

## 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., October 30, 2019 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.

**Ms. Sims made a motion to accept the Agenda. Vice Chairman McDonald seconded the motion. The vote was taken and the motion passed unanimously.**

#### Presentation:

Chairman Lee presented Ms. Sims with a plaque recognizing her service for over three years as a Board Member to the Airport.

#### Reports:

Mr. Parker McClellan presented and reviewed the Activity Reports.

#### Consent Agenda:

**a. Board Meeting Minutes – September 25, 2019**

This item provided for Board approval of the September 25, 2019 Board Meeting Minutes.

**b. Approve Panhandle Engineering, Inc. Task Order – Construction Engineering Inspection (CEI)**

This item provided for Board approval for Panhandle Engineering, Inc. to provide support to the Airport for limited CEI Services during the construction of the new Taxiway E1 and Transient Aircraft Parking Apron.

Panhandle Engineering, Inc. was selected during the August 24, 2016 Board Meeting as a third party to assist with CEI Services and other projects as necessary.

The scope of the CEI services for the Taxiway E1 and Transient Aircraft Parking Apron include: daily inspection, reviewing of partial payment application, attending progress meetings, preparing inspection reports and photos for documentation and a general punch list, and scheduling track reports for a cost not-to-exceed \$80,775.

The funding for this project is included in the FAA AIP Grant and in the Airport FY2020 Budget.

**c. Approve ZHA, Inc. Task Order 39-D Terminal Gate 6 & 7 and Hold Room Expansion**

This item provided for Board approval of a Task Order for ZHA, Inc. for Construction Manager at Risk selection and management professional services.

As a result of the rejection of all bids for the Terminal Expansion Project, the District reviewed the different types of delivery methods for construction projects and as a result changed the delivery method to Construction Manager at Risk (CMR).

These professional services will include soliciting CMR proposals and managing the preconstruction and construction activities of the selected CMR.

The scope of the services include: ZHA will manage the solicitation, selection and contract negotiation of the procurement of a CMR for the Terminal Expansion; manage the CMR's preconstruction activities and review the CMR's schedule and GMP proposal and make a recommendation for award of the GMP proposal for the construction of the Terminal Expansion; coordinate the inclusion of design recommendations, if any, provided by the CMR that is beneficial to the completion of the Project; provide construction administration services to include: monitor the CMR's sub-contractor award and buy-out, monitor the CMR's project schedule with attention to the critical path, review the CMR's submittals, review and respond to the CMR's RFI's, provide periodic site inspections, review and approve CMR's pay-applications, prepare punch lists and issue Substantial Completion Certificate, review and forward O&M Manuals and Warranties, and prepare al Final Completion documentation. The development of the supporting documentation will also support future projects where the Construction Manager at Risk delivery method is utilized.

The total for the effort will not exceed \$51,000, and the funding for the Project is included in the FAA AIP Grant and in the Airport FY2020 Budget.

**d. Approve Purchase of Equipment**

**1. PC Computer Equipment – Dell EMC of Round Rock, TX**

This item provided for Board approval for the purchase of 38 replacement desktop computer systems from Dell EMC of Round Rock, TX in support of Airport administration and operations.

In preparation for the discontinuation of Windows 7 support by Microsoft sometime in early 2020, the Airport proactively included computer replacement in the upcoming FY2020 Airport Operating and Capital Improvement Budget. The new PC equipment will be updated with Windows 10 Professional operating system and MS Office software.

PC computers to be purchased from State of Florida Purchasing Contract # 43211500-WSCA-15-ACS for an amount not to exceed \$38,800.

**2. Utility Tractor – Beard Equipment Company of Panama City (Dealer for Deere & Company)**

This item provided for Board approval for the purchase of a replacement, 115 H.P. utility tractor to be used in support of the Airport's airfield maintenance program.

Ongoing maintenance operations at the Airport require significant amounts of high volume mowing, especially during the growing months of the year. This purchase is for a replacement 115 horse power tractor used almost exclusively for airport mowing operations. The tractor being replaced is a 1996 John Deere 6400. The existing tractor has significant hours and requires increasing amounts of maintenance. Upon receipt of the new tractor, the existing tractor will be taken out of service and sold as surplus.

