

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., April 22, 2015 in the Airport Board Room by Chairman Bruett.

The Invocation was given by Ms. Patty Mitchell.

The Pledge of Allegiance was led by Chairman Bruett.

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

Presentation:

Mr. Patrick Farnon, Station Manager for Delta Airlines, presented Chairman Bruett with a plaque acknowledging ECP as Station of the Year for 2014 for Class D airports.

Approval of Minutes:

The March 25, 2015 Board Meeting Minutes were approved as distributed.

Reports:

Mr. McClellan presented and reviewed both the activity report and the financial report.

Business Items:**a. FY 2014 Financial Audit Report**

This item provides for Board approval and adoption of the audit report for the fiscal year ending September 30, 2014.

Tipton, Marler, Garner & Chastain have recently completed the airport's annual financial audit. Mr. David Tipton addressed the Board regarding the audit report and stated there were no findings regarding violations of provisions of contracts or grant agreements, fraud, illegal acts or abuse regarding the airport's accounting practices.

The audit report indicated that the general-purpose financial statements represented the true financial position of the District and that operations and cash flows were in accordance with generally accepted accounting principles and that no reportable conditions were disclosed during the audit.

Following Board discussion, Mr. Scott made a motion to adopt the audit report as prepared by Tipton, Marler, Garner & Chastain for the fiscal year ending September 30, 2014. Mr. Pilcher seconded the motion. The vote was taken and the motion passed unanimously.

b. Extension of Concession Agreement – First Class Concessions

This item provides for Board consideration of an extension to the Concession Agreement with First Class Concessions.

In November 2014, Staff met with First Class Concessions to discuss potential rebranding of the concessions to give it a fresh new look. Several weeks ago, a new concept was introduced and as a result, Staff and the Concessionaire need additional time to put together a renewal package that will be presented for Board consideration.

The Concession Agreement with First Class Concessions expires on May 1, 2015. The Concessionaire has asked for an extension, as allowed for in the Agreement. Staff is requesting a four (4) month extension of the current agreement with First Class Concessions be approved.

Following Board discussion, Mr. Mathis made a motion to approve a four (4) month extension to the current Concession Agreement with First Class Concessions. Ms. Meadows seconded the motion. The vote was taken and the motion passed unanimously.

c. Employee Recognition of Austerity Efforts

This item provides for Board approval of a one time employee recognition for austerity efforts made by Staff.

As a result of austerity efforts utilized by Staff during the 2014 fiscal year, the airport saved approximately \$600,000. These savings were accomplished through various cost saving methods including not filling vacant positions, controlling the use of professional services, ensuring cost effective purchasing procedures and the continued practice of fiscally responsible spending.

In recognition of these austerity efforts, it is requested that a one-time allowance for each employee to receive eight (8) hours of paid time off, under the guidelines that the time must be used by December 31, 2015; the time off must be coordinated in advance in each department so as not to incur any overtime; and there is no cash value for the time if you leave the employ of the District. In addition, a letter of recognition will be placed in each employee's personnel file.

Following Board discussion, Mr. Mathis made a motion to approve the one-time recognition for eight (8) hours paid time off for each employee, under the specified guidelines. Mr. Lee seconded the motion. The vote was taken and the motion passed unanimously.

Executive Director Reports:

Mr. McClellan updated the Board regarding the status of the FEMA projects.

Mr. McClellan updated the Board regarding the recent MRO conference he attended with Bay EDA. He stated that he met with multiple companies regarding growth opportunities in this area.

Mr. McClellan advised the Board that the airport received a letter of congratulations from Governor Rick Scott regarding the airport being included in the *Jacksonville Business Journal's* list of top Florida airports.

Public Comments:

No public comments.

Adjournment:

The regular meeting was adjourned at approximately 9:25 a.m. (CST).

Patty Mitchell, Executive Secretary

Till Bruett, Chairman