

## MEETING MINUTES

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

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#### Opening:

The Board Meeting of the Panama City-Bay County Airport and Industrial District was called to order at 9:00 a.m., December 17, 2025 by Chair Mark Sheldon.

The Invocation was given by Mr. Les McFatter.

The Pledge of Allegiance was led by Vice Chair Will Cramer.

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

Chair Sheldon asked if there were any Public Comments. There were no Public Comments.

Chair Sheldon asked if there were any items on the Amended 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.

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

#### Reports:

##### Airport Activity:

Mr. Parker McClellan updated the Board on the Activity Reports. The month of November highlights a 5.43% increase in total passengers compared to 2024 with the year to date annual growth rate of 3.04%

#### Consent Agenda:

- a. **Approve Board Meeting Minutes – November 19, 2025**

This item provides for Board approval of the November 19, 2025 Board Meeting Minutes.

- b. **Approve Consent to Sublease of Lease with Matt and Amy Marshall and Sunset Eagle**

This item provides for Board approval of the Sublease with Matt and Amy Marshall and Sunset Eagle.

**b. Approve Amendment No. 3 to Ardurra Master Service Agreement**

This item provides for Board approval of the third Amendment to the Ardurra Master Service Agreement

**d. Accept Public Transportation Grant Agreement (PTGA) 448558-1-94-01 with Florida Department of Transportation (FDOT) and Adopt Resolution for Replacement of Baggage Handling Equipment**

This item provides for the Board to accept the Public Transportation Grant Agreement (PTGA) 448558-1-94-01 with the Florida Department of Transportation (FDOT) and Adopt Resolution for Replacement of Baggage Handling Equipment.

**Ms. Williams made a motion to accept the Consent Agenda and Mr. McFatter seconded the motion. The vote was taken and the motion passed unanimously.**

**Business Items:**

**Approve Performance Goals and Objectives in accordance with Florida Statutes 189.0694**

Mr. McClellan explained the changes in Florida Statutes requiring the submission of an Annual Report and approval of Goals and Objectives. This will be a recurring action, utilizing the Airport Master Plan as the guide for Goals and Objectives.

**Mr. McFatter made a motion to Approve the Performance Goals and Objectives as required by Florida Statutes and Ms. Melzer seconded the motion. A vote was taken and the motion passed unanimously.**

**Approve AVCON Task Order #23B-16 – Mechanical Mezzanine Redesign (Value Engineering – VE) Terminal Expansion**

Ms. Tonia Nation with AVCON explained the history behind the development of options related to this Value Engineering effort. There were numerous alternative concepts developed by Cardella and design team. This task order will move forward with the detailed redesign of the Mezzanine Level of the Terminal Expansion Project.

The final design will be brought back to the Airport for approval and the estimate cost savings could be an estimated \$2.5 million.

Discussion ensued.

**Ms. Williams made a motion to Approve the AVCON Task Order #23B-16 – Mechanical Mezzanine Redesign (Value Engineering – VE) Terminal Expansion and Mr. McFatter seconded the motion. A vote was taken and the motion passed unanimously.**

## **Construction Updates (Information Only)**

### **a. Cardella**

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

Terminal Expansion Project ongoing activities:

- Haul road is complete;
- Construction Trailer is on-site, as well as entire construction team;
- Temporary Road Diversion (TRD) is on schedule, in the final stages of prep before pavement;
- Conducting Florida Power and Light (FPL) bores for utilities under the sidewalk;
- Demolition of curb and asphalt to commence in the next few weeks;
- Pedestrian sidewalk complete;

Discussion ensued regarding the movement of traffic during the construction.

### **b. Ardurra Group**

Mr. Aaron Boub represented the Ardurra Group with the following updates:

- Ongoing water flow pressure tests from Johnny Reaver Road to the Terminal to identify adequate pressure. Awaiting formal results;
- Scheduling procurement for the Florida Power and Light (FPL) main feed line;
- Notice of Funding Opportunity (NOFO) for the next round of the IJA/BIL ATP Grant, this is the final year of the Program. Applications are due on January 15<sup>th</sup>, we're applying for \$30 million.

