

## MEETING MINUTES

### PANAMA CITY – BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT

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#### **Opening:**

The Board Meeting of the Panama City-Bay County Airport and Industrial District was called to order at 10:00 a.m., April 25, 2012 in the Airport Board Room by Chairman McKenzie.

The Invocation was given by Ms. Patty Strick.

The Pledge of Allegiance was led by Chairman McKenzie.

The Executive Secretary called the roll and indicated that all Board Members were present except Mr. Till Bruett.

#### **Approval of Minutes:**

The March 28, 2012 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. Amendment to Public Records Policy**

This item provides for Board approval of an amendment to the airport's Public Records Policy.

**b. Restroom Flooring Improvements**

This item provides for Board approval to authorize flooring improvements in the restrooms.

**Following Board discussion, Ms. Moliterno made a motion to approve the Consent Agenda, and authorization for the Executive Director to execute any required documents. Mr. Scott seconded the motion. The vote was taken and the motion passed unanimously.**

**Business Items:****a. Ricondo & Associates, Inc. – Consultant Services for Rates and Charges**

This item provides for Board approval for Ricondo & Associates to provide assistance with the preparation of Fiscal Year 2013 rates and charges and the settlement rates and charges for Fiscal Year 2012.

Ricondo & Associates, Inc. was selected by the Board to provide the District with airport consulting services. To date, the District has utilized Ricondo & Associates for the successful development and negotiation associated with a new Airline Use and Lease Agreement and air service development services.

As a new assignment, this proposed work consists of providing services to prepare airline rates and charges for the airport pursuant to the recently negotiated Airline-Airport Use and Lease Agreement. The first phase would include development of the model for FY 2013 rates and charges with various revisions based on airport alternative budgetary requirements, preparation of airline meeting documents and participation in the airline budget review meeting. The second phase would include revisions and/or updates to the airline rates and charges model based on FY 2012 audit results, calculation of actual airline rates and charges for FY 2012, revenue sharing and airline settlement calculations for the year ending September 30, 2012. Preparation of rates and charges documents and participation at the airline meeting is also included in this work effort.

A budget of \$50,820 is proposed for this work effort. Currently, \$30,800 is in the approved FY 2012 budget and the remaining \$20,020 would be incorporated into the FY 2013 budget request.

**Following Board discussion, Mr. Pilcher made a motion to approve both task orders and associated costs and authorization for Ricondo & Associates to prepare the FY 2013 rates and charges and actual calculations for the FY 2012 rates and charges, 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.**

**b. Environmental Issues Associated with FDEP Consent Order #3**

This item provides for Board approval of two task orders to ZHA to perform work associated with environmental issues to be included in the new Consent Order #3.

The airport received notice of violations from the State of Florida Department of Environmental Protection and notice that a new Consent Order #3 would be developed that replaced the previous consent orders and addressed all remaining environmental issues.

In an effort to continue working towards compliance regarding the environmental concerns, two task orders have been developed. Listed below is the work scope and associated dollar amounts for both task orders:

Morrell Branch Final Assessment and Restoration Plan: This task order includes conducting an evaluation of the initial assessment report with the agencies, providing an evaluation of the impacts to the habitat and best recovery methods to utilize, and preparation of a final assessment and restoration plan required for agency approval. The restoration plan will include analysis of vegetative, hydrological and soil data, functional loss evaluation, environmental consequences, contingency plans and best methods for implementation to achieve recovery. The cost of this task order is \$112,287.

Kelly Branch Final Assessment and Restoration Plan: This task order includes conducting an evaluation of the initial assessment report with the agencies, providing an evaluation of the impacts to the habitat and best recovery methods to utilize, and preparation of a final assessment and restoration plan required for agency approval. The restoration plan will include analysis of vegetative, hydrological and soil data, functional loss evaluation, environmental consequences, contingency plans and best methods for implementation to achieve recovery. The cost of this task order is \$20,308.00

The total budget impact of both task orders is \$132,595. This work was not included in the FY 2012 budget; however, funds are available to cover these expenses.

**Following Board discussion, Ms. Moliterno made a motion to approve both task order amounts and authorization for ZHA to perform the work described in each task order, with authorization for the Board Chairman or his designee to execute any necessary documents. Mr. Koehnemann seconded the motion. The vote was taken and the motion passed unanimously.**

#### **Other Business:**

Mr. Wheat addressed the Board and provided a presentation outlining 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 restructuring of the SIB loan, the execution of the rental car contracts, general aviation improvements, the development of new air carrier lease agreements, the sale of the old airport property and subsequent payoff of the Regions Bank loan, and discussed the status of the construction litigation.

**Public Comments:**

There were no public comments.

**Adjournment:**

The meeting was adjourned at approximately 10:35 a.m. (CST).

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Patty Strick, Executive Secretary

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Andy McKenzie, Chairman