

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 9:00 a.m., November 15, 2017 by Chairman Mathis.

The Invocation was given by Mrs. Rhonda Marchman.

The Pledge of Allegiance was led by Chairman Mathis.

The Executive Secretary called the roll and indicated that Chairman Russ Mathis, Ms. Sandy Sims and Mr. Jay Tusa were in attendance and Mr. Ken Nelson was on the telephone to make a quorum.

Following Board discussion, Ms. Sandy Sims made a motion to allow Mr. Ken Nelson to participate in the Board meeting via telephone. Mr. Jay Tusa seconded the motion. The vote was taken and the motion passed unanimously.

Reports:

Mr. Parker McClellan presented and reviewed the Activity Report.

Mr. McClellan stated that there would not be a Financial Report due to the early date of the November Board meeting. However, Ms. Darlene Nelson was available to answer any questions for the Board members regarding Financial Statements.

Consent Agenda:

a. **Board Meeting Minutes – October 25, 2017**

This item provides for Board approval of the October 25, 2017 Board Meeting Minutes.

b. **By Laws Discussion Minutes – October 25, 2017**

This item provides for Board approval of the October 25, 2017 By Laws Discussion Minutes.

c. **Approve 2018 Board Meeting Calendar**

This item provides for Board approval of the 2018 Board Meeting schedule.

d. Approve Disposal of Surplus Property

This item provides for Board approval and authorization for the sale, trade, and/or disposal of surplus inventory items.

e. Ratification of Consent to Assignment

This item provides for Board approval to write off uncollectible accounts for FY 2017.

f. Approve Representation Designation – Public Risk Management

This item provides for Board approval to designate a representative and an alternate to serve on Public Risk Management's Board of Directors.

Ms. Sims made a motion to approve the Consent Agenda. Mr. Tusa seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:

a. Approve Sheltair Agreement Amendment

This item provides for Board approval of a fourth Amendment to the Sheltair Lease Agreement.

In 2014, the Board approved a request from Sheltair creating Option Parcel 3 and modifying Option Parcel 2 to remove approximately 5 acres which was subsequently added to the permanent leased area and developed into an aircraft parking ramp.

A new request has been received asking to transfer Option Parcel 2 to a permanent leased area, terminate the helicopter pad and transfer the square footage to a permanent leased area, add a new Option Parcel 4 to the lease, standardize the Option Parcel fee schedule and extend the lease as a result of additional development.

Additionally, Sheltair has requested a 5 year extension to their 30-year lease contingent upon the completion of a new hangar and associated ramp. With Amendment 4, Sheltair will be leasing more than 20 acres.

Mr. Mike Lerma was available to answer questions for the Board. Sheltair is an excellent partner and represents general aviation very well as a flag holder at ECP. Ms. Sims thanked Mr. Lerma for Sheltair's partnership and the positive image that they portray.

The fiscal impact of Amendment 4 will increase revenues for the FY2018 Budget and the increase will continue throughout the term of the lease unless further amended.

Ms. Sims made a motion to approve Amendment 4 to Sheltair's Lease Agreement and to authorize the Board Chairman or his designee to execute the Amendment following satisfactory legal review. Mr. Tusa seconded the motion. The vote was taken and the motion passed unanimously.

b. Board Operating Procedures

This item provides for Board approval of Board Operating Procedures.

In discussions held in September and October, By Laws, to be known as Board Operating Procedures, were proposed, developed and discussed. They address such things as meetings, organization, administration, and handling Airport Rules and Regulations. The Operating Procedures are established in the best interest of the Airport and in conjunction with the Florida Statutes to ensure Board compliance with applicable laws.

Mr. Tusa made a motion to approve the Board Operating Procedures. Ms. Sims seconded the motion. The vote was taken and the motion passed unanimously.

Bay EDA:

Ms. Becca Hardin was available to answer Board questions. She also advised that Bay EDA continues to be in contact and follow up with companies she met with at industry shows this year. Projects Soho and Blue Star continue to be the most active.

Executive Director Report:

Fire Chief Austin Andrews made a post-incident review presentation to the Board. The incident, on November 10th, involved a Cessna that was turned over and leaking fuel on to the runway; there were no injuries. Cooperation between Airport Departments and local and federal resources went smoothly allowing the runway to be closed for approximately only two hours. Only two flights were effected; one was diverted to Tallahassee and the other returned to Houston and arrived to ECP later that same day.

Mr. Richard McConnell gave the Board an update on the Exit Lane project. There will be two phases to the project which will include terminal modification and then installing the technology.

Contractors are constructing a temporary exit lane so modifications can be made to the terminal where the new technology will be installed. After the technology is installed, it will no longer be necessary to have someone as a safeguard at the exit lane.

Mr. McClellan confirmed that three pre-applications were submitted to Triumph Gulf Coast, Inc. The pre-applications were for the Crosswind Runway, Project Soho and Project Blue Star. The final applications will go before the Board for approval before being submitted.

Other Business:

Mr. McClellan announced that the Employee Holiday Luncheon will be December 21 at noon.

Public Comments:

There were no public comments.

Adjournment:

The meeting was adjourned at approximately 9:55 a.m.

Talisa Price, Executive Secretary

Russ Mathis, Chairman