This purchase of a John Deere Model 5115 M Utility Tractor is provided for in the Airport's FY2020 Airport Operating and Capital Improvement Budget, will be purchased through a State of Florida Ag & Lawn Equipment contract # 21100000-15-1, and cost \$66,749.03 including itemized accessories.

### **3. Security Cameras – ALLCOM Global Services**

This item provided for Board approval for the purchase of replacement security cameras and mounting equipment from ALLCOM Global Services in support of Airport security system operations.

The Airport owns, operates, and maintains a complex security system at the Airport. Recently, a project was completed to significantly upgrade the Airport's electronic security system including CCTV components. The project was part of an FAA Airport Grant. The grant did not cover all CCTV components as some were considered ineligible for grant funding under FAA guidelines. As such, the Airport budgeted to purchase remaining cameras and equipment needed to upgrade those found to be ineligible thus maintaining consistency throughout the CCTV system as a whole. In accordance with purchasing policy, three quotes were obtained for the required cameras and associated mounting equipment. This is the first of a multi-year procurement. The Quotes were as follows:

- Allcom - \$15,000
- CDW - \$18,010
- Tech Source Direct – \$18,776

This capital purchase is included in the FY2020 Airport Capital Improvement Budget for an amount not to exceed \$15,000.

#### **e. Accept Bid for Emergency Power Generation Installation for Airport Fuel Farms – Bill Smith Electric, Inc., Gonzalez, FL**

This item provided for Board acceptance of the Bid from Bill Smith Electric, Inc., Gonzalez, FL, for a project to provide and install emergency power generation capabilities at three fueling facilities located at the Airport.

Following Hurricane Michael in October 2018, the Florida Department of Transportation identified the need to assist airports with ensuring that fuel could be dispensed during times of commercial power outages. As such FDOT implemented a State grant program to provide 50/50 grant match funds to obtain backup emergency power generation capabilities at the airport fueling facilities. The Airport applied for, and received, a 50/50 State grant to install emergency power generators at the three fueling locations on the Airport.

This purchase is provided for in the Airport's FY2020 Airport Operating and Capital Improvement Budget at \$200,000 total project cost. The Airport posted an Invitation to Bid for "Emergency Power Upgrade – Airport Fueling Facilities." On the Bid opening date of September 24, 2019 one sealed, responsive Bid was received for the project from Bill Smith Electric, Inc. as follows:

- Generator Set at Rental Car Fuel Facility - \$56,989
- Generator Set at Maintenance Fuel Facility - \$56,989
- Generator Set at Aviation Fuel Facility - \$88,989
- Total Project Bid - \$202,967**

Sufficient funds are available to accommodate the project cost overage. The purchase is part of a State of Florida Joint Participation agreement in which fifty (50) percent of the purchase amount up to \$100,000 will be reimbursed to the Airport.

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

#### **Business Items:**

**a. Exercise Option to Extend ERMC IV, L.L.C. Contract for Passenger Loading Bridge and Baggage System Operation and Maintenance**

This item provided for Board approval to extend the contract for the Airport Gate Services and Conveyor System Operation and Maintenance Program Agreement at the Airport. Mr. McConnell addressed the Board to explain the services performed by ERMC.

The gate services and conveyor operation and maintenance provider is responsible for the operation and maintenance of the passenger boarding bridges, currently located on five (5) of the Airport's terminal gates, and the baggage conveyance system, consisting of conveyance belts, a bag makeup carousel, and three (3) terminal claim carousels.

In November 2016, the Board selected and entered into a contract with ERMC IV, L.L.C. for the operation and maintenance of the Airport's passenger boarding bridges and baggage conveyance system at the Airport. The initial contract was for a three-year period and is due to expire in November 2019. The initial agreement provides for an additional two (2) one-year renewal options at the same conditions as the initial agreement.

