

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 9:00 a.m., June 24, 2015 in the Board Room 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 Chairman Bruett and Ms. Meadows.

Approval of Minutes:

The May 27, 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. Disposal of Surplus Property**

This item provides for Board authorization for the sale of surplus inventory items, specifically a 1999 Dodge Dakota.

Following Board discussion, Mr. Scott made a motion to dispose of the 1999 Dodge Dakota as surplus property and sell by electronic auction or dispose as appropriate. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:**a. Accept Joint Participation Agreement – Extend Airport Infrastructure**

This item provides for Board acceptance of a Florida Department of Transportation (FDOT) Joint Participation Agreement (JPA) that will provide funding for various airport Infrastructure Improvements.

A grant with the Florida Department of Transportation has been programmed for the State's upcoming fiscal year. The grant, entitled Extend Airport Infrastructure, will provide funding for the following projects:

- Design roadway and infrastructure to the North of the existing Terminal Area in accordance with the Master Plan to prepare for future expansion and growth.
- Upgrade hardware and software for the existing Runway Lighting Control System.
- Upgrade the ground transportation revenue control system.
- Upgrade the baggage control system to a supported software system.
- Construct a slip road (turnaround) to allow a crossover between the north and southbound entrance road in case of emergency.
- Pave the overflow parking area to support increased traffic.
- Design and construct hangar support and infrastructure to include roadways, sanitary and potable water and other utility infrastructure.

The total of this JPA is \$1,600,000. The grant provides 50% funding for these projects, resulting in a cost of \$800,000 to each party. Authorization to issue a Notice to Proceed would be requested from the Board before the funds would be obligated.

Acceptance of this grant does not authorize expenditure of any funds; however, it makes the funds available after execution by the Board Chairman and the State.

Following Board discussion, Mr. Lee made a motion to accept the Florida Department of Transportation Joint Participation Agreement and approval of a Resolution that allows the Board Chairman or his designee to execute the required documents. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

b. Approve Purchase – Airfield Lighting Control System Equipment

This item provides for Board approval for the purchase of upgraded airfield lighting control and monitoring system equipment.

The airport owns a computerized lighting system that controls and monitors the airfield lighting in accordance with FAA regulations and guidelines. The computers run on a Microsoft Windows XP operating platform. In 2014, Microsoft discontinued technical support for Windows XP rendering computers operating on the system unserviceable in the event of failure.

This is an essential system purchase. This equipment must be compatible with the airport's other airfield lighting system components and can only be provided by Cooper Crouse-Hinds. This purchase has been identified for participation in a 50/50 Florida Department of Transportation (FDOT) equipment grant scheduled to be issued in July, 2015. This is a sole source purchase.

Following Board discussion, Mr. Pilcher made a motion to approve the sole source purchase of airfield lighting control and monitoring system equipment from Cooper Crouse-Hinds in an amount not to exceed \$50,000, and authorization for the Board Chairman or his designee to execute the necessary documents. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

Executive Director Reports:

Mr. McClellan updated the Board regarding the 2015 Jumpstart Conference he recently attended. He advised that he met with eight different air carriers about establishing service to ECP.

Mr. McClellan updated the Board about his recent trip to Washington, DC to attend the US Contract Tower Association (USCTA) Policy Board Meeting. He stated the USCTA Board is working with the FAA to prevent future elimination of the program's funding and other operational issues.

Mr. McClellan reviewed the recent presentation given to the Bay EDA regarding the partnership between the Bay EDA and the airport and the growth of the airport.

Public Comments:

No public comments.

Adjournment:

The regular meeting was adjourned at approximately 9:20 a.m. (CST).

Patty Mitchell, Executive Secretary

Russ Mathis, Vice Chairman