

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., July 24, 2024 by presiding chair, Holly Melzer.

The Invocation was given by Mr. Will Cramer.

The Pledge of Allegiance was led by Chair Melzer.

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

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

District Administrative Items:

a. Election of Officers:

Chair Melzer asked if there were any nominations for Chair.

Mr. McFatter thanked Chair Melzer for her time as Chair and then made a motion to nominate Mark Sheldon as Chair and nominated Will Cramer as Vice Chair, and Ms. Williams seconded the motion. The vote was taken and the motion passed unanimously and the gavel was passed.

Mr. McFatter also noted that he would like to be considered for the Vice Chair position in the next term elections.

b. Annual Review of Board Operating Procedures

Mr. Parker McClellan informed the Board that the only change made was to update the Board Operating Procedures to reflect the 2023 Florida Statutes.

Discussion ensued concerning the Board Operating Procedures.

Mr. McDonald made a motion to accept the Board Operating Procedures, and Mr. McFatter seconded the motion. The vote was taken and the motion passed unanimously.

Reports:

Mr. McClellan updated the Board on the June's Activity Reports. Major findings showed: The total number of passengers in June is roughly more than 30,000 than the Airport's highest month ever; an increase of 153,000 passengers year over year to date, 29% growth for the month June over June of 2023, and overall 600% growth since the Airport opened. Mr. McClellan also highlighted the Airport is only 300-700 passengers behind Pensacola International Airport on Saturdays.

Ms. Darlene Gordon presented the Financial Reports for the nine (9) months ending June 30th. At the end of June, the total cash reflected an increase of \$5.8 million from May, compared to this time in 2023, cash has increased \$4.7 million, with a total balance of \$47.4 million. Ms. Gordon also reported that unrestricted cash is \$31.3 million and restricted cash is \$16.1 million.

In June 2024, total liabilities decreased \$1 million from May, due to the payments from construction projects. Ms. Gordon moved on to excess revenues over expenses, which reflected \$23 million year to date total, showing an increase of \$2.7 million dollars in the month of June. Operating revenue over expenses is \$7.6 million year to date of the excess; the non-operating revenues make up \$15.4 million.

The Income Statement reflected a year to date (YTD) operating revenues of \$16.4 million dollar at the end of May, which exceeds budget by \$1.25 million and equates to 108.3% of budget. Ms. Gordon noted, all revenue categories came in this month at 100% or more of budget, which met or exceeded expectations. The terminal complex revenues were at \$650,000 over budget, with parking and ground transportation fees representing \$481,000.

Personal expenses and Operating expenses are 90% of budget YTD. The Airport currently has five (5) full-time and one (3) part-time positions vacant out of the 81 full-time budget approved positions. The Airport has also seen an increase in interest revenues, and the CFC and PFC accounts are exceeding budget. The month of June reflected an additional \$675,000 in grant revenues.

Consent Agenda:

a. Approve Board Meeting Minutes – June 26, 2024

This item provides for Board approval of the June 26, 2024 Board Meeting Minutes.

b. Ratification of Boardroom Audio Visual Equipment – Verta Technologies

This item provides for Board ratification of the budgeted capital purchase for a replacement of the Boardroom Audio Visual Equipment in an amount of \$125,928.69.

Mr. McDonald 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 Appointment FSU InSPIRE Advisory Board Member

Mr. McClellan explained the Airport Representative appointment to the FSU InSPIRE Advisory Council will be an Airport appointment, rather than an individual appointment. The initial term of the appointment will be for 2024-2026. The Airport-appointed Representative will be the primary member, and as the Airport has done with other organizations, the Executive Director will be the alternate Representative.

Mr. McFatter made a motion to Approve the Appointment of Ms. Holly Melzer for the FSA InSPIRE Advisory Council, and Mr. Cramer seconded the motion. The vote was taken and the motion passed unanimously.

b. Accept FAA Grant Offer – 3-12-0159-044-2024 – Environment Mitigation Phase 8

Mr. McClellan asked the Board to pre-approve the grants from the Federal Aviation Administration (FAA), which the Airport expects to receive in September.

This item provides for Board Acceptance of an FAA Grant #3-12-0159-044-2024 for Environmental Mitigation construction efforts on the approximately 9,600 acres south of the Airport, which is the last phase of the construction efforts the FAA will participate in.

Ms. Melzer made a motion to Accept FAA Grant Offer – 3-12-0159-044-2024 – Environment Mitigation Phase 8, and Ms. Williams seconded the motion. The vote was taken and the motion passed unanimously.

c. Accept FAA Grant Offer – 3-12-0159-045-2024 – Stormwater Master Plan

This item provides for Board Acceptance of an FAA Grant #3-12-0159-045-2024 for Conducting an Update of the Airports Stormwater Master Plan to continue the development of the Airport. The Plan will also consider future Airport development as proposed in the Airport Master Plan Update, so that stormwater management for the Airport can be centralized and isolated in a manner that optimizes the best-use of the Airport Property.

