

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 9:02 a.m., January 22, 2020 by Chairman Lee.

The Invocation was given by Mr. Russ Mathis.

The Pledge of Allegiance was led by Chairman Lee.

The Executive Secretary called the roll and indicated all the Board members were present except Mr. James Johnson.

Presentations:

Military Plaque – Mr. Parker McClellan presented the Board with a plaque given to the Airport in December 2019 by the U.S. Army at Ft. Rucker, who were very happy with how ECP and the Military Welcome Center accommodated all their aviation students who flew in and out of ECP over the holidays.

TSA Recognition – Transportation Security Managers Joe Rezendes and Veronica Ramos informed the Board that the TSA at ECP was awarded “2019 West Spoke Airport of the Year” for excellent work and performance, especially after a difficult recovery from the devastation of Hurricane Michael in October 2018. Ms. Ramos reported that ECP was also recognized for Leadership, with an award to Christina Hall for “West Spoke Supervisor of the Year” and to Lead Holly Loving for “West Spoke Lead Officer of the Year.”

Mr. Nelson made a motion to accept the Agenda. Vice Chairman McDonald seconded the motion. The vote was taken and the motion passed unanimously.

Reports:

Mr. Parker McClellan presented and reviewed the Activity Reports.

Ms. Darlene Nelson presented and reviewed the Financial Reports and a discussion ensued.

Consent Agenda:**a. Board Meeting Minutes – December 18, 2019**

This item provided for Board approval of the December 18, 2019 Board Meeting Minutes.

b. Approve DC Aviation Sublease to Stark Avionics

This item provided for Board approval of a Sublease between DC Aviation and Stark Avionics.

DC Aviation leases a parcel of land from the Panama City – Bay County Airport and Industrial District on which the company placed a hangar, Corporate Hangar 5231-A1 Johnny Reaver Road. Under the terms of

the Lease with DC Aviation, “LESSEE shall not assign, encumber, sublet or otherwise transfer its rights and obligations under this Lease without the prior written consent from LESSOR, which approval shall not be unreasonably withheld.”

Ms. Cherie Stafford of DC Aviation contacted Staff and requested approval to sublease a portion of their shop to John Stark of Stark Avionics (a CFR 145 repair station located in Columbus, GA seeking to open a satellite location).

Staff recommended that the Board approve the Sublease between DC Aviation and Stark Avionics. Approval of the Sublease will not impact the FY20 Operating and Capital Improvement Budget.

c. Accept Bid for Commercial Water Heater Replacement – GAC Contractors

This item provided for Board approval of the removal and replacement of two (2) hot water heaters. The replacement of the hot water heaters necessitates the widening of one (1) existing 36” door with a new 48” door.

This project involves the removal of the existing 36” door and replacement with a 48” of like manufacture; the removal and disposal of two (2) existing hot water heater units, one of which has failed; and the turnkey acquisition and installation of two (2) new, 300-gallon commercial electric hot water heaters located in the Terminal Building at the Northwest Florida Beaches International Airport.

An “Invitation to Bid” for “Commercial Hot Water Heater Replacement” was publicly advertised with Bids opened on January 14, 2020. Two Bids were received, both Bids were determined to be responsive.

Bids were received from:

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|--|-------------|
| Anderson Construction Company of North Florida – | \$97,474.00 |
| GAC Contractors, Inc. – | \$87,836.54 |

Staff recommended Board acceptance of this Bid from GAC Contractors, Inc. for the replacement of two hot water heaters per specification, in amount of \$87,836.54. This purchase is provided for in the Airport’s FY20 Airport Operating and Capital Improvement Budget. The Airport budgeted \$89,000 for this line item purchase.

d. Accept Bid for BiPart Sliding Automatic Doors Replacement Gulf States Door - Mobile, AL

This item provided for Board approval of the removal and replacement of two (2) doors and the furnishing and installation of two (2) new, bi-part sliding automatic doors.

