



# MINUTES

Board of Directors Meeting  
JAA Administration Bldg. – 3<sup>rd</sup> FL  
Ed Austin Board Room  
January 23, 2012/8:30a

Chairman Chester Aikens called the January 23, 2012 Board of Directors meeting to order at 8:35am. The following were in attendance at the call to order:

Dr. Chester Aikens, Chairman  
Mr. A.L. Kelly, Vice Chairman  
Mr. Ron Weaver, Secretary  
Mrs. Terri Davlantes, Member  
Mr. Ernie Isaac, Member  
Mr. Cyrus Jollivette, Member  
Mr. Steve Grossman, CEO/Executive Director  
Mr. Bob Simpson, Interim COO  
Mrs. Debra Braga, CLO  
Mrs. Diane Pinkerman, Director of Finance  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary  
(Board member absent at the call to order was Mr. Jack Demetree)  
*A listing of all attendees is on file in the office of Recording Secretary.*

Chairman Aikens welcomed everyone and asked Mr. A.L. Kelly to lead the group in reciting the pledge of allegiance.

## CEO Report

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

### CEO/Executive Director

*Steve Grossman*

- (1) Employee recognition
- (2) 10<sup>th</sup> Anniversary Reception
- (3) Cecil Spaceport Summit

Mr. Grossman advised that our employee recognition for December focused on Cassandra Newberry, receptionist and HR assistant – Mr. Grossman and Chairman Aikens presented Cassandra with a certificate and gift card, thanking her for her service and dedication to JAA. Next, Mr. Grossman advised that our recent 10<sup>th</sup> anniversary celebration was a huge success – he called upon Mrs. Rosa Beckett, Director of Marketing, who coordinated the event, to report. Mrs. Beckett advised that the event was successful due to the planning committee's efforts and acknowledged each committee member, thanking them and also thanking their managers for allowing them the time to participate in



the planning. She further stated that numerous positive comments were received from attendees that evening and afterward and JAA is so pleased that it was a wonderful evening celebrating our 10<sup>th</sup> anniversary. *Board member Jack Demetree arrived at the meeting at this point.* Next, Mr. Grossman called upon Todd Lindner, Sr. Manager/Aviation Development, who reported on our upcoming spaceport summit to be held at Cecil Airport on March 26<sup>th</sup> - Mr. Grossman added that this date is the date of our March board meeting and that it will be held at Cecil prior to the summit.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

There was no discussion of any old business.

### **Submissions**

**BD2012-01-01**

***Todd Lindner***

***Accept FDOT JPA 432086-1 to Modify Cecil Spaceport EA***

Upon motion made by Mr. Issac and seconded by Mr. Kelly, the board voted to Accept FDOT JPA 432086-1 to Modify Cecil Spaceport EA.

The viva voce vote on Submission BD2012-01-01 was as follows:

Aikens	Aye	Davlantes	Aye	Weaver	Aye	Demetree	Aye
Isaac	Aye	Kelly	Aye	Jollivette	Aye		

**BD2012-01-02**

***Richard Rossi***

***Approval of Building and Land Lease Between Jacksonville Aviation Authority and KCI Enterprises, Inc., d/b/a KCI Aviation***

Upon motion made by Mr. Issac and seconded by Mr. Jollivette, the board voted Approval of Building and Land Lease Between Jacksonville Aviation Authority and KCI Enterprises, Inc., d/b/a KCI Aviation.

The viva voce vote on Submission BD2012-01-02 was as follows:

Aikens	Aye	Davlantes	Aye	Weaver	Aye	Demetree	Aye
Isaac	Aye	Kelly	Aye	Jollivette	Aye		



### **Approval of Minutes**

Upon motion made by Mr. Isaac and seconded by Mr. Jollivette, the board unanimously approved the minutes of the December 19, 2011 Board of Directors meeting.

The viva voce vote on the minutes was as follows:

Aikens	Aye	Davlantes	Aye	Weaver	Aye	Demetree	Aye
Isaac	Aye	Kelly	Aye	Jollivette	Aye		

### **Updates/Other Reports**

#### **Financial Update**

*Diane Pinkerman, Director of Finance (for Richard Rossi, CFO)*

Chairman Aikens called upon Mrs. Diane Pinkerman, Director of Finance, who provided an overview of the Unaudited Financial Report for three months ended December 31, 2011.

#### **City Council Update**

*Richard Clark, Councilman*

Councilman Richard Clark, JAA Council Liaison, was not present at the meeting.

### **Board Communications**

Chairman Aikens advised that the next meeting will be held on February 27, 2012 at 8:30a at the JAA Administration Building, 3<sup>rd</sup> Floor Ed Austin Board Room. Chairman Aikens then asked the board members if there were any other comments to be made – hearing none, he proceeded to adjourn.

### **Adjournment**

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



# MINUTES

**Board of Directors Meeting  
JAA Administration Bldg. – 3<sup>rd</sup> FL  
Ed Austin Board Room**

**February 27, 2012 (immediately following 8:30a  
Finance and Audit Committee meeting)**

Chairman Chester Aikens called the February 27, 2012 Board of Directors meeting to order at 8:55am. The following were in attendance at the call to order:

Dr. Chester Aikens, Chairman  
Mr. A.L. Kelly, Vice Chairman  
Mr. Ron Weaver, Secretary  
Mrs. Terri Davlantes, Member  
Mr. Ernie Isaac, Treasurer  
Mr. Frank Mackesy, Member  
Mr. Steve Grossman, CEO/Executive Director  
Mr. Bob Simpson, Interim COO  
Mrs. Debra Braga, CLO  
Mrs. Diane Pinkerman, Director of Finance  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary  
(Board member absent at the call to order was Mr. Cyrus Jollivette)  
*A listing of all attendees is on file in the office of Recording Secretary.*

Chairman Aikens welcomed everyone and asked Mr. Bob Simpson to lead the group in reciting the pledge of allegiance. He then advised the board that one of our police officers, Elloit Finkley, had recently passed away and called upon Mr. Wayne Clark, Director of Aviation Security, to say a few words about Elliott. Chairman Aikens then welcomed Mr. Frank Mackesy, Director of Emergency & Security Training at the Florida State College at Jacksonville, as the newest member of our Board of Directors.

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

Chairman Aikens called upon Mr. Ernie Isaac, Committee Chairman, who reported that his committee met for the purpose of hearing from the independent audit firm of Ernst & Young regarding our recent annual audit. Mr. Michael Patillo, Partner, went through the entire audit report with the committee and advised that there were no instances of material non-compliance, and added further that the JAA staff was most cooperative during the audit process. Chairman Isaac thanked Mr. Grossman and the finance staff for a job well done, and advised that complete details will be contained in the minutes to be approved at the March board meeting.

Committee Chairman Isaac advised that this concluded his report.



## **CEO Report**

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

### **CEO/Executive Director**

*Steve Grossman*

- (1) Employee recognition
- (2) CNN video
- (3) JetBlue event recap
- (4) FAA reauthorization update

Mr. Grossman advised that our employee recognition for January focused on Jonathan Muniz, a mechanic in the Hold Baggage System department – Mr. Grossman and Chairman Aikens presented Jonathan with a certificate and gift card, thanking him for his service and dedication to JAA. Next, Mr. Grossman shared with the board the video of the recent outstanding comments made by Erin Burnett of CNN regarding her visit here during the presidential debate. Chairman Aikens added that the video showcased the wonderful environment we are creating here, and he offered his thanks and congratulations to Mr. Grossman and the entire JAA staff for a job well done. Mr. Grossman then advised that JetBlue recently held an event highlighting their Boston service that was well-attended. Lastly, Mr. Grossman advised that after several extensions, the reauthorization bill had been passed.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

There was no discussion of any old business.

### **New Business**

As committee appointments are made at the direction of the Board Chairman, Security Committee Chairman Ron Weaver requested that Chairman Aikens appoint Frank Mackesy as a member of his committee, which appointment Chairman Aikens confirmed. A recap of Chairman Aikens' appointments for the 2011-12 board term is as follows:

- Security Committee/Chairman Ron Weaver and members A.L. Kelly, Ernie Isaac and Frank Mackesy
- Finance and Audit Committee/Chairman Ernie Isaac and members Cyrus Jollivette and A.L. Kelly
- Nominating Committee to determine 2012-13 board officers/members to be appointed near the end of the 2011-12 fiscal year
- Also, Mr. Isaac was appointed to fill the vacancy of Treasurer for the remainder of the 2011-12 term



## Submissions

**BD2012-02-01**

***Richard Rossi***

***Approval of Second Amendment to General Ground Lease Between Jacksonville Aviation Authority and Jax Lodging, Inc., Assigning Lease to Jax Airport Lodging, Inc., A Florida Limited Liability Company***

Upon motion made by Mr. Issac and seconded by Mrs. Davlantes, the board voted unanimously to approve the Second Amendment to General Ground Lease Between Jacksonville Aviation Authority and Jax Lodging, Inc., Assigning Lease to Jax Airport Lodging, Inc., A Florida Limited Liability Company.

