

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., June 27, 2018 by Chairman Mathis.

The Invocation was given by Chairman Mathis.

The Pledge of Allegiance was led by Chairman Mathis.

The Executive Secretary called the roll and indicated that all Board Members were present except Vice Chairman Del Lee, Mr. Jay Tusa, and Mr. James Johnson.

Mr. McClellan introduced new-hire Executive Assistant and Secretary to the Board Kathy Gilmore, who will be replacing Talisa Price.

Reports:

Mr. Parker McClellan presented and reviewed the Activity Report.

Ms. Darlene Nelson presented and reviewed the Financial Report.

Hurricane Preparedness – Airport Perspective Presentation

Fire Chief Austin Andrews gave a brief overview of ECP's hurricane preparedness as a "Critical Facility" for recovery and supplies, and as an integral part of the emergency management response within the county and Region. He explained that ECP would not be a shelter, but would be prepared to facilitate with an emergency response plan, utilizing Ride-Out Teams, and assisting with recovery after the passing of the storm. He provided historical information on the hurricane seasons on record, and recommended searching online for hurricane preparedness information on various websites, as there are vast amounts available. A discussion followed.

Ground Transportation Update

Police Chief John Van Etten presented an update on ground transportation at ECP, describing the various staging areas on the Airport and the types of agreements for ground transportation. He explained the Queue Call, a text messaging system that AOC sends to participating cab companies allowing them to call the AOC with their estimated response time. A discussion followed.

Consent Agenda:

a. Board Meeting Minutes – May 23, 2018

This item provides for Board approval of the May 23, 2018 Board Meeting Minutes.

b. Special Board Meeting Minutes – May 29, 2018

This item provides for Board approval of the May 29, 2018 Special Board Meeting Minutes.

c. Approval of the Ratification of Chiller Compressor Replacement – Trane U.S. Inc. dba Trane

This item provides for Board ratification of an emergency purchase for the replacement of one of the Airport's Heating Ventilation Air Conditioning (HVAC) chiller compressors.

d. Approval of Space Use Agreement – Gateway Group One

This item provides for Board authorization for the Executive Director to renew the Space/Use Agreement with Gateway Group One.

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

Mr. Nelson made a motion to approve the Amended Agenda. Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:

a. Airport Liability, Property and Casualty Insurance

This item provides for Board approval to continue insurance coverage for the Airport's liability, worker's compensation, commercial property, vehicle, public officials and employment practices liability, and law enforcement liability through Public Risk Management of Florida.

Mr. McClellan informed the Board that we will get better rates by staying out of the market on a four-to-five-year basis, instead of annually. This creates increased demand and an increased level of interest from the insurance market who will then be more incentivized to get our business, and we will get better rates. We have a rate guarantee for this two-year cycle.

Following Board discussion, Ms. Sims made a motion agreeing with staff to continue coverage with Public Risk Management, with Fisher Brown serving as our local agent, on a two-year renewal cycle instead of annually. Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.

Bay EDA Update:

There was no presentation.

The Moore Agency Update:

Ms. Jordan Jacobs of the Moore Agency reported that June marketing effort results are very big thus far due to American Airlines' initial flights, and Southwest Airlines' Super Summer Saturdays. For May, she reported that the "Plan Your Escape Sweepstakes with American Airlines" was a huge success, with radio interviews and newspaper articles driving an increase of 80% more traffic to the webpage, and then on to the ECP website learning more about the airlines, and booking tickets. The use of digital ads saw an additional increase in traffic. Ms. Jordan reported the number of newsletter subscribers were up with an above average open rate; while social media followers, likes, and link clicks were also up without us paying anything to get engagement. Ms. Sims said that she is very active on Facebook and always shares information that gets forwarded for free. She congratulated the Moore agency and ECP staff, knowing that the community appreciates all their hard work, and also thanked Carol Roberts and the Bay Chamber of Commerce for their posts and publicity contributing to the success of the campaigns.

Executive Director Report:

Mr. McClellan reported that the American Airline kickoff, and Southwest Airlines' Super Summer Saturdays, were great successes. American Airlines was very happy with the full inaugural flights and the continued departing full flights and arriving near-full flights. He reported that in late July or early August the county would be relocating a 42" water line at SR 388 and West Bay Parkway, and ECP is working with them to minimize the impact on traffic at our entrance. He said we may have an opportunity to sell some of our sand. Mr. McClellan asked that anyone wanting to attend the free Hand Arendall Harrison Sale LLC ethics training on July 9 should let the Executive Secretary know. He also reported that the chiller compressor just approved by the Board, went down and the new one is expected to come back on line early next week. In the meantime, we are keeping the air conditioning down. Mr. McClellan then introduced intern Peron Trotman, USAF Academy graduate, who will be the airport manager at Tyndall. He is spending time with the ECP staff to provide a foundation of airport operations.

Public Comments:

There were no public comments.

Adjournment:

The meeting was adjourned at approximately 9:58 a.m.

Kathy Gilmore, Executive Secretary

Del Lee, Chairman