



MINUTES

Board of Directors Meeting JAA Administration Bldg. 3rd Floor Ed Austin Board Room January 22, 2024/8:30am

Chair of the Board Michelle Barnett called the January 22, 2024 Jacksonville Aviation Authority Board of Directors meeting to order at 8:30am. The following board members were present at the call to order:

Mrs. Michelle Barnett, Chair
Mr. Fernando Acosta-Rua, Secretary
Mr. David Hodges, Jr., Treasurer
Mr. Bill Gulliford, Member
Dr. Solomon Brotman, Member
Mr. Andy Hofheimer, Member
(Mr. Matt Connell, Vice Chair, was absent)

Also present at the order call were:

Mr. Mark VanLoh, Chief Executive Officer
Mr. Ross Jones, Chief Financial Officer
Mr. Tony Cugno, Chief Operating Officer
Mr. Devin Reed, Chief Compliance Officer
Mr. Jay Cunio, Chief Development Officer
Mr. Randy White, City Council Vice President/JAA City Council Liaison
Mrs. Melissa Marcha-Lee, Senior Executive Assistant to CEO/Recording Secretary
A listing of all attendees is on file in the office of the Recording Secretary

Welcome, Announcements, Pledge

Board Chair Barnett welcomed everyone, announced that a voting quorum was present, then called upon Mr. Willard Payne, a JAA Disadvantaged Business Enterprise partner, to lead the group in reciting the Pledge of Allegiance.

Get to Know Management Employees

Board Chair Barnett advised that at each board meeting she will call upon members of the management team to introduce themselves and advise what they and their team do so the board can learn more about the teams here at JAA. At this meeting, Chief Compliance Officer Devin Reed, Chief Development Officer Jay Cunio and Vice President External Affairs Michael Stewart shared their information with the board. Chair Barnett thanked them, then called upon CEO Mark VanLoh for his report.

Chief Executive Officer Report

CEO VanLoh reported that holiday travel was very smooth with all nine new checkpoint lanes operating and a minimal 30-minute wait time on the busiest day, December 22nd, and 8,700 bags were processed. He advised that parking was at capacity at peak times and on Dec. 22nd all available parking, both on and off airport property, was full.

Mr. VanLoh advised that staff continues to work with the FAA on environmental work for Concourse B, and the terminal team of Jacobs, RS&H Balfour Beatty and our staff are planning a start date in July.

Mr. VanLoh shared that design work for the new parking garage is being finalized.

CEO VanLoh advised that JAA just received the 2023 Regional Award for Excellence in Public Safety for our recent triennial airport disaster and he called upon Ms. Meaghan Smalley, JAA's Emergency Preparedness Manager, to accept the award from Chair Barnett.

CEO VanLoh shared that on January 8th we received notice of substantial completion for the Boeing project at Cecil.

Mr. VanLoh advised that Breeze Airways recently announced non-stop service to San Diego beginning May 1st.

Lastly, CEO VanLoh shared that there is an unusual clause in our long-term lease agreements called Reversion, which is required by the FAA to ensure airport property is owned and controlled by the airport in perpetuity. In November a 1998 25-year lease for an air cargo building, with the annual rent at approximately \$50,000 expired and its building and tenants reverted to the Authority. The new annual rent from the property will be approximately \$435,000 and it is our strategy to keep year to year leases to position the campus for future aeronautical development.

Mr. VanLoh advised that this concluded his CEO report.

Old Business

Board Chair Barnett asked the board if there was any old business to be discussed - hearing none she moved to the next agenda item.

Public Comment

Board Chair Barnett advised that no speaker cards were submitted and moved to the next item on the agenda.

New Business
Submissions

BD2024-01-01

Paul Gerrety, Director
Business Development

***Approval of Third Amendment to Fixed Base Operation Lease Agreement
between Jacksonville Aviation Authority (“JAA”) and Signature Flight
Support, LLC (“Signature”)***

Board Chair Barnett called upon Mr. Gerrety to present the submission and, upon motion made by Mr. Gulliford and seconded by Mr. Hodges, the six board members present voted unanimously to approve Submission BD2024-01-01 Approval of Third Amendment to Fixed Base Operation Lease Agreement between Jacksonville Aviation Authority (“JAA”) and Signature Flight Support, LLC (“Signature”).

BD2024-01-02

Paul Gerrety, Director
Business Development

***Approval of License Agreement Involving Telecommunication Access at JAX
International Airport between the Jacksonville Aviation Authority (JAA) and
BellSouth Telecommunication, LLC d/b/a AT&T Florida (AT&T)***

Board Chair Barnett called upon Mr. Gerrety to present the submission and, upon motion made by Dr. Brotman and seconded by Mr. Gulliford, the six board members present voted unanimously to approve Submission BD2024-01-02 Approval of License Agreement Involving Telecommunication Access at JAX International Airport between the Jacksonville Aviation Authority (JAA) and BellSouth Telecommunication, LLC d/b/a AT&T Florida (AT&T).

BD2024-01-03

Derek Powder, Senior
Manager Engineering and
Construction

Budget Transfer for Taxiway M1 Widening at Jacksonville International Airport

Board Chair Barnett called upon Mr. Powder to present the submission and, upon motion made by Mr. Gulliford and seconded by Mr. Hodges, the six board members present voted unanimously to approve Submission BD2024-01-03 Budget Transfer for Taxiway M1 Widening at Jacksonville International Airport.

Award Ratification Submissions

Board Chair Barnett called upon Procurement Director LeNedda Edwards to recap the three awards above \$1,000,000 needing board ratification, and she called for individual approval of each.

BD2024-01-04AR

Ratification of Award to Baker Constructors, Inc. for expansion of Economy Parking Lot 1

Upon motion made by Mr. Hodges and seconded by Dr. Brotman, the six board members present voted unanimously to approve Award Ratification Submission BD2024-01-04AR to Baker Constructors, Inc. for expansion of Economy Parking Lot 1.

BD2024-01-05AR

Ratification of Award to CDW-G for information technology infrastructure accessories, hardware, software and professional services

Upon motion made by Mr. Hodges and seconded by Mr. Gulliford, the six board members present voted unanimously to approve Award Ratification Submission BD2024-01-05AR to CDW-G for information technology infrastructure accessories, hardware, software and professional services.

BD2024-01-06AR

Ratification of Award to Siemens Industry, Inc. for fire protection system maintenance and repair services

Upon motion made by Mr. Hodges and seconded by Mr. Gulliford, the six board members present voted unanimously to approve Award Ratification Submission BD2024-01-06AR to Siemens Industry, Inc. for fire protection system maintenance and repair services.

Approval of Minutes

Board Chair Barnett called for approval of minutes from the November 15, 2023 Board of Directors meeting and upon motion made by Dr. Brotman and seconded by Mr. Gulliford, the six board members present voted unanimously to approve the meeting minutes.