The viva voce vote on Submission BD2012-02-01 was as follows:

Aikens	Aye	Davlantes	Aye	Weaver	Aye
Isaac	Aye	Kelly	Aye	Mackesy	Aye

**BD2012-02-02**

***Bob Molle***

***Jacksonville Aviation Authority's Membership in the North Florida Transportation Planning Organization***

Upon motion made by Mr. Issac and seconded by Mr. Weaver, the board voted unanimously to approve Jacksonville Aviation Authority's Membership in the North Florida Transportation Planning Organization.

The viva voce vote on Submission BD2012-02-02 was as follows:

Aikens	Aye	Davlantes	Aye	Weaver	Aye
Isaac	Aye	Kelly	Aye	Mackesy	Aye

## Approval of Minutes

Upon motion made by Mr. Isaac and seconded by Mr. Weaver, the board unanimously approved the minutes of the January 23, 2012 Board of Directors meeting.

The viva voce vote on the minutes was as follows:

Aikens	Aye	Davlantes	Aye	Weaver	Aye
Isaac	Aye	Kelly	Aye	Mackesy	Aye



## **Updates/Other Reports**

### **Financial Update**

*Richard Rossi, CFO*

Chairman Aikens called upon Mr. Rossi, who provided an overview of the Unaudited Financial Report for four months ended January 31, 2012.

### **City Council Update**

*Richard Clark, Councilman*

Councilman Richard Clark, JAA Council Liaison, was not present at the meeting.

## **Board Communications**

Chairman Aikens advised that the next meeting will be held on March 26, 2012 at 8:00am at Cecil Airport, 2<sup>nd</sup> FL Conference Room (meeting location and time changed for March only due to the spaceport summit that will be held following the board meeting). He encouraged board members to attend the summit if their schedule permits. Chairman Aikens then asked the board members if there were any other comments to be made – Mr. Grossman advised that in light of the recent press article about the background of employee drivers at the JTA, he asked our parking provider for information on the background of their employee drivers and received a clean report. Hearing no further comments, Chairman Aikens proceeded to adjournment.

## **Adjournment**

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



**MINUTES**  
**Board of Directors Meeting**  
**Cecil Airport**  
**Admin. Building/2<sup>nd</sup> FL Conf. Room**  
**March 26, 2012**

Chairman Chester Aikens called the March 26, 2012 Board of Directors meeting to order at 8:00am. The following were in attendance at the call to order:

Dr. Chester Aikens, Chairman  
Mr. A.L. Kelly, Vice Chairman  
Mr. Ron Weaver, Secretary  
Mrs. Terri Davlantes, Member  
Mr. Ernie Isaac, Treasurer  
Mr. Frank Mackesy, Member  
Mr. Steve Grossman, CEO/Executive Director  
Mr. Bob Simpson, Interim COO  
Mrs. Debra Braga, CLO  
Mr. Richard Rossi, CFO  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary  
(Board member absent at the call to order was Mr. Cyrus Jollivette)

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

Chairman Aikens welcomed everyone to the meeting and asked Mrs. Rosa Beckett, Director of Marketing to lead the group in reciting the pledge of allegiance.

### **Report from the Security Committee Meeting**

Chairman Aikens called upon Mr. Ron Weaver, Security Committee Chairman, who reported that his committee met on March 7<sup>th</sup> for the purpose of hearing an update on the security department from Mr. Wayne Clark, Director of Aviation Security. Chairman Weaver advised that Mr. Clark gave a thorough and concise report, including a current department organization chart and that the committee members are very pleased with the security department. Further, Chairman Weaver thanked Mr. Grossman and the security staff on their efforts in re-vamping the security department to the excellent group that it has become, and he advised that complete meeting details will be contained in the minutes to be approved at the April board meeting.

Committee Chairman Weaver advised that this concluded his report.

Board member Frank Mackesy complimented Mr. Grossman on the security re-vamping process, stating that when he was an employee of the Jacksonville Sheriff's office, he was involved in the review process that JSO and JAA went through, with JAA ultimately deciding to keep the division in-house but to re-vamp it. Mr. Grossman was willing to listen and implement the improvements, which were expensive, and in Mr. Mackesy's opinion the JAA security department is better for it. On behalf of the security department, Mr. Grossman thanked Mr. Mackesy for his comments on the process.





## CEO Report

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

### CEO/Executive Director

*Steve Grossman*

- (1) Employee recognition
- (2) FAA southern region general aviation airport safety award

Mr. Grossman advised that our employee recognition this month focused on four employees of Cecil Airport...Chris West, Lisha Harris, Kelly Dollarhide and John Whittaker – Mr. Grossman and Chairman Aikens presented Chris, Lisha, Kelly and John with a certificate and gift card, thanking them for their service and dedication to JAA. Mr. Grossman then presented to the Cecil Airport employees and Roger Studenski, JAA risk management administrator, the FAA’s Southern Region General Aviation Airport Security Award.

Mr. Grossman advised that this concluded his CEO report.

## Old Business

There was no discussion of any old business.

## New Business

### Submissions

**BD2012-03-01**

*Paul Gerrety, Property Administrator*

#### ***Approval of First Amendment to Building and Ground Lease Between The Jacksonville Aviation Authority and Jacksonville JetPort, LLC, A Florida Limited Liability Company***

Upon motion made by Mr. Issac and seconded by Mr. Weaver, the board voted unanimously to approve the First Amendment to Building and Ground Lease Between The Jacksonville Aviation Authority and Jacksonville JetPort, LLC, A Florida Limited Liability Company.

The viva voce vote on Submission BD2012-03-01 was as follows:

Aikens	Aye	Davlantes	Aye	Weaver	Aye
Isaac	Aye	Kelly	Aye	Mackesy	Aye



**BD2012-03-02**

***Bob Molle, Director Planning & Engineering***

***Accept FDOT 432143-1 – Amend Cecil Launch Site Operator’s License***

Upon motion made by Mr. Issac and seconded by Mr. Weaver, the board voted unanimously to Accept FDOT 432143-1 – Amend Cecil Launch Site Operator’s License.

The viva voce vote on Submission BD2012-03-02 was as follows:

Aikens	Aye	Davlantes	Aye	Weaver	Aye
Isaac	Aye	Kelly	Aye	Mackesy	Aye

**BD2012-03-03**

***Rosa Beckett, Director of Marketing***

***Approval and Adoption of Airline Incentive Program for Domestic and International Flights for the Jacksonville Aviation Authority***

Upon motion for approval made by Mr. Issac and seconded by Mr. Weaver that the program document be approved, Chairman Aikens advised that he would like to see a revision of the document adding language that allows management to extend the program without having to come back to the board each time it expires. Mr. Isaac amended his motion that the program document be approved with that language added and asked that the revision be copied to the board when finalized – Mr. Weaver seconded the revised motion and the board voted unanimously to Approve and Adopt the Airline Incentive Program for Domestic and International Flights for the Jacksonville Aviation Authority, as to be revised.

The viva voce vote on Submission BD2012-03-03 was as follows:

Aikens	Aye	Davlantes	Aye	Weaver	Aye
Isaac	Aye	Kelly	Aye	Mackesy	Aye

**BD2012-03-04 (Walk-on Item)**

***Richard Rossi, CFO***

***Approval of Assignment of Jacksonville Aviation Authority’s Hotel Lease And Operating Agreement with Leslie Lurkin – First Guaranty Bank to Jax Airport Hotel, LLC***

Upon motion made by Mr. Issac and seconded by Mrs. Davlantes, the board voted unanimously to Approve the Assignment of Jacksonville Aviation Authority’s Hotel Lease and Operating Agreement with Leslie Lurkin – First Guaranty Bank to Jax Airport Hotel, LLC.

The viva voce vote on Submission BD2012-03-04 was as follows:

Aikens	Aye	Davlantes	Aye	Weaver	Aye
Isaac	Aye	Kelly	Aye	Mackesy	Aye



## **Approval of Minutes**

Upon motion made by Mr. Isaac and seconded by Mr. Weaver, the board unanimously approved the minutes of the Finance and Audit Committee and the Board of Directors meetings, both held on February 27, 2012.

The viva voce vote on the minutes was as follows:

Aikens	Aye	Davlanges	Aye	Weaver	Aye
Isaac	Aye	Kelly	Aye	Mackesy	Aye

## **Updates/Other Reports**

### **Financial Update**

*Richard Rossi, CFO*

Chairman Aikens called upon Mr. Rossi, who provided an overview of the Unaudited Financial Report for five months ended February 29, 2012.

Board member Ernie Isaac left the meeting at this point.

### **City Council Update**

*Richard Clark, Councilman*

Councilman Richard Clark, JAA Council Liaison, was not present at the meeting.

## **Board Communications**

Chairman Aikens advised that the next meeting will be held on Monday April 23, 2012, 8:30am, at the JAA administration building, 3<sup>rd</sup> FL Ed Austin board room. Chairman Aikens then asked the board members or others in attendance if there were any other comments to be made – Mr. Grossman reminded the board members about the spaceport summit to be held immediately following the board meeting, stating that JAA benefits in that it is being held here at Cecil Airport. Hearing no further comments, Chairman Aikens proceeded to adjournment.

