

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., April 25, 2018 by Chairman Mathis.

The Invocation was given by Mrs. Rhonda Marchman.

The Pledge of Allegiance was led by Vice Chairman Del Lee.

The Executive Secretary called the roll and indicated that all Board Members were present.

Reports:

Mr. Parker McClellan presented and reviewed the Activity Report.

Ms. Darlene Nelson presented and reviewed the Financial Report.

Employee Recognition:

Police Chief John Van Etten advised of Tamathea Pate's induction to the Public Safety Hall of Fame at Gulf Coast State College. Ms. Pate was also present and said she was honored to have received the recognition for her career achievements and that she could represent the Airport in her duties.

Mr. McClellan thanked Ms. Lunden Roberts, Ms. Denise Beach and Ms. Talisa Price for their work in recognition of Administrative Professionals Day.

An Amended Agenda was presented to the Board. Ms. Sims made a motion to accept the Amended Agenda. Mr. Johnson seconded the motion. The vote was taken and the motion passed unanimously.

Consent Agenda:

a. Board Meeting Minutes – March 28, 2018

This item provides for Board approval of the March 28, 2018 Board Meeting Minutes.

b. Ratification of Terminal Ticket Counter Purchase

This item provides for the Board's ratification of purchase of a ticket counter shell in support of airline expansion at the Airport.

c. Ratification of Sheltair Space/Use Agreement – Temporary Aircraft Storage

This item provides for the Board's ratification of a space/use agreement with Sheltair Panama City, LLC.

d. Ratification of Change Order – GAC Contractors, Inc.

This item provides for the Board's ratification of a Change Order to the GAC Contractors, Inc. – ECP Terminal Exit Lane Control System project to provide for the modification, incorporation and programming of the Airport's Life Safety Fire System into the Terminal Exit Lane project.

e. Approve Amendment to TNC Agreement – Uber

This item provides for Board consideration of an amendment to the TNC Operating Agreement to modify language about confidentiality and public records.

f. Approve Amendment to TNC Agreement – Lyft, Inc.

This item provides for Board consideration of an amendment to the TNC Operating Agreement to modify language about confidentiality and public records.

g. Approve Disposal of Surplus Property

This item provides for the Board's authorization for the sale and/or disposal of surplus inventory items.

h. Lease Amendment – Pat Enterprises, LLC

This item provides for the Board's authorization for an amendment of the Pat Enterprises, LLC Land Lease.

Mr. McDonald 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. Ground Transportation Concession Recommendation

Mr. McClellan briefed the Board on the ground transportation concession and after talking with Staff and Board members, the recommendation is to allow the Ground Transportation Concession Agreement to expire. Staff will monitor ground transportation and if the needs of passengers are not met with the current cabs and transportation network companies, Staff will be prepared to address the issue.

Ms. Sims made a motion to concur with Staff's recommendation to allow the Ground Transportation Concession Agreement to expire and staff will monitor the ground transportation activity and develop alternatives for consideration should there be demand for other options. Vice Chairman Lee seconded the motion. The vote was taken and the motion passed unanimously.

b. Update on American Airlines Start-up

Mr. McClellan explained that contracts with GAC and Anderson Construction had been issued for work involving American Airlines office space and the baggage make-up area. The ticket counter for the gate has been purchased and will be able to be moved to meet the needs of the airlines and passengers. The display screens are being modified and discussions are underway with Ms. Katie Spillman and the Moore Agency regarding the celebration to welcome American Airlines to ECP.

This item was for informational purposes only and required no action by the Board.

c. Appoint Board Representative to the Consultant Selection Committee

A Selection Committee has been established to review the submittals for the Master Plan Services Consultant. The Committee includes a Board Member, Executive Director, Deputy Executive Director, Director of Finance and Administration and Airport's General Consultant.

The Selection Committee will review the submittals and create a short list of firms. Based on that list, the top two firms will be invited to make presentations to the Board at a Special Board Meeting in late May, which will be open to the public. The Board will then be asked to confirm the short list or make other ranking.

Strategic planning will be worked into the process and addressed further in the future as the Master Plan Update continues to develop.

Mr. McDonald volunteered to represent the Board on the Selection Committee.

Ms. Sims made a motion to appoint Board Member Glen McDonald to the Consultant Selection Committee. Mr. Tusa seconded the motion. The vote was taken and the motion passed unanimously.

d. Executive Director Performance Evaluation

At the request of the Vice Chairman, this item has been tabled until the May Board Meeting.

Bay EDA Update:

Mr. McClellan updated the Board regarding the MRO Americas 2018 Convention that he and Becca Hardin recently attended. They had over twelve meetings during the two days they were in town. They received very good leads to follow up on for new business to bring to Bay County and ECP. Mr. McClellan also said that Project SoHo is moving forward and the Triumph application is progressing.

The Moore Agency Update:

Ms. Katie Spillman presented information to the Board regarding marketing efforts in March. There were over forty-seven thousand new visitors to the website in March and over twelve thousand people viewed the Escape page. Photo Friday has been a big success on Twitter, with travelers and local residents posting pictures in Panama City and Panama City Beach. Preparations are being made for a big celebration and a sweepstakes for the June 7th

arrival and inaugural flights of American Airlines. Preparations are also being made to celebrate Southwest's direct flights to Denver beginning June 9th.

Executive Director Report:

Governor Rick Scott deemed April 2018 as Aviation Appreciation Month in Florida.

Carol Roberts, with Bay County Chamber of Commerce, announced that May is Visitor Appreciation month and invited everyone to take part in the festivities celebrating it. The Bay County and Panama City Beach Chambers of Commerce will be joining together for First Friday and other events all month long. Tourism brings many jobs to the market and the Bay County Chamber of Commerce is celebrating and recognizing it as the number one industry in Bay County.

Mr. McClellan informed the Board that no bids were received for septic services at ECP. Staff is working with the Bay County Utility Department and researching ways to access and use the existing and new sewer line on State Road 388 as an alternative of using a septic service.

Other Business:

Mr. Ken Nelson commended the work of the firefighters and police regarding how they handled an incident that occurred over the weekend. He said the crew controlled it very well, keeping it contained and away from the public.

Public Comments:

There were no public comments.

Adjournment:

The meeting was adjourned at approximately 9:35 a.m.

Talisa Price, Executive Secretary

Del Lee, Vice Chairman