



**MINUTES**  
**Board of Directors Meeting**  
**Jacksonville Administration Building**  
**3<sup>rd</sup> Floor/Ed Austin Board room**  
**January 23, 2023/8:30am**

Chair of the Board Jay Demetree called the January 23, 2023 Jacksonville Aviation Authority Board of Directors meeting to order at 8:30am. The following board members were present at the call to order:

Mr. Jay Demetree, Chair  
Mr. Fernando Acosta-Rua, Treasurer  
Mr. Matt Connell, Secretary  
Mr. Ray Alfred, Member  
Mr. William Gulliford, Member  
Mr. David Hodges, Jr., Member  
*(Mrs. Michelle Barnett, Vice Chair, was absent)*

Also present at the call to order were:

Mr. Mark VanLoh, Chief Executive Officer  
Mr. Ross Jones, Chief Financial Officer  
Mr. Devin Reed, Chief Compliance Officer  
Ms. Barbara Halverstadt, Chief Marketing Officer  
Mr. Tony Cugno, Chief Operating Officer  
Mr. Jay Cunio, Chief Development Officer  
Councilman Randy White, City 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, Pledge of Allegiance**

Chair Demetree welcomed everyone and announced that a voting quorum was present, he then called upon Mr. Reed to lead the group in reciting the Pledge of Allegiance.

**Chief Executive Officer Report**

Chair Demetree called upon Mr. Mark VanLoh to present his CEO report. Mr. VanLoh started by calling upon Mrs. Nancy Coppen, Parking/Transportation Manager and Mr. Cugno, who shared a powerpoint presentation on parking and landside operations.

Mr. VanLoh then shared a video showing the construction progress of the Boeing and Mantech hangars at Cecil Airport, and showed photos of the planned mission control center at Cecil Spaceport.

Next, CEO VanLoh announced that JAA's Emergency Preparedness Manager Meaghan Smalley has attained the AAE (Accredited Airport Executive) designation from AAEE (American Association of Airport Executives). It is the most prestigious professional designation in our industry and candidates go through a very detailed multi-question exam and an oral interview. Meaghan's designation brings JAA up to six AAEEs in the organization, the

highest number in our 22-year history. Chair Demetree, on behalf of the board, congratulated Meaghan on her accomplishment.

Mr. VanLoh shared that JAA will be hosting the annual Medium Hub Airport CEO meeting January 26-28 and approximately 40 CEOs.

Mr. VanLoh provided an update on the expanded security checkpoint project.

Mr. VanLoh discussed the new FBO tenant at JAXEX, Jacksonville Executive Jet Center – they will be doing a brief informational presentation at the March board meeting.

Lastly, CEO VanLoh advised that JAA's annual corporate charitable giving total for 2022 was \$21,658 which comprises the employee giving campaign as well as ticket sales (for every sponsorship and ad trade we are involved in that has a ticket piece to it, all tickets are sold to employees at much lower than face value so that they're able to enjoy a wide variety of events in and around Jacksonville). He thanked Mrs. Marcha-Lee, who manages our corporate charitable giving process, for her efforts.

Mr. VanLoh advised that this concluded his CEO report.

#### **Old Business**

Chair Demetree asked the board if there was any old business to be discussed - hearing none he moved to the next agenda item.

#### **Public Comment**

Chair Demetree advised that Mr. David Taylor, representing Duval Motors, submitted a request to speak on the "Craig Field Commercial (PUD) Access" - he called Mr. Taylor to the podium to begin, advising him of the allowed three minutes time frame, and directed Mrs. Marcha-Lee to monitor the time. Upon conclusion of time, Chair Demetree asked CEO VanLoh to keep the board advised of the access request, to which Mr. VanLoh advised he will do and further shared that it is now in the hands of the Florida Department of Transportation (FDOT).

#### **New Business**

Chair Demetree called for a motion to approve the CEO Goals for FY2022-23 document presented and upon motion made by Mr. Gulliford and seconded by Mr. Alfred, the six board members in attendance voted unanimously to approve the goals document.

#### **New Business - Submissions**

**BD2023-01-01**

**Tony Cugno, Chief Operating  
Officer**

#### ***Budget Transfer for Design of the Parking Garage at Jacksonville International Airport***

Chair Demetree called upon Mr. Cugno to present the submission and, upon motion made by Mr. Hodges and seconded by Mr. Acosta-Rua, the six board members present voted

unanimously to approve Submission BD2023-01-01 Budget Transfer for Design of the Parking Garage at Jacksonville International Airport.

**New Business – Award Ratification Submissions**

Chair Demetree called upon Procurement Director LeNedda Edwards to recap the nine awards needing board ratification and he then called for individual approval of each.

**BD2023-01-02AR**

***Ratification of Award to Warden Construction for Facility Maintenance Services***

Upon motion made by Mr. Gulliford and seconded by Mr. Hodges, the six board members present voted unanimously to approve Award Ratification Submission BD2023-01-02AR, Ratification of Award to Warden Construction for Facility Maintenance Services.