## **Adjournment**

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



**MINUTES**  
**Board of Directors Meeting**  
**Admin. Building/3<sup>rd</sup> FL**  
**Ed Austin Board Room**  
**April 23, 2012/8:30am**

Chairman Chester Aikens called the April 23, 2012 Board of Directors meeting to order at 8:30am. The following were in attendance at the call to order:

Dr. Chester Aikens, Chairman  
Mr. A.L. Kelly, Vice Chairman  
Mr. Ron Weaver, Secretary  
Mrs. Terri Davlantes, Member  
Mr. Ernie Isaac, Treasurer  
Mr. Frank Mackesy, Member  
Mr. Cyrus Jollivette, Member  
Mr. Steve Grossman, CEO/Executive Director  
Mr. Bob Simpson, Interim COO  
Mrs. Debra Braga, CLO  
Mr. Richard Rossi, CFO  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary  
*A listing of all attendees is on file in the office of Recording Secretary.*

Chairman Aikens welcomed everyone to the meeting and asked Mr. Kelly to lead the group in reciting the pledge of allegiance.

**CEO Report**

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

**CEO/Executive Director**

*Steve Grossman*

- (1) Employee recognition
- (2) Spaceport summit recap
- (3) Spaceport masterplan update
- (4) KCI groundbreaking
- (5) JAA dashboard

Mr. Grossman advised that our employee recognition this month focused on three employees of the facilities department, John Kootsouradis, Mike Wise, and Joshua Cook – Mr. Grossman and Chairman Aikens presented John, Mike and Joshua with a certificate and gift card, thanking them for their service and dedication to JAA. Mr. Grossman then advised that the recent spaceport summit was a resounding success, with 30+ in attendance including industry professionals, elected officials and board members; Lt. Governor Jennifer Carroll delivered the opening remarks. He thanked the committee involved in planning the event for all their hard work. Mr. Grossman then called upon Todd Lindner, Sr. Aviation

Planner, who gave a spaceport masterplan update. Next, Mr. Grossman advised that the recent KCI

**M**



hangar groundbreaking ceremony went very well - Chairman Aikens commended Steve and the staff on their efforts to have KCI locate here. Lastly, Mr. Grossman advised that we have placed a “dashboard” of financials on both the intra- and internet.

Mr. Grossman advised that this concluded his CEO report.

**Old Business**

There was no discussion of any old business.

**New Business**

**Submissions**

**BD2012-4-01**

*Todd Lindner, Sr. Aviation Planner*

***Grant for Feasibility Study for Alternatives for Airport Rd. /I-95***

Upon motion made by Mr. Kelly and seconded by Mrs. Davlantes, the board voted unanimously to approve the Grant for Feasibility Study for Alternatives for Airport Rd. /I-95.

The viva voce vote on Submission BD2012-04-01 was as follows:

Aikens	Aye	Davlantes	Aye	Weaver	Aye	Jollivette	Aye
Isaac	Aye	Kelly	Aye	Mackesy	Aye		

**Approval of Minutes**

Upon motion made by Mr. Isaac and seconded by Mr. Weaver, the board unanimously approved the minutes of the March 7, 2012 Security Committee Meeting and the March 26, 2012 Board of Directors meetings.

The viva voce vote on the minutes was as follows:

Aikens	Aye	Davlantes	Aye	Weaver	Aye	Jollivette	Aye
Isaac	Aye	Kelly	Aye	Mackesy	Aye		



## **Updates/Other Reports**

### **Financial Update**

*Richard Rossi, CFO*

Chairman Aikens called upon Mr. Rossi, who provided an overview of the Unaudited Financial Report for six months ended March 31, 2012. Regarding parking, the board asked for two items: a summary of the swings in the different locations with the new program now in place, and a comparison between JAA and the West Palm Beach/Ft. Myers area. Mr. Grossman advised that he will send that information to the board when compiled.

### **City Council Update**

*Richard Clark, Councilman*

Councilman Richard Clark, JAA Council Liaison, was not present at the meeting.

## **Board Communications**

Chairman Aikens advised that the next meeting will be held on Monday May 21, 2012, 8:30am (one week earlier than normal due to the Memorial Day holiday on the 28<sup>th</sup>), at the JAA administration building, 3<sup>rd</sup> FL Ed Austin board room. Chairman Aikens then asked the board members or others in attendance if there were any other comments to be made. Hearing no further comments, Chairman Aikens proceeded to adjournment.

## **Adjournment**

There being no further business to come before the Board of Directors, Chairman Aikens adjourned the meeting at 9:50am.



# MINUTES

## Board of Directors Meeting

### Admin. Building/3<sup>rd</sup> FL

### Ed Austin Board Room

### May 21, 2012/8:30am

Chairman Chester Aikens called the May 21, 2012 Board of Directors meeting to order at 8:30am. The following were in attendance at the call to order:

Dr. Chester Aikens, Chairman  
Mr. A.L. Kelly, Vice Chairman  
Mrs. Terri Davlantes, Member  
Mr. Ernie Isaac, Treasurer  
Mr. Frank Mackesy, Member  
Mr. Cyrus Jollivette, Member  
Mr. Steve Grossman, CEO/Executive Director  
Mr. Bob Simpson, Interim COO  
Mrs. Debra Braga, CLO  
Mr. Richard Rossi, CFO  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary  
(Mr. Ronald Weaver, Secretary was absent)

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

Chairman Aikens welcomed everyone to the meeting and asked Mr. Devin Reed, Director of Procurement, to lead the group in reciting the pledge of allegiance.

### CEO Report

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

#### CEO/Executive Director

*Steve Grossman*

- (1) Employee recognition
- (2) Embraer update
- (3) TPC passenger count
- (4) Recent photo contest

Mr. Grossman advised that our employee recognition this month focused on two employees, Juanita Henderson in the Procurement Dept. and Danny Connell in the Facilities Dept. – Mr. Grossman and Chairman Aikens presented Juanita and Danny with a certificate and gift card, thanking them for their service and dedication to JAA. Mr. Grossman updated the group on the federal Embraer contract, advising that new proposals are due by June 16<sup>th</sup>. Next, Mr. Grossman advised that for the recent Players Championship, passenger count was up 7.5%. Lastly, regarding the recent “Jacksonville Takes Flight” photo contest held during National Transportation Week, Mr. Grossman advised that there were



75 entries and 400 total votes received – the winners were announced during the recent Art Walk ceremony and the photos will be on display in the baggage claim area.

Mr. Grossman advised that this concluded his CEO report.

## **Old Business**

There was no discussion of any old business.

## **New Business**

### **Submissions**

There were no submission items for board action.

## **Approval of Minutes**

Upon motion made by Mr. Isaac and seconded by Mr. Mackesy, the board unanimously approved the minutes of the April 23, 2012 Board of Directors meeting.

The viva voce vote on the minutes was as follows:

Aikens	Aye	Davlantes	Aye	Jollivette	Aye
Isaac	Aye	Kelly	Aye	Mackesy	Aye

## **Updates/Other Reports**

### **Financial Update**

*Richard Rossi, CFO*

Chairman Aikens called upon Mr. Rossi, who provided an overview of the Unaudited Financial Report for seven months ended April 30, 2012.

### **City Council Update**

*Richard Clark, Councilman*

Councilman Richard Clark, JAA Council Liaison, was not present at the meeting.





## **Board Communications**

Chairman Aikens advised that the next meeting will be held on Monday June 25, 2012, 8:30am at the JAA administration building, 3<sup>rd</sup> FL Ed Austin board room. He then asked the board members or others in attendance if there were any other comments to be made. Hearing no further comments, Chairman Aikens proceeded to adjournment.

## **Adjournment**

There being no further business to come before the Board of Directors, Chairman Aikens adjourned the meeting at 8:55am.

Approved June 25, 2012



**MINUTES**  
**Board of Directors Meeting**  
**Admin. Building/3<sup>rd</sup> FL**  
**Ed Austin Board Room**  
**June 25, 2012 (Immediately following 8:30am**  
**Finance & Audit Comm. meeting)**

Board Chairman Chester Aikens called the June 25, 2012 Board of Directors meeting to order at 8:55am. The following were in attendance at the call to order:

- Dr. Chester Aikens, Chairman
- Mr. Ronald Weaver, Secretary
- Mr. Ernie Isaac, Treasurer
- Mrs. Terri Davlantes, Member
- Mr. Frank Mackesy, Member
- Mr. Cyrus Jollivette, Member
- Mr. Steve Grossman, CEO
- Mr. Bob Simpson, Chief Cecil Airport (CCA)
- Mrs. Debra Braga, CLO
- Mr. Richard Rossi, CFO
- Mrs. Rosa Beckett, CAO
- Mr. Tony Cugno, COO
- Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary
- (Mr. A.L. Kelly, Vice Chairman was absent)

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

Chairman Aikens welcomed everyone to the meeting and lead the group in reciting the pledge of allegiance.

**Report from Finance and Audit Committee Meeting**

Chairman Aikens then called upon Mr. Ernie Isaac, Chairman of the Finance and Audit Committee, for a report from his recent committee meeting. Committee Chairman Isaac advised that the committee had met at 8:30a on June 25, 2012 to receive a presentation of the 2012-13 budget from CFO Richard Rossi, and the committee recommends that the budget be submitted to the board for approval.

