

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., August 26, 2015 by Vice Chairman Mathis.

The Invocation was given by Ms. Patty Mitchell.

The Pledge of Allegiance was led by Vice Chairman Mathis.

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

Approval of Minutes:

The July 22, 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. Republic Parking Annual Bonus**

This item provides for Board approval of an incentive bonus for Republic Parking for the period of June 2014 through May 2015 in the amount of \$30,993.51 in accordance with the management contract.

Following Board discussion, Mr. Scott made a motion to approve the incentive bonus to Republic Parking in the amount of \$30,993.51. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

b. Ratification of Equipment Purchase – Airfield Lighting Control System

This item provides for Board ratification of a sole source purchase for the airfield lighting control and monitoring system equipment.

Following Board discussion, Mr. Scott made a motion to ratify the execution of documents by the Executive Director for the sole source purchase of the airfield lighting control and monitoring system equipment from Cooper Crouse-Hinds. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

c. Ratification of Equipment Repair – Airfield ATCT Radio Transmitters

This item provides for Board ratification of a sole source purchase for the repair of three (3) air traffic control tower radio transmitters.

Following Board discussion, Mr. Pilcher made a motion to ratify the execution of documents by the Executive Director for the sole source repair of equipment from Exelis, Inc., for repair of the three radio transmitters in an amount not to exceed \$21,900. Ms. Meadows seconded the motion. The vote was taken and the motion passed unanimously.

d. Lease Agreement – Global Aviation Services, LLC

This item provides for Board approval of a Lease Agreement with Global Aviation Services, LLC.

Following Board discussion, Mr. Pilcher made a motion to approve the Lease Agreement with Global Aviation Services, LLC and authorization for the Board Chairman or his designee to execute the lease. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:

**a. ZHA Task Order – Qualified Mitigation Supervision and Mitigation Monitoring
*(corrected title)***

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

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 \$355,300, and is included in the FY16 Operating Budget.

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

b. Food and Beverage Concession Agreement – First Class Concessions, Inc.

This item provides for Board approval to extend the Food and Beverage Concession Agreement with First Class Concessions, Inc.

The current Food and Beverage Concession Agreement with First Class Concessions, Inc. (First Class) had a termination month of May 2015, with the opportunity for the Concessionaire to be considered for additional five-year options. In May 2015, the Board authorized an extension of four (4) months to finalize plans for the concession. Since that time, Staff has been working with Tasneem Vakharia, owner of First Class Concessions, Inc., to develop an updated concept.

The following upgrades are being made to the restaurant and lounge locations:

- Addition of a specialty coffee bar airside featuring the nationally known brand *Seattle's Best*. Coffee, frozen blended drinks and local bakery items will be offered.
- Through a partnership with Grayton Beach Beer Company we will develop a new concept with a coastal appearance.

- Décor upgrade to the airside restaurant, to include new menu items from local vendors.
- Rename the landside restaurant to Emerald Coast Pub, to tie into the locality and to the airport's three letter designation. This location will also be upgraded with an electronic menu system, and the same type of local fare being served airside.

There are changes to the Agreement that have been included in the extension. The following is a list of the changes:

- Require First Class to make the proposed upgrades as soon as possible, after obtaining final approval from the District, and working to schedule construction at times of least disruption to passengers.
- Increase the level of enplanements from 500,000 to 600,000 for First Class to retain the exclusive food and beverage rights.
- Upon reaching the 600,000 enplanement level, First Class will be offered the opportunity to expand food and beverage services, at the discretion of the District.

The budgetary impacts to the airport would be minimal, as the airport would be providing the utilities to the coffee bar. Additionally, it is anticipated that the updated concept would attract additional passenger activity, thus increasing revenues.

Following Board discussion, Mr. Pilcher made a motion to extend the Food and Beverage Concession Agreement with First Class Concessions for the five-year option period, and authorization for the Board Chairman or his designee to execute any required documents, following satisfactory legal review. Mr. Lee seconded the motion. The vote was taken and the motion passed unanimously.

c. Janitorial Services Agreement – Florida Association of Rehabilitation Facilities, Inc.

This item provides for Board approval of a contract with Florida Association of Rehabilitation Facilities, Inc., known as RESPECT of Florida, to provide janitorial services at the Northwest Florida Beaches International Airport.

In September 2010, the Board awarded a contract for janitorial services to Florida Association of Rehabilitation Facilities, Inc., (RESPECT of Florida). The initial contract was for a five-year term and it will expire on September 30, 2015.

Staff reviewed the performance of RESPECT and their operational partner, Goodwill, and it was determined that the janitorial services provided by Goodwill supported the needs of the airport. Over the term of the last agreement, Goodwill has requested only a small percentage increase and has adjusted their service levels to meet the ever changing operational needs of the airport.

Under the terms of the contract, RESPECT will furnish all services, labor, materials, equipment, tools, insurance, permits, fees and supplies necessary to perform the scope of services detailed in the contract. For the first year of the contract term, the District will pay a fee of \$636,656.02. For each subsequent year, an annual budget will be presented for District review and approval.

RESPECT of Florida was established in 1974 by the Florida Legislature as a 501(c)3 non-profit organization to administer Florida's State Use Program under the guidance of the Florida Department of Management Services. The State Use Program allows exempt governmental entities from having to obtain informal quotes and the competitive solicitation process.

This contract has been included in the FY16 Operating and Capital Improvement Budget.

Following Board discussion, Mr. Pilcher made a motion to approve the contract with Florida Association of Rehabilitation Facilities, Inc., (RESPECT of Florida) for a term of five years with annual approval of fees as part of the budgetary process, and authorization for the Board Chairman or his designee to execute necessary documents. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

Executive Director Reports:

Mr. McClellan stated that the summer travel numbers have exceeded the expectation of the carriers and airport Staff. He introduced Mr. Greg Rice, Regional Director with United Airlines. Mr. Rice advised the Board that the current market is well supported at the airport.

Mr. McClellan advised the Board that the airport, in partnership with the Bay EDA, were working to interface with two major companies interested in aviation and logistics opportunities in Bay County.

Mr. McClellan advised that the airport is a sponsor of the Chasing the Sun Music Festival, to be held at the end of September.

Public Comments:

No public comments.

Adjournment:

The regular meeting was adjourned at approximately 10:05 a.m. (CST).

Patty Mitchell, Executive Secretary

Russ Mathis, Vice Chairman