### **c. AVCON**

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

- North Terminal Expansion submittals, requests for information (RFIs) are being processed so there are no delays;
- Terminal Loop Road – finalizing County Comments and conducting inspections;
- Stormwater Master Plan – broken into two permits and being resubmitted;
- Fuel Farm design is at 25%, expected to be at 50% for the Airport and Fuel Suppliers review by January;
- Qualified Mitigation Supervision (QMS) is ongoing.

## **Project Planning Update (information only)**

### **a. Florida National Guard Armory**

Mr. Nick Harwell stated the project substantial completion date is January 20, 2026 with a takeover date of February 20, 2026.

**b. IAG Aero Group**

Mr. Parker McClellan shared several renderings received by IAG of their proposed facility. The images depict their warehouse, which is a Triumph Project, two engine test cells, and the addition of two wide-body hangars. They are moving forward rapidly. Legal Counsel and the Airport will meet with their team on the acquisition process to ensure this deal is created within the procurement rules of the Airport and Triumph.

**c. Premiere Aviation**

Mr. Parker McClellan stated that Becca Hardin and her team have been working on a financing plan with a contractor, we are waiting to receive their lease proposal. We're moving forward and are hopeful that we will have an amended agreement to present for your approval and submit to the Triumph Board for approval.

**Bay EDA Update (information only)**

Ms. Becca Hardin provided the following updates to ongoing projects:

- Premiere Aviation - last Monday the Triumph Gulf Coast Board approved to support this project through 2026 with a grant of \$11.25 million, as we get closer to a financial solution. She, Jennifer Conoley, Florida's Great Northwest and Verdell Hakions, Florida Power and Light attended an Airbus Supplier conference, we met with 13 companies in two days. We also met with executives from Airbus, who want to expand their supply chain to stay on their radar.
- Our team is preparing for MRO Americas in April in Orlando, with meetings scheduled for project Venus, Forest, and Super Bowl. We're working to get them to visit Bay County since they'll be in the state.
- We have a substantial prospect visit on January 15 and 16; project Launch Pad, an original equipment manufacturer, they make aircraft. We pitched the 350 acres north of the Terminal.

**Moore Agency Update (information only)**

Ms. Jordan Jacobs presented the following communications updates:

- ECP was highlighted as an economic engine in the December issue of Florida Trend Magazine's Northwest Florida edition, supported by a half-page ad affirming ECP's accomplishments;
- Moore is sending scheduled email messaging with useful travel tip information as well as information on Airport parking and shuttle services prior to the busy holiday travel dates. This information is also on the ECP website as a travel alert pop-up;
- Three things coming up in the next month that we're working on: ECP Sponsor of 30A Songwriters Festival, North Terminal Expansion Ground-breaking event, and the 2026 Super Bowl.

**Executive Director Report:**

Mr. Parker McClellan introduced Mr. Richard McConnell to talk about Holiday Parking.

Mr. Richard McConnell shared that following the Thanksgiving holiday weekend, the Airport's 1777 paved spaces were all filled, there were 725 cars parked in the Overflow Lot, where staff provided car-to-curb service through the Tuesday after the holiday with very few glitches. The parking went very smoothly.

Mr. Parker McClellan invited the Airport FBO's to address the Board. Mr. Donald Howell with Southern Sky Aviation thanked the Board for their support, stating that the ECP Team has been incredible in supporting their project and if members of the Board needed anything to reach out.

Mr. McClellan extended an invitation to the Board for the Holiday Luncheon, Friday, December 19<sup>th</sup>. He shared he is working with Jerry Ford on a funding plan for the Terminal Expansion Project and moving forward with the TIFIA loan. Other events shared were the Ground-Breaking event scheduled for January 9<sup>th</sup> and that the Concessions RFP's are due Friday, December 19<sup>th</sup>.

Mr. McClellan acknowledged and thanked two Elves who assisted in decorating the Airport Christmas Trees. The Elves were Jessica Sheldon and Rachel Smoker.

Mr. McClellan mentioned that one Airport retirement will occur at the end of the year, Mr. Steve Giles. He thanked the Board for their support over the last year and for everything they do to make ECP a better Airport.

There were no additional public comments.

Next meeting scheduled: Board Meeting: January 28, 2026 – 9:00 a.m.

The meeting was adjourned at approximately 9:36 a.m.



Parker W. McClellan, Jr., AAE  
Executive Director



Mark Sheldon, Chair