Board Chairman Aikens referred to Submission #1 BD2012-06-01 from the New Business section of the board meeting agenda and upon motion made by Mr. Isaac and seconded by Mr. Jollivette, the board unanimously approved the Proposed Operating and Capital Budget for the Fiscal Year Commencing October 1, 2012 & Ending September 30, 2013.

The viva voce vote was as follows:

Aikens	Aye	Mackesy	Aye	Davlantes	Aye
Isaac	Aye	Jollivette	Aye	Weaver	Aye



## **CEO Report**

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

### **CEO/Executive Director**

*Steve Grossman*

- (1) Employee recognition
- (2) New sr. management staff
- (3) Recent marketing awards
- (4) Recent Jax JetPort new hangar ribbon cutting

Mr. Grossman advised that our employee recognition this month focused on Cynthia Weatherly at Herlong Recreational Airport – Mr. Grossman and Chairman Aikens presented Cynthia with a certificate and gift card, thanking her for her service and dedication to JAA. Mr. Grossman then advised the board that in keeping with the company reorganization plan shared with the board some months ago, the following job appointments have been made resulting from a thorough candidate search and interview process: Mrs. Rosa Becket, former Marketing Director, has been selected as our Chief Administrative Officer, Mr. Tony Cugno, former Aviation Director, has been selected as our Chief Operating Officer, and in recognition of the superb job Bob Simpson has done as our Interim COO, he has been chosen for a new position of Chief, Cecil Airport. Also, Chris Styles, former Sr. JIA Operations Manager, is now Director of Airport Operations, and Mrs. Barbara Halverstadt, former Marketing and Air Service Development Manager, is now the Interim Marketing Director. Next, Mr. Grossman advised that JAA was the recipient of several marketing awards at the recent annual ACI marketing conference. Lastly, Mr. Grossman shared that the recent ribbon cutting event for the new hangar at Jax JetPort at Cecil Airport was very nicely done and well attended.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

There was no discussion of any old business.

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

**BD2012-7-01**

*Richard Rossi, CFO*

***Approval of Operating and Capital Budget of Jacksonville Aviation Authority for Fiscal Year  
Commencing October 1, 2012 and Ending September 30, 2013***

This submission was motioned, seconded and approved earlier in the meeting.



## **Approval of Minutes**

Upon motion made by Mr. Isaac and seconded by Mr. Jollivette, the board unanimously approved the minutes of the May 21, 2012 Board of Directors meeting.

The viva voce vote on the minutes was as follows:

Aikens	Aye	Davlandes	Aye	Jollivette	Aye
Isaac	Aye	Kelly	Aye	Mackesy	Aye

## **Updates/Other Reports**

### **Financial Update**

*Richard Rossi, CFO*

Chairman Aikens called upon Mr. Rossi, who provided an overview of the Unaudited Financial Report for eight months ended May 31, 2012.

### **City Council Update**

*Richard Clark, Councilman*

Councilman Richard Clark, JAA Council Liaison, was not present at the meeting.

## **Board Communications**

Chairman Aikens advised that the next meeting will be held on Monday July 23, 2012, 8:30am at the JAA administration building, 3<sup>rd</sup> FL Ed Austin board room. He then asked the board members, and others in attendance, if there were any other comments to be made. Hearing no further comments, Chairman Aikens proceeded to adjournment.

## **Adjournment**

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



# MINUTES

## Board of Directors Meeting

### Admin. Building/3<sup>rd</sup> FL

### Ed Austin Board Room

### July 23, 2012

Chairman of the Board Chester Aikens called the July 23, 2012 Board of Directors meeting to order at 8:30am. The following were in attendance at the call to order:

Dr. Chester Aikens, Chairman  
Mr. A.L. Kelly, Vice Chairman  
Mr. Ronald Weaver, Secretary  
Mr. Ernie Isaac, Treasurer  
Mrs. Terri Davlantes, Member  
Mr. Frank Mackesy, Member  
Mr. Cyrus Jollivette, Member  
Mr. Steve Grossman, CEO  
Mr. Bob Simpson, CCA  
Mrs. Debra Braga, CLO  
Mr. Richard Rossi, CFO  
Mrs. Rosa Beckett, CAO  
Mr. Tony Cugno, COO  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary  
*A listing of all attendees is on file in the office of Recording Secretary*

Chairman Aikens welcomed everyone to the meeting and asked Mr. Chris Styles, Director of Operations, to lead the group in reciting the pledge of allegiance.

### CEO Report

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

### CEO/Executive Director

*Steve Grossman*

- (1) Employee recognition
- (2) Farnborough Airshow
- (3) JIA 139 inspection

Mr. Grossman advised that our employee recognition this month focused on police officer Jeff Hatton with the Safety & Security Division – Mr. Grossman and Chairman Aikens presented Jeff with a certificate and gift card, thanking him for his service and dedication to JAA. Mr. Grossman then reported on the recent Farnborough Airshow that was attended by a delegation from Jacksonville, including Chamber members, business executives, and from JAA-himself, Rosa Beckett & Russel Chander (Cecil Airport Manager), as well as Governor Scott. The delegation met with many companies and those meetings went very well - a partnership to form an educational alliance is being



discussed with a Chamber representative and the president of Airbus. Lastly, Mr. Grossman called upon Mr. Styles, who reported on the recent JIA 139 inspection, stating that noteworthy comments were received from the inspectors regarding our training and the material condition of the airport.

Mr. Grossman advised that this concluded his CEO report.

**Old Business**

There was no discussion of any old business.

**New Business**  
**Submissions**

**BD2012-7-01**

*Bob Molle, Dir. Planning & Engineering*

***Approve a Budget Transfer and Establish the Rehabilitation and Upgrade of the Hold Baggage System (HBS) Project at JIA***

Upon motion made by Mr. Isaac and seconded by Mr. Kelly, the board voted unanimously to Approve a Budget Transfer and Establish the Rehabilitation and Upgrade of the Hold Baggage System (HBS) Project at JIA.

The viva voce vote on Submission BD2012-07-01 was as follows:

Aikens	Aye	Davlantes	Aye	Weaver	Aye	Jollivette	Aye
Isaac	Aye	Kelly	Aye	Mackesy	Aye		

**BD2012-7-02**

*Todd Lindner, Sr. Mgr. Aviation Planning*

***Accept FDOT Joint Participation Agreement (JPA) 432024-1 for Design & Construction of Hangar 935 & Associated Infrastructure at Cecil Airport***

Upon motion made by Mr. Isaac and seconded by Mr. Mackesy, the board voted unanimously to Accept FDOT Joint Participation Agreement (JPA) 432024-1 for Design & Construction of Hangar 935 & Associated Infrastructure at Cecil Airport.

The viva voce vote on Submission BD2012-07-02 was as follows:

Aikens	Aye	Davlantes	Aye	Weaver	Aye	Jollivette	Aye
Isaac	Aye	Kelly	Aye	Mackesy	Aye		



BD2012-7-03

*Todd Lindner, Sr. Mgr.  
Aviation Planning*

***Accept FDOT Grant for Federal Inspection Station Modifications at Jacksonville International Airport***

Upon motion made by Mr. Isaac and seconded by Mr. Mackesy, the board voted unanimously to Accept FDOT Grant for Federal Inspection Station Modifications at Jacksonville International Airport.

The viva voce vote on Submission BD2012-07-03 was as follows:

Aikens	Aye	Davlantes	Aye	Weaver	Aye	Jollivette	Aye
Isaac	Aye	Kelly	Aye	Mackesy	Aye		

Board member Ernie Isaac left the room after this vote.

BD2012-7-04

*Davey Jones, Director  
of Facilities*

***Landscape Maintenance Agreement w/FDOT***

Upon motion made by Mr. Jollivette and seconded by Mr. Kelly, the board (with the exception of Mr. Isaac) voted unanimously to accept the Landscape Maintenance Agreement w/FDOT.

The viva voce vote on Submission BD2012-07-04 was as follows:

Aikens	Aye	Davlantes	Aye	Weaver	Aye	Jollivette	Aye
Mackesy	Aye	Kelly	Aye	Isaac	(not in the room at time of vote)		

BD2012-7-05

*Richard Rossi, CFO*

***Authorize and Approve Easement to People’s Gas Systems (“PGS”), a Subsidiary of Tampa Electric Company, Inc. (“TECO”)***

Upon motion made by Mr. Jollivette and seconded by Mr. Weaver, the board (with the exception of Mr. Isaac) voted unanimously to Authorize and Approve Easement to People’s Gas Systems (“PGS”), a Subsidiary of Tampa Electric Company, Inc. (“TECO”).

The viva voce vote on Submission BD2012-07-05 was as follows:

Aikens	Aye	Davlantes	Aye	Weaver	Aye	Jollivette	Aye
Mackesy	Aye	Kelly	Aye	Isaac	(not in the room at time of vote)		

Board member Ernie Isaac returned to the room at this point.



BD2012-7-06

*Richard Rossi, CFO*

***Approval of Amendment to Operating and Capital Budget of Jacksonville Aviation Authority for Fiscal Year Commencing October 1, 2012 and Ending September 30, 2013***

Upon motion made by Mr. Jollivette and seconded by Mr. Mackesy, the board (with the exception of Mr. Isaac) voted unanimously to Approve Amendment to Operating and Capital Budget of Jacksonville Aviation Authority for Fiscal Year Commencing October 1, 2012 and Ending September 30, 2013.

