

WORKSHOP MINUTES

PANAMA CITY – BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT

Opening:

The Board Workshop of the Panama City-Bay County Airport and Industrial District was called to order at 9:05 a.m., September 12, 2024 by Chair, Mark Sheldon.

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

The Invocation and the Pledge of Allegiance were led by Chair Sheldon.

Mr. Parker McClellan asked the Board to vote for approval of Remote Participation, allowing Ms. Victoria Williams to participate and vote, if necessary, remotely in the Board Workshop via ZOOM.

Mr. McFatter made a motion to Approve Remote Participation, and Vice Chair Cramer seconded the motion. The vote was taken and the motion passed unanimously.

Mr. Peter Backhaus, Senior Consultant, from Evergreen Solutions, LLC., presented the results of the Airport's compensation study.

Discussion ensued.

Mr. McClellan updated the Board on August's Activity Reports detailing continued growth in August for the Airport, as well as the Region. The Airport shows 1.936 million passengers year to date with a total 7% growth in total passengers year to date.

Ms. Darlene Gordon referenced July's Financial Reports prior to presenting Fiscal Year 2025 (FY25) Operating & Capital Budget. 2024 shows the Airport's best financial year in the history of operation.

Mr. McClellan reviewed the Airline Agreements that were recently renewed.

Ms. Gordon updated the Board on the Airport's Historical Rates, making note that in FY23, ECP had the lowest Cost Per Enplanement (CPE) out of all the small hub airports.

Ms. Gordon then presented the FY25 Operating & Capital Budget Board Budget Presentation, which required no formal action by the Board. Formal approval of the final Budget will be considered at the September 25, 2025 Board Meeting.

Mr. McClellan presented a request by FCS Facility Services to amend their contract to allow for increased salaries for employee retention. The existing Agreement allows for a contract escalation and FCS was requesting an additional amount to cover the additional cost for salary

increases. Following a discussion, it was determined that the contract provided for an escalation as proposed. It was the consensus of the Board that the contract as executed should be maintained with the proposed escalation for FY25.

Discussion ensued about to the Bi-Partisan Infrastructure Law (BIL) in regards to the North Terminal Expansion funding and possible timing.

Discussion ensued regarding the five (5) land leases in the T – hangar area that allowed the owners to move their Port-a-port-hangars from PFN to ECP. The original term was 10 years and in 2020, there was an extension for an additional five (5) years. Mr. McClellan is requesting one (1) additional year extension for four (4) of the five (5) leases, this would align all 5 leases to expire at the same time and allow the Airport to begin developing options for the development of those parcels.

Discussion ensued concerning the Compensation Study for the Staff.

There were no additional comments.

Next meeting scheduled: Board Meeting: September 25, 2024 – 9:00 a.m.

The meeting was adjourned at approximately 10:55 a.m.



Parker W. McClellan, Jr., AAE
Executive Director



Mark Sheldon, Chair