

## 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., July 23, 2025 by Chair Mark Sheldon.

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.

The Invocation was given by Ms. Holly Melzer.

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

#### **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 Agenda.

**Ms. Williams motioned to accept the Agenda and the motion was seconded by Ms. Melzer. The vote was taken and the motion passed unanimously.**

#### **District Administrative Items:**

Annually the Board is required to elect the Chair and Vice Chair and to review the Board Operating Procedures.

##### **a. Election of Officers**

**Mr. McDonald motioned to re-elect Mark Sheldon as Chair and Will Cramer as Vice Chair. The motion was seconded by Ms. Melzer. The vote was taken and the motion passed unanimously.**

##### **b. Review of Board Operating Procedures**

The Board Operating Procedures required no updates from the prior year.

**Reports:**

**Airport Activity:**

Mr. Parker McClellan updated the Board on the June Activity Reports. The Activity Report shows traffic is down over last year by a little over 3.5%, but ECP passenger traffic is up for the year at just under 2%. The Airport maintained 24% of the market share across the Panhandle.

**Financial:**

Ms. Darlene Gordon presented the financials for the nine months ending June 30th. At the end of June, total cash decreased by \$1.2 million from May, with a total balance of \$54.2 million. Unrestricted cash is \$34.3 million and restricted cash is \$19.9 million. Compared to June of last year, unrestricted cash has increased \$3 million, and restricted cash is up \$3.8 million.

In June, our total liabilities decreased \$2.5 million from May. Excess revenues over expenses reflects a year-to-date total amount \$19.4 million. Operating revenues over expenses make up \$7.2 million of the total and the non-operating revenues over expenses are \$12.2 million.

The income statement year-to-date shows operating revenues are \$17.1 million, and the revenues are exceeding budget by \$232,000, putting us at 101% of budget.

The total operating expenses year-to-date are 93% of budget and are under budget by \$723,000. Personnel expenses are 92% of budget year-to-date and general operating expenses are at 95% of budget.

**Consent Agenda:**

**a. Approve Board Meeting Minutes – June 25, 2025**

This item provided for Board approval of the June 25, 2025 Board Meeting Minutes.

**b. Ratify Reimbursement to Cardella Construction for Bay County Permit Fees**

This item provided for Board ratification of the Executive Director's approval to reimburse Cardella Construction for Bay County permit fees.

**Mr. McDonald motioned to approve the Consent Agenda and the motion was seconded by Ms. Melzer. The vote was taken and the motion passed unanimously.**

**Business Items:****a. Approval of Intergovernmental Coordination and Review and Public Transportation Collaborative Planning Agreement**

Mr. McClellan presented the Agreement for approval, the intent of the Public Transportation Collaborative Planning Agreement is to formalize that the Airport will work with Bay County, FDOT, and Port Panama City for any transportation initiatives

**Mr. McFatter motioned to approve the Agreement and the motion was seconded by Ms. Melzer. The vote was taken and the motion passed unanimously.**

**b. Approval of Site Access Agreement with Florida State University**

Mr. McClellan and Mr. Davis presented the Site Access Agreement for approval. The Site Access Agreement allows the Airport to be reimbursed for any costs associated with the Due Diligence process as FSU reviews the proposed site in the infield for Project InSPIRE.

Discussion ensued.

**Ms. Williams motioned to approve the Agreement and the motion was seconded by Ms. Melzer. The vote was taken and the motion passed unanimously.**

**Project/Construction Updates (Information Only):****a. Ardurra Group**

Mr. Aaron Buob with Ardurra informed the Board that they are working on the Geotech investigation for the Rental Car Facility design and are planning for the 30% design to be delivered four weeks after the Geotech is completed.

Mr. Sebastiano Cardella with Cardella Construction Company presented an overview of the Guaranteed Maximum Price (GMP) package for the Terminal Expansion project. He provided a detailed breakdown of each step of the GMP process.

Discussion ensued.

**b. AVCON**

Ms. Tonya Nation with AVCON presented an update on the North Terminal Apron project. She stated that the project is on schedule and the completion date is set for August 20th. She further stated that Phoenix is completing punch list items.

Ms. Nation updated the status of the Terminal Loop Road project stating that it is ahead of schedule and that AVCON expedited the schedule in order to get the development order in place. The building permits for the terminal have been submitted.

Additionally, AVCON is working on modifications to the Airport Layout Plan to include current development in order to enable eligibility for future funding from the FAA.

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

**a. Project Inspire**

No update necessary.

**b. Florida National Guard Armory**

Mr. Richard McConnell shared photos of the National Guard Readiness Center project and stated that the Guard is expecting a certificate of occupancy by the middle or end of September.

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

Mr. Ben Moorman updated the Board on the recent activities for Bay EDA. Mr. Moorman discussed Project Clear and also noted that the EDA received final approval for IAG's \$25 million grant to support the construction of the MRO facility here at the airport.

Additional project updates included Oxford Technologies and Amazon, and the EDA is also following up on leads from two Canadian companies.

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

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

- Website optimization had an 8% increase in the Fly My Airport search tool compared to May and Facebook had a 15% increase.
- The Airport obtained earned media spotlight in the 850 Business Magazine's fall issue and the Airport's Art Escape terminal exhibit was on the front page of PCB Life edition along with earned media on local broadcast stations.
- The Wheels Up Summer Music Series attracted local broadcast coverage.
- Organic posts for social media were placed throughout the month as well as an email distribution database.

**Executive Director Report:**

The Airline meeting is scheduled for August 14<sup>th</sup> and Chair Sheldon will be attending. The Budget Workshop is scheduled for September 4th.

On August 21st at 3pm, a Special Meeting will be held to review the Contractor Guaranteed Maximum Price (GMP) for the Terminal Expansion Project submitted by Cardella.

There were no additional public comments.

The meeting was adjourned at approximately 9:45 a.m.

Meeting schedule:      Special Board Meeting: August 21, 2025 – 3:00 p.m.  
                                 Board Meeting: August 27, 2025 – 9:00 a.m.



Parker W. McClellan, Jr., AAE  
Executive Director



Mark Sheldon, Chair