



MINUTES

Board of Directors Meeting JAA Administration Building 3rd FL Ed Austin Board Room October 24, 2016/8:30a

Chair of the Board Patrick Kilbane called the October 24, 2016 Board of Directors meeting to order at 8:30a. The following board members were present at the call to order:

Mr. Patrick Kilbane, Chair
Mrs. Giselle Carson, Vice Chair
Mr. Jay Demetree, Secretary
Mr. Russ Thomas, Treasurer
Mr. Ray Alfred, Member
Mr. Frank Mackesy, Member
Mrs. Terri Davlantes, Member

Also present at the call to order were:

Mr. Steve Grossman, Chief Executive Officer (CEO)
Mrs. Debra Braga, Chief Legal Officer (CLO)
Mr. Tony Cugno, Chief Operating Officer (COO)
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)
Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)
Mrs. Melissa Marcha-Lee, Sr. Executive Assistant/Recording Secretary

A listing of all attendees is on file in the office of the Recording Secretary

Welcome, Announcements, Pledge

Chair Kilbane welcomed everyone to the meeting and announced that a quorum was in place - he then lead the group in reciting the Pledge of Allegiance. Chair Kilbane presented a commemorative plaque to Past Chair Ray Alfred, thanking him for his leadership as the board chair during fiscal year 2015-16.

Chief Executive Officer Report

Chair Kilbane called on Mr. Steve Grossman to present his CEO report.

- (1) Report on Hurricane Matthew
- (2) Report on recent ACI-World annual conference/award
- (3) Report on pilot program for TNCs
- (4) Reminder about TSA pre-check sign-up program

Mr. Grossman advised that the Emergency Operations Center was activated on Thurs. Oct. 6th and remained active until Sat. morning, the airfield closed at 2p on Fri. and reopened at



midnight, and 208 flights were cancelled. Staff at all four airports did an excellent job of securing JAA assets and assisting tenants in ensuring their assets were as secure as possible. Total damage to JAA facilities was \$1.6 million and a report has been submitted to FEMA. Staff performed in a coordinated and excellent manner, a true example of One Team, One Direction.

Mr. Grossman next reported on the annual ACI-World conference, stating that the clear focus was on security. He further advised that he and Mr. Bryan Long, JAA's Landside Operations and Customer Service Manager, accepted the Director General's award inducting JIA onto the Customer Service Roll of Honor. Also, three employees – David Jones/Director of Facilities, Paul Gerrety/Properties Manager, and Steven Schultz/Director Information Technology, graduated with their AMPAP designation.

Mr. Grossman reported on the transportation network companies (TNCs), advising that the traveling public has clearly spoken about their desire to use TNCs and while they are not legally allowed to operate in the city, many do. Each week more and more airports are allowing TNCs to pick up and drop off at the airport, and with board concurrence JIA will soon join that trend. The board gave its concurrence to move forward.

Lastly, Mr. Grossman reminded everyone about the upcoming two-week sign up program that will be in place for TSA pre-check registration.

Mr. Grossman advised that this concluded his CEO report.

Old Business

Chair Kilbane asked the board if there was any old business to be discussed and hearing none, he proceeded to the next agenda item.

Public Comment

Chair Kilbane advised that three speaker cards had been submitted and the speakers would be heard in the order their card was received – Marshall Wood, Bill Hay and Brad Braddock, each would have three minutes to speak. When Mr. Braddock was called upon, he declined to speak advising that his issue had just been discussed by the board.



New Business Submissions

BD2016-10-01

**Rusty Chandler/Chief Cecil
Airport & General Aviation**

Approval of Land Donation, Cecil Airport

Chair Kilbane called upon Mr. Chandler to present the submission and upon motion made by Mr. Alfred and seconded by Mrs. Davlantes, the board members voted unanimously to approve Submission BD2016-10-01, Approval of Land Donation Cecil Airport.

