

## MEETING MINUTES

### PANAMA CITY – BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT

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The Board Meeting of the Panama City-Bay County Airport and Industrial District was called to order at 9:00 a.m., August 27, 2025 by Chair Mark Sheldon.

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

The Invocation was given by Mr. Les McFatter.

The Pledge of Allegiance was led by Ms. Holly Melzer.

#### **Public Comments:**

There were no public comments.

#### **Acceptance of Agenda:**

Chair Mark 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 Member make a motion to accept the Amended Agenda.

**Mr. Less McFatter motioned to accept the Agenda, motion was seconded by Ms. Holly Melzer. The vote was taken and the motion passed unanimously.**

#### **Reports:**

##### **Airport Activity:**

Mr. McClellan updated the Board on the July Activity Reports. The Activity Report shows ECP is up a little under 2% for the month and close to the same 2% year-to-date. ECP maintained 24% of the market share across the Panhandle.

##### **Financial:**

Ms. Darlene Gordon presented the financials for nine months ending July 31st. At the end of June, our total cash decreased by \$1.5 million from June, with a total cash balance of \$55.8 million. Unrestricted cash is \$35.4 million and restricted cash is \$20.4 million. Compared to July of last year, unrestricted cash has increased \$2.6 million, and restricted cash has increased \$3.7 million.

In July, our total liabilities decreased \$24 thousand from June. Excess revenues over expenses reflects a year-to-date total amount \$23.7 million. Operating revenues over expenses make up \$8.5 million of that, and the non-operating revenues over expenses contribute \$15.2 million.

The excess revenues over expenses increased in the month of July \$4.3 million, with \$1.3 million coming from operating and the other \$3 million coming from non-operating revenues. In July of last year, our excess revenues over expenses, compared to last year, were showing \$1.9 million less than July of last year, but still exceeding our budget by \$900,000.

The income statement in July year-to-date shows operating revenues are \$19.6 million, and are exceeding our budget by about \$117,000, putting us at 101% of our budget.

Year-to-date, airline revenues are 103% of budget, the terminal complex revenues are 104%, and the general aviation revenues are 101%. The rental car revenues are still lagging behind, showing a lower amount than we budgeted, but we will be making some adjustments to the FY 26 budget to get that number back in line.

On the expense side, personnel expenses are 93% of budget year-to-date. The total operating expenses year-to-date are 93.5% of budget and are under budget by \$777,000. For the month of July, both revenues and expenses were at 95% of budget. Compared to July of last year, our operating expenses year-to-date are up 11% or \$1.1 million more than July of last year.

#### **Consent Agenda:**

- a. Approve Board Meeting Minutes – July 23, 2025
- b. Approve Travel Policy Update
- c. Approve Dade GSE Lease Renewal
- d. Approve Exercising Option 2 for Wildland Services, Inc.

Motion was made by Vice Chair Will Cramer to approve the Consent Agenda, motion was seconded by Mr. Glenn McDonald. The vote was taken and the motion passes unanimously.

#### **Business Items:**

- a. Approve and Adopt Resolution #2025-01 for One Time Bonus for District Employees

This item seeks Board approval for a one-time bonus award to employees for their efforts throughout the year.

Motion was made by Mr. McDonald to approve the Agreement, motion seconded by Ms. Melzer. The vote was taken and the motion passes unanimously.

- b. Approve AVCON Task Order #23B-11 for Fuel Farm Expansion Design Only

This item seeks Board approval for the design of four additional fuel storage tanks utilizing the FAA grant award.

**Motion was made by Mr. McFatter to approve the AVCON Task Order #23B-11 Fuel Farm Expansion Design Only, motion was seconded by Ms. Melzer. The vote was taken and the motion passes unanimously.**

**c. Approve AVCON Task Order #23B-12 for North Terminal Expansion Conformed Drawings.**

This item seeks Board approval to take the existing permit drawings at 95% completion and issue full conformed drawings for construction.

