

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 10:00 a.m., July 25, 2012 in the Airport Board Room by Vice Chairman Pilcher.

The Invocation was given by Ms. Patty Strick.

The Pledge of Allegiance was led by Vice Chairman Pilcher.

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

Election of Officers:

The annual terms of Board Chairman and Vice Chairman are due for election by members of the Airport Authority Board.

Following Board discussion, Mr. Scott made a motion to nominate Mr. Pilcher as Chairman and Mr. Bruett as Vice Chairman. Ms. Moliterno seconded the motion. The vote was taken and the motion passed unanimously.

Approval of Minutes:

The June 11, 2012 Special Board Meeting Minutes and the June 27, 2012 Board Meeting Minutes were approved as distributed.

Reports:

Mr. Wheat presented and reviewed both the activity report and the financial report to the Board.

Consent Agenda:

a. Approval to Sell Surplus Property

This item provides for Board authorization for the sale of surplus inventory items.

Following Board discussion, Mr. Bruett made a motion to approve the Consent Agenda, and authorization for the Board Chairman to execute any required documents. Ms. Moliterno seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:

a. Selection of Auditor

This item provides for the Board to act as the Auditor Selection Committee for the District by reviewing the three proposals which were received in response to the District's Request for Proposals for auditing services for the years ending September 30, 2012, 2013 and 2014.

State statute requires that auditing services associated with Special Districts be secured by a Request for Proposals (RFP) process, and that the actual selection be performed by an Auditor Selection Committee. On July 2, 2012, Staff issued a Request for Proposals (RFP) to audit the District's financial statements for fiscal years ending September 30, 2012, 2013, and 2014. Within this RFP, the Board was identified as the Auditor Selection Committee.

The following three firms submitted proposals:

- Carr, Riggs & Ingram, LLC (CRI)
- Tipton, Marler, Garner & Chastain *The CPA Group* (TMGC)
- Warren Averett O'Sullivan Creel (WAOC)

Staff reviewed each proposal and determined that all three conform to the requirements set forth in the RFP. The total fees proposed by each firm for performing auditing services are as follows:

	CRI	TMGC	WAOC
Year 1	\$22,900	\$19,600	\$30,725
Year 2	23,500	20,200	28,557
Year 3	24,000	20,800	29,413

Selection of a firm will not impact the budget as funds have been included in the FY-13 Airport Operating and Capital Improvement Budget.

Following discussion, Mr. Mathis made a motion to select Tipton, Marler, Garner & Chastain to perform the audits for FY 2012, 2013 and 2014, and authorization for the Executive Director to execute an engagement letter with that firm. Mr. Koehnemann seconded the motion. The vote was taken and the motion passed unanimously.

b. Consent Order #3 – Estimated Costs and Financing Plan

This item provides the Board with a detailed funding plan and cost estimate of all work required under Consent Order #3 between the District and the Florida Department of Environmental Protection.

On May 23, 2012 the Florida Department of Environmental Protection executed Consent Order #3 with the Airport outlining penalties for previous violations and corrective actions required to resolve outstanding environmental concerns. The corrective actions included eight items which are listed as follows:

1. Submit main access road as-built certification.
2. Develop and implement an operation and maintenance stormwater system plan.
3. Develop a turf management and maintenance plan and complete stabilization of site.
4. Perform an assessment of Morrell Branch, and associated tributaries downstream of the property all the way to and into West Bay. Submit a restoration plan and complete any required restoration in Morrell Branch as required.
5. Perform an assessment of Kelly Branch. Submit a restoration plan and complete any required restoration in Kelly Branch as required.
6. Perform an assessment of two Pond C outfalls and the northern side of the service road that connects to the Kelly Branch. Submit a restoration plan and complete any required restoration as required.
7. Conduct a stormwater assessment on the quality and velocity of discharges from the permitted outfalls of Pond C and submit a plan for performance enhancement.
8. Continue vegetation monitoring of Wetlands B and D.

The estimated cost to complete the work required under the Consent Order is \$3,833,910. The Airport has obtained a grant from the Florida Department of Transportation in the amount of \$239,540 and anticipates receiving a grant from the FAA in August of 2012 in the amount of \$2,043,720. The remaining \$1,550,650 will be funded by the Airport with monies received in the recent court settlement.

Following Board discussion, Ms. Moliterno made a motion to approve the budget and financing plan for accomplishing the work required under Consent Order #3. Mr. Bruett seconded the motion. The vote was taken and the motion passed unanimously.

c. Stormwater Management System Improvements Design

This item is for informational purposes only and required no Board action. Mr. Zipperly, the Airport's engineer, provided the Board with an overview of the stormwater management system augmentation project, including issues related to Pond C, and outlined the project schedule.

Other Business:

Mr. Paul Puckli with RW Armstrong provided the Board with an update regarding the Master Plan process.

Public Comments:

There were no public comments.

Adjournment:

The meeting was adjourned at approximately 11:30 a.m.

Patty Strick, Executive Secretary

John Pilcher, Chairman