

## MEETING MINUTES

### PANAMA CITY – BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT

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#### Opening:

The Board Meeting of the Panama City-Bay County Airport and Industrial District was called to order at 9:00 a.m., November 18, 2020 by Vice Chairman Holly Melzer.

The Invocation was given by Mr. Will Cramer.

The Pledge of Allegiance was led by Vice Chairman Melzer.

The Executive Secretary called the roll and indicated all the Board members were present in person with the exception of Chairman Glen McDonald.

Vice Chairman Melzer asked if there were any Items on the Agenda, including the Consent Agenda, that any Board member would like to move, and if not, to make a motion to accept the Agenda.

**Mr. Cramer made a motion to accept the agenda, and Mr. James Johnson seconded the motion. The vote was taken and the motion passed unanimously.**

#### Reports:

Mr. Parker McClellan presented and reviewed the Activity Reports.

#### Consent Agenda:

**a. Board Meeting Minutes – October 28, 2020**

This item provided for Board approval of the October 28, 2020 Board Meeting Minutes.

**b. Approve 2021 Board Calendar**

This item provided for Board approval of the 2021 Board Meeting Schedule.

Staff has completed the process of compiling a schedule for the 2021 monthly Board Meetings. According to the Florida Special District Handbook, all Special Districts must publish their meeting schedule. After approval from the Board, this schedule will be published in the local newspaper. Any changes to the meeting dates must be published at least seven (7) days prior to the rescheduled meeting. Staff is requesting that the Board Meetings begin at 9:00 a.m. monthly.

The 2021 tentative Board Meeting dates and times are as follows:

Regular Meeting	Wednesday	January	27	9:00 a.m.
Regular Meeting	Wednesday	February	24	9:00 a.m.
Regular Meeting	Wednesday	March	24	9:00 a.m.
Regular Meeting	Wednesday	April	21	9:00 a.m.
Regular Meeting	Wednesday	May	19	9:00 a.m.
Regular Meeting	Wednesday	June	23	9:00 a.m.
Regular Meeting	Wednesday	July	28	9:00 a.m.

Regular Meeting	Wednesday	August	25	9:00 a.m.
Budget Workshop	Wednesday	September	1	9:00 a.m.
Regular Meeting	Wednesday	September	22	9:00 a.m.
Regular Meeting	Wednesday	October	20	9:00 a.m.
Regular Meeting	Wednesday	November	17	9:00 a.m.
Regular Meeting	Wednesday	December	15	9:00 a.m.

Ethics Training Wednesday January 27 10:00 a.m. – 2:00 p.m.  
(Req. HB No. 915, Section 332.0075 (4)(b). F.S.)

**c. Approve a Specialized Service Operator Agreement with Sunset Eagle Aviation**

This item provided for Board approval for the establishment of a Specialized Service Operator (SSO) Agreement for an aircraft maintenance/overhaul repair facility.

The Minimum Standards for Commercial Aviation Operators were established to provide minimum standards for commercial activities on the Airport. The minimum standards also are in place to protect the Airport and its users from irresponsible, unsafe, unlicensed and unqualified operators.

It also allows for the establishment of a Specialized Service Operator (SSO). The SSO provide a limited commercial aviation service and is not permitted to sell fuel, provide aircraft tie-down or storage.

During the September 23, 2020 meeting, the Board approved a five (5)-year hangar sublease agreement for Sunset Eagle Aviation.

Sunset Eagle Aviation would like to establish a five (5)-year SSO Agreement for an aircraft maintenance/overhaul repair facility on the Airport to coincide with the five (5)-year hangar sublease agreement term. Sunset Eagle Aviation understands the Minimum Standards established at ECP and agrees to meet and follow these standards.

The approval of this Specialized Service Operator Agreement will have no impact on future Airport Operating and Maintenance Budgets, and Staff recommended the Board approve the Specialized Service Operator Agreement with Sunset Eagle Aviation.

**Mayor Mark Sheldon made a motion to approve the Consent Agenda, and Mr. Johnson seconded the motion. The vote was taken and the motion passed unanimously.**

**Business Items:**

**a. COVID-19 Update**

Mr. McClellan addressed the Board and illustrated with a bar graph the passenger counts of last year vs. this year, and reported that due to the ongoing pandemic, a \$115 credit will once again be extended to the Taxi Queues for another month, which equates to \$20 for the month of December.

**This Item was for informational purposes only and required no formal action by the Board.**

**b. Project Gator Update**

Mr. McClellan reported that there is an approved term-sheet with Triumph; we were putting together the final agreement with the company, and the company decided they want to take some additional time to find alternative designs which may bring down costs. Mr. McClellan said everything is moving forward, and we will probably be on the Triumph Board agenda in January or February, but will come back to the ECP Board prior to that meeting to get the authority to execute the Agreement.

