

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., August 22, 2018 by Chairman Lee.

The Invocation was given by Ms. Rhonda Marchman.

The Pledge of Allegiance was led by Chairman Lee.

The Executive Secretary called the roll and indicated that all Board Members except Mr. Jay Tusa and Ms. Sandy Sims were present.

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

Reports:

Mr. Parker McClellan presented and reviewed the Activity Report.

Ms. Darlene Nelson presented and reviewed the Financial Report.

Consent Agenda:**a. Board Meeting Minutes – July 25, 2018**

This item provides for Board approval of the July 25, 2018 Board Meeting Minutes.

b. Accept Bid for ARFF Truck Tire Replacements – Southern Tire Mart, LLC

This item provides for Board approval for the purchase of replacement tires for one of the Airport's large Aircraft Rescue and Firefighting vehicles.

c. Accept Bid for Dry Pipe Replacement - Baggage Make-up Area

This item provides for the acceptance of a bid from Seago Fire Protection for replacement of portions of the Dry Pipe Fire Sprinkler System located within the Baggage Make-up Area in the Airport Terminal Building.

d. Appointment of Vice Chairman by Position to the Economic Development Alliance

This item is to appoint a representative to the Bay County Economic Development Alliance (EDA).

e. Accept Staff Recommendation on Republic Parking Annual Bonus

This item provides for Board approval of an incentive bonus for Republic Parking for the period from June 2017 through May 2018.

f. Accept FAA Grant for Environmental Mitigation

This item provides for Board acceptance of an FAA Grant for use of Entitlement Funds that provides funding for Environmental Mitigation Construction efforts on the 9,600 acres south of the Airport. This is an on-going partnership with the FAA and the Airport to mitigate this land.

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

Business Items:

a. Reject RFPs for Fuel Farm Management Agreement

This item provides for Board approval to reject all responses to the Request for Proposal (RFP) for the Fuel Farm Facilities Management, Operation and Administrative Services.

Mr. McClellan described ECP's fuel storage facilities and how the fuel is stored and used, and explained the different fuel storage agreements with the airlines, Sheltair, Airport maintenance vehicles and rental cars. He informed the Board that this item's contract is referring primarily to the aviation fuel farm; Menzies is the current operator whose contract ran out after 5 years. The Airport received two bids, one from Menzies and one from The FSM Group, but both had significant omissions in the submittals (i.e. a budget for 2019, 2020 and 2021; company financials). Legal advised that we reject the bids, go through a new bidding process, and get new submittals. Menzies agreed to operate under the same conditions of the contract with no changes until the estimated mid-November/December when we should have a new contract in place.

Mr. Mathis made a motion to reject the bids for the Fuel Farm Facilities Management, Operation and Administrative Services. Mr. Johnson seconded the motion. The vote was taken and the motion passed unanimously.

b. Task Order – ZHA – Water Quality Monitoring – Final Report

This item provides for Board approval of a Task Order to ZHA as the Airport's continuing engineering consultant to prepare a final water monitoring summary report and request release from the six-year continued water monitoring – a condition required for the permit of the new Airport – to the Florida Department of Environmental Protection (FDEP) and United States Army – Corps of Engineers (USCOE).

Mr. Rick Mellin informed the Board that ECP completed the required monitoring period showing positive trends in all categories during the six years, accomplishing everything tied to a Consent Order, and now we must submit a report summarizing the information.

Following Board discussion, Mr. Nelson made a motion to approve a task order to ZHA to prepare a final water monitoring summary report to request release from continued water monitoring. Mr. Mathis seconded the motion. The vote was taken and the motion passed unanimously.

c. Task Order – ZHA – Terminal Gate 6 & 7 and Hold Room Expansion Services

This item provides for Board approval of a Task Order to ZHA as the Airport's continuing engineering consultant to provide design, bidding and construction administration services to accomplish the design and construction of a Terminal Hold Room expansion of Gates 6 & 7.

