

## 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., June 25, 2025 by Chair Mark Sheldon.

The Invocation was given by Mr. Mark Sheldon.

The Pledge of Allegiance was led by Mr. Les McFatter.

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

#### 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.

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

#### Airport Reports:

##### a. Activity Report:

Mr. Parker McClellan updated the Board on the May Activity Reports. The Activity Report shows a nearly 10% increase for the month of May over last year. Load factors are all good and the airlines are pleased. The Regional Market Share was maintained at 24%, and the Regional Comparison continues to show the Airport is similar to VPS and Pensacola. Tallahassee has some changes coming up in the fall with the opening of their international facility

##### b. Financial Report:

Ms. Darlene Gordon presented the Financial Reports for the eight (8) months ending May the 31<sup>st</sup>, 2025. At the end of May, the total cash reflected an increase of \$773,000 from April with a total cash balance of \$55.4 million. Ms. Gordon also reported that unrestricted cash is \$36.1 million and restricted cash is \$19.3 million. Compared to May of last year, unrestricted cash

increased to \$9.9 million and restricted cash is up \$3.9 million. Year-over-year the total increase is \$13.8 million. In May 2025, total liabilities increased \$2.7 million from April due to construction payables.

Ms. Gordon reviewed excess revenues over expenses, which reflected an \$17.5 million year-to-date total. Operating revenue over expenses equals \$5.9 million of the excess while the non-operating revenues make up \$11.6 million. The Income Statement reflected year-to-date operating revenues of \$14.7 million and are exceeding budget by \$275,000, which equates to 102% of budget.

Personnel expenses are holding at 91% of budget year-to-date. The General Operating expenses are 94% of budget year-to-date and are under budget by \$705,000.

Discussion ensued.

#### **Consent Agenda:**

**a. Approve Board Meeting Minutes – May 28, 2025**

This item provides for Board approval of the May 28, 2025 Board Meeting Minutes.

**b. Approve to Dispose of Surplus Property**

This item provides for the Board's authorization for the sale and/or disposal of surplus inventory items.

**Mr. Glen McDonald made a motion to accept the Consent Agenda, and Mrs. Victoria Williams seconded the motion. The vote was taken and the motion passed unanimously.**

#### **Business Items:**

**a. Response to Legal Notice – Airport Joint Notice**

This item is the Response to the Legal Notice – Airport Joint Notice received by the Airport with regard to legal services provided to the Airport by the Hand Arendall Harrison Sale LLC (HAHS<sub>(PM1)</sub>).

Cole Davis is leaving HAHS and starting his own law firm (DMW Law Group). The Joint Notice received by the Airport is required by the Florida Bar to ensure clients have the legal counsel of their choice. Mr. Harrison and Mr. Davis proposed a joint representation plan and presented letters of engagement for both HAHS and DMW Law Group.

Discussion Ensued.

**Ms. Holly Melzer made a motion to authorize execution of both Letters of Engagement and, Mr. Glen McDonald seconded the motion. The vote was taken and the motion passed unanimously.**

**b. Approve Extension of Concession Contract with First Class Concessions**

This item provides for Board approval to extend the contract for the Food and Beverage Concessions Agreement with First Class Concessions at the Northwest Florida Beaches International Airport through February 28, 2026[PM2].

The First Class Concessions Agreement is set to expire in September 2025 and Tailwind Concessions expires in February 2026. It was determined it would be in the best interest of the Airport to have both concessions expire at the same. The RFP for the new concessions is under development and is expected to be released in the next 30-45 days following FAA review.

Discussion ensued.

