**MOTIONS PASSED AT THE COMBINED BOARD MEETING, JULY 30, 2020**

1. Combined: Approved the minutes from May 19, 2020 and current agenda item correction

**Walsingham/Phillips**

1. Combined: Approved the Consent Agenda:

Item A - Payment of APTIM invoices 493491 ($757.50), 493493-RI00631 ($21,955.50), and 496225-RI00636 ($8,782.20)

Item B - Payment of Dewberry Engineers Inc. invoices 1853902 ($10,793) and 1842197 ($61,340)

**Phillips/Pease**

1. Combined: Approved Board Action Item:

Item A - Recommend to the Bay County Board of County Commissioners (BOCC) a resolution supporting Beach Management Program Grants within Bay County, including Panama City Beach, Mexico Beach and St. Andrew State Park

**Walsingham/Pease**

Item B - Approve a scope of work for St. Andrew State Park, in the amount of $53,125, for APTIM to seek a permit modification to facilitate the renourishment of the gulf-front beaches to the west of the jetties within St. Andrews State Park

**Wilkes/Pease**

Item C - Approve a scope of work for St. Andrew State Park, in the amount of $82,045, for Dewberry/MRD Associates to design the renourishment project for the gulf-front beaches to the west of the jetties within St. Andrews State Park

**Phillips/Wilkes**

COMBINED BOARD MEETING

Bay County Tourist Development Council

Panama City Beach Convention & Visitors Bureau, Inc.

Panama City Beach

Tuesday, July 30, 2020 9:00 a.m. Council Room, PCB City Hall

***Board Members Present:***

Phil Chester, Chairman

Andy Phillips

Clair Pease, Vice Chairman

Buddy Wilkes

Paul Casto

Gary Walsingham

Yonnie Patronis, Treasurer

Steve Bailey

***Board Members Absent:***

Phillip Griffitts, Jr.

1. **CALL MEETING TO ORDER**

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

1. **ROLL CALL**

There were eight members present, one absent.

1. Invocation

 Mr. Wilkes gave the Invocation.

1. Pledge of Allegiance

 Ms. Pease led the Pledge of Allegiance.

1. Approve the Minutes from May 19, 2020
2. Mr. Rowe asked for a correction to the agenda. Section V-Board Action Items, Item C, change dollar amount from 82,045 to 81,135.

**Mr. Walsingham moved; seconded by Mr. Phillips to approve the minutes and agenda item correction.**

**Motion passed with unanimous vote**

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

None

1. **CONSENT AGENDA**

Mr. Rowe read the Consent Agenda into the record.

Item A - Payment of APTIM invoices 493491 ($757.50), 493493-RI00631 ($21,955.50), and 496225-RI00636 ($8,782.20)

Item B - Payment of Dewberry Engineers Inc. invoices 1853902 ($10,793) and 1842197 ($61,340)

**Mr. Phillips moved; seconded by Ms. Pease to approve the consent agenda.**

**Motion passed with unanimous vote**

1. **BOARD ACTION ITEMS**

Item A - Recommend to the Bay County Board of County Commissioners (BOCC) a resolution supporting Beach Management Program Grants within Bay County, including Panama City Beach, Mexico Beach and St. Andrew State Park

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

**Motion passed with unanimous vote**

Item B - Approve a scope of work for St. Andrew State Park, in the amount of $53,125, for APTIM to seek a permit modification to facilitate the renourishment of the gulf-front beaches to the west of the jetties within St. Andrews State Park

 Mr. Rowe summarized that this action will allow the east end of our beach renourishment project to include the state park. That project is being funded from State funds. This action will also allow the CVB to include the state park in future renourishment projects as well. Ms. Pease asked why Shell Island is not included in the scope of work. Mr. Rowe stated that the west side of the jetties belongs to the state park and is adjacent to our current renourishment project and affects our project.

**Mr. Wilkes moved; seconded by Ms. Pease to approve action item B.**

**Motion passed with unanimous vote**

Item C - Approve a scope of work for St. Andrew State Park, in the amount of $82,045, for Dewberry/MRD Associates to design the renourishment project for the gulf-front beaches to the west of the jetties within St. Andrews State Park

 Mr. Rowe stated that Lisa Armbruster revised the dollar amount just prior to the start of this meeting.

**Mr. Phillips moved; seconded by Mr. Wilkes to approve action item C.**

**Motion passed with unanimous vote**

1. **DISCUSSION ITEMS**

Item A - Tourist Development Tax estimates for FY 2020 and FY 2021. Mr. Dan Rowe, Executive Director

 Mr. Rowe gave an update of collections for the month of June and resiliency of our destination after beach closures due to Covid-19. He also discussed current reservation trends and how it may affect future collections. Mr. Wilkes asked if research surveys will be done in the future to determine the reasons for visitors to our destination. Mr. Rowe stated that research and other visitor surveys will be done.

 The board also discussed winter visitors and spring 2021 and the effect of the pandemic on each.

Item B - FY 2020 Expenditure estimates for the TDC/CVB. Ms. Charlene Honnen, Vice-President of Administration

 Ms. Honnen gave a summary of expenditure estimate for the remainder of FY 2020. She and Mr. Rowe answered questions from board members as well as discussing the staff’s ability to reduce their spending to accommodate lower revenues due to the pandemic. They also discussed the Sports Park sponsorships revenue and future potential activity.

 Mr. Phillips asked for information regarding the four million in savings and carry forward. Mr. Rowe explained that those funds have been accumulating year over year to be used for unforeseen emergency expenditures and capital projects.

 Also discussed was the expenditure savings during the pandemic and how the reduction was accomplished. The board also discussed the federal and state Covid-19 recovery stimulus funds and how we are taking advantage of them.

1. **PRESIDENT’S REPORT**

 Mr. Rowe highlighted some good news: PCB has been deemed one of the most Instagramable beaches in the world as well as other accolades. He summarized the sports park upcoming events and that the park is more active than previous years. (Concerning number of teams at tournaments and events.) Mr. Walsingham asked about the temperatures on the fields as well as the distance of parking from the facility. Mr. Cox explained that the temperatures were being monitored. He said he had not received any complaints about that issue nor the parking distance.

 Mr. Patronis stated that he has heard from event holders that Frank Brown Park is difficult to deal with. Mr. Sanders stated that Frank Brown has been used as over flow and that those complaints were unfounded. Mr. Rowe agreed and said that this year has seen very bad weather and the city is doing all they can to make the fields playable after inclement weather. He explained the importance of it to use as over flow. Mr. Patronis also said the 8pm curfew for the park made play difficult and the reason was that the park did not want to pay overtime. Mr. Rowe explained that the new sports park would be working closely with Frank Brown regarding schedules.

 Mr. Cox discussed how the pandemic has effected the new parks scheduling.

 Mr. Rowe finalized his report by stating that he became Chairman of Visit Florida.

1. **CHAIRMAN’S REPORT**

None.

1. **AUDIENCE PARTICIPATION**

None.

1. **ADJOURNMENT**

Respectfully submitted,

Sharon Cook, Recording Secretary