

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 27, 2016 by Chairman Bruett.

The Invocation was given by Mr. Carey Scott.

The Pledge of Allegiance was led by Chairman Bruett.

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

Approval of Minutes:

The March 23, 2016 Board Meeting Minutes were approved as distributed, with Vice Chairman Mathis noting a name correction on page 21322.

Reports:

Mr. McClellan presented and reviewed both the Activity Report and the Financial Report.

Business Items:**a. Presentation – Moore Communications Group**

Ms. Jordan Jacobs, Vice President with Moore Communications Group (MCG), reviewed the recent activity report generated by MCG, and discussed the extensive promotion of the “Now Boarding” video campaign on the Airport’s website, travel destination sites and social media. She also reviewed recent activities involving media relations, an increase in subscribers to the E-Newsletter, and new and returning visitors to the Airport’s website.

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

b. Award Bid for ATM Concession

This item provides for Board selection of a financial institution to place an Automatic Teller Machine (ATM) in the Airport terminal.

The current contract for the ATM in the Northwest Florida Beaches International Airport will expire on May 23, 2016. Staff developed and distributed a Request for Proposals (RFP) to ensure new ATMs would be available. As a result, SunTrust was the only company to submit a response to the RFP for an ATM Concession.

The initial review of SunTrust's submittal showed to be non-responsive as it reflected installation of only one ATM in the Terminal and installation of a second ATM when SunTrust felt it was warranted. However, ATMs are needed both pre-security and post-security. Staff contacted SunTrust regarding this, and they amended their submittal to include two ATMs.

SunTrust has proposed an annual guarantee of \$3,000 for the first year, \$3,300 for the second year and \$3,600 for the third year for placement of an ATM downstairs (pre-security), and an annual guarantee of \$1,200 for the first year, \$1,500 for the second year and \$1,800 for the third year for placement of an ATM upstairs (post-security).

Following Board discussion, Mr. Scott made a motion to accept the bid from SunTrust, authorization for Staff to enter into a contract with SunTrust allowing for installation of two ATMs in the Terminal Building, and authorization for the Board Chairman to execute any necessary documents. Mr. Pilcher seconded the motion. The vote was taken and the motion passed unanimously.

c. Equipment Purchase – Beard Equipment Company of Panama City

This item provides for Board approval for the purchase of a 15-foot batwing, PTO rotary mower to be used in support of the Airport's airfield maintenance program.

Continuing maintenance operations at the Airport require significant amounts of high volume mowing, especially during the growing months of the year. This purchase is for a replacement 15-foot high capacity mower. The current mower is worn out and subsequently causing an escalation in costs to repair and maintain.

This purchase is provided for in the Airport's FY-16 Airport Operating and Capital Improvement Budget. The equipment is being purchased through a State of Florida Ag & Lawn Equipment contract through Beard Equipment Company.

Prior to voting on this item, Mr. Pilcher stated that due to a personal relationship with the owner of Beard Equipment Company he would be abstaining from voting on this item.

Following Board discussion, Mr. Scott made a motion to approve the purchase of this equipment from Beard Equipment Company in the amount of \$16,306.29, and authorization for the Executive Director or his designee to execute the necessary documents. Mr. Forehand seconded the motion. The vote was taken and the motion passed.

d. Runway Rubber Removal/Painting Purchase – Hi Lite Airfield Services, LLC

This item provides for Board approval for the purchase of airfield runway rubber removal and repainting services for the Airport from Hi-Lite Airfield Services, LLC.

Due to accumulated rubber deposits that have built up on runway surfaces over time, work must be performed periodically to remove those deposits. Accumulated rubber on runway surfaces reduces friction causing the runway surface to become slick and slippery when wet thus reducing the effectiveness of aircraft braking. The rubber deposits also reduce the runway draining effectiveness during inclement weather conditions.

Approval of this item will allow for the purchase of state contract services to remove rubber buildup and repaint runway surfaces to comply with Federal Aviation Administration pavement marking requirements.

This item is included in the Airport's FY-16 Airport Operating and Capital Improvement Budget. This service is offered under a State of Florida Department of Transportation (FDOT) contract with Hi-Lite Airfield Services, LLC for airfield rubber removal and painting services.

Following Board discussion, Mr. Pilcher made a motion to approve the purchase of airfield rubber removal and painting services from Hi-Lite Airfield Services, LLC in an amount not to exceed \$66,000, and authorization for the Executive Director or his designee to execute the necessary documents. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

e. Amendment to Operating Agreement- Finch Transportation, LLC (Sunshine Shuttle) and Relocation of Ground Transportation Kiosk

This item provides for Board approval of an amendment to the Operating Agreement with Finch Transportation, LLC (Sunshine Shuttle).

