

**MEETING MINUTES****PANAMA CITY – BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT**

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**Opening:**

The Board Meeting of the Panama City-Bay County Airport and Industrial District was called to order at 9:00 a.m., November 16, 2016 by Chairman Mathis.

The Invocation was given by Mr. Carey Scott.

The Pledge of Allegiance was led by Chairman Mathis.

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

**Recognition:**

Mr. McClellan recognized Mr. Glen McDonald on the recent CBS News story regarding the announcement that ARA had created a bio-fuel for jets that will be used by the United States Navy.

**Approval of Minutes:**

The October 26, 2016 Board Meeting Minutes were approved as distributed.

**Reports:**

Mr. McClellan presented and reviewed the Activity Report.

Ms. Darlene Nelson presented and reviewed the Financial Report.

**Consent Agenda:****a. 2017 Board Meeting Calendar**

This item provides for Board approval of the 2017 Board Meeting calendar.

**b. Approval to Dispose of Surplus Property**

This item provides for Board approval and authorization for the sale and/or disposal of surplus inventory items.

**c. Change Order – Thyssenkrupp Airport Systems, Inc.**

This item provides for Board approval of a Change Order to the Passenger Boarding Bridges Purchase Order to substitute stainless steel enclosures for standard metal enclosures on the two passenger boarding bridges ordered for the Airport.

**d. Lease Agreement – Avionics Solutions, LLC**

This item provides for Board approval of a Lease Agreement between the District and Avionics Solutions, LLC.

**Mr. Scott made a motion to approve the Consent Agenda as presented. Mr. Lee seconded the motion. The vote was taken and the motion passed unanimously.**

**Business Items:**

**a. Marketing Committee Recommendation – Advertising, Marketing and Public Relations Services**

This item provides for Board acceptance of the ranking by the Marketing Services Evaluation Committee for the Advertising, Marketing and Public Relations Services for the Northwest Florida Beaches International Airport.

In October 2016, the Airport issued a Request for Proposals (RFP) for Advertising, Marketing and Public Relations Services for the Northwest Florida Beaches International Airport. The contract would be for a three year non-exclusive contract with the option to extend for an additional two years, subject to annual review and approval by the District.

As a result of that request, the Airport received submittals from six companies. The following is a list of the companies that submitted proposals:

- Cornerstone Marketing & Advertising
- Hotel Sales & Marketing Solutions
- McNeely, Piggot & Fox
- Moore Communications Group
- Origins Digital
- Rock Orange

A Marketing Services Evaluation Committee was established to review the submittals, and included the following persons: Sandy Sims, Jay Tusa, Parker McClellan, Richard McConnell and Darlene Nelson. The Committee met on November 8, 2016 and reviewed each submittal for compliance with submission instructions, as well as presentation, form and content.

After review and discussion, the Committee determined that two companies provided proposals that best meet the needs of the Airport. The Committee ranked the top two RFPs as follows in descending order:

Moore Communications Group  
McNeely, Piggot & Fox

The Committee recommends acceptance of the ranking of these two firms and award of the contract for Advertising, Marketing and Public Relations Services to Moore Communications Group.

**Following Board discussion, Ms. Sims made a motion to accept the ranking of the Marketing Services Evaluation Committee, award the contract to Moore Communications Group, and authorization for the Executive Director to execute any required documents following satisfactory review by legal counsel. Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.**

**b. Memorandum of Understanding – DeTect, Inc.**

This item provides for Board approval to establish the Northwest Florida Beaches International Airport as a Test and Demonstration Site for DeTect, Inc., a local technology company.

Earlier this year DeTect provided a presentation to the Board demonstrating the technology developed in Panama City which specializes intelligent radar and remote sensing technologies. DeTect has requested that ECP be established as a Test and Demonstration Site for their systems and would provide the Airport with access to the technology gathered on the Airport.

Staff, along with legal counsel, has been working with DeTect to develop an agreement to establish this partnership. Establishment of ECP as a Test and Demonstration Site would have no financial impact on the Airport.

**Following Board discussion, Mr. Lee made a motion to approve establishing ECP as a Test and Demonstration Site for technology developed by DeTect, Inc., and authorization for the Executive Director to execute any required documents, following satisfactory legal review. Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.**

**c. Presentation – Bay EDA**

Ms. Becca Hardin with the Bay EDA addressed the Board and provided a brief update regarding the status of current projects. She advised the Board that two new aviation related projects had recently been established and were in the early stages of development. She also introduced the new Bay EDA video focusing on the strong partnerships established with Bay County community leaders. This item was for informational purposes only and required no formal Board action.

**Executive Director Report:**

Mr. McClellan updated the Board regarding the construction of a new maintenance facility on Airport property. He advised that completion is expected within the next 30 days.

Mr. McClellan advised the Board that several new corporate tenants had approached the Airport about constructing corporate hangars.

Mr. McClellan advised the Board that he would be meeting with the newly elected officials from Bay County to provide them with information relative to the Airport and upcoming projects.

Mr. McClellan advised the Board that continued work on air service development would be begin again after the first of next year.

**Public Comments:**

No public comments.

**Adjournment:**

The meeting was adjourned at approximately 9:45 a.m.

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Patty Mitchell, Executive Secretary

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Russ Mathis, Chairman