



**MINUTES**  
**Board of Directors Meeting**  
**Cecil Airport**  
**Jacksonville JetPort Hangar**  
**March 22, 2021**  
*(immediately following the Finance and Audit  
Committee meeting)*

Chair of the Board Pat Kilbane called the March 22, 2021 Jacksonville Aviation Authority Board of Directors meeting to order at 8:45am (immediately following the conclusion of the Finance and Audit Committee meeting). The following board members were present at the call to order:

Mr. Pat Kilbane, Chair  
Mrs. Michelle Barnett, Secretary  
Mr. Jay Demetree, Treasurer  
Mrs. Giselle Carson, Member  
Mr. Matt Connell, Member  
*(Mr. Ray Alfred, Vice Chair, and Mr. Russ Thomas, Member, attended via phone)*

Also present at the call to order were:

Mr. Mark VanLoh, Chief Executive Officer (CEO)  
Mr. Ross Jones, Chief Financial Officer (CFO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mr. Devin Reed, Chief Legal Officer (CLO)  
Mr. Jay Cunio, Chief Development Officer (CDO)  
Mr. Randy White, City Councilman/JAA Council Liaison  
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 Kilbane welcomed everyone, announced that a voting quorum was present, and advised that board members Alfred and Thomas were attending via telephone. He then called upon Mrs. Kelly Dollarhide, Director Cecil Airport, to lead the group in reciting the Pledge of Allegiance.

**Report from Finance and Audit Committee Meeting**

Chair Kilbane called upon Board Treasurer/Committee Chair Jay Demetree to present the report from his committee meeting. Committee Chair Demetree advised that the committee met prior to the board meeting, at 8:30am, for the purpose of hearing the external auditor's report, and voted to recommend the report to the full board for approval. Upon motion duly made by Mr. Demetree and seconded by Mrs. Carson, the board voted unanimously to approve the Finance and Audit Committee recommendation that the external auditor's report be approved. Chair Kilbane thanked Mr. Demetree for his committee report.

## **Chief Executive Officer Report**

Chair Kilbane called upon Mr. Mark VanLoh to present his CEO report – Mr. VanLoh discussed the following items:

- (1) Recent Tuskegee event at Cecil
- (2) Passenger traffic
- (3) CARES funding
- (4) Air service
- (5) Concessions

Mr. VanLoh shared that Cecil recently hosted a unique activity surrounding the Tuskegee Airmen, and introduced Captain Dwayne Quick of the 332<sup>nd</sup> Heritage Foundation who presented a video of the event.

Next, Mr. VanLoh advised that passenger traffic continues to build slowly, nearing the 5,000 per day mark for several days each week – good numbers but still down nearly 50% pre-pandemic.

Mr. VanLoh reported that the latest round of economic stimulus calls for additional assistance to airports and concessions operators.

Mr. VanLoh advised that we celebrated new non-stop service to Seattle and Washington on Southwest, and non-stop service to Greenville/Spartanburg and direct service to Key West on Silver Airways. And on March 25<sup>th</sup> we will host the inaugural nonstop flight to Los Angeles on Jetblue – it has been a long twelve years since the last nonstop to LAX – we must make this flight successful.

Mr. VanLoh advised that in preparation for the recent Players Championship event and spring break, we were able to open additional concessions in the terminal and actually experienced a few lines! And, with continued growth we expect to reopen the economy lot next month.

Lastly, Mr. VanLoh advised that our new Cecil Spaceport logo was officially registered with the U.S. Patent and Trademark Office.

Mr. VanLoh advised this completed his CEO report.

### **Old Business**

Chair Kilbane reminded the board that at the January meeting he requested Mrs. Dollarhide provide a Cecil presentation at this March meeting – he then called upon Mrs. Dollarhide who presented an in-depth review of the airport and spaceport, together with CDO Cunio who discussed development plans, both answering questions from the board. Chair Kilbane thanked Mrs. Dollarhide and Mr. Cunio for their discussion and advised that Cecil has now been addressed at the past three board meetings – he asked that everyone to up the good work.

Chair Kilbane asked the board if there was any further old business to be discussed, 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**

**BD2021-03-01**

**Ross Jones, Chief  
Financial Officer**

#### ***Modification of Existing Investment Policy and Enactment of New Investment Policy for the Jacksonville Aviation Authority***

Chair Kilbane called upon Mr. Jones to present the submission and, upon motion made by Mrs. Carson and seconded by Mr. Demetree, the five board members present voted unanimously to approve Submission BD2021-03-01, Modification of Existing Investment Policy and Enactment of New Investment Policy for the Jacksonville Aviation Authority.

