



MINUTES

Board of Directors Meeting JAA Administration Building 3rd FL Ed Austin Board Room March 28, 2016/8:30a

Chairman of the Board Ray Alfred called the March 28, 2016 Board of Directors meeting to order at 8:30a. The following board members were present at the call to order:

Mr. Ray Alfred, Chairman
Mr. Patrick Kilbane, Vice Chairman
Mrs. Terri Davlantes, Secretary
Mr. Frank Mackesy, Member
Mr. Jay Demetree, Member

Also present at the order call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)
Mr. Richard Rossi, Chief Financial Officer (CFO)
Mr. Tony Cugno, Chief Operating Officer (COO)
Mrs. Debra Braga, Chief Legal Officer (CLO)
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
Mr. Doyle Carter, City Council Liaison to JAA

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

Welcome, Announcements, Pledge

Chairman Alfred welcomed everyone to the meeting and announced that a quorum was in place; he then called upon Mrs. Davlantes to lead the group in reciting the Pledge of Allegiance.

Chief Executive Officer Report

Chairman Alfred called on Mr. Steve Grossman to present his CEO report.

- (1) ACI service quality survey
- (2) Air service update
- (3) Legislative update
- (4) JAA employee FBI academy graduation

Before beginning his report on the discussion items, Mr. Grossman commented on the Brussels airport tragedy and advised JAA has put additional security measures in place such as officers



patrolling with longer guns - he emphasized the importance of the “see something, say something” guideline that everyone should follow.

Mr. Grossman announced that JAA placed 2nd in the recent Airport Service Quality (ASQ) survey and called upon Mr. Bryan Long, Landside Operations & Customer Service Manager, to give a presentation on the results. Board member Mrs. Giselle Carson arrived at this point in the meeting. Mr. Mackesy commented that he hopes we are displaying the ASQ awards publicly, similar to the banner on which we share our economic impact, and Mr. Grossman responded that we are building a display area in the terminal for airport awards.

At this point in the meeting Chairman Alfred asked CEO Grossman to pause his report for a moment so that the board can have the presentation of Submission #1 regarding the JFRD, as the Fire Chief and his associate are present at the meeting and would like to comment but then must leave for another meeting.

New Business
Submissions

Board Member Russ Thomas joined via telephone at this point in the meeting and was acknowledged by Chairman Alfred.

BD2016-03-01

Todd Lindner, Sr. Manager
Aviation/Spaceport Planning

Accept Florida Department of Transportation Supplemental Joint Participation Agreement for the New Airport Rescue and Fire Fighting (ARFF) Facility at Cecil Airport

Chairman Alfred called upon Mr. Lindner to present the submission and upon motion made by Mr. Mackesy and seconded by Mrs. Davlantes, the board voted unanimously to approve Submission BD2016-03-01, Accept Florida Department of Transportation Supplemental Joint Participation Agreement for the New Airport Rescue and Fire Fighting (ARFF) Facility at Cecil Airport. The Fire Chief was present at the meeting and explained the estimated construction time-frame and advised this will greatly benefit the area; he further commented on the phenomenal relationship they have with Cecil Airport. Councilman Carter echoed the Chief's comments, saying it truly is great news for the residential and business community surrounding Cecil Airport.

Chairman Alfred then asked Mr. Grossman to continue with his CEO report.



Chief Executive Officer Report (con't.)

Next Mr. Grossman called upon Ms. Barbara Halverstadt, Marketing & Air Service Development Director, to provide an update on air service, and she advised that with the recent additional Allegiant flights, if they continue to add we could very soon become the largest Allegiant city that is not a base.

Mr. Grossman then called upon Mr. Michael Stewart, External Affairs Director, to provide a legislative update.

Lastly, Mr. Grossman announced that Lt. Chip Monts of the Public Safety & Security Division had just returned from the FBI National Academy in Virginia, where he attended, and graduated from, a ten week professional development course for US and international law enforcement leaders.

Mr. Grossman advised that this concluded his report.

Old Business

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

Public Comment

Chairman Alfred advised that no speaker request cards for public comment had been submitted and therefore he moved on to the next agenda item.

