



MINUTES

Nominating Committee Meeting

JAA Administration Bldg.

3rd Floor/Ed Austin Board Room

September 9, 2021

Immediate-Past Chair of the Board Russ Thomas, Nominating Committee Chair, called the September 9, 2021 Jacksonville Aviation Authority Nominating Committee meeting to order at 9:00am. The following committee members were present at the order call:

Mr. Russ Thomas
Mrs. Giselle Carson
(*member Matt Connell was absent*)

Also in attendance were JAA staff members Mr. Devin Reed, Chief Legal Officer and Mrs. Melissa Marcha-Lee, Recording Secretary.

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

Chair Thomas distributed a suggested slate of officers for the 2021-22 board term to be used for discussion. He advised that JAA does not utilize the step-up method for our officer determination but rather a slate is proposed by the committee and presented to the full board at its September meeting – the suggested slate is: Ray Alfred/Chair, Jay Demetree/Vice Chair, Michelle Barnett/Treasurer, Giselle Carson/Secretary.

Extensive discussion then ensued, with both members stating it is a very good slate of individuals to continue leading the board in the next year.

Chair Thomas asked the committee if there was any further discussion and hearing nothing, he called for a vote - upon motion made by Mrs. Carson and seconded by Mr. Thomas, the committee members voted unanimously to accept the proposed slate of officers and present it to the full board at its meeting scheduled for Monday September 27, 2021.

There being no further business to come before the committee, the meeting was adjourned at 9:25am.



MINUTES
JAA Board of Directors Meeting
JAA Administration Building
3rd Floor Ed Austin Board Room
September 27, 2021

Chair of the Board Pat Kilbane called the September 27, 2021 Jacksonville Aviation Authority Board of Directors meeting to order at 8:30am. The following board members were present at the call to order:

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

Also present at the order call were:

Mr. Mark VanLoh, Chief Executive Officer (CEO)
Mr. Ross Jones, Chief Financial Officer (CFO)
Mr. Tony Cugno, Chief Operating Officer (COO)
Mr. Devin Reed, Chief Legal Officer (CLO)
Mr. Jay Cunio, Chief Development Officer (CDO)
Councilman Randy White, Jacksonville City Council Liaison
Mrs. Melissa Marcha-Lee, Senior Executive Assistant/Recording Secretary
A listing of all attendees is on file in the office of the Recording Secretary

Welcome, Announcements, Pledge

Chair Kilbane welcomed everyone to the meeting, announced that a voting quorum was present, and acknowledged member Mrs. Giselle Carson who attended via phone. He then called upon Mr. Scott Morrison to lead the group in reciting the Pledge of Allegiance.

Chief Executive Officer Report

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

- (1) 9/11 ceremony
- (2) Terminal update
- (3) Concessions update
- (4) Air service update
- (5) Boeing groundbreaking 10/27
- (6) Seats forecast
- (7) Finance kudos

Mr. VanLoh advised that our 9/11 ceremony was very nice, he thanked staff, TSA and all the agencies that took time to attend and honor.

Next, Mr. VanLoh commented on new service both to Austin, Texas and San Juan, Puerto Rico.

Mr. VanLoh reported that scheduled seats for the remainder of the year continue to grow. With the news that the EU community can travel to the US in November we are looking forward to a rush of Europeans owning property in the area to finally be able to return to visit after 18 months.

Mr. VanLoh shared that the design of the new security screening checkpoint is proceeding with the help of TSA who will be providing state-of-the-art screening machines that will process passengers at a much faster rate. The project will be completed before Concourse B and will allow us to grow for many years without the security constraints experienced before COVID in 2019. And we continue to have productive meetings with architects and engineers for the B project and we are soliciting airline interest for a possible club/lounge and additional gates.

Mr. VanLoh advised that various mechanical systems in the terminal are not functioning at 100% - we continue to suffer from delayed shipments of parts from around the world but our maintenance staff has done a remarkable job in minimizing disruptions.

Next, Mr. VanLoh shared that our new concessionaires Southern Grounds and Burger Fi have their facilities under design and both should be operating by early next year. And because of the success of our first one, we are holding another job fair on September 29th.

