



MINUTES

Board of Directors Meeting JAA Administration Bldg., 3rd FL Ed Austin Board Room July 24, 2017/8:30am

Chair of the Board Pat Kilbane called the July 24, 2017 Board of Directors meeting to order at 8:30am. The following board members were present at the call to order:

Mr. Patrick Kilbane, Chair

Mr. Jay Demetree, Secretary

Mrs. Terri Davlantes, Member

Mr. Ray Alfred, Member

(Member Mr. Frank Mackesy, Vice Chair Mrs. Giselle Carson, and Treasurer Mr. Russ Thomas were absent at the call)

Also present at the call to order were:

Mr. Steve Grossman, Chief Executive Officer (CEO)

Mr. Tony Cugno, Chief Operating Officer (COO)

Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)

Mrs. Debra Braga, Chief Legal Officer (COO)

Mr. Richard Rossi, Chief Financial Officer (CFO)

Mrs. Rosa Beckett, Chief Administrative Officer (CAO)

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 called upon guest Mr. Steve Adams to lead the Pledge of Allegiance.

Chief Executive Officer Report

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

- (1) Report on Paris airshow
- (2) Report on new JIA concessions
- (3) Report on recent JIA FAA inspection
- (4) Update on new JIA maintenance facility
- (5) Update on Cecil hangar 945
- (6) Update on new air service
- (7) Update on planning for JIA 50th anniversary celebration

Prior to detailing the agenda items, Mr. Grossman shared that for our 2017 intern program we have 6 college students and a high school student participating this year in the program ending July 28th – the college students each stood and were introduced (the high school student was named but was not able to attend the meeting), all were thanked by the board for participating in our internship program.

Mr. Grossman reported that he, Cecil Chief Rusty Chandler and Business Development Director Jay Cunio all attended the Paris airshow, advising that there were several good meetings attended and business contacts made during the show.

Mrs. Giselle Carson, Vice Chair of the Board, and Councilman Doyle Carter, JAA City Council Liaison, arrived at this point in the meeting.

Mr. Grossman next reported on new JIA concessions, advising that among them is a local company, Firehouse Subs. Through our wonderful relationship with HMS Host, our food and beverage operator, we are able to introduce new and different brands for our passengers' enjoyment. Mrs. Davlantes asked if there is some way we can emphasize that Firehouse is a local brand, to which Mr. Grossman replied that we will be highlighting that in all of the media and we will discuss some kind of permanent signage at the restaurant.

Mr. Grossmann advised that the recent FAA inspection went very well, stating that the FAA inspector found no discrepancies on the 124 point checklist. The inspector commended the staff for their professionalism and positive attitude.

Next, Mr. Grossman updated the board on the new maintenance facility, advising that construction on the 41,300 sq. ft. facility is expected to start in mid-September.

Mr. Grossman reported that Jacksonville JetPort at Cecil Airport has completed construction of hangar 945, their second privately-constructed hangar at the airport.

Mr. Grossman next updated the board on recent air service announcements, also advising that we have heard that Frontier is planning service here and we are awaiting confirmation.

Lastly, Mr. Grossman called upon Ms. Barbara Halverstadt, Marketing Director, who, together with Mr. Greg Willis, Marketing Manager, presented a slide show detailing plans for the upcoming JIA 50th anniversary celebration.

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 moved to the next agenda item.

Public Comment

Chair Kilbane advised that no speaker cards had been submitted, and moved to the next item on the agenda.

New Business
Submissions

BD2017-07-01

**Kimberly Howard/Interim Senior
Manager Aviation Planning**

***Accept Florida Department of Transportation Supplemental Joint Participation
Agreement for the Consolidated Maintenance Facility at Jacksonville
International Airport***

Chair Kilbane called upon Mrs. Howard to present the submission and after discussion, and upon motion made by Mr. Demetree and seconded by Mr. Alfred, the board members in attendance voted unanimously to approve Submission BD2017-07-01, Accept Florida Department of Transportation Supplemental Joint Participation Agreement for the Consolidated Maintenance Facility at Jacksonville International Airport.

