



# MINUTES

## Board of Directors Meeting Jacksonville Aviation Authority Airport Terminal/International Conf. Room January 26, 2015

Chairman of the Board Frank Mackesy called the January 26, 2015 Board of Directors meeting to order at 8:30a. The following board members were in attendance at the call to order:

Mr. Frank Mackesy, Chairman  
Mr. Ernie Isaac, Vice Chairman  
Mr. Edward Booth, Jr., Secretary  
Mr. Ray Alfred, Treasurer  
Mrs. Terri Davlantes, Member  
Mr. Patrick Kilbane, Member  
Mrs. Giselle Carson, Member

Also present at the order call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mr. Rusty Chandler, Chief Cecil Airport (CCA)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
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

Chairman Mackesy welcomed everyone to the meeting and advised that a quorum was in place. He called upon Lieutenant Chip Monts of the JAA Safety and Security Division to lead the group in reciting the Pledge of Allegiance, then asked everyone in the room to take a turn introducing themselves.

### CEO Report

Chairman Mackesy called on Mr. Steve Grossman to present his CEO report.

#### CEO

**Steve Grossman**

- (1) Report on charitable giving campaign
- (2) Spaceport lease renewal
- (3) Update on Navy/Cecil lease
- (4) Report on Christmas holiday airport activity
- (5) Security profile



Mr. Grossman reported that \$45,938 was raised during the 2014-15 charitable giving campaign for our JAA charities, United Way and Community Health Charities, compared to \$33,360 in 2013-14. He thanked the JAA campaign manager, Mrs. Melissa Marcha'-Lee, for all her hard work and efforts during the campaign, advising that she meets with each department individually during the campaign to discuss each charity and the pledging opportunities.

Next, Mr. Grossman advised that the spaceport license was renewed for another five years.

Mr. Grossman provided an update on the Navy/Cecil lease, advising that it is for eighteen months.

Mr. Grossman then reported on airport activity during the Christmas holiday, advising that parking revenue was significant for those days.

City Councilman Doyle Carter, JAA's council liaison, arrived at this point of the meeting.

Lastly, Mr. Grossman shared on a security profile, advising that more passengers are going through regular security. Mr. Alfred inquired about JAA's stance regarding drones, to which Mr. Grossman replied that it will be of concern to us should we ever discover their use on our property and if so, we can and will take the appropriate action.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

Chairman Mackesy asked the board about any old business to be discussed - hearing none, he moved to the next agenda item.

### **Public Comment**

Chairman Mackesy advised that a request to speak card had been completed by Mr. Bill Hay and called upon Mr. Hay to come forward and speak for the allowed three minutes on his topic, Craig Airport Runway Extension. Upon approaching the podium, Mr. Hay advised he would like to comment on a matter referenced earlier in the meeting – Chairman Maskesy advised that he could not do so, he could speak only to the matter shown on his request to speak card. After speaking, Mr. Hay thanked the board members for their time and attention. Mr. Hay's speaker card is attached to and made a part of these minutes. Chairman Mackesy then proceeded to the next agenda item.



## **New Business Submissions**

**BD2015-01-01**

**Jay Cunio, Director  
Business Development**

### ***Approval of the First Amendment to Building and Ground Lease Between The Jacksonville Aviation Authority (“Authority”) and Acme Barricades, LLC (“Acme”)***

Chairman Mackesy called upon Mr. Cunio to present the submission and then called for questions - hearing none he then called for approval. Upon motion made by Mr. Isaac and seconded by Mr. Kilbane, the board voted unanimously to approve Submission #01, Approval of the First Amendment to Building and Ground Lease Between The Jacksonville Aviation Authority (“Authority”) and Acme Barricades, LLC (“Acme”).

## **Approval of Minutes**

Chairman Mackesy called for approval of the December board meeting minutes. Upon motion made by Mr. Issac and seconded by Mr. Alfred, the board voted unanimously to approve the minutes of the December 15, 2014 Board of Directors meeting.

## **Updates/Other Reports**

### **Financial Update**

**Richard Rossi,  
Chief Financial Officer**

Chairman Mackesy called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for the three months ended December 31, 2014.

### **City Council Update**

**Councilman Doyle Carter,  
City Council Liaison**

Councilman Carter advised that he is excited about what is going on with JAA, and he is very proud of our economic impact to the community.



### **Board Communications**

Chairman Mackesy advised that the next board meeting will be held on Monday, February 23, 2015 at 8:30am at the JAA Administration Building. He then shared an invitation with the group to attend a brief naming ceremony for the Chester Aikens Conference Room at the airport terminal, taking place immediately after the board meeting. Chairman Mackesy asked if there was anything further to come before the board and hearing nothing, he proceeded to adjourn.

### **Adjournment**

There being no further business to come before the Board of Directors, Chairman Mackesy adjourned the meeting at 9:15am.

APPROVED FEBRUARY 23, 2015



# MINUTES

**Board of Directors Meeting  
JAA Administration Building  
3<sup>rd</sup> FL/Ed Austin Board Room  
February 23, 2015  
(immediately following the 8:30a Finance &  
Audit Committee meeting)**

Chairman of the Board Frank Mackesy called the February 23, 2015 Board of Directors meeting to order at 8:50a. The following board members were in attendance at the call to order:

Mr. Frank Mackesy, Chairman  
Mr. Ernie Isaac, Vice Chairman  
Mr. Edward Booth, Jr., Secretary  
Mr. Ray Alfred, Treasurer  
Mrs. Terri Davlantes, Member  
Mr. Patrick Kilbane, Member  
(Member Mrs. Giselle Carson was absent)

Also present at the order call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Councilman Doyle Carter, City Council Liaison to JAA  
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**

Chairman Mackesy welcomed everyone to the meeting and advised that a quorum was in place. He called upon board member Mr. Ray Alfred to lead the group in reciting the Pledge of Allegiance, then asked everyone in the room to take a turn introducing themselves.

## **Report from Finance & Audit Committee Meeting**

Chairman Mackesy called upon Committee Chairman Ray Alfred to present the report from his committee meeting. Chairman Alfred advised that the committee met for the purpose of hearing the report from independent external auditor McGladrey, LLP and upon motion duly made and seconded, the committee moved the auditor report to the full board for approval.



Upon motion made by Mr. Alfred and seconded by Mr. Booth, the board members in attendance unanimously approved the Finance & Audit Committee report.

Board Chairman Mackesy thanked Mr. Alfred for his report and commended Mr. Rossi and the entire finance team for a job well done on the audit.

### **Chief Executive Officer Report**

Chairman Mackesy called on Mr. Steve Grossman to present his CEO report.

- (1) Letter from Jean Aikens
- (2) Report on Airport Service Quality survey results
- (3) Report on FAA reauthorization
- (4) Update on Navy move to Cecil Airport
- (5) Recap of Allegiant inaugural

Mr. Grossman read a letter he received from Mrs. Jean Aikens, thanking JAA and the board for the renaming of the Executive Conference Room to the Chester Aikens Conference Room in memory of our deceased friend and board member.

Next, Mr. Grossman proudly announced that the recent Airport Service Quality survey ranked JIA 3<sup>rd</sup>, moving up from its last two rankings of 5<sup>th</sup>. Chairman Mackesy commended Mr. Grossman and all the staff on this achievement.

Mr. Grossman next reported on the FAA reauthorization, advising the trend is to raise the PFC (passenger facility charge) to \$8.00, while our request is for an increase to \$8.50.

Mr. Grossman then provided an update on the Navy's upcoming move to Cecil, advising that it has been delayed to June 1<sup>st</sup> however, Navy personnel are already on site and Airport Chief Chandler advised that several thousand access badges have been issued. The lease term is one year with a six month option, then month to month thereafter.

Lastly, Mr. Grossman reported that festivities for the recent Allegiant inaugural flights went well and the airline executives seemed very pleased.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

Chairman Mackesy asked the board about any old business to be discussed - hearing none, he proceeded to the next agenda item.



### **Public Comment**

Chairman Mackesy advised that no speaker request cards had been completed and asked the public if there was any comment – hearing none, he then proceeded to the next agenda item.

### **Approval of Minutes**

Chairman Mackesy called for approval of the January board meeting minutes. Upon motion made by Mr. Issac and seconded by Mrs. Davlantes, the board members in attendance voted unanimously to approve the minutes of the January 26, 2015 Board of Directors meeting.

### **Updates/Other Reports**

#### **Financial Update**

***Richard Rossi,  
Chief Financial Officer***

Chairman Mackesy called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for the four months ended January 31, 2015.

#### **City Council Update**

***Councilman Doyle Carter,  
City Council Liaison***

Councilman Carter advised that all is going well, there are many exciting things at Cecil Airport and he is glad to be involved with the JAA and Cecil.

### **Board Communications**

Chairman Mackesy advised that the next board meeting will be held on Monday, March 23, 2015 at 8:30am at the JAA Administration Building. Chairman Mackesy then asked if there was anything further to come before the board. Mr. Kilbane shared that a few months ago he advised everyone about a mid-February charity event and invited attendance, and he was pleased to report that \$15,000 was raised for the organization at the Feb. 19<sup>th</sup> event. Hearing nothing further, Chairman Mackesy proceeded to adjourn.

### **Adjournment**

There being no further business to come before the Board of Directors, Chairman Mackesy adjourned the meeting at 9:25am.



