

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 28, 2017 by Chairman Mathis.

The Invocation was given by Mrs. Rhonda Marchman.

The Pledge of Allegiance was led by Chairman Mathis.

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

Mr. Parker McClellan presented the Board with an award from Public Risk Management of Florida for the Most Improved Safety Performance – Small Entity Class 2017. This represents excellent efforts by the staff to focus on safety.

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 – May 24, 2017

This item provides for Board approval of the May 24, 2017 Board Meeting Minutes.

b. Approval of Sale of Surplus Items – Progressive Mowers

This item provides for the Board's authorization for the sale and/or disposal of two surplus progressive-type finishing mowers.

c. Approval of Sale of Surplus Items – Passenger Boarding Bridge Extension Tunnels

This item provides for Board approval and authorization for the sale and/or disposal of two surplus passenger boarding bridge extension sections.

Ms. Sims made a motion to approve the Consent Agenda as submitted. Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:

a. Approval of Purchase – Passenger Boarding Bridge

This item provides for Board approval for the purchase of one (1) replacement passenger boarding bridge.

Mr. Richard McConnell shared with the Board that the new bridges have been well received by the airlines and passengers. This will be the third new bridge purchased with FAA grant money.

This purchase provides for the replacement of one (1) passenger boarding bridge. The existing bridge, located on Gate 3 at the Terminal Building, is in excess of twenty (20) years old. It was purchased as a refurbished loading bridge and installed during the construction of the Airport. Discussions with maintenance and manufacturer personnel indicate the current bridge is well beyond useful life with replacement parts being increasingly difficult to find and acquire. Continued growth in airport passenger activity has identified the need for its replacement.

Passenger Boarding Bridge Bids		
	JBT Corporation	Thyssenkrupp
<u>Base Bid</u>		
<i>Metal Walled PBB at Gate 3</i>	\$628,930	\$631,296
<u>Alternate #1</u>		
<i>Solid Tires</i>	\$0	\$0
<u>Alternate #2</u>		
<i>PBB Mounted Baggage Slide/Wheelchair lift for Gate 3</i>	\$39,490	\$25,523
<u>Alternate #3</u>		
<i>PBB Mounted Baggage Slide/Wheelchair lift for Gates 1 & 2</i>	\$78,980	\$51,396
<i>Totals</i>	\$747,400	\$708,215
<i>Note: Approved by FAA 5/10/2017</i>		

This is a budgeted purchase and is included in the Airport's 2017 FAA AIP Grant request at a reimbursement ratio of 90/10. The Airport's portion of \$70,822.00 is included in the FY2017 Airport Operating and Capital Improvement Budget.

Mr. Nelson made a motion to approve the purchase of one (1) passenger boarding bridge, with alternates, in an amount not to exceed \$708,215.00, of which 90% is eligible for reimbursement through an FAA AIP grant, authorizing the Chairman or designee to execute the necessary documents, following satisfactory legal review. The motion was seconded by Vice Chairman Lee. The vote was taken and the motion passed unanimously.

b. Moore Communications Presentation

Ms. Katie Spillman, of Moore Communications Group, discussed the ECP website and current advertisement campaigns. In May and June new billboard, Pandora, newspaper and television ads were rolled out depicting the new ECP ESCAPE Campaign. The running of those ads has helped to contribute to a 33% increase in clicks on the website, with special note being the Pandora banner and mobile display ad showing a higher than average number of clicks. July will be the first of six giveaways of Samsonite luggage, where passengers are encouraged to go to the website to sign up. Passengers are still enjoying the ECP Perks and using #ECPPerks to tag social media posts and photos. Moore Communication Group will be working on redesigning the ECP Wi-Fi splash page to be more engaging and to opt in Wi-Fi users to the ECP Newsletter.

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

c. By-laws Development and Update

Chairman Mathis discussed the development of by-laws to govern the conduct of the Board and Board meetings as well as Board procedures need to be developed and formalized. The By-laws will provide guidance to incoming Board members on Board function and expectations. Chairman Mathis, Ms. Sims and Mr. McClellan will work to get a copy drafted and to the remaining Board members and attorneys for their review. A first draft will be presented at the Board meeting on July 19th for all members to provide input and discussion of the next steps.

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

Executive Director Report:

Mr. McClellan shared a copy of an Op Ed published in *The News Herald* dated June 25, 2017, titled "Airport celebrates 7 years, looks to the future," written by Chairman Russ Mathis. The article discusses growth the Airport has experienced over the last seven years and the changes to come in the future. It highlights business partners, safety, the ECP ESCAPE Campaign and it thanks the ECP passengers.

Mr. McClellan discussed his recent trip to Washington, D.C. where he met with local and Florida Delegates to talk about a House Bill that protects air traffic control towers. The ECP tower is able to operate at a lower cost and more efficiently than those that are contracted to the FAA.

Mr. McClellan reminded the Board that the 90 day timeframe in which to review the effect the Transportation Network Companies have had on the queue and pickups has come to an end in late June. Within that timeframe, five companies have given 30-day notices and two companies switched from queue contracts to per-pickup contracts. Many of the queue companies have signed a petition to move the location of the queue and that is under review. The final review and suggestion will be presented to the Board for approval at the July 19th meeting.

Mr. McClellan showed the Board luggage carts that arrived recently for ECP passengers to use in the Terminal. They are replacing existing carts and passengers have been complimenting how nice they are. The new carts also have room for ad placements.

Mr. McClellan discussed the huge success of “Super Summer Saturdays” that began on June 7th. All of the gates in the Concourse are being used except for two gates that offer ramp loading. Southwest is Gate 2 four times each Saturday, paying per turn. “Super Summer Saturdays” are expected to continue to grow.

Mr. McClellan informed the Board of a Deduct Change Order for FEMA Project 4177.1 changing the use of concrete pipe to plastic pipe, saving approximately \$17,000. The project has been delayed due to weather.

Mr. McClellan briefed the Board on a recent meeting with FDOT concerning the widening of Highway 388. The expansion will include a roundabout where Highway 388 and West Bay Parkway and construction is expected to begin in August 2018 and be completed in two years. The Airport sign will hopefully be relocated to the middle of the roundabout for enhanced visibility. The drainage pipes will also be upgraded to help with potential ponding of water in the area.

Ms. Becca Hardin, of Bay EDA, updated the Board on projects and meetings that will bring business to the area. There are currently fifteen projects, ten of which are aviation related, that are in the works. She recently returned from the Paris Air Show where she met with twenty companies, including twelve CEOs and company presidents. Bay EDA has received eight requests for proposals for projects at ECP or Venture Crossings. On Monday, June 26, a meeting took place regarding Project Blue Star and they will be returning within several weeks. Ms. Hardin also informed the Board that a letter of intent was signed for Project Pompano. She also said that with GKN expecting to have approximately 200 employees, the area is being looked at for commercialization.

Public Comments:

No public comments.

Adjournment:

The meeting was adjourned at approximately 9:50 a.m.

Talisa Price, Executive Secretary

Russ Mathis, Chairman