

WORKSHOP MINUTES

PANAMA CITY – BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT

Opening:

The Special Board Meeting/Budget Workshop of the Panama City-Bay County Airport and Industrial District was called to order at 9:00 a.m., September 9, 2015 in the Airport Board Room by Chairman Bruett.

The Invocation was given by Ms. Patty Mitchell.

All Board Members were present except Mr. Del Lee.

Closed Executive Session:

Board Members entered into Closed Executive Session at approximately 9:03 a.m. (CST) to discuss litigation matters to the extent authorized under Florida Statute 286.011(8).

Those in attendance for the Closed Executive Session were as follows:

Till Bruett, Chairman	Russ Mathis, Vice Chairman
John Pilcher, Board Member	Carey Scott, Board Member
Chris Forehand, Board Member	Cindy Meadows, Board Member
Parker McClellan, Executive Director	Franklin Harrison, Airport Attorney
Nick Beninate, Airport Attorney	Ross McCloy, Airport Attorney
Court Reporter	

The Closed Executive Session ended at approximately 9:50 a.m. (CST), and the Budget Workshop was reconvened at approximately 10:00 a.m. (CST).

FY 2016 Operating and Capital Improvement Budget

The draft FY2016 Operating and Capital Improvement Budget was previously provided to the Board for their review in preparation for this discussion.

Mr. McClellan reviewed the projected operating revenues and operating expenses for the upcoming fiscal year. The operating revenues included funds that will be received from the

commercial airlines, car rental companies, general aviation, and terminal tenants, to include the parking lot facility, restaurant concession, retail concession and advertising.

The projected operating expenses included employee salaries and benefits, supplies and materials, utilities, insurance, and purchased services, to include janitorial services, legal services, baggage handling system and maintenance of the loading bridges, ground maintenance, elevator and escalator services, trash removal, and security services and system maintenance.

Salaries and benefits represent approximately 43% of the airport's annual operating expenses, and purchased services account for 37%. Overall, the FY2016 operating expense budget is 4.4% more than the FY2015 budget, representing an increase of \$350,454.

The proposed FY2016 budget contains a 3% merit pool for employee raises and a 1% goal incentive pool. After discussion regarding total salary costs, the FY2016 budget will reflect a 2.5% merit pool for employee raises and a reduced amount for the goal incentive pool.

The FY2016 budget reflects an amount which will provide for the efficient operation of the airport, while providing the necessary resources to meet the established goals for the upcoming year.

The main focus of the Capital Improvement Program, which is funded through the use of federal Airport Improvement Program grants, Florida Department of Transportation grants, and available airport funds, centers on taxiway and aircraft parking ramp improvements, continued development of the environmental mitigation program, replacement of passenger loading bridges, expanding capacity and improving safety and security.

This Budget Workshop provided for a review and discussion of the proposed FY2016 Operating and Capital Improvement Budget and required no formal action by the Board. Formal approval of the final budget will be considered at the September 23, 2015 Board Meeting.

Adjournment:

The Budget Workshop was adjourned at approximately 11:10 a.m. (CST).

Patty Mitchell, Executive Secretary

Till Bruett, Chairman