Financial Update

Ross Jones, Chief Financial Officer

Board Chair Barnett called upon Mr. Jones to present the financial report for the three months ended December 31, 2023, and Mr. Jones answered questions about the report (the board had previously received the unaudited financial report for the two months ended November 30, 2023). Hearing no further comments/questions about the December 31, 2023 financial report, Board Chair Barnett moved on.

City Council Update

Council Vice President Randy White, JAA Council Liaison

Council Vice President White advised that he had nothing to report.

Board Communication

Board Chair Barnett advised that the next bi-monthly board meeting will be on March 25, 2024 at 8:30am in the Ed Austin Board Room at the JAA administration building.

Adjournment

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

Approved March 25, 2024



MINUTES

Finance and Audit Committee Meeting JAA Administration Bldg. 3rd Floor Ed Austin Board Room Thursday March 14, 2024/8:50am

Committee Chair David Hodges, Jr. called the March 14, 2024 Finance and Audit Committee meeting to order at 8:50am. The following committee members were in attendance at the call to order:

Mr. David Hodges, Jr., Chair
Mr. Fernando Acosta-Rua, Member
(Mr. Matt Connell, Member, was absent)

Also in attendance at the order call were:

Mr. Andy Hofheimer, Non-Committee Board Member
Dr. Sol Brotman, Non-Committee Board Member, via phone
Mr. Mark VanLoh, Chief Executive Officer
Mr. Ross Jones, Chief Financial Officer
Mr. Devin Reed, Chief Compliance Officer
Mr. Jose Lopez, Director of Accounting
Mrs. Melissa Marcha-Lee, Sr. Executive Assistant/Recording Secretary

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

Comm. Chair Hodges welcomed everyone to the meeting, and advised a voting quorum was present.

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

Comm. Chair Hodges advised that the reason for the meeting was to hear from our independent external auditor regarding the results of their recent audit. He called upon CFO Jones, who advised that the firm of Plante Moran had been engaged to do the annual independent external audit and provided committee members with a physical copy of the auditor's report, as well as JAA's annual report (both of which had previously been sent electronically). Mr. Jones then called upon Director of Accounting Jose Lopez, who provided an overview of the audit, which started in July, and introduced Ms. Pamela Hill of Plante Moran who presented the audit report.

Ms. Hill explained the scope of the audit and went through each section of the audit report with the committee, beginning with the required communication section, advising that no instances of material weaknesses, misstatements or non-compliance were found and that an unmodified opinion was issued - she congratulated JAA on attaining the best possible opinion. She advised



that the firm stays in touch with JAA all year long, which helps to ensure the audit process goes smoothly, and she thanked Messrs. Jones and Lopez, and the entire finance staff, for being courteous, professional, and responsive during the audit period – she then answered questions from the committee.

Comm. Chair Hodges thanked Ms. Hill for her presentation, and congratulated CEO VanLoh, CFO Jones, Director Lopez, and staff for a job well done. He then called for a motion to recommend the external auditor's report to the board for approval and upon motion made by Mr. Acosta-Rua and seconded by himself, the committee voted unanimously to recommend that the external auditor's report be submitted to the Board of Directors for approval at its March 25, 2024 meeting.

Comm. Chair Hodges then asked the committee members if there was any further business to be discussed – hearing nothing further, he moved to adjourn.

There being no further business to come before the Finance and Audit Committee, Chair Hodges adjourned the committee meeting at 9:25am.

Approved May 20, 2024



MINUTES

Board of Directors Meeting JAA Administration Bldg. 3rd Floor Ed Austin Board Room March 25, 2024/8:30am

Chair of the Board Michelle Barnett called the March 25, 2024 Jacksonville Aviation Authority Board of Directors meeting to order at 8:30am. The following board members were present at the call to order:

Mrs. Michelle Barnett, Chair
Mr. Fernando Acosta-Rua, Secretary
Mr. David Hodges, Jr., Treasurer
Mr. Bill Gulliford, Member
Dr. Solomon Brotman, Member
Mr. Andy Hofheimer, Member
(Mr. Matt Connell, Vice Chair, was absent at the call to order)

Also present at the order call were:

Mr. Mark VanLoh, Chief Executive Officer
Mr. Ross Jones, Chief Financial Officer
Mr. Tony Cugno, Chief Operating Officer
Mr. Devin Reed, Chief Compliance Officer
Mr. Jay Cunio, Chief Development Officer
Ms. Barbara Halverstadt, Chief Marketing Officer
Mr. Randy White, City Council Vice President/JAA City Council Liaison
Mrs. Melissa Marcha-Lee, Senior Executive Assistant to CEO/Recording Secretary
A listing of all attendees is on file in the office of the Recording Secretary

Welcome, Announcements, Pledge

Board Chair Barnett welcomed everyone, announced that a voting quorum was present, then called upon Mrs. Pamela Payne, a JAA Disadvantaged Business Enterprise partner, to lead the group in reciting the Pledge of Allegiance.

Board Vice Chair Mr. Matt Connell connected via phone at this point in the meeting.

Get to Know Management Employees

Board Chair Barnett advised that at each board meeting she will call upon members of the management team to introduce themselves and advise what they and their team do so the board can learn more about the teams here at JAA. At this meeting, Chief Operating Officer Tony Cugno, Director of Procurement LeNedda Edwards, and Director of Information Technology Steven Schultz shared their information with the board. Chair Barnett thanked them, then called upon CEO Mark VanLoh for his report.

Chief Executive Officer Report

CEO VanLoh reported that the week of March 18th was the busiest in the history of the airport.

Mr. VanLoh also advised that the recent Players Championship was a huge success – Paradies set a new record of \$107,882 in sales. The golf simulator was very popular again, with 782 participants.

CEO VanLoh showed a video of the new automated floor cleaner, JAA was using AI before it was popular!

CEO VanLoh shared photos of the new Angie's Subs at JIA, the newly unveiled artwork in the garage, and the new private pilot plane condo and Amazon developments at JAXEX. Board member Hofheimer advised CEO VanLoh and Board Chair Barnett that while these new developments at JAXEX are quite phenomenal, he remains concerned that JAXEX is not truly an "executive airport", especially with all the flight schools operating at the airport causing the private pilots to have to wait quite a while for take-offs and landings – he asked if the board could take some time at the meeting to discuss the situation. Chair Barnett suggested that, rather than a quick impromptu discussion now, the board have an information workshop for the purpose of discussing only general aviation, with each airport manager presenting - she asked Mrs. Marcha-Lee to source calendars and schedule the session.

Mr. VanLoh next advised that we will celebrate several major construction projects at JIA (the checkpoint completion, concourse B and the new parking garage) very soon.

CEO VanLoh then advised that the employee survey was released at a recent all-employee pizza lunch – there are 28 questions for all employees and the process will be anonymous.

Next, Mr. VanLoh advised about recent new air service – Frontier to Dallas and Cleveland, and Allegiant to Harrisburg and Knoxville.