**This Item was for informational purposes only and required no formal action by the Board.**

**General Aviation Development – Sheltair Update**

Mr. McClellan invited Sheltair General Manager Keith Rogers to approach the Board and give an update on Sheltair's future plans. Mr. Rogers reported a significant decrease in traffic and fuel sold during April and May but it has picked up since then and they are on track to meet their original budget for the year. He said that had it not been for the pandemic, they would have already begun their Ramp expansion. He said they do have plans to expand the Ramp to the south, and build two new 20,000 sq. ft. Hangars, similar to the one they built last year.

**This Item was for informational purposes only and required no formal action by the Board.**

**c. General Consultant Agreement**

Mr. McClellan reported that the Agreement we have with our current general consultant ZHA will expire at the end of January 2021. He reported we will be putting together an RFQ to go out next week, and ECP Board Member Del Lee has agreed to be on the Review Committee with Mr. McClellan, Mr. McConnell, and Ms. Darlene Nelson. He said the resulting top three choices will be presented to the Board at the January meeting. Consultants will be permitted to ask questions of the Staff until end of December, and the information will be shared, however, he emphasized that once the solicitation hits the streets, the consultants are not permitted to talk about it to any of the Board members or Staff.

Mr. McClellan invited Airport Attorney Nick Beninate to further explain the process. Mr. Beninate said that the consultants will submit their qualifications, but no price. He said the price will be negotiated after the company has been selected. He said the contract is structured for small to medium-sized projects that come up on an ongoing basis, up to \$4 million in costs, but if it was a very large project, i.e. the Crosswind Runway, we would hire a different engineer for that project. He and Airport attorney Franklin Harrison confirmed that if a price cannot be negotiated with our number one choice, the consultant would be informed that we would negotiate a contract with the number two choice.

**This Item was for informational purposes only and required no formal action by the Board.**

**Construction Update (information only):**

Mr. Richard McConnell addressed the Board beginning with an update on the Terminal Expansion Project. He informed the Board that the Project is complete with all the Gates capable of being fully operational. He said that the last item they are working on is marking/stenciling the aircraft types on the pavement following the stripe painting.

Mr. McConnell addressed the Board with an update on the Transient Apron and Taxiway E1 Project. He reported this project is substantially complete; we are waiting on guidance signs for the airfield, hoping to have the taxiway portion open prior to Thanksgiving. They are waiting on a 28-day countdown to put paint down (first of December); the lighting is up on the Ramp; sod is being put down and soil is being restacked to be use on a future project.

Mr. McConnell addressed the Board on the new S.R. 388 Project and showed a rendering of the bypass that they are working on that will connect the new S.R. 388 with to the old S.R. 388. He said that bypass needs to be completed prior to the work on the Airport Entrance Roundabout, and will be used until the Roundabout is complete. He said the entire project is moving along quickly, and they are putting the final grade on the road section between the Airport and S.R. 79. He said that the FDOT website has additional information if anyone was interested in finding out more.

**The Bay EDA Update:**

Bay EDA President Becca Hardin addressed the Board and reported that her colleague Garrett Wright was not in attendance because he was with Project Emerald, the aviation-related prospect who is looking at potential sites in Venture Crossings, as well as here at the Airport.

Ms. Hardin reported that Bay EDA would have two phone interviews this afternoon with potential engineers submitting proposals for Project Gator; along with Space Florida they have gotten term-sheets to a couple of banks to put financing together; and they are trying to get the costs more accurate by working on the initial design work (the company is funding that). The next phase includes going to the Triumph Board where they will reveal the company name, therefore, they want to have all the financing in place before that meeting.

**Executive Director Report:**

Mr. McClellan addressed the Board and requested that Board members let him or Kathy Gilmore know if they will be travelling and will need to park in the Admin parking lot so we can be sure to have space available.

Mr. McClellan informed the Board that per the Board's request at a previous Board Meeting, Staff is working with Airport attorney Franklin Harrison to find a third party to help evaluate how to refinance some debt, and Staff has been working with our banker as well. Mr. McClellan estimated we should have a proposal for the Board to review at the next Board Meeting.

Mr. McClellan reported the parking signs are up in preparation for the possibility of a busy holiday, and finished his report by letting the Board know we are trying to figure out the best way to have a Staff Holiday Luncheon safely during the pandemic.

**Public Comments:**

There were no public comments.

**Adjournment:**

The meeting was adjourned at approximately 9:26 a.m.

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Kathy Gilmore, Executive Secretary

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Holly Melzer, Vice Chairman