**MOTIONS PASSED AT THE COMBINED BOARD MEETING MAY 14, 2019**

1. Combined Approved the Consent Agenda, Item A, APTIM Coastal Planning and Engineering, Inc. Invoice #448192-RI-00636 in the amount of $21,955.50; Item B, Anchor CEI Invoice #269 in the amount of $49,474.34 and Invoice #270 in the amount of $99,676.00; Item C, CVB/TDC Financial Statements dated April 30, 2019 Phillips/Patronis #00:08:55
2. CVB Approved Rate Structure Hand Arendall Harrison and Sale, LLC Pease/Patronis #01:44:39
3. TDC Approved Addendum to Marketing Agreement for Sports Park Funding and to forward to the Board of County Commissioners for approval and execution Walsingham/Patronis #01:51:28
4. TDC Approved Post Opening budget for Panama City Beach Sports Complex FY 19 and to forward to the Board of County Commissioners for approval and execution Thomas/Chester #00:00:00
5. TDC Approved SFM Operations Manual, SFM Finance Manual, SFM Handbook, SFM Sports Facilities Risk Management Guide and to forward to the Board of County Commissioners for approval and execution Patronis/Thomas #00:00:00
6. CVB Approved motion to not serve Alcohol at the Panama City Beach Sports Complex until the CVB Board has the opportunity to reconsider and approve the process. Pease/Phillips #00:00:00
7. TDC Approved First Amendment and Restated Facility Management Agreement and to forward to the Board of County Commissioners Thomas/Pease #00:00:00

COMBINED BOARD MEETING

Bay County Tourist Development Council

Panama City Beach Convention & Visitors Bureau, Inc.

Panama City Beach

Tuesday, June 11, 2019 9:00 a.m. Council Room, PCB City Hall

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

Phil Chester, Vice Chairman

Andy Phillips Mike Thomas

Yonnie Patronis Gary Walsingham

***Board Members Absent:*** Phillip Griffitts, Jr., David Chapman

***Staff Present:*** Dan Rowe, Jayna Leach, Michaelean Stewart, Lacee Rudd, Richard Sanders, Chris O’Brien, Patrick Stewart, J. Michael Brown, Charlene Honnen, Harrison Moon, Renee Wuerdemann, Brianna Webb, Barrie Ainslie

***Others Present:*** JD Wood, Elizabeth Moore, Tyler Miller, Samantha Harlander, Kiki Roman, Julie Gordon

1. CALL MEETING TO ORDER

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

1. ROLL CALL

There were eight members present and one member absent.

1. Invocation

Mr. Wilkes gave the Invocation.

1. Pledge of Allegiance

Mr. Phillips 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 April 2019 were up 3.13% in cash collected over the same period in 2018, and year-to-date collections were up 62% over the same period in 2018. Mr. Miller reported that the March accrual attribution data showed a 1% decrease from the same period in 2018. He reviewed the cash/accrual breakdown chart. For Panama City, Mr. Miller stated March collections are down about 17% from the same period in 2018; he reviewed the accrual attribution data chart for Panama City. For Mexico Beach, collections were down about 98% 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 #448192-RI-00636
2. SPORTS PARK PROJECT MANAGEMENT – Approve Anchor CEI Invoice #269 and #270
3. FINANCIAL STATEMENTS – Approve CVB/TDC Financial Statements Dated April 30, 2019

***Mr. Phillips moved, seconded by Mr. Patronis, to approve the Consent Agenda, Item A, APTIM Coastal Planning and Engineering, Inc. invoice #448192-RI-00636 in the amount of $21,955.50; Item B, Anchor CEI invoice #269 in the amount of $49,474.39 and invoice #270 in the amount of $99,676.00; Item C CVB/TDC Financial Statements dated April 30, 2019.***

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

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

***Mr. Chester Yes Mr. Walsingham Yes***

***Mr. Patronis Yes Mr. Wilkes Yes***

1. PRESENTATIONS
2. Panama City Beach Sports Complex Construction Update, Mrs. Elizabeth Moore, Anchor CEI

Lights are going up. The curbing is in for the roadway. Paving was postponed to Monday to include the parking area. Entry and Sports Pavilions are in progress. Fields and Concessions are looking good. This week lights, low voltage and concrete. Still scheduled to finish on time. Concrete workers are working day and night. Bleachers and score boards are being installed. First tournament is scheduled for July 8. There was discussion about providing shuttle service within the complex, this will be considered as funding is available. Concessions were discussed and there is a plan b, c and d if the concessions are not ready for opening day. 48 tournaments are on the books at this time.

1. BOARD ACTION ITEMS
2. Discuss and Consider for Approval rate structure with Hand Arendall Harrison Sale LLC, Mr. Dan Rowe, President

Mr. Rowe presented the rate structure for Hand Arendall Harrison and Sale LLc.