New Business Submissions (cont.)

BD2016-03-02

**Jay Cunio, Director
Business Development**

Approval of Second Restated Lease and Agreement between the Jacksonville Aviation Authority and Sky Harbor Corporation

Chairman Alfred called upon Mr. Lindner to present the submission – Mr. Thomas then made a declaration of his conflict in voting on this item due to his personal tie to Sky Harbor (Recording Secretary Marcha'-Lee will send the required voting conflict form to Mr. Thomas for signature and upon its receipt it will be attached to and become a part of these minutes). Upon motion



then duly made by Mrs. Davlantes and seconded by Mr. Kilbane, the six participating board members voted unanimously to approve Submission BD2016-03-02, Approval of Second Restated Lease and Agreement between the Jacksonville Aviation Authority and Sky Harbor Corporation – Mr. Thomas abstained.

Mr. Kilbane left the room at this point in the meeting

Approval of Minutes

Chairman Alfred called for approval of the minutes from the February 17, 2016 Board Strategic Workshop and the February 22, 2016 Board of Directors meeting and upon motion made by Mrs. Davlantes and seconded by Mr. Demetree, the six participating board members voted unanimously to approve the minutes of both meetings.

Mr. Kilbane returned to the room at this point in the meeting.

Updates/Other Reports

Financial Update

***Richard Rossi,
Chief Financial Officer***

Chairman Alfred called upon Mr. Rossi, who provided an overview of the Unaudited Financial Report for the five months ended February 29, 2016.

City Council Update

***Councilman Doyle Carter,
City Council Liaison***

Councilman Carter advised he had no further comments then those made previously in the meeting. On behalf of the entire board and JAA staff, Chairman Alfred thanked Councilman Carter for everything he does on behalf of Cecil Airport.

Discussion/Adoption of Resolution Regarding JAA Five Year Goals

Mr. Grossman advised that the JAA Five Year Goals were being presented to the board for adoption and after discussion, which included clarifying the metric section of Goal #1 Cecil Airport, to show that the expected Cecil revenue includes the Spaceport, and adding to the metric section of Goal #5 Customer Service Enhancement, a business community survey), and upon motion made by Mrs. Carson and seconded by Mr. Demetree, the board voted unanimously to adopt Resolution Number 2016-01, Approving the JAA Five Year Goals, with the clarification and addition as discussed.



Discussion/Adoption of Resolution Regarding JAA By-Laws

Mr. Grossman advised that the JAA By-Laws document was being presented to the board for adoption, after having been tabled from a previous board meeting, and after discussion, which included clarifying Section #7 Quorum, to indicate that all 4 quorum members present must vote to approve an action, and upon motion made by Mrs. Carson and seconded by Mr. Kilbane, the board voted unanimously to adopt Resolution Number 2016-02, Approving the JAA By-Laws.

Further discussion ensued regarding Section #4, the CEO evaluation process, with Mr. Grossman suggesting that the evaluation document should involve items other than just simply meeting the goals (such as community involvement, board interaction, etc.). Chairman Alfred asked Mr. Grossman to send a draft document for the board to consider, detailing his thoughts regarding the evaluation process; also, Mr. Mackesy suggested we get the evaluation forms used at other airports of our size.

Discussion of Fiscal Year 2015-16 Action Plans

Mr. Grossman lead a discussion of the Fiscal Year 2015-16 Action Plans and advised that he will incorporate all comments made today and rework a final document.

Board Communication

Chairman Alfred acknowledged Dr. Johnny Gaffney, Mayor's Boards and Commissions Liaison, who had joined the meeting earlier, and asked if he had any comments – Dr. Gaffney advised there is a lot of discussion surrounding medical tourism and he is glad we are considering that in our five year goals plan. Chairman Alfred advised that the next board meeting will be on Monday, April 25, 2016 at 8:30a at the JAA Administration Building in the 3rd FL Ed Austin Board Room. Chairman Alfred then asked if there was anything further to come before the board and hearing nothing, he proceeded to adjourn.

Adjournment

There being no further business to come before the Board of Directors, Chairman Alfred adjourned the meeting at 10:55a.