

## 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., March 25, 2026 by Chair Mark Sheldon.

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

The Invocation was given by Mr. Les McFatter.

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

Chair Sheldon asked if there were any Public Comments.

Ms. Christina Jett, Airport TSA Supervisor, provided an update to the Board on TSA staffing levels stating there have been no deviations or call-outs at ECP during the government shutdown. She thanked the Airport and Board members for supporting the TSA by facilitating community donations of food and gift cards. Mr. Parker McClellan thanked Vice Chairman Cramer for the use of his business in downtown Panama City as a convenient drop-off location.

Discussion ensued.

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 Board Member make a motion to accept the Amended Agenda.

**Ms. Victoria Williams made a motion to accept the 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 February experienced an 8.52 percent growth. We are well into Spring break and are seeing a lot of activity in the terminal and expect it will continue.

##### Financial Report:

Ms. Darlene Gordan presented the Financial Reports for the five (5) months ending February 28, 2026.

At the end of February, the total cash reflects a decrease of \$5 million from January, with a total cash balance of \$60.4 million. Unrestricted cash is \$38.5 million and restricted cash is \$21.9 million.

Liabilities increased \$2.3 million; the settlement payments are still outstanding in the accounts payable at \$5 million.

Excess revenues over expenses reflect \$7.3 million total year-to-date.

Year-to-date operating revenues are \$3.3 million while non-operating is \$3.8 million.

The excess revenue over expenses increased \$3 million in February due to grants and PFC revenues.

The income statement for the end of February year-to-date, operating revenues are \$9.5 million, exceeding budget by \$165,000, or 102% of budget for our revenues.

Personnel expenses are at 99% of budget YTD, and general operating expenses are at 90.26%, making our total operating expenses \$312,000, over 95% of budget. In personnel we have 77 full-time and 8 part-time employees on the books with an approved head-count of 82 full-time and 11 part-time, leaving us with 5 full-time vacancies and 3 part-time vacancies.

General operating expenses are \$270,000 under budget, we had several accounts that are lower than expected including computer services, loading bridge contracting services and parts, terminal facilities and services, and marketing.

**Consent Agenda:**

**a. Approve Board Meeting Minutes – February 25, 2026**

This item provides for Board approval of the February 25, 2026 Board Meeting Minutes.

**b. Approve Update to Administrative Policy 2.1 Employee Induction and Orientation and Administrative Policy 5.5 Use of Airport Authority Vehicles**

This item provides for Board approval of the Administrative Policy 2.1 Employee Induction and Orientation and Administrative Policy 5.5 Use of Airport Authority Vehicles.

**c. Accept Public Transportation Grant Agreement (PTGA) 457192-1-94-01 with Florida Department of Transportation (FDOT) for the North Terminal Expansion-Glass Glazing System Project and Adopt Resolution for Signature Authorization to the Chair**

This item provides for Board acceptance of the Public Transportation Grant Agreement (PTGA) 457192-1-94-01 with Florida Department of Transportation (FDOT) for the North Terminal Expansion-Glass Glazing System Project and Adopt Resolution for Signature Authorization to the Chair.

**Mr. McFatter 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. Approve Amendment #1 to the Triumph Agreement - Premier**

Mr. McClellan stated a developer has been identified to partner with Premier on their project. The Airport and Bay County EDA requested a six-month extension from Triumph Gulf Coast, which was approved. We're asking for approval of Amendment #1 for project Maple which is Premier Aviation.

**Mr. McDonald made a motion to accept the Amendment #1 to the Triumph Agreement and Ms. Melzer seconded the motion. The vote was taken and the motion passed unanimously.**

**b. Approve Task Order 23B-10 CO #1 with AVCON for CA Baggage Handling, Mechanical Equipment Relocation, and Airfield Lighting**

Mr. Richard McConnell stated several tasks were not fully defined in the original AVCON Task Order that was approved in August. This change order includes three (3) of the five (5) additional tasks that have been identified, where two (2) additional tasks will be presented to you later today. This request amounts to \$248,954 which was previously anticipated.

