and Maintenance budget for Skytanking USA.

Following Board discussion, Mr. Bruett made a motion to approve the 2013 O&M budget for Skytanking USA. Ms. Moliterno seconded the motion. The vote was taken and the motion passed unanimously.

b. Extend Skytanking USA Agreement

This item provides for Board approval to extend the contract for the operation of consolidated fuel farms at the Northwest Florida Beaches International Airport until September 30, 2013.

Following Board discussion, Mr. Bruett made a motion to approve extending the contract with Skytanking USA through September 30, 2013 and authorization for the Board Chairman or his designee to execute any required documents. Ms. Moliterno seconded the motion. The vote was taken and the motion passed unanimously.

c. Approve Banner Tow Agreement – AirSign Inc.

This item provides for Board approval of a Banner Tow Agreement between AirSign Inc. and the Panama City – Bay County Airport and Industrial District for the operation of aircraft banner tow activities at the airport.

Following Board discussion, Mr. Scott made a motion to approve the Banner Tow Agreement with AirSign Inc., contingent upon compliance with insurance and other requirements, and authorization for the Board Chairman to execute any required documents. Mr. Koehnemann seconded the motion. The vote was taken and the motion passed unanimously.

d. Authorize Checking Account for Forfeiture Funds

This item provides for Board approval and authorization for staff to open an additional account with SunTrust Bank in which to deposit federal forfeiture funds received by the District.

Following Board discussion, Mr. Mathis made a motion to approve authorization for staff to open an account with SunTrust Bank in order to establish a Law Enforcement Trust Fund. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

e. Approve Sale of Items at Auction

This item provides for Board authorization to participate in a public auction to sell surplus maintenance equipment.

Following Board discussion, Ms. Moliterno made a motion to approve participation in an auction to sell surplus maintenance equipment. Mr. Scott seconded the motion. The vote was taken and the motion passed unanimously.

f. Revision to Ground Transportation Rules and Regulations

This item provides for Board approval of revisions to the Ground Transportation Rules and Regulations policy previously established by the Board governing the operation of companies providing ground transportation service at the Northwest Florida Beaches International Airport.

Following Board discussion, Mr. Scott made a motion to approve revisions to the Ground Transportation Rules and Regulations. Mr. Bruett seconded the motion. The vote was taken and the motion passed unanimously.

g. Award Bid for New Initial Attack Fire Truck

This item provides for Board award of the bid for purchase of a new Initial Attack Fire Truck to be utilized by the Aircraft Rescue and Fire Fighting Department at the airport, and to accept a supplemental Joint Participation Agreement with the Florida Department of Transportation to assist with the funding of the truck.

Following Board discussion, Ms. Moliterno made a motion to award the bid for the Initial Attack fire Truck to Sunbelt Fire Equipment for the purchase of this item, acceptance of the Joint Participation Agreement from the Florida Department of Transportation, contingent upon FDOT approval, and authorization for the Board Chairman or his designee to execute any necessary documents. Mr. Bruett seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:

a. Commercial Apron and ATCT Fencing Project Engineering Services

This item provides for Board award of a contract to AVCON, Inc. to provide design services, bidding and award services, construction administration and inspection services, testing and surveys related to the Pushback Apron and ATCT Security Fencing project contained in the airport FY 2013 capital budget.

At the January Board meeting, AVCON was selected as the top firm to provide design, permitting and associated engineering services for the commercial apron and ATCT fencing project. The Board authorized staff to negotiate a final agreement with AVCON for fees to perform the necessary services for this project.

In association with CCNA requirements, staff negotiated a fee for engineering services for this project with AVCON in the amount of \$120,740.00. The following is a list of the components associated with this total cost:

- Design and permitting \$ 53,520.00
- Bid phase services 6,240.00
- Construction administration 42,480.00
- Job related expenses 2,000.00
- Testing and survey 16,500.00

This project will be funded with a FY 2013 AIP grant that will cover 90% of the total costs.

Following Board discussion, Ms. Moliterno made a motion to approve the negotiated fees and award of this contract to AVCON, Inc. 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.

b. Committee Recommendation – Parking Lot Shade Structure

This item provides for Board selection of a qualified firm to design, furnish, ship, receive and install a complete shade structure to cover approximately 114,000 square feet of surface parking area.