# MINUTES

## Board of Directors Meeting JAA Administration Building 3<sup>rd</sup> FL/Ed Austin Board Room March 23, 2015

Chairman of the Board Frank Mackesy called the March 23, 2015 Board of Directors meeting to order at 8:30a. The following board members were in attendance at the call to order:

Mr. Frank Mackesy, Chairman  
Mr. Ernie Isaac, Vice Chairman  
Mr. Edward Booth, Jr., Secretary  
Mr. Ray Alfred, Treasurer  
Mrs. Terri Davlantes, Member  
Mr. Patrick Kilbane, Member  
Mrs. Giselle Carson, Member

Also present at the order call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
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

Chairman Mackesy welcomed everyone to the meeting and advised that a quorum was in place. He called upon Mr. Todd Lindner, JAA Sr. Manager Aviation and Spaceport Planning, to lead the group in reciting the Pledge of Allegiance, then asked everyone in the room to take a turn introducing themselves.

### Chief Executive Officer Report

Chairman Mackesy called on Mr. Steve Grossman to present his CEO report.

- (1) Legislative update
- (2) Report on recent active shooter lecture
- (3) North access/Airport Road projects update

Mr. Grossman called upon Mr. Michael Stewart, Director External Affairs, who provided an update on local, state and federal governmental items.



Councilman Doyle Carter, JAA's City Council liaison, arrived at this point in the meeting.

Next, Mr. Grossman provided a recap of a recent active shooter guest lecture.

Lastly, Mr. Grossman shared an update on the north access/Airport Rd. projects.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

Chairman Mackesy asked the board about any old business to be discussed - hearing none, he proceeded to the next agenda item.

### **Public Comment**

Chairman Mackesy advised that no speaker request cards had been completed and asked the public if there was any comment – hearing none, he then proceeded to the next agenda item.

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

**BD2015-03-01**

***Rusty Chandler, Chief Cecil  
Airport & General Aviation***

### ***JEA Non-Exclusive Grant of Electrical and Right of Way Easement, Approach Road at Cecil Airport***

Chairman Mackesy called upon Mr. Chandler to present the submission and then called for questions - hearing none he then called for approval. Upon motion made by Mr. Isaac and seconded by Mrs. Davlantes, the board voted unanimously to approve Submission #01, JEA Non-Exclusive Grant of Electrical and Right of Way Easement, Approach Road at Cecil Airport. Mr. Grossman advised the board that he would like to have a future board meeting at Cecil Airport and then take the board on a tour of the Navy hangar and other projects.

Also regarding new business, Chairman Mackesy advised the board that he plans during the April board meeting to call for discussion regarding a contract extension for CEO Grossman to the year 2021. He advised the board that Mr. Grossman's current contract expires in September 2016 and he has had a preliminary extension/negotiation discussion with Mr. Grossman. Chairman Mackesy directed Debra Braga, Chief Legal Officer, to send a package to the board in advance of the April meeting containing information including a competitive salary analysis of (1) CEOs of airports similar to our size/structure and (2) local Jacksonville independent authority CEOs, together with Mr. Grossman's salary history, and



advised that points to be discussed during the meeting will be: length of contract extension, a salary increase, and an increase to the amount paid for expenses. Chairman Mackesy asked the board to please study the information carefully and to come prepared for a full discussion/determination at the April board meeting. Board members commented that JAA has done wonderfully under Mr. Grossman's leadership and they look forward to discussions pertaining to him remaining as the CEO well into the future.

### **Approval of Minutes**

Chairman Mackesy called for approval of February board and committee meeting minutes. Upon motion made by Mr. Issac and seconded by Mrs. Davlantes, the board voted to approve the minutes of both the February 23, 2015 Finance and Audit Committee and Board of Directors meetings.

### **Updates/Other Reports**

#### **Financial Update**

***Richard Rossi,  
Chief Financial Officer***

Chairman Mackesy called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for the five months ended February 28, 2015.

#### **City Council Update**

***Councilman Doyle Carter,  
City Council Liaison***

Councilman Carter advised that all is well and he feels JAA is doing a wonderful job. He stated that if voters determine tomorrow that he will remain on the City Council then he looks forward to continuing his work with JAA. The board wished him well in the election.

### **Board Communications**

Chairman Mackesy advised that the next board meeting will be held on Monday, April 27, 2015 at 8:30am at the JAA Administration Building. Chairman Mackesy then asked if there was anything further to come before the board. Hearing nothing further, Chairman Mackesy proceeded to adjourn.

### **Adjournment**

There being no further business to come before the Board of Directors, Chairman Mackesy adjourned the meeting at 9:45am.



# MINUTES

## Board of Directors Meeting JAA Administration Building 3<sup>rd</sup> FL/Ed Austin Board Room April 27, 2015

Vice Chairman of the Board Ernie Isaac (filling in for Chairman Mackesy who was ill) called the April 27, 2015 Board of Directors meeting to order at 8:30a. The following board members were in attendance at the call to order:

Mr. Ernie Isaac, Vice Chairman  
Mr. Edward Booth, Jr., Secretary  
Mr. Ray Alfred, Treasurer  
Mrs. Terri Davlantes, Member  
Mr. Patrick Kilbane, Member  
Mrs. Giselle Carson, Member  
*(Mr. Frank Mackesy, Chairman, was absent)*

Also present at the order call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Councilman Doyle Carter, City Council liaison to JAA  
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

Vice Chairman Isaac welcomed everyone to the meeting and advised that a quorum was in place. He called upon Mr. Kilbane to lead the group in reciting the Pledge of Allegiance, then asked everyone in the room to take a turn introducing themselves.

### Chief Executive Officer Report

Vice Chairman Isaac called on Mr. Steve Grossman to present his CEO report.

- (1) New Silver Airways service
- (2) Update on Cecil roadway project
- (3) Recap of recent joint terrorism task force meeting
- (4) Airport Service Quality (ASQ) award

Mr. Grossman advised that Silver Airways will begin service to Birmingham, Alabama on June 16, 2015, it will include direct service on to New Orleans with no change of aircraft.



Next, Mr. Grossman updated the board about Cecil's Approach Road project, advising it includes 1,100 LF of roadway, and a photo presentation of the project was shown to the board.

Mr. Grossman then advised the board that the FBI's Joint Terrorism Task Force, a cooperative group (in which JAA participates) that includes federal, state and local law enforcement intelligence entities that focuses resources to combat and mitigate home-grown and international terrorist threats, recently met to discuss items such as information about recent events and the secure flight program. He further advised that the aviation industry continues to be a primary terrorist target but through this type of interaction, we can maximize resources to combat it.

Lastly, Mr. Grossman presented the ASQ award that JAA received for its 3<sup>rd</sup> place ranking in the recent Airports Council International ASQ survey.

Mr. Grossman advised that this concluded his CEO report.

#### **Old Business**

Vice Chairman Isaac asked the board about any old business to be discussed, the following items were addressed:

-Mr. Alfred advised that he still has a concern about the fire station at Cecil Airport and asked to be kept informed on the progress of acquiring a new location, Mr. Grossman acknowledged his request.

-Mr. Alfred again inquired about JAA's stance on drones, asking how we would combat them. Mr. Grossman replied that they will not be allowed on airport property and we have protocols in place should they come upon any of our properties.

Hearing no further old business, Vice Chairman Isaac proceeded to the next agenda item.

#### **Public Comment**

Vice Chairman Isaac advised that a request to speak card had been completed and submitted by Mr. Marshall Wood of Malone Air Charter, located at Jacksonville Executive at Craig Airport, who wished to speak about minority efforts at the airport. Vice Chairman Isaac called upon Mr. Wood and advised him of his three minute time-frame. Mr. Wood spoke about various minority advisory opportunities that currently exist, and will be created, at the airport and advised that he would keep the board informed for any interest they may have in participating; Mr. Wood thanked the board for allowing him to speak. Hearing no further public comment, Vice Chairman Isaac moved to the next item on the agenda.



**New Business**  
**Submissions**

**BD2015-04-01**

***Tony Cugno, Chief  
Operating Officer***

***JAA Access Control and Badging Update Budget Transfer***

Vice Chairman Isaac called upon Mr. Cugno to present the submission and then called for questions - hearing none he then called for approval. Upon motion made by Mrs. Davlantes and seconded by Mr. Booth, the board voted unanimously to approve Submission BD2015-04-01, JAA Access Control and Badging Update Budget Transfer.

**BD2015-04-02**

***Todd Lindner, Sr. Manager  
Aviation & Spaceport Planning***

***Accept Florida Dept. of Transportation Supplemental Joint Participation  
Agreement for Jacksonville International Airport***

Vice Chairman Isaac called upon Mr. Lindner to present the submission and then called for questions - hearing none he then called for approval. Upon motion made by Mr. Alfred and seconded by Mrs. Davlantes, the board voted unanimously to approve Submission BD2015-04-02, Accept Florida Dept. of Transportation Supplemental Joint Participation Agreement for Jacksonville International Airport.

**Approval of Minutes**

Vice Chairman Isaac called for approval of the March meeting minutes. Upon motion made by Mr. Booth and seconded by Mr. Alfred, the board voted unanimously to approve the minutes of the March 23, 2015 Board of Directors meeting.

