

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 9:07 a.m., November 14, 2018 by Vice Chairman McDonald.

The Invocation was given by Ms. Rhonda Marchman.

The Pledge of Allegiance was led by Vice Chairman McDonald.

The Executive Secretary called the roll and indicated that all Board Members except Chairman Del Lee, Mr. Jay Tusa, and Ms. Sandy Sims were present.

Mr. Johnson made a motion to approve the Agenda. Mr. Mathis seconded the motion. The vote was taken and the motion passed unanimously.

Presentations:

Venture Crossing Update – The St. Joe Company’s Vice President of Asset Management Mr. Dan Velazquez and EDA President Becca Hardin addressed the Board saying they are continuing to work on developing Venture Crossings Commerce Park and bringing aviation industry companies to our area. Mr. Velazquez and Ms. Hardin reported that they have been in discussions with a company to bring 500-700 jobs, Project Purple (200-250 jobs, looking for a 200,000 sq. ft. site at Venture Crossings), and Project Clear (111 jobs, looking for 150,000 sq. ft.).

Mr. Velazquez added that The St. Joe Company announced on November 8 that they plan to construct, own and operate a new 110-125 room branded hotel with a full service restaurant and bar, as well as meeting space, immediately adjacent and convenient to ECP in the area of the vacated White Construction company. The current covered parking lot would remain, and be available to guests. The hotel is expected to open in 2020.

Ms. Hardin added that Bay EDA has been and will be meeting all week with a visiting U.K. company who is interested in our partnership with Gulf Coast State College in the area of advanced and additive manufacturing, and has been sharing their own advanced institute business model which is similar to Rolls Royce and Boeing.

Hurricane Michael Update – Mr. Parker McClellan addressed the Board by thanking Gulf Power for their efforts; the Airport was lucky to have had only a minimal amount of damage from Hurricane Michael. Mr. McClellan thanked the ECP Staff who understood the importance of the recovery phase, and helped make the “We may dose, but we never close” motto a reality. At 6:00 a.m. the morning after the storm, the Airport saw 38 helicopters get 10,000 gallons of fuel thanks to Menzies. On behalf of ECP Staff, Mr. McClellan thanked the Board for the Hurricane Relief Assistance.

Mr. McClellan thanked Tony Padilla, who for ten days following the storm, stayed on the Airport grounds in the ARFF, fixing anything electrical and working with Verizon to get two mini cells past our firewalls, and then volunteered downtown until midnight each night to help others in need. Tony thanked the Board and Mr. McClellan for recognizing him, saying that his heart went out to all those who suffered and were affected by the storm.

Mr. McClellan showed photos of two hangars (not owned by ECP) that were damaged from Hurricane Michael, the ECP Covered Parking's small section of the cover that more than likely was caused by a broken cable – no cars were damaged), and the St. Joe covered parking where their covering was severely damaged, but was able to stage 280 ambulances immediately after the storm. Mr. McClellan showed slides of the staging area for the National Guard's "tent city." He added that some flashing on the Terminal roof top, a skylight, and flashing on the Maintenance building was also damaged.

Mr. McClellan said that ECP saw many visitors for two weeks after Hurricane Michael ranging from U.S. President Donald Trump, Vice President Mike Pence, the Governor, Senators, Congressmen, the Postmaster General, the Secretary of the Air Force, and many Cabinet members, among others. He finished his presentation saying that American, Southwest and United were all back to their normal flight schedules, and Delta anticipates being back to full flight schedules by the end of the week. In the meantime, Delta has been flying in larger aircraft that hold more passengers.

Reports:

Mr. Parker McClellan presented and reviewed the Activity Reports for September and October.

There were no Financial Reports for September or October.

Consent Agenda:

a. Board Meeting Minutes – September 26, 2018

This item provides for Board approval of the September 26, 2018 Board Meeting Minutes.

b. Approve 2019 Board Calendar

This item provides for Board approval of the 2019 Board Meeting Calendar.