**BD2021-03-02**

**Ross Jones, Chief  
Financial Officer**

#### ***Authorize and Approve Refunding of the Authority's 2012 Revenue Note Through a Fixed Rate Direct Placement***

Chair Kilbane called upon Mr. Jones to present the submission and, upon motion made by Mrs. Carson and seconded by Mr. Demetree, the five board members present voted unanimously to approve Submission BD2021-03-02 Authorize and Approve Refunding of the Authority's 2012 Revenue Note through a Fixed Rate Direct Placement.

**BD2021-03-03**

**Davey Jones, Director  
Engineering and Facilities**

#### ***Accept Florida Department of Transportation Public Transportation Grant Agreement for the South Access Road at Jacksonville Executive at Craig Airport***

Chair Kilbane called upon Mr. Jones to present the submission and, upon motion made by Mrs. Barnett and seconded by Mrs. Carson, the five board members present voted unanimously to approve Submission BD2021-03-03, Accept Florida Department of Transportation Public Transportation Grant Agreement for the South Access Road at Jacksonville Executive at Craig Airport.

**BD2021-03-04**

**Paul Gerrety, Properties Manager**

#### ***Approval of Lease Agreement Involving Telecommunication Access at JAX International Airport between the Jacksonville Aviation Authority and Cellco Partnership d/b/a Verizon Wireless***

Chair Kilbane called upon Mr. Gerrety to present the submission and, upon motion made by Mrs. Carson and seconded by Mr. Demetree, the five board members present voted unanimously to

approve Submission BD2021-03-04 Approval of Lease Agreement Involving Telecommunication Access at JAX International Airport between the Jacksonville Aviation Authority and Cellco Partnership d/b/a Verizon Wireless.

**New Business – Award Ratification Submissions**

**BD2021-03-05AR**

**Devin Reed, Chief Legal Officer**

***Ratification of Award to Aerostar SES LLC, CDM Smith, Inc. and ERS for Environmental Consulting Services***

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mrs. Barnett and seconded by Mrs. Carson, the five board members present voted unanimously to approve Submission BD2021-03-05AR, Ratification of Award to Aerostar SES LLC, CDM Smith, Inc. and ERS for Environmental Consulting Services.

**BD2021-03-06AR**

**Devin Reed, Chief Legal Officer**

***Ratification of Award to Johnson Controls, Inc. for Access Control & Video Maintenance***

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Demetree and seconded by Mrs. Barnett, the five board members present voted unanimously to approve Ratification Submission BD2021-03-06AR, Ratification of Award to Johnson Controls, Inc. for Access Control & Video Maintenance.

**BD2021-03-07AR**

**Devin Reed, Chief Legal Officer**

***Ratification of Award to Navisite, LLC for Oracle Support***

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mrs. Carson and seconded by Mr. Demetree, the five board members present voted unanimously to approve Ratification Submission BD2021-03-07AR, Ratification of Award to Navisite, LLC for Oracle Support.

**BD2021-03-08AR**

**Devin Reed, Chief Legal Officer**

***Ratification of Award to Danella Construction Corporation of FL for Cecil Airport Duct Bank Repair and Installation***

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mrs. Barnett and seconded by Mrs. Carson, the five board members present voted unanimously to approve Ratification Submission BD2021-03-08AR, Ratification of Award to Danella Construction Corporation of FL for Cecil Airport Duct Bank Repair and Installation.

***Ratification of Award to SP Plus for Parking Management & Related Services***

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mrs. Barnett and seconded by Mrs. Carson, the five board members present voted unanimously to approve Ratification Submission BD2021-03-09AR, Ratification of Award to SP Plus for Parking Management & Related Services.

**Approval of Minutes**

Chair Kilbane called for approval of the minutes from the January 25, 2021 Board of Directors meeting and, upon motion made by Mrs. Barnett and seconded by Mr. Demetree, the five board members present voted unanimously to approve the minutes.

**Updates/Other Reports**

**Financial Update**

***Ross Jones/Chief  
Financial Officer***

Chair Kilbane called upon Mr. Jones to present the financial report for the five months ended February 28, 2021, and he answered questions about the report (the board had previously received the unaudited financial report for the four months ended January 31, 2021).

**City Council Update**

***Councilman Randy White/  
City Council Liaison***

Councilman White discussed the progress on the “back door” road into Cecil Airport.

**Board Communication**

Chair Kilbane advised that the next bi-monthly board meeting will be on Monday, May 24, 2021 at 8:30am at Jacksonville Executive at Craig Airport in the JAA Administration Office conference room. Chair Kilbane then asked if there was any other business for discussion and hearing nothing, he proceeded to adjourn.

**Adjournment**

There being no further business to come before the Board of Directors, Chair Kilbane adjourned the meeting at 10:15am.