Mr. VanLoh advised that a financial package for the Boeing project has been selected and he gave a shout-out to CFO Jones and his team for wading through all the information received from the nine companies.

Mr. VanLoh shared that in a few days the repair will begin on the roof of the maintenance hangar at Herlong, and also we are preparing for the Dept. of Agriculture to address the wildlife issues.

Lastly, Mr. VanLoh advised that the Authority received a "Corporate Arts Award" from the Cultural Council of Greater Jacksonville recognizing JAA as an outstanding provider of funding, support, and sustaining arts and cultural programs in the community. JAA's Arts Coordinator Jen Murray was present and displayed the award for the board to see.

Mr. VanLoh advised this completed his CEO report.

Old Business

Chair Kilbane reminded the board that he requested an update on Cecil Airport/Spaceport be given at each meeting during his term as chair - he then called upon Mr. Matt Bocchino, Managing Director of the Spaceport, and also Interim Director of the Airport due to the departure of former Director Kelly Dollarhide, who provided an update of both the airport and spaceport. Chair Kilbane thanked Mr. Bocchino for his update. Mr. VanLoh then stated that the Cecil runway has been a topic of discussion lately and he announced that the rehabilitation of the runway will indeed be full width and length.

Chair Kilbane then asked the board if there was any further old business to be discussed, hearing none he moved to the next agenda item

Public Comment

Chair Kilbane called upon Mr. Michael Corrigan, President/CEO of Visit Jacksonville, who presented to Mr. VanLoh and Mr. Kilbane an award recognizing JIA as VJ's 3rd Quarter Strategic Partner – they thanked him for the award on behalf of the board and staff. Chair Kilbane then moved to the next item on the agenda.

New Business - Submissions

BD2021-09-01

**Tony Cugno, Chief
Operating Officer**

Budget Transfer for the Cecil Spaceport Fabric Hangar Doors

Chair Kilbane called upon Mr. Cugno to present the submission and, upon motion made by Mrs. Barnett and seconded by Mr. Thomas, the six board members present voted unanimously to approve Submission BD2021-09-01, Budget Transfer for the Cecil Spaceport Fabric Hangar Doors.

BD2021-09-02

**Lauren Scott, Senior Manager
Aviation Planning**

Accept Florida Department of Transportation Public Transportation Grant Agreement for the Rehabilitation of Runway 18R/36L at Cecil Airport

Chair Kilbane called upon Mrs. Scott to present the submission and, upon motion made by Mr. Alfred and seconded by Mrs. Barnett, the six board members present voted unanimously to approve Submission BD2021-09-02, Accept Florida Department of Transportation Public Transportation Grant Agreement for the Rehabilitation of Runway 18R/36L at Cecil Airport.

BD2021-09-03

**Ross Jones, Chief
Financial Officer**

Amendment to Investment Advisor Financial Services Award, RFP 17-08-31001, Dated 1-1-2017

Chair Kilbane called upon Mr. Jones to present the submission and, upon motion made by Mr. Thomas and seconded by Mr. Alfred, five of the six board members present voted to approve Submission BD2021-09-03, Amendment to Investment Advisor Financial Services Award, RFP 17-08-31001, Dated 1-1-2017; board member Jay Demetree recused himself from the vote citing a conflict of interest – his signed Form 8B, Voting Conflict, is on file.

BD2021-09-04

**Ross Jones, Chief
Financial Officer**

Authorize and Approve Financing of the Authority's Airport Revenue Bonds, Series 2021B (Taxable) Through a Fixed Rate Direct Placement

Chair Kilbane called upon Mr. Jones to present the submission and, upon motion made by Mr. Thomas and seconded by Mr. Alfred, the six board members present voted unanimously to approve Submission BD2021-09-04, Authorize and Approve Financing of the Authority's Airport Revenue Bonds, Series 2021B (Taxable) Through a Fixed Rate Direct Placement.

New Business – Award Ratification Submissions

BD2021-09-05AR

Devin Reed, Chief Legal Officer

Ratification of Award to Haskell/Chatham Steel Corp.

