

MEETING MINUTES

PANAMA CITY – BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT

Opening:

The Board Meeting of the Panama City-Bay County Airport and Industrial District was called to order at 9:00 a.m., April 29, 2026 by Chair Mark Sheldon.

Roll was called. In attendance were: Ms. Victoria Williams, Mr. Matt Algarin, Mr. Les McFatter, Mr. Glen McDonald, Ms. Holly Melzer, Vice Chair Will Cramer, and Chair Mark Sheldon.

The Invocation was given by Mr. McFatter.

The Pledge of Allegiance was led by Vice Chair Cramer.

Chair Sheldon asked if there were any Public Comments, of which there were none.

Chair Sheldon asked if there were any items on the Agenda, including the Consent Agenda, that any Board Member would like to move to a Business Item for further discussion, and if not, that a Board Member make a motion to accept the Amended Agenda.

Ms. Melzer made a motion to accept the Agenda and Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.

Presentation – Life Safety Awards:

Executive Director Parker McClellan and Chair Sheldon presented the Life Safety Awards to first responders from the Airport and Bay County for their life-saving actions during an incident on March 14, 2026 at the Airport. The following individuals were recognized: Airport Police – Officers Dennis Hutto and Logan McClain, Airport Fire – Lt. Russell Fiser, Firefighters Erik Whaley, Andrew Nguyen, and Luke Glass, Bay County Fire Rescue – Paramedics Denis Peregoedov and Ryan Plowman, Bay County EMS – Paramedics Maranda Ponce and Carlos Blake.

Reports:

Airport Activity:

Mr. McClellan updated the Board on the Activity Reports, stating the month of March was up just under 8% and growth continues and with good load factors.

Financial Report:

Ms. Darlene Gordon presented the Financial Reports for the six (6) months ending March 31st.

At the end of March, the total cash reflects a decrease of \$3.7 million from February, with a total cash balance of \$56.7 million. Unrestricted cash is \$34.3 million and restricted cash is \$22.4 million. Compared to March of last year, our unrestricted cash has decreased \$700,000 and our restricted cash has increased \$4.3 million for a total increase of \$3.6 million over last year.

When looking at March 2026 vs. March 2025, total Liabilities have increased \$3.2 million due to construction payables, and excess revenues over expenses year-to-date total \$11.4 million.

Year-to-date as of March 31, operating revenues are \$12 million, personnel expenses are at 98% of budget and general operating expenses are 92% of budget.

TIFIA and SIB Loan Update:

Ms. Gordon introduced Mr. Jon Ford of Ford and Associates, the Airport's Financial Advisor, to explain the Federal TIFIA Program and process through the Department of Transportation (DOT).

One of the advantages of the TIFIA program is that it allows flexibility with timing and amounts. However, one of the disadvantages of the program is the process of obtaining a loan is extremely long. In our situation, we would be looking at an early calendar 2027 closing, which means we would need alternate financing until that time. Additionally, the rural program with a reduced interest rate, for which we would be applying, is currently unavailable due to lack of funding.

Mr. Ford further explained we are exploring the issuance of bonds, a different form of long-term financing. This method will most likely require interim financing, so we are investigating short-term options like commercial paper or a line of credit from a commercial bank. A bond issuance requires finding an underwriter and working with George Smith and his team at Greenberg on a tax analysis.

Discussion ensued.

Mr. George Smith of Greenberg Traurig, P.A. addressed the Board to discuss the bond issue process and tax ramifications to bond buyers.

Consent Agenda:

- a. **Approve Board Meeting Minutes – April 29, 2026**

This item provides for Board approval of the April 29, 2026 Board Meeting Minutes.

- b. **Accept Public Transportation Grant Agreement (PTGA) 448558-2-94-01 with Florida Department of Transportation (FDOT) for the Maintenance Facility Expansion and Adopt Resolution for Signature Authorization**

This item requests approval for the acceptance of a Florida Department of Transportation Public Transportation Grant Agreement (PTGA) for Maintenance Facility Expansion and Board Resolution accepting the PTGA.

