

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., September 25, 2013 in the Airport Board Room by Chairman Pilcher.

The Invocation was given by Ms. Patty Mitchell.

The Pledge of Allegiance was led by Chairman Pilcher.

The Executive Secretary called the roll and indicated that all Board Members were present except Mr. Carey Scott, Mr. Russ Mathis and Mr. Del Lee.

Approval of Minutes:

The August 28, 2013 Board Meeting Minutes were approved as distributed.

Reports:

Mr. McClellan presented and reviewed the activity report.

Ms. Henderson presented and reviewed the financial report.

Consent Agenda:

a. **Contract Assignment – RW Armstrong to CHA Consulting, Inc.**

This item provides for Board consent for the contract for Professional Services between the Panama City – Bay County Airport and Industrial District and RW Armstrong to be assigned to CHA Consulting, Inc.

Following Board discussion, Mr. Bruett made a motion to approve the consent of the contract assignment and authorization for the Board Chairman or his designee to execute the Consent to Assignment of Contracts with CHA Consulting, Inc. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

b. Authorization to Offer Legal Benefit to Employees

This item provides for Board consideration of a legal services provider to be offered to staff at no additional cost to the District.

Following Board discussion, Mr. Bruett made a motion not to approve offering LegalShield legal benefits to employees. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

c. Approve Skytanking USA 2014 Budget

This item provides for Board approval of the 2014 Operating and Maintenance Budget for Skytanking USA.

Following Board discussion, Ms. Moliterno made a motion to approve the Skytanking USA 2014 O&M budget as presented. Mr. Bruett seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:

a. FY 2014 Operating and Capital Budget

This item provides for Board approval of the Fiscal Year 2014 Operating and Capital Budget.

A draft of the FY2014 budget was provided to the Board and discussed in detail at the September 11, 2013 Board Workshop. The FY 2014 Operating and Capital Budget includes operating revenues of \$11,738,154 with operating expenses of \$8,023,889.

The budget incorporates the debt service requirements for principal and interest payments of 3,089,600 for the two SIB loans, along with passenger facility charges of \$1,606,592 leaving a net requirement from airport revenues of \$1,483,008.

The remaining net revenues available for the capital program and reserve accounts are \$1,064,312. The budget contains a 14% increase in operating expenses over the estimated FY 2013 expense budget, and a 3.4% increase in operating revenues for the same period.

Following Board discussion, Mr. Bruett made a motion to approve the FY 2014 Airport Operating and Capital Improvement Budget. Ms. Moliterno seconded the motion. The vote was taken and the motion passed unanimously.

b. Award Bid for Mitigation Implementation Services

This item provides for Board award of a contract to provide Mitigation Implementation Services for more than 9,000 acres south of the airport site.

In August 2013, the Airport solicited individual bids for mitigation services for the following categories:

- Bid 1 – Prescribed Burning
- Bid 2 – Longleaf Pine Planting
- Bid 3 – Hydrological Restoration

In response to the request, two companies submitted bids, St. Joe Timberland Company and Wildlands Fire Services, Inc. Based on the bids submitted, the low bidders for the base quantity of each category are as follows:

Bid 1 – Prescribed Burning	St. Joe Timberlands	\$635,361
Bid 2 – Longleaf Pine Planting	Wildlands Fire Service	\$ 45,730
Bid 3 – Hydrological Restoration	Wildlands Fire Service	\$105,500

This mitigation work is being funded thru a multi-year FAA grant which covers the cost of the bid solicitation, the QMS services previously approved at the August Board meeting, the implementation costs awarded thru the bid solicitation, and a contingency. The grant is for \$976,000 annually.

As the annual costs of the bids were well under the available funds, staff recommended that bid alternates be utilized to increase the mitigation activities including increased burning, planting of wiregrass and exotic species eradication. It was determined that given the available funding, the use of bid alternatives would maximize the mitigation impact.

Despite the fact that St. Joe Timberland provided a lower Bid 1 for the base amount of Prescribed Burning, the price differential in the alternates would make Wildlands Fire Service the more cost effective selection for award of the three bids.

