

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., December 20, 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 all Board Members were present except Mr. Jay Tusa.

Mr. Parker McClellan and Chairman Mathis thanked Mr. Carey Scott and presented him with a plaque for his years of dedicated service as a Board Member.

Reports:

Mr. Parker McClellan presented and reviewed the Activity Report.

Ms. Darlene Nelson presented and reviewed the Financial Report.

Consent Agenda:

a. Board Meeting Minutes – November 15, 2017

This item provides for Board approval of the November 15, 2017 Board Meeting Minutes.

b. Approve ASIG Budget

This item provides for Board approval of the 2018 O&M Budget for Aircraft Services International Group (ASIG) by Menzies Aviation.

c. Approve Purchase – Terminal Carpet

This item provides for Board approval for the purchase and installation of replacement commercial carpet tiles for Terminal Gate Areas.

d. Approve Purchase – FOD and Debris Blower

This item provides for Board approval for the purchase of a twin-turbine portable debris/FOD blower.

e. **Approve Lease Assignment – James Strother to Continental Pacific**

This item provides for Board consent to assignment of the corporate hangar lease to James Barron Strother originally dated October 16, 2017.

Mr. McDonald made a motion to approve the Consent Agenda. Vice Chairman Lee seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:

a. **ZHA Annual Review**

The Airport Authority and ZHA entered into a five (5) year Agreement on January 27, 2016, allowing ZHA to provide engineering, architectural, project inspection, construction management and planning services. The Agreement is reviewed annually and Mr. Rick Mellin presented a slideshow to the Board discussing a few of the upcoming projects as well as projects that have taken place at ECP over the last year.

Since the Agreement's establishment, ZHA has performed and completed numerous tasks for the Airport Authority ranging from providing and ensuring environmental oversight and compliance to providing planning services and design and construction oversight on multiple ongoing projects. A few key points from 2017 that Mr. Mellin's presentation included mitigation and the successful accelerated mitigation program, with the FAA's commitment to fund the program until September of 2019; water quality continues to be monitored. Mr. Mellin also discussed planning services for the Transient Apron and Taxiway, construction of the Exit Lane, Security System Upgrades, and completion of the FEMA Storm Damage – Phase 1.

The ZHA Team continues to help maintain a positive and successful relationship between the Airport and Florida Department of Environmental Protection (FDEP), the US Army Corps of Engineers (USACE) and the Federal Emergency Management Agency (FEMA).

Over the past year, ZHA assisted Staff with state and federal assistance related to FEMA Projects, the Exit Lane Project, mitigation efforts, Security System Upgrades and Design, as well as other projects.

ZHA continues to work in the best interest of the District and has performed the projects in an exemplarily manner.

Vice Chairman Lee made a motion to approve the annual review of the Professional Engineering, Architectural, Project Inspection, Construction Management and Planning Services Agreement with ZHA Incorporated for Year 2 of their Agreement. Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.

b. Amend Engagement Letter for Legal Services – Hand Arendall Harrison Sale LLC

Mr. Franklin Harrison announced that Harrison Sale and McCloy will merge with an Alabama based law firm, changing the name to Hand Arendall Harrison and Sale, LLC. Mr. Harrison explained that the services provided to the Airport will not be effected by the merger in any way. The only change the Airport will notice is the name of the firm, everything else will remain the same (representation, rates and fees, etc.)

Beginning January 1, 2018, the merger will be effective and the Airport's Legal Counsel will be known as Hand Arendall Harrison and Sale, LLC. The combined firm will encompass approximately 85 lawyers with offices across the southern region. The merger will enhance both firm's strengths, providing great depth and a broader range of services to their clients.

The Engagement Letter with Harrison, Sale and McCloy will be amended to reflect only the name change; no other changes will be made to the Engagement Letter. The Airport's legal counsel will remain with Franklin Harrison and Nick Beninate being the Airport's primary points of contact.

Mr. Nelson made a motion to approve the Amended Engagement Letter and for the Board Chairman or his designee to execute the amended Engagement Letter with Hand Arendall Harrison and Sale, LLC. Ms. Sims seconded the motion. The vote was taken and the motion passed unanimously.