**Updates/Other Reports**

**Financial Update**

***Richard Rossi,  
Chief Financial Officer***

Vice Chairman Isaac called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for the six months ended March 31, 2015.

**City Council Update**

***Councilman Doyle Carter,  
City Council Liaison***

On behalf of the entire board, Vice Chairman Isaac congratulated Councilman Carter on his recent re-election to City Council, and then called upon him to provide an update.



Councilman Carter advised that he is honored to be part of JAA, especially during this exciting time of the Navy's temporary move to Cecil – he knows our Cecil folks have worked very hard. He further advised that the annual Cecil Bus Tour will take place on May 28<sup>th</sup>.

### **CEO Contract Discussion**

Vice Chairman Isaac advised that while the CEO contract extension was due to be discussed at this meeting, the board agreed to postpone the item until next month so that Chairman Mackesy can lead the discussion.

### **Board Communications**

Vice Chairman Isaac advised that the next board meeting will be held on Monday, May 18, 2015 at 8:30am at the JAA Administration Building (changed from the regular scheduled date of May 25<sup>th</sup> due to the Memorial Day holiday). Vice Chairman Isaac then asked if there was anything further to come before the board – the following comments were made:

-Mr. Booth shared that he is part of the JU Aviation Program and that they recently held their graduation and awards banquet, which JAA sponsors, and he thanked the board for JAA's support of the program.

-Mr. Alfred inquired about the FSCJ program at Cecil, to which Mr. Grossman replied that it still is a very alive and popular program.

-Mrs. Davlantes inquired as to the exact space the Navy is occupying at Cecil, to which Mr. Chandler replied that Boeing had extra office space they were not using, the Navy took it over and improved/upgraded the three facilities we have leased to them; also, she advised the board that during recent Transportation Planning Organization meetings she has attended as JAA's board liaison, the Navy continues to praise the Cecil staff for the work they have done, and work they will continue to do, to assist them in their relocation efforts.

Hearing nothing further, Vice Chairman Isaac proceeded to adjourn.

### **Adjournment**

There being no further business to come before the Board of Directors, Vice Chairman Isaac adjourned the meeting at 9:15a in honor of our former JAA board member and dear friend Jack Demetree, who recently passed away, and while adjourning Vice Chairman Isaac advised the board that our annual tenant appreciation golf outing will now be named the "Jack Demetree/JAA Tenant Appreciation Golf Outing."



# MINUTES

## Board of Directors Meeting

### JAA Administration Building

### 3<sup>rd</sup> FL/Ed Austin Board Room

### May 18, 2015

Chairman of the Board Frank Mackesy called the May 18, 2015 Board of Directors meeting to order at 8:30a. The following board members were in attendance at the call to order:

Mr. Frank Mackesy, Chairman  
Mr. Ernie Isaac, Vice Chairman  
Mr. Edward Booth, Jr., Secretary  
Mr. Ray Alfred, Treasurer  
Mrs. Terri Davlantes, Member  
Mr. Patrick Kilbane, Member  
(Member Mrs. Giselle Carson was absent)

Also present at the order call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
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

Chairman Mackesy welcomed everyone to the meeting and advised that a quorum was in place. He called upon Lt. Paul Kemp, JAA Safety & Security Division, to lead the group in reciting the Pledge of Allegiance, then asked everyone in the room to take a turn introducing themselves.

Councilman Doyle Carter, City Council Liaison to JAA, arrived at this point in the meeting.

### Chief Executive Officer Report

Chairman Mackesy called on Mr. Steve Grossman to present his CEO report.

- (1) Recap of congressional testimony for ACI
- (2) Update on Navy presence at Cecil
- (3) Update on legislative issues
- (4) Update on baggage system upgrade project



Mr. Grossman reported on testimony he provided on behalf of Airports Council International at the recent Congressional Homeland Security subcommittee meeting on transportation security, advising that it involved a review of access control measures at our nation's airports.

Next, Mr. Grossman called upon Cecil Airport/General Aviation Chief Rusty Chandler to provide an update on the Navy presence at Cecil – Chief Chandler advised that 4200 people have been trained and twelve food permits have been issued.

Mr. Grossman then called upon External Affairs Director Michael Stewart, who provided an update on legislative issues.

Lastly, Mr. Grossman called upon Planning & Engineering Director Bob Molle and Senior Engineering & Construction Manager Derek Powder, who both provided an update on the upcoming baggage system upgrade project.

Mr. Grossman advised that this concluded his CEO report.

#### **Old Business**

Chairman Mackesy asked the board if there was any old business to be discussed, hearing nothing he proceeded to the next agenda item.

#### **Public Comment**

Chairman Mackesy advised that a request to speak card had been completed and submitted by Ms. Denise Hunt, representing Malone Air Charter located at Jacksonville Executive at Craig Airport (JaxEx), who wished to speak about extending the runway at JaxEx. Chairman Mackesy called upon Ms. Hunt and advised her of the three minute time limit. Ms. Hunt encouraged the board to strongly consider following through with the runway extension at JaxEx, and thanked the board for allowing her to speak. Her request to speak card is attached hereto and made a part of these minutes.

Hearing no further public comment, Chairman Mackesy moved to the next item on the agenda.



## **New Business Submission**

**BD2015-05-01**

**Todd Lindner, Sr. Manager  
Aviation & Spaceport Planning**

### ***Accept Florida Department of Transportation Joint Participation Agreement for Airfield Pavement Rehabilitation at Jacksonville Executive at Craig Airport***

Chairman Mackesy called upon Mr. Lindner to present the submission and then called for questions - hearing none he then called for approval. Upon motion made by Mr. Isaac and seconded by Mr. Booth, the board members in attendance voted unanimously to approve Submission BD2015-05-01 Accept Florida Department of Transportation Joint Participation Agreement for Airfield Pavement Rehabilitation at Jacksonville Executive at Craig Airport.

## **Approval of Minutes**

Chairman Mackesy called for approval of the April meeting minutes. Upon motion made by Mr. Isaac and seconded by Mr. Alfred, the board members in attendance voted unanimously to approve the minutes of the April 27, 2015 Board of Directors meeting.

## **Updates/Other Reports**

### **Financial Update**

**Richard Rossi,  
Chief Financial Officer**

Chairman Mackesy called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for the seven months ended April 30, 2015.

### **City Council Update**

**Councilman Doyle Carter,  
City Council Liaison**

Councilman Carter advised that he is very grateful to have been re-elected to City Council. He advised that the winner of the Mayoral run-off election has some huge issues in the city to address, everyone must help in the efforts to keep our city safe.

## **CEO Contract Extension**

Chairman Mackesy advised that he and the CEO have discussed a contract extension, specifically Amendment One to the Employment Contract for Chief Executive Officer given to the board for review, which includes in Article I a contract extension commencement date of October 1, 2016 and termination date of September 30, 2021, together with an extension compensation amount to be set - a motion was then made by Mr. Isaac and seconded by Mrs. Davlantes to approve the Amendment and affix the compensation at 5% of the CEO's



current salary. Discussion ensued, and Mr. Kilbane offered an amendment to the motion advising that the compensation should be stated as \$15,300 and that the extension commencement date should be changed to a current effective date, as he felt the October 1, 2016 date is confusing because that is the CEO's next performance review date. Upon the amended motion being seconded by Mr. Isaac, the board members in attendance voted unanimously to accept Amendment One to the Employment Contract for Chief Executive Officer with the two changes to Article I as amended (the CLO was asked to insert the current effective date as the date the Chairman and CEO sign the Amendment).

### **Board Communications**

Chairman Mackesy advised that the next board meeting will be held on Monday, June 29, 2015 at 8:30am at the JAA Administration Building (changed from the regular scheduled date of June 22<sup>nd</sup> due to a schedule conflict). Chairman Mackesy then asked if there was anything further to come before the board and hearing no other comments, he proceeded to adjourn.

### **Adjournment**

There being no further business to come before the Board of Directors, Chairman Mackesy adjourned the meeting at 10:00a.

APPROVED JUNE 22, 2015



**MINUTES**  
**Board of Directors Meeting**  
**JAA Administration Building/3<sup>rd</sup> FL**  
**Ed Austin Board Room**  
**June 27, 2015**  
**(immediately following 8:30a Finance and Audit**  
**Committee meeting)**

Vice Chairman of the Board Ernie Isaac (filling in for Chairman Frank Mackesy) called the June 27, 2015 Board of Directors meeting to order at 9:15a. The following board members were present at the call to order:

Mr. Ernie Isaac, Vice Chairman  
Mr. Edward Booth, Jr., Secretary  
Mr. Ray Alfred, Treasurer  
Mrs. Terri Davlantes, Member  
Mr. Patrick Kilbane, Member  
Mrs. Giselle Carson, Member  
*(Chairman Frank Mackesy was absent)*

Also present at the order call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Mr. Doyle Carter, JAA City Council Liaison  
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**

Vice Chairman Isaac welcomed everyone to the meeting and advised that a quorum was in place. He called upon Lt. Mark Stevens, Director Public Safety & Security, to lead the group in reciting the Pledge of Allegiance, then asked everyone in the room to take a turn introducing themselves.

**Report from Finance and Audit Committee**

Finance and Audit Committee Chairman Ray Alfred reported that the committee had met prior to the board meeting for the purpose of hearing the 2015-2016 budget presentation and the committee moved to recommend the budget to the board for approval.