Ms. Melzer made a motion to Accept FAA Grant Offer – 3-12-0159-045-2024 – Stormwater Master Plan, and Mr. Algarin seconded the motion. The vote was taken and the motion passed unanimously.

d. Accept FAA Grant Offer – 3-12-0159-046-2024 – East Escalator and Stairwell

This FAA Grant Offer represents one of the Airport's FY24 request for funds under the FAA Airport Improvement Program. This Grant provides for the installation of an additional escalator adjacent to the existing escalator and stairway to provide improved accessibility to Boarding

Gates 6 and 7.

Discussion ensued surrounding project times and details.

Ms. Williams made a motion to Accept FAA Grant Offer – 3-12-0159-046-2024 – East Escalator and Stairwell, and Ms. Melzer seconded the motion. The vote was taken and the motion passed unanimously.

e. Accept FAA Grant Offer – 3-12-0159-047-2024 – Terminal Apron Rehabilitation and Expansion

This Grant provides for Construction Phase Services for the Rehabilitation and Expansion of the Terminal Apron. This Grant provides for the 280-day project, which will include expanding and rehabilitating the Terminal Apron in order to accommodate the additional aircraft parking necessitated by the increased passengers.

Mr. McFatter made a motion to Accept FAA Grant Offer – 3-12-0159-047-2024 – Terminal Apron Rehabilitation and Expansion, and Mr. McDonald seconded the motion. The vote was taken and the motion passed unanimously.

f. Accept FAA Grant Offer – 3-12-0159-048-2024 – Safety Management System Manual and Implementation Plan

This Grant provides funds for the preparation of the Safety Management System (SMS) Manual and Implementation Plan for Northwest Florida Beaches International Airport (ECP), which will keep the Airport in compliance with Federal regulations and increased safety.

Discussion ensued concerning more details surround the Safety Management System Manual and Implementation Plan.

Ms. Melzer made a motion to Accept FAA Grant Offer – 3-12-0159-048-2024 – Safety Management System Manual and Implementation Plan, and Mr. Algarin seconded the motion. The vote was taken and the motion passed unanimously.

g. Approve and Adopt Resolution 2024-03 for a Non-Recurring Longevity Incentive

Mr. McClellan asked for the Board's approval for the one-time, non-recurring, longevity payment to recognize the Airport's employees, employed as of July 24, 2024, for their contributions to the success of ECP. The incentive will be capped at \$2,500 on a graduated scale based on longevity and full/part-time status.

Discussion ensued, and clarification was given surrounding the longevity incentive.

Mr. McDonald made a motion to Approve and Adopt Resolution 2024-03 for a Non-Recurring Longevity Incentive, and Mr. Cramer seconded the motion. The vote was taken and the motion passed unanimously.

Construction Updates (Information Only)**a. Terminal Buildout**

Mr. Richard McConnell presented pictures describing the Terminal Buildout construction updates. The anticipated date of completion for the Terminal Buildout is October 29, 2024.

b. Bag Makeup Expansion

Mr. McConnell presented pictures describing the Bag Make-Up Expansion construction updates. The substantial completion time for the Bag Makeup Expansion is July 31, 2024 with approximate a three (3) week testing phase to ensure bags are appropriately and efficiently sorted.

Mr. Nick Harwell gave an update on the Admin Lot, which has shown significant delays due to the weather.

Planning Update (Information Only)**a. North Terminal Update**

Mr. McClellan updated that the Airport, with the aid of Ardurra, is working on submitting Bi-Partisan Infrastructure Law application that is due at the end of July 2024. The North Terminal Update will be a phase-development plan, which the Airport is preparing to have ready to begin as soon as funding is granted.

b. Project Inspire

The Airport is working with the FAA to release part of the land under Section 163 of the FAA Reauthorization Act of 2018, which will be located on the corner of Johnny Reaver Road and West Bay Parkway. The Airport is also working on a Memorandum of Understanding with FSU to define responsibilities.

Bay EDA Update (Information Only)

Mr. McClellan presented the Bay EDA Updated in Ms. Becca Hardin's absence. The main project Bay EDA is focusing on at this time is Project Joe, a maintenance repair overhaul facility.

The Moore Agency Update (Information Only)

Ms. Katie Spillman shared her report from the Moore Agency, which included updates from the *Wheels Up Summer Music Series*, TSA media event on Wednesday, July 17, 2024, and new parking graphics for the website.

Discussion ensued concerning messaging for wait times and messaging.

Executive Director Report:

Mr. McClellan reported the Airport is working on a myriad of projects, including: Premier Aviation, Project Joe, and various construction projects. The Airport is also working to organize a luncheon to show appreciation to the staff and tenants for all their hard work and support over the summer months.

Chair Sheldon asked for an update concerning the Airport signage at West Bay Parkway. Discussion ensued.

There were no additional public comments. The Board and Airport staff were reminded that mandatory Ethics Training would follow the close of the meeting.

Next meetings scheduled: August 28, 2024 - Board Meeting 9:00 a.m.

The meeting was adjourned at approximately 9:54am.

Parker W. McClellan, Jr., AAE

Executive Director

Mark Sheldon, Chair