

MEETING MINUTES

PANAMA CITY – BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT

Opening:

The Special Board Meeting of the Panama City-Bay County Airport and Industrial District was called to order at 9:00 a.m., February 9, 2024 by Chair Holly Melzer.

The Invocation was given by Vice Chair Sheldon.

The Pledge of Allegiance was led by Chair Melzer.

Roll was called. In attendance were: Ms. Victoria Williams, Mr. Matt Algarin, Mr. Will Cramer, Mr. Glen McDonald, Vice Chair Mark Sheldon and Chair Holly Melzer.

Chair Melzer asked if there were any items on the Agenda, that any Board Member would like to move for further discussion, and if not, to make a motion to accept the Agenda.

Mr. Cramer made a motion to Accept the Agenda, and Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.

Chair Melzer asked if there were any Public Comments. There were no Public Comments.

Business Items:

a. Award Engineering Consultant Services Contract to Ardurra Group, Inc.

Mr. Parker McClellan presented this agenda item. Chair Melzer asked about the terms of the contract. Mr. McClellan said that it is a 5-year contract with annual renewal options and includes a “Termination for Convenience” clause.

Chair Melzer asked if there was a motion.

Mr. Cramer made a motion to award the Engineering Consultant Services Contract to Ardurra Group, Inc., and Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.

b. Award Engineering Consultant Services Contract to AVCON, Inc.

Mr. McClellan said that this contract is the same as the one for Ardurra Group, Inc. Vice Chair Sheldon and Ms. Williams both expressed their confidence in both of consultant companies that have been selected.

Chair Melzer asked if there was a motion.

Mr. Cramer made a motion to award the Engineering Consultant Services Contract to AVCON, Inc., and Mr. Algarin seconded the motion. The vote was taken and the motion passed unanimously.

c. Approve Contract Modification to ZHA, Intl., Inc.

Mr. McClellan said that this is a formal acknowledgment from ZHA that their contract will expire on May 22, 2024, or at the latter point of some their remaining task orders.

Chair Melzer asked if there was a motion.

Vice Chair Sheldon made a motion to approve contract modification to ZHA Intl., Inc., and Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.

d. Approve Award – Taxi Lane Foxtrot Tie-Ins (Southern Sky Aviation)

Chair Melzer abstained from voting for this Item as she has a voting conflict. She represents Gulf Coast Utility Contractors (GCUC) in her private law practice and they were one of the bidders.

Mr. McClellan explained that last month the District rejected a bid received from CW Roberts that included the Taxi Lane Foxtrot Tie-Ins, the Administration Parking Lot, and the West Bay Parkway Slip Road Left Turn Median all in one project. The bid was in excess of what was budgeted for the project. Under State Statute, and since the engineer's estimates were under \$200,000, the project was re-bid as individual projects.

Chair Melzer asked if there was a motion.

Mr. McDonald made a motion to approve the award for the Taxi Lane Foxtrot Tie-Ins for Southern Sky, and Vice Chair Sheldon seconded the motion. Chair Melzer abstained. The vote was taken and the motion passed unanimously.

e. Approve Award – Administration Parking Lot

Chair Melzer abstained from voting for this Item as well. GCUC was also one of the bidders on this project.

Mr. McClellan explained that this project will provide for the replacement of the Administration Parking Lot and will be located near the base of the Air Traffic Control Tower. Vice Chair Sheldon asked about the time line for completion of this project. Ms. Tonia Nation of AVCON, Inc. said that pending the arrival of materials, that the contractor believes it can be tentatively done in 60 days.

Chair Melzer asked if there was a motion.

Mr. Cramer made a motion to approve the award for the Administrative Parking Lot, and Vice Chair Sheldon seconded the motion. Chair Melzer abstained. The vote was taken and the motion passed unanimously.

f. Approve Award – West Bay Parkway Slip Road Left Turn Median

Chair Melzer also abstained from voting for this Item. GCUC was also one of the bidders on this project.

Mr. McClellan explained that just before the Terminal on the Entrance Road, there is a small road that crosses in the median. This project will create a left turn lane to make it safer for drivers to turn left onto West Bay Parkway after exiting the area near Southern Sky Aviation. Vice Chair Sheldon reiterated the emphasis on safety and this would provided an added level of safety on West Bay Parkway.

Chair Melzer asked if there was a motion.

Ms. Williams made a motion to approve the award for the West Bay Parkway Slip Road Left Turn Median, and Mr. Cramer seconded the motion. Chair Melzer abstained. The vote was taken and the motion passed unanimously.

Public Comments:

There were no Public Comments.

Adjournment:

The meeting was adjourned at approximately 9:24 a.m.

Next meetings scheduled:

February 28, 2024 – Board Meeting 9:00 a.m.

Lisa Brady, Executive Assistant

Holly Melzer, Chair