- c. **Approve Back Flow Preventer Award with Infrastructure, Inc.**

This item provides information to the Board for awarding a contract for the replacement of four

(4) Fireline Backflow Preventers.

d. Approve Slope Plate Baggage Make-Up Unit Award to ERMCA Aviation, LLC

This item provides for Board approval for the purchase of a Slope Plate Baggage Make-Up Unit to be used in support of the Airport's baggage handling system operations.

e. Approve Master Service Agreement (MSA) Amendment #7 for AVCON to add subconsultants

This item provides for Board consideration and approval for additional subconsultants to the Master General Consulting Contract with AVCON, Inc.

f. Modification of AVCON Task Order No. 23B-13 for Qualified Mitigation Supervision (QMS) and Mitigation Monitoring

This item provides for Board approval of a modification to Task Order No. 23B-13 to AVCON by modifying the performance period to include an additional month at the beginning of the engagement and to update the term to September 2025 to September 2026.

g. Approve Task Order #23B-18 AVCON – Design Updates for the Airport Maintenance Facility Expansion

This item provides for the Board's approval of Task Order 23B-18 to AVCON, Inc. as the Airport's continuing engineering consultant to perform required updated design, bid and award, and Construction Administration services for the Airport Maintenance Facility Expansion Project.

h. Approve Generator Maintenance Agreement with Thompson Tractor Services through a Cooperative Agreement

This item provides for the Board's approval to enter into a contract with Thompson Tractor Co., Inc. for Generator Preventative Maintenance Services.

i. Approve HVAC Maintenance Agreement with Trane Services Agreement through a Cooperative Agreement

This item provides information to the Board for approving the HVAC Scheduled Maintenance Service Agreement from Trane Technologies.

j. Approve and Adopt Resolution 2026-03 regarding the Establishment of Intent to Reimburse Certain Capital Expenditures with Proceeds of Future Tax-Exempt Financing

This item provides for Board approval and adoption of Resolution 2026-03 regarding the Establishment of Intent to Reimburse Certain Capital Expenditures with Proceeds of Future Tax-Exempt Financing.

Ms. Melzer made a motion to accept the Consent Agenda and Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:

a. Parking Presentation – Information Only

Mr. McClellan presented future long-term parking options. There are plans for an additional approximately 2,500 surface parking spaces. The parking lots are located in close proximity to the Terminal as well as remote parking. There are grants planned with FDOT for later years.

Discussion ensued.

b. Intentionally blank

This item was removed from the Agenda.

c. Approve Amendment #3 with Cardella Construction – Terminal Expansion cGMP 2A

This item provides for Board approval of Amendment #3 to Contract CN003 with Cardella Construction Company to incorporate cGMP #2A of the Terminal Expansion Program.

Mr. McClellan explained the approach of developing a cGMP #2A, which is needed to address some long lead items and as well as the General Conditions for the contractor. This effort will take Cardella through August 2026.

Mr. McFatter made a motion to accept the Amendment #3 with Cardella Construction Terminal Expansion cGMP 2A and Ms. Melzer seconded the motion. The vote was taken and passed unanimously.

d. Approve Change Order #2 to Task Order 23B-10 with AVCON for Fire Riser Room Modifications and additional Structural Budget

This item provides for Board approval of Change Order #2 to Task Order 23B-10 with AVCON, Inc. as the Airport's continuing engineering consultant for increased subconsultant services for the Terminal Expansion Program.

Ms. Nation presented the Task Order which included the addition of a Fire Riser Room based on the water flow testing results. It was determined that the Terminal Expansion Project would need additional water pressure and the Fire Riser Room would include a supplemental fire pump.

Additionally, she advised the structural efforts associated with the task order had little to no funding remaining and requested additional funds in the amount of \$538,659.26 to complete the effort. There were numerous reasons for this overage and following a discussion with the Board it was determined additional information was needed for a full understanding of this request.

Mr. Cramer suggested that a partial funding of the requested amount would address the immediate concerns and AVCON would return at a later date with additional justification for this increase to the task order.