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

Business Items:

a. Approval to Encumber Funds for FY 2018 Raised Terminal Crosswalks Capital Project

This item provides for Board approval to encumber funds for the curb modification at the Terminal Entrance Crosswalks Project.

Mr. Nelson made a motion to approve encumbering funds for the FY 2018 Raised Terminal Crosswalks Capital Project and Mr. Mathis seconded the motion. The vote was taken and the motion passed unanimously.

b. Accept RFP for Fuel Farm Facilities Maintenance and Operations

This item provides for Board approval to award the contract for management, maintenance and operation of the Fuel Farm Facilities at Northwest Florida Beaches International Airport to Menzies Aviation.

Mr. Mathis made a motion to award the contract for management, maintenance and operation of the Fuel Farm Facilities at Northwest Florida Beaches International Airport to Menzies Aviation, and Mr. Johnson seconded the motion. The vote was taken and the motion passed unanimously.

c. Ratifications:

1. Ratification of the Executive Director's Approval of a Memorandum of Understanding with the Florida Department of Management Services' Guard Base Camp

This item provides for Board ratification of the execution of a Memorandum of Understanding with the Florida Department of Management Services for the establishment of a Base Camp for the distribution and storage of emergency supplies and equipment.

2. Ratification and Approval for Use of Reserve Funds for Hurricane Michael Assistance

This item provides for Board ratification of the use of reserve funds to provide employee assistance as a result of Hurricane Michael.

3. Ratification for Approval of Space/Use Agreement with United Rentals Realty, LLC

This item provides for the Board's ratification of a Space/Use Agreement with United Rentals Realty, LLC.

After Board discussion, Mr. Johnson made a motion to accept the Board Ratifications, and Mr. Nelson seconded the motion. The vote was taken and the motion passed unanimously.

The Moore Agency Update:

Ms. Katie Spillman of The Moore Agency reported that as Hurricane Michael began a steady track toward the Florida Panhandle, they worked closely with ECP Staff on the emergency communications strategy to proactively address passenger and community concerns and questions related to travel through ECP. Passengers were satisfied with their level of responses through social media, and they monitored local media sources and official statements to keep response information up-to-date. Ms. Spillman reported a huge spike in online traffic (up 87.55% month over month) just before and during the hurricane as passengers checked flights, facility services, news pages and parking information. They encouraged social media followers to send in their "Photo Friday" photos showing the good things they were seeing after the storm – "Panhandle Strong" images.

Ms. Spillman was happy to report that each goal they had set for the entire year of 2018 (increase traffic from ECP website to partner airline websites, increase total website sessions, secure more than 1.6M earned media impressions, increase newsletter distribution, and increase Instagram growth) was met and exceeded in October.

Executive Director Report:

Mr. McClellan informed the Board that as a result of Mr. Nelson's encouragement for an ECP Staff Thank You Lunch, Sonny's BBQ catered the event and 215 employees showed up for hamburgers and hot dogs grilled on site, as well as sides, beverages and desserts.

Mr. McClellan reported that the Terminal Expansion Project would continue. He reported that 85% of ECP Staff had some form of damage from the hurricane, and 30% were displaced (staying with family/friends, but none were homeless). He said that Helping Families Florida would be available for Staff who needed to talk through the feelings they were experiencing as a result of Hurricane Michael.

Mr. McClellan presented a framed photo to Vice Chairman McDonald of Marine Helicopter Squadron One, with the message, "Our sincerest to the entire Airport Staff for the fantastic support, Marine Helicopter Squadron One, Hurricane Michael, October 2018; signed by Colonel, USMC Commanding Officer Garrett R. Hoffman.

Public Comments:

There were no public comments.

Adjournment:

The meeting was adjourned at approximately 9:49 a.m.

Kathy Gilmore, Executive Secretary

Del Lee, Chairman