

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 27, 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.

Approval of Minutes:

The April 22, 2015 Board Meeting Minutes were approved as distributed.

Reports:

Mr. McClellan presented and reviewed both the Activity Report and the Financial Report.

Consent Agenda:**a. Ratification of Agreements**

This item provides for Board ratification of Space/Use Agreements with Delta Airlines, Gateway Group One, and Key Lime Air; and ratification of a Banner Tow Agreement with Simmons Aviation Services, LLC.

Following Board discussion, Mr. Pilcher made a motion to ratify the Space/Use Agreements with Delta Airlines, Gateway Group One and Key Lime Air, and the Banner Tow Agreement with Simmons Aviation, LLC. Mr. Scott seconded the motion. The vote was taken and the motion passed unanimously.

b. Establish Audit Selection Committee

This item provides for Board approval to establish an Audit Selection Committee as required in Florida Statute 218.391.

The role of the Audit Selection Committee is to assist the District in the selection of an auditor to conduct the financial audit. The Audit Selection Committee will be responsible for the following: establish evaluation criteria; publicly announce request for proposals; provide interested firms with a Request for Proposal (RFP); evaluate proposals; and rank and recommend the proposals of qualified firms.

Staff recommends the following representatives for the Audit Selection Committee:

J. Carey Scott – Board Member
 Parker McClellan – Executive Director
 Richard McConnell – Deputy Executive Director
 Pam Henderson - Director of Finance and Administration
 Alternate - Helene Zackrison – Manager of Finance and Administration

Once the RFP submittals have been reviewed, the Audit Selection Committee will present the results and ranking of the evaluation and a recommendation to the Board for final adoption.

Establishment of an Audit Selection Committee will have no impact on the budget.

Following Board discussion, Mr. Mathis made a motion to establish an Audit Selection Committee comprised of the recommended representatives as established in Florida Statutes. Mr. Pilcher seconded the motion. The vote was taken and the motion passed unanimously.

c. Approve Sublease – Kedrick Cerry, Inc., to Semcoa, LLC

This item provides for Board approval of a sublease of the Kedrick Cerry, Inc., hangar to Semcoa, LLC.

Kedrick Cerry, Inc. has a lease with the District for approximately 33,150 square feet, on which a large corporate hangar was constructed. Representatives with Kedrick Cerry, Inc. are in negotiations to sell that hangar and have requested Board approval for a six month sublease between Kedrick Cerry, Inc. and Semcoa, LLC.

It is anticipated that the sale of the hangar to Semcoa, LLC will occur during that sublease period, at which time the Board would be asked to approve a Lease Assignment to Semcoa, LLC.

Following Board discussion, Mr. Pilcher made a motion to approve the sublease of the Kedrick Cerry, Inc. hangar to Semcoa, LLC for the storage of aircraft. Ms. Meadows seconded the motion. The vote was taken and the motion passed unanimously.

d. Approve Lease Assignment – Dean Crane to Burton Beitz

This item provides for Board approval of the assignment of the Lease Agreement between Mitchell Dean Crane (Dean Crane) and the Panama City – Bay County Airport and Industrial District (District) to Burton Beitz.

Staff was contacted by Dean Crane and informed that he is selling his hangar to Burton Beitz. Under the current Lease Agreement between Dean Crane and the District, Dean Crane cannot assign or otherwise transfer his rights and obligations under the lease without prior written consent from the District.

Following Board discussion, Mr. Pilcher made a motion to approve the lease assignment from Dean Crane to Burton Beitz, and authorization for the Board Chairman or his designee to execute any necessary documents following satisfactory review by legal counsel. Mr. Mathis seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:

a. Equipment Purchase – Tractor and Equipment Company of Panama City

This item provides for Board approval for the purchase of a tracked, hydraulic excavator to be used in support of the Airport's Stormwater Maintenance Program.

Ongoing maintenance operations at the Airport require dredging and cleanout of stormwater conveyance ditches to allow for proper drainage during inclement weather conditions. Purchase of a tracked excavator with dredging bucket is ideal for conducting cleanout operations at the Airport.

