

MINUTES

**Board of Directors Meeting
JAA Administration Bldg.
3rd Floor Ed Austin Board Room
September 25, 2023/8:30am**

Chair of the Board Jay Demetree called the September 25, 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

Mrs. Michelle Barnett, Vice Chair

Mr. Matt Connell, Secretary

Mr. Fernando Acosta-Rua, Treasurer

Mr. David Hodges, Jr., Member

Mr. Ray Alfred, Member

(Mr. Bill Gulliford was absent at the order call but joined later via phone)

Also present at the call to order were:

Mr. Mark VanLoh, Chief Executive Officer

Mr. Ross Jones, Chief Financial Officer

Mr. Tony Cugno, Chief Operating Officer

Mr. Devin Reed, Chief Compliance Officer

Mr. Jay Cunio, Chief Development Officer

Ms. Barbara Halverstadt, Chief Marketing Officer

Council Vice President Randy White, JAA City Council Liaison

Mrs. Melissa Marcha-Lee, Senior Executive Assistant to CEO/Recording Secretary

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

Welcome, Announcements, Pledge

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

Finance and Audit Committee Report

Board Chair Demetree called upon Mr. Acosta-Rua for a report from his recent committee meeting. Finance and Audit Committee Chair Acosta-Rua advised his committee met on September 15 to hear from JAA external audit firm Plante Moran about the upcoming audit and to hear different financing options from CFO Jones – he further advised that no action/vote was needed or taken at the meeting as it was for information only. Board Chair Demetree advised that no approval of the committee report is needed.

Chief Executive Officer Report

Board Chair Demetree called upon Mr. Mark VanLoh to present his CEO report.

Mr. VanLoh advised that joining the meeting were various recipients of scholarships and members of community groups, all to whom we have provided scholarship funds and donations from our recent charity functions – they were all presented with checks in various amounts and all were extremely grateful to be receiving the funds.

Next Mr. VanLoh shared an update on the FAA reauthorization.

At this point in the meeting, Board member Bill Gulliford joined via phone.

CEO VanLoh shared the status of facilities after the recent hurricane.

Lastly, CEO VanLoh advised of new tenants at Herlong Recreational Airport.

Mr. VanLoh advised that this concluded his CEO report.

Old Business

Board 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

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

New Business

Presentation

Board Chair Demetree called upon Cecil Airport/Spaceport Director Mr. Matt Bocchino, who introduced speaker Mr. Todd Romberger from Space Florida – Mr. Romberger provided an update on Space Florida and commented on the wonderful relationship it shares with JAA and Cecil Airport/Spaceport. Board Chair Demetree thanked Mr. Romberger for attending the meeting.

Submissions

BD2023-09-01

*Lauren Scott, Senior Manager
Aviation Planning*

Accept Florida Defense Support Task Force Pace Road Alternate Entry Gate Grant for Florida Air National Guard and Budget Transfer to Create the New Project

Board Chair Demetree called upon Ms. Scott to present the submission and, upon motion made by Mrs. Barnett and seconded by Mr. Hodges, the six board members present voted unanimously to approve Submission BD2023-09-01 Accept Florida Defense Support Task Force Pace Road Alternate Entry Gate Grant for Florida Air National Guard and Budget Transfer to Create the New Project.

Approval of Minutes

Board Chair Demetree called for approval of the minutes from the July 13, 2023 CEO Evaluation Committee and the July 27, 2023 Board of Directors meetings and, upon motion made by Mr. Hodges and seconded by Mr. Alfred, the six board members present voted unanimously to approve both sets of minutes.

Financial Update

Ross Jones, Chief Financial Officer

Board Chair Demetree called upon Mr. Jones to present the financial report for the eleven months ended August 31, 2023, and Mr. Jones answered questions about the report (the board had previously received the unaudited financial report for the nine months ended July 31, 2023). Hearing no further comments/questions about the August 31, 2023 financial report, Board Chair Demetree moved on.

City Council Update

Council Vice President Randy White, JAA Council Liaison

Council Vice President White advised that the city's budget will be considered for ratification on September 26, 2023.

CEO Evaluation Committee Report

Board Chair Demetree called upon Mrs. Barnett to provide a report from her recent committee meeting. CEO Evaluation Committee Chair Barnett advised that her committee met on September 22 to hear a final CEO goals status report and to perform the CEO performance evaluation. She advised the CEO VanLoh presented his report and he was then excused while the committee discussed his performance. The committee's decision was that no salary increase will be provided as it was a part of his recently negotiated contract and that he will be given the full 25% bonus as allowed in the contract (\$93,750), split in two - \$50,000 now and the remaining \$43,750 upon FAA approval to move forward with the concourse B construction project. Board Chair Demetree advised that the board is available to help in any way possible with the approval – he then called for a vote to approve the committee's report and upon motion made by Mr. Hodges and seconded by Mr. Connell, the six board members present voted unanimously to approve the committee's report.

Nominating Committee Report

Board Chair Demetree called upon Mr. Alfred to provide a report from his recent committee meeting. Nominating Committee Chair Alfred advised that his committee met on September 18 to discuss and develop a slate of officers to recommend to the board for the FY2023-24 board term, the proposed slate is as follows:

- Chair of the Board/Michelle Barnett
- Vice Chair/Matt Connell
- Secretary/Fernando Acosta-Rua
- Treasurer/David Hodges, Jr.

Board Chair Demetree called for a vote to approve the committee's report and upon motion made by Mr. Gulliford and seconded by Mr. Connell, the six board members present voted unanimously to accept the committee's report.

Election of Officers

Board Chair Demetree called for nominations from the floor for officers for the FY2023-24 board term. Hearing none, he then called for a motion to elect the officers as recommended by the Nominating Committee and upon motion duly made by Mr. Acosta-Rua and seconded by Mr. Alfred, the officers as recommended were elected: Chair of the Board Michelle Barnett, Vice Chair Matt Connell, Secretary Fernando Acosta-Rua, and Treasurer David Hodges, Jr. Board Chair Demetree congratulated the new officers and advised it will be a busy but exciting year!

Board Communication

Board Chair Demetree advised that the next bi-monthly board meeting will be on November 27, 2023 in the Ed Austin Board Room. Mr. VanLoh pointed out that due to the Thanksgiving holiday on the 23rd the board may want to consider moving the meeting back – Board Chair Demetree asked Mrs. Marcha-Lee to reach out to the new chair for that discussion. He then asked if there was any other business to come before the board. CEO VanLoh advised that the Boeing facility grand opening is scheduled for February 1, 2024 and asked the board members to please put that date on their calendar, more information will follow. Mr. Gulliford mentioned that as this was Mr. Demetree's last meeting as a JAA board member, he wanted to say a big Thank You to him for his service to JAA...all board members echoed that comment and provided a huge round of applause for all that Mr. Demetree has done for JAA in his eight years as a board member. Mr. Demetree advised it has been his absolute pleasure to be associated with JAA and he wishes nothing but the best for the future – he sees it as a bright one indeed. Hearing nothing further, Board Chair Demetree proceeded to adjourn.

Adjournment

There being no further business to come before the Board of Directors, Board Chair Demetree adjourned the meeting at 9:40am.