

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 19, 2025 by Chair Mark Sheldon.

The Invocation was given by Mr. Les McFatter.

The Pledge of Allegiance was led by Mr. Will Cramer.

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

Public Comment:

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

Acceptance of Agenda:

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 Member make a motion to accept the Amended Agenda.

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

Reports:

Mr. Parker McClellan updated the Board on the January Activity Reports. The numbers for January reflect a seven percent decrease from January 2024. Historically, January tends to be a low month. The Regional Comparison continues to show the Airport with significant growth.

Ms. Darlene Gordon presented the Financial Reports for the four (4) months ending January 31st. At the end of January, the total cash reflected a decrease of \$4 million from December with a total balance of \$51.2 million. Ms. Gordon also reported that unrestricted cash is \$33.8 million and restricted cash is \$17.4 million. The large decrease in December is due to the settlement payment to the airlines of \$3.9 million.

In January 2025, total liabilities decreased \$3.7 million from December, again due to the

settlement, and there was a decrease in liabilities from January of last year of \$1.4 million. Ms. Gordon reviewed excess revenues over expenses, which reflected a \$4.5 million total year-to-date. Operating revenue over expenses equals \$2.5 million of the excess while the non-operating revenues make up \$2 million.

The Income Statement reflected year-to-date operating revenues of \$6.75 million and are exceeding budget by \$140,000, which equates to 102% of budget.

Personnel expenses are 90% of budget YTD and general operating expenses are 88% of the budget to date.

Discussion ensued.

Consent Agenda:

a. Approve Board Meeting Minutes – January 29, 2025

This item provides for Board approval of the January 29, 2025 Board Meeting Minutes.

b. Approve Master Service Agreement with AVCON, Inc. adding new team members

This item requests the Board approve the Master Service Agreement with AVCON, Inc. adding new team members.

c. Approve Lease Assignment of Hangar #8 Land Lease from the St. Joe Company to Total Earth Services, LLC.

This item requests the Board approve a Lease Assignment of Hangar #8 Land Lease from the St. Joe Company to Total Earth Services, LLC.

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

Business Items:

a. Review and Adopt 2024 Financial Audit Report

Ms. Jennifer Davidson with Tipton, Marler, Garner & Chastain presented the audited financial statements for 2024. Ms. Davidson highlighted several areas of the Audit and reported there were no issues found in the Audit.

Ms. Melzer made a motion to Adopt the FY 2024 Financial Audit Report, and Mr. McFatter seconded the motion. The vote was taken and the motion passed unanimously.

b. Ardurra Annual Review and Renewal

Mr. McClellan presented the Ardurra Annual Review and request for Contract Renewal. Overall, the airport is very satisfied with the approach Ardurra is taking and the work product so far, and it is recommended that their contract for an additional year.

Ms. Williams made a motion to Approve the Ardurra Contract Renewal, and Mr. McFatter seconded the motion. The vote was taken and the motion passed unanimously.

c. AVCON, Inc. Annual Review and Renewal

Mr. McClellan presented the AVCON, Inc. Annual Review and request for Contract Renewal. He stated that Avcon has been a great partner with the Airport and has transitioned from being a subconsultant to a general consultant. AVCON has been responsive, and it is recommended that their contract be renewed for an additional year.

Mr. McDonald made a motion to Approve the AVCON, Inc. Contract Renewal, and Mr. McFatter seconded the motion. The vote was taken and the motion passed unanimously.

d. Contract Award to Cardella Construction Co. – (CMAR – Terminal Expansion Project) – Owner’s Authorized Representative (OAR)

Mr. McClellan asked the Airport’s legal counsel to inform the Board of the timeline and phases of the Expansion Project. Mr. Cole Davis stated that the Board awarded this CMAR contract in July to Cardella. The Airport received FAA approval in November and has been negotiating a contract with Cardella since that time. Today’s request is for Board approval of the contract and the first phase of the preconstruction services.

The Board members requested a copy of the schedule for the phased project and Mr. Davis explained that once all details are complete, the schedule will be sent. The contractor’s representative, Sebastian Cardella, discussed the details of each phase and explained that the first phase of the pre-construction work will take about five months. Mr. Davis further clarified if financing is able to be secured and not affect construction, it is a three-year program.

Discussion ensued.

Mr. Cramer made a motion to Award the Contract to Cardella (CMAR – Terminal Expansion Project) – Owner’s Authorized Representative (OAR); and Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.

e. Approve Task Order #23A-11 with Ardurra Group, Inc for Terminal Expansion Program – Owner’s Authorized Representative (OAR)

Mr. McClellan requested Board approval of Task Order #23A-11 with Ardurra Group, Inc. The Task Order is for the OAR services through project completion. Board members asked for the item to be rewritten to show through the task order will be effective through closeout, not just completion.