Lastly, CEO VanLoh advised that students in Embry-Riddle's Airport Management Club spent the day at JIA interacting with seasoned professionals in various roles to learn about operations involved in ensuring smooth air travel and to understand the diverse career opportunities in the aviation industry – some of the students have applied to become a JAA intern this summer.

Mr. VanLoh advised that this concluded his CEO report.

Old Business

Board Chair Barnett asked the board if there was any old business to be discussed - hearing none she moved to the next agenda item.

Public Comment

Board Chair Barnett advised that no speaker cards were submitted and moved to the next item on the agenda.

New Business
Submissions

BD2024-03-01

Lauren Scott, Senior Manager
Aviation Planning

Accept Florida Department of Transportation Grant Agreements and Amendment for Jacksonville International, Jacksonville Executive at Craig and Cecil Airports

Board Chair Barnett called upon Ms. Scott to present the submission and, upon motion made by Mr. Hodges and seconded by Mr. Gulliford, the six board members present voted unanimously to approve Submission BD2024-03-01 Accept Florida Department of Transportation Grant Agreements and Amendment for Jacksonville International, Jacksonville Executive at Craig and Cecil Airports.

BD2024-03-02

Paul Gerrety, Director
Business Development

Approval of Ground Lease Agreement between the Jacksonville Aviation Authority and Sixt Rent A Car, LLC

Board Chair Barnett called upon Mr. Gerrety to present the submission and, upon motion made by Mr. Hodges and seconded by Dr. Brotman, the six board members present voted unanimously to approve Submission BD2024-03-02 Approval of Ground Lease Agreement between the Jacksonville Aviation Authority and Sixt Rent A Car, LLC.

BD2024-03-03

Jeff Taylor, Properties Manager

Second Amendment of the FBO Lease between Jacksonville Executive Jet Center and JAA at JAXEX

Board Chair Barnett called upon Mr. Taylor to present the submission and, upon motion made by Mr. Gulliford and seconded by Mr. Hodges, the six board members present voted unanimously to approve Submission BD2024-03-03 Second Amendment of the FBO Lease between Jacksonville Executive Jet Center and JAA at JAXEX.

BD2024-03-04

Ross Jones, Chief
Financial Officer

JAA Insurance Requirements under the Bond Resolution

Board Chair Barnett called upon Mr. Jones to present the submission and, upon motion made by Mr. Hodges and seconded by Mr. Gulliford, the six board members present voted unanimously to approve Submission BD2024-03-04 JAA Insurance Requirements under the Bond Resolution.

Award Ratification Submissions

Board Chair Barnett called upon Procurement Director LeNedda Edwards to recap the three awards above \$1,000,000 needing board ratification, and she called for individual approval of each.

BD2024-03-05AR

Ratification of Award to Otis Elevator Company for Elevator, Escalator & Moving Walkway Maintenance and Repair Services

Upon motion made by Dr. Brotman and seconded by Mr. Gulliford, the six board members present voted unanimously to approve Award Ratification Submission BD2024-03-05AR to Otis Elevator Company for Elevator, Escalator & Moving Walkway Maintenance and Repair Services.

Approval of Minutes

Board Chair Barnett called for approval of minutes from the January 22, 2024 Board of Directors meeting and upon motion made by Mr. Acosta-Rua and seconded by Mr. Gulliford, the six board members present voted unanimously to approve the meeting minutes.

Financial Update

Ross Jones, Chief Financial Officer

Board Chair Barnett called upon Mr. Jones to present the financial report for the five months ended February 29, 2024, and Mr. Jones answered questions about the report (the board had previously received the unaudited financial report for the four months ended January 31, 2024). Hearing no further comments/questions about the February 29, 2024 financial report, Board Chair Barnett moved on.

City Council Update

Council Vice President Randy White, JAA Council Liaison

Council Vice President White advised that he had nothing to report.

Board Communication

Board Chair Barnett advised that the next bi-monthly board meeting will be on May 20, 2024 (having been changed from the 27th due to the Memorial Day holiday) at 8:30am in the Ed Austin Board Room at the JAA administration building.

Adjournment

There being no further business to come before the Board of Directors, Board Chair Barnett adjourned the meeting at 9:35am.



MINUTES

Board of Directors Meeting JAA Administration Bldg. 3rd Floor Ed Austin Board Room July 29, 2024/8:30am

Chair of the Board Michelle Barnett called the July 29, 2024 Jacksonville Aviation Authority Board of Directors meeting to order at 8:30am. The following board members were present at the call to order:

Mrs. Michelle Barnett, Chair
Mr. Fernando Acosta-Rua, Secretary
Mr. David Hodges, Jr., Treasurer
Mr. Bill Gulliford, Member
Mr. Andy Hofheimer, Member
Mr. Matt Connell, Vice Chair, and Dr. Solomon Brotman, Member, attended via phone

Also present at the order call were:

Mr. Mark VanLoh, Chief Executive Officer
Mr. Ross Jones, Chief Financial Officer
Mr. Tony Cugno, Chief Operating Officer
Mr. Devin Reed, Chief Compliance Officer
Mr. Jay Cunio, Chief Development Officer
Ms. Barbara Halverstadt, Chief Marketing Officer
JAA Council Liaison Council President Randy White
Mrs. Melissa Marcha-Lee, Senior Executive Assistant to CEO/Recording Secretary

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

Welcome, Announcements, Pledge

Board Chair Barnett welcomed everyone, announced that a voting quorum was present, then called upon guest Jay Wilkin from K9s for Warriors to lead the group in reciting the Pledge of Allegiance.

Get to Know Management Employees

Board Chair Barnett advised that at each board meeting she will call upon members of the management team to introduce themselves and advise what they and their team do so the board can learn more about the teams here at JAA. At this meeting, Chief Financial Officer Ross Jones, Vice President Human Resources Mike May, and Vice President Engineering & Facilities Davey Jones shared their information with the board. Chair Barnett thanked them, then called upon CEO Mark VanLoh for his report.

Chief Executive Officer Report

CEO VanLoh advised that six representatives from local charities were in attendance to receive funding from our annual charity golf tournament - he called each person to the front and they accepted their check from Board Chair Barnett.

Mr. VanLoh then called upon Steven Schultz, Director Information Technology, to discuss the recent technology meltdown and how we were able to recovery so quickly.

CEO VanLoh advised that preparation for the construction of concourse B is proceeding.

Mr. VanLoh shared that the July 4th holiday was very busy, advising that we broke passenger numbers daily and parking became scarce. He further advised that the scope of work is beginning on the garage construction project, which is expected to be completed in 2026.

CEO VanLoh next announced our newest Accredited Airport Executive at JAA, Paul Gerrety, Director Business Development. This accredited program takes about three years to complete and is a national designation similar to earning a CPA or masters designation. The board congratulated Paul with a round of applause.

Mr. VanLoh advised that per the board's recent directive, a survey was conducted among the aviation community at Herlong, asking about the willingness to pay up to 3 times the current rate for a new hangar – 95% replied no. Without FDOT funding, the market is not willing to pay the true costs – we will continue to put new hangars in our long-range capital program and hope that FDOT will support the project.

