

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., February 24, 2016 by Chairman Bruett.

The Invocation was given by Mr. Carey Scott.

The Pledge of Allegiance was led by Chairman Bruett.

The Executive Secretary called the roll and indicated that all Board Members were present except Mr. Del Lee.

Approval of Minutes:

The January 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. (i) Banner Tow Agreement – Aerial Messages of Daytona and Sales, Inc.**

This item provides for Board approval of a Banner Tow Agreement between Aerial Messages of Daytona and Sales, Inc., and the Panama City – Bay County Airport and Industrial District for the operation of aircraft banner tow activities at the Northwest Florida Beaches International Airport.

(ii) Banner Tow Agreement – Simmons Aviation Services, LLC

This item provides for Board approval of a Banner Tow Agreement between Simmons Aviation Services, LLC and the Panama City – Bay County Airport and Industrial District for the operation of aircraft banner tow activities at the Northwest Florida Beaches International Airport.

(iii) Banner Tow Agreement – Aerial Banners, Inc.

This item provides for Board approval of a Banner Tow Agreement between Aerial Banners, Inc., and the Panama City – Bay County Airport and Industrial District for the operation of aircraft banner tow activities at the Northwest Florida Beaches International Airport.

Mr. Pilcher made a motion to approve all three banner tow agreements, and authorization for the Executive Director to execute any necessary documents. Mr. Scott seconded the motion. The vote was taken and the motion passed unanimously.

b. Release of Property to the Florida Department of Transportation

This item provides for Board consent for the release of two parcels of property located at the old Airport site to the Florida Department of Transportation.

Mr. Scott made a motion to approve the release of two parcels of property identified as Parcel 807.3 and Parcel 169.3 to the Florida Department of Transportation and authorization for the Board Chairman or his designee to execute any necessary documents. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

c. Lease Assignment – Kedrick Cerry, Inc. to Thomas Reed, Jr.

This item provides for Board approval of the assignment of the Lease Agreement between Kedrick Cerry, Inc. and the Panama City – Bay County Airport and Industrial District to Thomas Reed, Jr.

Mr. Pilcher made a motion to approve the lease assignment from Kedrick Cerry, Inc. to Thomas Reed, Jr., and authorization for the Board Chairman or his designee to execute any related documents following satisfactory review by legal counsel. Mr. Mathis seconded the motion. The vote was taken and the motion passed unanimously.

d. Land Lease – Finch & Associates, Inc.

This item provides for Board approval of a Land Lease between the Panama City – Bay County Airport and Industrial District and Finch & Associates, Inc.

The terms of the lease would be as follows:

- Partial rent abatement included for tenant relocation from PFN
- Partial rent abatement included for tenant utility and stormwater improvements at ECP (\$18,000)
- Lease term to May 22, 2039
- Rents will be calculated at the rate of \$.30 per square foot per year beginning from 2010, with an annual adjustment based on the CPI
- Proof of general liability, casualty and automobile insurance is required, with District named as an additional insured
- Area leased will be approximately 26,000 square feet, to be confirmed by survey

Mr. Mathis made a motion to approve the Land Lease with Finch & Associates, Inc., and authorization for the Board Chairman or his designee to execute the necessary documents pending satisfactory review by legal counsel. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

e. Executive Director Performance Evaluation

This item provides for Board discussion regarding the issue of the Executive Director's annual performance evaluation.

Mr. Mathis made a motion to approve an annual increase of 3%, which would result in an increase of \$4,530 and would raise the Executive Director's annual salary to \$155,530. Ms. Meadows seconded the motion. The vote was taken and the motion passed 5 to 1 with Mr. Pilcher opposing.

Business Items:

a. Extension of Republic Parking Management Agreement

This item provides for Board approval to extend the agreement with Republic Parking System, Inc., for management and operation of parking services at the Airport.

Republic Parking System, Inc. (Republic) has managed and operated the Airport parking lot under a management agreement with the District for the last six years. The existing agreement allows for an extension of the agreement. In accordance with the terms of the agreement, Republic submitted a written request to exercise an option.

As part of the extension, Republic will purchase two new GEM cars for transporting passengers from the parking lot to the terminal. The Airport will reimburse Republic for the GEM cars over the remainder of the new five year term.

In addition, Republic has resolved a sales tax misunderstanding by remitting past due sales tax to the State of Florida. In conjunction with this renewal, Republic has agreed to release the Airport from any liability for the sales taxes that were paid by Republic.

Staff recommended the Board approve a non-exclusive five year agreement with Republic for the term May 23, 2016 through May 22, 2021, with an option for a three-year renewal.

Following Board discussion, Mr. Scott made a motion to extend the Parking Management and Operating Agreement with Republic Parking System, Inc. for a non-exclusive five year term, and authorization for the Board Chairman or his designee to execute any required documents, following satisfactory review by legal counsel. Mr. Mathis seconded the motion. The vote was taken and the motion passed unanimously.

Executive Director Reports:

Mr. McClellan updated the Board regarding the installation of the new Espresso Coffee Kiosk, and the renovation and upgrades to the bar area at the gates. He advised that the bar renovations are almost completed.

Mr. McClellan updated the Board regarding ongoing discussions with FEMA regarding funding for the repairs on Airport property.

Mr. McClellan advised the Board that the Airport received an award for ANTN Digicast Excellence in Airport Training from the American Association of Airport Executives (AAAE).

Mr. McClellan advised the Board that Jerry Swearingen, the Airport Fire Chief, had announced his retirement and would be leaving in mid-March. Mr. McClellan complimented Chief Swearingen on his efforts in raising the standards at the Airport Fire Department.

Mr. McClellan provided the Board with a preview of the upcoming internet commercial for ECP and discussed information compiled by Moore Communications Group regarding the target audience for the commercial.

Public Comments:

No public comments.

Adjournment:

The meeting was adjourned at approximately 9:30 a.m.

Patty Mitchell, Executive Secretary

Till Bruett, Chairman