Mr. McFatter made a motion to Approve Task Order #23A-11 as amended with Ardurra Group, Inc for Terminal Expansion Program – Owner’s Authorized Representative (OAR); and Ms. Williams seconded the motion. The vote was taken and the motion passed unanimously.

f. Approve Change Order #20 with Dominguez Design Build, Inc.

Mr. McClellan presented the Board with Change Order #20 with Dominguez Design Build, Inc. Mr. David Seward with Dominguez Design Build stated that this is a change order for some items discovered during the restroom removal. Issues were discovered with wiring, and this change order is correct those issues and to modify the ceiling height, put a bulkhead in, and other items related to the rerouting of wires in order to mitigate the effect of other business owners in the Airport.

Mr. Shawn Dominguez, founder of Dominguez Design Build, introduced himself and explained that he is ultimately responsible for this project. Mr. Dominguez stated they are well beyond the timeline schedule and wanted to thank the Board for their patience. He also stated that his team is committed to getting it done right, and they will complete the project as something to be proud of.

Discussion ensued.

Ms. Melzer made a motion to Approve Change Order #20 with Dominguez Design Build, Inc., and Mr. Cramer seconded the motion. The vote was taken and the motion passed unanimously.

Construction Updates (Information Only)

a. Terminal Buildout

Mr. Richard McConnell presented updates on the Terminal Buildout. The buildout is coming together as intended and is nearing completion. There is still cardboard over the terrazzo floors for obvious construction reasons. The seating area is complete as are the restrooms. The last section of the Buildout project to be completed is the tie-in from the old walkway to the new area.

Mr. Seward with Dominguez Design Build spoke to the Board regarding the Terminal Buildout Project status as well. He reminded the Board of the completion date he gave them at the February 15th Board meeting and stated that several issues contributed to the delay in meeting that deadline. These items include a few items not passing inspection, fireproofing, and delays in

receiving materials. The receipt of a new fire alarm panel, glass for the handrails, and communications equipment have caused most of the issues.

Discussion ensued.

b. Terminal Ramp Expansion

Mr. McConnell informed the Board on the Terminal Ramp Expansion, stating Phoenix Construction has done a good job in accelerating their program to get done in a timely manner. They have poured four lanes of concrete and have completed the asphalt pour on the connecting taxiway Quebec. They are on schedule to have this phase of the project completed by March 1st.

Planning Update (Information Only)

a. Project InSPIRE

Mr. McClellan informed the Board of the meeting Mr. Davis will be having with the bond counsel tomorrow to discuss bonding opportunities regarding the InSPIRE facilities. The FSU team has been focused on grant applications to secure grant funding.

b. Rental Care Facility Design

Mr. McClellan informed the Board of the meeting last month with the rental car agencies to discuss the technology within the rental car companies as well as and their ideas of where they are going in the future. The rental car companies will be providing their feedback on their needs soon.

Bay EDA Update (Information Only)

No update was presented.

The Moore Agency Update (Information Only)

Ms. Katie Spillman hoped everyone was able to catch the brand-new commercial campaign launch during Super Bowl Sunday with several placements throughout the day. Board members appreciated the commercial and were very impressed with the quality. Ms. Spillman also discussed targeting key business audiences with new print creative to include our Destination Desire messaging.

The Moore Agency has worked with their production company partners on developing a totally original photography business ad. It will be placed in Bay Biz, as well as the Circuit; two key publications reaching regional business leaders and decision-makers.

In addition to the ongoing campaigns, Ms. Spillman reflected on the 2024 record-breaking passenger numbers. Ms. Spillman completed her report stating that the focus is now on preparation for one of the busiest seasons of the year for the Airport, spring break. Moore will work closely with Mr. McClellan on developing messaging for the spring break season including the necessity of arriving early.

Executive Director Report:

Mr. McClellan gave a reminder of the Warrior Beach Retreat weekend, stating two of our wounded warriors flew in yesterday for the event. They were met at the plane where an announcement was made in addition to re-announcing them at the bottom of the stairs as they came out the exit lane. Today, Colonel Allen West will be arriving on Southwest from Dallas, and he will be receiving the same welcome.

Mr. McClellan also reported that there will be four screening lanes at the checkpoint for spring break instead of three. In addition, ECP has requested another CT80 machine for baggage screening and TSA plans to authorize the additional machine with the requirement that ECP pays for its installation. Lastly, Mr. McClellan discussed the announcement of corporate layoffs by Southwest Airlines.

There were no additional public comments.

Next meeting scheduled: Board Meeting: March 26, 2025 – 9:00 a.m.

The meeting was adjourned at approximately 10:00 a.m.



Parker W. McClellan, Jr., AAE
Executive Director



Mark Sheldon, Chair