



## MINUTES

### **Board of Directors Meeting JAA Administration Bldg. 3<sup>rd</sup> Floor Ed Austin Board Room July 29, 2024/8:30am**

Chair of the Board Michelle Barnett called the July 29, 2024 Jacksonville Aviation Authority Board of Directors meeting to order at 8:30am. The following board members were present at the call to order:

Mrs. Michelle Barnett, Chair  
Mr. Fernando Acosta-Rua, Secretary  
Mr. David Hodges, Jr., Treasurer  
Mr. Bill Gulliford, Member  
Mr. Andy Hofheimer, Member  
*Mr. Matt Connell, Vice Chair, and Dr. Sol Brotman, Member, attended via phone*

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  
JAA Council Liaison Council President Randy White  
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 guest Jay Wilkin from K9s for Warriors to lead the group in reciting the Pledge of Allegiance.

### **Get to Know Management Employees**

Board Chair Barnett advised that at each board meeting she will call upon members of the management team to introduce themselves and advise what they and their team do so the board can learn more about the teams here at JAA. At this meeting, Chief Financial Officer Ross Jones, Vice President Human Resources Mike May, and Vice President Engineering & Facilities Davey Jones shared their information with the board. Chair Barnett thanked them, then called upon CEO Mark VanLoh for his report.

## **Chief Executive Officer Report**

CEO VanLoh advised that six representatives from local charities were in attendance to receive funding from our annual charity golf tournament - he called each person to the front and they accepted their check from Board Chair Barnett.

Mr. VanLoh then called upon Steven Schultz, Director Information Technology, to discuss the recent technology meltdown and how we were able to recovery so quickly.

CEO VanLoh advised that preparation for the construction of concourse B is proceeding.

Mr. VanLoh shared that the July 4<sup>th</sup> holiday was very busy, advising that we broke passenger numbers daily and parking became scarce. He further advised that the scope of work is beginning on the garage construction project, which is expected to be completed in 2026.

CEO VanLoh next announced our newest Accredited Airport Executive at JAA, Paul Gerrety, Director Business Development. This accredited program takes about three years to complete and is a national designation similar to earning a CPA or masters designation. The board congratulated Paul with a round of applause.

Mr. VanLoh advised that per the board's recent directive, a survey was conducted among the aviation community at Herlong, asking about the willingness to pay up to 3 times the current rate for a new hangar – 95% replied no. Without FDOT funding, the market is not willing to pay the true costs – we will continue to put new hangars in our long-range capital program and hope that FDOT will support the project.

CEO VanLoh shared that the 2024 JAA intern class has completed their work and advised that an ice cream social and panel discussion was held with senior leadership on their last day with us.

Mr. VanLoh advised that JAA's annual budget presentation before the City Council Finance Committee is scheduled for August 16.

Lastly, CEO VanLoh shared that the whimsical artwork around airport property and on display inside the terminal is the work of local artist from Atlantic Beach Scotie Cousin, who started the project during the pandemic as a way to cheer up the community.

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**

**BD2024-07-01**

**Sally McMMain, Senior  
Properties Administrator**

***Approval of Building and Ground Lease for Buildings 328, 334, 339 and 818 at Cecil  
Airport between the Jacksonville Aviation Authority and Hermeus Corporation***

Board Chair Barnett called upon Ms. McMMain to present the submission and, upon motion made by Mr. Gulliford and seconded by Mr. Acosta-Rua, the five board members present voted unanimously to approve Submission BD2024-07-01 Approval of Building and Ground Lease for Buildings 328, 334, 339 and 818 at Cecil Airport between the Jacksonville Aviation Authority and Hermeus Corporation.

**BD2024-07-02**

**Ashley Shorter, Senior  
Manager Aviation Planning**

***Budget Transfer for General Aviation Federal Inspection Services Facility  
at Jacksonville International Airport***

Board Chair Barnett called upon Ms. Shorter to present the submission and, upon motion made by Mr. Hodges and seconded by Mr. Gulliford, the five board members present voted unanimously to approve Submission BD2024-07-02 Budget Transfer for General Aviation Federal Inspection Services Facility at Jacksonville International Airport.

**BD2024-07-03**

**Ross Jones, Chief Financial  
Officer**

***Authorize and Approve Extension of Terms of Variable Rate Line of Credit  
for Initial Concourse B Construction Costs***

Board Chair Barnett called upon Mr. Jones to present the submission and, upon motion made by Mr. Gulliford and seconded by Mr. Hodges, the five board members present voted unanimously to approve Submission BD2024-07-03 Authorize and Approve Extension of Terms of Variable Rate Line of Credit for Initial Concourse B Construction Costs.

**BD2024-07-04**

**Jose Lopez, Director of  
Accounting**

***Authorize and Approve Financing of the Authority's Airport Revenue Bonds,  
Series 2024 through a Fixed Rate Direct Placement***

Board Chair Barnett called upon Mr. Lopez to present the submission and, upon motion made by Mr. Hodges and seconded by Mr. Gulliford, the five board members present voted unanimously to approve Submission BD2024-07-04 Authorize and Approve Financing of the Authority's Airport Revenue Bonds, Series 2024 through a Fixed Rate Direct Placement.

**New Business**  
**Award Ratification Submissions**

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

**BD2024-07-05AR**

***Ratification of Award to Brock Solutions US Systems, LLC for Baggage Handling System Software Support Service***

Upon motion made by Mr. Gulliford and seconded by Mr. Acosta-Rua, the five board members present voted unanimously to approve Award Ratification Submission BD2024-07-05AR to Brock Solutions US Systems, LLC for Baggage Handling System Software Support Service.

**BD2024-07-06AR**

***Ratification of Award to Titan Aviation Fuels for Aviation Fuel Services and Fuel for Herlong Airport***

Upon motion made by Mr. Acosta-Rua and seconded by Mr. Gulliford, the five board members present voted unanimously to approve Award Ratification Submission BD2024-07-06R to Titan Aviation Fuels for Aviation Fuel Services and Fuel for Herlong Airport.

**BD2024-07-07AR**

***Ratification of Award to Campbell-Hill Aviation Group, LLC for Commercial Air and Cargo Service Development Consultant Services***

Upon motion made by Mr. Hodges and seconded by Mr. Gulliford, the five board members present voted unanimously to approve Award Ratification Submission BD2024-07-07AR to Campbell-Hill Aviation Group, LLC for Commercial Air and Cargo Service Development Consultant Services.

**BD2024-07-08AR**

***Ratification of Award to Cubix, Inc. for Industrial Products, Services and Supplies***

Upon motion made by Mr. Gulliford and seconded by Mr. Acosta-Rua, the five board members present voted unanimously to approve Award Ratification Submission BD2024-07-08AR to Cubix, Inc. for Industrial Products, Services and Supplies.

### **Approval of Minutes**

Board Chair Barnett called for approval of minutes from the May 20, 2024 Finance and Audit Committee, the May 20, 2024 Board of Directors and the May 20, 2024 Information Workshop meetings and, upon motion made by Mr. Gulliford and seconded by Dr. Brotman, the five board members present voted unanimously to approve the minutes from all three meetings.

### **Reports/Updates**

#### **Financial Update**

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

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

#### **City Council Update**

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

Council President White advised he had nothing to report.

### **Board Communication**

Board Chair Barnett advised that the next bi-monthly board meeting will be on September 23, 2024 at 8:30am in the Ed Austin Board Room at the JAA administration building.

### **Adjournment**

There being no further business to come before the Board of Directors, Board Chair Barnett adjourned the meeting at 9:35am.