Mr. McClellan described the current gate configurations, different options the Staff looked at with consultants to expand and meet the current instant growth demands – and the growth needs of next summer – the need to increase the size of the small holding room, and allow for more Airport marketing opportunity. He detailed the

best design to include a very cost-effective, Type-2, one-story, structure with a 10-20-year life expectancy. The expansion of the current ramp toward the taxiway would include a 7,000-square-foot building with two loading bridge gates, restrooms, concessions, seating in a hold room for approximately 300 passengers, and would accommodate all 737 and A320 aircraft, as well as utilize adapters for smaller regional aircraft. It would utilize Gates 6 & 7 as loading bridge gates, as opposed to the current ramp loading positions.

This would be a medium-term fix until a long-term, more costly, permanent solution outlined in the Master Plan (grant yet to be awarded by the FAA) – could be built, which could take 18 months to two years to finish.

The finance process is moving forward for this temporary solution, the airlines have seen a basic sketch, and the modular unit could be dismantled and used for other things once the Master Plan is implemented. Mr. Richard McConnell testified that he was in a similar structure in Denver, and could not tell that it was a temporary building. Mr. Mellin informed the Board that the floor would be solid and not flex.

Following Board discussion, Mr. Nelson made a motion to approve the task order to ZHA to provide design, bidding and construction administration services to accomplish the design and construction of a Terminal Hold Room expansion of Gates 6 & 7. Mr. Mathis seconded the motion. The vote was taken and the motion passed unanimously.

Bay EDA Update:

Ms. Becca Hardin reported that the Bay EDA has several leads from airshows for bringing new aviation-related businesses to the area, and commended Mr. McClellan for all the hours he spent on trying to get Project Soho awarded to the Airport. Even though the aviation company decided to buy and retrofit an existing older building that had gone into bankruptcy in the city of Lynn Haven – instead of building on ECP property – ECP will continue to be part of their possible expansion opportunities.

The Moore Agency Presentation:

Ms. Katie Spillman of The Moore Agency announced that the ECP “Escape” campaign video is the recipient of a 2018 Golden Telly Award and presented the award to Chairman Lee for the “local TV with a special focus on general tourism and travel” category. She showed the video to wrap up the presentation.

The Moore Agency Update:

Ms. Spillman reported that July had excellent organic social media engagement and content, with Facebook’s “Photo Friday” being the top performer where fans and followers send in their favorite photo. July also saw above average newsletter open rates for the travel industry, with no paid campaigns or push. As part of the ECP Perks program, after the Board meeting Ms. Spillman would be giving out cookies again to the ECP passengers thanking them for flying with us. She also reported that WKGK FM 90.7 The Morning Mix radio station talk show at Gulf State College reached out with interest surrounding new TSA protocols and she orchestrated a live interview featuring Brian Cahill, Federal Security Director with US Department of Homeland Security for TSA North Florida. During the month of July, Moore prepared for ECP’s sponsorship presence once again this year at the Pepsi Gulf Coast Jam on Labor Day weekend. Among other exposure touch points, the ECP Escape video will be played during the concert, and leading up to the show, the social media team is giving away two pairs of tickets to ECP social media fans and followers.

Executive Director Report:

Mr. McClellan informed the Board that our Budget Workshop is scheduled for September 5, with a quick Special Meeting right before it to hopefully get the Board approval to move forward with the Crosswalk improvements to prevent ponding, and get it into the budget for this fiscal year. The other subject that will be discussed will be how to shuffle funds that had been allocated for Project Soho.

He reported that United Airlines added an afternoon flight for the next two months, and that the Security project is close to being done with a 30-day testing period in place. Vice Chairman McDonald asked about adding a third TSA line to shorten waiting times during the summer, and Mr. McClellan said they won't do it seasonally, but are in regular discussions with ECP about looking ahead to accommodate the Airport growth. Mr. Nelson asked when Southwest Super Summer Saturdays was running until, and Mr. McClellan said through September. Mr. Nelson suggested a "Staff Appreciation Cook Out," and Mr. McClellan said we try to do that every year, toward the end of September.

Public Comments:

There were no public comments.

Adjournment:

The meeting was adjourned at approximately 10:02 a.m.

Kathy Gilmore, Executive Secretary

Del Lee, Chairman