**MOTIONS PASSED AT THE COMBINED BOARD MEETING August 13, 2019**

1. Combined Approved the Consent Agenda, Item A, APTIM Coastal Planning & Engineering, Inc. Invoice #456331-RI-00636 in the amount of $153,688.50; Item B, Anchor CEI Invoice #281 in the amount of $43,336.63; Item C, Financial statements for May & June, 2019. Phillips/Patronis
2. Combined Approved to draft RFQ for alcohol sales at the sports park via 3rd party vendor. Phillips/Pease
3. Combined Approved naming rights for the sports park to Royal American, with the contract to be negotiated, be presented to the Bay County Commission for approval. Patronis /Chester

COMBINED BOARD MEETING

Bay County Tourist Development Council

Panama City Beach Convention & Visitors Bureau, Inc.

Panama City Beach

Tuesday, August 13, 2019 9:00 a.m. Council Room, PCB City Hall

***Board Members Present:*** Buddy Wilkes, Chairman Clair Pease

Phil Chester, Vice Chairman David Chapman-Late

Andy Phillips Mike Thomas

Yonnie Patronis Gary Walsingham-Absent

Phillip Griffitts, Jr.

***Staff Present:*** Dan Rowe, Jayna Leach, Michaelean Stewart, Lacee Rudd, Richard Sanders, Chris O’Brien, J. Michael Brown, Charlene Honnen, Harrison Moon, Brianna Webb, Barrie Ainslie, Helen Adami, Anne Williams, Sharon Cook.

***Others Present:*** JD Wood, Elizabeth Moore, Tyler Miller, Samantha Harlander, Julie Gordon, Jack Bishop, Doug Sale,

1. CALL MEETING TO ORDER

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

1. ROLL CALL

There were seven members present. Chapman arrived after roll was called.

1. Invocation

Mr. Chester gave the Invocation.

1. Pledge of Allegiance

Ms. Pease led the Pledge of Allegiance.

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

None.

1. UPDATE ON TOURIST DEVELOPMENT TAX COLLECTIONS, Mr. Tyler Miller, Tourist Development Tax Specialist

Mr. Tyler Miller, tourist development tax specialist, reported that Panama City Beach tax collections for June 2019 were up 4.80% in cash collected over the same period in 2018, and year-to-date collections were up 34% over the same period in 2018. Mr. Miller reported that the June accrual attribution data showed a 7.4% decrease from the same period in 2018. He reviewed the cash/accrual breakdown chart. He also indicated that there were subsequent June collections. For Panama City, Mr. Miller stated May collections are down about 20% from the same period in 2018; he reviewed the accrual attribution data chart for Panama City. For Mexico Beach, collections were down about 97% from the same period in 2018. He then reviewed the accrual attribution data chart for Mexico Beach. Mr. Miller then reviewed the balance of the reports for Panama City Beach.

1. CONSENT AGENDA

Mr. Rowe read the Consent Agenda into the record.

1. BEACH NOURISHMENT – Approve APTIM Coastal Planning & Engineering, Inc. Invoice #456331
2. SPORTS PARK PROJECT MANAGEMENT – Approve Anchor CEI Invoice #281
3. FINANCIAL STATEMENTS – Approve CVB/TDC Financial Statements dated May 31, 2019 and June 30, 2019

***Mr. Phillips moved, seconded by Mr. Patronis, to approve the Consent Agenda, Item A, APTIM Coastal Planning and Engineering, Inc. invoice #4556331, Item B, Anchor CEI invoice #281, Item C, Financial Statements dated May and June 2019. Ms. Pease requested to receive the financial statements prior to the meeting for future meetings.***

***Motion passed by the following unanimous vote:***

***Mr. Phillips Yes Mr. Thomas Yes***

***Mr. Chester Yes Mr. Patronis Yes Mr. Wilkes Yes Mr. Griffitts Yes***

***Mr. Chapman Abstain***

***Ms. Pease Yes***

1. DISCUSSION ITEM
2. Plan for alcohol sales at the Sports Park; Mr. J.D. Wood, Mr. Dan Rowe, President

Mr. Wood recommended going out for an RFQ, with ranking system, to an outside vendor for a one-year agreement with a three-year renewal. He also stated that the sales will be from a 3rd party vendor selling closed packaged containers and will not sell draft or openly distributed products. Discussion was made regarding the limitations on sales such as wrist bands and time of operation, as well as SFM being the manager of such vendors but the CVB will retain control over the determination of events at which to open alcohol sales and the type of beverages sold. Also discussed was for the 3rd party vendor to be the liquor license holder, the CVB will rent the space to the vendor with possibly a percentage of the sales. Mr. Rowe stated that the income revenue from the leased vendor space will not go into the threshold for revenue incentive for SFM since they were not controlling the liquor license. The TDC will research the possibility of carrying additional liability insurance to cover the potential issues that may arise as a direct result of alcohol sales.

