

MINUTES OF THE MEETING

FINANCE COMMITTEE BOARD OF PILOT COMMISSIONERS Marriott Bay Point Resort Village 4200 Marriott Drive Panama City Beach, FL 32408 July 8, 2004 1:00 p.m. CDT

CALL TO ORDER

Commissioner Buffington, Chair of the Finance Committee, called the meeting to order at 1:00 p.m. CDT.

Members Present

Commissioner Buffington, Chair
Commissioner Hiers
Commissioner Leech
Commissioner Phipps
Commissioner Robas

Members Not Present

Commissioner Sweeney, Vice-Chair

Others Present

Jerry Wilson, Deputy Director, Professions and Regulation
Anthony Spivey, Executive Director
Elise Rice, Government Analyst
Ed Tellechea, Board Counsel
Drew Winters, Prosecuting Attorney
Galen Dunton, Consultant
Rivers Buford, Board Member
Richard Frudaker, Board Member
Earl McMillin, Board Member
Donald Molitor, Board Member
Barrie Snyder, Jacksonville Pilots
David de la Parte, FSPA

APPROVAL OF THE MINUTES OF THE MEETING

April 15, 2004

MOTION: Commissioner Robas made a motion that the minutes be approved as submitted.

SECOND: Commissioner Phipps seconded the motion and it passed unanimously.

REVIEW OF 3RD QUARTER RESULTS

Commissioner Buffington informed the Committee that there was a hand out for the meeting.

Commissioner Buffington stated that the Board was still in good shape, he had only one concern on expense level and that was for Testing and Continuing Education. He stated that the year to date figure was only \$22,000 and when he questioned this he was told that it was in the accounting procedures.

Commissioner Buffington inquired of Commander Dunton, Consultant, about the consultants and when they are normally used. Commander Dunton responded that they are used in the first quarter. He also informed the Committee that they were in the process of contracting with three new consultants; 2 will replace existing ones and the 3rd will be a rules of the road expert.

Commissioner Buffington asked Mr. Winters about the charges for consultants for the cases. Mr. Winters stated that he only knew of a charge of \$158 because the invoices were done by purchase order. Commissioner Buffington informed Mr. Winters that he would like to have the amounts for future meetings.

Commander Dunton informed the Committee that the intent with the new experts was to have some of the new experts overlap with the current ones so he would anticipate the testing expense would probably increase for the next two year cycle.

Commissioner Buffington stated that the Board had a cash balance of \$72,457 at this time. Commissioner Leech commented that if they were developing a cash surplus that could be taken, they might need to develop rule to make a change in the assessment to reduce the cash balance in order to keep the cash balance at a minimum.

Commissioner Buffington requested Commander Dunton find out the cost that will be associated with the new consultants. Commander Dunton responded that he would have the numbers for the next meeting. Commissioner Buffington stated that they did not want to cut corners in this area and he liked the idea of overlapping the consultants.

REVIEW OF 5 YEAR BUDGET

Commissioner Buffington stated they did not have the 5 year budget at this meeting.

REVIEW OF CURRENT GROSS PILOTAGE ASSESSMENT RATE

Commissioner Buffington commented that he was content with the assessment rate at this time and it did not need to be increased or decreased.

REVIEW OF DEPARTMENT BUDGET

Commissioner Buffington stated that there was a letter from Mark Whitten in the agenda book. He had asked for the dates relating to the budgetary process which were included in the letter. He stated he was happy that once more the Board was made part of the budgetary process.

Commissioner Buffington stated that he felt the Board needed to continue having 4 meetings a year which the Committee members agreed.

Commissioner Buffington asked Mr. Wilson to explain the service fees for acceptance of credit cards. Mr. Wilson responded that was charged as a service fee to the Department for applicants using their credit cards to pay their application and licensure fees.

Commissioner Buffington thanked Mr. Wilson for attending the meeting and asked him to inform the Department that the Board was satisfied with the Department's budget.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:37 p.m.