CEO VanLoh shared that the 2024 JAA intern class has completed their work and advised that an ice cream social and panel discussion was held with senior leadership on their last day with us.

Mr. VanLoh advised that JAA's annual budget presentation before the City Council Finance Committee is scheduled for August 16.

Lastly, CEO VanLoh shared that the whimsical artwork around airport property and on display inside the terminal is the work of local artist from Atlantic Beach Scotie Cousin, who started the project during the pandemic as a way to cheer up the community.

Mr. VanLoh advised that this concluded his CEO report.

Old Business

Board Chair Barnett asked the board if there was any old business to be discussed - hearing none she moved to the next agenda item.

Public Comment

Board Chair Barnett advised that no speaker cards were submitted and moved to the next item on the agenda.

New Business
Submissions

BD2024-07-01

**Sally McMMain, Senior
Properties Administrator**

***Approval of Building and Ground Lease for Buildings 328, 334, 339 and 818 at Cecil
Airport between the Jacksonville Aviation Authority and Hermeus Corporation***

Board Chair Barnett called upon Ms. McMMain to present the submission and, upon motion made by Mr. Gulliford and seconded by Mr. Acosta-Rua, the five board members present voted unanimously to approve Submission BD2024-07-01 Approval of Building and Ground Lease for Buildings 328, 334, 339 and 818 at Cecil Airport between the Jacksonville Aviation Authority and Hermeus Corporation.

BD2024-07-02

**Ashley Shorter, Senior
Manager Aviation Planning**

***Budget Transfer for General Aviation Federal Inspection Services Facility
at Jacksonville International Airport***

Board Chair Barnett called upon Ms. Shorter to present the submission and, upon motion made by Mr. Hodges and seconded by Mr. Gulliford, the five board members present voted unanimously to approve Submission BD2024-07-02 Budget Transfer for General Aviation Federal Inspection Services Facility at Jacksonville International Airport.

BD2024-07-03

**Ross Jones, Chief Financial
Officer**

***Authorize and Approve Extension of Terms of Variable Rate Line of Credit
for Initial Concourse B Construction Costs***

Board Chair Barnett called upon Mr. Jones to present the submission and, upon motion made by Mr. Gulliford and seconded by Mr. Hodges, the five board members present voted unanimously to approve Submission BD2024-07-03 Authorize and Approve Extension of Terms of Variable Rate Line of Credit for Initial Concourse B Construction Costs.

BD2024-07-04

**Jose Lopez, Director of
Accounting**

***Authorize and Approve Financing of the Authority's Airport Revenue Bonds,
Series 2024 through a Fixed Rate Direct Placement***

Board Chair Barnett called upon Mr. Lopez to present the submission and, upon motion made by Mr. Hodges and seconded by Mr. Gulliford, the five board members present voted unanimously to approve Submission BD2024-07-04 Authorize and Approve Financing of the Authority's Airport Revenue Bonds, Series 2024 through a Fixed Rate Direct Placement.

New Business
Award Ratification Submissions

Board Chair Barnett called upon Procurement Director LeNedda Edwards to recap the four awards above \$1,000,000 needing board ratification, and she called for individual approval of each.

BD2024-07-05AR

Ratification of Award to Brock Solutions US Systems, LLC for Baggage Handling System Software Support Service

Upon motion made by Mr. Gulliford and seconded by Mr. Acosta-Rua, the five board members present voted unanimously to approve Award Ratification Submission BD2024-07-05AR to Brock Solutions US Systems, LLC for Baggage Handling System Software Support Service.

BD2024-07-06AR

Ratification of Award to Titan Aviation Fuels for Aviation Fuel Services and Fuel for Herlong Airport

Upon motion made by Mr. Acosta-Rua and seconded by Mr. Gulliford, the five board members present voted unanimously to approve Award Ratification Submission BD2024-07-06R to Titan Aviation Fuels for Aviation Fuel Services and Fuel for Herlong Airport.

BD2024-07-07AR

Ratification of Award to Campbell-Hill Aviation Group, LLC for Commercial Air and Cargo Service Development Consultant Services

Upon motion made by Mr. Hodges and seconded by Mr. Gulliford, the five board members present voted unanimously to approve Award Ratification Submission BD2024-07-07AR to Campbell-Hill Aviation Group, LLC for Commercial Air and Cargo Service Development Consultant Services.

BD2024-07-08AR

Ratification of Award to Cubix, Inc. for Industrial Products, Services and Supplies

Upon motion made by Mr. Gulliford and seconded by Mr. Acosta-Rua, the five board members present voted unanimously to approve Award Ratification Submission BD2024-07-08AR to Cubix, Inc. for Industrial Products, Services and Supplies.

Approval of Minutes

Board Chair Barnett called for approval of minutes from the May 20, 2024 Finance and Audit Committee, the May 20, 2024 Board of Directors and the May 20, 2024 Information Workshop meetings and, upon motion made by Mr. Gulliford and seconded by Dr. Brotman, the five board members present voted unanimously to approve the minutes from all three meetings.

Reports/Updates

Financial Update

Ross Jones, Chief Financial Officer

Board Chair Barnett called upon Mr. Jones to present the financial report for the nine months ended June 30, 2024, and Mr. Jones answered questions about the report (the board had previously received the unaudited financial report for the eight months ended May 31, 2024). Hearing no further comments/questions about the June 30, 2024 financial report, Board Chair Barnett moved on.

City Council Update

Council President Randy White, JAA Council Liaison

Council President White advised he had nothing to report.

Board Communication

Board Chair Barnett advised that the next bi-monthly board meeting will be on September 23, 2024 at 8:30am in the Ed Austin Board Room at the JAA administration building.

Adjournment

There being no further business to come before the Board of Directors, Board Chair Barnett adjourned the meeting at 9:35am.



MINUTES

Finance and Audit Committee Meeting JAA Administration Bldg. 3rd Floor Ed Austin Board Room May 20, 2024/8:30am

Chair of the Finance and Audit Committee, Board Treasurer David Hodges, Jr. called the May 20, 2024 Finance and Audit Committee meeting to order at 8:30am. The following committee members were in attendance at the call to order:

Mr. David Hodges, Jr., Board Treasurer/Committee Chair
Mr. Matt Connell, Board Vice-Chair
Mr. Fernando Acosta-Rua, Board Secretary

Also attending were board members:
Mrs. Michelle Barnett, Board Chair
Mr. Andy Hofheimer, Member
Dr. Sol Brotman, Member
Mr. Bill Gulliford, Member

Also in attendance at the order call were:
Mr. Mark VanLoh, Chief Executive Officer
Mr. Ross Jones, Chief Financial Officer
Mr. Tony Cugno, Chief Operating Officer
Mr. Devin Reed, Chief Compliance Officer
Mr. Jay Cunio, Chief Development Officer
Ms. Barbara Halverstadt, Chief Marketing Officer
Mrs. Melissa Marcha'-Lee, Senior Executive Assistant/Recording Secretary

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

Committee Chair Hodges welcomed everyone to the meeting, and advised a voting quorum was present.

