

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., July 22, 2015 by Chairman Bruett.

The Invocation was given by Ms. Patty Mitchell.

The Pledge of Allegiance was led by Chairman Bruett.

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

Election of Officers:

The annual terms of Board Chairman and Vice Chairman are due for election by members of the Airport Authority Board.

Following Board discussion, Mr. Scott made a motion to nominate Mr. Bruett as Chairman and Mr. Mathis as Vice Chairman. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

Approval of Minutes:

The June 24, 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 miscellaneous surplus inventory items.

Following Board discussion, Mr. Mathis made a motion to dispose of the miscellaneous inventory items as surplus property and sell by electronic auction or dispose of as appropriate. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

b. Lease Assignment – Kedrick Cerry, Inc. to Semcoa, LLC

This item provides for Board approval of the assignment of the Lease Agreement between Kedrick Cerry, Inc., and the Panama City – Bay County Airport and Industrial District to Semcoa, LLC.

Following Board discussion, Mr. Pilcher made a motion to approve the lease assignment from Kedrick Cerry, Inc., to Semcoa, LLC, and authorization for the Board Chairman or his designee to execute any required documents following satisfactory legal review. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:

a. Auditor Selection Committee Recommendation

This item provides for Board selection of an auditor to perform the annual audit for fiscal years ending September 30, 2015, 2016 and 2017.

Earlier this year, the District released a Request for Proposals for Audit Services. The following is a list of the two companies that responded, and a breakdown of the fees proposed:

	2015	2016	2017	3 Year
• Maulden & Jenkins	\$24,500	\$24,500	\$25,000	\$74,000
• Tipton, Marler, Garner & Chastain	\$20,800	\$21,530	\$22,285	\$64,615

In accordance with Florida Statute 218.391, the Auditor Selection Committee, consisting of Board Member Carey Scott, Executive Director Parker McClellan, Deputy Executive Director Richard McConnell, Director of Finance and Administration Pam Henderson and Manager of Finance and Administration Helene Zackrisson as an alternate, met to review and rank the two firms.

As a result of the review and evaluation, the Auditor Selection Committee recommends award of the contract for Audit Services for FY 2015, 2016 and 2017 to Tipton, Marler, Garner & Chastain.

Following Board discussion, Mr. Scott made a motion to award the contract for Audit Services for FY2015, 2016 and 2017 to Tipton, Marler, Garner & Chastain, and authorization for the Executive Director to execute any required documents. Mr. Pilcher seconded the motion. The vote was taken and the motion passed unanimously.

b. ZHA Task Orders – Stormwater Management System April 2014 Storm Repairs

This item provides for Board approval for the revisions to Task Order 10-J and the acceptance of Task Order 10-L. These task orders are related to the Investigative Study and document production for FEMA projects following the April 2014 unnamed water event (FEMA DR-4177 FL).

As a result of the unnamed water event that occurred in April 2014, the District has been working to identify damages, repairs and mitigation opportunities that are eligible for funding under the FEMA Public Assistance Program. Two Alternative Procedures projects have been identified; one with 19 projects (Stage 1) and one with 8 projects (Stage 2).

Stage 1 has been submitted to FEMA for \$3,063,949 and includes thorough damage descriptions, comprehensive scope of work for repairs, detailed cost estimates and proposed mitigation. These sites and mitigation have been engineered with Contract Documents and Bid (valid until August 18, 2015). This work was identified in Task Orders H, K and I.

Stage 2 includes areas damaged by off-site water intrusion from the east, north and west onto the airport property. The source and volume of this water was not fully known and required an Investigative Study to determine the source, volume and potential solutions for dealing with this water to prevent future reoccurring damages.

Task Order 10-J (Investigative Study) was approved by the Board in November 2014 to be submitted to FEMA for review only. Based on the findings and investigatory efforts it has been determined that the scope of this task order be modified from its original submission of \$248,500 to \$91,240.

In order to properly competitively bid Stage 2, it is necessary to develop formal design documents, including drawings, narratives, specification guidelines, front-end documents and contracts for issuance to prospective contractors. Upon receipt of the bids, ZHA will evaluate and recommend award of construction contracts. ZHA will review FEMA guidelines to insure all bid procedures follow guidelines set out for proper public procurement.

Upon contract award, ZHA will provide all construction phase project management, construction oversight and administration activities. This task order also includes Project Management for grant management for Stage 1 and Stage 2. The cost estimate for Task Order 10-L is estimated to be \$277,430.

The overall cost of both task orders is \$368,670 and it will include reimbursement from FEMA (75%), the State of Florida –SERT (12.5%) and the District (12.5%). It is recommended that both task orders be submitted to FEMA under their Alternative Procedures Program.

Following Board discussion, Mr. Forehand made a motion to approve both task orders relating to the water event of April 2014 designated by FEMA as DR-4177 FL, and authorization to submit the projects under the FEMA Alternative Procedures Program, and approval for the Executive Director to execute any necessary documents pending review and approval by legal counsel. Mr. Scott seconded the motion. The vote was taken and the motion passed unanimously.

c. Master Plan and Airport Layout Plan Final Adoption

This item provides for Board adoption of the Airport Master Plan and Airport Layout Plan.

The Consultant Team, in partnership with Staff and a Technical Advisory Team, began working on the Master Plan for the 5, 10 and 20 year plans for the future. It was determined that rather than year based milestones the use of planning horizons would be utilized and that would provide the Airport with a more valuable planning tool.

The approval process for the Master Plan began with conditional acceptance by the District and authorization to submit to the Federal Aviation Administration (FAA) and the Florida Department of Transportation (FDOT) for acceptance and approval. The District has received acceptance and approval from both FAA and FDOT. The final step of the approval process is final adoption by the District.

Following Board discussion, Mr. Pilcher made a motion to adopt the Master Plan and Airport Layout Plan. Mr. Mathis seconded the motion. The vote was taken and the motion passed unanimously.

Executive Director Reports:

Mr. McClellan advised the Board that Staff, working in conjunction with the U.S. Customs and Border Protection Agency, has developed a plan for international flights diverted to ECP. He advised that Delta has established ECP as the diversion site for narrow-body aircraft.

Public Comments:

No public comments.

Adjournment:

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

Patty Mitchell, Executive Secretary

Till Bruett, Chairman