

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., February 25, 2026 by Chair Mark Sheldon.

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

The Invocation was given by Chair Mark Sheldon.

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

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

Reports:

Airport Activity:

Executive Director Parker McClellan updated the Board on the Activity Reports, stating the month of January experienced an 8.91 percent growth, great numbers for January. We're maintaining the market share at 20 percent.

Financial Report:

Ms. Beth Harless presented the Financial Reports for the four (4) months ending January 31, 2026.

At the end of January, the unrestricted cash is \$39.7 million and restricted cash is \$22.03 million.

Current Liabilities; our highest line item is Accounts Payable at \$7.8 million (which is extremely high.) This includes the settlement payment to the airlines of \$5 million and \$2 million in construction payments. The remaining \$800,000 in payables is about our average monthly expenses.

Excess revenues over expenses, reflect \$4.3 million total year-to- date.

The Income Statement highlights our three highest producing revenues of Airline Landing Fees at 106% over budget, Car Rentals are 103% over budget, and Parking at 98.54% of budget, which is down 1.5% but will pick up during the next several months (spring break and summer).

Year-to-date operating revenues of \$7.78 million are exceeding budget by \$142,000, which equates to 101% of budget.

General Operating expenses are 89.55% of budget. Operating revenue over expenses equals \$2.9 million of the excess while the non-operating revenues make up \$1.4 million.

Personnel expenses are 99% of budget YTD, there are 87.5 positions with 4 vacancies for the month ending January 31, 2026.

Consent Agenda:

a. Approve Board Meeting Minutes – January 28, 2026

This item provides for Board approval of the January 28, 2026 Board Meeting Minutes.

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

Business Items:

a. Review and Adopt FY 2025 Financial Audit Report

Mr. Easton Ramer with Tipton, Marler, Garner & Chastain presented the audited financial statements for the year ending September 30, 2025. Mr. Ramer highlighted several areas of the Audit and reported there were no issues found in the Audit.

Vice Chair Cramer made a motion to accept FY 2025 Financial Audit Report and Ms. Melzer seconded the motion. The vote was taken and the motion passed unanimously.

b. Approve Change Order – Final with Dominguez Design Build for Terminal Build-Out

Mr. McClellan stated Dominguez Design was delayed by 363 days and the Airport began seeking a process to recover liquid damages of over \$300,000.

Legal counsel and Staff recognizing the lengthy delay and impact to the Airport recommended 263 days of liquidated damages. The proposal of 263 days was presented to DDB and their legal counsel and accepted. Staff and Legal Counsel recommend approval of the Closeout Change Order.

Discussion ensued.

Vice Chair Cramer made a motion to accept the Change Order Approval and Mr. McFatter seconded the motion. The 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:

- FPL conduit install;
- Site demolition;
- Temporary fiber install;
- Site grading & export;
- Crane road construction;

Upcoming activities:

- Shallow plumbing & electrical rough-in;
- Grease trap & sewer line install;
- Concrete foundations;

b. Ardurra Group

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

- Water pressure analysis of flow rate tests anticipated March 1st;
- RAC Bluebeam session opening March 1st for comments. Formal 60% page-turn design review anticipated by March 8;
- Ongoing Design Coordination Efforts with AVCON for the following:
 - Completion of IT/communication/security systems design efforts for NTEP, TSA expansion and site;
 - CA services for IT/communication/security systems;
- Baggage Handling Systems;
- Passenger Boarding Bridges;
 - Performance Specification Design Package;
 - Construction Administration Services;

c. AVCON

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

- Submittals, requests for information (RFI's) are being processed;
- Construction Administration and inspection provided by the design team as required;
- Temp Road Diversion (TRD) shift complete and MOT being evaluated as needed to ensure that the traffic patterns is smooth prior to Spring Break;

- AOA Fence inspected and approved;
- Stormwater Master Plan:
 - ERP and General Permit App;
 - Submitted to FDEP for Review;
 - Evaluating ditch sizes and configurations;
- Fuel Farm design:
 - 60% complete;
 - Plans to be bid in April;
- Qualified Mitigation Supervision (QMS) is ongoing:
 - Monthly report submitted for Agencies for review;

Project/Planning Updates (information only)

Mr. McClellan provided the project updates on behalf of Bay County EDA.

