

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 10:00 a.m., May 23, 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.

Approval of Minutes:

The April 11, 2012 Emergency Board Meeting Minutes, the April 16, 2012 Special Board Meeting Minutes, the April 25, 2012 Board Meeting Minutes and the April 27, 2012 Emergency Board Meeting Minutes were approved as distributed.

Reports:

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

Presentation:

Mr. Mike Lerma, Manager at SheltAir Aviation, addressed the Board and provided a presentation outlining the accomplishments and future projects for SheltAir Aviation since opening in June of 2010.

Consent Agenda:

There were no items listed on the Consent Agenda.

Business Items:**a. Approval for Electronic Signature**

This item provides for Board approval for implementation of an electronic signature system for Board Member signatures on checks.

Staff has researched and located a system that is compatible with the airport's accounting software and will allow for electronic signatures on checks. FLEXCHEK by Relyco allows a signature to be printed on the check either at the time of check printing or after the initial check has been printed.

The Director of Administration would maintain and ensure all proper controls are in place if utilizing the electronic signature procedure for check signing.

The initial cost for FLEXCHEK is \$1,014. This cost includes two digitized signatures, which would be the Board Chairman and Vice Chairman only. The cost for annual maintenance of this software is \$119. Although this item was not included in the budget, there are sufficient funds available to cover this cost.

Following Board discussion, Mr. Pilcher made a motion to approve the purchase of FLEXCHEK software for implementation of electronic check signatures for Board Members. Mr. Koehnemann seconded the motion. The vote was taken and the motion passed unanimously.

b. Salary Schedule Survey Update

This item provides for Board review of a new pay schedule for airport employees which has been developed based on a salary survey of comparable positions in the area.

The current salary pay system consists of an eleven step pay scale for each pay grade. The new salary schedule establishes bandwidths for each job classification thereby allowing the airport to move towards a merit pay for performance system and adjusts pay classifications based on market comparison.

In September 2011, the Board approved a pay increase for all pay classifications to address the concerns expressed by management that the pay scale had not been adjusted for the last five years. During that time it was agreed that a salary survey would be performed to determine if any further discrepancies existed comparing the existing salary schedules to comparable workforces in the area.

The survey process identified comparable positions within the City of Panama City, Panama City Beach, Bay County and in some instances Pensacola, Tallahassee and Callaway. Once salary information was received, each position was evaluated by comparing the average, mean, and average less the high and low in order to determine comparable salaries.

Once the new salary schedules are adopted the budget would be impacted by bringing any personnel who are below the minimum salary to the new minimum salary, if necessary. Additionally, for those positions that the maximum salary is increased, there will be impacts over time as salaries are adjusted for merit.

This item is for informational purposes only and required no formal Board action.

c. Specific Salary Adjustment Considerations

This item provides for Board approval of salary adjustments for the Fire Chief and Maintenance Manager and for consideration of salary adjustments for the Director of Administration, Deputy Executive Director and Executive Director.

In October 2011, the airport salary schedules were adjusted by 5% and the majority of airport staff received a 5% salary increase at that time. At this same time, the Fire Chief and Maintenance Manager's salary was adjusted by 3% and the Board agreed to hold any adjustments for the three executive level employees until certain thresholds were met.

In April 2012, the Board was updated on the major accomplishments made by Staff during the past year and briefed on the opportunities and challenges that the future holds. All of the major goals that were established last year have been accomplished. In light of these accomplishments, Mr. Wheat recommended the Board approve a 2% pay adjustment for the Fire Chief and the Maintenance Manager retroactive to October 1, 2011, thereby bringing those salaries in line with the adjustments given to the other employees.

In addition, Mr. Wheat asked the Board to consider granting salary adjustments for the remaining three executive level positions, based on the successful completion of all the major goals and objectives established by the Board.

Following Board discussion, Mr. Bruett made a motion to approve the 2% pay adjustment for the Fire Chief and the Maintenance Manager retroactive to October 1, 2011. Ms. Moliterno seconded the motion. The vote was taken and the motion passed unanimously.

Following additional Board discussion, Mr. Bruett made a motion for the Chairman to appoint one Board Member to meet with the Executive Director for the purpose of recommending salary adjustments for the positions of Director of Administration and Deputy Executive Director, and further for the Board Chairman to discuss a salary adjustment for the Executive Director in conjunction with his annual performance evaluation and to bring these recommendations back to the Board for consideration. Ms. Moliterno seconded the motion. The vote was taken and the motion passed unanimously.