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

Committee Chair Hodges advised that the reason for the meeting was to hear the presentation of the fiscal year 2024-2025 budget, he then called upon Mr. Jones for the budget presentation. Mr. Jones advised that the budget process started in February, with finance staff and cost center managers putting in over 100 hours in the process - he thanked everyone for their time commitment. Next, Mr. Jones shared some budget highlights, activity assumptions, and operating and non-operating revenues and expenses. Mr. Jones then called upon Mr. Cugno who briefly detailed the capital projects that will be happening during the budget year.



Discussion of the entire budget then ensued, with Messrs. Jones and Cugno answering questions from the committee and board members. Committee Chair Hodges thanked Messrs. Jones and Cugno for the presentation, and complimented CEO VanLoh and staff on the work done. He then called for a motion to recommend the budget to the board for approval and, upon motion made by Mr. Acosta-Rua and seconded by Mr. Connell, the committee voted unanimously to recommend the fiscal year 2024-25 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, Committee Chair Hodges adjourned the committee meeting at 9:00am.

Approved July 29, 2024



MINUTES

Board of Directors Information Workshop JAA Administration Bldg. 3rd Floor Ed Austin Board Room May 20, 2024/10:15am

Chair of the Board Michelle Barnett welcomed everyone to the workshop at 10:15am and advised that it is an information only session, no action or voting will take place. Board members participating in the workshop were:

Mrs. Michelle Barnett, Chair
Mr. Matt Connell, Vice Chair
Mr. Fernando Acosta-Rua, Secretary
Mr. David Hodges, Jr., Treasurer
Mr. Bill Gulliford, Member
Dr. Solomon Brotman, Member
Mr. Andy Hofheimer, Member

Also present were:

Mr. Mark VanLoh, Chief Executive Officer
Mr. Ross Jones, Chief Financial Officer
Mr. Tony Cugno, Chief Operating Officer
Mr. Devin Reed, Chief Compliance Officer
Mr. Jay Cunio, Chief Development Officer
Ms. Barbara Halverstadt, Chief Marketing Officer
Mrs. Melissa Marcha-Lee, Senior Executive Assistant to CEO/Recording Secretary

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

Board Chair Barnett advised that the purpose of the workshop was to discuss general aviation. She further advised that the board will hear from each of the general aviation airport managers and then open discussion will occur.

Board Chair Barnett called upon Ms. Sarah Matson, First Coast Flight Center Manager for a presentation on Herlong Recreational Airport.

Ms. Matson shared her background and airport employee structure, then showed a powerpoint presentation and answered questions from the board members regarding private hangar development, fuel sales, etc. Member Hofheimer asked if we have ever done a survey to find out interest in a development (i.e., would you be interested in it and would you help pay for it) - CEO VanLoh replied we have not but it is a very good idea, we will implement it after this session and report on the results at a future board meeting. Board Chair Barnett thanked Ms. Matson for her presentation.

Board Chair Barnett called upon Mr. Rolf Riechmann, Director of General Aviation, for a presentation on Jacksonville Executive at Craig Airport.

Director Riechmann shared his background, stating that he manages both Herlong Recreational Airport and Jacksonville Executive at Craig Airport, and discussed the employee structure at JAXEX - he then showed a powerpoint presentation detailing the expected impact of revenue from the new Amazon facility and site readiness, and answered questions from the board members. Member Hofheimer advised that in his opinion, Craig is regressing – we are not realizing the full potential of it being an Executive Airport. He distributed for the members' review maps of population and income blends, and population density, in the area, expressing concern that the property is too valuable to be used so heavily by flight schools, and he believes that the schools are causing congestion with private aircraft takeoffs and landings. Board Chair Barnett thanked Director Riechmann for his presentation.

Board Chair Barnett called upon Mr. Matt Bocchino, Director of Cecil Airport/Spaceport, for a presentation.

Director Bocchino shared his background and airport employee structure, then showed a detailed powerpoint presentation and answered questions from the board members. Board Chair Barnett thanked Director Bocchino for his presentation.

At the completion of all presentations, Chair Barnett called for open discussion. Regarding JAXEX, Member Brotman suggested the board may want to have representatives from the flight schools come talk to the board about their intentions at the airport. Member Gulliford commented we should look at making improvements at the airport, and we need to think about our future plans if the training continues and/or intensifies.

Hearing no other discussion, Chair Barnett thanked everyone for attending and ended the session at 11:30am.



MINUTES

**Board of Directors Meeting
JAA Administration Bldg.
3rd Floor Ed Austin Board Room
May 20, 2024
(immediately following 8:30am Finance and
Audit Committee meeting)**

Chair of the Board Michelle Barnett called the May 20, 2024 Jacksonville Aviation Authority Board of Directors meeting to order at 9:15am. The following board members were present at the call to order:

Mrs. Michelle Barnett, Chair
Mr. Matt Connell, Vice Chair
Mr. Fernando Acosta-Rua, Secretary
Mr. David Hodges, Jr., Treasurer
Mr. Bill Gulliford, Member
Dr. Solomon Brotman, Member
Mr. Andy Hofheimer, Member

Also present at the order call were:

Mr. Mark VanLoh, Chief Executive Officer
Mr. Ross Jones, Chief Financial Officer
Mr. Tony Cugno, Chief Operating Officer
Mr. Devin Reed, Chief Compliance Officer
Mr. Jay Cunio, Chief Development Officer
Ms. Barbara Halverstadt, Chief Marketing Officer
Mrs. Melissa Marcha-Lee, Senior Executive Assistant to CEO/Recording Secretary
A listing of all attendees is on file in the office of the Recording Secretary

Welcome, Announcements, Pledge

Board Chair Barnett welcomed everyone, announced that a voting quorum was present, then called upon Ms. Halverstadt to lead the group in reciting the Pledge of Allegiance.

Report from Finance and Audit Committee Meeting

Board Chair Barnett called upon Mr. Hodges, Treasurer/Chair of the Finance and Audit Committee, to provide a report on his recent committee meeting. Committee Chair Hodges advised that his committee met prior to this board meeting, at 8:30am, for the purpose of hearing the FY2024-25 budget presentation and voted to report a recommendation of the budget to the full board for approval. Board Chair Barnett thanked Mr. Hodges for the committee report and called for a motion to accept the report - upon motion duly made by Mr. Hodges and seconded by Dr. Brotman, the board voted unanimously to approve the Finance and Audit Committee report.

Chief Executive Officer Report

CEO VanLoh advised that his report consisted of two items, a presentation on the Sunshine Law by Mr. Reed and a summary of the recent employee survey by Ms. Susan Birch, Organizational Development Manager. He then called upon Mr. Reed.

