

**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 9:00 a.m., August 24, 2016 by Chairman Mathis.

The Invocation was given by Mr. Carey Scott.

The Pledge of Allegiance was led by Chairman Mathis.

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

**Recognition:**

Chairman Mathis recognized Mr. John Pilcher for his years of service to the Board. Mr. Pilcher resigned his position in July 2016, having served six years on the Board. Chairman Mathis introduced new Board Member Mr. Glen McDonald, appointed by the City of Panama City to fill the remainder of the term vacated by Mr. Pilcher. Chairman Mathis also introduced new Board Member Mr. Ken Nelson, appointed by the City of Panama City Beach.

**Approval of Minutes:**

The July 27, 2016 Board Meeting Minutes were approved as distributed.

**Reports:**

Mr. McClellan presented and reviewed both the Activity Report and the Financial Report.

**Consent Agenda:****a. Republic Parking Annual Bonus**

This item provides for Board approval of an incentive bonus for Republic Parking for the period of June 2015 through May 2016, in the amount of \$28,652.62, in accordance with the terms of the Management Contract.

**Following Board discussion, Mr. Lee made a motion to approve the incentive bonus to Republic Parking in the amount of \$28,652.62. Mr. Scott seconded the motion. The vote was taken and the motion passed unanimously.**

**Business Items:**

**a. Moore Communications Group - Presentation**

Ms. Courtney Cox with Moore Communications Group (MCG) presented a recap of the 2016 Communications Report for services provided by MCG during the past year. The presentation highlighted brand building with the launch of the new ECP website and the new “Now Boarding” campaign. She also discussed the successes with various media partners over the past year, as well as a strong presence in community sponsorships ranging from the 30A Songwriters Festival and the Pepsi Gulf Coast Jam. She further discussed the increased use of social media in engaging passengers and travelers through Facebook and Twitter.

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

**b. Committee Recommendation – Continuing Contractor Construction Services – Light Commercial and Vertical Construction**

This item provides for Board approval to select a group of contractors to perform continuing contractor construction services for light commercial and vertical construction work.

In July 2016, the airport issued a Request for Qualifications (RFQ) requesting statements of qualifications with specific information from qualified construction contractors with light commercial and vertical construction experience with in-house construction capability and with resources located in the Panama City area to be short listed and be on-call for bidding and providing construction for miscellaneous civil type construction projects on a non-exclusive basis for a five (5) year period.

Selected projects will be identified for the short-listed continuing contractor group to bid. Sealed bids will be received on a prescribed date and time, and the lowest qualified bidder recommended for award by the Board. A formal bidding process would ensure competitive bids from qualified contractors.

As a result of the RFQ, four companies submitted responses. The following is a list of the companies responding:

- Anderson Construction
- GAC
- Lord & Son
- Reliant South

An Evaluation Committee was selected to review the submittals. The committee members consisted of Russ Mathis, Del Lee, Parker McClellan and Richard McConnell. On August 18, 2016, the Evaluation Committee met to discuss the statements of qualification received from each responder. Each company was evaluated on the following general criteria in reviewing the submittals:

- Company profile, history, experience, capability and capacity
- Key personnel
- Previous experience and references
- Location of company
- Litigation history
- DBE participation

After a thorough review of the submittals from all four companies, it was determined that all the companies were well qualified to perform the anticipated work and all had met the requirements contained in the RFQ. Based on this, the Evaluation Committee is presenting all four contractors for selection for the continuing contractor construction services for light commercial and vertical construction work at the airport.

**Following Board discussion, Mr. Scott made a motion to accept the Evaluation Committee's recommendation of retaining all four companies to provide services for light commercial and vertical construction work, and authorization for the Board Chairman or his designee to execute any necessary documents pending review and approval by legal counsel. Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.**

c. **Committee Recommendation – Professional Engineering Services for Construction Engineering and Inspection (CEI)**

This item provides for Board acceptance of the ranking by the Evaluation Committee for selection of a firm to provide Construction Engineering and Inspection Services (CEI).

In July 2016, the airport issued a Request for Qualifications (RFQ) requesting statements of qualifications with specific information from qualified firms for Construction Engineering and Inspection Services.

The scope of services would include CEI of various types of aviation, non-aviation and transportation projects at the airport. The CEI services may include construction administration, contract administration, coordination with various state and federal agencies, and other

administrative support services as required by the District. The term would be for five (5) years, subject to annual review and recommendation by the Board.

Two firms submitted responses to the RFQ, Panhandle Engineering, Inc., and Volkert, Inc.

