

## 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 10:00 a.m., June 27, 2012 in the Airport Board Room by Chairman McKenzie.

The Invocation was given by Ms. Patty Strick.

The Pledge of Allegiance was led by Chairman McKenzie.

The Executive Secretary called the roll and indicated that all Board Members were present.

#### **Presentation:**

Chairman Andy McKenzie was recognized and presented with a propeller in appreciation of his eight years of service to the Airport Authority.

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

The May 4, 2012 Special Board Meeting Minutes and the May 23, 2012 Board Meeting Minutes were approved as distributed.

#### **Reports:**

Mr. Wheat presented and reviewed both the activity report and the financial report to the Board.

#### **Consent Agenda:**

**a. Policy Amendment – Educational Reimbursement**

This item provides for Board approval of a change to the Educational Reimbursement Policy.

**b. Authorization to Close Regions Bank Account**

This item provides for Board approval to close the Regions bank account and transfer the funds in that account to the Construction account.

**c. Lease Assignment – Matt Marshall and Amy Marshall to Great Circle South, LLC**

This item provides for Board approval of the assignment of the Lease Agreement between Matt and Amy Marshall and the District to Great Circle South, LLC.

**Following Board discussion, Mr. Koehnemann made a motion to approve the Consent Agenda, and authorization for the Board Chairman to execute any required documents. Mr. Bruett seconded the motion. The vote was taken and the motion passed unanimously.**

**Business Items:**

**a. Removal and Assignment of Task Order Element**

This item provides for Board approval for the removal of an element of a task order previously awarded to Atkins (formerly known as PBS&J) and the assignment of the remaining work under the task order to ZHA.

Previously, the Board approved Task Order 4 with Atkins (then PBS&J) to perform services required under the environmental permit. Element 1 under this task order required quarterly water quality monitoring and reporting during the construction period and six years of semi-annual post-construction water quality monitoring and reporting.

In order to develop an improved approach in meeting all the environmental requirements, the District is working to move the remaining environmental work from Atkins to ZHA, the District's engineering consultant. In an effort to ensure both consistency with the new Consent Order and efficiency for all future water quality monitoring and reporting requirements, it is in the District's best interest to transfer this work to ZHA and eliminate this element of work under the Atkins contract.

The cost for performing previous work under this task element was capitalized as a part of the relocation capital program. Future costs for this work will be contained in the annual operating expense budget, which is estimated at \$50,000 for FY 2013.

**Following Board discussion, Ms. Moliterno made a motion to approve the removal of Task Order 4 Element 1 from the Atkins (formerly PBS&J) contract and assign the remaining work to the ZHA contract, 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.**

**b. Specific Salary Adjustment Considerations**

This item provides for Board approval of salary adjustments for the Director of Administration, Deputy Executive Director and Executive Director.

At the May 23, 2012 meeting the Board appointed Till Bruett to meet with the Executive Director and recommend salary adjustments for the Director of Administration and the Deputy Executive Director. Additionally, the Board asked the Chairman to meet with the Executive Director for his performance review of the past year and recommend a salary adjustment to the Board.

Based on the accomplishments achieved during the past year, the following actions are recommended to the Board for consideration, retroactive to May 1, 2012:

- Director of Administration – Increase base salary to the maximum level of the current approved range by granting a 4% increase. Current salary \$87,069, recommended salary \$90,541.
- Deputy Executive Director – Increase base salary by 12.5%. This salary adjustment reflects the mid-point of the proposed new salary range for this position. Current salary \$100,000, recommended salary \$112,500.
- Executive Director – Increase base salary 12.5%. Current salary \$135,000, recommended salary \$151,875.

Approval of these recommendations would not impact the FY12 budget as funds are available to cover any salary adjustments.

**Following Board discussion, Mr. Koehnemann made a motion to approve the salary adjustments for the Director of Administration, Deputy Executive Director and Executive Director, retroactive to May 1, 2012. Ms. Moliterno seconded the motion. The vote was taken and the motion passed unanimously.**

**c. ZHA Design of the Improvements to the Stormwater Management System**

This item provides for Board approval of a task order to ZHA for final design of improvements to the stormwater management system and its discharge into Morrell Branch and Kelly Branch and their respective tributaries.