Board Vice Chairman Isaac thanked Mr. Alfred for his report and called upon Mr. Richard Rossi, Chief Financial Officer to present Submission BD2015-06-01, Approval of Operating and Capital Budget of Jacksonville Aviation Authority for Fiscal Year Commencing October 1, 2015 and Ending September 30, 2016. Upon motion made by Mr. Booth and seconded by Mr. Kilbane, the board members in attendance voted unanimously to approve Submission BD2015-06-01.

### **Chief Executive Officer Report**

Vice Chairman Isaac called on Mr. Steve Grossman to present his CEO report.

- (1) Announce interns
- (2) Recap of recent Paris airshow
- (3) Update on legislative session

Mr. Grossman announced that JAA has several interns, one extern, and two participants from the Mayor's Summer Jobs Program working in various departments; he introduced all of them and provided a brief bio on each.

Next, Mr. Grossman recapped the recent Paris airshow attended on behalf of JAA by him, Edward Booth, Jr./Board Secretary, Rusty Chandler/Chief Cecil Airport and General Aviation, and Jay Cunio/Director Business Development, together with several local business and Chamber of Commerce executives. There were 20 meetings scheduled including, two with Boeing that went very well (they are extremely pleased to be at Cecil and are looking forward to a way to grow), a further expansion discussion with Embraer, and a discussion with Mitsubishi regarding a possible tie to our tenant AVMAX as the builder of their regional jets. Mr. Booth advised that he was very pleased to be part of the Jacksonville delegation that represented the city very well.

Lastly, Mr. Grossman called upon Michael Stewart/Director External Affairs, who provided an update on recent legislative matters advising that Governor Scott vetoed the \$1.5 million that had been sought for Cecil spaceport development. Mr. Stewart advised that we will again ask for this funding during the next budget process.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

Vice Chairman Isaac asked the board if there was any old business to be discussed, hearing nothing he proceeded to the next agenda item.



### **Public Comment**

Vice Chairman Isaac advised that no request to speak cards had been completed and submitted indicating there was no public comment - he then moved to the next item on the agenda.

### **New Business Submission**

**BD2015-06-01**

**Richard Rossi,  
Chief Financial Officer**

#### ***Approval of Operating and Capital Budget of Jacksonville Aviation Authority For Fiscal Year Commencing October 1, 2015 and Ending September 30, 2016***

The submission was previously presented and approved during the Finance and Audit Committee report section of the meeting.

### **Approval of Minutes**

Vice Chairman Isaac called for approval of the previous meeting minutes and upon motion made by Mrs. Davlantes and seconded by Mr. Booth, the board members in attendance voted unanimously to approve the minutes of the May 18, 2015 Board of Directors meeting.

### **Updates/Other Reports**

#### **Financial Update**

**Richard Rossi,  
Chief Financial Officer**

Vice Chairman Isaac called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for the eight months ended May 31, 2015.

#### **City Council Update**

**Councilman Doyle Carter,  
City Council Liaison**

Councilman Carter advised that the staff at Cecil Airport is doing a great job working with the Navy. He also was very pleased to advise the board that he will be continuing as our City Council Liaison. Vice Chairman Isaac thanked Councilman Carter for his service and on behalf of the board, advised him we are glad he is continuing on with us in his liaison role, stating he is a wonderful advocate for JAA in the community.



### **Board Communications**

Vice Chairman Isaac advised that the next board meeting will be held on Monday, July 27, 2015 at 8:30am at Cecil Airport, and will be followed by a windshield tour for the board of the temporary Navy facilities and the eastside infrastructure project. He then welcomed all the JAA interns, and asked if there was anything further to come before the board - hearing no other comments, he proceeded to adjourn.

### **Adjournment**

There being no further business to come before the Board of Directors, Vice Chairman Isaac adjourned the meeting at 9:55a.

APPROVED JULY 27, 2015



## MINUTES

### **Board of Directors Meeting Cecil Airport 2<sup>nd</sup> FL Conference Room July 27, 2015/8:30a**

Chairman of the Board Frank Mackesy called the July 27, 2015 Board of Directors meeting to order at 8:30a. The following board members were present at the call to order:

Mr. Frank Mackesy, Chairman  
Mr. Ernie Isaac, Vice Chairman  
Mr. Edward Booth, Jr., Secretary  
Mr. Ray Alfred, Treasurer  
Mrs. Terri Davlantes, Member  
Mr. Patrick Kilbane, Member  
Mrs. Giselle Carson, Member

Also present at the order call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)  
Mr. Doyle Carter, City Council Liaison to JAA  
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

Chairman Mackesy welcomed everyone to the meeting and advised that a quorum was in place; he thanked Rusty Chandler and his staff for hosting the meeting at Cecil Airport. He called upon Mr. Ray Alfred, board member/treasurer, to lead the group in reciting the Pledge of Allegiance, then asked everyone in the room to take a turn introducing themselves.

### Chief Executive Officer Report

Chairman Mackesy called on Mr. Steve Grossman to present his CEO report.

- (1) New American Airlines service
- (2) Update on Navy move



Mr. Grossman announced that American will start new service to Laguardia in December.

Mr. Grossman then called upon Cecil/GA Chief Rusty Chandler to provide a briefing on the Navy move. Rusty advised that everything is on track and going well. He then introduced Navy personnel present at the meeting and called upon Captain Curt Phillips. Captain Phillips was very complimentary of the staff, advising that they work very closely with them, and spoke highly about all that the staff has accomplished to make it such a smooth transition. Chairman Mackesy thanked the Captain and all military personnel in attendance for their service to our country.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

Chairman Mackesy asked the board if there was any old business to be discussed and heard nothing. Before proceeding to the next agenda item, he added that he was on the Mayor's transition team and a topic of discussion was the relocation of the Cecil fire station 56 – he merely wanted everyone to be aware. Hearing nothing further he proceeded to the next agenda item.

### **Public Comment**

Chairman Mackesy advised that no request to speak cards had been completed and submitted, indicating there was no public comment - he then moved to the next item on the agenda.

### **New Business Submission**

**BD2015-07-01**

**Chanda Rollins,  
Properties Administrator**

### ***Leasing and Concession Agreement between InMotion Entertainment Group, LLC and Jacksonville Aviation Authority***

Chairman Mackesy called upon Ms. Rollins to present the submission and then called for questions - hearing none he then called for approval. Upon motion made by Mr. Kilbane and seconded by Mr. Isaac, board members voted unanimously to approve Submission BD2015-07-01, Leasing and Concession Agreement between InMotion Entertainment Group, LLC and Jacksonville Aviation Authority.



**BD2015-07-02**

**Rosa Beckett,  
Chief Administrative Officer**

**Agreement between the Jacksonville Aviation Authority and The Florida  
State Fraternal Order of Police, Inc. (FOP), October 1, 2015  
through September 30, 2108**

Chairman Mackesy called upon Ms. Beckett to present the submission and then called for questions - hearing none he then called for approval. Upon motion made by Mr. Isaac and seconded by Mr. Alfred, board members voted unanimously to approve Submission BD2015-07-02, Agreement between the Jacksonville Aviation Authority and The Florida State Fraternal Order of Police, Inc. (FOP), October 1, 2015 through September 30, 2018.

**Approval of Minutes**

Chairman Mackesy called for approval of the previous meeting minutes, both committee and board, and upon motion made by Mr. Kilbane and seconded by Mr. Isaac, the board members voted unanimously to approve the minutes of the Finance and Audit Committee and the Board of Directors meetings, both held on June 29, 2015.

**Updates/Other Reports**

**Financial Update**

**Richard Rossi,  
Chief Financial Officer**

Chairman Mackesy called upon Mr. Rossi, who provided an overview of the Unaudited Financial Report for the nine months ended June 30, 2015.

**City Council Update**

**Councilman Doyle Carter,  
City Council Liaison**

Chairman Mackesy called upon Councilman Carter, who welcomed everyone to Cecil Airport and welcomed the Navy personnel. Councilman Carter further stated there are lots of exciting things to come, and the new administration, and he's happy to be a part of it. Chairman Mackesy again stated that JAA is very pleased to have Councilman Carter as our liaison from the City Council.

**Board Communications**

Chairman Mackesy advised that the next board meeting will be held on Monday, August 24, 2015 at 8:30am and he would like to have that meeting at Jacksonville Executive at Craig



Airport – CEO Grossman, as well as Cecil Airport & General Aviation Chief Chandler, stated that Ms. Tiffany Gillem, JaxEx Airport Manager, and her staff would be more than happy to host the meeting.

Chairman Mackesy then stated that after this July meeting, board members and members of the public are invited to take a windshield (driving) tour of the airfield and eastside infrastructure, and advised that photography is not permitted. He then asked if there was anything further to come before the board - hearing no other comments, he proceeded to adjourn.

### **Adjournment**

There being no further business to come before the Board of Directors, Chairman Mackesy adjourned the meeting at 9:15a.

Approved Sept. 28, 2015 (no meeting in Aug.)



