

## 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., November 20, 2024 by Chair Mark Sheldon.

The Invocation was given by Ms. Holly Melzer.

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

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

#### **Public Comment:**

Chair Sheldon asked if there were any 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, to make a motion to accept the Amended Agenda.

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

#### **Reports:**

Mr. McClellan updated the Board on the October's Activity Reports. The Airport was up 10% growth over last year, averaging 15% in total passengers year to date. The Market Share was maintained at 22% for the month. Regional Comparison continues to show the Airport with substantial growth throughout the year.

#### **Consent Agenda:**

- a. **Approve Board Meeting Minutes – October 30, 2024**

This item provides for Board approval of the October 30, 2024 Board Meeting Minutes.

**b. Approve 2025 Board Meeting Schedule**

This item provides information for the Board's consideration of the Board's 2025 Meeting Schedule.

**c. Approve Land Lease with DC Aviation**

This item requests the Board to approve a Land Lease with DC Aviation.

**d. Approve Change to Administrative Policy 9.1 – Paid Leave**

This item provides information for the Board's consideration of the change to Administrative Policy 9.1 – Paid Leave.

**e. Approve Change to Administrative Policy 9.2 – Unpaid Leave**

This item provides for Board approval of the change to Administrative Policy 9.2 – Unpaid Leave.

**Ms. Williams 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. Award Construction Manager-at-Risk (CMAR) for North Terminal Expansion Construction – Cardella Construction Company**

Mr. McClellan provided a brief history on the CMAR services for the North Terminal Expansion. The single bidder for the CMAR of the North Terminal Expansion was Cardella Construction Company. As of yesterday, the Airport was notified from FAA that additional time was needed to review on the single bidder. The request is to approve the Cardella contract pending FAA concurrence with award being to a single bidder.

Discussion ensued.

**Mr. Cramer made a motion to Approve the Construction Manager-at-Risk (CMAR) for North Terminal Expansion Construction – Cardella Construction Company and Mr. McFatter seconded the motion. The vote was taken, and all members voted “Yes”.**

**b. Holiday Parking Plan - Presentation**

Mr. McConnell updated the Board concerning the upcoming holiday parking plan, which includes feedback from passengers last holiday season. With a significant increased parking demand during the Thanksgiving Holiday, courses of action to help passengers with their travel include payment options in the Long-Term and Overflow Parking Lots, additional lighting in and to

overflow parking, and added extensive shuttle service. There will be a new payment option to pay in advance using a QR code and also an on-site QR code to scan to pay in overflow parking.

Discussion ensued.

### **Construction Updates (Information Only)**

#### **a. Terminal Buildout**

Mr. McConnell presented updates on the Terminal Buildout, which includes getting the doors, kick plates, and hardware installed. Final touches on the restrooms are being done, the water is in and turned on, as well as the hand dryers being installed. Everything is operational. The exit way has all construction walls and construction barriers removed. The contractor is finishing up on paint and polishing the floors.

Discussion ensued.

#### **b. Bag Makeup Expansion**

Mr. McConnell continued his Construction Update presentation with updates on the Outbound Baggage Claim project. Interior construction of the project has been completed. Punch list items are being done now.

Discussion ensued.

#### **c. Terminal Ramp Expansion**

Mr. McConnell gave the last Construction Update presentation updating on the Terminal Ramp Expansion project. Plans are for project complete in May.

### **Planning Update (Information Only)**

#### **a. North Terminal Update**

Mr. McClellan shared that the Staff and consultants are beginning the administrative paperwork to move forward with the North Terminal Expansion, once FAA approval is received.

#### **b. Project InSPIRE**

Mr. Cole Davis informed the Board about working with the legal counsel at FSU to compose the MOU, with hopes to present the MOU at the January Board Meeting.

Discussion ensued.

**c. Rental Car Counter Facility Design**

Mr. McClellan informed the Board of the kickoff meeting with the design team and rental car companies. Staff will be preparing an RFI for rental car companies to possibly add additional businesses.

Discussion ensued.

**Bay EDA Update (Information Only)**

Ms. Becca Hardin updated the Board on Premier Aviation with the project moving forward with anticipation of getting an RFI for the construction out soon. Updates were given on Project Spinner, Triumph Gulf Coast Grants, Project Opal, (300 job project \$1 billion capital investment); and Project Express (1,700 jobs \$150 million capital investment). Project Horace, which is a Canadian maintenance repair and overhaul company looking to build a 100,000 square foot hangar, is exploring ECP and other sites (300 jobs, \$400 million capital investment).

Ms. Hardin also gave an update on Project Superbowl, which is a defense related company, (200 jobs and \$30 million capital investment), Project Trailblazer (1,100 jobs, \$1 billion capital investment) Project Sonic, a European MRO (100 jobs, \$20 million capital investment), and Project Harmony (1,800 jobs, \$2.5 billion capital investment).

Discussion ensued.

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

Ms. Katie Spillman shared the upcoming regularly scheduled November and December newsletters. She stated that travel reminders will continue for the holidays. Email blasts are going out on ECP top travel tips, which include knowing what you can bring, reminders on the 311 rule, and TSA tips. Parking and shuttle service reminders are going out ahead of the holiday. Social media content is going out to support the reminders on these holiday travel tips.

**Executive Director Report:**

Mr. McClellan reported on the upcoming trip to Washington to thank the legislators for the ten million dollars and to lay the ground work for additional funding.

Reminder the Holiday Luncheon with the staff on December 20<sup>th</sup> at 11:00 a.m.

There were no additional public comments.

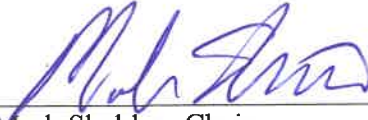
Next meeting scheduled: Board Meeting: December 18, 2024 – 9:00 a.m.

The meeting was adjourned at approximately 9:39 a.m.



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Parker W. McClellan, Jr., AAE  
Executive Director



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Mark Sheldon, Chair