

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 10:00 a.m., January 25, 2012 in the Airport Board Room by Chairman McKenzie.

The Invocation was given by Ms. Patty Strick.

The Pledge of Allegiance was led by Chairman McKenzie.

The Executive Secretary called the roll and indicated that all Board Members were present.

Approval of Minutes:

The December 14, 2011 Emergency Board Meeting Minutes, the December 16, 2011 Board Meeting Minutes, and the December 22, 2011 Special Board Meeting Minutes were approved as distributed.

Reports:

Mr. Wheat presented and reviewed both the activity report and the financial report to the Board.

Consent Agenda:

a. ZHA – Task Order

This item provides for Board approval and authorization for ZHA to perform limited stormwater testing in preparation for upcoming agency meetings.

Following Board discussion, Mr. Forehand made a motion to approve the Consent Agenda, and authorization for the Board Chairman or his designee to execute any required documents. Ms. Moliterno seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:**a. FY-11 Financial Audit Report**

This item provides for Board approval of the audit report for the fiscal year ending September 30, 2011.

Tipton, Marler, Garner & Chastain have recently completed the airport's annual financial audit. Mr. David Tipton addressed the Board regarding the audit report and stated there were no findings regarding violations of provisions of contracts or grant agreements, fraud, illegal acts or abuse regarding the airport's accounting practices.

The audit report indicated that the general-purpose financial statements represented the true financial position of the District and that operations and cash flows were in accordance with generally accepted accounting principles and that no reportable conditions were disclosed during the audit.

Following Board discussion, Mr. Bruett made a motion to adopt the audit report as prepared by Tipton, Marler, Garner & Chastain for the fiscal year ending September 30, 2011. Mr. Koehnemann seconded the motion. The vote was taken and the motion passed unanimously.

b. Ricondo & Associates, Inc. – Airport Consultant Services for Air Service Analysis

This item provides for Board approval and authorization for Ricondo & Associates, Inc. to prepare necessary materials and participate in the initial discussions with multiple air carriers regarding increased air service development.

The Board selected Ricondo & Associates, Inc. to provide the District with airport consulting services. To date, those services have been utilized to develop and negotiate a new Airline Use and Lease Agreement. Additional efforts are now underway to increase air service development and initiate air service marketing.

The initial process includes the preparation of background materials and an initial telephone conference with airline planning and scheduling departments to discuss their interest in adding new or additional services to the Airport. After this initial process is completed, meetings will be scheduled with specific targeted airlines, wherein presentations will be designed to assist network planners to identify if the data would have a significant impact on the forecast of future route profitability.

In order to ensure a collective and comprehensive approach is presented, input from local tourist development councils will be including in this air service marketing effort.

The proposed budget for completion of this work is \$50,000 and is included in the approved FY 2012 budget.

Following Board discussion, Ms. Moliterno made a motion to approve the budget to initiate air service development activities utilizing the services of Ricondo & Associates, Inc., and authorization for the Board Chairman or his designee to execute any necessary documents pending review and approval by legal counsel. Mr. Bruett seconded the motion. The vote was taken and the motion passed unanimously.

c. Second Amendment to Agreement of Purchase and Sale of Old Airport Property

This item has been deferred until the Special Board Meeting scheduled for February 3, 2012.

Other Business:

Crosswind Runway Update – Mr. Richard Zipperly with ZHA updated the Board regarding the status of stabilization work being completed at the crosswind runway site.

Public Comments:

There were no public comments.

Adjournment:

The meeting was adjourned at approximately 10:35 a.m. (CST).

Patty Strick, Executive Secretary

Andy McKenzie, Chairman