The viva voce vote on Submission BD2012-07-06 was as follows:

Aikens	Aye	Davlantes	Aye	Weaver	Aye	Jollivette	Aye
Mackesy	Aye	Kelly	Aye	Isaac	Aye		

**Approval of Minutes**

Upon motion made by Mr. Isaac and seconded by Mr. Mackesy, the board unanimously approved the minutes of both the June 25, 2012 Finance and Audit Committee and Board of Directors meetings.

The viva voce vote on the minutes was as follows:

Aikens	Aye	Davlantes	Aye	Jollivette	Aye	Weaver	Aye
Isaac	Aye	Kelly	Aye	Mackesy	Aye		

**Updates/Other Reports**

**Financial Update**

*Richard Rossi, CFO*

Chairman Aikens called upon Mr. Rossi, who provided an overview of the Unaudited Financial Report for nine months ended June 30, 2012.

**City Council Update**

*Clay Yarborough, Councilman*

Councilman Clay Yarborough, JAA Council Liaison, was not present at the meeting.

**Board Communications**

Chairman Aikens advised that the next board meeting will be held on Monday August 27, 2012, 8:30am at the JAA administration building, 3<sup>rd</sup> FL Ed Austin board room. He then asked the board





members, and others in attendance, if there were any other comments to be made. Mr. Mackesy asked Mr. Grossman how we are handling the issue of the City Council wanting access to our funds, to which Mr. Grossman replied that he has been in touch with the City of Jacksonville's General Counsel and she advises that she will make sure the Council is aware that JAA's funds are federally protected. Hearing no further comments, Chairman Aikens proceeded to adjournment.

### **Adjournment**

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

Approved August 27, 2012



# MINUTES

## Board of Directors Meeting

### Admin. Building/3<sup>rd</sup> FL

### Ed Austin Board Room

### August 27, 2012

Chairman of the Board Chester Aikens called the August 27, 2012 Board of Directors meeting to order at 8:30am. The following were in attendance at the call to order:

Dr. Chester Aikens, Chairman  
Mr. Ernie Isaac, Treasurer  
Mrs. Terri Davlantes, Member  
Mr. Frank Mackesy, Member  
(Absent were Messrs. A.L. Kelly, Ronald Weaver and Cyrus Jollivette)  
Mr. Steve Grossman, CEO  
Mr. Bob Simpson, CCA  
Mrs. Debra Braga, CLO  
Mr. Richard Rossi, CFO  
Mrs. Rosa Beckett, CAO  
Mr. Tony Cugno, COO  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary  
*A listing of all attendees is on file in the office of Recording Secretary*

Chairman Aikens welcomed everyone to the meeting and asked board member Mrs. Terri Davlantes to lead the group in reciting the pledge of allegiance.

### CEO Report

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

#### CEO/Executive Director

*Steve Grossman*

- (1) Employee recognition
- (2) Cecil-Governor signing space territory bill
- (3) Silver Airways inaugural flight
- (4) Wings 'N Wheels event

Mr. Grossman advised that our employee recognition this month focused on Gavin Knudsen in the Airport Operations Communications Center – Mr. Grossman and Chairman Aikens presented Gavin with a certificate and gift card, thanking him for his service and dedication to JAA. Mr. Grossman then reported on the recent Cecil event involving Governor Scott who ceremoniously signed the Space Territory Bill. Next, Mr. Grossman advised that Silver Airways had their inaugural flight for their new service to Tampa – they will have three flights daily, one of which will travel on to Key West. Lastly,



Mr. Grossman reminded everyone about the upcoming Wings 'N Wheels event being held on Sat. Sept. 8<sup>th</sup> from 10:00a to 4:00p at Jacksonville Executive at Craig Airport.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

There was no discussion of any old business.

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

**BD2012-8-01**

*Todd Lindner, Sr. Mgr.  
Aviation Planning*

***Acceptance of FY2012 Jacksonville Aviation Authority (JAA) Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grants***

Upon motion made by Mr. Mackesy and seconded by Mr. Isaac, the board voted unanimously to Accept FY2012 Jacksonville Aviation Authority (JAA) Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grants.

The viva voce vote on Submission BD2012-08-01 was as follows:

Aikens Aye      Davlantes Aye      Isaac Aye      Mackesy Aye

**BD2012-8-02**

*Todd Lindner, Sr. Mgr.  
Aviation Planning*

***Accept FDOT Joint Participation Agreement (JPA) 427531-1 For Rehabilitation Of Airfield Drainage at Cecil Airport***

Upon motion made by Mr. Isaac and seconded by Mr. Mackesy, the board voted unanimously to Accept FDOT Joint Participation Agreement (JPA) 427531-1 for Rehabilitation of Airfield Drainage at Cecil Airport.

The viva voce vote on Submission BD2012-08-02 was as follows:

Aikens Aye      Davlantes Aye      Isaac Aye      Mackesy Aye



**BD2012-7-03**

***Todd Lindner, Sr. Mgr.  
Aviation Planning***

***Accept FDOT Supplemental Joint Participation Agreement-1 (SJPA-1) 427524-1 For Construction of Roof Repairs on Buildings 1826, 1847, 313, 887 and 59 at Cecil Airport***

Upon motion made by Mr. Mackesy and seconded by Mr. Isaac, the board voted unanimously to Accept FDOT Supplemental Joint Participation Agreement-1 (SJPA-1) 427524-1 For Construction of Roof Repairs on Buildings 1826, 1847, 313, 887 and 59 at Cecil Airport.

The viva voce vote on Submission BD2012-08-03 was as follows:

Aikens Aye      Davlantes Aye      Isaac Aye      Mackesy Aye

**BD2012-8-04**

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

***Acceptance of Airline and Use Agreement between the Jacksonville Aviation Authority and Delta Airlines, Inc., A Delaware Corporation***

Upon motion made by Mr. Isaac and seconded by Mrs. Davlantes, the board voted unanimously to Accept the Airline and Use Agreement between the Jacksonville Aviation Authority and Delta Airlines, Inc., A Delaware Corporation.

The viva voce vote on Submission BD2012-08-04 was as follows:

Aikens Aye      Davlantes Aye      Isaac Aye      Mackesy Aye

Following the vote on this submission, Mr. Grossman advised that he had received word from Southwest Airlines shortly before the meeting that they too had agreed to the terms of the airline agreement.

**Approval of Minutes**

Upon motion made by Mrs. Davlantes and seconded by Mr. Mackesy, the board unanimously approved the minutes of the July 23, 2012 Board of Directors meetings.

The viva voce vote on the minutes was as follows:

Aikens Aye      Davlantes Aye      Isaac Aye      Mackesy Aye



## **Updates/Other Reports**

### **Financial Update**

*Richard Rossi, Chief  
Financial Officer*

Chairman Aikens called upon Mr. Rossi, who provided an overview of the Unaudited Financial Report for ten months ended July 31, 2012.

### **City Council Update**

*Clay Yarborough, City  
Councilman*

Councilman Clay Yarborough, JAA Council Liaison, was not present at the meeting.

## **Board Communications**

Chairman Aikens advised that the next board meeting will be held on Monday September 17, 2012 (moved up one week from the previously scheduled date of Sept. 24<sup>th</sup>), 8:30am at the JAA administration building, 3<sup>rd</sup> FL Ed Austin board room. He then asked the board members, and others in attendance, if there were any other comments to be made. Mr. Grossman advised that through a recent candidate search process, Mr. Rolf Reichmann, current Properties Administrator in the Business Development Dept., has been promoted to the recently-vacated position of Airport Manager at Herlong Recreational Airport, and he introduced Rolf to the group. Hearing no further comments, Chairman Aikens proceeded to adjournment.

## **Adjournment**

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



# MINUTES

## Board of Directors Meeting

### Admin. Building/3<sup>rd</sup> FL

### Ed Austin Board Room

### September 17, 2012

Chairman of the Board Chester Aikens called the September 17, 2012 Board of Directors meeting to order at 8:30am, following the 8:00a Nominating Committee meeting. The following were in attendance at the call to order:

Dr. Chester Aikens, Chairman  
Mr. A.L. Kelly, Vice Chairman  
Mr. Ernie Isaac, Treasurer  
Mr. Ronald Weaver, Secretary  
Mrs. Terri Davlantes, Member  
Mr. Frank Mackesy, Member  
Mr. Cyrus Jollivette, Member  
Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Bob Simpson, Chief Cecil Airport (CCA)  
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)  
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 Aikens welcomed everyone to the meeting and lead the group in reciting the pledge of allegiance.

### CEO Report

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

### CEO/Executive Director

*Steve Grossman*

- (1) Employee recognition
- (2) Presentation of new terminal courtyard art piece
- (3) Local business use status
- (4) Report on recent Wings N Wheels event
- (5) Report on recent ACI conference
- (6) Commercials

Mr. Grossman advised that our employee recognition this month focused on Chris Dilullo in the Procurement Dept. – Mr. Grossman and Chairman Aikens presented Chris with a certificate and gift card, thanking him for his service and dedication to JAA.



