

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 23, 2014 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 Mr. Chris Forehand and Mr. Del Lee.

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. Mathis seconded the motion. The vote was taken and the motion passed unanimously.

Approval of Minutes:

The June 18, 2014 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 to Add Investment Options to Retirement Account

This item provided for Board approval to add new investment options to the retirement account.

b. Ratification of Phoenix Construction Change Order

This item provided for Board ratification of a change order with Phoenix Construction Company for the addition of fill, topsoil and turf reinforcement mat to the Terminal and Maintenance sidewalks.

c. Executive Director Performance Evaluation

This item provided for Board approval of a 3.108% pay increase for the Executive Director based on his performance evaluation.

Following Board discussion, Mr. Pilcher made a motion to approve all items on the Consent Agenda. Mr. Mathis seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:**a. Master Plan Discussion**

Mr. McClellan updated the Board regarding the status of the Master Plan process and advised that the final draft of the Master Plan and the Airport Layout Plan (ALP) had been submitted to FAA for review.

This item was for informational purposes only and required no Board action.

b. ZHA Task Order – Qualified Mitigation Supervision and Mitigation Monitoring

This item provided for Board approval of a Task Order with ZHA to perform Qualified Mitigation Supervision (QMS) and Mitigation Monitoring for the annual period September 2014 through August 2015.

In accordance with FDEP WRP Permit #03-0212186-004-DF, the airport is required to provide QMS to oversee all aspects of mitigation site implementation, management and corrective actions and on-site mitigation monitoring.

This task order for QMS includes the following services:

- QMS of all mitigation activities on the mitigation site located south of CR 388 and the airport for up to 100 days of on-site coordination and inspection per annual period.

- Oversight and administration of the construction activities and interface with the company performing the mitigation plan implementation.
- Annual mitigation monitoring in accordance with the Airport Relocation Mitigation Plan and monitoring the stations and methods established during the initial baseline quantitative monitoring conducted in Fall 2006.
- Provide statistical analysis of the quantitative monitoring data based primarily on before and after comparison of overall community classification.
- Prepare the annual report and the mitigation report for the current period.

The cost for the task order is a lump sum of \$372,000, which consists of \$36,750 for QMS and Mitigation Monitoring and \$335,250 for environmental consulting services for the QMS and Mitigation Monitoring.

FAA funds will be available to provide 90% funding for this work, leaving \$37,200 to be paid by the District. There is sufficient funding in the budget to cover this cost.

Following Board discussion, Mr. Scott made a motion to approve the task order with ZHA and authorization for the Executive Director to execute the necessary documents. Mr. Pilcher seconded the motion. The vote was taken and the motion passed unanimously.

c. Approve Concession Agreement Assignment – Thrifty Car Rental

This item provides for Board approval of a Concession Agreement Assignment from Emerald Coast RAC, LLC dba Thrifty Car Rental to Hertz Global Holdings.

Hertz Global Holdings recently acquired Dollar Rent a Car and Thrifty Car Rental. Mr. Joe Fagundes, Managing Member of Emerald Coast RAC, LLC requested an assignment of the Concession Agreement between the District and Thrifty Car Rental to Hertz Global Holdings.

Approval of this Concession Agreement Assignment would have no impact on the Airport Operating and Capital Improvement Budget.

Following Board discussion, Mr. Mathis made a motion to approve the Concession Agreement Assignment and authorization for the Board Chairman to execute any necessary documents. Ms. Meadows seconded the motion. The vote was taken and the motion passed unanimously.

Executive Director Reports:

FEMA Claims Process: Mr. McClellan updated the Board regarding the FEMA claims process and stated that he had recently attended the kick-off meeting with FEMA representatives regarding the repairs needed from the storm damage earlier in the spring. He further advised that it is a FEMA requirement to bid out the contracts needed to complete the repairs, and that he anticipated bringing back multiple contracts to the Board for consideration and award within the next 60 days.

Air Traffic Control Tower Program: Mr. McClellan updated the Board regarding the Tower Contract Program and stated that letters of support from both the House of Representatives and Congress had been forwarded to legislators in Washington, DC.

Public Comments:

Mr. Cy Chance, the former Assistant Maintenance Manager, addressed the Board and expressed his appreciation for the opportunity to work at the Airport for the past two years.

Adjournment:

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

Patty Mitchell, Executive Secretary

Till Bruett, Chairman