On May 25, 2013, the Airport entered into an Agreement with Sunshine to provide ground transportation services at the Airport. The Agreement included provisions for a Kiosk/Storage space to be located in the arrival lobby of the Terminal Building. The Operating Agreement with Sunshine Shuttle will automatically renew for a one year period on May 25, 2016.

Recently the Airport began a project to modify the exit lane, which will require the relocation of the Sunshine Shuttle Kiosk in order to accommodate the exit lane modification. The Airport has identified a suitable location for a new counter/storage area. Sunshine has agreed to provide for the manufacture and installation of a new counter in accordance with existing design standards.

Upon completion, the counter will become a permanent building modification and ownership will revert to the Airport upon final expiration of the Sunshine Shuttle Operating Agreement.

In consideration for this modification and improvement, Sunshine Shuttle is requesting an Amendment to their Operating Agreement for the following:

- Add a one-year extension to the Operating Agreement extending the final expiration date of the agreement to May 25, 2018.
- Increase Rents, Fees & Charges from \$1,000 per month to \$1,500 per month for the last two years of the agreement.
- Airport participation in \$6,000 of the cost associated with the manufacture and installation of the new kiosk. Payment in the form of rent abatement of \$500 per month for twelve (12) months beginning May 26, 2016.

All other provisions of the Operating Agreement would remain unchanged.

Following Board discussion, Mr. Lee made a motion to approve amending the current Operating Agreement with Finch Transportation, LLC to reflect the requested changes, and authorization for the Board Chairman to execute all necessary documents upon review by Airport legal counsel. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

f. Use of Executive Search Firm for Director of Finance and Administration

This item provides for Board approval for Staff to utilize the services of an Executive Search Firm to replace the vacant position of Director of Finance and Administration.

On April 1, 2016, Pam Henderson, Director of Finance and Administration, announced her retirement effective April 15, 2016. The position of Director of Finance and Administration plays a key and essential role ensuring the financial position of the Airport, including all accounting and finance functions, airlines rates and charges, future financial planning, as well as other matters involving insurance and human resources.

ADK Consulting Services (ADK) has presented a proposal for the HR Assist Program, which will provide assistance to Staff in developing and evaluating the candidate pool. Staff recommends utilizing ADK to complete the employment search based on their recent similar finance/business searches. The ADK team includes CPAs and other finance professionals in the HR Assist Program.

The cost of the ADK HR Assist Program is \$16,900. This amount will be incorporated into the FY2016 Operations and Maintenance Budget.

Mr. McClellan recommended a Selection Committee be established to review a short list of candidates selected by ADK. The Selection Committee would be comprised of Mr. McClellan, Executive Director; Mr. Richard McConnell, Deputy Executive Director, and one Board Member. Both Mr. Carey Scott and Mr. John Pilcher volunteered to fill the committee position. After discussion, Mr. Scott was designated to fill the Board Member committee position.

Following Board discussion, Mr. Lee made a motion to approve the use of ADK Consulting Services HR Assist Program to fill the position of Director of Finance and Administration at a cost not to exceed \$18,000, and authorization for the Board Chairman to execute any necessary documents. Mr. Mathis seconded the motion. The vote was taken and the motion passed unanimously.

Executive Director Reports:

Mr. McClellan updated the Board regarding two projects moving forward with the Bay Economic Development Alliance.

Mr. McClellan advised the Board regarding the status of the Air Traffic Control Tower (ATCT) Contract Program and stated that funding had been approved by the Senate.

Mr. McClellan advised the Board that he is continuing to work with the Florida Department of Environmental Protection and the US Army Corps of Engineers regarding reducing the Letter of Credit required by the Airport.

Mr. McClellan advised the Board that a bid for construction work required for upgrading the exit lane would be going out within the next few months.

Mr. McClellan updated the Board regarding the repairs associated with the FEMA project.

Mr. McClellan advised the Board that DC Aviation would begin construction of their aircraft maintenance hangar within the next sixty days.

Mr. McClellan advised the Board that two additional corporate hangars would also be under construction very soon.

Mr. McClellan advised the Board that Delta would be utilizing larger planes, specifically an A321 aircraft, during the summer months.

Mr. McClellan advised the Board that beginning in June, United would also be utilizing a larger regional jet for their Sunday service.

Mr. McClellan updated the Board regarding the status of the Request for Qualifications (RFQ) for Construction Engineering Inspection Services, and advised the RFQ should be distributed in late May.

Public Comments:

No public comments.

Adjournment:

The meeting was adjourned at approximately 9:40 a.m.

Patty Mitchell, Executive Secretary

Till Bruett, Chairman