Staff recommends approval to execute the first of the two (2) one-year extensions to the contract with ERMC IV, L.L.C. through November 30, 2020. The option year one (December 1, 2019 – November 30, 2020) price for services will be \$308, 217.95 (an annual increase over current price of \$12,678.90 or 4.29%) and is provided for in the Airport FY2020 Operating and Maintenance Budget.

**Mr. Mathis made a motion to approve extending the ERMC Contract through November 30, 2020, and Mr. Tusa seconded the motion. The vote was taken and the motion passed unanimously.**

**b. Construction Manager at Risk (CMR) for Terminal Expansion Project**

This item provides for Board acceptance of the ranking by the Evaluation Committee for the Construction Manager at Risk for Terminal Expansion Project. Chairman Lee explained to the Board the evaluation criteria performed by the Committee, and Mr. Mellin addressed the Board explaining the next steps after the CMR is selected: execute the contract included in the RFP for pre-construction services, set up a meeting on Thursday to go through their schedule and some ideas on maintaining the budget that we have, look at the schedule and the items that will have long lead times in the procurement, and depending on the budget, come back to the Board next month – at the latest, in December – for authorization to do the procurement of some items.

On October 15, 2019 the Airport Authority received four (4) responses to the Request for Proposals for Construction Manager at Risk for Terminal Expansion Project from the following firms:

- Allstate Construction, Inc.
- GAC Contractors, Inc.
- RAM, LLC
- White Construction

The Evaluation Committee was established to review the submittals and included the following individuals: Del Lee, Parker McClellan, Richard McConnell, Darlene Nelson and Rick Mellin, and Nick Beninate was also in attendance. The Evaluation Committee met and reviewed each submittal on October 24, 2019 at 8:30 a.m. at the Airport.

The Evaluation Committee members were provided a copy of each firm's submittal for review and comment. Each member was given the opportunity to express their thoughts about each submittal. The comments focused around the identified key evaluation criteria, which included five primary areas of interest: Company Profile, Experience, Project Management, Financial, and References.

The Committee ranked all the firms based on individual review of each proposal and discussion ensued with regard to the evaluation criteria and review of proposal documentation. Allstate Construction was ranked the highest by a large margin by the Committee with notable items including schedule, cost and qualifications.

After review by the Evaluation Committee, the firms and the rankings are as follows in descending order:

- Allstate Construction, Inc.
- White Construction
- RAM, LLC
- GAC Contractors, Inc.

Additionally, as part of the release for Request of Proposals, a copy of the contract was included. Allstate Construction has no exceptions or required changes.

It was recommended that the Board accept the Evaluation Committee Recommendations and Ranking, and authorize Staff to negotiate with the top ranked firm and authorize the Chairman to execute the contract. The fees will be included in the Terminal Expansion Project, which is funded through an FAA AIP Grant and budgeted Airport funds.

**Vice Chairman McDonald made a motion to accept the Evaluation Committee Recommendations and Ranking, and authorize Staff to negotiate with the top ranked firm and authorize the Chairman to execute the contract, and Mr. Mathis seconded the motion. The vote was taken and the motion passed unanimously.**

#### **The Bay EDA Update:**

Bay EDA President Becca Hardin addressed the Board and informed them that she recently traveled to the two-day MRO Europe Show in London, had nine meetings, and got at least three substantial leads. Ms. Hardin said that one of those leads is a fairly large and substantial operation that would need access to the runway, and that project is being called Project Venus. They would hire 250 people and have a \$35-40M capital investment for a hangar.

Ms. Hardin further reported that other aviation-related projects that are still gaining traction include Project Purple which would provide 140 jobs and have an investment of \$25M in capital, and is looking at a site in Venture Crossings. She said that Bay EDA is still working hard with Space Florida on Project Gator who would also need access to the runway and would provide 96 jobs and have a \$25M capital investment. She said that Project Mastermind (four projects in one with the smallest providing 60 jobs – the entire project in excess of 1,000 jobs) is still a prospect since Bay County has made the cut to stay in this project because we are eligible for Triumph funding. She ended her report saying that there may be a Project Mastermind teleconference tomorrow that may lead to a visit here.

