

MEETING MINUTES

PANAMA CITY – BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT

SPECIAL BOARD MEETING

The Special Board Meeting of the Panama City-Bay County Airport and Industrial District was called to order at 9:00 a.m., January 13, 2023 by Chair Holly Melzer.

The Invocation was given by Vice Chair Mark Sheldon.

The Pledge of Allegiance was led by Chair Melzer.

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

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

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

Mr. McDonald made a motion to accept the Agenda, and Vice Chair Sheldon seconded the motion. The vote was taken and the motion passed unanimously.

3. Approve Contract with FCS for Comprehensive Janitorial Services

Mr. Parker McClellan discussed the Janitorial Services Agreement. Since the December Board Meeting, with the assistance of legal counsel, and FCS, we have put together a Comprehensive Janitorial Services Agreement. The Agreement addresses the concerns of the Board, with regard to the expansion of space, penalties for not doing the work, and other concerns that were discussed at the Board Meeting. It proposes a reallocation of revenues to address the over budget issue. It is a great time to get the company started as it gives them a month to get settled before Spring Break. Mr. McClellan introduced Mr. Roger Barrios, the Chief Operating Officer of FCS Facility Services.

Mr. Barrios explained that his father began the business in 2002. Mr. Barrios and his sister have worked with the family business since high school and now run the business. They are a Certified Minority, Women Owned Business through the FDOT, and currently employ approximately 500 employees. They transitioned several airports and were successful through the pandemic, challenging times with the economy, minimum wage struggles, etc. He said that they are very honored to be able to work at ECP and are confident that they will be successful here. They currently perform janitorial services at the Pensacola International Airport, as well as Jacksonville, Tampa and Orlando airports.

Board asked several questions including the cost per square foot. The first year will be \$1.17 per square foot, and the cost will escalate per year and is included in this Board Item. Also, the Board wanted clarification on the Termination Clause in the Agreement. The Mr. Davis explained that in order for the Contract to work, there will need to be constant communication. There will be regular inspections and the company will be told if things are missed. If they fail an inspection, they are given a reasonable time to correct the issue, and if depending on the nature of the violation, if it is not corrected, they will be assessed a \$75 penalty. If they repeat the same violation within 60 days of the first, they will be assessed a \$150 penalty, and a third violation will result in a \$500 penalty. If the company does not work out there is a 60-day termination clause at any point during the agreement.

Chair Melzer asked if there were any questions for FCS, or for Mr. McClellan. There were no questions.

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

4. Terminal Expansion Design and Construction Update

Mr. McClellan explained that this is a focus on the North Terminal Expansion, not the Buildout. Construction is beginning later in January, as well as the Bag Room Expansion. The Parking Lot, Admin Lot, and Cell Phone Lot are also all coming up. Today, we are focusing on the Terminal Expansion, which is the approximate 280 ft extension to the North. It is an opportunity for any input from the Board in regard to the directions that the project is heading. There will be some areas which will make a statement. He turned the presentation over to Mr. Rick Mellin with ZHA.

Mr. Mellin explained the history of the Terminal being built to handle smaller jets and the growth, to what it is today with the large airlines that are here now. We have been awarded grant money to help start the three expansion projects to help the Airport meet its current capacity needs. Mr. Mellin, along with representatives from DAG, AVCON and Fitzgerald Collaborative were also here to explain some of the design plans, options and to answer any questions that the Board asked. They shared different design ideas, with different options with the Board to expand the Airport Terminal to the north. They discussed different ways of relocating and expanding TSA, and what that would mean for the flow of passengers. They addressed the baggage area, and challenges of moving the escalator. In making the design plans, they also made a consideration that there will eventually be future expansion and the build plans chosen should make it easier to add on to them when that time comes.

Some of the special requests from the Board for the new design that were discussed were the incorporation of natural light, a space for a focal statement piece that can be changed out, a sensory room for passengers with autism, anxiety or PTSD, a service animal/pet relief area, a place for children to be able to play or be entertained, an area for business travelers to work on their laptops, a lounge area that might have 360 degree outdoor views, exciting art displays that relay a feel of the beach and our surrounding natural assets, and non-traditional seating options that are not arranged in the ordinary straight rows that will be more comfortable and appealing.

Also, a seamless transition from the old sections of the airport into the new sections that would update the appearance of the existing spaces. Extra covered walkways in the parking areas were also requested. The Board wants to make sure that the new design will incorporate elements that will make it a memorable experience for all of the passengers.

Different options of roof lines were looked at and the pros and cons of each design. The rental car relocation to outside of the building was discussed as well, along with the safety and conveyance area where it will be located. There was a conversation about modifying the Loop Road. There was a suggestion by Mr. McDonald about the possibility of continuing the Loop Road on the outside of the parking lot instead of cutting thorough the parking lot. It would involve moving the rental car fuel farm, but it may be considered so that it would add even more parking and eliminate the problem of passengers having to cross traffic with their luggage and family. Mr. Mellin said that there is an open Task Order that will deal with the Loop Road planning and that they would take a look at that suggestion.

Chair Melzer asked that a planning update be added to each upcoming Board Meeting to keep them informed of how things are moving along.

Mr. McClellan explained that Mr. Steve Southerland of Capitol Hill Consulting Group will be assisting Mr. McClellan with lobbying of not only the Florida Delegation but the Southern Alabama delegations for FAA funding and BIL Funding that will be used for the improvement of the Airport.

Mr. Southerland said that the FAA and the Florida Delegation have all used ECP and knew that there was growth, but were not aware of the extent of that growth. Mr. Southerland took a condensed version of the Master Plan and shared it with them, along with showing a graph of the growth and traffic increase for our airport over the last 10-12 years and it gave them a real understanding of the need for terminal expansion. We are requesting a share of that money, so we are hoping that by telling our story we will not be overlooked for the funding like we were last year. He and Mr. McClellan were also able to attend some receptions with some airport associations to be able to speak with other airports.

They were also able to talk to both Senators Staff and Congressman Dunn's Staff about an issue that we have been having with GSA and TSA. Mr. McClellan discussed that previously, GSA-TSA would not sign a lease with the Airport. After a trip to Washington D.C. with Mr. Southerland, TSA has now signed a new lease with the Airport for their leased space and will be paying 2 years back rent to the Airport.

He will continue to work with Mr. McClellan on lobbying for revenue for improvements to the Airport. He feels that the trip was very productive and said that he is thankful to be a part of fighting for the County that he loves and the Airport that he uses every week.

Mr. McClellan said that the next step will be for Mr. Mellin to go back to the planning team with the comments that the Board made so that he can get it to a conceptual point as soon as possible and Mr. Mellin agreed to update the Board at the next Board Meeting.

Public Comments:

There were no Public Comments.

Adjournment:

The meeting was adjourned at approximately 10:55 a.m.

Next meeting is scheduled: January 25, 2023 – Board Meeting 9:00 a.m.

Lisa Brady, Executive Assistant

Holly Melzer, Chair