Vice Chair Cramer made a motion to Approve \$250,000 for Change Order #2 to Task Order 23B-10 with AVCON for Fire Riser Room Modifications and additional structural budget providing that AVCON presents documentation for the additional costs and necessary tasks to be performed. Mr. Algarin seconded the motion and a vote was taken. The motion passed six to one with Mr. McDonald voting no.

e. Approve Change Order #1 to Task Order #23A-11 Ardurra – Terminal Expansion Owners Authorized Representative (OAR) Service

This item provides for Board Approval of Change #1 to Task Order 23A-11 with Ardurra, the Airport's General Consultant, for Owner's Authorized Representative (OAR) services associated with the North Terminal Expansion Program.

Discussion ensued over the requests to pay for continuous design modifications. Mr. Aaron Buob affirmed that the designs provided from a past contractor for the Terminal Expansion project were less than 95% complete. Chair Sheldon asked Legal Counsel to confirm what percentage of completion that the plans received by the past contractor were when it was understood 95% design completion plans were paid for and delivered.

Ms. Williams requested more information regarding the existing design package versus the contractor value engineering costs and the delta that exists between the two.

Based on the request from the previous agenda item and the similarities, it was suggested by Mr. Cramer an alternative amount be funded rather than the requested \$554,448 and Ardurra would return with a detailed analysis of the additional costs for future consideration.

Mr. Cramer made a motion to Approve \$250,000 for Change Order #1 to Task Order #23A-11 Ardurra – Terminal Expansion Owners Authorized Representative (OAR) Service providing that Ardurra presents documentation for the additional costs and necessary tasks to be performed. Mr. Algarin seconded the motion and a vote was taken. The motion passed unanimously.

f. Approve Termination of Bond Counsel Retainer Agreement with George A. Smith, LLC and Acceptance of Letter of Engagement for Bond Counsel Services with Greenberg Traurig, P.A.

This item provides for the Board approval of the termination of the Bond Counsel Agreement with George A. Smith, PLLC and Acceptance of the Letter of Engagement for Bond Counsel Services with Greenberg Traurig, P.A., Mr. Smith's new firm, with the same rates applying to the new contract.

Mr. McFatter made a motion to Approve Termination of Bond Counsel Retainer Agreement with George A. Smith, LLC and Acceptance of Letter of Engagement for Bond

Counsel Services with Greenberg Traurig, P.A. The motion was seconded by Ms. Melzer. A vote was taken and the motion passed unanimously.

Chair Sheldon called for a five-minute recess.

Construction Updates (Information Only)

a. Cardella

Mr. Trip Vaughn represented Cardella with an update on the following items:

Terminal Expansion Project ongoing activities:

- Grease trap & sewer line install
- Site demolition
- Foundation excavation & compaction
- Foundation concrete placements

Upcoming activities:

- FPL Wire Pull
- Shallow plumbing & electrical rough-in
- Building water line installation
- Slab concrete placements
- Steel erection

b. Ardurra Group

Mr. Kyle Athey and Mr. Buob represented the Ardurra Group with an update on the Owners Authorized Representative (OAR) services for the Terminal Expansion and other activities:

Terminal Expansion

- Management of onsite construction activities on a daily/weekly basis and A/E activities
- Estimating and Review of Potential Change Orders
- Gate 8/9 Stair Reconfiguration completed and passed Bay County Inspection
- Florida Power & Light coordination efforts
- Revised Baseline Schedule for cGMP-1 resubmitted for review
- Coordination of multiple Features of Work between ECP personnel and Cardella
- March 2026 pay application review and forwarded to ECP approval & payment

Other Activities Update

- Coordinated Emergency Light Testing for the North Terminal Buildout project with Certificate of Completion received from Bay County (4/21)
- Gate 6/7 escalator alternative location
- Alternate scheme to locate escalator
- Review of pay applications for federal grant compliance, including development of detailed construction cost breakouts by grant

c. AVCON

Ms. Tonia Nation provided an update on the following ongoing projects:

Stormwater Master Plan/General Permit Silviculture Improvements Ms. Nation provided an update on moving forward with the clearing and development of the North 350-acres and Parking efforts.