**BD2023-01-03AR**

***Ratification of Award to PFM Asset Management, LLC/PFM Financial Advisors, LLC and to Augustine Asset Management***

Upon motion made by Mr. Gulliford and seconded by Mr. Acosta-Rua, five of the six board members present voted unanimously to approve Award Ratification Submission BD2023-01-03AR, Ratification of Award to PFM Asset Management, LLC/PFM Financial Advisors, LLC and to Augustine Asset Management – Chair Demetree abstained from the vote and his signed Voting Conflict form is on file.

**BD2023-01-04AR**

***Ratification of Award to Oracle Corporation for E-Business Maintenance and Support***

Upon motion made by Mr. Acosta-Rua and seconded by Mr. Connell, the six board members present voted unanimously to approve Award Ratification Submission BD2023-01-04AR, Ratification of Award to Oracle Corporation for E-Business Maintenance and Support.

**BD2023-01-05AR**

***Ratification of Award to HD Pro/Supplyworks for Cleaning Supplies, Equipment and Custodial Related Services and Solutions***

Upon motion made by Mr. Hodges and seconded by Mr. Gulliford, the six board members present voted unanimously to approve Award Ratification Submission BD2023-01-05AR, Ratification of Award to HD Pro/Supplyworks for Cleaning Supplies, Equipment and Custodial Related Services and Solutions.

**BD2023-01-06AR**

***Ratification of Award to Gordian for Building & Infrastructure Repairs, Alterations,  
& Restoration Services***

Upon motion made by Mr. Hodges and seconded by Mr. Gulliford, the six board members present voted unanimously to approve Award Ratification Submission BD2023-01-06AR, Ratification of Award to Gordian for Building & Infrastructure Repairs, Alterations & Restoration Services.

**BD2023-01-07AR**

***Ratification of Award to Register Roofing & Sheet Metal, Inc., for  
FedEx Roof Rehabilitation at JIA***

Upon motion made by Mr. Alfred and seconded by Mr. Hodges, the six board members present voted unanimously to approve Award Ratification Submission BD2023-01-07AR, Ratification of Award to Register Roofing & Sheet Metal, Inc., for FedEx Roof Rehabilitation at JIA.

**BD2023-01-08AR**

***Ratification of Award to Pond & Company for JIA General Aviation Federal  
Inspection Services Facility***

Upon motion made by Mr. Gulliford and seconded by Mr. Hodges, the six board members present voted unanimously to approve Award Ratification Submission BD2023-01-08AR, Ratification of Award to Pond & Company for JIA General Aviation Federal Inspection Services Facility.

**BD2023-01-09AR**

***Ratification of Award to Unified Supply and Service Company for  
Baggage System Parts***

Upon motion made by Mr. Hodges and seconded by Mr. Connell, the six board members present voted unanimously to approve Award Ratification Submission BD2023-01-09AR, Ratification of Award to Unified Supply and Service Company for Baggage System Parts.

**BD2023-01-10AR**

***Ratification of Award to Balfour Beatty Construction, LLC for JIA Security  
Checkpoint Renovations: GMP 2***

Upon motion made by Mr. Hodges and seconded by Mr. Gulliford, the six board members present voted unanimously to approve Award Ratification Submission BD2023-01-10AR, Ratification of Award to Balfour Beatty Construction, LLC for JIA Security Checkpoint Renovations: GMP 2.

## **Approval of Minutes**

Chair Demetree called for approval of both the November 21, 2022 Board of Directors meeting and the December 20, 2022 Finance and Audit Committee meeting minutes and upon motion made by Mr. Hodges and seconded by Mr. Gulliford, the six board members present voted unanimously to approve the minutes.

## **Updates/Other Reports**

### **Financial Update**

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

Chair Demetree called upon Mr. Jones to present the financial report for the three months ended December 31, 2022, and Mr. Jones answered questions about the report (the board had previously received the unaudited financial report for the two months ended November 30, 2022). Hearing no further comments/questions about the December 31, 2022 financial report, Chair Demetree moved on to the next item.

### **City Council Update**

***Councilman Randy White, City Council Liaison***

Councilman White advised again about the JFRD training academy and the opportunity to drive the crash truck – Chair Demetree asked Mrs. Marcha-Lee to continue to source the members and JAA senior staff for interest in the academy and to get back with Councilman White to schedule.

## **Board Communication**

Chair Demetree advised that the next bi-monthly board meeting will be on March 27, 2023 in the Ed Austin Board Room at the JAA Administration Building. He then asked if there was any other business for discussion. Mr. Gulliford, commenting on the Craig Airfield Access speaker, asked if we know if FDOT is locked in to their design, and Mr. Hodges asked where it stands and if there is anything JAA can do. CEO VanLoh again advised that it is in FDOT's hands, and asked CDO Mr. Cunio, who has been involved in the discussions, if he had anything further to add – he agreed, stating that he was last advised FDOT is handling the matter.

## **Adjournment**

There being no further business to come before the Board of Directors, Chair Demetree adjourned the January 23, 2023 meeting at 9:45am.