Based on the benefit of awarding the base bids and alternatives to one company, staff recommended awarding all three contracts to the Wildlands Fire Services as follows:

Contract 1		
Bid 1 (Base) - Prescribed Burning	9,483 acres	\$ 635,361
Bid Alternate Additional Burn	8,955 acres	\$ 607,139
Bid Alternate Fire break Allowance		<u>\$ 8,700</u>
	Total	\$1,251,200

Contract 2

Bid 2 (Base) – Longleaf Pine Planting	538 acres	\$ 45,730
Bid Alternate Plant Wiregrass	1,000 acres	\$ 237,500
Bid Alternate Invasive Species	44,825 SF	\$ <u>17,370</u>
	Total	\$ 300,600

Contract 3

Bid 3 (Base) – Hydrological Restoration		\$ 105,500
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Total of Contracts 1 – 3 (including alternates) \$1,657,300

This mitigation work will be 90% funded by an FAA grant and 5% by an FDOT grant with the remaining 5% funded by the District in the FY2014 Airport Operating Budget.

Following Board discussion, Mr. Bruett made a motion to approve award of the three contracts to Wildlands Fire Service for Prescribed Burning, Longleaf Pine Planting and Hydrological Restoration, including alternates, in the amount of \$1,657,300, and authorization for the Board Chairman or his designee to execute any necessary documents. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

c. ZHA Task Order – Water Quality Monitoring Fall 2013 and Spring 2014

This item provides for Board approval of a Task Order to ZHA to perform the required Water Quality Monitoring services as required under the airport's environmental permits.

In accordance with FDEP WRP Permit #03-0212186-004-DF, USACOE 404 Permit SAJ-2001-5264-IP-GAH, and the Construction and Post Development Water/Sediment Quality and Biological Monitoring Plan, the airport is required to conduct water, sediment and biological monitoring twice a year for a six year period following construction. FDEP Consent Order #3 determined the post construction date would be the date that the final stormwater certification for the entrance road was submitted and accepted, therefore, the effective date is May 25, 2012.

Approval of this task order initiates the second year of monitoring and will allow the airport to maintain compliance with permit requirements for Water Quality Monitoring. The total cost of this task order is \$55,000. Funding for this task order is contained in the FY2014 Operating Expense Budget.

Following Board discussion, Ms. Moliterno made a motion to approve the task order with ZHA for Water Quality Monitoring and authorization for the Board Chairman or his designee to execute any necessary documents pending review by legal counsel. Mr. Forehand seconded the motion. The vote was taken and the motion passed unanimously.

Executive Director Reports:

Wounded Warrior Retreat: Mr. McClellan updated the Board regarding the airport's participation with the soldiers traveling through the airport as part of the fall 2013 Wounded Warrior Retreat.

US Travel Roundtable: Mr. McClellan updated the Board regarding the airport's recent participation in a roundtable discussion regarding tourism and regional travel which included discussion with Congressman Steve Southerland.

Covered Parking Project Update: Mr. McClellan updated the Board regarding the status of construction of the new covered parking lot, which is expected to be completed later this year.

Air Traffic Control Tower Contract Program: Mr. McClellan updated the Board regarding the status of the ATCT Contract Program.

Other Business:

Chairman Pilcher addressed the Board regarding the upcoming trip to Germany with the Bay Economic Development Alliance to market the northwest Florida region, specifically whether or not the Board wanted to send the Executive Director to participate in those marketing and business development efforts.

Vice Chairman Till Bruett and Board Member Dawn Moliterno both agreed that marketing this region was important and would support sending Mr. McClellan to Germany with EDA to participate, provided that the total travel expenses did not exceed \$5,000.

Following Board discussion, Mr. Bruett made a motion to send Mr. McClellan to Germany with the EDA and to fund the expense for travel at an amount not to exceed \$5,000. Ms. Moliterno seconded the motion. The vote was taken and the motion passed 3 to 1 with Chairman Pilcher opposing.

Public Comments:

Mr. David Camperman with the Science and Discovery Center addressed the Board regarding a donation for students participating in the First Lego League

Adjournment:

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

Patty Mitchell, Executive Secretary

John Pilcher, Chairman