

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., November 19, 2025 by Chair Mark Sheldon.

The Invocation was given by Mr. Les McFatter.

The Pledge of Allegiance was led by Vice Chair Will Cramer.

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

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.

Mr. Glen McDonald made a motion to accept the Agenda and Mr. Les McFatter seconded the motion. The vote was taken and the motion passed unanimously.

Reports:

Airport Activity:

Mr. Parker McClellan updated the Board on the Activity Reports. The month of October showed an increase in total passengers just under 3% compared to 2024. He stated that Tallahassee would be opening their international facility in the next few months and we may see some change and we should continue to see growth in the Panhandle.

Consent Agenda:

- a. **Approve Board Meeting Minutes – October 22, 2025**

This item provides for Board approval of the October 22, 2025 Board Meeting Minutes.

- b. **Approve 2026 Board Meeting Schedule**

This item provides for Board approval of the 2026 Board Meeting schedule.

c. Accept Lease Assignment Thomas Reed, Jr. Hangar 1

This item provides for Board approval of the Lease Assignment of Hangar 1 from Thomas Reed, Jr. to Modern Specialties, Inc.

Mr. McDonald 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. Presentation – Holiday Parking Plan (information only)

Mr. Richard McConnell presented the steps taken to improve passenger parking during the busy holiday season, including enhanced Wayfinding Systems and increased Airport Shuttle Service for the overflow parking lot. Additionally, digital and static signs indicating surface parking availability, numbered row signs, QR Code pre-pay options, and license plate readers have been implemented to enhance pay options.

New passenger shuttles of various sizes have been added, including (2) fifteen passenger options and (6) fully enclosed shuttles for use during inclement weather. A total of twelve shuttles are available as needed.

Discussion ensued with Mr. McDonald stating the need for a long-term parking plan. Mr. McClellan responded that we are actively looking for funding to build a structure.

b. Approve Final Closeout Change Order with Whitesell Green, Inc.

Mr. Cole Davis, Airport Counsel, stated that approving the Change Order, signifies that the Board is also approving the Final Settlement of \$295,000 with Whitesell Green which then closes out this project.

Discussion ensued.

Mr. McFatter made a motion to Approve the Final Change Order and Ms. Williams seconded the motion. A vote was taken and the motion passed unanimously.

c. Approve Contract with Steer Davies & Gleave Inc. for Strategic Plan

Mr. McClellan presented aviation consulting firm Steer Davies & Gleave Inc. as a qualified respondent to work with the Board on a Strategic Plan for the Airport. The project would be facilitated by Dr. Steve Van Beek, who has many years of aviation experience with comparable sized and larger airports.

Discussion ensued.

Ms. Williams made a motion to Approve the Contract with Steer Davies & Gleave, Inc., for Strategic Plan services and Vice Chair Will Cramer seconded the motion. A 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:

On-going Activities:

- Haul road and Temporary Road Diversion (TRD) grading and compaction;
- Pedestrian side walk is complete;
- Utility investigation and location;
- Critical submittal efforts;
- Subcontractor onboarding; and
- Florida Power & Light conduit install at TRD

Upcoming Activities:

- TRD fine grading and paving;
- Construction trailer delivery and install; and
- Temporary communications connection install.

Mr. Vaughn shared that no work will be performed on the Airport roadways November 24 through December 2 in order to avoid holiday traffic disruption.

Chair Sheldon suggested more wayfinding for traffic entering the construction area. Discussion ensued about traffic movement and enforcement during construction.

b. Ardurra Group

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

- A redesign “value engineering” of the Mechanical Mezzanine for a potential savings of \$2.5 million.
- Utilization of First Install in lieu of Mock-ups for the Independent Testing Laboratory (ITL) building envelope, cost savings of \$250k.
- Waterline investigation and testing is underway due to lower pressure than what is required at the site.

c. AVCON

Ms. Hilary Maull provided an update on the following on-going projects:

- North Terminal Expansion submittals, RFIs are being processed by the AVCON
- Terminal Loop Road – finalizing County Comments.
- Stormwater Master Plan – Responding to requests for additional information.
- Fuel Farm design – Survey and Geotech completed
- The Airport Concessions Disadvantaged Business Enterprise (ACDBE) report was completed and accepted by the FAA.
- Qualified Mitigation Supervision (QMS) is ongoing.

Project Planning Update (information only)

a. Florida National Guard Armory

Mr. Nick Harwell stated the installation of a natural gas line and other punch list items are being addressed with a final project completion date coming soon.

Bay EDA Update (information only)

Ms. Becca Hardin provided the following updates to ongoing projects.

- IAG Aero Group was in town and donated a GE Turbojet Engine valued at \$5 million to Haney Technical College. The IAG team met with Parker and Cole to discuss leasing terms for the project at the Airport.
- Premiere Aviation is moving forward with a development team and has obtained a financial partner. The Premier Aviation and a potential developer are working with Parker and Cole on a plan to have this project move forward.
- The EDA conducted a conference call with the Counsel General from Canada, who was touring Tyndall. There is optimism that there are opportunities to move forward on a project after the first of the year.
- Bay EDA met with 17 companies in two days at MRO Europe.
- Ms. Hardin will be visiting Hamburg, Germany with Jennifer Conoley of Florida's Great Northwest in two weeks for a boutique show of Airbus suppliers to seek opportunities for projects at the Airport.
- Project Launch Pad is seeking a sight visit in January and is looking for a 50 to 90-acre site to house a 350,000 square foot facility. The project would bring 300 jobs and \$250M in capital investment to Bay County.
- Bay County's Rural Area of Opportunity designation will be helpful when applying for infrastructure funds. Further consideration to different funding sources should be considered during the strategic planning process.

Executive Director Report:

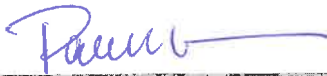
Mr. McClellan extended an invitation to the Board for the holiday luncheon, Friday, December 19th. He shared that the ground-breaking event for the terminal expansion will occur when we start construction on the building, possibly the first week in January.

Mr. McClellan shared that the impacts of the TSA shutdown to the Airport were minimal, and there were very few call outs with the TSA staff, as they continued to work throughout the shutdown. He thanked members of the community who brought lunches and gift bags to the TSA employees and stated that the Airport provided them with lunch several times.

There were no additional public comments.

Next meeting scheduled: Board Meeting: December 17, 2025 – 9:00 a.m.

The meeting was adjourned at approximately 9:43 a.m.



Parker W. McClellan, Jr., AAE
Executive Director



Mark Sheldon, Chair