

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 23, 2014 in the Airport Board Room by Chairman Pilcher.

The Invocation was given by Ms. Patty Mitchell.

The Pledge of Allegiance was led by Chairman Pilcher.

The Executive Secretary called the roll and indicated that all Board Members were present except Ms. Dawn Moliterno.

Presentation:

Mr. McClellan addressed the Board and provided a presentation highlighting the airport's accomplishments over the past year. He discussed the status of current projects, as well as upcoming opportunities for the airport. With regard to specific accomplishments, he discussed the completion of the Stormwater Management System, the Covered Parking Project, staff training opportunities, and the continued enhancements for general aviation.

Approval of Minutes:

The March 26, 2014 Board Meeting Minutes were approved as distributed.

Reports:

Mr. McClellan presented and reviewed the activity report.

Ms. Henderson presented and reviewed the financial report.

Consent Agenda:

a. Approve Amended Purchase for Spring Fertilization

This item provides for Board approval for the amended purchase and application of fertilizer on airport property.

b. Ratification of ARFF Emergency Vehicle Repair

This item provides for Board ratification for the cost of repairs associated with the Airport Fire Department's Rescue 4 emergency response vehicle.

Following Board discussion, Mr. Mathis made a motion to approve both items on the consent agenda. Mr. Bruett seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:

a. Award Bid for Waste Removal Services

This item provides for Board award of a contract for waste removal services at airport.

Staff distributed an Invitation to Bid for Waste Removal Services for the Northwest Florida Beaches International Airport. The District requested pricing for the following three options:

Bid Option 1 - Dumpsters

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|-------------------------------|----------------------------------|---------------------|
| • Terminal Building | 6 6-yard containers with casters | 3x per week service |
| • Rental Car Service Facility | 2 6-yard containers with casters | 1x per week service |
| • Maintenance Building | 1 6-yard container | 1x per week service |

Bid Option 2 – Solar Compactor at Terminal

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|-------------------------------|----------------------------------|---------------------|
| • Terminal Building | Solar Compactor | As needed |
| • Rental Car Service Facility | 2 6-yard containers with casters | 1x per week service |
| • Maintenance Building | 1 6-yard container | 1x per week service |

Bid Option 3 – Electric Compactor at Terminal

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|-------------------------------|----------------------------------|---------------------|
| • Terminal Building | Compactor | As needed |
| • Rental Car Service Facility | 2 6-yard containers with casters | 1x per week service |
| • Maintenance Building | 1 6-yard container | 1x per week service |

The companies that submitted bids, and the annual costs proposed for Year 1 are as follows:

Waste Management

Option 1	\$17,349.60
Option 2	\$34,142.15
Option 3	\$28,358.15

Waste Pro

Option 1	\$20,040.00
Option 2	\$34,137.16
Option 3	\$33,657.15

The term of the contract would be for three years with the possibility of two additional one year options, at the discretion of the District.

Following Board discussion, Mr. Bruett made a motion to award the contract for waste removal services to Waste Management, at an annual cost for the first year of \$17,349.60 (\$1,445.80 per month). Mr. Mathis seconded the motion. The vote was taken and the motion passed unanimously.

Executive Director Reports:

Mr. McClellan recognized staff with the acknowledgement of Administrative Professional's Day.

Mr. McConnell advised the Board that the airport had received an award from AAAE in recognition of training hours received by airport staff. Mr. McConnell acknowledged Police Chief Barbara Montgomery, Fire Chief Jerry Swearingen and Maintenance Manager Jabo Jackson for their department's continued participation in ongoing training efforts.

Public Comments:

There were no public comments.

Adjournment:

The meeting was adjourned at approximately 9:30 a.m.

Patty Mitchell, Executive Secretary

John Pilcher, Chairman