1. Stormwater Master Plan
 - Permits Master Pond Areas
 - Development areas to be “shovel ready”
 - Development must be imminent
2. General Permit
 - Recategorizes treatment volumes in existing ponds reserved to the airfield for non-airfield uses
3. Existing FDEP/USACE Wetland Permit
 - Maintain ditches, culverts, & logging roads
 - Tree harvesting under this permit
 - Dredge & Fill under this permit

North 350-AC Parcel Strategy At the Airport’s request, a plan for ditch realignment and tree harvesting is being prepared for the 350 acre parcel.

Clearing the 350-AC site is classified under the existing FDEP/USACE permit. No permitting is required for ditch realignment and tree harvesting activities. The FAA has previously approved the tree removal with no vertical construction.

The method for ditch realignment and tree removal/harvesting will be a multi-step process:

- | | |
|---------|---|
| Step #1 | Inventory Ditches/Swales (May 2026) |
| | - Initial findings include culverts are undersized, contain debris, and are in some cases collapsing. |
| | - Culvert inverts are incorrect with water flowing in the wrong direction. |
| Step #2 | Prepare a design to realign ditches to allow for clearing |
| Step #3 | Repair, Realign, and Modify Swales |
| Step #4 | Clear/Harvest Trees |

Parking Development The Stormwater Plan allows for the development of additional parking in the Airport’s dry ponds and there will be the need to develop additional ponds as part of the stormwater program. The first pond to be developed will be on the west side of West Bay Parkway as part of the North Access Road Project. The Airport has advised they will receive a grant to begin this development of the roadway, the grant being a Community Project Grant through Neal Dunn’s Office.

Project/Planning Updates (information only)

Mr. McClellan provided the following project updates:

- a. **IAG Aero Group**
Met with IAG last week and there is a plan to move forward. We are working with Ardurra to get the design criteria package completed.
- b. **Premier Aviation**
They have a financial partner to work with them to develop the site and we are moving forward.
- c. **Florida National Guard – Johnny Reaver Road**
No update.
- d. **Florida National Guard – Lisenby Avenue**
No update.

Bay EDA Update (information only)

Ms. Becca Hardin with Bay EDA provided the following report:

- Bay EDA attended MRO Americas with ECP Chair Sheldon and Executive Director McClellan in Orlando where we met with 20 companies in two-days.
- Project Gladiator came to Bay County for a site visit following the MRO show on Friday. Focus is on wide-body work only - 125 jobs, \$30 million capital investment.
- Project Venus is interested in tracking the IAG project.
- Project Horus is a Canadian MRO we've been talking to for several years. The project is active again and is up to 400 new jobs and they're coming for a site visit in June.
- Project Super Bowl is a defense related project that is also heating up – 150 jobs and \$25 million capital investment.
- Project Picasso representatives have had two visits to the Airport with plans for four (4) hangars and they are ready to move. Financials have been received and approved to work in phases to ensure Capital for their project.
- Project Ignite, a defense contractor that works with Lockheed Martin, has plans to visit Tyndall in July.
- A smaller project is an individual with interest to build an aircraft bone yard with plans for a future site visit.

Executive Director Report:

We're preparing for a busy summer and are expecting 15,000 people to come through the Airport on Saturday, June 6th. This is looking to be our biggest summer yet, and with the ongoing construction, traffic and curb management will be a focus.

Two positions, the Project Manager and the Director of Finance and Administration, have been posted to industry websites.

If there is interest, we will schedule a construction walk-through after future Board meetings as the Expansion Project develops.

There were no additional public comments.

Next meeting scheduled: Board Meeting: May 27, 2026 – 9:00 a.m.

The meeting was adjourned at approximately 11:05 a.m.



Parker W. McClellan, Jr., AAE
Executive Director



Mark Sheldon, Chair

Will Cerny, VICE CHAIR