

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., March 27, 2019 by Chairman Lee.

The Invocation was given by Mr. Russ Mathis.

The Pledge of Allegiance was led by Chairman Lee.

The Executive Secretary called the roll and indicated all the Board members were present.

Mr. Johnson made a motion to approve the Agenda. Vice Chairman McDonald seconded the motion. The vote was taken and the motion passed unanimously.

Reports:

Mr. Parker McClellan presented and reviewed the Activity Reports.

Ms. Darlene Nelson presented and reviewed the Financial Reports.

Consent Agenda:**a. Board Meeting Minutes – February 27, 2019**

This item provides for Board approval of the February 27, 2019 Board Meeting Minutes.

b. Approve Matthew Marshall Sublease

This item provides for Board approval of the one-year sublease of Hangar 3 between Matthew and Amy Marshall, and Sunset Eagle Aviation.

c. Approve Disposal of Surplus Property

This item provides for Board approval of the sale, and/or disposal of surplus property, specifically, a 1986 John Deere front end loader (replaced in 2019); a 2001 Ford F-250 pickup with topper (replaced in 2018); and an outdated Toro paint striping machine (replaced in 2019).

d. Approve FAA Tower Operations Agreement

This item provides for Board approval to execute the Air Traffic Control Tower Operations Agreement for FAA Contract Towers.

e. Approve ZHA Task Order – Transient Apron Expansion – Design Services

This item provides for the Board’s approval of Task Order #36 B to ZHA as the Airport’s continuing engineering consultant to perform required design services for Transient Apron Expansion.

f. Approve Exception to Purchasing Policy for Hurricane Michael Metal Repairs

This item provides for the Board’s approval to deviate from established Purchasing Policy requiring three (3) written quotes – based on the non-responsiveness of the requested companies and the nature of the work – for roofing, gutter and minor metal work, and accepting the single quote from CDC Property Maintenance.

Ms. Sims made a motion to accept the Consent Agenda, and Mr. Mathis seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:

a. Update – State Road 388 Construction (for information only)

Mr. McClellan addressed the Board and provided an update on the progress of the State Road 388 realignment and the roundabout at the entrance to the Airport. Mr. McClellan said that the most noticeable change will be in May with the removal of the sand pile that has been on the West Bay Parkway for the last 9 years. Superior Construction will be utilizing the sand for road construction. Additionally, he said, the construction signs have been posted along SR 388, reducing the speed in the construction zone and the most noticeable work is expected to begin in September but there will be construction activity throughout the summer.

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

b. Update – Terminal Expansion (for information only)

Mr. McClellan addressed the Board and provided an update on the Terminal Expansion that has been impacted by Hurricane Michael and the partial government shutdown earlier this year. Mr. McClellan said that it has impacted the review of several projects and the staff is working to proceed as expeditiously as possible with the Terminal Expansion Project.

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

The Bay EDA Update:

Ms. Becca Hardin, President of Bay EDA, informed the Board that Mr. McClellan, her colleague Garrett Wright (V.P. of Bay EDA), and herself would be traveling to the MRO Americas Convention in Atlanta in April; Ms. Hardin would also be travelling to Germany to meet with and encourage companies to move to Bay County; and Bay EDA would also be hosting two other aviation prospects in April.

The Moore Agency Update:

Ms. Jordan Jacobs of The Moore Agency reported that during the month of February, the Agency launched the first of four campaign “bursts” to keep ECP top of mind in between key time periods of travel seasonality hitting spring break travelers and early summer vacation booking. Ms. Jacobs reported 538 airline website clicks as a result of the

campaign; over 100,000 Super Bowl TV ad impressions reaching over 76% of the target demographic; 3,234 Escape page views; 19,517 new website visitors and 36,469 total sessions. 17.5% of our subscribers opened the newsletter and we had 166,297 earned media impressions.

Ms. Jacobs explained that the new creative using motion (i.e. GIFs) are performing very well (they show the nonstop and direct destinations from ECP), and that we saw outstanding engagement across all social medial channels.

Executive Director Report:

Mr. McClellan brought to the Board's attention the latest issue of *The Airporter*, the staff newsletter; and also directed the Board to the FDOT handout which detailed the economic impact of ECP on the state of Florida.

Public Comments:

Sunset Eagle Aviation's CEO/CFO Ms. Laura Hill, thanked the Board for approving the sublease between her company and Matthew and Amy Marshall.

Adjournment:

The meeting was adjourned at approximately 9:44 a.m.

Kathy Gilmore, Executive Secretary

Del Lee, Chairman