**Mrs. Victoria Williams made a motion to Approve the Extension of the Concession Contract with First Class Concessions through February 28, 2026, and Ms. Holly Melzer seconded the motion. The vote was taken and the motion passed unanimously.**

**Construction Updates (Information Only):**

**a. Ardurra Group**

Mr. Aaron Buob presented a formal update on Ardurra's task orders. He also introduced Mr. Frank Dorhofer, Senior Program Manager, who will be working with the Ardurra Group. The following updates were provided:

- The Safety Management System Manual (SMS) is currently on the FAA's desk for approval.
- The Terminal Buildout is down to a handful of punch list items with the end in sight, goal is June 30<sup>th</sup> with one remaining item or issue with Tile to be addressed.
- The Rental Car Facility design is being coordinated with AVCON and other consultants in order to present a design package soon.
- The Escalator installation project is with Schindler for the next steps in order to get the full Buy America waiver and purchasing package from Schindler. Cardella is assisting in the effort, as they will eventually be overseeing the project.
- Sebastiano Cardella introduced a new member of the Cardella team, a new project manager who is assisting with pre-construction.
- Cardella shared a Project Schedule listing the current status for the Terminal Expansion project, timelines, steps to completion and highlighted the GMP process.
- Cardella's goal is a September start date for the Expansion Project.

**a. AVCON**

Ms. Tonya Nation presented information on the following projects:

- Terminal Ramp Expansion Construction – Anticipated completion is late August.
- Reconstruct and Expand Terminal Apron a state contract and a September completion date is expected.
- Terminal Loop Road - Notice to proceed was released and AVCON is preparing all permitting documents to submit to the County.
- Storm Water Master Plan - Anticipated completion is later this summer and this plan will provide the Airport with documents to allow for shovel – ready projects.
- Parking Expansion: Concept includes adding 1,500 spaces with 950 to the north of the Terminal and 500-600 spaces south of the Cell Phone lot.
- Additional Roadway - Design is being developed for a road for construction traffic during the Expansion project and to ultimately provide a permanent road to the north.

Discussion ensued about the projects.

**Planning Update (Information Only):**

**a. Project InSPIRE**

Mr. Parker McClellan updated the Board on Project InSPIRE. An agreement is being prepared to explain the pre-construction/pre-planning efforts to ensure it's in compliance with the FAA. The Airport is waiting on FSU to complete the required documents.

**b. Florida National Guard Armory**

Mr. Nick Harwell presented updates on the National Guard Armory, stating all vertical construction is complete with permanent power connected to the facility. The new facility is being painted, emergency generator is on-site, all curb and gutter placements are complete, landscaping is beginning, and asphalt construction will start within three weeks. Final completion date is September 22, 2025.

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

Ms. Becca Hardin provided an update on the June 13<sup>th</sup> Triumph Meeting, where the Triumph Board approved the Grant Agreement with ECP and IAG Aero Group for the construction of a 120,000 sf MRO facility in the amount of \$25 million dollars.

Ms. Hardin also noted that the EDA Team had a call with a company who will design and build engine test cells and discussed her attendance at the Paris Air Show where the team met with 25 companies including Airbus, General Electric, and Lockheed Martin.

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

Ms. Katie Spillman presented updates for the month of June:

- The celebration of the LGA flight on June 14<sup>th</sup>, generated a lot of media and community attention. The event included a water cannon salute, visual assets, swag bags, and an appearance by the Statue of Liberty (aka Vice Chair Cramer) She presented the second installment of "Terminal Talk," which is a media engagement with passengers highlighting the inaugural flight festivities to LGA was shared.
- New social video asset produced to market every nonstop flight from ECP.
- July events include the Wheels-Up Summer Music Series every Saturday from 12:00 – 3:00 PM near the TSA checkpoint area. The concerts are being promoted on social media, email, day-of logistics and media.

**Executive Director Report:**

Mr. McClellan discussed ECP's recent participation in JumpStart in Indianapolis. Meetings were held with several interested airlines and discussions will continue.

As a result of last Summer's success, the Airport has added a fourth screening lane to the TSA Checkpoint. This additional lane has made a significant difference in the efficiency of the screen process, and we are working a plan to get additional baggage screening equipment.

**There were no additional comments.**

Next meeting scheduled: Board Meeting: July 23, 2025 – 9:00 a.m.

The meeting was adjourned at approximately 10:07 a.m.



Parker W. McClellan, Jr., AAE  
Executive Director



Mark Sheldon, Chair