**Vice Chair Cramer made a motion to approve Task Order 23B-10 CO #1 with AVCON for CA Baggage Handling, Mechanical Equipment and Relocation, and Airfield Lighting 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;
- Site grading & export;
- Foundation excavation & compaction;
- Foundation concrete placements

Upcoming activities:

- Shallow plumbing & electrical rough-in;
- Grease trap & sewer line install;
- Slab concrete placements;
- Steel erection

**b. Ardurra Group**

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

- Water Pressure & Flow Analysis Testing;
- Owner's Authorized Representative (OAR);
- RAC design;
- Escalator Project

Discussion ensued over the escalator project.

**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;
- PBB layout alternatives have been completed and submitted to staff for final consideration. Goal is to ensure we have fully functional gates that is airline approved.
- IT for the Existing and Terminal Expansion funding is being coordinated with FAA. The IT upgrades will require design, and the funding is scheduled for this cycle (90% FAA/10% Local). A task order will be on April's agenda.
- Stormwater Master Plan:
  - ERP and a General Permit App
  - Comments received, and meeting w/ FDEP on Friday to review responses
- Fuel Farm design:
  - 60% complete;
  - Plans to be bid in April;
- Qualified Mitigation Supervision (QMS) is ongoing:
  - Working to meet w/ USACE to evaluate a sector to maintenance. The goal is to get all areas into the maintenance phase.

**Project/Planning Updates (information only)**

Mr. McClellan provided the following project updates:

- a. **IAG Aero Group**
  - i. Working with Counsel to develop a scope to get it done.
- b. **Premier Aviation**
  - i. A six-month extension of the Triumph Agreement was presented and approved earlier today.
- c. **Florida National Guard – Johnny Reaver Road**
  - i. No word on a move-in date.
- d. **Florida National Guard – Lisenby Avenue**
  - i. An appraisal was recently received for the property and will be presented to the Board for approval to sell. Working with the FAA for release of the property.

**BAY EDA Update (information only)**

Ms. Becca Hardin with Bay Area EDA provided the following report:

- a. Bay County EDA is Preparing for the MRO show in Orlando where we have meetings scheduled with 20-25 companies including:
  - Project Venus, international MRO;
  - Project Horus, MRO – 300 jobs, \$40 million capital investment;
  - Project Super Bowl, defense related company – 150 jobs, \$20 million capital investment;
  - Project Pegasus, defense related project - 450 jobs, \$750 million capital investment;
  - Project Hadron, smaller project – 100 jobs, \$25 million capital investment;
  - Project Gladiator, located in Balta. They're coming to Bay County for a site visit after the Orlando show - 250 jobs, \$250 million capital investment.
- b. Project Picasso representatives have had two visits to the Airport with plans for four (4) hangars and they are ready to move. Financials have been received and if approved, we'll move forward.
- c. Bay County is requesting that we work with the Secretary of Commerce to create more Opportunity Zones. The Airport is not currently included in the Opportunity Zone which would provide tax advantages for new business. The Opportunity Zone is reviewed and updated every ten-years.

**Moore Agency Update (information only)**

Miss Katie Spillman with the Moore Agency provide the following report:

- a. Paid and earned media opportunities during the month of February, included the Airport Emergency Drill, the HWY331 Podcast with Executive Director Parker McClellan, and a Business Focus Magazine article on ECP.
- b. Spring Refresh Campaign highlighting 'happiness booked' and the joy of travel that begins when booking your trip. Campaign destination static creative images highlighted Chicago, Baltimore/Washington, D.C., New York City, Austin, and Denver.

**Executive Director Report:**

Mr. McClellan reported that the Board has a Strategic Planning meeting in a week.

He thanked members of the Board for coming out for the Governor's \$5 million gift to the Airport for the IAG project.

He shared, that the Airport expects 118 commercial operations this summer, just under 15,000 seats in the market. Staff are working on a plan to maintain customer service during, what could be, our busiest season yet.

There were no additional public comments.

Next meeting scheduled: Board Meeting: April 29, 2026 – 9:00 a.m.

The meeting was adjourned at approximately 9:51 a.m.



Parker W. McClellan, Jr., AAE  
Executive Director



Mark Sheldon, Chair