

MINUTES

**Finance and Audit Committee Meeting
Jacksonville Executive at Craig Airport
JAA Admin. Bldg. Conference Room
May 24, 2021/8:30am**

Committee Chair Jay Demetree called the May 24, 2021 Finance and Audit Committee meeting to order at 8:30am. The following committee members were present at the call to order:

Mr. Jay Demetree, Chair
Mrs. Michelle Barnett, Member
Mr. Ray Alfred, Member

Also present at the order call were board members:

Mr. Matt Connell
Mr. Pat Kilbane
Mrs. Giselle Carson

Also in attendance were:

Mr. Mark VanLoh, Chief Executive Officer
Mr. Ross Jones, Chief Financial Officer
Mr. Tony Cugno, Chief Operating Officer
Mr. Devin Reed, Chief Legal Officer
Mr. Jay Cunio, Chief Development Officer
Councilman Randy White, Council Liaison to JAA
Mrs. Melissa Marcha-Lee, Senior Executive Assistant/Recording Secretary

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

Chair Demetree welcomed everyone to the meeting and advised a quorum was present.

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

Chair Demetree advised that the reason for the meeting was to hear the presentation of the fiscal year 2021-2022 budget, he then called upon Mr. Jones for the budget presentation. Mr. Jones shared some highlights, *(-board Member Russ Thomas arrived at this point in the meeting-)*, detailed the activity assumptions, income statement, operating and non-operating revenues and expenses, and schedule of positions. Mr. Jones then called upon Mr. Cugno who detailed the capital projects that will be happening during the budget year.



Discussion of the entire budget then ensued, with Mr. Jones answering questions from the committee and board members. Mrs. Barnett requested that, due to the uncertainty of this budgeting time while recovering from the pandemic, the budget be reviewed at the end of the summer for any adjustments that may need to be made (and then notifying the City if any, as our budget must be submitted to the City in June). Chair Demetree thanked Mr. Jones for the presentation, and complimented CEO VanLoh and staff on the budget preparation in light many future unknowns. He then called for a motion to recommend the budget to the board for approval and, upon motion made by Mrs. Barnett and seconded by Mr. Alfred, the committee voted unanimously to recommend the fiscal year 2021-22 budget to the full board at its meeting which immediately followed this committee meeting.

There being no further business to come before the Finance and Audit Committee, Chair Demetree adjourned the committee meeting at 9:10am.

APPROVED AUGUST 2, 2021



MINUTES
Board of Directors Meeting
Jacksonville Executive at Craig Airport
JAA Admin. Bldg. Conference Room
May 24, 2021
*(immediately following the Finance and Audit
Committee meeting)*

Chair of the Board Pat Kilbane called the May 24, 2021 Jacksonville Aviation Authority Board of Directors meeting to order at 9:10am (immediately following the conclusion of the Finance and Audit Committee meeting). The following board members were present at the call to order:

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

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)
Mr. Randy White, City Councilman/JAA Council Liaison
Mrs. Melissa Marcha-Lee, Senior Executive Assistant/Recording Secretary

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

Welcome, Announcements, Pledge

Chair Kilbane welcomed everyone to JAXEX, announced that a voting quorum was present, and introduced guest Ms. Kelly Campbell, Chair of the American Association of Airport Executives (AAAE) who was in attendance to present an award. He then called upon Mr. Rolf Riechmann, Director General Aviation, to lead the group in reciting the Pledge of Allegiance.

Report from Finance and Audit Committee Meeting

Chair Kilbane called upon Committee Chair Jay Demetree to present the report from his committee meeting. Committee Chair Demetree advised that the committee met prior to the board meeting, at 8:30am, for the purpose of hearing the budget presentation for fiscal year 2021-2022. Upon motion duly made by Mr. Thomas and seconded by Mrs. Carson, the board voted unanimously to approve the Finance and Audit Committee recommendation that the budget for fiscal year 2021-2022 be approved. Chair Kilbane thanked Mr. Demetree for his committee report.

Special Presentation

Chair Kilbane then called Ms. Campbell to the podium. Ms. Campbell advised that she was pleased to present AAAE's Distinguished Service Award to JAA CEO Mark VanLoh. She further advised that the award is presented to individuals who have performed outstanding service in their work and personal lives and advised that Mr. VanLoh was very deserving of the award. Chair Kilbane, on behalf of the entire board and staff, thanked Ms. Campbell for recognizing JAA's CEO VanLoh and congratulated him on receiving the award.

Chief Executive Officer Report

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

- (1) Job fair
- (2) Airline visits
- (3) Infrastructure stimulus concourse B
- (4) Annual airlines affairs comm. meeting
- (5) Porsche driving experience

Mr. VanLoh shared that a recent job fair hosted by JAA at the DoubleTree Hotel went very well, over 350 attendees visited with 25 of our tenants and many employment offers were made on the spot. We may be hosting fairs on an on-going basis depending on the needs of our partners.

Next, Mr. VanLoh advised that he and Marketing Director Barbara Halverstadt visited two airline headquarters and were soon going to be heading north to discuss service with an airline new to JAX.

Mr. VanLoh advised that negotiations in Washington continue regarding an infrastructure stimulus bill that specifically mentions airport projects which, coupled with our passenger growth, has prompted internal discussions about the status of concourse B and security checkpoint expansion.