This specific type of equipment is manufactured and distributed only through Gradall and its authorized distributors. There is only one authorized distributor of Gradall equipment in the panhandle. This would be a sole source purchase from that authorized distributor.

Purchase of this item is provided for in the FY2015 Operating and Capital Improvement Budget. Fifty percent (50%) of the purchase price will be reimbursed to the Airport through a 50/50 FDOT equipment grant.

Following Board discussion, Mr. Mathis made a motion to approve this sole source equipment purchase from Tractor and Equipment Company for a Gradall XL3200 III hydraulic excavator in the amount of \$225,000. Mr. Scott seconded the motion. The vote was taken and the motion passed unanimously.

b. Award Bid for Phase 1 Repair and Mitigation for Stormwater Event 4177

This item provides for Board award of a contract for Phase 1 repairs and mitigation work on Airport property as a result of the storms which occurred in April 2014.

In late March 2015, a Request for Proposals (RFP) was issued for a portion of the stormwater repairs and mitigation projects (Phase 1) which resulted from the damage caused from the storms and rain event which occurred in April 2014.

The site repairs and mitigation for the Airport is as follows:

1. Regrading berms, ditches and swales, removing silt, replacing culverts and mitered ends, soil amendments and sodding for erosion control, raising and regrading the maintenance road, outfall and drainage modifications, repair sump bottoms, apron areas, concrete matts, skimmers and pipes.
2. Mitigation to damaged areas from flooding, including ArmorFlex Matts, filter point matts, new larger box culverts, concrete matts, outfall modifications, and new rip rap.

Two bids were received as a result of the RFP. Listed below are the companies that bid and the bid amounts:

Company	Bid Amount	Allowance
GCUC	\$1,125,750	\$87,575
Phoenix	\$ 538,000	\$0

ZHA, the Airport's Engineering consultant, reviewed the submittals and met with both bidders to confirm their commitment to the scope of work.

A Project Worksheet was submitted to FEMA, based on FEMA's eligibility and estimating tools. The Project Worksheet includes the costs of the construction of repairs and mitigation, professional fees, construction and project management and contingency. Both bids received are

under the engineer's estimate of construction costs. The Project Worksheet has been reviewed with FEMA staff and they have taken no exceptions to the estimates that were provided.

After consideration of price and other factors, Staff and ZHA recommend award of the contract to the low bidder, Phoenix Construction Services, for a total contract amount of \$538,000.

The project will be funded 75% by FEMA, 12.5% by the State of Florida (SERT) and the remaining 12.5% by the District.

Following Board discussion, Mr. Pilcher made a motion to award Phase 1 Repair and Mitigation for Stormwater Event 4177 to Phoenix Construction Services in the amount of \$538,000, and authorization for the Chairman or his designee to execute any necessary contract documents following satisfactory review by legal counsel. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

c. Presentation – Moore Communications Group

Mr. Patrick Sheffield and Ms. Courtney Cox, representatives from Moore Communications Group, provided a presentation to the Board highlighting recent work surrounding media relations and public relations on behalf of the Airport. They also introduced new branding idea "Now Boarding" for ECP which would be seen on the Airport's website and on mobile devices.

Executive Director Reports:

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 that he would be attending the 2015 Jumpstart Conference next week and is scheduled to meet with several different air carriers about establishing service to ECP.

Mr. McClellan advised there are ongoing discussions with the airlines regarding execution of the updated agreements.

Mr. McClellan advised the increased summer flight schedule will begin in June and there will be approximately 26 arrivals and 26 departures on Saturdays during the upcoming summer months.

Mr. McClellan advised that general aviation traffic remained active and the Sheltair ramp expansion project was ongoing and expected to be completed in late July.

Mr. McClellan stated that the Airport recently celebrated its five year anniversary and noted there were several articles and editorials in the News Herald marking the occasion.

Public Comments:

No public comments.

Adjournment:

The regular meeting was adjourned at approximately 10:30 a.m. (CST).

Patty Mitchell, Executive Secretary

Till Bruett, Chairman