## MINUTES

### **Board of Directors Meeting Cecil Airport 2<sup>nd</sup> FL Conference Room July 27, 2015/8:30a**

Chairman of the Board Frank Mackesy called the July 27, 2015 Board of Directors meeting to order at 8:30a. The following board members were present at the call to order:

Mr. Frank Mackesy, Chairman  
Mr. Ernie Isaac, Vice Chairman  
Mr. Edward Booth, Jr., Secretary  
Mr. Ray Alfred, Treasurer  
Mrs. Terri Davlantes, Member  
Mr. Patrick Kilbane, Member  
Mrs. Giselle Carson, Member

Also present at the order call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)  
Mr. Doyle Carter, City Council Liaison to JAA  
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

Chairman Mackesy welcomed everyone to the meeting and advised that a quorum was in place; he thanked Rusty Chandler and his staff for hosting the meeting at Cecil Airport. He called upon Mr. Ray Alfred, board member/treasurer, to lead the group in reciting the Pledge of Allegiance, then asked everyone in the room to take a turn introducing themselves.

### Chief Executive Officer Report

Chairman Mackesy called on Mr. Steve Grossman to present his CEO report.

- (1) New American Airlines service
- (2) Update on Navy move



Mr. Grossman announced that American will start new service to Laguardia in December.

Mr. Grossman then called upon Cecil/GA Chief Rusty Chandler to provide a briefing on the Navy move. Rusty advised that everything is on track and going well. He then introduced Navy personnel present at the meeting and called upon Captain Curt Phillips. Captain Phillips was very complimentary of the staff, advising that they work very closely with them, and spoke highly about all that the staff has accomplished to make it such a smooth transition. Chairman Mackesy thanked the Captain and all military personnel in attendance for their service to our country.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

Chairman Mackesy asked the board if there was any old business to be discussed and heard nothing. Before proceeding to the next agenda item, he added that he was on the Mayor's transition team and a topic of discussion was the relocation of the Cecil fire station 56 – he merely wanted everyone to be aware. Hearing nothing further he proceeded to the next agenda item.

### **Public Comment**

Chairman Mackesy advised that no request to speak cards had been completed and submitted, indicating there was no public comment - he then moved to the next item on the agenda.

### **New Business Submission**

**BD2015-07-01**

**Chanda Rollins,  
Properties Administrator**

### ***Leasing and Concession Agreement between InMotion Entertainment Group, LLC and Jacksonville Aviation Authority***

Chairman Mackesy called upon Ms. Rollins to present the submission and then called for questions - hearing none he then called for approval. Upon motion made by Mr. Kilbane and seconded by Mr. Isaac, board members voted unanimously to approve Submission BD2015-07-01, Leasing and Concession Agreement between InMotion Entertainment Group, LLC and Jacksonville Aviation Authority.



**BD2015-07-02**

**Rosa Beckett,  
Chief Administrative Officer**

**Agreement between the Jacksonville Aviation Authority and The Florida  
State Fraternal Order of Police, Inc. (FOP), October 1, 2015  
through September 30, 2108**

Chairman Mackesy called upon Ms. Beckett to present the submission and then called for questions - hearing none he then called for approval. Upon motion made by Mr. Isaac and seconded by Mr. Alfred, board members voted unanimously to approve Submission BD2015-07-02, Agreement between the Jacksonville Aviation Authority and The Florida State Fraternal Order of Police, Inc. (FOP), October 1, 2015 through September 30, 2018.

**Approval of Minutes**

Chairman Mackesy called for approval of the previous meeting minutes, both committee and board, and upon motion made by Mr. Kilbane and seconded by Mr. Isaac, the board members voted unanimously to approve the minutes of the Finance and Audit Committee and the Board of Directors meetings, both held on June 29, 2015.

**Updates/Other Reports**

**Financial Update**

**Richard Rossi,  
Chief Financial Officer**

Chairman Mackesy called upon Mr. Rossi, who provided an overview of the Unaudited Financial Report for the nine months ended June 30, 2015.

**City Council Update**

**Councilman Doyle Carter,  
City Council Liaison**

Chairman Mackesy called upon Councilman Carter, who welcomed everyone to Cecil Airport and welcomed the Navy personnel. Councilman Carter further stated there are lots of exciting things to come, and the new administration, and he's happy to be a part of it. Chairman Mackesy again stated that JAA is very pleased to have Councilman Carter as our liaison from the City Council.

**Board Communications**

Chairman Mackesy advised that the next board meeting will be held on Monday, August 24, 2015 at 8:30am and he would like to have that meeting at Jacksonville Executive at Craig



Airport – CEO Grossman, as well as Cecil Airport & General Aviation Chief Chandler, stated that Ms. Tiffany Gillem, JaxEx Airport Manager, and her staff would be more than happy to host the meeting.

Chairman Mackesy then stated that after this July meeting, board members and members of the public are invited to take a windshield (driving) tour of the airfield and eastside infrastructure, and advised that photography is not permitted. He then asked if there was anything further to come before the board - hearing no other comments, he proceeded to adjourn.

### **Adjournment**

There being no further business to come before the Board of Directors, Chairman Mackesy adjourned the meeting at 9:15a.

Approved Sept. 28, 2015 (no meeting in Aug.)



## MINUTES

### **Board of Directors Meeting Jacksonville Executive at Craig Airport JAA Conference Room September 28, 2015/8:30a**

Chairman of the Board Frank Mackesy called the September 28, 2015 Board of Directors meeting to order at 8:30a. The following board members were present at the call to order:

Mr. Frank Mackesy, Chairman  
Mr. Edward Booth, Jr., Secretary  
Mr. Ray Alfred, Treasurer  
Mrs. Terri Davlantes, Member  
Mr. Patrick Kilbane, Member  
Mrs. Giselle Carson, Member  
(represents the current six member board)

Also present at the order call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)  
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

Chairman Mackesy welcomed everyone to the meeting and advised that a quorum was in place; he thanked Ms. Tiffany Gillem, Airport Manager for hosting the meeting at Jacksonville Executive at Craig Airport (JaxEx). He then called upon Ms. Gillem to lead the group in reciting the Pledge of Allegiance, then asked everyone in the room to take a turn introducing themselves.

### Chief Executive Officer Report

Chairman Mackesy called on Mr. Steve Grossman to present his CEO report.

- (1) JaxEx video
- (2) Active shooter exercise briefing
- (3) Recent FAA Part 139 inspection
- (4) Air service update
- (5) Baggage screening project update



Mr. Grossman called upon Ms. Gillem, who thanked everyone for coming to JaxEx then showed a video about the airport, which highlighted its history and tenants.

Mr. Grossman then called upon Lt. Chip Monts who gave a briefing on the upcoming active shooter exercise to be conducted during the month of October.

Next, Mr. Grossman advised that the recent FAA Part 139 inspection went extremely well, with very good comments across the board received from the FAA inspector.

Mr. Grossman gave an air service update, advising that Silver Airways will eliminate Ft. Lauderdale service in early October and JetBlue will add a third Ft. Lauderdale flight in early November (more business traveler/connection-friendly).

Lastly, Mr. Grossman advised that the baggage screening upgrade project began on September 16<sup>th</sup> and is continuing as planned, to be completed in September of 2016.

#### **Old Business**

Chairman Mackesy asked the board if there was any old business to be discussed and hearing nothing, he proceeded to the next agenda item.

Councilman Doyle Carter, council liaison to JAA, arrived at this point in the meeting.

#### **Public Comment**

Chairman Mackesy advised that two comment cards had been completed and submitted, each person had three minutes to speak - Mr. Marshall Wood spoke regarding his feeling about the JaxEx runway extension issue and Mr. Bill Hay spoke about his feeling that JaxEx is a forgotten airport. Copies of both comment cards are attached hereto and made a part of these minutes. Upon completion of public comments Chairman Mackesy then moved to the next item on the agenda.

#### **New Business Submission**

***BD2015-09-01***

***Jay Cunio,  
Director Business Development***

#### ***Approval of Ground Lease Agreement and Modification to Existing Lease Agreement for Fixed Based Operations at Cecil Airport Between Jacksonville Aviation Authority and Jacksonville JetPort, LLC***

Chairman Mackesy called upon Mr. Cunio to present the submission – Mr. Cunio advised that the content had changed and was different from what the board members had in their



packet, and detailed the changes. Chairman Mackesy called for questions, which Mr. Cunio addressed, and then called for approval. Upon motion made by Mr. Alfred and seconded by Mrs. Davlantes, the board voted unanimously to approve the revised Submission BD2015-09-01, Approval of Ground Lease Agreement and Modification to Existing Lease Agreement for Fixed Based Operations at Cecil Airport Between Jacksonville Aviation Authority and Jacksonville JetPort, LLC, as amended (the revised submission will be given to the Recording Secretary for the file).

**BD2015-09-02**

**Kimberly Hair,  
Planning & Grants Administrator**

***Accept Florida Department of Transportation Joint Participation Agreement for the PAPI and REIL Replacement at Cecil Airport***

Chairman Mackesy called upon Ms. Hair to present the submission and then called for questions - hearing none he then called for approval. Upon motion made by Mr. Kilbane and seconded by Mr. Booth, the board voted unanimously to approve Submission BD2015-09-02, Accept Florida Department of Transportation Joint Participation Agreement for the PAPI and REIL Replacement at Cecil Airport.

**BD2015-09-03**

**Kimberly Hair,  
Planning & Grants Administrator**

***Accept Florida Department of Transportation Supplemental Joint Participation Agreement for the Fire Main Rehab at Cecil Airport***

Chairman Mackesy called upon Ms. Hair to present the submission and then called for questions - hearing none he then called for approval. Upon motion made by Mr. Kilbane and seconded by Mr. Alfred, the board voted unanimously to approve Submission BD2015-09-03, Accept Florida Department of Transportation Supplemental Joint Participation Agreement for the Fire Main Rehab at Cecil Airport.