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mrs. Barnett and seconded by Mr. Alfred, the six board members present voted unanimously to approve Submission BD2021-09-05AR, Ratification of Award to Haskell/Chatham Steel Corp.

BD2021-09-06AR

Devin Reed, Chief Legal Officer

Ratification of Award to Hubbard Construction Co.

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Thomas and seconded by Mr. Demetree, the six board members present voted unanimously to approve Ratification Submission BD2021-09-06AR, Ratification of Award to Hubbard Construction Co..

BD2021-09-07AR

Devin Reed, Chief Legal Officer

Ratification of Award to PrimeFlight Aviation Services

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Alfred and seconded by Mrs. Barnett, the six board members present voted unanimously to approve Ratification Submission BD2021-09-07AR, Ratification of Award to PrimeFlight Aviation Services.

BD2021-09-08AR

Devin Reed, Chief Legal Officer

Ratification of Award to Jacobs Engineering Group, Inc., Michael Baker International, Inc., RS&H, Inc., and Pond and Co., Inc.

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Demetree and seconded by Mrs. Barnett, the six board members present voted unanimously to approve Ratification Submission BD2021-09-08AR, Ratification of Award to Jacobs Engineering Group, Inc., Michael Baker International, Inc., RS&H, Inc., and Pond and Co., Inc..

BD2021-09-09AR

Devin Reed, Chief Legal Officer

Ratification of Award to Florida Airfield Maintenance

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Alfred and seconded by Mr. Demetree, the six board members present voted unanimously to approve Ratification Submission BD2021-09-09AR, Ratification of Award to Florida Airfield Maintenance.

BD2021-09-10AR

Devin Reed, Chief Legal Officer

Ratification of Award to Foresight Construction

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Demetree and seconded by Mrs. Barnett, the six board members present voted unanimously to approve Ratification Submission BD2021-09-10AR, Ratification of Award to Foresight Construction.

BD2021-09-11AR

Devin Reed, Chief Legal Officer

Ratification of Award to Giddens Security Corporation

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mrs. Barnett and seconded by Mr. Demetree, the six board members present voted unanimously to approve Ratification Submission BD2021-09-11AR, Ratification of Award to Giddens Security Corporation.

Approval of Minutes

Chair Kilbane called for approval of the minutes from August 2, 2021 Board of Directors meeting and, upon motion made by Mr. Alfred and seconded by Mrs. Barnett, the six board members present voted unanimously to approve the minutes.

Updates/Other Reports

Financial Update

**Ross Jones/Chief
Financial Officer**

Chair Kilbane called upon Mr. Jones to present the financial report for the eleven months ended August 31, 2021, and he answered questions about the report (the board had previously received the unaudited financial report for the ten months ended July 31, 2021).

City Council Update

**Councilman Randy White/
City Council Liaison**

Councilman White advised he had nothing to report, and he thanked Mr. VanLoh for the announcement about the Cecil Airport runway.

Report from Recent Nominating Committee Meeting

Chair Kilbane called upon Committee Chair Russ Thomas to give a report from his recent meeting. Committee Chair Thomas advised that the committee met on September 9th for the purpose of developing a proposed slate of officers for the 2021-2022 board term, as follows:

Ray Alfred/Chair
Jay Demetree/Vice Chair
Michelle Barnett/Treasurer
Giselle Carson/Secretary

Chair Kilbane thanked Committee Chair Thomas for his report, and upon motion made by Mr. Demetree and seconded by Mr. Alfred, the six board members presented voted unanimously to accept the committee report.

Election of Officers

Chair Kilbane advised that a slate of officers had been presented by the Nominating Committee, and then called for any further nominations from the floor. Hearing none, he called for a motion to elect the slate as presented – upon motion made by Mr. Demetree and seconded by Mr. Alfred, the six board members presented voted unanimously to elect the officers as presented. Chair Kilbane congratulated the new officers and wished them well during the next year.

Board Communication

Chair Kilbane advised that the next bi-monthly board meeting will be on Monday, November 22, 2021 at 8:30am at the JAA Administration Building, 3rd Floor Ed Austin Board Room. Chair Kilbane then asked if there was any other business for discussion and hearing nothing, he proceeded to adjourn.

Adjournment

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