



MINUTES

Board of Directors Meeting JAA Administration Bldg. 3rd FL Ed Austin Board Room September 24, 2018

Chair of the Board Giselle Carson called the September 24, 2018 Jacksonville Aviation Authority Board of Directors meeting to order at 8:30am. The following board members were present at the call to order:

Mrs. Giselle Carson, Chair
Mr. Russ Thomas, Secretary
Mrs. Terri Davlantes, Treasurer
Mr. Ray Alfred, Member
Mr. Frank Mackesy, Member
(member Mr. Jay Demetree was absent)

Also present at the call to order were:

Mr. Steve Grossman, Chief Executive Officer (CEO)
Mr. Rusty Chandler, Chief General Aviation (CGA)
Mrs. Debra Braga, Chief Legal Officer (CLO)
Mr. Richard Rossi, Chief Financial Officer (CFO)
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)
Mr. Tony Cugno, Chief Operating Officer (COO)
Councilman Randy White, Council Liaison to JAA
Mrs. Melissa Marcha-Lee, Senior Executive Assistant/Recording Secretary

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

Welcome, Announcements, Pledge

Chair Carson welcomed everyone and announced that our new City Council Liaison has been appointed, she welcomed Councilman Randy White to the JAA family. She then called upon Mr. White to lead the group in reciting the Pledge of Allegiance.

Chief Executive Officer Report

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

- (1) "Dazzle and Delight Moment"
- (2) Air service update
- (3) Report on TSA reimbursement
- (4) Report on recent hurricane effort

Mr. Grossman advised that the "Dazzle & Delight Moment" at this meeting is the presentation to each board member of a framed first page of the "50th Anniversary" brochure insert that was recently in the Times-Union newspaper.

Next, Mr. Grossman called upon Marketing and Air Service Development Director Ms. Barbara Halverstadt to present an update on air service.

Mr. Grossman then called upon External Affairs Director Mr. Michael Stewart to report on the TSA baggage system reimbursement efforts.

Lastly, Mr. Grossman provided a recap on the recent hurricane efforts.

Mr. Grossman advised that this concluded his CEO report.

Old Business

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

Public Comment

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

New Business Submissions

BD2018-09-01

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

Budget Transfer for the Airside Terminal Restroom Rehabilitation Project at Jacksonville International Airport

Chair Carson called upon Mr. Powder to present the submission and upon motion made by Mr. Thomas and seconded by Mr. Mackesy, the board members present voted unanimously to approve Submission BD2018-09-01, Budget Transfer for the Airside Terminal Restroom Rehabilitation Project at Jacksonville International Airport.

BD2018-09-02

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

Budget Transfer for Taxiway A3 Relocation at Jacksonville Executive at Craig Airport

Chair Carson called upon Mr. Powder to present the submission and after discussion, and upon motion made by Mr. Alfred and seconded by Mr. Kilbane, the board members present voted unanimously to approve Submission BD2018-09-02, Budget Transfer for Taxiway A3 Relocation at Jacksonville Executive at Craig Airport.

BD2018-09-03

**Kimberly Howard/Senior Manager
Aviation Planning**

Accept Florida Department of Transportation Supplemental Joint Participation Agreement for the Runway 11/29 Rehab at Herlong Recreational Airport

Chair Carson called upon Mrs. Howard to present the submission and upon motion made by Mr. Mackesy and seconded by Mr. Kilbane, the board members present voted unanimously to approve Submission BD2018-09-03, Accept Florida Department of Transportation Supplemental Joint Participation Agreement for the Runway 11/29 Rehab at Herlong Recreational Airport.

BD2018-09-04

This was a placeholder item, but was removed from the agenda prior to the meeting

BD2018-09-05

Debra Braga/ Chief Legal Officer

Approval of Settlement and Amendment Two to Craig Hangar Conglomerate Lease

Chair Carson called upon Mrs. Braga to present the submission and after discussion, and upon motion made by Mr. Alfred and seconded by Mr. Thomas, the board members present voted unanimously to approve Submission BD2018-09-05, Approval of Settlement and Amendment Two to Craig Hangar Conglomerate Lease.

BD2018-09-06

Giselle Carson/Chair of the Board

Appointment of Interim Chief Executive Officer

Chair Carson presented the submission and after discussion, and upon motion made by Mr. Kilbane and seconded by Mr. Alfred, the board members present voted unanimously to approve Submission BD2018-09-06, Appointment of Interim Chief Executive Officer.

Approval of Minutes

Chair Carson called for approval of the minutes from the August 6, 2018 Board of Directors meeting and upon motion made by Mr. Alfred and seconded by Mr. Thomas, the board members present voted unanimously to approve the minutes.

Updates/Other Reports

Financial Update

**Richard Rossi/Chief
Financial Officer**

Chair Carson called upon Richard to present the financial report for the eleven months ended August 31, 2018, and answered questions about the report (Mr. Rossi had previously provided the board with the unaudited financial report for the nine months ended July31, 2018, together with his written summary in memo form). Hearing no questions about the August 31st financial report, she moved to the next agenda item.

Chair Carson called upon Mr. White for his comments, he advised he is happy to be working with JAA.

Report from Nominating Committee

Chair Carson called upon Mr. Kilbane to give a report from his committee meeting. Committee Chair Kilbane reported that his committee had met today prior to the board meeting for the purpose of discussing and recommending to the full board a slate of officers for the 2018-19 board term. The slate being presented is:

- Mr. Jay Demetree, Chair
- Mr. Russ Thomas, Vice Chair
- Mr. Ray Alfred, Secretary
- Mr. Frank Mackesy, Treasurer

Chair Carson thanked Mr. Kilbane for his report, and upon motion made by Mr. Mackesy and seconded by Mrs. Davlantes, all board members present voted unanimously to accept the report from the Nominating Committee.

Election of Officers

Chair Carson presented the slate of officers as recommended by the Nominating Committee, then called for nominations from the floor. Hearing none, and upon motion made by Mr. Mackesy and seconded by Mrs. Davlantes, the officers as recommended by the Nominating Committee were elected for the 2018-19 board term.

Board Communication

Chair Carson advised that the next bi-monthly board meeting will be on Monday, November 26, 2018 at 8:30am at the JAA administration building. Chair Carson then commented that, as this was her last board meeting as chair, she was honored to lead the group advising it was a learning experience, and she thanked her fellow board members for their support. She then called upon Mr. Grossman for his comments as this was his last meeting as JAA's CEO.

Mr. Grossman thanked all board members and the staff, saying it was the best nine years of his career. He appreciated the partnership and trust with the board as it freed us up to be innovative and entrepreneurial. Further, he feels the staff is excellent, the authority is in excellent shape and the board is wonderful.

Adjournment

There being no further business to come before the Board of Directors, Chair Carson adjourned the meeting at 10:35 am.