

**MOTIONS PASSED AT THE COMBINED BOARD MEETING, Tuesday, December 13, 2022**

Approved Consent Agenda

**Mr. Patronis/Ms. Pease**

Approved Action Item A

**Mr. Walsingham/Ms. Pease**

Approved Action Item B: Committee Ranking

**Mr. Wilkes/Mr. Moore**

Approved Action Item B: Change to Contract

**Mr. Wilkes/Mr. Moore**

Approved Action Item B: Authorize Mr. Rowe negotiate price

**Mr. Casto/Mr. Walsingham**

COMBINED BOARD MEETING  
Bay County Tourist Development Council  
Panama City Beach Convention & Visitors Bureau, Inc.  
Panama City Beach

Tuesday, December 13, 2022

9:00 a.m.

Council Room, PCB City Hall

**I. CALL MEETING TO ORDER**

Chairman Chester called the meeting to order at 9:00 a.m.

**II. ROLL CALL**

All Nine Members Present

A. Invocation

Mr. Wilkes gave the Invocation.

B. Pledge of Allegiance

Ms. Pease led the Pledge of Allegiance.

**III. REQUESTS TO ADDRESS THE BOARD ON AGENDA ITEMS (3 Minutes)**

None

**IV. CONSENT AGENDA**

Mr. Rowe asked that before he begins the consent agenda, that they welcome Mr. Moore to the board. He then read the Consent Agenda into the record.

A. Recommend to the Bay County Board of Commissioners for the award of Bid 23-08 Beach Tilling & Escarpment Leveling Project

B. Acknowledge Receipt of the October 2022 Tourist Development Tax Collection Report

**Mr. Patronis moved; seconded by Ms. Pease to approve the Consent Agenda.**

**Motion passed unanimously**

**V. ACTION ITEMS**

A. Award Design Services Contract to Lose Design for the SABRE Event Center

Mr. Rowe stated that this is for the non-Fema funded portion of the design project.

**Mr. Walsingham moved; seconded by Ms. Pease to approve Action item A.**

**Mr. Sale asked the board to add to the motion for minor changes to be allowed by Mr. Rowe with the consent of the Chairman should the need arise and the changes are deemed immaterial. He said that this is a unique situation with the two contracts existing side by side but, due to FEMA regulations, there can't be a specific tie between them and must be bid separately. He also stated that the same contractor can be used for both. Mr. Walsingham asked that the motion be altered to include Mr. Sales statement. Ms. Pease seconded.**

**Motion passed unanimously**

B. Accept Recommendation rankings of the Aaron Bessant Park Improvement RFQ Review Committee and authorize the President to negotiate and execute a contract with the highest ranked firm.

Mr. Rowe reviewed the RFQ and asked the board to accept the committee's ranking and accept Lose Design.

He also asked they allow him to be able to enter into an agreement with Lose, if the form and function of the contract remains the same, and if the pricing they use for their principles remain the same, but instead of a lump sum, that we do a “not to exceed”. He said we would get an estimate from them up front, then do it on an hourly basis based on the prices they have already given with a “not to exceed” price. Therefore, we will not spend more than we needed and are able to move forward efficiently and expediently. He then asked Mr. Sale to speak to this topic.

Mr. Sale said he would like to break this into several different motions.

**First, approve the ranking of the RFQ committee**

**Mr. Wilkes moved; seconded by Mr. Moore to approve the committee ranking.**

**Motion passed unanimously**

**Second, Mr. Sale asked to approve Mr. Rowe to negotiate the contract to include a “not to exceed” clause with same hourly rates using an hourly basis.**

**Mr. Wilkes moved; seconded by Mr. Moore to approve the change to the contract.**

**Motion passed unanimously**

**Third, Mr. Sale asked the board to agree to give authority to Mr. Rowe and the Chairman to negotiate the price that will be the “not to exceed” price.**

**Mr. Casto moved; seconded by Mr. Walsingham to approve Mr. Rowe and the Chairman to negotiate the “not to exceed” price.**

**Motion passed unanimously**

Mr. Rowe stated that members of the Lose team will be coming in January to give an overview of their process.

## **VI. PRESENTATIONS**

### **A. Indoor Sports & Event Center Update, Mr. Dan Rowe**

Mr. Rowe stated that the application with Triumph Gulf coast has been resubmitted for the indoor sports center. He then gave an overview of the center’s history, as well as the process engaged for the progress of the center. He reviewed how the center can be used during a disaster as well as post storm sheltering. Also, the use of the center by the community, Walsingham Academy, Emergency Operations, the military, and first responders. He also discussed the Tech Bridge of Navy and that the center will be equipped with and will be used by the Navy for classified meetings. He also stated that the contracts include that the center will be hardened for 200 mph winds and classified meetings. He then answered questions from board members.

Mr. Sale added that the indoor sports center has been an evolutionary process. He emphasized that this project started as an idea. In order to give a visual representation, a rendering of similar facilities is being used in publications and reports. He asked the board to understand that the final product will look differently. He said that legally this is a new project and is based on the assembly of all of the uses that have evolved during the process. What the final facility will look like is not to be expected at this time and the public and the media should be sure to understand that as well.

### **B. Sports Tourism Industry & Publix Sports Park Update, Mr. Jason Clement**

Mr. Clement gave a summary of the sports industry, how it impacted the sports park, and a look at the future. He also answered questions from the board. Mr. Rowe discussed the skills building as well as the possibility of having cabanas in the park. He also discussed the refurbishment of the beach ball in the park as well as the other social media picture points in the park. He also discussed other improvements. He also discussed the sales efforts in which our sports team are involvement.

**VII. PRESIDENTS REPORT**

Mr. Rowe discussed the CVB strategic plan. He stated that the CVB team and agencies are working together to develop the new plan. Also, he discussed the importance of the future use of TDT revenue and how outside agencies could have an interest in the use of those funds. He announced the CVB and agency retreat to discuss the goals for the new strategic plan.

He talked about the CVB support of the Billfish Tournament as well as the pavilion and improvements at Aaron Bessant park. He said unless the board tell him otherwise, he will go forward with making those repairs and improvements.

**VIII. CHAIRMAN'S REPORT**

None

**IX. AUDIENCE PARTICIPATION**

NONE

**X. ADJOURNMENT**

Respectfully submitted,  
Sharon Cook, Recording Secretary