**BD2015-09-04**

**Kimberly Hair,  
Planning & Grants Administrator**

***Budget Transfer for the Taxiway G, G1 and Apron Rehab at Jacksonville International Airport***

Chairman Mackesy called upon Ms. Hair to present the submission and then called for questions - hearing none he then called for approval. Upon motion made by Mrs. Davlantes



and seconded by Mr. Alfred, the board voted unanimously to approve Submission BD2015-09-04, Budget Transfer for the Taxiway G, G1 and Apron Rehab at Jacksonville International Airport.

**BD2015-09-05**

**Rosa Beckett,  
Chief Administrative Officer**

***Agreement between the Jacksonville Aviation Authority and The Florida State Fraternal Order of Police, Inc. (FOP85A), October 1, 2015 through September 30, 2108***

Chairman Mackesy called upon Ms. Beckett to present the submission and then called for questions - hearing none he then called for approval. Upon motion made by Mr. Alfred and seconded by Mr. Booth, the board voted unanimously to approve Submission BD2015-09-05, Agreement between the Jacksonville Aviation Authority and The Florida State Fraternal Order of Police, Inc. (FOP85A), October 1, 2015 through September 30, 2018.

**Approval of Minutes**

Chairman Mackesy called for approval of the July meeting minutes (there was no meeting in August), upon motion made by Mrs. Davlantes and seconded by Mr. Alfred, the board voted unanimously to approve the minutes of the July 27, 2015 Board of Directors meeting.

**Updates/Other Reports**

**Financial Update**

**Richard Rossi,  
Chief Financial Officer**

Chairman Mackesy called upon Mr. Rossi, who provided an overview of the Unaudited Financial Report for the eleven months ended August 31, 2015.

**City Council Update**

**Councilman Doyle Carter,  
City Council Liaison**

Chairman Mackesy called upon Councilman Carter, who said he was glad to be at JaxEx and acknowledged fellow Councilman Ferraro in the audience. Councilman Carter advised that even though he serves the westside, he represents the entire city and was glad to be attending an Arlington-area JAA board meeting.

**Report from Nominating Committee**

Chairman Mackesy called upon Nominating Committee Chairwoman Terri Davlantes, who advised that her committee had just met for the purpose of discussing a slate of board



officers for the 2015-16 term to present to the full board, and had agreed on the following slate:

Chairman/Ray Alfred  
Vice Chairman/Patrick Kilbane  
Secretary/Terri Davlantes  
Treasurer/Giselle Carson

Board Chairman Mackesy thanked Committee Chairwoman Davlantes for her report.

### **Election of Officers**

Chairman Mackesy recapped the slate of officers as presented by the Nominating Committee, and called for any further nominations. Hearing none, he called for approval of the slate. Upon motion made by Mr. Booth and seconded by Mrs. Davlantes, the board unanimously approved the slate of board officers as presented for the 2015-16 term.

Chairman Mackesy then advised that more than likely this was going to be Mr. Booth's last meeting and he thanked him for his service to JAA as a board member. Mr. Booth advised it was a pleasure for him to serve on the board and wished JAA every success in the future. Chairman Mackesy also thanked former board member Mr. Ernie Isaac for his long service on the board, which included a year as chairman.

### **Board Communications**

Chairman Mackesy advised that the next board meeting will be held on Monday, October 26, 2015 at 8:30am in the board room at the JAA Administration Building. He then advised that immediately after this meeting there will be a tour of the airport for board members and members of the public and advised that photography is not permitted.

Chairman Mackesy acknowledged Councilman Ferraro and thanked him for attending.

Lastly, Chairman Mackesy stated that as this was his last board meeting as chair he wanted to advise that he thoroughly enjoyed leading the JAA board during the 2014-15 term and thanked the staff for their support during his term; he congratulated the new board officers and wished them well. Chairman Mackesy then asked if there was anything further to come before the board - hearing no other comments, he proceeded to adjourn.

### **Adjournment**

There being no further business to come before the Board of Directors, Chairman Mackesy adjourned the meeting at 9:30a.



## MINUTES

### **Board of Directors Meeting JAA Administration Building 3<sup>rd</sup> FL Ed Austin Board Room October 26, 2015/8:30a**

Chairman of the Board Ray Alfred called the October 26, 2015 Board of Directors meeting to order at 8:30a. The following board members were present at the call to order:

Mr. Ray Alfred, Chairman  
Mr. Patrick Kilbane, Vice Chairman  
Mrs. Terri Davlantes, Secretary  
Mrs. Giselle Carson, Treasurer  
Mr. Frank Mackesy, Member (attended via phone)  
Mr. Russ Thomas, Member  
Mr. Jay Demetree, Member

Also present at the order call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)  
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, Pledge, Introductions**

Chairman Alfred welcomed everyone to the meeting and advised that a quorum was in place; he then welcomed JAA's two new board members, Russ Thomas and Jay Demetree, and asked them to introduce themselves and share their background. Chairman Alfred then called upon Mr. Thomas to lead the group in reciting the Pledge of Allegiance, then asked everyone in the room to take a turn introducing themselves.

### **Special Acknowledgement**

Chairman Alfred thanked immediate past Chairman Frank Mackesy for his service and dedication as chair during the 2014-15 fiscal year, stating that past-chair Mackesy attended several events throughout his term and was a wonderful representative for JAA. Mr. Mackesy thanked Chairman Alfred for his comments and advised he thoroughly enjoyed leading this great organization.



## **Chief Executive Officer Report**

Chairman Alfred called on Mr. Steve Grossman to present his CEO report.

- (1) Report on recent active shooter exercise
- (2) Report on recent ACI annual conference
- (3) Report from Chairman on his recent JAA travel
- (4) Update from FDOT on airport roadway projects

Mr. Grossman called upon Lt. Chip Monts who reported on the recent active shooter exercise, advising that it went very well and that nineteen agencies participated.

Councilman Doyle Carter, City Council Liaison to JAA, arrived at this point in the meeting.

Next, Mr. Grossman reported on ACI's recent annual conference attended by members of JAA's staff, advising that among other items the topic of a shortage of mechanics and pilots in the industry was discussed, as well as the FAA reauthorization having been postponed. Also, he advised that one staff member, Mr. Rolf Riechmann, Manager of Herlong Recreational Airport, had recently attained his Airport Management Professional Accreditation Program (AMPAP) designation and the graduation ceremony was held during the conference.

Mr. Grossman called upon Chairman Alfred to report on his recent JAA travel to Jackson, MS to attend the Airport Minority Advisory Council (AMAC) Southeast Regional forum.

Lastly, Mr. Grossman called upon Ms. Karen Taulbee with the Florida Department of Transportation (FDOT) who gave a slide presentation updating the progress of area roadway projects. Mr. Mackesy added that during a recent meeting with the Governor, he advised him of the wonderful relationship JAA has with FDOT and suggested that Chairman Alfred, and perhaps Mayor Curry, write a letter to the Governor advising same. Councilman Carter echoed Mr. Mackesy's comments regarding JAA's relationship with FDOT, and added that we should work with FDOT to do more work on the airport entrance area

Mr. Grossman advised that this concluded his report.

## **Old Business**

Chairman Alfred asked the board if there was any old business to be discussed and hearing nothing, he proceeded to the next agenda item.

## **Public Comment**

Chairman Alfred asked if there was any public comment and hearing none, he moved to the next agenda item.



## **New Business**

Chairman Alfred advised that there was no new business to come before the board, then moved to the next agenda item.

## **Approval of Minutes**

Chairman Alfred called for approval of the minutes of the two meetings held in September, and upon motion made by Mrs. Davlantes and seconded by Mr. Kilbane, the board voted unanimously to approve the minutes of both the September 28, 2015 Nominating Committee and Board of Directors meetings. Mr. Kilbane thanked Recording Secretary Marcha'-Lee for doing a very good job every month in capturing the events of the meetings and presenting minutes that are accurate and concise.

## **Updates/Other Reports**

### **Financial Update**

***Richard Rossi,  
Chief Financial Officer***

Chairman Alfred called upon Mr. Rossi, who provided an overview of the Unaudited Financial Report for the twelve months ended September 30, 2015.

### **City Council Update**

***Councilman Doyle Carter,  
City Council Liaison***

Chairman Alfred called upon Councilman Carter, who advised that he very much enjoyed the last meeting and tour at Jacksonville Executive at Craig Airport. Regarding the pending industry staffing shortage, hopefully we can find a way to advise schools of that need. Cecil Airport/General Aviation Chief Chandler advised that we currently work with two high schools near Cecil Airport.

## **Chairman's Committee Appointments**

Chairman Alfred advised that he has appointed the following board members to the committees shown and that each has accepted their appointment:

### **Finance and Audit Committee:**

Giselle Carson/Chairwoman (as Treasurer), Russ Thomas and Patrick Kilbane

### **Security Committee:**

Frank Mackesy/Chairman, Jay Demetree and Terri Davlantes



### **Board Communication**

Chairman Alfred advised that the next board meeting will be on Monday November 23, 2015 at 8:30a at the JAA Administration Building in the 3<sup>rd</sup> FL Ed Austin Board Room. He then asked if there was anything further to come before the board and hearing no other comments, he proceeded to adjourn.

