

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., January 28, 2026 by Chair Mark Sheldon.

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

Absent: Mr. Glen McDonald

The Invocation was given by Chair Mark Sheldon.

The Pledge of Allegiance was led by Chair Mark Sheldon.

Approve Participation in Meeting Via Zoom for Les McFatter

Ms. Victoria Williams made a motion to approve Mr. Les McFatter's participation in the Board Meeting via Zoom and Vice Chair Will Cramer seconded the motion. The vote was taken and the motion passed unanimously.

Mr. Les McFatter joined the Board Meeting via Zoom.

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.

Ms. Williams made a motion to accept the Amended Agenda and Vice Chair Cramer seconded the motion. The vote was taken and the motion passed unanimously.

Reports:

Airport Activity:

Airport Executive Director Parker McClellan updated the Board on the Activity Reports. The month of December, which also provided for the 2025 Total Passenger Count. For the month of December 2025 there was an increase of 4.04% increase in total passengers compared to December 2024 with the year-over-year growth rate of 3.10% or 1.937 million passengers.

Financial Report:

Ms. Darlene Gordon presented the Financial Reports for the first quarter of fiscal year 2026 for three (3) months ending December 31st, 2025.

At the end of December, the total cash balance increased \$5.2 million compared to this time last year, the total cash balance is \$60.3 million with unrestricted cash of \$38.3 million and restricted cash is \$21 million. December 2025, total liabilities decreased \$6.3 million compared to last year due to the SIB loan debt service payment.

The settlement calculation revenue share exceeded what was budgeted by \$566,000, which will be refunded to the Airlines next month which is a little over \$4.9 million.

Excess revenues over expenses year-to-date total \$3.5 million with operating revenues over expenses totaling \$2.5 million and non-revenue over expenses equaling \$1 million. Last year at the end of December our operating expenses were \$2.1 million, or \$400,000 up over last year for the first three months of the year.

The income statement at the end of December, year-to-date operating revenues were \$6.1 million, exceeding budget by \$143,000 or 102% of the budget. The majority of the excess comes from airline landing fees. Expenses from personnel were 98% of budget year-to-date. We now have 79 full time employees and 8 part-time employees, with an approved headcount of 82 full-time and 11 part-time for FY 2026. General operating expenses year-to-date are 88% of budget.

We'll be bringing the Audit Report to you at February's board meeting.

Consent Agenda:

a. **Approve Board Meeting Minutes – December 17, 2025**

This item provides for Board approval of the December 17, 2025 Board Meeting Minutes.

Ms. Melzer made a motion to accept the Consent Agenda and Vice Chair Cramer seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:

a. **Presentation – 2025 Year in the Rearview Mirror**

Mr. McClellan presented the organizational accomplishments for 2025. The presentation included passenger growth from 2010 to 2025; the celebration of 15 years; ability to maintain efficient airline rates and charges; present and future terminal development; economic development opportunities both current and future; success of the Spot Reward Program; and the recognition of the Airport by USA Today 10Best Resort Airport Award and Runner Up for Best Small Airport.

2026 will be a year to focus on organizational issues which includes succession planning, reviewing policies and procedures to maintain efficiencies, and a persistent search for additional funding opportunities.

Everything is looking good; the Airport has a bright future.

b. Accept Recommendation of Concession Review Committee for Ranking and Award of Airport Concession Operator

This item provides for Board approval of the Recommendations and Rankings by the Airport Review Committee to award the Airport Concession Operator contract.

Airport Deputy Director Mr. Richard McConnell presented the process, methodology, and ranking criteria used by the Airport Concession Review Committee to achieve their recommendation. The Review Committee recommended SSP America due to their higher overall score. Mr. McConnell shared SSP America's presentation also met the Committee's goals to include proposed local and national food and beverage offerings, retail concepts, and sense-of-place aesthetics.

Vice Chair Cramer made a motion to accept the Recommendation of SSP America as the Airport Concessions Operator and Ms. Melzer seconded the motion. The vote was taken and the motion passed unanimously.

c. Approve Amendment to Renew Master Service Agreement - AVCON

This item provides for the Board to approve the Amendment to the existing Master Service Agreement with AVCON.

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.

d. Approve Amendment to Renew Master Service Agreement – Ardurra

This item provides for the Board to approve the Amendment to the existing Master Service Agreement with Ardurra.

Ms. Williams made a motion to Approve the Master Service Agreement with Ardurra and Ms. Melzer seconded the motion. A vote was taken and the motion passed unanimously.

e. Approve FCS Facility Services Agreement Renewal

This item provides for the Board to approve the FCS Facility Services Agreement Renewal.

Vice Chair Cramer made a motion to Approve the FCS Facility Services Agreement Renewal and Mr. Algarin 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;
- Utility location/make-safe;
- AOA fence install;
- Temp fiber install;
- Critical submittal efforts;
- Site demolition;

Upcoming activities:

- CCC trailer utility connections;
- Temp fiber connection;
- Rough grade building pad;
- Grease trap & sewer line install;
- Concrete Foundations;

b. Ardurra Group

Mr. Kyle Athey represented the Ardurra Group with the following updates:

- Water flow pressure is confirmed as adequate for the Terminal Expansion project;
- Ardurra's Cost Consultant is validating costs associated with the North Terminal Expansion project;
- The Rent-A-Car (RAC) project is progressing towards the 60% design and review.

c. AVCON

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

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

- Funding Request submitted to FAA for Terminal Loop Road Construction and PBBs;
- 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.

Bay EDA Update (information only)

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

- a. **Project Launch Pad**
 - i. Site visit has been changed to end of March.
- b. **MRO Americas**
 - i. Ms. Becca Hardin, Executive Director Bay County EDA are preparing for MRO Americas in Orlando where Mark Sheldon and Parker McClellan will be joining them for two days of meetings.
- c. **US Economic Development Agency (USEDA)**
 - i. The Airport has held several meetings with USEDPA for additional funding opportunities.

Executive Director Report:

Mr. McClellan mentioned the Board's Strategic Planning meeting later in the day

He stated the Airport has received CGNP No. 2 from Cardella, which is being reviewed by Ardurra now for construction options and consideration.

The Federal Government will decide their funding allocation for the IIJA requests sometime late March.

Our Financial team is working on the TIFIA application for the funding of the North Terminal Expansion Project.

There were no additional public comments.

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

The meeting was adjourned at approximately 9:58 a.m.



Parker W. McClellan, Jr., AAE
Executive Director



Mark Sheldon, Chair