

## 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., June 22, 2016 by Vice Chairman Mathis.

The Invocation was given by Ms. Patty Mitchell.

The Pledge of Allegiance was led by Vice Chairman Mathis.

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

#### Approval of Minutes:

The May 25, 2016 Board Meeting Minutes were approved as distributed.

#### Reports:

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

#### Consent Agenda

a. **Expenditure of Airport Police Federal Forfeiture Funds**

This item provides for Board approval for the expenditure of Forfeiture Funds to purchase police weapons and a safety vehicle.

**Mr. Pilcher made a motion to approve the expenditure of Forfeiture Funds for the purchase of weapons from Lou's Police Distributors, Inc., under state contract pricing in an amount not to exceed \$5,000.00, and approval to purchase a 4WD ATV type safety vehicle from Florida Coast Equipment, Inc., under state contract pricing in an amount not to exceed \$10,000.00, and authorization for the Executive Director to execute any necessary documents. Mr. Lee seconded the motion. The vote was taken and the motion passed unanimously.**

**Business Items:****a. Ricondo & Associates, Inc. – Airport Consultant Services**

This item provides for Board approval for Ricondo & Associates, Inc. to provide assistance with the preparation of the 2016 Settlement Documents, and assist with development of 2017 Rates and Charges.

In October 2009, the Board selected Ricondo and Associates, Inc. to provide the District with airport consulting services. In that capacity, the District has utilized Ricondo and Associates for services associated with the development and negotiation of a new Airline Use and Lease Agreement and air service development services.

This proposed work would provide services to prepare the new Airline Agreement, development of a Non-Signatory Airline Agreement, calculations of Rates and Charges for the FY2016 Settlement and to assist staff in development of the FY 2017 budget.

In 2015, Staff developed an Airline Agreement which will expire on September 30, 2020. This agreement is still good conceptually, but requires the rate model to be updated and validated.

Phase 1 of this Task Order will be to assist Staff in updating and validation of the rate model, as well as reviewing the final calculations of the Airline Rates and Charges. This Task Order will also assist with preparation of the documentation for the airline meeting and participation in that meeting.

Phase 2 of this Task Order will involve Settlement of the Rates and Charges for Fiscal Year 2016. The Settlement efforts will include revisions and updates to the airline rates and charges model based on FY 2016 audit results, calculation of actual airline rates and charges for FY 2016, and revenue sharing and airline settlement calculations for the fiscal year ending September 30, 2016.

The total cost of this Task Order is \$43,665 and funding is available in the Airport FY 2016 budget.

**Following Board discussion, Mr. Pilcher made a motion to approve the Task Order with Ricondo & Associates, Inc. to provide assistance with the preparation of the 2017 Airline Rates and Charges and to assist with the 2016 Settlement and supporting documentation, and authorization for the Executive Director or his designee to execute any necessary documents. Ms. Sims seconded the motion. The vote was taken and the motion passed unanimously.**

**b. ZHA Task Order – Modification of Standards Planning Services**

This item provides for Board approval of a Task Order with ZHA, Inc. for planning services associated with a Modification of Standards (MOS) for Project Pompano.

The Airport Master Plan and the Airport Layout Plan identify the aircraft design group at every airport. This information is based on which aircraft regularly operate at the airport. The Northwest Florida Beaches International Airport (ECP) currently has a designation of Design Group III. Project Pompano will include aircraft in larger design groups.

The Federal Aviation Administration (FAA) has developed a process for allowing larger aircraft to operate at the airport. In order to comply with FAA requirements, the airport must submit an MOS to ensure that larger aircraft can safely operate and what improvements, if any, need to be made to the airfield.

The following are task requirements to develop for submission of an MOS for ECP:

- Verify aircraft design group, taxiway design Group, required offsets
- Identify non-standard runway to taxiway separations
- Identify non-standard taxiway to taxilane separations
- Identify non-standard runway requirements
- Evaluate pavement strengths and limits of impact
- Prepare A380 routes before take-offs and landings
- Prepare pavement and substructure recommendations
- Coordinate aircraft routes with airport and control tower
- Prepare aircraft route maps
- Prepare proposed Taxiway Geometry Plan
- Prepare updated cost estimate
- Prepare Aircraft Parking Plan for public ramp
- Prepare vehicular access and Auto Parking Plan
- Prepare a Letter of Agreement (LOA) with local tower
- Coordinate LOA with airport
- Coordinate MOS and LOA with FAA and ADO for comments

The cost for this Task Order is not to exceed \$27,800, and funding is available in the FY 2016 Budget.

**Following Board discussion, Mr. Pilcher made a motion to approve the Task Order with ZHA, Inc. for the development of a Modification of Standards for new larger aircraft and authorization for the Executive Director to execute any necessary documents. Mr. Lee seconded the motion. The vote was taken and the motion passed unanimously.**

**Executive Director Report:**

Mr. McClellan advised the Board that Harrison Sale would be presenting a seminar on Ethics Training on June 29, 2016 at Lynn Haven City Hall.

Ms. Scarlett Phaneuf with the Bay Economic Development Alliance updated the Board regarding the status of Project Gondola and Project Pompano.

Mr. McClellan updated the Board regarding the status of the FEMA claim.

Mr. McClellan advised the Board that due to the departure of Mr. Chris Forehand, there is a vacancy on the Construction Consultant Services Committee. Mr. Russ Mathis volunteered to serve as secondary Board representative. The committee will now consist of Mr. Parker McClellan, Mr. Richard McConnell, Mr. Dell Lee and Mr. Russ Mathis.

Mr. McClellan updated the Board regarding the upcoming Request for Qualifications for Vertical Construction/Light Commercial. He advised the Board that the RFQ would be going out soon.

Mr. Nick Beninate, Airport Attorney, updated the Board regarding the Lease Amendments with the corporate tenants. He advised that all the corporate tenants had been contacted and the paperwork completed.

Mr. McClellan advised the Board that Silver Airways would be discontinuing service from the Airport in mid-August 2016. He stated that Silver Airways announced they would be focusing on service to Cuba.

**Public Comments:**

No public comments.

**Adjournment:**

The meeting was adjourned at approximately 9:35 a.m.

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Patty Mitchell, Executive Secretary

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Russ Mathis, Vice Chairman