Mr. Reed discussed the State Sunshine Law and Public Records Law and distributed to each board member a sheet detailing both, he then answered questions from board members. CEO VanLoh thanked Mr. Reed for his report then called upon Ms. Birch.

Ms. Birch presented a detailed powerpoint summary of the recent employee survey and answered questions from the board members. CEO VanLoh thanked Ms. Birch for her report. The board commended CEO VanLoh on his implementation of the survey process and congratulated Ms. Birch on creating the survey document, monitoring the process and analyzing the results. Further, the board asked CEO VanLoh to continue addressing the issues that were brought out during the process, and to consider conducting a survey on an annual basis.

Mr. VanLoh advised that this concluded his CEO report.

Old Business

Board Chair Barnett asked the board if there was any old business to be discussed - hearing none she moved to the next agenda item.

Public Comment

Board Chair Barnett advised that no speaker cards were submitted and moved to the next item on the agenda.

New Business Submissions

BD2024-05-01

**Ross Jones, Chief Financial
Officer**

Approval of Operating and Capital Budget of the Jacksonville Aviation Authority for Fiscal Year Commencing October 1, 2024 and Ending September 30, 2025

Board Chair Barnett called upon Mr. Jones to present the submission and, upon motion made by Mr. Hodges and seconded by Dr. Brotman, the board members voted unanimously to approve Submission BD2024-05-01 Approval of Operating and Capital Budget of the Jacksonville Aviation Authority for Fiscal Year Commencing October 1, 2024 and Ending September 30, 2025.

BD2024-05-02

**Jay Cunio, Chief Development
Officer**

***Approval of Ground Lease between the Jacksonville Aviation Authority (“JAA”)
and WaWa Florida, LLC (“WAWA”)***

Board Chair Barnett called upon Mr. Cunio to present the submission and, upon motion made by Mr. Gulliford and seconded by Mr. Connell, the board members voted unanimously to approve Submission BD2024-05-02 Approval of Ground Lease between the Jacksonville Aviation Authority (“JAA”) and WaWa Florida, LLC (“WAWA”).

BD2024-05-03

**Lauren Scott, Senior Manager
Aviation Planning**

***Accept Florida Department of Transportation Grant Agreement for Herlong
Recreational Airport***

Board Chair Barnett called upon Ms. Scott to present the submission and, upon motion made by Dr. Brotman and seconded by Mr. Gulliford, the board members voted unanimously to approve Submission BD2024-05-03 Accept Florida Department of Transportation Grant Agreement for Herlong Recreational Airport.

**New Business
Award Ratification Submissions**

Board Chair Barnett called upon Procurement Director LeNedda Edwards to recap the three awards above \$1,000,000 needing board ratification, and she called for individual approval of each.

BD2024-05-04AR

***Ratification of Award to United States Department of Agriculture for
Wildlife Mitigation Services***

Upon motion made by Dr. Brotman and seconded by Mr. Hofheimer, the board members voted unanimously to approve Award Ratification Submission BD2024-05-04AR to United States Department of Agriculture for Wildlife Mitigation Services.

BD2024-05-05AR

***Ratification of Award to Balfour Beatty Construction, LLC for Jacksonville
International Airport Concourse B Construction***

Upon motion made by Mr. Connell and seconded by Dr. Brotman, the board members voted unanimously to approve Award Ratification Submission BD2024-05-05AR to Balfour Beatty Construction, LLC for Jacksonville International Airport Concourse B Construction.

BD2024-05-06AR

Ratification of Award to Federal Aviation Administration (FAA) for Jacksonville International Airport Concourse B Reimbursable Agreement

Upon motion made by Dr. Brotman and seconded by Mr. Gulliford, the board members voted unanimously to approve Award Ratification Submission BD2024-05-06AR to Federal Aviation Administration (FAA) for Jacksonville International Airport Concourse B reimbursable Agreement.

Approval of Minutes

Board Chair Barnett called for approval of minutes from the March 14, 2024 Finance and Audit Committee meeting and the March 25, 2024 Board of Directors meeting and, upon motion made by Mr. Hodges and seconded by Dr. Brotman, the board members voted unanimously to approve the minutes from both meetings.

Financial Update

Ross Jones, Chief Financial Officer

Board Chair Barnett called upon Mr. Jones to present the financial report for the seven months ended April 30, 2024, and Mr. Jones answered questions about the report (the board had previously received the unaudited financial report for the six months ended March 31, 2024). Hearing no further comments/questions about the April 30, 2024 financial report, Board Chair Barnett moved on.

City Council Update

Council Vice President Randy White, JAA Council Liaison

Council Vice President White did not attend the meeting.

Board Communication

Board Chair Barnett advised that the next bi-monthly board meeting will be on July 29, 2024 (changed from the 22nd by the Chair) at 8:30am in the Ed Austin Board Room at the JAA administration building. Further, she advised that after adjourning today's board meeting there will be a fifteen minute break and the board will then begin an information workshop.

Adjournment

There being no further business to come before the Board of Directors, Board Chair Barnett adjourned the meeting at 10:00am.



MINUTES

CEO Evaluation Committee Meeting JAA Administration Bldg. 3rd Floor Ed Austin Board Room September 20, 2024/12 noon

Committee Chair Michelle Barnett called the September 20, 2024 CEO Evaluation Committee meeting to order at 12 noon. The following committee members were in attendance at the call to order:

Mrs. Michelle Barnett, Chair
Mr. Fernando Acosta-Rua, Member
Mr. David Hodges, Jr., Member

Non-Committee board members in attendance:
Dr. Solomon Brotman (*via phone*)

Also in attendance at the order call were:
Mr. Devin Reed, JAA Chief Compliance Officer
Mr. Michael May, JAA Vice President Human Resources
Mrs. Melissa Marcha-Lee, JAA Sr. Executive Assistant to CEO/Board Recording Secretary

Committee Chair Barnett welcomed everyone to the meeting.

Comm. Chair Barnett called for any public comment, hearing none she moved to the next agenda item.

Comm. Chair Barnett advised that the reason for the meeting was to discuss the FY2024 CEO final goals status report memorandum that had been sent to the committee members/board by CEO VanLoh (he was not able to physically attend the meeting), copy attached, and to evaluate his performance. After the committee briefly reviewed the document, the Comm. Chair Barnett requested to have a call w/CEO VanLoh for a more in-depth discussion, and he was connected via phone.

After discussion of the goals status highlights, including questions about the different measurements, Comm. Chair Barnett advised CEO VanLoh that for future goals-setting the committee would like to see six or seven top-line goals rather than detailed specific subjects, see further comments below.

Comm. Chair Barnett then asked each committee member for their comments on the goals final status report and CEO VanLoh's performance and began by sharing hers. She asked Mr. VanLoh when he believes we will be back to "normal" – to which he replied summer 2026, adding that we must keep construction on schedule. She advised she would like more time spent on city relationships, which she feels are a bit strained right now especially with city council persons.