At the May Board meeting the Board approved the preliminary design effort for the stormwater improvements at a cost of \$181,021. At that time, Staff agreed to bring a final fixed fee for the design of the system back to the Board for review and approval after a plan had been finalized with all the respective environmental agencies.

A task order for the design and bidding of the secondary treatment improvements, an augmentation to the stormwater management system and its discharge into Morrell Branch, Kelly Branch and respective tributaries has been completed. The design components of this task order include the following:

- Improvements to Pond C outfalls 1-A, 1-B & 1-C piping and structures
- New secondary treatment for discharge water from Pond C consisting of a new dry retention area
- Improvements to Pond D-1 & RCF-B1 outfall structures
- New secondary treatment for discharge water from Pond D-1 & RCF-B1 consisting of a wet secondary treatment pond and new outfall structures into Kelly Branch

The cost for this task order is \$181,000. The Florida Department of Transportation has approved a grant paying 50% of the cost, and funds are available to cover the remaining amount.

**Following Board discussion, Ms. Moliterno made a motion to approve the task order amount for design of the stormwater improvements, authorization for ZHA to perform the work described in the task order, and authorization for the Board Chairman or his designee to execute any necessary documents pending review and approval by legal counsel. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.**

**d. Utility Contract – Booster Pump Station**

This item provides for Board approval of modifications to the Booster Pump Station which require completion prior to turning over the Booster Pump Station and associated piping to Bay County.

For the past several months, Staff has worked with personnel from the Bay County Utilities department to develop resolutions to the minor issues remaining with the Booster Pump Station located at the airport. After a detailed review, it was determined that there were issues regarding the control and operation of the Jockey Pumps, as well as pressure control issues that needed to be resolved prior to turning over the Booster Pump Station to Bay County.

It has been determined by both airport Staff and personnel with the Bay County Utilities department that performing these modifications would achieve the desired result and would therefore allow the airport to turn over the Booster Pump Station and associated piping to Bay County. This work would be accomplished in partnership with the Bay County Utilities department.

The cost for performing the work associated with repairing the Booster Pump Station and addressing the pressure control issues is estimated not to exceed \$171,975. Funds are available in the FY 12 budget to cover this expense.

**Following Board discussion, Mr. Forehand made a motion to approve the modifications to the Booster Pump Station and authorization for Staff to work with Bay County to expedite the modifications to ensure the turnover of the Booster Pump Station to Bay County. Mr. Scott seconded the motion. The vote was taken and the motion passed unanimously.**

**e. Change Order – GAC Contractors, Inc.**

This item provides for Board approval of a Change Order to the GAC Contractors, Inc. Seeding and Sodding Contract to include four areas requiring further stabilization.

At an earlier meeting, the Board contracted with GAC Contractors, Inc. to provide soil preparation, establishment of vegetative cover and erosion control measures to a primary area of concern located at the southeast section of the crosswind runway located near the Pond C area. The contract also provided for the ability to expand the scope to utilize the expertise of the contractor to stabilize other areas at the airport.

Working in partnership with the Florida Department of Environmental Protection and the United States Army Corps of Engineers, Staff has identified four additional areas that require stabilization. The stabilization varies from light ground preparation and sod or seed to significant ground preparation and sod or seed. Once completed, all the areas will require watering to ensure growth and stabilization.

This Change Order provides only for the preparation of the ground, the soil, and for the laying of sod or seed. The responsibility for watering all these areas would fall to the airport. GAC Contractors, Inc. has provided a cost of not to exceed \$218,281 for completion of this additional work. The District would be responsible for the installation of wells and irrigation systems at an estimated cost of \$39,300. Funding is available in the FY12 budget to cover these expenses.

In order to maintain compliance under FDEP Consent Order #3, Staff recommends approval of this Change Order and associated costs necessary to address additional stabilization requirements.

**Following Board discussion, Mr. Bruett made a motion to approve the Change Order with GAC Contractors, Inc. in the amount of \$218, 281 and authorization for Staff to install wells and irrigation systems in the amount of \$39,300. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.**

**Public Comments:**

There were no public comments.

**Adjournment:**

The meeting was adjourned at approximately 10:50 a.m.

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Patty Strick, Executive Secretary

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John Pilcher, Vice Chairman