Further, Mr. VanLoh advised that we recently had our annual meeting with the airlines to discuss our current and future budget projections. They were thrilled with the information, and complimentary that our ability to recognize the crisis early on by putting cost-cutting measures in place was an industry-leading move.

Lastly, Mr. VanLoh shared that as part of the recent annual Amelia Island Concours de'Elegance car show, the airport hosted the Porsche Driving Experience on one of our (closed)runways, and the organizers donated \$20,000 to the airport's scholarship program that will be shared among local colleges for aviation program students.

Mr. VanLoh advised this completed his CEO report.

Old Business

Chair Kilbane reminded the board that at the January meeting he requested Mrs. Kelly Dollarhide, Director Cecil Airport, provide a Cecil presentation at each meeting – he then called upon Mrs. Dollarhide who provided an update of both the airport and spaceport, advising that the executive search for a Spaceport Managing Director continues. Chair Kilbane thanked Mrs. Dollarhide for her update.

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

New Business – Presentation

Chair Kilbane called upon Mr. Rolf Riechmann, Director General Aviation who provided an in-depth presentation discussing Jacksonville Executive at Craig Airport, then called for questions and comments. Mr. Thomas shared that he feels JAXEX is not an executive-level airport, and we need to take a hard look at what we want the airport to be....it is not just the runway issue but more of a facilities issue. Chair Kilbane acknowledged Mr. Thomas's comments, and thanked Mr. Riechmann for his presentation.

New Business - Submissions

BD2021-05-01

**Ross Jones, Chief
Financial Officer**

Approval of Operating and Capital Budget of the Jacksonville Aviation Authority For Fiscal Year Commencing October 1, 2021 and Ending September 30, 2022

Chair Kilbane called upon Mr. Jones to present the submission and, upon motion made by Mrs. Carson and seconded by Mr. Alfred, the board members voted unanimously to approve Submission BD2021-05-01, Approval of Operating and Capital Budget of the Jacksonville Aviation Authority For Fiscal Year Commencing October 1, 2021 and Ending September 30, 2022.

BD2021-05-02

**Ross Jones, Chief
Financial Officer**

Approval of Contract with Empower Retirement (formerly Mass Mutual)

Chair Kilbane called upon Mr. Jones to present the submission and, upon motion made by Mr. Thomas and seconded by Mr. Alfred, the board members voted unanimously to approve Submission BD2021-05-02, Approval of Contract with Empower Retirement (formerly Mass Mutual).

BD2021-05-03

**Derek Powder, Senior Manager
Engineering & Construction**

Budget Transfer for the Boeing Maintenance Facility Early Steel Procurement Package

Chair Kilbane called upon Mr. Powder to present the submission and, upon motion made by Mrs. Barnett and seconded by Mrs. Carson, the board members voted unanimously to approve Submission BD2021-05-03, Budget Transfer for the Boeing Maintenance Facility Early Steel Procurement Package.

BD2021-05-04

**Derek Powder, Senior Manager
Engineering & Construction**

Budget Transfer for JIA Parking Garage Walkway Enclosure Replacement

Chair Kilbane called upon Mr. Powder to present the submission and, upon motion made by Mr. Alfred and seconded by Mrs. Carson, the board members voted unanimously to approve Submission BD2021-05-04, Budget Transfer for JIA Parking Garage Walkway Enclosure Replacement.

New Business – Award Ratification Submissions

BD2021-05-05AR

Devin Reed, Chief Legal Officer

Ratification of Award to Interface Americas, Inc. for JIA Terminal Carpet Replacement

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Thomas and seconded by Mr. Demetree, the board members voted unanimously to approve Submission BD2021-05-05AR, Ratification of Award to Interface Americas, Inc. for JIA Terminal Carpet Replacement.

BD2021-05-06AR

Devin Reed, Chief Legal Officer

***Ratification of Award to Empower Retirement, formerly Mass Mutual, for
401(a)/457(b) Retirement Plan Administration***

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Thomas and seconded by Mr. Alfred, the board members voted unanimously to approve Ratification Submission BD2021-05-06AR, Ratification of Award to Empower Retirement, formerly Mass Mutual, for 401(a)/457(b) Retirement Plan Administration.

BD2021-05-07AR

Devin Reed, Chief Legal Officer

Ratification of Award to Trustmark National Bank for Direct Placement Services

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Demetree and seconded by Mr. Thomas, the board members voted unanimously to approve Ratification Submission BD2021-05-07AR, Ratification of Award to Trustmark National Bank for Direct Placement Services.

Approval of Minutes

Chair Kilbane called for approval of the minutes from both the March 22, 2021 Finance & Audit Committee and the March 22, 2021 Board of Directors meetings and, upon motion made by Mr. Demetree and seconded by Mr. Alfred, the board members voted unanimously to approve both sets of minutes.

Updates/Other Reports

Financial Update

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

Chair Kilbane called upon Mr. Jones to present the financial report for the seven months ended April 30, 2021, and he answered questions about the report (the board had previously received the unaudited financial report for the six months ended March 31, 2021). Mr. Demetree commented that to see where we were last year to now is a testament to CEO VanLoh and the entire staff – the entire board echoed his comment.

City Council Update

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

Councilman White advised he had nothing to report.

Board Communication

Chair Kilbane advised that the next bi-monthly board meeting will be on Monday, August 2, 2021 (changed from Monday July 26, 2021) at 8:30am at the JAA Administration Building, 3rd FL 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 10:15am.