

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., February 28, 2024 by Chair Holly Melzer.

The Invocation was given by Chair Holly Melzer.

The Pledge of Allegiance was led by Chair Holly Melzer.

Roll was called. In attendance were: Ms. Victoria Williams, Mr. Will Cramer, Mr. Glen McDonald, and Chair Holly Melzer.

Chair Melzer asked if there were any Public Comments. There were no Public Comments.

Chair Melzer 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, to make a motion to accept the Agenda.

Mr. McDonald made a motion to Accept the Agenda, and Mr. Cramer seconded the motion. The vote was taken and the motion passed unanimously.

Reports:

Mr. McClellan reported that 2024 ended with 1.7 million passengers and had over 11% growth. Mr. McClellan said that load factors are down a little. He said that United Airlines is in the process of switching to larger planes and American Airlines is using Airbus. Mr. McClellan said that the market share is still around 20%. He said that all of the airports across the region grew last year.

Ms. Darlene Gordon presented the Financial Reports for the first 4 months of the Fiscal Year ending January 31, 2024. Ms. Gordon said that a decrease in the month of January is due to the \$5.5 million Settlement Agreement paid to the airlines, as well as some construction costs that were paid. The construction costs were covered by grant funds. Ms. Gordon said that there are 6 open positions. In January, there were 4 new hires and 1 resignation.

Consent Agenda:

a. Approve Board Meeting Minutes – January 24, 2024

This Item provides for Board approval of the January 24, 2023 Board Meeting Minutes.

b. Approve Special Board Meeting Minutes – February 9, 2024

This item requests for Board approval of the February 9, 2024 Special Board Meeting Minutes.

Mr. Cramer made a motion to Accept the Consent Agenda, and Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.

Business Items:

a. Review and Adopt 2023 Financial Audit Report

Mr. Easton Ramer with Tipton, Marler, Garner & Chastain presented the audited financial statements for 2023. Mr. Ramer highlighted several areas of the Audit and reported there were no issues found in the Audit.

Mr. Cramer made a motion to Review and Adopt the 2023 Financial Audit Report, and Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.

b. Approve ZHA Task Order #49-E – Terminal Bag Make-up Expansion - Extended CA Services

Mr. McClellan said that the following Task Orders are related to construction taking longer than the original Task Orders. There was a conveyance of issues related to this project that were not anticipated because the drawings used for the projects were wrong. ZHA is asking for additional time to be added to this Task Order as a result of the delays in the contract. He said that it is anticipated that this project should be done in late May or early June. Mr. Cramer asked if there is any anticipation of future delays that would require more task orders and Mr. McClellan said that everything is going well at this time.

Mr. McDonald made a motion to Approve ZHA Task Order #49-E – Terminal Bag Make-up Expansion - Extended CA Services, and Mr. Cramer seconded the motion. The vote was taken and the motion passed unanimously.

c. Approve ZHA Task Order #55-A3 – North Terminal Concourse Buildout – Extend CA Services

Mr. McClellan explained that when ZHA put out the original Task Order, the anticipated completion was 10 months. The contractor came back with a 13-month schedule due to problems discovered as the project construction developed.

Mr. Cramer made a motion to Approve ZHA Task Order #55-A3 – North Terminal Concourse Buildout – Extend CA Services, and Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.

d. **Approve ZHA Task Order #65-B – North Terminal Concourse Expansion – Interior Design Support Services**

Mr. McClellan said that this task order is related to the design of the terrazzo floor. He said that there was a design plan to demo the transition where the 2 designs would meet. It was decided to match the two floors together during construction of each phase to save money by not demoing the flooring. He said that this task order is for redesigning the terrazzo and how the passengers would be moved during construction and during normal operations. He said that they wanted a seamless transition with as little impact on the passengers, as possible.

Mr. McDonald made a motion to Approve ZHA Task Order #65-B – North Terminal Concourse Expansion – Interior Design Support Services, and Mr. Cramer seconded the motion. The vote was taken and the motion passed unanimously.

e. **Approve ZHA Task Order #51-E – General Project Planning Eligibility Exhibits**

Mr. McClellan said this item is to develop the exhibits for the PFC (Passenger Facility Charge) Application. The PFC Application will be utilized to repay the State Infrastructure Bank (SIB) Loan that the Airport intends to utilize to assist in the construction of the North Terminal Expansion.

Mr. McDonald made a motion to Approve ZHA Task Order #51-E – General Project Planning Eligibility Exhibits, and Ms. Williams seconded the motion. The vote was taken and the motion passed unanimously.

Construction Update (information only):

a. **Terminal Buildout**

Mr. Richard McConnell reported on the Terminal Buildout. The buildout continues with the most significant issue the column being modified as a result of unidentified conduits at the proposed site. Completion is expected in early June.

b. **Bag Make-up Expansion**

Mr. Richard McConnell reported on the Bag Make-up Expansion. The Bag Make-up expansion continues to move forward with the pouring of the floor expected in the next week or so and the installation of the baggage system expected in April. Completion is expected in early June.

c. **Sheltair**

The Construction of the hangar continues as well as the construction of the pad and parking area in their final phase of development.

d. **Southern Sky Aviation**

Project is in the completion phase with a soft opening expected April 1, 2024.

Planning Update (information only):

a. **North Terminal Expansion:**

North Terminal Design – Mr. Rick Mellin provided a written update of the North Terminal Project.

Bay EDA Update (Information Only):

Mr. McClellan said that Ms. Becca Hardin and Mr. Ben Moorman with Bay EDA are at a the EDA Monthly Meeting and were unable to attend.

Mr. McClellan provided a brief update as to the EDA activities.

The Moore Agency Update (Information Only):

Katie Spillman provided an update on the 30A Songwriters Festival and the value received from the sponsorship. Additionally, she presented a preview of the upcoming campaign “Do it for the Story”.

Additionally, presented an online video promoting summer seasonal service to Boston.

Executive Director Report:

Mr. McClellan briefed the Board on the Airport’s planning and preparations for the Gulf Coast Salute Air Show. Additionally, he advised that he and Chair Melzer would be going to Washington to keep telling our story and be in search of funding for the Terminal Expansion as well as other development projects.

Public Comments:

There were no Public Comments.

Adjournment:

Next meetings scheduled:

March 27, 2024 - Board Meeting 9:00 a.m.

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

Parker W. McClellan, Jr., AAE
Executive Director

Holly Melzer, Chair