Comm. member Acosta-Rua stated that, now that we have done the initial employee engagement survey, he hopes we will continue with it as he feels it is good to hear from employees – CEO VanLoh advised we plan to conduct the survey annually. Also, he agreed with Mrs. Barnett that city relationships must be top-of-mind.

Comm. member Hodges asked CEO VanLoh if it is possible to put a "construction update" section on the website so that passengers will know status when heading to the airport, to which Mr. VanLoh replied absolutely, we plan to update the website with current construction and development data on a "dashboard"-type format. Also, Mr. Hodges agreed with Mrs. Barnett and Mr. Acosta-Rua that we must foster city relationships.

Comm. Chair Barnett thanked Mr. VanLoh for the discussion and the call ended.

Comm. Chair Barnett asked if there were any further comments from committee members regarding CEO VanLoh's performance and hearing none, she proceeded to the salary and bonus piece of the review advising that while she does not feel a salary increase is warranted as that will take place as specified in the CEO's employment contract, she certainly feels he has done a wonderful job this past year and the Authority is in a very sound position, and therefore he is entitled to the full incentive payment as allowed in the contract, 25%, for meeting the specified board-approved CEO goals, and based on his current salary of \$375,000 that incentive amount would be \$93,750. Comm. Chair Barnett asked the comm. members for their comments, to which they both responded they totally agree with her comments on the CEO VanLoh's performance and Authority position, as well as the salary and incentive payment.

Hearing no further comments regarding the salary/incentive piece of the review, Comm. Chair Barnett called for a motion regarding the performance review, salary/bonus recommendations, and reporting to the full board for approval. Upon motion duly made by Mr. Hodges and seconded by Mr. Acosta-Rua, the committee voted unanimously: (1) to pay CEO VanLoh 25% of his salary, \$93,750, in the next applicable JAA pay period, in recognition of his outstanding performance, (2) that CEO VanLoh's salary will be subject to, on the next anniversary contract date of Dec. 1, 2024, a cost of living adjustment (based on the CPI parameters as set forth in the contract) or 3%, whichever is greater, and (3) that the CEO FY2024 goals final status report and CEO performance review with salary/bonus recommendations are to be submitted to the Board of Directors for approval.



The committee then requested another phone call with CEO VanLoh to share their discussion on his performance and decisions regarding salary and bonus, and he was again connected via phone. Mr. VanLoh thanked the committee for their actions and advised he cannot do anything without the fantastic staff here at JAA – further, he thanked the entire board for their tremendous support of JAA. He shared that our recent #2 ranking in the J. D. Power satisfaction survey indicates a wonderful effort by employees on a day-to-day basis together with guidance from the Board of Directors.

The committee next discussed their thoughts with CEO VanLoh regarding the goals for next year, and Comm. Chair Barnett advised that rather than a long listing, they would like to see only a few strategic-area items such as: financial, community engagement, passenger satisfaction, development, talent management, air service development (specifically international), and CEO succession planning, advising they would like to see the goals weighted (i.e., financial 50%), and further, they would like to see the goals list first before it is sent to the entire board. Mr. VanLoh advised he will start developing his FY2025 goals list and will send it to the committee soon.

There being no further business to come before the committee, Committee Chair Barnett adjourned the meeting at 12:50pm.

Approved November 20, 2024



MINUTES
**Finance and Audit Committee Phone
Meeting (via Webex)
October 31, 2024/12:30pm**

Committee Chair David Hodges, Jr. called the October 31, 2024 Finance and Audit Committee phone meeting to order at 12:30pm. The following committee members were on the Webex phone connection at the call to order:

Mr. David Hodges, Jr., Chair
Mr. Fernando Acosta-Rua, Member
Mr. Matt Connell, Member

Also on the phone call was non-comm. board member Dr. Solomon Brotman.

An additional attendee on the call was:
Ms. Pamela Hill, Partner, Plante Moran

Also in attendance on the call was:
Mrs. Melissa Marcha-Lee, JAA Sr. Executive Assistant/Recording Secretary
A listing of all attendees is on file in the office of the Recording Secretary

Chair Hodges welcomed everyone to the phone meeting.

Chair Hodges advised that no public requests to speak on the call had been submitted, and moved to the next agenda item.

Chair Hodges advised that the reason for the phone meeting was for JAA's external audit firm Plante Moran to share pre-audit details with the committee members and for the members to ask any questions about the process - he then called upon Ms. Hill.

Ms. Hill provided an overview of the external audit process, advising that the primary gathering of information has already been done and that the on-site visit portion will begin soon. Chair Hodges asked if they audit/review requests for payments/payments made related to revenue diversion, to which Ms. Hill replied "yes." Comm. member Connell asked Ms. Hill if there are any on-going concerns, to which she replied "no." Board member Brotman asked if non-financial risks will be covered in the audit, to which Ms. Hill replied "mostly financial risks are reviewed but others will also be reviewed if they relate to the financial statements."

Ms. Hill then advised the committee that at the conclusion of the audit she will request another phone meeting with the committee to discuss the final audit, before it is presented to the committee/board at the March 2025 meeting.

Chair Hodges thanked Ms. Hill for sharing the information with the committee, then adjourned the Finance and Audit Committee phone meeting at 1:50pm.



MINUTES

Nominating Committee Meeting JAA Administration Bldg. 3rd Floor/Ed Austin Board Room October 30, 2024/2:00pm

Committee Chair Matt Connell called the October 30, 2024 Nominating Committee meeting to order at 2:00pm. The following committee members were present at the order call:

Mr. Matt Connell, Chair
Mr. Bill Gulliford
Dr. Solomon Brotman

Also in attendance was Vice President Regulatory Compliance Jason Knox and Recording Secretary Melissa Marcha-Lee.

Chair Connell welcomed everyone to the meeting and advised that a voting quorum was present. He then called for any public comment and hearing none, he moved to the next agenda item.

Chair Connell advised that the committee was meeting to discuss and determine a slate of officers for the 2024-2025 board term to be presented to the full board at its November meeting (the September board meeting was cancelled, FY23-24 officers continue to serve). Discussion ensued, and the following suggested slate of officers for FY2024-25 was proposed: Michelle Barnett/Chair, Matt Connell/Vice Chair, Bill Gulliford/Secretary, Solomon Brotman/Treasurer. All three committee members stated they believe it is a very good slate of individuals to continue leading the board in the next year.

Chair Connell asked Mrs. Marcha-Lee to confirm with the proposed nominees that they will serve if elected.

Chair Connell asked the committee if there was any further discussion regarding officers and hearing nothing, he called for a vote on the proposed slate - upon motion made by Mr. Gulliford and seconded by Dr. Brotman, the committee members voted unanimously to approve moving the recommended slate of officers for FY2024-25 to the full board for approval at its November 20, 2024 meeting.

There being no further business to come before the committee, Chair Connell adjourned the meeting at 2:15pm.