This project involves the turnkey acquisition and installation of two (2) bi-part sliding automatic doors (the two doors are considered a set to include an outer door and inner door at “Main” Entrance location) located in the Terminal Building at the Northwest Florida Beaches International Airport.

An “Invitation to Bid” for “Bi-Part Sliding Automatic Doors” was publicly advertised with a Bid opened on January 14, 2020. No Bids were received at Bid opening time of 2:00 p.m., however, one Bid was received at 3:34 p.m. the same day:

Gulf States Door – \$15,205

The Airport Purchasing Policy allows for the Airport waive irregularities. Therefore, only one bid was received and it was not received by the posted time, the irregularity of the time received may be waved. It is in the best interest of the Airport to accept this responsive bid.

Staff recommended Board acceptance of this Bid from Gulf States Door for the acquisition and installation of two (2) bi-part sliding automatic doors per specification, in amount of \$15,205 and waive the irregularity of time received. This purchase is provided for in the Airport's FY20 Airport Operating and Capital Improvement Budget. The Airport budgeted \$45,000 for this line item purchase.

e. Approval of Gate Counter Shell Purchase – Traverse Stainless and Millwork, LLC

This item provided for Board approval for the purchase of a gate counter shell in support of the ongoing Terminal Expansion Project at the Airport.

The Board recently approved a project to expand the Terminal Building. As part of this project two gate counter shells are to be installed at the expanded Gates 6 and 7. One of the gate counter shells was previously purchased and placed in the current Gate 6 passenger hold area in support of the American Airlines startup in 2018. (This counter shell will be relocated to the expanded Terminal Gate 6). This purchase is for the second gate counter shell, consistent those already existing, and will be located in the new expanded Terminal Gate 7.

As was researched and determined during the previous gate shell purchase, this item is a single source purchase as all the original ticketing and gate counter shells for the Terminal were custom manufactured by Traverse Stainless and Millwork.

Staff recommended Board approval of the gate counter shell purchase from Traverse Stainless and Millwork, LLC in an amount not to exceed \$21,503. This gate counter shell purchase is provided for in the Airport's FY20 Airport Operating and Capital Improvement Budget.

Mr. Nelson made a motion to accept the Consent Agenda, and Ms. Melzer seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:

a. Presentation – 2019 in Review

Mr. McClellan addressed the Board by starting with a video prepared by The Moore Agency, and provided a presentation highlighting some of the accomplishments over the past year. Some of the highlights included:

- American Airlines' announcement to add daily nonstops to/from Washington D.C.'s Reagan National Airport (DCA) in January 2020
- Southwest Airlines' new direct and nonstop flights to/from Kansas City with water cannon salute
- United Airlines' new nonstop flights to/from Chicago with water cannon salute
- Airline revenue sharing of nearly \$3.3m
- Additional Super Summer Weekend flights
- Welcoming of nearly 1.3M passengers; a 21% increase over 2018
- Sheltair's new Hangar and increased growth
- New restroom flooring
- Addition of TSA Passenger Screening Lane and dedicated TSA Pre-Check Lane
- Sand Pile sale and removal
- Facility repairs from Hurricane Michael
- Bay EDA Project submittals involving aerospace or the Airport: Project Mastermind; MRO Center of Excellence: Projects Gator, Venus, and Goodwrench
- Repaired Terminal Ramp and expanded Terminal Apron

- Terminal Expansion planning
- Transient Apron and Taxiway E1 planning
- Continued work on Master Plan Update
- Continued mitigation
- Ongoing partnership with FDOT and Bay County on SR 388 Realignment and Roundabout construction coordination
- Crosswind Runway planning
- Outreach to the community by hosting school field trips, community and civic organization presentations
- Airport-wide employee thank you luncheon
- Implemented first Phase of Compensation Study
- Employee Spot Rewards – nearly 185 tokens awarded since inception

Mr. McClellan proposed for Board approval a one-time employee recognition for efforts made by Staff over the past year, and our ability to continue to grow. In recognition of these austerity efforts, Mr. McClellan requested a one-time allowance for each employee to receive 8 hours of paid personal time off, under the guidelines that the time must be used by mid-June 2020.