***Ms. Pease moved, seconded by Mr. Patronis, to accept the rate structure***

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

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

***Mr. Chester Yes Mr. Walsingham Yes***

***Mr. Wilkes Yes Mr. Phillips Yes***

***Mr. Patronis Yes***

1. Discuss and Consider for Approval and recommend to the Bay County Board of Commissioners Addendum to Marketing Agreement for Sports Park Funding, Mr. Dan Rowe, President

Mr. Rowe presented the Addendum to Marketing Agreement for Sports Park Funding. There was discussion about what if the park goes over budget and the need to manage cash flow.

***Mr. Walsingham moved, seconded by Mr. Patronis, that the TDC accept the Addendum to the Marketing Agreement for Sports Park Funding***

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

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

***Mr. Chester Yes Mr. Walsingham Yes***

***Mr. Wilkes Yes Mr. Phillips Yes***

***Mr. Patronis Yes***

1. Discuss and Consider for Approval and recommend to the Bay County Board of Commissioners Post Opening Budget for Panama City Beach Sports Complex FY 19, Mr. Dan Rowe, President

Mr. Rowe presented the Post Opening Budget for Panama City Beach Sports Complex FY 19. He explained that anticipated revenues have been increased and labor costs are higher due to the post Hurricane Michael economy. Total additional funding requested is $137,000. Mr. Wood explained that management salaries are higher than originally anticipated and the part-time positions were budgeted at $10 per hour and are coming in between $12-$13 per hour. Food and Beverage appears to be on track.

***Mr. Thomas moved, seconded by Mr. Chester, that the TDC accept Post Opening budget for the Panama City Beach Sports Complex FY 19***

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

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

***Mr. Chester Yes Mr. Walsingham Yes***

***Mr. Wilkes Yes Mr. Phillips Yes***

***Mr. Patronis Yes***

1. Discuss and Consider for Approval and recommend to the Bay County Board of Commissioners SFM Operations Manual, SFM Finance Manual, SFM Handbook, SFM Sports Facilities Risk Management Guide, Mr. Dan Rowe, President

Mr. Rowe presented the SFM Operations Manual, SFM Finance Manual, SFM Handbook, SFM Sports Facilities Risk Management Guide. There was discussion about what if the park goes over budget and the need to manage cash flow. Ms. Pease inquired if SFM had a hurricane plan for the facility. It was noted that the CVB had the authority to tweak these manuals as necessary. CVB will hold all F&B licenses.

***Mr. Patronis moved, seconded by Mr. Thomas, that the TDC accept the SFM Operations Manual, SFM Finance Manual, SFM Handbook, SFM Sports Facilities Risk Management Guide***

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

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

***Mr. Chester Yes Mr. Walsingham Yes***

***Mr. Wilkes Yes Mr. Phillips Yes***

***Mr. Patronis Yes***

1. Discuss and Consider for Approval liquor license for Panama City Beach Sports Complex

Whiles discussing the various licenses that will be required the issue of a liquor license was addressed. At this time The CVB will need to hold the license since SFM does not derive any economic benefit from said license. Board members were uncomfortable with this pending liability and requested additional information. It was noted that alcohol sales were not included in the budget.

***Mr. Pease moved, seconded by Mr. Phillips that the Panama City Beach Sports Complex not serve alcohol until the board could reconsider and approve the process***

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

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

***Mr. Chester Yes Mr. Walsingham Yes***

***Mr. Wilkes Yes Mr. Phillips Yes***

***Mr. Patronis Yes***

1. Discuss and Consider for Approval and recommend to the Bay County Board of Commissioners First Amendment and restated Facility Management Agreement, Mr. Dan Rowe, President

Mr. Rowe presented the First Amendment and restated Facility Management Agreement. There was discussion about confirming there would be no alcohol sales without further consideration and that the CVB reserves the right to change the operations manual as needed.

***Mr. Thomas moved, seconded by Mr. Pease, that the TDC accept the First Amendment and restated Facility Management Agreement subject to further consideration on serving alcohol and the CVB reserving the right to change the operations manual as needed***

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

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

***Mr. Chester Yes Mr. Walsingham Yes***

***Mr. Wilkes Yes Mr. Phillips Yes***

***Mr. Patronis Yes***

1. PRESIDENT’S REPORT

Visit Florida has had to lay off 44 staff. They are closing the 231 welcome center. The NW Region is considering working together to keep it open. 300,000-400,000 people pass through there annually. It costs $400,000-$500,000 annually to operate and serves all organizations west of Jackson county. PCB’s cost share in this project will be 28% based on pro-rata value of a penny. They will use an employee leasing company. There will be advertising opportunities to help offset the costs. Coastal Parasail reports LNT is operating better. Uniforms are turtle friendly.

1. CHAIRMAN’S REPORT

None.

1. AUDIENCE PARTICIPATION

Bill Caravello addressed the board about pickle ball. This is a growing sport and there is a need for more courts. If you build them they will come. It is growing at a rate of 10% annually. There are 2 courts at the senior center and 3 at Frank Brown Park. There are tournaments in other locations. We have accommodations and restaurants to support these events we just need the courts and I ask that you consider providing more courts so that we could hold tournaments.

1. ADJOURNMENT

Respectfully submitted,

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Charlene Honnen, Recording Secretary