

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 10:00 a.m., February 22, 2012 in the Airport Board Room by Chairman McKenzie.

The Invocation was given by Ms. Patty Strick.

The Pledge of Allegiance was led by Chairman McKenzie.

The Executive Secretary called the roll and indicated that all Board Members were present except Ms. Dawn Moliterno.

Approval of Minutes:

The January 5, 2012 Special Board Meeting Minutes, and the January 25, 2012 Board Meeting Minutes were approved as distributed.

Reports:

Mr. Wheat presented and reviewed both the activity report and the financial report to the Board.

Consent Agenda:

a. Ratification of Space/Use Agreement – Gateway Group One

This item provides for Board ratification of a Space/Use Agreement with Gateway Group One.

b. Ratification of Space/Use Agreement – Key Lime Air

This item provides for Board ratification of a Space/Use Agreement with Key Lime Air.

c. Banner Tow Agreement – AirSign, Inc.

This item provides for Board approval of a Banner Tow Agreement with AirSign, Inc. for the operation of aircraft banner tow activities at the airport.

d. **Sublease – Precision Land & Asset, Inc.**

This item provides for Board approval of a sublease between Precision Land & Asset, Inc. and Mr. Rodney Friend.

e. **Changes to Retirement Plan**

This item provides for Board approval of changes to the investment options in the retirement plan.

f. **Removal of Task Order Element**

This item provides for Board approval of the removal of an element of a Task Order previously awarded to Atkins (formerly PBS&J).

g. **Banner Tow Agreement – Aerial Banners INC**

This item provides for Board approval of a Banner Tow Agreement with Aerial Banners INC for the operation of aircraft banner tow activities at the airport.

Following Board discussion, Mr. Bruett made a motion to approve the Consent Agenda, and authorization for the Board Chairman or his designee to execute any required documents. Mr. Koehnemann seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:

a. **Environmental Issues Associated with FDEP Consent Order #3**

This item provides for Board approval of three individual task orders to ZHA to perform work associated with environmental issues to be included in the new Consent Order #3.

In December 2010 the District received notice of violations from the State of Florida Department of Environmental Protection and notice that a new Consent Order #3 would be developed to replace the previous Consent Orders. Over the past few months efforts have been ongoing to diligently address all outstanding issues with FDEP and the Army Corps of Engineers, and as a result, the District anticipates finalizing Consent Order #3 within the next 30 days.

In order to work towards compliance regarding the concerns of the regulatory agencies, three work scopes and task orders have been developed that will resolve the outstanding issues and bring this matter to a conclusion.

Listed below is a description of the three task orders and the work to be accomplished under each work scope, as well as the cost for completion of the work described:

Stormwater Management System Inspection, Compliance Review and Findings Report:

These services will focus on the inspection of the stormwater management system, downstream ecosystem conditions, operational area perimeter, and airport property conditions with observed potential environmental impacts. The services will also include necessary testing to understand conditions for any observations, evaluation of the findings, creating an action plan and reporting the findings to the District. The cost of this task order is \$176,848.

Morrell Branch Assessment: This assessment will evaluate for the presence of sediment resulting from erosion of, or stormwater discharges from, the airport property and the effects on the ecosystem, as well as other impacts observed and/or discovered. The cost of this task order is \$219,014.

Kelly Branch Assessment: This assessment will evaluate for the presence of sediment resulting from erosion of, or stormwater discharges from, the airport property and the effects on the ecosystem, as well as other impacts observed and/or discovered. The cost of this task order is \$39,477.

The overall budget impact for completion of the three task orders is \$435,339. This work was not included in the FY 2012 budget; however, funds are available to cover these expenses.

Following Board discussion, Mr. Forehand made a motion to approve the work scopes and task order amounts, authorization for ZHA to perform the work described in each task order, and authorization for the Board Chairman or his designee to execute any necessary documents. Mr. Bruett seconded the motion. The vote was taken and the motion passed unanimously.

b. Skytanking USA 2012 Budget

This item provides for Board approval of the 2012 O&M budget for Skytanking USA.

The contract for operation of the Aviation Fuel Farm and the Rental Car Fuel Storage Facility was awarded to Skytanking USA in 2010. The term of the contract is for three years, running through May 23, 2013.

The consolidated fuel farm provides the District with full control over the tanks and limits environmental impacts by having the fuel tanks in one location. Revenue paid to the District by the operators of the fuel farm includes debt service for the cost of the fuel facility and O&M costs for operation of the fuel farm. Currently, the three companies utilizing the fuel farm are Delta Air Lines, Southwest Air Lines and Sheltair Aviation, the Fixed Base Operator at the airport.

Representatives from Skytanking, Sheltair Aviation and both air carriers met in January 2012 for the purpose of reviewing and discussing the proposed 2012 budget. The budget proposed by Skytanking for 2012 is \$441,922. The 2012 budget includes \$139,716 paid to the District for debt service for construction of the fuel farm used by Skytanking.

At the conclusion of the budget meeting, representatives from each company advised that they were in agreement with the proposed budget and considered the costs to be in accordance with industry standards.

Following Board discussion, Mr. Koehnemann made a motion to approve the Skytanking USA 2012 O&M budget as presented. Mr. Scott seconded the motion. The vote was taken and the motion passed unanimously.

Other Business:

Website Update – Ms. Jordan Jacobs with Moore Consulting Group updated the Board regarding the launch of the new airport website.

Public Comments:

There were no public comments.

Adjournment:

The meeting was adjourned at approximately 10:50 a.m. (CST).

Patty Strick, Executive Secretary

Andy McKenzie, Chairman