

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., May 24, 2017 by Vice Chairman Lee.

The Invocation was read by Mr. Carey Scott.

The Pledge of Allegiance was led by Vice Chairman Lee.

The Executive Secretary called the roll and indicated that all Board Members were present except Chairman Russ Mathis and Mr. Ken Nelson.

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 – April 19, 2017

This item provides for Board approval of the April 19, 2017 Board Meeting Minutes.

b. Equipment Purchase – Beard Equipment Company of Panama City – 15 foot Batwing, Power Take Off Rotary Mower

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.

c. Equipment Purchase – Beard Equipment Company of Panama City – Zero-turn Rotary Mower

This item provides for Board approval for the purchase of a 72-inch, zero turn, rotary mower to be used in support of the Airport's airfield maintenance program.

d. Banner Tow Agreement – Atlanta Sky Signs - Ratification

This item provides for Board ratification of a Banner Tow Agreement between Atlanta Sky Signs, LLC and the Panama City-Bay County Airport and Industrial District for the operation of aircraft banner tow activities at the Northwest Florida Beaches International Airport.

e. Banner Tow Agreement – Aerial Messages, Inc. - Ratification

This item provides for Board ratification of a Banner Tow Agreement between Aerial Messages of Daytona and Sales, Inc. and the Panama City-Bay County Airport and Industrial District for the operation of aircraft banner tow activities at the Northwest Florida Beaches International Airport.

f. Purchase Order Re-Assignment for Amano McGann Parking Revenue Control System

This item provides for Board approval for re-assignment of an existing purchase order for the purchase of upgraded airport parking revenue control system/point of sale (POS) equipment.

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

Business Items:

a. Rejection of Bids for Access Control System Update

This item provides for Board approval rejection of a single bid received for the Security System Upgrade Project at the Airport.

As part of the Airport's FAA Airport Improvement Program for FY18, a project was included to upgrade the airport security system to include the access control, CCTV, and badging operations. Subsequently, the project was advertised for bid from March 14 through April 17, 2017 with bids being opened on April 17, 2017 at 2 p.m. CST. One bid was received on April 17, from GAC Contractors, Inc.

FAA guidelines for bidding projects covered under the FAA Airport Improvement Program allow for acceptance of a single bid providing the bid does not exceed 10 percent of the Architect/Engineer's project estimate. The base bid estimate for this project was \$979,000 (excludes bid alternates). GAC's base bid was \$1,313,466 representing a 34 percent price over base bid estimate.

Bid document provisions allow for Owner's rejection of any/all bid proposals. Since completion of this project contingent upon receipt of a FAA AIP 90/10 Grant, and the Grant will not be offered due to the bid price over estimate. Staff and legal counsel recommend that the bid be rejected and the bid specifications be reviewed and modified as necessary, and be re-advertised.

Mr. Glen McDonald made a motion to reject the single bid received from GAC, in an amount of \$1,313,466, with the understanding the project will be re-advertised as soon as possible and included in the Airport's FAA grant application and authorization for the Board Chairman or his designee to execute any necessary documents. Mr. Scott seconded the motion. The vote was taken and the motion passed unanimously.

b. Acceptance of Joint Participation Agreement (JPA) with Florida Department of Transportation (FDOT)

This item provides for the acceptance of a Florida Department of Transportation (FDOT) Joint Participation Agreement (JPA) that will provide funding to construct an aircraft parking apron.

There are a limited large aircraft parking positions available, and today the Airport utilizes an area north of the Terminal for parking of large aircraft. This area is located immediately north of the Terminal, and is regularly used for large aircraft parking and an existing tenant with large commercial aircraft. Additional aircraft parking has been requested for prospective MRO tenants considering locating facilities on airport property.

A grant with the Florida Department of Transportation has been programmed for the State's upcoming fiscal year (FY18), which begins July 1, 2017. The Grant, entitled Construction Aircraft Parking Apron, will provide funding for the following projects:

An aircraft parking apron of approximately 150' x 300' to accommodate all classifications of aircraft is required. The apron shall include paving, drainage, stormwater management system modifications, potential relocation of some existing utilities, apron markings, final grading, grassing, and other components related to the project. The project will be located south of the Fuel Farm. The project will be bid and awarded by the Northwest Florida Beaches International Airport.

Mr. Scott made a motion to accept the FDOT Joint Participation Agreement, and approval of a resolution that allows for the Board Chairman or his designee to execute the required documents. Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.

c. Moore Communication Group Presentation – "ESCAPE" Campaign

Ms. Katie Spillman delivered a presentation to the Board regarding the new ESCAPE Campaign. The new campaign highlights cities where ECP is providing direct and non-stop service. The website offers visitor guides, airport information and links to the airlines flying to those cities. Ms. Spillman also discussed the new landing page, tracking user clicks and clicks to airline webpages, the Pandora Radio and banner ads, two television commercials, billboard ads that began on May 1st, and a sweepstakes giveaway running through December.

May 23rd was the airports 7th anniversary in the new location and May's ECP Perk celebrates that with handing out cookies to passengers.

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

Executive Director Report:

Mr. McClellan informed the Board that Vice Chairman Del Lee was appointed by the Panama City Beach City Commissioners for four more years as an ECP Board member.

Mr. McClellan updated the Board on ground transportation, saying that Uber had over 1,000 rides last month and that less than 5 of the queue contract ground transportation companies switched to pre-arranged pick-ups even after they were given a deadline extension.

Mr. McClellan said that the DeTect Drone Software, installed at ECP, has become very popular and is considered to be an industry standard according to an *Airport Improvement Magazine* article.

Mr. McClellan also said that the sales tax audit was completed last month and some of the interest and all of the penalties owed have been waived.

Ms. Becca Hardin, from Bay EDA, addressed the Board regarding GKN. Governor Rick Scott attended GKN's "Welcome" breakfast and everyone was able to tour the building. GKN's arrival at ECP has opened doors for other possible business opportunities. Ms. Hardin also updated the Board on the Pompano Project, stating that there is a solid proposal with Space Florida, who is working on financial procurement. She also added that the MRO Show in Orlando has led to several leads and one of those is coming to ECP for a visit. Ms. Hardin also discussed that at the Aircraft Interiors Show in Hamburg, Germany Airbus is telling suppliers to go to the United States to support the US operation in Mobile, Alabama.

Public Comments:

No public comments.

Adjournment:

The meeting was adjourned at approximately 9:35 a.m.

Talisa Price, Executive Secretary

Russ Mathis, Chairman