



## MINUTES

**Board of Directors Meeting  
JAA Administration Bldg.  
3<sup>rd</sup> Floor Ed Austin Board Room  
May 20, 2024  
(immediately following 8:30am Finance and  
Audit Committee meeting)**

Chair of the Board Michelle Barnett called the May 20, 2024 Jacksonville Aviation Authority Board of Directors meeting to order at 9:15am. The following board members were present at the call to order:

Mrs. Michelle Barnett, Chair  
Mr. Matt Connell, Vice Chair  
Mr. Fernando Acosta-Rua, Secretary  
Mr. David Hodges, Jr., Treasurer  
Mr. Bill Gulliford, Member  
Dr. Solomon Brotman, Member  
Mr. Andy Hofheimer, Member

Also present at the order call were:

Mr. Mark VanLoh, Chief Executive Officer  
Mr. Ross Jones, Chief Financial Officer  
Mr. Tony Cugno, Chief Operating Officer  
Mr. Devin Reed, Chief Compliance Officer  
Mr. Jay Cunio, Chief Development Officer  
Ms. Barbara Halverstadt, Chief Marketing Officer  
Mrs. Melissa Marcha-Lee, Senior Executive Assistant to CEO/Recording Secretary  
***A listing of all attendees is on file in the office of the Recording Secretary***

### Welcome, Announcements, Pledge

Board Chair Barnett welcomed everyone, announced that a voting quorum was present, then called upon Ms. Halverstadt to lead the group in reciting the Pledge of Allegiance.

### Report from Finance and Audit Committee Meeting

Board Chair Barnett called upon Mr. Hodges, Treasurer/Chair of the Finance and Audit Committee, to provide a report on his recent committee meeting. Committee Chair Hodges advised that his committee met prior to this board meeting, at 8:30am, for the purpose of hearing the FY2024-25 budget presentation and voted to report a recommendation of the budget to the full board for approval. Board Chair Barnett thanked Mr. Hodges for the committee report and called for a motion to accept the report - upon motion duly made by Mr. Hodges and seconded by Dr. Brotman, the board voted unanimously to approve the Finance and Audit Committee report.

## **Chief Executive Officer Report**

CEO VanLoh advised that his report consisted of two items, a presentation on the Sunshine Law by Mr. Reed and a summary of the recent employee survey by Ms. Susan Birch, Organizational Development Manager. He then called upon Mr. Reed.

Mr. Reed discussed the State Sunshine Law and Public Records Law and distributed to each board member a sheet detailing both, he then answered questions from board members. CEO VanLoh thanked Mr. Reed for his report then called upon Ms. Birch.

Ms. Birch presented a detailed powerpoint summary of the recent employee survey and answered questions from the board members. CEO VanLoh thanked Ms. Birch for her report. The board commended CEO VanLoh on his implementation of the survey process and congratulated Ms. Birch on creating the survey document, monitoring the process and analyzing the results. Further, the board asked CEO VanLoh to continue addressing the issues that were brought out during the process, and to consider conducting a survey on an annual basis.

Mr. VanLoh advised that this concluded his CEO report.

### **Old Business**

Board Chair Barnett asked the board if there was any old business to be discussed - hearing none she moved to the next agenda item.

### **Public Comment**

Board Chair Barnett advised that no speaker cards were submitted and moved to the next item on the agenda.

### **New Business Submissions**

**BD2024-05-01**

**Ross Jones, Chief Financial  
Officer**

### ***Approval of Operating and Capital Budget of the Jacksonville Aviation Authority for Fiscal Year Commencing October 1, 2024 and Ending September 30, 2025***

Board Chair Barnett called upon Mr. Jones to present the submission and, upon motion made by Mr. Hodges and seconded by Dr. Brotman, the board members voted unanimously to approve Submission BD2024-05-01 Approval of Operating and Capital Budget of the Jacksonville Aviation Authority for Fiscal Year Commencing October 1, 2024 and Ending September 30, 2025.

**BD2024-05-02**

**Jay Cunio, Chief Development  
Officer**

***Approval of Ground Lease between the Jacksonville Aviation Authority (“JAA”)  
and WaWa Florida, LLC (“WAWA”)***

Board Chair Barnett called upon Mr. Cunio to present the submission and, upon motion made by Mr. Gulliford and seconded by Mr. Connell, the board members voted unanimously to approve Submission BD2024-05-02 Approval of Ground Lease between the Jacksonville Aviation Authority (“JAA”) and WaWa Florida, LLC (“WAWA”).

**BD2024-05-03**

**Lauren Scott, Senior Manager  
Aviation Planning**

***Accept Florida Department of Transportation Grant Agreement for Herlong  
Recreational Airport***

Board Chair Barnett called upon Ms. Scott to present the submission and, upon motion made by Dr. Brotman and seconded by Mr. Gulliford, the board members voted unanimously to approve Submission BD2024-05-03 Accept Florida Department of Transportation Grant Agreement for Herlong Recreational Airport.

**New Business  
Award Ratification Submissions**

Board Chair Barnett called upon Procurement Director LeNedda Edwards to recap the three awards above \$1,000,000 needing board ratification, and she called for individual approval of each.

**BD2024-05-04AR**

***Ratification of Award to United States Department of Agriculture for  
Wildlife Mitigation Services***

Upon motion made by Dr. Brotman and seconded by Mr. Hofheimer, the board members voted unanimously to approve Award Ratification Submission BD2024-05-04AR to United States Department of Agriculture for Wildlife Mitigation Services.

**BD2024-05-05AR**

***Ratification of Award to Balfour Beatty Construction, LLC for Jacksonville  
International Airport Concourse B Construction***

Upon motion made by Mr. Connell and seconded by Dr. Brotman, the board members voted unanimously to approve Award Ratification Submission BD2024-05-05AR to Balfour Beatty Construction, LLC for Jacksonville International Airport Concourse B Construction.

**BD2024-05-06AR**

***Ratification of Award to Federal Aviation Administration (FAA) for Jacksonville International Airport Concourse B Reimbursable Agreement***

Upon motion made by Dr. Brotman and seconded by Mr. Gulliford, the board members voted unanimously to approve Award Ratification Submission BD2024-05-06AR to Federal Aviation Administration (FAA) for Jacksonville International Airport Concourse B reimbursable Agreement.

**Approval of Minutes**

Board Chair Barnett called for approval of minutes from the March 14, 2024 Finance and Audit Committee meeting and the March 25, 2024 Board of Directors meeting and, upon motion made by Mr. Hodges and seconded by Dr. Brotman, the board members voted unanimously to approve the minutes from both meetings.

**Financial Update**

***Ross Jones, Chief Financial Officer***

Board Chair Barnett called upon Mr. Jones to present the financial report for the seven months ended April 30, 2024, and Mr. Jones answered questions about the report (the board had previously received the unaudited financial report for the six months ended March 31, 2024). Hearing no further comments/questions about the April 30, 2024 financial report, Board Chair Barnett moved on.

**City Council Update**

***Council Vice President Randy White, JAA Council Liaison***

Council Vice President White did not attend the meeting.

**Board Communication**

Board Chair Barnett advised that the next bi-monthly board meeting will be on July 29, 2024 (changed from the 22<sup>nd</sup> by the Chair) at 8:30am in the Ed Austin Board Room at the JAA administration building. Further, she advised that after adjourning today's board meeting there will be a fifteen minute break and the board will then begin an information workshop.

**Adjournment**

There being no further business to come before the Board of Directors, Board Chair Barnett adjourned the meeting at 10:00am.