Chairman McKenzie appointed Mr. Till Bruett to meet with the Executive Director and further discuss establishing salary ranges and adjustments for the three positions.

d. Consent Order #3 with the Florida Department of Environmental Protection

This item presents for Board approval of Consent Order #3 with the Florida Department of Environmental Protection (FDEP) outlining the necessary actions required to reach settlement on certain environmental matters between FDEP and the Panama City – Bay County Airport and Industrial District (District).

In July 2009, the District and FDEP entered into a Consent Order for wetland fill and water quality violations. That initial Consent Order was amended in November 2009, and in February 2010 the District and FDEP entered into a second Consent Order with additional corrective actions. Since that time the District has worked toward compliance by conducting wetland restoration projects and stabilization of critical areas.

Consent Order #3 contains various items that have not yet been completed in previous Consent Orders and addresses several new areas that have been discovered. In addition, this Consent Order levies fines for water quality violations and stormwater violations, failure to construct in compliance with permit and failure to provide as-built certification in a timely manner.

This Consent Order includes specific corrective actions that must be completed to satisfy FDEP and closeout the Consent Order. The District has continued to work diligently with FDEP and the US Army Corps of Engineers to identify concerns and develop lasting solutions. This Consent Order is a culmination of efforts between all parties to achieve workable solutions and resolve any outstanding environmental issues.

The total amount of fines due under this Consent Order is \$82,344, which must be paid to FDEP within 30 days of the effective date. Funds are available from cash reserves to cover this expense. Approval of this Consent Order will also result in additional funding for the secondary water quality improvements and restoration efforts in the Morrell and Kelly Branches required under the corrective actions of this Consent Order.

Following Board discussion, Mr. Koehnemann made a motion to approve Consent Order #3 with the Florida Department of Environmental Protection and authorization for the Board Chairman to execute any necessary documents. Ms. Moliterno seconded the motion. The vote was taken and the motion passed unanimously.

e. ZHA Task Order - Design Improvements to the Stormwater Management System

This item provides for Board approval of a Task Order to ZHA for preliminary design of improvements to the stormwater management system.

In the development of Consent Order #3, both the Florida Department of Environmental Protection (FDEP) and the US Army Corps of Engineers (USCOE) expressed concern regarding issues such as water quality, volume, velocity and pH. In an effort to address these issues, the following components will be included in this Task Order:

- Improvements to Pond C outfalls 1-A, 1-B and 1-C piping and structures
- New secondary treatment for discharge water from Pond C consisting of a new dry retention area
- New conveyance piping, ditching and structures for stormwater by-pass currently entering the airport on the East perimeter (known as Wetland B) and conveying the stormwater along the airport perimeter, across the crosswind runway site, and to Morrell Branch
- Improvements to Pond D-1 and RCF-B1 outfall structures
- New secondary treatment for discharge water from Pond D-1 and RCF-B1 consisting of a wet secondary treatment pond and new outfall structures into Kelly Branch

The total cost for work completed under this Task Order is \$181,021. This amount was not included in the FY 2012 budget; however, funding will be requested from FAA and FDOT.

Following Board discussion, Mr. Forehand made a motion to approve the work scope and Task Order amount for ZHA to perform the work described in the Task Order, and authorization for the Board Chairman or his designee to execute any necessary documents. Ms. Moliterno seconded the motion. The vote was taken and the motion passed unanimously.

Other Business:

Ms. Jordan Jacobs with Moore Consulting Group addressed the Board and provided an update regarding new daily non-stop service to St. Louis, Missouri on Southwest Air Lines.

Public Comments:

Ms. Linda Artman and Ms. Joan Evert addressed the Board and advised they would be competing in an upcoming cross country aviation race and requested the Board consider sponsoring them.

Ms. Dawn Moliterno made a motion to recommend Moore Consulting Group meet with Ms. Artman and Ms. Evert to discuss sponsorship opportunities and the value associated with a donation. Mr. Bruett seconded the motion. The vote was taken and the motion passed unanimously.

Adjournment:

The meeting was adjourned at approximately 11:30 a.m. to enter into Closed Executive Session.

Closed Executive Session:

Board Members entered into Closed Executive Session at 11:45 a.m. to discuss matters relating to current litigation to the extent authorized under Florida Statute 286.011(8). Those in attendance were as follows:

John Wheat, Executive Director
 John Pilcher, Vice Chairman
 Dawn Moliterno, Board Member
 Carey Scott, Board Member
 Franklin Harrison, Airport Attorney
 Ross McCloy, Airport Attorney
 Court Reporter

Andy McKenzie, Chairman
 Till Bruett, Board Member
 Rick Koehnemann, Board Member
 Chris Forehand, Board Member
 Nick Beninate, Airport Attorney
 Brad Copenhaver, Attorney

The Closed Executive Session ended at approximately 12:45 p.m.

Patty Strick, Executive Secretary

Andy McKenzie, Chairman