In December 2012 the airport issued a Request for Proposal (RFP) for specific information from qualified contractors with experience in constructing parking lot shade structures. The general scope of services included in the RFP comprised the furnishing of all professional and technical services, labor, equipment, materials and all other functions and operations including, but not limited to, design, fabrication, equipment, materials, supplies, shipping/receiving, mobilization, erection and related services and surveying as necessary and required to accomplish the shade structure work at the airport.

In response to the RFP, the following four firms submitted proposals:

- Apollo Sunguard Systems, Inc.
- C&S Canopy, Inc.
- McInnis Builders, LLC
- USA Shade & Fabric Structures, Inc.

On February 20, 2013 a selection committee comprised of Mr. Chris Forehand, Mr. John Wheat, Mr. Parker McClellan, and Ms. Pam Henderson met to discuss their evaluations of the proposals from the four responders.

After review of the proposals by the committee, it was determined that all companies were qualified to perform the anticipated work and met all the requirements contained in the RFP. All proposers provided workable solutions and were very competitive in the selection criteria; however there was a large difference in the pricing submitted by the four companies.

Due to the large difference in pricing the selection committee recommends USA Shade & Fabric Structures, Inc. be selected as the appropriate vendor. USA Shade & Fabric Structures, Inc. ranked highest based on overall value to the airport considering design, aesthetics, quality of materials, schedule of production, capability of responder, experience with shade structures, longevity and price.

The overall project budget is \$1,491,000.00. Upon selection of a firm to perform the shade structure fabrication and installation, staff will bid the remaining portions of the work to be performed. The airport has obtained a FDOT grant that will cover 50% of the total project cost.

Following Board discussion, Mr. Scott made a motion to approve the selection and award of the base bid and alternatives A through D, including the extension of the covered portion of the center walkway all the way to the terminal building, to USA Shade & Fabric Structures, Inc. for the design, fabrication, shipping and erection of the shade structure to create a covered parking option for airport users for a total price of \$655,500.00, 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.

c. Ground Transportation Terminal Concession

This item provides the Board with information regarding a Request for Proposals (RFP) for Ground Transportation Services at the Northwest Florida Beaches International Airport.

Staff distributed an RFP for companies interested in providing ground transportation services with a presence in the terminal building and a premium vehicle staging area for passenger pick up. Two companies responded and submitted information for consideration. The companies that responded were Affordable Limousine Service and Transportation, Inc., and Sunshine Shuttle and Limousine.

Both companies submitted proposals that met the criteria established in the RFP, to include a Minimum Annual Guarantee (MAG) to the airport either through a per passenger charge or a percentage of revenue generated by the company.

The evaluation committee, consisting of John Wheat, Parker McClellan, Pamm Henderson and Patty Strick met to discuss the proposals submitted. After review of both proposals, the

committee agreed that while both companies met the intent of the RFP and both could provide the enhanced customer service, the fare structure submitted by both companies did not provide a benefit to the traveling public, and in some cases the fares were not different than those being currently charged by other operators.

Following Board discussion, Mr. Bruett made a motion to delay any decision regarding the RFP for ground transportation services for 30 days, and further to direct the evaluation committee to rank the two companies into a first and second choice and to meet again with a Board member as part of the evaluation committee and begin negotiations with the highest ranked company to secure lower fares and increased customer service. If unsuccessful in reaching terms with the highest ranked company, the evaluation committee is directed to negotiate terms with the second highest ranked company and bring back a final recommendation to the Board for consideration. Mr. Koehnemann seconded the motion. The vote was taken and the motion passed unanimously.

At the recommendation of Ms. Dawn Moliterno, the Chairman appointed Mr. Bruett as Board representation on the RFP evaluation committee.

Other Business:

Master Plan Update: Mr. Paul Puckli with RW Armstrong updated the Board by providing an overview regarding the status of the Master Plan process.

Stormwater Management System augmentation Project Update: Mr. McClellan updated the Board regarding the status of this project.

Bay Aircraft Owners Hangar Door Update: Mr. McClellan updated the Board regarding the status of repair to the hangar door.

Public Comments:

There were no public comments.

Adjournment:

The meeting was adjourned at approximately 10:40 a.m.

Patty Strick, Executive Secretary

John Pilcher, Chairman