

## MEETING MINUTES

### PANAMA CITY – BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT

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#### **Opening:**

The Board Meeting of the Panama City-Bay County Airport and Industrial District was called to order at 9:00 a.m., August 27, 2014 in the Airport Board Room by Chairman Bruett.

The Invocation was given by Ms. Patty Mitchell.

The Pledge of Allegiance was led by Mr. McClellan.

The Executive Secretary called the roll and indicated that all Board Members were present except Mr. Carey Scott.

#### **Presentation:**

Mr. McClellan addressed the Board regarding the upcoming reassignment for Mr. Dave Vernon, the Deputy Federal Security Director for the Transportation Security Administration at the airport, and the upcoming retirement of Ms. Judy McKee, the Port Director for U.S. Customs Port Panama City and the airport. Mr. McClellan presented Resolutions to both Mr. Vernon and Ms. McKee, thanking them for their dedication, support and continued work efforts from both agencies during their tenures with the airport. The Board acknowledged and thanked both Mr. Vernon and Ms. McKee for their efforts and continued support.

**Mr. Mathis made a motion to present the Resolution to both Mr. David M. Vernon and Ms. Judith L. McKee in appreciation for their continued work and support of the airport. Mr. Pilcher seconded the motion. The vote was taken and the motion passed unanimously.**

#### **Approval of Minutes:**

The July 23, 2014 Board Meeting Minutes were approved as distributed.

#### **Reports:**

Mr. McClellan presented and reviewed the activity report.

Ms. Henderson presented and reviewed the financial report.

**Consent Agenda:****a. Republic Parking Annual Bonus**

This item provided for Board approval of an incentive bonus for Republic Parking for the period of June 2013 through May 2014 in the amount of \$29,400, in accordance with the management contract.

**Following Board discussion, Ms. Meadows made a motion to approve the incentive bonus to Republic Parking in the amount of \$29,400. Mr. Pilcher seconded the motion. The vote was taken and the motion passed unanimously.**

**b. Accept FAA Grant**

This item provided for Board acceptance of an FAA grant for use of Entitlement Funds that provide funding for the expansion of the south terminal apron and the mitigation site development. The grant would reimburse the District for 90% of the funds expended on the ramp expansion project and the ongoing mitigation work, and would fund 90% of the continuing work.

The ramp expansion project is estimated to cost \$1,413,890 and the mitigation site development is estimated to cost \$924,433. Based on this total cost of \$2,338,323, grant funds in the amount of \$2,104,489 would be available.

**Following Board discussion, Mr. Pilcher made a motion to accept the FAA grant and authorization for the Board Chairman or his designee to execute the necessary documentation with FAA. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.**

**c. Accept JPA – Construct Aircraft Parking Ramp Phase 1a**

This item provided for Board acceptance of an FDOT Joint Participation Agreement that will provide funding for an aircraft parking ramp.

This project will help attract new business to the airport by providing ramp space for large aircraft and by providing access to the undeveloped general aviation area at the south end of the airport.

The total amount of this JPA is \$62,422. There is a required 50% match; however, acceptance of the grant does not authorize expenditure of the funds, but simply makes the funds available.

**Following Board discussion, Mr. Mathis made a motion to accept the FDOT Joint Participation Agreement, and authorization for the Board Chairman or his designee to execute the necessary documents. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.**

**d. Audit Engagement – Tipton, Marler, Garner & Chastain**

This item provides for Board approval of the fees with Tipton, Marler, Garner & Chastain to conduct the annual audit for FY2014 in the amount of \$20,800.

**Following Board discussion, Mr. Pilcher made a motion to approve the Audit Engagement Letter with Tipton, Marler, Garner & Chastain for audit services and authorization for the Executive Director to execute any required documents. Mr. Mathis seconded the motion. The vote was taken and the motion passed unanimously.**

**e. Authorization to Execute Federally Funded Public Assistance Agreement**

This item provides for Board authorization to execute the Federally Funded Public Assistance Agreement between the District and the Federal Emergency Management Agency (FEMA) in order to receive disaster relief funding.

**Following Board discussion, Ms. Meadows made a motion to authorize the Board Chairman to execute the Federal Funded Public Assistance Agreement between the District and FEMA. Mr. Pilcher seconded the motion. The vote was taken and the motion passed unanimously.**

**Business Items:**

**a. ZHA Task Order – Aircraft Apron Design Service**

This item provided for Board approval of a task order with ZHA to perform the professional engineering and design services for an aircraft parking apron.

This task order will provide for the preparation of construction documents and provide bidding/procurement assistance for a new concrete apron to be constructed north of Sheltair for large aircraft parking. The concrete ramp is estimated to be approximately 300 x 500, and will cost approximately \$1,900,000.

The cost for the task order is not to exceed \$50,450 and will be reimbursable as part of the project by FDOT.

**Following Board discussion, Mr. Forehand made a motion to approve the task order with ZHA and authorization for the Board Chairman or his designee to execute the necessary documents. Mr. Mathis seconded the motion. The vote was taken and the motion passed unanimously.**

**b. Approve Land Lease – Stafford Aviation**

This item provides for Board approval of a Land Lease between the Panama City – Bay County Airport and Industrial District and Stafford Aviation.

Representatives from Stafford Aviation contacted staff and requested to place a hangar at ECP. The terms of the lease would be as follows:

- No rent will be collected until the Certificate of Occupancy is received.
- Lease term is 30 years.
- Rents will be calculated at the rate of \$.33 per square foot per year, with an annual adjustment based on the CPI.
- Proof of general liability, casualty and automobile insurance is required, with District named as an additional insured.
- Area leased will be approximately 22,000 square feet, to be confirmed by survey.

Approval of this lease will positively impact the FY-15 Airport Operating and Capital Improvement Budget by the amount of revenue from this lease. Monthly revenue generated would be approximately \$605.

**Following Board discussion, Mr. Pilcher made a motion to approve the lease with Stafford Aviation, contingent upon FAA approval and on Stafford Aviation obtaining any required permits, and authorization for the Board Chairman or his designee to execute the necessary documents, pending satisfactory legal review. Mr. Mathis seconded the motion. The vote was taken and the motion passed unanimously.**

**c. Establish a Specialized Service Operator Agreement with Stafford Aviation**

This item provides for Board approval to establish a Specialized Service Operator Agreement for aircraft maintenance with Stafford Aviation.

Stafford Aviation would like to establish an aircraft maintenance facility on airport property. Stafford intends to lease area at the airport to construct a hangar/ramp facility to conduct approved maintenance activities.

**Following Board discussion, Mr. Pilcher made a motion to approve the Specialized Service Operator Agreement with Stafford Aviation and authorization for the Executive Director to execute any required documents following satisfactory legal review. Ms. Meadows seconded the motion. The vote was taken and the motion passed unanimously.**

**Executive Director Reports:**

FEMA: Mr. McClellan updated the Board regarding the FEMA claims process and the beginning of repairs on airport property.

Air Traffic Control Tower Program: Mr. McClellan updated the Board regarding the Tower Contract Program and stated that funding had been secured through FY2015 to continue the program.

**Public Comments:**

There were no public comments.

**Adjournment:**

The regular meeting was adjourned at approximately 9:25 a.m. (CST).

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Patty Mitchell, Executive Secretary

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Till Bruett, Chairman