

## 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., August 22, 2012 in the Airport Board Room by Chairman Pilcher.

The Invocation was given by Ms. Patty Strick.

The Pledge of Allegiance was led by Chairman Pilcher.

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

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

The July 25, 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. Ratification of Space/Use Agreement – Sheltair Aviation**

This item provides for Board ratification of a Space/Use Agreement with Sheltair Panama City, LLC.

**b. Transfer of Improvements – Lisenby Avenue**

This item provides for Board approval to transfer the improvements and maintenance associated with the Lisenby Avenue entrance to the old Panama City – Bay County International Airport to the City of Panama City.

**c. Lease Agreement – Majestic Terminal Services**

This item provides for Board approval of a Lease Agreement with Magestic Terminal Services, Inc.

**d. Turf Management Plan – Fertilization**

This item provides for Board approval for procurement of fertilizer in support of the airport's Turf Management Plan for stabilization of the site.

**e. Republic Parking Annual Bonus**

This item provides for Board approval of an incentive bonus for Republic Parking for the period from June 2011 through May 2012.

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

**Business Items:**

**a. Amendment of Lease – Sheltair Aviation**

This item provides for Board approval to amend the Lease Agreement between the District and Sheltair Panama City, LLC.

In August 2012, the Board approved Sheltair's request for an amendment to the original lease to expand the premises to 20.12 acres with the rent commencing two years following the original lease commencement, specifically June 29, 2012.

Staff has received a new request from Sheltair to modify the previous Lease Amendment to include additional acreage they are presently utilizing, which is approximately 23,408 square feet; to remove undevelopable parcels, which are approximately 268,686 square feet; and to have options on two additional parcels, which are approximately 28,122 square feet and 374,290 square feet, respectively.

Sheltair is requesting the option on the two additional parcels to allow them the ability to retain those parcels for a period of five years. Should Sheltair propose development of any portion of the parcels, the rent for the developed portion would be at the rates established in the lease and the remaining portion billed at the option rate through 2017.

Approval of the Lease Amendment would have a positive effect on the remaining FY2012 budget.

Following Board discussion, Mr. Scott made a motion to approve the Lease Amendment between Sheltair and the District to reflect the additional acreage, the deletion of the undevelopable parcels, and the approval of the option on the two additional parcels for a five year term beginning June 29, 2012 under the proposed fee structure, with authorization for the Board Chairman or his designee to execute any required documents. Mr. Koehnemann seconded the motion. The vote was taken and the motion passed unanimously.

**b. FY2013 Operating and Capital Budget**

A copy of the proposed FY 2013 budget was presented to the Board for review. A Special Board Workshop is scheduled for September 12, 2012 to discuss any issues or questions regarding the proposed budget. The proposed budget included a review of projected operating expenses and operating revenues for 2013, along with debt service requirements for principal and interest payments.

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

**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, Chairman