Mr. Grossman then called upon Ms. Cabeth Cornelius, JAA Arts Commission Coordinator and Ms. Jeanne Ward, JAA Arts Commission Chairman, to present the new art piece for the terminal courtyard restroom entrance. Ms. Ward thanked the board for their continuing support of the JAA arts program, with special thanks to JAA employees Mr. Grossman, Mr. Bob Molle and Mr. Michael Stewart.

Mr. Grossman asked Mr. Devin Reed, Director of Procurement, to report on the status of our local business use program. Through a powerpoint presentation, Mr. Reed advised that all JAA employees must work to remove the perceived barriers to competition, and that system upgrades for tracking will be implemented in the near future, but manual tracking will begin immediately. Further, Mr. Grossman advised that quarterly reporting to the board will begin. Discussion of the program, with any questions and suggestions for improvement, ensued.

At this point, Mr. Mackesy made a motion, seconded by Mr. Isaac, that within 60 days an action plan, with goals, be sent to the board from Mr. Grossman on how JAA plans to address the issue of the low-performing local business use program; the board voted unanimously to approve the motion for the action plan, the viva voce vote being: Aikens, Aye; Mackesy, Aye; Weaver, Aye; Davlantes, Aye; Jollivette, Aye; Kelly, Aye and Isaac, Aye.

Next, Mr. Grossman advised that during our 10<sup>th</sup> anniversary celebration year different events have been held and recently, Jacksonville Executive at Craig Airport held their event, Wings N Wheels. He reported that it was a huge success, with over 8,000 attendees. Further, Mr. Cugno advised that Jacksonville City Council President Bill Bishop proclaimed the second week of September as "General Aviation Airport Week."

Mr. Grossman then reported on the recent Airports Council International annual conference in Calgary, Canada that was attended by JAA employees, advising that some topics of discussion were the budget sequestration and economic deregulation for airports. He said he was very pleased and surprised one day to find that the commercials depicting our airports were running in the exhibit hall, stating that Jacksonville truly is on the map.

Lastly, Mr. Grossman called upon Mr. Greg Willis, Marketing Specialist, who presented two of the recently-filmed commercials, these two depicting the airport arts program and an overview of the airport system. The board commented that they were both very well done.

Mr. Grossman advised that this concluded his CEO report.

## **Old Business**

There was no discussion of any old business.



## New Business Submissions

**BD2012-09-01**

***Cyndi Rooks, Director  
Human Resources***

***Agreement between the Jacksonville Aviation Authority and the Florida State Fraternal  
Order of Police, Inc. (FOP), October 1, 2012 through September 30, 2015***

Upon motion made by Mr. Isaac and seconded by Mr. Kelly, the board voted unanimously to Approve the Agreement between the Jacksonville Aviation Authority and the Florida State Fraternal Order of Police, Inc. (FOP), October 1, 2012 through September 30, 2015.

The viva voce vote on Submission BD2012-09-01 was as follows:

Aikens Aye	Davlantes Aye	Isaac Aye	Mackesy Aye
Weaver Aye	Jollivette Aye	Kelly Aye	

**BD2012-9-02**

***Bob Molle, Director  
Planning & Engineering***

***Authorize the Acceptance and Co-Sponsorship of an Airport Improvement Program (AIP)  
Grant Issued to Florida State College at Jacksonville (FSCJ) to Establish an Airport  
Rescue and Fire Fighting Training Facility***

Prior to discussion and voting on this submission, Mr. Mackesy advised that he would be recusing himself from commenting and voting due to his affiliation with FSCJ - his Voting Conflict form is attached hereto and made a part of these minutes. Continuing on, Mrs. Davlantes asked for clarification on the indemnification clause, which CLO Debra Braga provided. Upon motion made by Mr. Isaac and seconded by Mrs. Davlantes, the board voted unanimously to Authorize the Acceptance and Co-Sponsorship of an Airport Improvement Program (AIP) Grant Issued to Florida State College at Jacksonville (FSCJ) to Establish an Airport Rescue and Fire Fighting Training Facility.

The viva voce vote on Submission BD2012-09-02 was as follows:

Aikens Aye	Davlantes Aye	Isaac Aye	Mackesy Aye
Weaver Aye	Jollivette Aye	Kelly Aye	





## **Approval of Minutes**

Upon motion made by Mr. Isaac and seconded by Mr. Mackesy, the board unanimously approved the minutes of the August 27, 2012 Board of Directors meeting.

The viva voce vote on the minutes was as follows:

Aikens Aye	Davlantes Aye	Isaac Aye	Mackesy Aye
Weaver Aye	Jollivette Aye	Kelly Aye	

## **Updates/Other Reports**

### **Financial Update**

*Richard Rossi, Chief  
Financial Officer*

Chairman Aikens called upon Mr. Rossi, who provided an overview of the Unaudited Financial Report for eleven months ended August 31, 2012.

### **City Council Update**

*Clay Yarborough, City  
Councilman*

Councilman Clay Yarborough, JAA Council Liaison, was not present at the meeting.

## **CEO Performance Review**

Chairman Aikens advised that he wishes to delay this review until October and develop a system of review for a committee to be comprised of himself, the new chairman and the past chairman, to be discussed at 8:00am on Monday, October 22, 2012, immediately before the next board meeting.

## **Nominating Committee Report**

Chairman Aikens called upon Nominating Committee Chairman Ernie Isaac for a report from his recent committee meeting. Committee Chairman Isaac advised that the following slate of officers for the 2012-2013 term was determined and is recommended to the board:

- Mr. A.L. Kelly, Chairman
- Mrs. Terri Davlantes, Vice Chairman
- Mr. Ernie Isaac, Secretary
- Mr. Frank Mackesy, Treasurer

Committee Chairman Isaac advised that this concluded his report.



## **Election of Officers for the 2012-2013 Board Term**

Chairman Aikens presented the following slate of officers for election, as presented by the Nominating Committee:

- Mr. A.L. Kelly, Chairman
- Mrs. Terri Davlantes, Vice Chairman
- Mr. Ernie Isaac, Secretary
- Mr. Frank Mackesy

Chairman Aikens called for any further nominations from the floor – hearing none, upon motion made by Mr. Isaac and seconded by Mrs. Davlantes, the board voted unanimously to approve the slate of officers as recommended by the Nominating Committee. All new officers agreed to serve as elected.

The viva voce vote on the election:

Aikens	Aye	Davlantes	Aye	Isaac	Aye	Mackesy	Aye
Weaver	Aye	Jollivette	Aye	Kelly	Aye		

## **Board Communications**

Chairman Aikens advised that the next board meeting will be held on Monday October 22, 2012 at 8:30am at the JAA administration building, 3<sup>rd</sup> FL Ed Austin board room. He further advised the board that he thoroughly enjoyed serving as Chairman during this past year and thanked them for their support throughout his term. He then asked the board members, and others in attendance, if there were any other comments to be made. Hearing no further comments, Chairman Aikens proceeded to adjournment.

## **Adjournment**

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



# MINUTES

## Board of Directors Meeting

### Admin. Building/3<sup>rd</sup> FL

### Ed Austin Board Room

### October 22, 2012

Chairman of the Board A.L. Kelly called the October 22, 2012 Board of Directors meeting to order at 8:35am, following the 8:10a CEO Performance Review Committee meeting. The following were in attendance at the call to order:

Mr. A.L. Kelly, Chairman  
Mrs. Terri Davlantes, Vice Chairman  
Mr. Ernie Isaac, Secretary  
Mr. Frank Mackesy, Treasurer  
Dr. Chester Aikens, Member  
Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Bob Simpson, Chief Cecil Airport (CCA)  
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)  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary  
(Board members not in attendance were Mr. Ronald Weaver and Mr. Cyrus Jollivette)

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

Chairman Kelly welcomed everyone to the meeting and said he is looking forward to leading the board during the 2012-13 term, he then called upon Mr. Mackesy to lead the group in reciting the pledge of allegiance.

Chairman Kelly presented to Past-Chairman Chester Aikens a plaque from the board and staff in appreciation of his excellent leadership of the board during the 2011-12 term, which was JAA's 10<sup>th</sup> anniversary celebration year.

### CEO Report

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

#### CEO/Executive Director

*Steve Grossman*

- (1) Employee recognition
- (2) First Coast Defense Expo recap
- (3) JAA fall festival recap
- (5) Airline agreement signature progress



Mr. Grossman advised that our employee recognition this month focused on Charles Tabb, an electrician in the facilities department – Mr. Grossman and Chairman Kelly presented Charles with a certificate and gift card, thanking him for his service and dedication to JAA.

Mr. Grossman then called upon Mr. Simpson, who reported on the recent First Coast Defense Expo held at Cecil Airport, advising it was a very successful event. Congressman Crenshaw, Lieutenant Governor Carroll and Mayor Brown attended, along with representatives from companies such as BAE, Lockheed-Martin and Raytheon.

Board member Frank Mackesy left the meeting at this point.

Mr. Grossman reported that a good time was had by the 400+ employees and guests at the recent 2<sup>nd</sup> annual JAA Fall Family Festival, and he thanked the employees for bringing their families.