### **The Moore Agency Update:**

Ms. Katie Spillman of The Moore Agency addressed the Board on the September highlights. Ms. Spillman reported that the Agency developed the 19-20 fiscal year advertising plan, and marketing and communications plan. She said that Google paid search is our best performer with over 2.4 million impressions and provides the most conversions; and Google Display, Bing paid search, Facebook and Instagram continue to perform well for our digital advertising. She reported we had almost 2,000 airline website click conversions from our website, and 960 assisted conversions as a result from the campaign, over 47,000 total website sessions, and an above-the-industry average for newsletter openings continues.

She added that in addition to the planning process, we hit or surpassed our Dashboard goals and will continue to see that as we sync up with the web traffic and conversion goals set up against the remainder of the calendar year. She reported that the newsletter has been updated with a new look and the revised design is keeping consistent with the Escape advertising, including the ECP luggage tag image across the top. She said that we continue to optimize through our marketing platform to see more successful delivery and open rates.

Ms. Spillman reported that moving forward we will have access to the 2,000 + names in our distribution list that were dumped into our database as a result of the Gulf Coast Jam Ticket Giveaway, and that those names will continue to be in our database moving forward.

Ms. Spillman finished by reporting they will be finalizing the marketing and communications 19-20 plan with Mr. McClellan to include the 10<sup>th</sup> Birthday Celebration, and revising creative for the Holiday Burst Campaign.

### **State Road 388 Construction Update:**

Mr. Richard McConnell reported that everything is on schedule with the State Road 388 Construction Project. The contractor will be adding resources once the flyover they are working on downtown is finished. Mr. McConnell reported that the Airport Roundabout Project will be an ongoing part of the entire project for the next 2-3 years. The one-lane-in and one-lane-out detour at the Entrance will continue for several months while the surcharge is put in place, the western two lanes of the Entrance road have been torn up, light poles were removed, and the ground is being prepared to receive new sand piles to be put in place shortly. Mr. McConnell reported that the contractor, the engineer, and FDOT are very cognizant of Airport operations at the Entrance and doing everything they can to provide ease of traffic, ease of logistics, they have added more directional signs and are looking at lighting the detour and Entrance. Mr. McConnell added that the whole right-of-way has been cleared from the Airport to State Road 79.

Ms. Sims expressed her concern that the Entrance does not look the same and can easily be missed. Mr. McConnell responded that we could put up fixed reflective signs, but they would not be easily movable as construction changes and they would have to be constantly torn down and relocated. He said that they are looking very hard into lighting the Entrance – especially with the time change coming up this weekend and it getting dark earlier – with state-of-the-art solar lighting that won't need to be run by a generator or hooked up to commercial power. Mr. McClellan concurred and said he will see if we can't get a reflective sign installed at the turn lane going from the west to the east.

### **Executive Director Report:**

Mr. McClellan reported to the Board that we had over 200 airport employees attend our "Airport Employee Thank You Lunch" and will continue having it as an annual event. He announced that our "Staff Holiday Lunch" will be on Friday, Dec. 20, and invitations to the Board Members would go out to get the date on their calendars. He reported that the Thanksgiving holiday prep (overflow parking, etc.) has ramped up, and that we anticipate the Notice to Proceed (NTP) on the Transient Apron Ramp and Taxiway Expansion in the next week or so. Mr. McClellan brought to the Board's attention that St. Joe Company has had a soft ground breaking in Venture Crossings where the new Hilton Garden Inn hotel will be built and completed in 2020; and he offered ECP luggage tags to the Board Members.

Mr. Nelson asked for the status on the National Guard Project, and Mr. McClellan responded that we are waiting on the FAA to review our methodology for establishing the rate on the property and to see if they concur on the Fair Market Value – the key to us being in compliance with Grant assurances. He said that we have received appraisals on both the Lisenby and the Airport properties, and confirmed that the Guard will be responsible for cleaning up any asbestos, or any other chemical cleanup at the Lisenby property before we would take it.

### **Public Comments:**

There were no public comments.

### **Adjournment:**

The meeting was adjourned at approximately 9:41 a.m.

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Kathy Gilmore, Executive Secretary

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Glen McDonald, Vice Chairman