### **Adjournment**

There being no further business to come before the Board of Directors, Chairman Alfred adjourned the meeting at 9:45a.

Approved November 23, 2015



## MINUTES

### **Board of Directors Meeting JAA Administration Building 3<sup>rd</sup> FL Ed Austin Board Room November 23, 2015/8:30a**

Chairman of the Board Ray Alfred called the November 23, 2015 Board of Directors meeting to order at 8:30a. The following board members were present at the call to order:

Mr. Ray Alfred, Chairman  
Mr. Patrick Kilbane, Vice Chairman  
Mrs. Terri Davlantes, Secretary  
Mrs. Giselle Carson, Treasurer  
Mr. Frank Mackesy, Member  
Mr. Russ Thomas, Member  
Mr. Jay Demetree, Member

Also present at the order call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)  
Councilman Doyle Carter, City Council Liaison to JAA  
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, Introductions, Announcements, Pledge**

Chairman Alfred welcomed everyone to the meeting and advised that a quorum was in place, he then introduced Dr. Johnny Gaffney, Boards and Commissions Liaison to the Mayor's office. Chairman Alfred congratulated CEO Grossman on recently being named by the Chamber as their International Leader of the Year, then called upon Dr. Gaffney to lead the group in reciting the Pledge of Allegiance.

#### **Report on Security Committee Meeting**

Chairman Alfred called upon Mr. Mackesy for a report on his November 16, 2015 Security Committee meeting. Committee Chairman Mackesy advised that the committee met for the purpose of hearing an update on the Public Safety and Security Division and current capital projects. While there were no actions taken at the committee meeting requiring board approval, upon motion made by Mr. Demetree and seconded by Mr. Kilbane, the board approved the report as presented.

Committee Chairman Mackesy advised that this completed his report.



## **Chief Executive Officer Report**

Chairman Alfred called on Mr. Steve Grossman to present his CEO report.

- (1) JAX military video
- (2) Cyber security presentation
- (3) Thanksgiving travel forecast
- (4) New air service

Mr. Grossman showed the military video currently running on television and in the terminal through the holidays; the board asked that the link be sent to them.

Next, Mr. Grossman introduced Ms. Jane Landon, Sr. Vice President/Chief Technology Officer at Web.com, who gave a very informative powerpoint presentation regarding cyber security.

Mr. Grossman advised that for Thanksgiving holiday travel, the forecasted flight load factor is expected to be at the normal level, which is currently approximately 85%.

Lastly, Mr. Grossman commented on the recent news shared with the board that Air Canada will have a JIA international flight.

Mr. Grossman advised that this concluded his report.

### **Old Business**

Chairman Alfred asked the board if there was any old business to be discussed and hearing nothing, he proceeded to the next agenda item.

### **Public Comment**

Chairman Alfred asked if there was any public comment and hearing none, he moved to the next agenda item.

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

**BD2015-11-01**

**Kimberly Hair,  
Planning & Grants Administrator**

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

Chairman Alfred called upon Ms. Hair to present the submission and upon motion made by Mrs. Davlantes and seconded by Mr. Mackesy, the board voted unanimously to approve Submission



BD2015-11-01, Accept Florida Department of Transportation Supplemental Joint Participation Agreement for the Consolidated Maintenance Facility at Jacksonville International Airport.

**BD2015-11-02**

***Debra Braga,  
Chief Legal Officer***

***Settlement of Lawsuit: Reiser Bergan, Inc. v. JAA, and Termination of Lease at Jacksonville Executive at Craig Airport***

Chairman Alfred called upon Ms. Braga to present the submission and upon motion made by Mr. Mackesy and seconded by Mr. Thomas, the board voted unanimously to approve Submission BD2015-11-02, Settlement of Lawsuit: Reiser Bergan, Inc. v. JAA, and Termination of Lease at Jacksonville Executive at Craig Airport.

**Approval of Minutes**

Chairman Alfred called for approval of the minutes of the October 26, 2015 Board of Directors meeting and upon motion made by Mr. Thomas and seconded by Mrs. Davlantes, the board voted unanimously to approve the minutes.

**Updates/Other Reports**

**Financial Update**

***Richard Rossi,  
Chief Financial Officer***

Chairman Alfred called upon Mr. Rossi, who provided an overview of the Unaudited Financial Report for the one month ended October 31, 2015.

**City Council Update**

***Councilman Doyle Carter,  
City Council Liaison***

Chairman Alfred called upon Councilman Carter, who thanked all the board members for their service on the board and wished everyone a happy Thanksgiving holiday.

**CEO Performance Review**

Chairman Alfred called upon Mr. Mackesy, as the 2014-15 board chair, to conduct the CEO's performance review for the 2014-15 fiscal year. Mr. Mackesy stated that he would like to have a special meeting for this purpose and directed Mrs. Melissa Marcha'-Lee to coordinate with the board a date in January 2016, prior to the January board meeting, and to send each board member an evaluation form together with the master CEO goals document that was developed for the 2014-15 fiscal year. Further, he directed that each board member is to complete their form and return it to Melissa, who will prepare a complete package of all evaluations and present to each board member at the special meeting. Lastly, Mr. Mackesy directed Melissa to ensure



that Mr. Grossman receives the same evaluation form and he asked Mr. Grossman to perform a self-review and return the form directly to him (Mr. Mackesy asked Melissa to please include Mr. Grossman's completed form in the package to be given out on meeting day). New board members Demetree and Thomas advised that while they will be receiving the evaluation form, they do not believe it is appropriate for them to participate in a performance review covering a time period during which they were not on the board. Mr. Mackesy acknowledged their comments and agreed, as did Board Chairman Alfred.

Further discussion ensued about the CEO's goals and how that process is completed. Mr. Kilbane advised that while the board is of course made aware of the goals after they have been established, he feels that, if the board is rating performance on the goals, the board should be involved in development of the goals. Mr. Grossman advised that currently, the goals are developed together with the board chair but the process can certainly be expanded to include the entire board. Mr. Mackesy advised that he believes the development of CEO goals is a matter between Mr. Grossman and the current board chair, and therefore deferred to Chairman Alfred to continue that discussion.

As a result of further discussion lead by Chairman Alfred, upon motion made by Mr. Kilbane and seconded by Mr. Mackesy, Chairman Alfred directed Mr. Grossman to develop a draft goals document and provide it to him for preliminary review - the document will then be provided to each board member for their individual input (to be given to Melissa), after which a final goals document will be created. Mr. Grossman reminded the board that JAA is in the second month of the new fiscal year and therefore, he assured the board he will have the draft goals document created very soon so the process can be completed and the established agreed-up goals be put in place.

Board member Giselle Carson departed at this point in the meeting.

### **Board Communication**

Chairman Alfred advised that the next board meeting will be on Monday December 14, 2015 at 8:30a at the JAA Administration Building in the 3<sup>rd</sup> FL Ed Austin Board Room, changed from the scheduled date of Dec. 28<sup>th</sup> due to the holidays. He then asked if there was anything further to come before the board and hearing no other comments, he proceeded to adjourn.

### **Adjournment**

There being no further business to come before the Board of Directors, Chairman Alfred wished everyone a happy Thanksgiving holiday and adjourned the meeting at 10:15a.



## MINUTES

### **Board of Directors Meeting JAA Administration Building 3<sup>rd</sup> FL Ed Austin Board Room December 14, 2015/8:30a**

Chairman of the Board Ray Alfred called the December 14, 2015 Board of Directors meeting to order at 8:30a. The following board members were present at the call to order:

Mr. Ray Alfred, Chairman  
Mr. Patrick Kilbane, Vice Chairman  
Mrs. Terri Davlantes, Secretary  
Mrs. Giselle Carson, Treasurer  
Mr. Frank Mackesy, Member  
Mr. Russ Thomas, Member  
*(Member Jay Demetree was absent)*

Also present at the order call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)  
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**

Chairman Alfred welcomed everyone to the meeting and advised that a quorum was in place, he also acknowledged the presence of the Mayor's Boards and Commissions Liaison Dr. Johnny Gaffney, then called upon Mr. Thomas to lead the group in reciting the Pledge of Allegiance.

#### **Chief Executive Officer Report**

Chairman Alfred called on Mr. Steve Grossman to present his CEO report.

- (1) Overview of Cecil Spaceport strategic business plan
- (2) Recent Florida Chamber transportation summit
- (3) System upgrades
- (4) Legislative update

Mr. Grossman called up Mr. Chandler, who gave a presentation to the board regarding the Cecil Spaceport business plan, and provided a copy to each board member.



Next, Mr. Grossman advised the board that he recently participated in a transportation summit held here in Jacksonville sponsored by the Florida Chamber.

Mr. Grossman advised that the I.T. Department will begin upgrading the system that currently provides information and advertising to the traveling public, consolidating the three old systems into a single platform that will allow the showing of all types of information on any screen (i.e., any monitor can be turned into an emergency communications monitor).

Lastly, Mr. Grossman called upon Mr. Michael Stewart, Director of External Affairs, to provide a legislative update.

Mr. Grossman advised that this concluded his report.

Board member Russ Thomas left the meeting at this point.