- c. Approve ZHA Task Orders – Taxiway E-1 and Transient Aircraft Parking Apron**
d. Approve ZHA Task Orders –Transient Aircraft Parking Apron

Mr. Richard McConnell presented two Task Orders to the Board that will permit capacity expansion for parking and help accommodate visiting aircraft. The width and turn radiuses of the taxiway will accommodate all aircraft types that currently utilize the Airport and allow for future development as described in the Master Plan. This item provides for Board approval of Task Orders #36 and #37 to ZHA as the Airport's continuing engineering consultant to perform required design, bid and award, project inspection, and construction management services for the Taxiway E-1 and Transient Aircraft Parking Apron construction projects.

The professional services are for the development and construction of Taxiway E-1 and a 300' x 300' public transient aircraft parking apron. Both projects are contained in the Airport's FAA-approved Airport Master Plan. The construction phases of both projects will be brought before the Board at a future date.

These tasks include design, bid and award, and construction management tasks. The overall cost for Taxiway E-1 is \$110,487 and for the Parking Apron is \$105,048; both are contained in the FY 2018 Operation and Maintenance Budget. This work is also included in the Airport's 2018 FAA AIP Grant and are eligible for reimbursement at a 90/10 ratio. Approximately \$99,439 of

the cost of the Taxiway E-1 task order and \$94,544 of the Parking Apron is eligible for reimbursement.

Ms. Sims made a motion to combine Items 4c and 4d into one motion as they are related. The motion was to approve the task orders for engineering consulting services and for the Board Chairman or his designee to execute any necessary documents pending review and approval by legal counsel. Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.

Bay EDA:

Ms. Becca Hardin updated the Board regarding the numerous projects currently in motion. Bay EDA is currently managing 30 projects, half of which are aviation related. She went on to relay that three aviation companies from the United Kingdom have visited the area and Mr. McClellan has made himself available to host presentations, answer questions and give site tours. Ms. Hardin also credited Mr. Garret Wright for bringing fresh ideas to the table. Full control has now been turned over to GKN and they have begun their first phase of the hiring process.

Ms. Sims thanked Ms. Hardin for all of the hard work that she and everyone at Bay EDA puts in to develop and enhance the community.

Moore Communication Group:

Ms. Jordan Jacobs touched on key points that made November, year over year, a strong month. Google Ad-words are working well for ECP and played into shifting funds from Facebook to paid search. With over 2,000 subscribers for the year, the E-newsletter has been successful showing an increase in subscribers again for the month. Social media engagement is very strong, with 65% of followers within a 60 mile radius of ECP. The luggage giveaway brought in over 130 new entrants. The ECP perk for November produced and distributed 100 thank you cards to veterans written by people traveling through ECP. The announcement for 2018 Super Summer Saturdays and the DeTect joint press release brought great media opportunities and attention to the airport.

Executive Director Report:

Mr. McClellan discussed the much anticipated Saturday Summer schedule for 2018, deemed "Super Summer Saturdays 2.0". Southwest has announced there will be 15 flights inbound and 15 outbound this summer, two more than 2017, and two of those flights will be direct to Florida locations. It is expected that there will be 6,800 passengers through the Terminal on Saturdays and nine flights on Sundays. Staff continues to try to enhance the service with current airline partners, but is actively reaching out to larger and lower cost airlines to provide service to and from ECP.

Mr. Richard McConnell introduced Mr. Jonathon Legault to the Board. As the Airport Operations Coordinator he will work with the other departments and expand the reach of the administration of the Airport.

Mr. McClellan updated the Board regarding the Triumph Committee hiring an economic advisor. Staff has submitted three pre-applications (Project Soho, Project Blue Star and Crosswind Runway) to the Triumph Committee and will bring the final applications before the Board for approval.

Mr. McClellan discussed the impact of power outages, like the one experienced at ECP and also at Hartsfield–Jackson Atlanta International Airport (ATL) recently, and the importance of back-up generators. Ms. Sims briefly discussed the power grid, how ECP’s power is supplied and things to consider.

Mr. McClellan presented photos of the progress of the work being done in the Exit Lane.

Other Business:

Mr. McClellan reminded everyone the Employee Holiday Luncheon will be December 21 at noon.

Public Comments:

There were no public comments.

Adjournment:

The meeting was adjourned at approximately 10:00 a.m.

Talisa Price, Executive Secretary

Russ Mathis, Chairman