Vice Chairman McDonald made a motion to approve the one-time recognition for 8 hours paid time off for each employee and Mr. Nelson seconded the motion. The vote was taken and the motion passed unanimously.

b. **Presentation – Terminal Expansion Update**

ZHA President Mr. Rick Mellin addressed the Board and reported that the Notice to Proceed with the modular buildings was issued, and ZHA has received shop drawings and will turn those comments in by Friday to the manufacturer. The other subs-Bids are due to Allstate by the end of this week and Allstate will begin putting together their final GMP by February 7, 2020 (final GMP to be approved by the Board in a special meeting).

Mr. Mellin reported that Allstate has done the following: received good subcontractor Bid participation and ideas for price savings; submitted the preliminary plans to Permitting; everything is moving along as scheduled; Allstate anticipates they should be on site with the modular building deliveries the second week of April; and a project completion date is still mid-June.

This item was for informational purposes only, and after Board discussion, required no formal Board action.

The Bay EDA Update:

Bay EDA President Becca Hardin addressed the Board and reported that they are working with the St. Joe Company to put together marketing materials for the GKN site to start actively showcasing it, with approximately eight companies interested in that building.

Ms. Hardin reported that Bay EDA has been working very closely with Space Florida on Projects Gator and Venus, with the MRO Campus. She reported that Project Gator (potential for 100 jobs) was approved last week by the Space Florida executive level Board, and Bay EDA is working on assembling the final financial package. Ms. Hardin finished her presentation saying that she and Bay EDA Vice President Garrett Wright would be travelling to the airshow in Singapore next month, and begin actively marketing the 350 acres north of the Airport Runway.

The Moore Agency Update:

Ms. Jordan Jacobs of The Moore Agency reported on their December marketing and advertising activity. Ms. Jacobs reported that they ran the digital “always on” campaigns on Facebook and Google Paid Search (Google Ad Words) targeting people who had been searching in our geographic catchment area for travel-related terms; those who had visited the ECP website; and a lookalike audience similar to people who had visited the website.

Ms. Jacobs reported the development and distribution of two proactive press releases: Southwest Airlines’ announcement of enhanced 2020 Summer Service at ECP; and “ECP Provides Travel Tips Ahead of Busy Holiday Season.”

Ms. Jacobs reported that in December there were 664 airline website click conversions and 149 assisted conversions as a result of our campaign; 4,592 Escape page views; 16,831 new website visitors; 36,073 total website sessions; 804,223 earned media impressions; and 15.8% of our subscribers opening the newsletter (one newsletter was a “holiday” newsletter, and one was a “fare sale alert (letting our audience know as quickly as possible when one of our airlines’ prices drop).”

Ms. Jacobs said that year-over-year, our online traffic was up 15% (from paid searches, and from our newsletters), with the biggest increase in traffic coming from Panama City and Panama City Beach indicating even more locals are visiting and using the ECP website, most likely from the strong branding built up all year. The “organic posts” (posts we do not put dollars behind) that got the most engagement were the reminders about the new non-stop American Airlines flights between ECP and D.C.

State Road 388 Construction Update:

Mr. Richard McConnell addressed the Board and reported that they have started to add piles of surcharge on top of the wick drains. Mr. McConnell reported that once that is complete the surcharge will 16 feet high on both sides of the Airport Entrance. Mr. McConnell concluded his report by saying that more permanent lighting was approved by FDOT for the Airport Entrance to provide a better lighting solution for during the dark hours.

Executive Director Report:

Mr. McClellan informed the Board that along with the Florida Association of Special Districts and the Florida Airports Council, the Airport is monitoring many new legislative issues affecting airports and special districts. Mr. McClellan reported that the Covered Parking Lot cover replacement is nearly complete, and the Covered Walkway cover replacement is scheduled to start this afternoon.

Public Comments:

There were no public comments.

Adjournment:

The meeting was adjourned at approximately 10:03 a.m.

Kathy Gilmore, Executive Secretary

Del Lee, Chairman