

## 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 9:00 a.m., May 28, 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 Mr. Carey Scott.

#### **Presentation:**

Fire Chief Jerry Swearingen addressed the Board and provided a presentation highlighting the airport's recent full scale disaster drill, which is required by the Federal Aviation Administration to be conducted by all commercial service airports every three years. Chief Swearingen reviewed the training exercise and discussed the combined efforts of all the airport's mutual aid partners.

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

The April 23, 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. Renewal of Space/Use Agreement – Gateway Group One**

This item provided for Board authorization for the Executive Director to renew the Space/Use Agreement with Gateway Group One.

**b. Renewal of Space/Use Agreement – Key Lime Air**

This item provided for Board authorization for the Executive Director to renew the Space/Use Agreement with Key Lime Air.

**c. Approve Transfer Agreement with FAA for VOR Doppler Conversion Kit**

This item provided for Board approval for the transfer of ownership of the VOR Doppler Conversion Kit located at the airport, and authorization for the Executive Director to execute the Transfer Agreement between the FAA and the District.

**Following Board discussion, Ms. Moliterno made a motion to approve all three items on the Consent Agenda. Mr. Bruett seconded the motion. The vote was taken and the motion passed unanimously.**

**Business Items:**

**a. Ratification of Emergency Repairs from Storm Damage**

This item provides for Board ratification of expenses incurred during the storm which occurred on April 30, 2014.

On April 30, 2014, the Panhandle of Florida was significantly impacted by a storm system which brought torrential rains in a relatively short period of time, causing significant damage to the facility and grounds at the airport.

After an assessment of the property, an inspection was performed by airport staff, airport engineers, and representatives from Bay County Emergency Management. The inspections identified approximately 25 locations where the storm caused extreme damage or damage that was exacerbated by the sheer quantity of water that was on the airport. Of these locations, six areas were identified that required immediate repair in order to maintain the stormwater system and reduce any further damage.

The emergency repairs are being completed by Phoenix Construction Services, as Phoenix is already mobilized on site completing another project, had met the necessary security requirements and could begin work immediately.

The estimated cost of the emergency repairs is not to exceed \$137,500 with a contingency of \$12,600. There was an emergency Task Order required for ZHA for the assessment, inspection and oversight service for the emergency repairs in the amount of \$19,900. The work will be accomplished by ZHA and Buchan and Harper.

Funds are available in the FY 13 budget for the repair costs. Additionally, an insurance claim has been submitted for the damage caused by the storm, and staff has begun the process of a FEMA Claim for emergency repairs.

**Following Board discussion, Mr. Mathis made a motion to approve the ratification of the repair costs in an amount not to exceed \$170,000 for the emergency repairs associated with the April 30, 2014 weather event. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.**

#### **Executive Director Reports:**

Mr. McClellan updated the Board on the status of the Ramp Expansion Project and the installation of two new sidewalks, one located in front of the terminal building providing access to the short term, covered and employee parking lots, and the other providing access to the Public Safety Building.

Mr. McClellan advised the Board that on May 22, 2014, airport staff partnered with tenant management and celebrated the 4<sup>th</sup> anniversary of the opening of the airport with a hot dog cookout for all airport employees.

#### **Public Comments:**

There were no public comments.

#### **Adjournment:**

The regular meeting was adjourned at approximately 9:30 a.m. (CST).

#### **Closed Executive Session:**

Board Members entered into Closed Executive Session at 9:35 p.m. (CST) to discuss litigation matters regarding KBR, et al, to the extent authorized under Florida Statute 286.011(8).

Those in attendance for the Closed Executive Session were as follows:

John Pilcher, Chairman  
Dawn Moliterno, Board Member  
Russ Mathis, Board Member  
Parker McClellan, Executive Director  
Nick Beninate, Airport Attorney  
Court Reporter

Till Bruett, Vice Chairman  
Chris Forehand, Board Member  
Del Lee, Board Member  
Franklin Harrison, Airport Attorney  
Ross McCloy, Airport Attorney

The Closed Executive Session ended at approximately 10:40 a.m. (CST).

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Patty Mitchell, Executive Secretary

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John Pilcher, Chairman