- a. **IAG Aero Group**
 - i. Working with Legal Counsel on an RFQ for the building and developing as Site Development Plan reflecting future plans.
- b. **Premiere Aviation**
 - i. A Funding Plan has been developed and Premiere is expected to be moving forward in the near future. At the March Meeting, there will be an extension of the Triumph Agreement authorizing an extension.
- c. **Florida National Guard – Johnny Reaver Road**
 - i. They are expecting to receive full occupancy approval in the next 30-days.
- d. **Florida National Guard – Lisenby Avenue**
 - i. Appraisal recently received. Working with the FAA for release of the property.

BAY EDA Update (information only)

- a. IAG and Premiere are underway.
- b. “Project Picasso” an MRO from the Midwest has a second site visit next Tuesday. Potential for 600 high wage jobs and \$75 million capital investment.
- c. We’re attending MRO Americas at the end of April with the following scheduled meetings:
 - a. Project Venus, international MRO;
 - b. Project Horus, MRO;
 - c. Project Super Bowl, defense contracting company;
 - d. Project Pegasus, defense related project, would bring in 400 jobs with salaries at \$125,000 per year, \$750 million capital investment;

Executive Director Report:

Mr. McClellan reported that Board Member Holly Melzer was reappointed by the County Commission Board to serve on the Airport Board through 2030.

The Board Strategic Planning efforts will resume in March.

The Airport rejected all three (3) Concessions proposals. The RFP has been rewritten and is now under final review with Counsel.

Staff is crafting and RFP for an Executive Search firm to replace the CFO position.

Staff is conducting a Disaster Drill tomorrow as is required by the FAA every three (3) years.

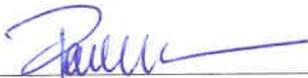
We have received from Cardella the CGMP #2, but haven't heard from the Notice of Funding Opportunities (NOFO) about project funding. We are prioritizing items that can be done to move forward.

Our Financial team is working with financial advisor, John Ford, on the TIFIA application for the funding of the North Terminal Expansion Project.

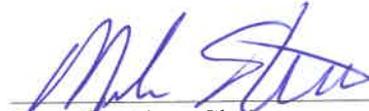
There were no additional public comments.

Next meeting scheduled: Board Meeting: March 25, 2026 – 9:00 a.m.

The meeting was adjourned at approximately 9:35 a.m.



Parker W. McClellan, Jr., AAE
Executive Director


Mark Sheldon, Chair

The following Resolution was duly and regularly passed by a unanimous vote at a Regular Board Meeting of the Panama City-Bay County Airport and Industrial District held on March 25, 2026.

To wit:

RESOLUTION 2026-01

BE IT RESOLVED that the Panama City-Bay County Airport and Industrial District does hereby ratify and adopt all statements, representations, warranties, covenants and agreements contained in the Public Transportation Grant Agreement and incorporated materials referred to in the said Agreement and does hereby accept said Agreement and by such acceptance, agrees to all of the terms and conditions thereof. (ITEM-SEGMENT-PHASE-SEQUENCE No. 457192-1-94-01).

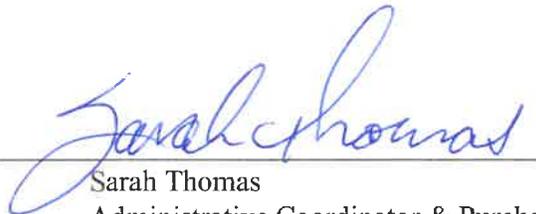
BE IT FURTHER RESOLVED that Mark Sheldon, as Chair of the Panama City-Bay County Airport and Industrial District, is hereby authorized and directed to execute said Public Transportation Grant Agreement on behalf of the Panama City-Bay County Airport and Industrial District and the Administrative Coordinator and Purchasing Buyer, Sarah Thomas, is hereby authorized and directed to impress the official seal of the Panama City-Bay County Airport and Industrial District and to attest said execution.

DONE AND PASSED this twenty-fifth day of March, 2026.

PANAMA CITY-BAY COUNTY AIRPORT
AND INDUSTRIAL DISTRICT



Mark Sheldon
Chair



Sarah Thomas
Administrative Coordinator & Purchasing Buyer