An Evaluation Committee was selected to review the submittals. The committee members consisted of Russ Mathis, Del Lee, Parker McClellan and Richard McConnell. On August 18, 2016, the Evaluation Committee met to discuss the statements of qualification received from each responder. Each company was evaluated on general criteria, to include discussion regarding individual team members, local team participation, previous project experience, experience with complex issues and other related items.

After review and discussion, the committee approved ranking the firms and forwarding the recommendation to the Board for consideration and negotiating with the highest ranked firm. The Evaluation Committee ranked Panhandle Engineering, Inc. highest.

**Following Board discussion, Mr. Scott made a motion to accept the Evaluation Committee's recommendation and ranking and authorized Staff to negotiate with the top ranked firm, Panhandle Engineering, Inc., and return with a contract for approval by the Board at a future meeting. Mr. Nelson seconded the motion. The vote was taken and the motion passed unanimously.**

**d. ZHA Task Order – Qualified Mitigation Supervision (QMS)**

This item provides for Board approval of a task order to ZHA as the airport's continuing engineering consultant to perform the required Qualified Mitigation Supervision (QMS) as required under the airport's environmental permit.

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 170 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 periods.

In an effort to ensure the best cost for QMS services, ZHA solicited proposals from qualified environmental consulting firms to provide these services over the next three (3) years. As a result, the QMS monitoring costs and the construction supervision and administration for the coming year have been reduced from last year, and will decrease for the following two years. ERC, Inc. provided the lowest cost for the required activities and will continue to be ZHA's environmental consultant for this work.

The cost for this task order including fees and expenses is \$736,900 and would be allocated over the next three annual periods as follows: 2016-2017 at a cost of \$282,900; 2017-2018 at a cost of \$234,400; and 2018-2019 at a cost of \$219,600.

**Following Board discussion, Mr. Scott made a motion to approve the task order with ZHA for Qualified Mitigation Services and authorization for the Board Chairman or his designee to execute the necessary documents. Mr. Lee seconded the motion. The vote was taken and the motion passed unanimously.**

e. **Accept FAA Grant to Complete Development Projects**

This item provides for Board acceptance of an FAA Grant for use of Entitlement Funds that provide funding for several projects to be completed at the airport.

This grant represents the airport's 2016 request for Entitlement Funds under the FAA Airport Improvement Program. The following items are included on this grant request:

- Improve Terminal Building (Purchase two replacement passenger boarding bridges)
- Environment Mitigation (Phase 3 of 3)
- Security Enhancements (Design Services)

The total costs for the three project items are \$3,293,226 and are reimbursable under this FAA Grant at a 90/10 ratio totaling the grant agreement amount of \$2,963,903.

**Following Board discussion, Mr. Scott made a motion to accept the FAA grant offer for various airport improvement projects, and authorization for the Board Chairman or his designee to execute the necessary documents following satisfactory legal review. Mr. Nelson seconded the motion. The vote was taken and the motion passed unanimously.**

**f. Approve Purchase – Passenger Boarding Bridges**

This item provides for Board approval for the purchase of two (2) replacement passenger boarding bridges from Thyssenkrupp Airport Systems.

This purchase provides for the replacement of two passenger boarding bridges that are in excess of twenty (20) years old. Both were initially used at the former Panama City-Bay County International Airport (PFN) and were subsequently transferred to Northwest Florida Beaches International Airport (ECP) when it opened in 2010.

This is a budgeted purchase and is included in the 2016 FAA AIP Grant offer at a reimbursement ratio of 90/10. The airport's portion of \$124,226.00 is included in the FY2016 Airport Operating and Capital Improvement Budget.

**Following Board discussion, Mr. Lee made a motion to approve the purchase of two (2) passenger boarding bridges in an amount not to exceed \$1,242,260.00, and authorization for the Executive Director to execute any necessary documents. Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.**

**Executive Director Report:**

Mr. McClellan introduced the new United Airlines Station Manager, Mr. Chris Smith.

Mr. McClellan updated the Board regarding the Director of Finance and Administration position.

Mr. McClellan updated the Board regarding the status of Project Gondola with the Bay EDA.

Mr. McClellan advised the Board that both he and Ms. Becca Hardin, President of the Bay EDA, would be travelling to New York for a meeting regarding Project Pompano.

**Public Comments:**

No public comments.

**Adjournment:**

The meeting was adjourned at approximately 9:50 a.m.

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Patty Mitchell, Executive Secretary

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Russ Mathis, Chairman