

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 26, 2013 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 Ms. Dawn Moliterno.

Presentation:

Mr. Rick Koehnemann was recognized and presented with a propeller in appreciation of his seven years of service to the Airport Authority.

Master Plan Update:

Mr. Paul Puckli, a consultant with RW Armstrong, provided an update to the Board regarding the progress of the Master Plan Study. His presentation discussed the status of the work completed to date, as well as the future work efforts. He advised that a public workshop has been scheduled for Thursday, July 11, 2013 for members of the public to have an opportunity to review the progress of the Master Plan Study and ask any questions.

Approval of Minutes:

The May 22, 2013 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. Approval of Forfeiture Fund Expenditure**

This item provides for Board approval of a proposed expenditure from State Forfeiture Funds to purchase fifteen bullet proof vests for the Airport Police Department.

Following Board discussion, Mr. Bruett made a motion to approve the forfeiture fund expenditure. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:**a. Ricondo & Associates, Inc. – Consultant Services for Rates and Charges**

This item provides for Board approval for Ricondo & Associates to provide assistance with the preparation of Fiscal Year 2014 rates and charges and the settlement rates and charges for Fiscal Year 2013.

In October 2009, the Board selected Ricondo & Associates to provide the District with consulting services. To date the District has utilized Ricondo & Associates with the development and negotiation associated with a new Airline Use and Lease Agreement, as well as air service development services.

This proposed work will provide services to prepare airline rates and charges pursuant to the Airline-Airport Use and Lease Agreement. The first phase of these services will include development of the FY 2014 rates and charges with revisions based on airport budgetary requirements, preparation of airline meeting documents and participation in the airline budget review meeting. The second phase will include revisions to the airline rates and charges based on FY 2013 audit results, calculation of actual airline rates and charges for FY 2013, revenue sharing and airline settlement calculations for the year ending September 30, 2013.

The proposed budget for this work is \$46,660. Currently, \$28,140 is contained in the approved FY 2013 budget, and the remaining \$18,520 will be incorporated into the FY 2014 budget request.

Following Board discussion, Mr. Scott made a motion to approve the task orders for Ricondo & Associates, Inc. to prepare FY 2014 rates and charges and actual calculations for FY 2013 rates and charges, and authorization for the Board Chairman or his designee to execute any necessary documents. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

Executive Director Reports:

Ground Transportation Update: Mr. McClellan updated the Board regarding the status of the first 30 days with Sunshine Shuttle providing ground transportation services via the kiosk located in the baggage claim area. He discussed the progress made during the first month of operation, as well as the areas Sunshine Shuttle is working to improve. He also stated that a meeting was held with all owners and managers of the ground transportation companies who currently serve the airport, in an effort to maintain effective communication with all the parties who provide ground transportation services. He advised that complaints were being lodged against both entities for various issues and that Staff is monitoring the ground transportation activities to ensure compliance with the ground transportation rules and regulations.

Stormwater Management System Augmentation Project Update: Mr. McClellan updated the Board regarding the status of this project. He stated the projected date for completion is July 15, 2013, weather permitting.

Bay Aircraft Owners Hangar Door Update: Mr. McClellan updated the Board regarding the status of repair to the hangar door. He provided the Board with a summary of the activities involved and the events that led up to the replacement door being ordered.

The hangars were originally constructed by RAM Construction and Development. The hangars are Dean Metal Buildings with HydroSwing doors. The door company, HydroSwing, has gone out of business since the opening of the airport. As a result of this company closure, and due to the specialty use of this type door, the airport had to utilize Aero Door as a consultant and structural engineer.

A detailed inspection of all the hangar doors was completed by Aero Door International, LLC. To ensure compliance with the wind load requirements, modifications will have to be made to the large hangar doors. The modifications include, but are not limited to, push tube replacement and structural welding.

The cost of the modifications is \$53,181 with an additional contingency fee (20%) of \$10,600 for a total of \$63,781. In an effort to help resolve this issue, the cost of the modifications will be shared 50/50 with RAM Construction. Funds are available in the FY2013 budget to cover this expense.

Chairman Pilcher addressed the Board regarding the hangar door modification requirements and suggested the Board consider offering RAM Construction and Development six (6) months interest free as an incentive to encourage timely payment of their portion for the hangar door modifications.

Following Board discussion, Mr. Koehnemann made a motion to approve the sole source procurement of the door modifications with Aero Door, and to have the airport attorney prepare paperwork for RAM Construction to execute offering six (6) months interest free to pay their portion of the door modifications to the airport, and authorization for the Executive Director, or his designee to execute any required documents. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

Covered Parking Project Update: Mr. McClellan updated the Board regarding the status of this project. He stated that the anticipated completion date is still scheduled for November.

ZHA Review: Mr. McClellan introduced Mr. Rick Mellin as the new engineering consultant with ZHA. Mr. Mellin will take over the projects led by Mr. Richard Zipperly, who passed away unexpectedly in early June 2013.

Public Comments:

Mr. Norman Bush, owner of Affordable Transportation, addressed the Board regarding current ground transportation issues. He stated that the current parking spots approved for Sunshine Shuttle do not allow the on-demand taxi companies to secure fares.

Adjournment:

The meeting was adjourned at approximately 10:15 a.m.

Patty Mitchell, Executive Secretary

John Pilcher, Chairman