BD2016-10-02

**Paul Gerrety/Properties
Manager**

Approval of Building and Land Lease between the Jacksonville Aviation Authority and Logistic Services International, Inc.

Chair Kilbane called upon Mr. Gerrety to present the submission and upon motion made by Mr. Mackesy and seconded by Mr. Alfred, the board members voted unanimously to approve Submission BD2016-10-02, Approval of Building and Land Lease between the Jacksonville Aviation Authority and Logistic Services International, Inc.

BD2016-10-03

**Derek Powder/Sr. Manager
Engineering & Construction**

Ratify Budget Transfer for Completion of FEDEX Drainage Repairs

Chair Kilbane called upon Mr. Powder to present the submission and upon motion made by Mr. Mackesy and seconded by Mr. Thomas, the board members voted unanimously to approve Submission BD2016-10-03, Ratify Budget Transfer for Completion of FEDEX Drainage Repairs.

Approval of Minutes

Chair Kilbane called for approval of the minutes from both the September 19, 2016 Nominating Committee and Board of Directors meetings and upon motion made by Mrs. Davlantes and seconded by Mr. Kilbane, the board members voted unanimously to approve the minutes.



Updates/Other Reports

Financial Update

***Diane Pinkerman/Director
of Finance***

Chair Kilbane called upon Mrs. Pinkerman to present the Unaudited Financial Report for the twelve months ended September 30, 2016 – and advised the board that this would be Diane’s last board meeting as she is retiring from JAA. The board thanked Diane for her many years of service and wished her well in retirement.

City Council Update

***Councilman Doyle Carter/City
Council Liaison***

Councilman Carter was not in attendance at the meeting.

Chief Executive Officer Performance Review for Fiscal Year 2015-16

Chair Kilbane called on Mr. Alfred, as the chair during the review period, to lead the discussion.

Mr. Alfred advised that all the board member reviews were very favorable, and the average of all seven was 4.6% (out of a possible 5), he then asked for any further comments from board members. Mrs. Davlantes was very complimentary of Mr. Grossman, Mr. Kilbane advised Mr. Grossman has done an exceptional job, and Mr. Mackesy stated he believes we have the best airport CEO.

Mr. Alfred then asked the board members for a recommendation on a salary percentage increase – to which Mr. Mackesy replied that it perhaps be an average of what all employees received (which was 4%). Upon motion made by Mr. Mackesy and seconded by Mr. Kilbane, the board members voted unanimously to approve a 4% increase to Mr. Grossman’s salary, retroactive to October 1st per his employment contract

Chair’s Committee Appointments

Chair Kilbane advised that he has made his committee appointments and all members have agreed to serve. The appointments are as follows:

Finance and Audit Committee

Russ Thomas, Chair (as board treasurer)
Jay Demetree
Terri Davlantes

Nominating Committee

Ray Alfred, Chair (as immediate
past board chair)
Frank Mackesy
Russ Thomas



Board Communication

Chair Kilbane advised that the next board meeting will be on Monday, November 28, 2016 at 8:30am at the JAA Administration Building in the 3rd FL Ed Austin Board Room. Chair Kilbane then asked if there was anything further to come before the board – Mrs. Davlantes commented on the action plans document the board had recently been sent, inquiring about the GA survey that was to be conducted, and Mr. Mackesy advised that he does not believe the beautification plan in the document is specific enough. Chair Kilbane advised that the action plan document will be discussed at the next board meeting and asked the members to please contact Mr. Grossman with any questions or comments about the documents so all can be included in the discussion. Mr. Mackey also wished to state on the record that we should let tenants know that they cannot disallow their own tenants from appearing at a board meeting or speaking during the public comment section. Hearing no further comments, Chair Kilbane proceeded to adjourn.

Adjournment

There being no further business to come before the Board of Directors, Chair Kilbane adjourned the meeting at 9:50a.

Approved November 28, 2016