Lastly, Mr. Grossman advised that two airlines and one cargo carrier have executed and returned their airline agreement, and we have received verbal confirmation that other signed agreements are on the way to us.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

There was no discussion of any old business.

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

***BD2012-10-01***

***Jordan Klimaszewski,  
Properties Administrator***

***Authorize and Approve Concession Agreement between Jacksonville  
Aviation Authority and Rain or Shine, Inc.***

Upon motion made by Mr. Isaac and seconded by Dr. Aikens, the board voted unanimously to Authorize and Approve the Concession Agreement between Jacksonville Aviation Authority (“Authority”) and Rain or Shine, Inc. (“Concessionaire”).

The viva voce vote on Submission BD2012-10-01 was as follows:

Kelly Aye    Davlantes Aye    Isaac Aye    Aikens Aye



**BD2012-10-02**

***Jordan Klimaszewski,  
Properties Administrator***

***Approve Access Agreement between the Jacksonville Aviation Authority and Comcast Cable Communications Management, LLC at Herlong Recreational Airport***

Prior to discussion and voting on this submission, Mr. Isaac advised that he would be recusing himself from commenting and voting due to his involvement with Comcast - his Voting Conflict form is attached hereto and made a part of these minutes. With the recusal of Mr. Isaac, a quorum no longer exists therefore voting on this item cannot take place – it is being tabled until the next meeting and will be presented with the current date at that time.

There was no vote on Submission BD2012-10-02.

**BD2012-10-03**

***Rosa Beckett, Chief  
Administrative Officer***

***Agreement between the Jacksonville Aviation Authority and the Florida State Fraternal Order of Police, Inc. (FOP85A), October 1, 2012 through September 30, 2015***

Upon motion made by Mr. Isaac and seconded by Mr. Kelly, the board voted unanimously to Approve the Agreement between the Jacksonville Aviation Authority and the Florida State Fraternal Order of Police, Inc. (FOP85A), October 1, 2012 through September 30, 2015.

The viva voce vote on Submission BD2012-10-03 was as follows:

Kelly Aye    Davlantes Aye    Isaac Aye    Aikens Aye

**BD2012-10-04**

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

***Revised Authorization and Approval of Jacksonville Aviation Authority Employee Incentive Pay Plan***

Upon motion made by Mr. Kelly to table this submission until we look at state plans, discussion ensued with Mr. Grossman advising that since the board has approved the police union contracts, a state law mandates that those employees now be rolled in to our incentive plan. Mr. Kelly then withdrew his motion, and upon motion made by Mr. Isaac and seconded by Mrs. Davlantes, the board voted unanimously for Revised Authorization and Approval of the Jacksonville Aviation Authority Employee Incentive Pay Plan, with the provision that other Florida airports be surveyed as soon as possible about their plans and the information be provided to the board members. Mr. Grossman assured the board that they will receive the information very soon.



The viva voce vote on Submission BD2012-10-04 was as follows:

Kelly Aye Davlantes Aye Isaac Aye Aikens Aye

**BD2012-10-05**

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

***Authorize and Approve Conversion of 2031, 2033 and 2036 Maturities of Series 2006  
Revenue Bonds to a Fixed Rate Direct Loan from TD Bank***

Upon motion made by Mr. Isaac and seconded by Dr. Aikens, the board voted unanimously to Authorize and Approve Conversion of 2031, 2033 and 2036 Maturities of Series 2006 Revenue Bonds to a Fixed Rate Direct Loan from TD Bank.

The viva voce vote on Submission BD2012-10-05 was as follows:

Kelly Aye Davlantes Aye Isaac Aye Aikens Aye

### **Approval of Minutes**

Upon motion made by Mr. Isaac and seconded by Dr. Aikens, the board unanimously approved the minutes of the September 17, 2012 Board of Directors meeting.

The viva voce vote on the minutes was as follows:

Kelly Aye Davlantes Aye Isaac Aye Aikens Aye

### **Updates/Other Reports**

#### **Financial Update**

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

Chairman Kelly called upon Mr. Rossi, who provided an overview of the Unaudited Financial Report for twelve months ended September 30, 2012.

#### **City Council Update**

***Clay Yarborough, City  
Councilman***

Councilman Clay Yarborough, JAA Council Liaison, was not present at the meeting.



## **CEO Performance Review Committee Report**

Board Chairman Kelly called upon CEO Performance Review Committee Chairman Chester Aikens for a report from his recent committee meeting. Committee Chairman Aikens advised that the committee has given the CEO an outstanding review and while all of the members collectively agree that a salary adjustment be considered, it is being recommended to the board that an adjustment be postponed until January 2013. Board Chairman Kelly accepted the recommendation and advised that the item will appear on the January board agenda. Mr. Grossman thanked the board for the review and stated that most important to him is the support and trust of the board members.

Committee Chairman Aikens advised that this concluded his report.

### **Board Communications**

Chairman Kelly advised that the next board meeting will be held on Monday November 26, 2012 at 8:30am at the JAA administration building, 3<sup>rd</sup> FL Ed Austin board room.

### **Adjournment**

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

Approved November 26, 2012



# MINUTES

## Board of Directors Meeting

### Admin. Building/3<sup>rd</sup> FL

### Ed Austin Board Room

### November 26, 2012

Chairman of the Board A.L. Kelly called the November 26, 2012 Board of Directors meeting to order at 8:30am. The following were in attendance at the call to order:

Mr. A.L. Kelly, Chairman  
Mrs. Terri Davlantes, Vice Chairman  
Mr. Ernie Isaac, Secretary  
Mr. Frank Mackesy, Treasurer  
Dr. Chester Aikens, Member  
Mr. Ronald Weaver, Member  
Mr. Cyrus Jollivette, Member  
Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Bob Simpson, Chief Cecil Airport (CCA)  
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)  
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 Kelly welcomed everyone and called upon Mr. Cugno to lead the group in reciting the pledge of allegiance.

### CEO Report

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

### CEO/Executive Director

*Steve Grossman*

- (1) Employee recognition
- (2) New employee introduction
- (3) Airline lease agreements update
- (4) Airline summit recap
- (5) Financial transaction details

Mr. Grossman advised that our employee recognition this month focused on Mrs. Jill Schneider, a senior staff accountant/CPA in the finance department—Mr. Grossman and Chairman Kelly presented Jill with a certificate and gift card, thanking her for her service and dedication to JAA.





Mr. Grossman then introduced to the board JAA's new Information Technology Director Mr. Steven Schultz.

Mr. Grossman provided an update on the progress of the airline lease agreement signings, advising that all carriers, including UPS, have now signed the agreement; FedEx, however, has advised that they will not be signing the agreement and therefore, they will be charged the increased amount for their landings.

Mr. Grossman called upon Mrs. Barbara Halverstadt, Interim Marketing Director/Manager Air Service Development, who provided an update on the recently-held airline summit, advising that it was a very successful event and all the airline representatives that participated stated they were glad they attended.

Mr. Grossman then called upon Mr. Richard Rossi who provided a statistical update regarding the recent bond conversion loan.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

There was no discussion of any old business.

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

*BD2012-11-01*

*Jordan Klimaszewski,  
Properties Administrator*

#### ***Approve Access Agreement between the Jacksonville Aviation Authority and Comcast Cable Communications Management, LLC at Herlong Recreational Airport***

Prior to discussion and voting on this submission, Mr. Isaac advised that he would be recusing himself from commenting and voting due to his involvement with Comcast - his Voting Conflict form is attached hereto and made a part of these minutes (a voting quorum remained). Upon motion made by Dr. Aikens and seconded by Mr. Mackesy, the voting members of the board voted unanimously to Approve the Access Agreement between the Jacksonville Aviation Authority and Comcast Cable Communications Management, LLC at Herlong Recreational Airport.

The viva voce vote on Submission BD2012-11-01 was as follows (Isaac recused):

Kelly Aye    Davlantes Aye    Jollivette Aye    Aikens Aye  
Weaver Aye    Mackesy Aye



**BD2012-11-02**

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

***Authorize and Approve Concession Agreement for On-Airport Lease No. GS-04B-62427,  
Between the General Services Administration and the Jacksonville Aviation Authority***

Upon motion made by Mr. Isaac and seconded by Mr. Mackesy, the board voted unanimously to Authorize and Approve the Concession Agreement for On-Airport Lease No. GS-04B-62427, between the General Services Administration and the Jacksonville Aviation Authority.

The viva voce vote on Submission BD2012-11-02 was as follows:

Kelly Aye      Davlantes Aye      Isaac Aye      Aikens Aye  
Weaver Aye      Mackesy Aye      Jollivette Aye

**BD2012-11-03**

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

***Authorization and Approval of a Real Estate Broker Compensation Policy for  
The Jacksonville Aviation Authority***

Upon motion made by Mr. Isaac and seconded by Dr. Aikens, the board voted unanimously to Authorize and Approve the Real Estate Broker Compensation Policy for The Jacksonville Aviation Authority.

The viva voce vote on Submission BD2012-11-03 was as follows:

Kelly Aye      Davlantes Aye      Isaac Aye      Aikens Aye  
Weaver Aye      Mackesy Aye      Jollivette Aye

**Approval of Minutes**

Upon motion made by Mr. Isaac and seconded by Dr. Aikens, the board unanimously approved the minutes of the October 22, 2012 CEO Performance Review Committee and Board of Directors meetings.