***Mr. Phillips moved, seconded by Ms. Pease, to approve going through the RFQ process for 3rd party vendor of alcohol sales at the Sports Park***

***Motion passed by the following unanimous vote:***

***Ms. Pease Yes Mr. Thomas Yes***

***Mr. Chester Yes Mr. Wilkes Yes Mr. Phillips Yes Mr. Griffitts Yes***

***Mr. Patronis Yes***

***Mr. Chapman Abstain***

1. BOARD ACTION ITEMS
2. Discuss and Consider for Approval and recommend to the Bay County Board of Commissioners naming rights for the Sports Park; Mr. J. Michael Brown, Mr. J.D. Wood

Mr. Brown stated that the vendor who met the requirements set forth by the CVB in a prior meeting was Royal American. Royal American agreed to pay $100,000 per year for a five-year term of contract. At that time, Mr. Chapman stated that he was to abstain from the vote but would partake in the discussion. Discussion on this item included the vendor’s statement of making improvements such as playgrounds to the Sports Park. Mr. Phillips stated that the naming rights was a valued asset and asked if the data used to ascertain the annual fee agreed with the amount being discussed as well as if the amount could be low being that the park is new and unproven. Other discussion included Royal American’s willingness to make improvements, that the name has a positive perception within the community, and that the company has made many local donations and are good steward of the community. Also discussed was the renewal at the end of the initial contract is a point of renegotiation and that the Chairman will be involved with reviewing the contract. Mr. Rowe stated that other outside vendors can be brought in during larger events and that there are smaller advertising packages still available to other vendors. He also stated that there were a few other vendors who requested information but didn’t submit a proposal such as a regional bank and a couple of sporting goods retailers. Mr. Thomas stated that he was concerned about whether or not this would be a good idea. Mr. Phillips suggested to wait until the park was open since the revenue for the rights were not yet within the budget. He said he would like a national sponsor. Mr. Woods state that they did reach out nationally through the SFM network but had no proposals submitted.

***Mr. Patronis moved, seconded by Mr. Chester, that the TDC accept the proposal for Royal American to be awarded the naming rights, with the contract to be negotiated, and to recommend said rights to the Bay County Board of County Commissioners for approval. The BOCC has ten days to reject upon receiving the recommendation.***

***Motion passed by the following 4 to 3 vote:***

***Ms. Pease Yes Mr. Thomas No***

***Mr. Chester Yes Mr. Wilkes Yes Mr. Phillips No Mr. Griffitts No***

***Mr. Patronis Yes***

***Mr. Chapman Abstain***

1. PRESENTATIONS
2. Panama City Beach Sports Complex Construction Update, Ms. Brittany Trumball

Ms. Trumball stated that the park has received numerous compliments. August 30, 2019 weekend will host a large soccer tournament. With regards to the status of the project she stated that there are still items being worked on: Lighting, grading, irrigation system, fencing, score boards, signage, and sidewalks. Also, there is a warranty issue being corrected on a corner of some of the fields.

1. PRESIDENT’S REPORT

Mr. Rowe introduced Sharon Cook as the new Director of Administration. He also discussed the FY20 Program of Work, as well as the budget, stating that the budget is being kept flat or down from prior year. Also, he will be having one on one meetings to discuss the budget in detail. The beach renourishment as per the Army Corp of Engineers will be in the design phase in two to three weeks. Lisa Armbruster is working on the strategic placement of 1.4 million cubic yards of sand. The BOCC board action from last month regarding the beach renourishment for Mexico Beach has been sent to the DEP and committees will begin in September.

1. CHAIRMAN’S REPORT

None.

1. AUDIENCE PARTICIPATION

None.

1. ADJOURNMENT

Respectfully submitted,

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Charlene Honnen, Recording Secretary