**Motion was made by Ms. Victoria Williams to approve the AVCON Task Order #23B-12 North Terminal Expansion Conformed Drawings, motion was seconded by Vice Chair Cramer. The vote was taken and the motion passes unanimously.**

**d. Approve AVCON Task Order #23B-10 for North Terminal Expansion Construction Administration & Limited Inspection**

This item seeks Board approval for Construction Administration and Technical Oversight for the North Terminal Expansion project.

**Motion was made by Ms. Williams to approve the AVCON Task Order #23B-10 North Terminal Construction Administration & Limited Inspection, motion was seconded by Vice Chair Cramer. The vote was taken and the motion passes unanimously.**

**e. Parking Plan Update (Information Only)**

Mr. Richard McConnell and Ms. Tonya Nation provided an update on the Airport terminal parking plan in relation to the Stormwater Master Plan.

Discussion ensued.

**Project/Construction Updates (Information Only):**

**a. Ardurra Group**

Mr. Aaron Buob provided an update on the following:

- 30% of design on the Rental Car Facility (RAC) will be delivered 9/15/25, with 60% design to be delivered by October 31<sup>st</sup>.
- Four tasks needed prior to Notice to Proceed: AOR on record by 8/27/25, Elevation Certificate Permit, Civil Drawings, and FAA comments
- Funding team continues to explore alternative funding sources

**b. AVCON**

Ms. Tonya Nation presented information on the following projects:

- North Terminal Apron Expansion Construction
- Terminal Loop Road Design
- ECP Pen & Ink ALP Revisions

**Project/Planning Updates (Information Only):**

**a. Project InSPIRE**

No update to present.

**b. Florida National Guard Armory**

Mr. Nick Harwell presented that the National Guard Armory is close to completion. Weather has impacted Johnny Reaver road construction, but the project is moving ahead.

**Bay EDA Update (Information Only):**

Ms. Becca Hardin presented that State Representative Griff Griffiths was integral in obtaining the Rural Area of Opportunity Zone for the northern part of Bay County which includes the entire Airport property, opening up additional job growth grant funding opportunities at the State level.

A meeting is scheduled with the Airport, Bay County EDA, and Chief Commercial Officer of IAG Aero Group to begin the procurement process. The project is 500 jobs and \$107 million capital investment to the community. FPL's economic impact study indicated that over the next five – ten years, the IAG project will create up to 1,300 new jobs, \$82 million annually in wages, and a total value of \$164 million value ad to the community.

Bay EDA is working on thirteen aviation-related projects as they continue to market Bay County with three site visits scheduled.

**The Moore Agency Update (Information Only):**

Ms. Katie Spillman gave the following highlights on activity for July:

- Website traffic analytics:
  - July saw an 8% increase to site visits
  - 26% increase in estimated seats purchased
  - Fly My Airport Widget had over 12,000 clicks or 36 immediate purchases
- Earned media:
  - Air Service One Airport Spotlight to be released prior to TakeOff North America conference in Tallahassee this November
  - Delta Airlines added service to Boston near Patriots Day and Boston Marathon
  - 850 Business Magazine fall release includes an interview with Airport Director Parker McClellan

- USA Today's 10 Best Award Nomination Campaign, Best Small Airport and Best Resort Airport:
  - Voting begins September 8<sup>th</sup> – October 6<sup>th</sup>
  - Working on campaign strategies to 'Get the Vote'
- Strategic Planning for next fiscal year

**Executive Director Report:**

- Terminal Gates 8 & 9 are usable and on the Terminal Common Use system.
- Chicago O'Hare will be on Southwest Airlines schedule next year.

**There were no additional comments.**

Next meeting scheduled:      September 4, 2025 – 9:00 a.m. Budget Workshop  
September 24, 2025 – Regular Board Meeting

The meeting was adjourned at approximately 10:07 a.m.



Parker W. McClellan, Jr., AAE  
Executive Director



Mark Sheldon, Chair