#### **Old Business**

Chairman Alfred asked the board if there was any old business to be discussed. Ms. Braga advised that the subject of the Sunshine Law will be a topic of discussion at a future board meeting. Hearing no further old business, Chairman Alfred proceeded to the next agenda item.

#### **Public Comment**

Chairman Alfred asked if there was any public comment - hearing none and not having received any completed public comment cards from the Recording Secretary, he moved to the next agenda item.

#### **New Business Submission**

**BD2015-12-01**

**Jeff Taylor,  
Properties Administrator**

***Third Amendment ("Amendment") between Jacksonville Aviation Authority ("Authority") and Marco Ophthalmic, Inc. ("Lessee") at Jacksonville Executive at Craig Airport ("JAXEX")***

Chairman Alfred called upon Mr. Taylor to present the submission and upon motion made by Mr. Mackesy and seconded by Mr. Kilbane, the five board members present voted unanimously to approve Submission BD2015-12-01, Third Amendment ("Amendment") between Jacksonville Aviation Authority ("Authority") and Marco Ophthalmic, Inc. ("Lessee") at Jacksonville Executive at Craig Airport ("JAXEX").



### **Approval of Minutes**

Chairman Alfred called for approval of the November 16, 2015 Security Committee meeting minutes and the November 23, 2015 Board of Directors meeting minutes and upon motion made by Mr. Mackesy and seconded by Mrs. Carson, the five board members present voted unanimously to approve the minutes of both meetings.

### **Updates/Other Reports**

#### **Financial Update**

***Richard Rossi,  
Chief Financial Officer***

Chairman Alfred called upon Mr. Rossi, who provided an overview of the Unaudited Financial Report for the two months ended November 30, 2015.

#### **City Council Update**

***Councilman Doyle Carter,  
City Council Liaison***

Councilman Carter was not present at the meeting.

#### **Other**

Chairman Alfred asked Dr. Gaffney if he had any comments – Dr. Gaffney advised that he will be attending all board and commission meetings on behalf of Mayor Curry and looks forward to being at our JAA board meetings.

### **Board Communication**

Chairman Alfred advised that the next board meeting will be on Monday, January 26 at 8:30a at the JAA Administration Building in the 3<sup>rd</sup> FL Ed Austin Board Room. He then asked if there was anything further to come before the board and hearing no other comments, he proceeded to adjourn.

### **Adjournment**

There being no further business to come before the Board of Directors, Chairman Alfred wished everyone a joyous holiday season and adjourned the meeting at 9:45a.



# MINUTES

## Finance & Audit Committee Meeting JAA Administration Building 3<sup>rd</sup> FL/Ed Austin Board Room February 23, 2015/8:30am

Committee Chairman Ray Alfred called the February 23, 2015 Finance & Audit Committee meeting to order at 8:30am. The following committee members were in attendance at the call to order:

Mr. Ray Alfred, Chairman  
Mr. Patrick Kilbane, Member  
(Member Mrs. Giselle Carson was absent)

Also present were board members:

Mr. Frank Mackesy, Chairman  
Mr. Ernie Isaac, Vice Chairman  
Mr. Edward Booth, Jr., Secretary  
Mrs. Terri Davlantes, Member

Also in attendance were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
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)  
Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary

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

Chairman Alfred called for any public comment, hearing none he moved to the next agenda item.

Chairman Alfred advised that the reason for the meeting was to hear results from the recent independent audit, he then called upon CFO Richard Rossi. Mr. Rossi advised that the firm of McGladrey, LLP had been engaged to do the annual independent audit and he called upon Mr. Mike Virgo, Jacksonville Office Manager & Partner, and Mr. Jeff Sietner, On-site Manager, to present the audit report. Mr. Virgo briefly discussed the scope of the audit then called upon Mr. Sietner, who went through each section of the audit report with the committee and advised that while the accounting process of one particular item was questioned and corrected satisfactorily by management, no instances of material weaknesses or misstatements were found and further, he advised that McGladrey issued an unmodified opinion which is an opinion at the highest level. Both Messers Virgo and Sietner thanked Mr. Rossi and Director of Finance Diane Pinkerman, and their staff, for



being courteous, professional and responsive during the audit period, and then answered questions from the committee and board members.

Chairman Alfred thanked Messers Virgo and Sietner for their report, and congratulated Messers Grossman and Rossi, and staff, for a job well done. Upon motion made by Mr. Kilbane and seconded by Mr. Alfred, the committee members in attendance voted to present the report to the full board at its meeting which immediately follows this comm. meeting.

Chairman Alfred adjourned the committee meeting at 8:50am.

APPROVED MARCH 23, 2015



**MINUTES**  
**Finance and Audit Committee Meeting**  
**JAA Administration Building/3<sup>rd</sup> FL**  
**Ed Austin Board Room**  
**June 27, 2015/8:30am**

Finance and Audit Committee Chairman Ray Alfred called the June 27, 2015 Finance and Audit Committee meeting to order at 8:30am. The following committee members were present at the call to order:

Mr. Ray Alfred  
Mr. Patrick Kilbane  
Mrs. Giselle Carson

Also present at the order call were:

Mr. Ernie Isaac, Vice Chairman of the Board  
Mrs. Terri Davlantes, Board Member  
Mr. Edward Booth, Jr., Board Secretary  
Mr. Steve Grossman, Chief Executive Officer  
Ms. Debra Braga, Chief Legal Officer  
Mr. Richard Rossi, Chief Financial Officer  
Mrs. Rosa Beckett, Chief Administrative Officer  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary

Committee Chairman Alfred welcomed everyone and thanked non-committee board members for attending. He asked if there was any public comment to be made – hearing none, he moved to the next agenda item.

Committee Chairman Alfred asked Mr. Rossi to present JAA's budget for the 2015-2016 fiscal year. Mr. Rossi discussed each section, highlighting the schedule of positions, capital and small capital sections. Councilman Doyle Carter, JAA's City Council Liaison, arrived at this point in the meeting. Mr. Rossi then called upon Mr. Bob Molle, Planning and Engineering Director who, together with Mr. Derek Powder, Senior Manager Engineering and Construction, provided a more in-depth review of the capital and small capital portion of the budget.

After questions and discussion with committee members, and board members present, Committee Chairman Alfred thanked Mr. Rossi for the presentation. Upon motion then made by Mr. Kilbane and seconded by Mrs. Carson, the committee voted unanimously to recommend approval of the budget to the full board at its meeting immediately following this committee meeting.

There being no further business to come before the committee, the meeting was adjourned at 9:10am.



# MINUTES

## Nominating Committee Meeting Jacksonville Executive at Craig Airport Conference Room September 28, 2015/8:00a

Committee Chairwoman Mrs. Terri Davlantes called the September 28, 2015 Jacksonville Aviation Authority Nominating Committee meeting to order at 8:00am. The following committee members were present at the call:

Mrs. Terri Davlantes  
Mr. Frank Mackesy  
Mrs. Giselle Carson

Also in attendance were Mrs. Debra Braga, Chief Legal Officer and Recording Secretary Mrs. Melissa Marcha'-Lee.

Chairwoman Davlantes called for any public comment, hearing none she moved to the next agenda item.

Chairwoman Davlantes distributed a proposed slate of officers list to be used for nominations for the 2015-16 board term, as follows:

- Mr. Ray Alfred, Chairman
- Mr. Patrick Kilbane, Vice Chairman
- Mrs. Terri Davlantes, Secretary
- Mrs. Giselle Carson, Treasurer

Chairwoman Davlantes called for discussion. Mr. Mackesy advised he believed it to be a good slate, Mrs. Carson agreed.

There being no further comments or changes made regarding the proposed officers, upon motion made by Mr. Mackesy and seconded by Mrs. Carson, the committee voted unanimously to present the proposed slate of officers to the full board at its Sept. 28, 2015 meeting. The proposed officers list signed by the chair and recording secretary is attached here to and made a part of these minutes.

There being no further business to come before the committee, the meeting was adjourned at 8:10am.



## MINUTES

### **Security Committee Meeting JAA Administration Building 3<sup>rd</sup> FL Ed Austin Board Room November 16, 2015/1:30p**

Committee Chairman Mr. Frank Mackesy called the November 16, 2015 Jacksonville Aviation Authority Security Committee meeting to order at 1:30p. The following committee members were present at the order call:

Mr. Frank Mackesy  
Mr. Jay Demetree  
(Committee member Mrs. Terri Davlantes was absent)

Also in attendance were Mr. Steve Grossman, Chief Executive Officer, Mrs. Debra Braga, Chief Legal Officer, Mr. Tony Cugno, Chief Operating Officer, and Recording Secretary Mrs. Melissa Marcha'-Lee.

Chairman Mackesy acknowledged the attendance of Mr. Patrick Kilbane, JAA board member. He then called for any public comment, hearing none he moved to the next agenda item.

Chairman Mackesy advised that the purpose of the committee meeting was to hear an update from the Public Safety and Security division, and he then called upon CEO Grossman, who summarized the topics to be covered in the meeting.

Mr. Grossman then called upon Aviation Security Director Lt. Mark Stevens who provided an overview of the organizational structure and current/future direction of the division and discussed the recent active shooter exercise, sharing a video of the event.

Mr. Grossman then called upon Mr. Cugno, who provided an overview of the division's capital projects.

There being no further business to come before the committee, the meeting was adjourned at 2:45p.