The viva voce vote on both sets of minutes was as follows:

Kelly Aye      Davlantes Aye      Isaac Aye      Aikens Aye  
Weaver Aye      Mackesy Aye      Jollivette Aye



## **Updates/Other Reports**

### **Financial Update**

*Richard Rossi, Chief  
Financial Officer*

Chairman Kelly called upon Mr. Rossi, who provided an overview of the Unaudited Financial Report for one month ended October 31, 2012.

### **City Council Update**

*Clay Yarborough, City  
Councilman*

Councilman Clay Yarborough, JAA Council Liaison, was not present at the meeting. Chairman Kelly asked Mrs. Marcha'-Lee, recording secretary, to check and advise him (1) the last time JAA's council liaison attended a board meeting, and (2) if our current liaison is going to be attending the December meeting (and if not, to please ask council liaison if he could send a representative in his place). She responded that the information will be provided to him as soon as it is obtained.

## **Board Communications**

Chairman Kelly advised that the next board meeting will be held on Monday December 17, 2012 (one week earlier due to the holiday) at 8:30am at the JAA administration building, 3<sup>rd</sup> FL Ed Austin board room.

## **Adjournment**

There being no further business to come before the Board of Directors, Chairman Kelly adjourned the meeting at 9:20am.



# MINUTES

## Board of Directors Meeting

### Admin. Building/3<sup>rd</sup> FL

### Ed Austin Board Room

### December 17, 2012

Chairman of the Board A.L. Kelly called the December 17, 2012 Board of Directors meeting to order at 8:30am. The following were in attendance at the call to order:

Mr. A.L. Kelly, Chairman  
Mrs. Terri Davlantes, Vice Chairman  
Mr. Ernie Isaac, Secretary  
Mr. Frank Mackesy, Treasurer  
Dr. Chester Aikens, Member  
Mr. Ronald Weaver, Member  
Mr. Cyrus Jollivette, Member  
Councilman Clay Yarborough, JAA Council Liaison  
Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Bob Simpson, Chief Cecil Airport (CCA)  
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)  
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 Kelly welcomed everyone and called upon Mr. Isaac to lead the group in reciting the pledge of allegiance.

### CEO Report

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

#### CEO/Executive Director

*Steve Grossman*

- (1) Employee recognition
- (2) Proposed JetBlue service

Mr. Grossman advised that our employee recognition this month focused not just on one specific employee, but on those employees who volunteer their time on a regular basis out in the community – Christine Thomas, Meaghan Smalley, David Dunkley and Candace Boykin were presented a certificate by Mr. Grossman and Chairman Kelly, thanking them for their volunteerism.



Mr. Grossman advised that Jacksonville is being considered by JetBlue for service to Washington, DC and asked for help from the community by writing letters of support to JetBlue.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

There was no discussion of any old business, however Mr. Mackesy commented on a recent concession contract award, stating that he feels JAA should reach out to local vendors like Firehouse subs, who participated in the RFP process. Mr. Grossman advised that when dealing with FAA concession regulations, there is a prohibition on giving preference to a local company. In attempt to educate Firehouse on perhaps partnering with a larger national company for a future bid opportunity, Mr. Kelly advised that he will schedule a meeting with the Firehouse corporate officers with him and Mr. Grossman. Mr. Mackesy asked to see a copy of the referenced regulation and Chairman Kelly asked that Mrs. Braga research it and provide a copy to all board members.

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

***BD2012-12-01***

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

#### ***Approval of Building and Land Lease between the Jacksonville Aviation Authority and Flightstar Aircraft Services, Inc. (Hangar 935) at Cecil Airport***

Prior to presenting the submission Mr. Rossi introduced guests Jerry Hernandez and Tucker Morrison of Flightstar Aircraft Services and thanked them for attending and for their relationship with JAA. Upon motion made by Mr. Isaac and seconded by Dr. Aikens, the board voted unanimously to Approve the Building and Land Lease between the Jacksonville Aviation Authority and Flightstar Aircraft Services, Inc. (Hangar 935) at Cecil Airport.

The viva voce vote on Submission BD2012-12-01 was as follows:

Kelly Aye      Davlantes Aye      Jollivette Aye      Aikens Aye  
Weaver Aye      Mackesy Aye      Isaac Aye



## **Approval of Minutes**

Upon motion made by Mrs. Davlantes and seconded by Mr. Mackesy, the board unanimously approved the minutes of the November 26, 2012 Board of Directors meeting.

The viva voce vote on the minutes was as follows:

Kelly Aye      Davlantes Aye      Isaac Aye      Aikens Aye  
Weaver Aye      Mackesy Aye      Jollivette Aye

## **Updates/Other Reports**

### **Financial Update**

*Richard Rossi, Chief  
Financial Officer*

Chairman Kelly called upon Mr. Rossi, who provided an overview of the Unaudited Financial Report for two months ended November 30, 2012. Regarding the one large account still outstanding, Mr. Rossi advised that payment is expected soon and the board asked that they be notified when received.

### **City Council Update**

*Clay Yarborough, City  
Councilman*

Chairman Kelly thanked Councilman Yarborough for attending and asked him for an update. He advised that he will make sure all city agencies are aware of the Cecil approval with Flighstar, and briefly discussed the new Office of Economic Development.

## **Board Communications**

Chairman Kelly advised that for 2013, the board meetings will continue to be held on the fourth Monday of the month, and the next meeting will be Monday January 28, 2013 at 8:30am at the JAA administration building, 3<sup>rd</sup> FL Ed Austin board room. Further, he stated that he appreciates the work done by the board, Mr. Grossman and the staff. Lastly, he wished everyone a happy holiday season.

## **Adjournment**

There being no further business to come before the Board of Directors, Chairman Kelly adjourned the meeting at 9:20am.



# MINUTES

## Finance and Audit Committee Meeting

### Ed Austin Board Room/JAA

**June 25, 2012/8:30am**

Committee Chairman Ernie Isaac called the June 25, 2012 Finance and Audit Committee meeting to order at 8:30am. The following committee members were in attendance at the call to order:

Mr. Ernie Isaac  
Mr. A.L. Kelly  
Mr. Cyrus Jollivette  
Mr. Steve Grossman, CEO  
Ms. Debra Braga, CLO  
Mr. Richard Rossi, CFO  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary

**Also in attendance were:**

Dr. Chester Aikens, Chairman of the Board  
Mrs. Terri Davlantes, board member  
Mr. Ronald Weaver, board member  
Mr. Frank Mackesy, board member  
Mr. Bob Simpson, Chief Cecil Airport  
Mrs. Rosa Beckett, CAO  
Mr. Tony Cugno, COO

Chairman Isaac welcomed everyone and thanked non-committee board members for attending. He then called on Mr. Rossi, who presented the 2012-2013 fiscal year budget, highlighting each section, including the schedule of positions, and capital and small capital.

After questions and discussions with the members of the committee and the board, Chairman Isaac thanked Mr. Rossi for his presentation. The committee agreed that Chairman Isaac will make a committee report at the next Board of Directors Meeting, which will include the recommended approval of the budget (a copy of which is attached hereto and made a part hereof).

There being no further business to come before the committee, the meeting was adjourned at 8:55am.



**MINUTES**  
**CEO Performance Review**  
**Committee Meeting**  
**JAA Administration Bldg./3<sup>rd</sup> Floor**  
**Board Committee Room**  
**October 22, 2012/8:10a**

Committee Chairman Chester Aikens called the October 22, 2012 CEO Performance Review Committee meeting to order at 8:10am. The following committee members were in attendance at the call to order:

Dr. Chester Aikens  
Mr. Ernie Isaac  
Mr. A. L. Kelly

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

Chairman Aikens explained the reason for the meeting and proceeded to go through the performance matrix form to discuss each goal with the committee.

1. Development of Cecil Airport – the committee gave an outstanding rating in this category, citing that there are good leases with sustainable business. While there is not yet a final lease w/Flightstar, Steve and the staff have done an outstanding job and are on-track in a very challenging economy.
2. Organizational Restructuring – the committee gave an outstanding rating in this category, citing that Steve has done an excellent job in assembling a great team of people to lead JAA into the future.
3. Land Development for Non-Aviation Purposes – the committee gave an outstanding rating in this category, citing that Steve has created a vision for the synergy and enhancement of non-aviation land uses that will contribute to our financial success.
4. Other Comments – the committee agreed that Steve has done an excellent job with community relations and he has excellent negotiation skills (citing the recent airline use agreement and FOP contracts); they encourage him to continue to place emphasis on our local preference initiative.

The committee unanimously agreed that Steve's overall rating is Outstanding and that he is to be recognized in some way; however regarding a critical decision on a salary adjustment Chairman Aikens advised that the public expects us to exercise a fiduciary responsibility with JAA funds. Committee member Isaac suggested that a salary decision be delayed until January 2013, and the committee concurred.

The committee agreed that this CEO Performance Review shall be presented by Committee Chairman Aikens in his report at the board meeting immediately following this committee meeting and that he will advise the board chair that the committee recommends postponing a salary decision until January 2013.

There being no further business to come before the committee, the meeting was adjourned at 8:30am.