BD2017-07-02

**Matt Bocchino/Properties
Administrator**

***Approval of First Amendment to the Ground Lease Agreement at Cecil Airport
between the Jacksonville Aviation Authority and Jacksonville JetPort, LLC***

Chair Kilbane called upon Mr. Bocchino to present the submission and prior to the presentation, Secretary Jay Demetree advised of his voting conflict on this item, and signed a Voting Conflict Form. The presentation then began and after discussion, and upon motion made by Mrs. Davlantes and seconded by Mr. Alfred, four of the five board members in attendance voted to approve Submission BD2017-07-02, Approval of First Amendment to the Ground Lease Agreement at Cecil Airport between the Jacksonville Aviation Authority and Jacksonville JetPort, LLC; Secretary Demetree abstained (a copy of his Voting Conflict Form is attached hereto and made a part of these minutes.)

BD2017-07-03

**Jay Cunio/Director Business
Development**

***Approval of the Interlocal, Operating and Lease Agreements between the
Jacksonville Aviation Authority and the City of Jacksonville for the
Existing Fire Station 56 at Cecil Airport and the New Fire Station 73
to be Constructed at Cecil Airport***

Chair Kilbane called upon Mr. Cunio to present the submission and after discussion, and upon motion made by Mr. Alfred and seconded by Mr. Demetree, the board members in attendance voted unanimously to approve Submission BD2017-07-03, Approval of the Interlocal, Operating and Lease Agreements between the Jacksonville Aviation Authority and the City of Jacksonville for the Existing Fire Station 56 at Cecil Airport and the New Fire Station 73 to be Constructed at Cecil Airport. Mr. Alfred congratulated everyone on the work done in getting these agreements in place, and Councilman Carter commented that along with it being a win for JAA and Cecil, it is also a win for area homeowners as it will help with the rating process on their home insurance policies.

BD2017-07-04

**Derek Powder/Senior Manager
Engineering & Construction**

Budget Transfer for Air Cargo Building 2 Roof Repairs

Chair Kilbane called upon Mr. Powder to present the submission and upon motion made by Mrs. Davlantes and seconded by Mr. Demetree, the board members in attendance voted to approve Submission BD2017-07-04, Budget Transfer for Air Cargo Building 2 Roof Repairs.

BD2017-07-05

Paul Gerrety/Properties Manager

Approval of First Amendment to Building and Land Lease for Hangar 955 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. Alfred and seconded by Mrs. Carson, the board members in attendance voted to approve Submission BD2017-07-05, Approval of First Amendment to Building and Land Lease for Hangar 955 between the Jacksonville Aviation Authority and Logistic Services International, Inc.

Approval of Minutes

Chair Kilbane called for approval of the minutes from both the May 22, 2017 Finance and Audit Committee and Board of Directors meetings, and upon motion made by Mr. Demetree and seconded by Mr. Alfred, the board members in attendance voted unanimously to approve both sets of minutes.

Updates/Other Reports

Financial Update

**Richard Rossi/Chief
Financial Officer**

Chair Kilbane called upon Mr. Rossi to present the Unaudited Financial Report for the nine months ended June 30, 2017 (in the non-meeting month of June, Mr. Rossi provided the board with the financial report for the eight months ended May 31, 2017, together with his written summary in memo form).

City Council Update

**Councilman Doyle Carter/City
Council Liaison**

Before calling upon Councilman Carter to provide an update, Chair Kilbane advised that Councilman Carter has been reappointed as our JAA City Council Liaison for 2017-18 and we are extremely glad to have him continuing on with JAA. Chair Kilbane then called upon Councilman Carter for his update. Councilman Carter reiterated his comments made earlier

about the completion of the fire station agreements, well done! He further commented that Herlong Airport seems to be busier which is exciting. Lastly, he advised he appreciates everyone and the work done by JAA and is very happy to be our liaison once again.

Board Communication

Chair Kilbane advised that the next bi-monthly board meeting will be on Monday, September 25, 2017 at 8:30am at the JAA administration building, and a Nominating Committee meeting will also take place that day. He then asked if there was anything further to come before the board and 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 9:45a.

Approved September 25, 2017