MINUTES

Board of Directors Meeting JAA Administration Bldg. 3rd Floor Ed Austin Board Room November 20, 2024/8:30am

Chair of the Board Michelle Barnett called the November 20, 2024 Jacksonville Aviation Authority Board of Directors meeting to order at 8:30am. The following board members were present at the call to order:

Mrs. Michelle Barnett, Chair
Mr. Matt Connell, Vice Chair
Mr. Fernando Acosta-Rua, Secretary
Mr. David Hodges, Jr., Treasurer
Mr. William Gulliford, Member
Mr. Andy Hofheimer, Member, and Dr. Solomon Brotman, Member, attended via phone

Also present at the order call were:

Mr. Mark VanLoh, Chief Executive Officer
Mr. Ross Jones, Chief Financial Officer
Mr. Tony Cugno, Chief Operating Officer
Mr. Devin Reed, Chief Compliance Officer
Mr. Jay Cunio, Chief Development Officer
Ms. Barbara Halverstadt, Chief Marketing Officer
Jacksonville City Council President Randy White, JAA Counsel Liaison
Mrs. Melissa Marcha-Lee, Senior Executive Assistant to CEO/Recording Secretary

Welcome, Announcements, Pledge

Board Chair Barnett welcomed everyone, advising that due to the September board meeting having been cancelled it was nice to see everyone together again. She announced that a voting quorum was present, then called upon guest Mr. William Krupski, a Jacksonville University Aviation Management student and JAA scholarship recipient, to lead the group in reciting the Pledge of Allegiance.

Get to Know Management Employees

Board Chair Barnett continued her initiative of the board getting to know management employees and their teams and at this meeting, Terry Dlugos/Vice President Airport Operations, Paul Gerrety/Director Business Development, Jose Lopez/Director Accounting, and Jason Knox/Vice President Regulatory Compliance, shared their information with the board. Chair Barnett thanked them, then called upon CEO Mark VanLoh for his report.

Chief Executive Officer Report

CEO VanLoh advised that at the meeting were representatives from the two colleges to which we provide scholarship funds from the annual Porsche North America event, Jacksonville University and Florida State College at Jacksonville, together with one of the scholarship recipients, William Krupski. He called the college representatives and Mr. Krupski to the front and each accepted their check from Board Chair Barnett.

Mr. VanLoh advised that the Authority's annual charity golf tournament was recently held, with 100 players representing airlines, tenants, consultants and agencies participating. He stated that it is because of this tournament, the funds from which are not considered federal money from airport operations, that JAA is able to make donations to various local charities.

CEO VanLoh then shared that several Veterans Day events were held this year, including a luncheon here at JAA and a box lunch giveaway at Cecil Airport.

Mr. VanLoh provided a major project update, advising that concourse B construction is moving along on schedule and the project is now on our website for the public to enjoy the progress, and all city permits have been received for the new parking garage and the process of relocating vehicles to begin the groundwork has begun.

CEO VanLoh next advised that the latest passenger satisfaction survey results are in and, regardless of construction, parking and concession closures for con b, our scores actually increased for the 3rd quarter. He attributes this to the employees who work in the terminal every day with our customers, their courteousness and helpfulness were among the highest-ranking scores.

Mr. VanLoh shared that JAXEX Airport recently held a ribbon cutting for the new operator, Jax Executive Jet Center (formerly Craig Air Center), advising that they have spent a considerable amount of time and money on the refurbishment.

CEO VanLoh shared an update on Cecil Airport & Spaceport, (1) staff recently held a full-scale disaster exercise in compliance with FAA regulations, (2) the Embry Riddle rocket science students were back testing a bigger and more powerful rocket engine, and (3) the Boeing 727 aircraft used to train astronauts in weightlessness environments will be based there for their fall research campaign.

Mr. VanLoh next advised new air service - Air Canada to Toronto and Southwest to Kansas City (both unserved cities that have been on our list), Allegiant to Grand Rapids, Des Moines and Akron/Canton. Further, he advised that non-stop European service has been discussed for years, several meetings have been held and various incentive programs offered that are in line with other successful U.S. airport offerings. We were informed recently that any further discussions will be postponed because of a lack of aircraft and available funds for those flights. We will continue the airline discussions at international planning meetings and will brief the City of Jacksonville and Chamber of Commerce on prospects. Any funding for guarantees or incentives cannot come from the airport by law, but instead the community.

Lastly, CEO VanLoh shared that he is excited to have recently been appointed to the St. Johns County Chamber of Commerce Advisory Board, stating that they are such a large part of our market and this opportunity will allow us to be involved with marketing our facilities and to assist with promotional activities with their businesses and residents.

Mr. VanLoh advised that this concluded his CEO report.

Old Business

Board Chair Barnett asked the board if there was any old business to be discussed - hearing none she moved to the next agenda item.

Public Comment

Board Chair Barnett advised that no speaker cards were submitted and moved to the next item on the agenda.

New Business Submissions

BD2024-11-01

Jeff Taylor, Properties Manager

Board Chair Barnett called upon Mr. Taylor to present the submission and, upon motion made by Mr. Gulliford and seconded by Mr. Connell, the five board members present voted unanimously to approve Submission BD2024-11-01 Second Amendment to the FBO Lease between Sky Harbor Corporation and JAA at JAXEX.

New Business Award Ratification Submissions

Board Chair Barnett called upon Procurement Director LeNedda Edwards to recap the twelve awards above \$1,000,000 needing board ratification, and she called for individual approval of each.

BD2024-11-02AR

Ratification of Award to TD Bank for Direct Placement Financing

Upon motion made by Mr. Hodges and seconded by Mr. Gulliford, the five board members present voted unanimously to approve Award Ratification Submission BD2024-11-02AR to TD Bank for Direct Placement Financing.

BD2024-11-03AR

Ratification of Award to Balfour Beatty Construction, LLC for JIA Third Parking Garage GMP 1

Upon motion made by Mr. Hodges and seconded by Mr. Gulliford, the five board members present voted unanimously to approve Award Ratification Submission BD2024-11-03AR to Balfour Beatty Construction, LLC for JIA Third Parking Garage GMP 1.

BD2024-11-04AR

Ratification of Award to H. A. Contracting Corporation for the Jacksonville International Airport General Aviation Federal Inspection Services Facility

Upon motion made by Mr. Acosta-Rua and seconded by Mr. Hodges, the five board members present voted unanimously to approve Award Ratification Submission BD2024-11-04AR to H. A. Contracting Corporation for the Jacksonville International Airport General Aviation Federal Inspection Services Facility.

BD2024-11-05AR

Ratification of Award to Jacobs Engineering Group, Inc. for Taxiway A Rehabilitation at Cecil Airport

Upon motion made by Mr. Hodges and seconded by Mr. Connell, the five board members present voted unanimously to approve Award Ratification Submission BD2024-11-05AR to Jacobs Engineering Group, Inc. for Taxiway A Rehabilitation at Cecil Airport.

BD2024-11-06AR

Ratification of Award to Webber, LLC for JIA Concourse B Apron and Bypass Taxiway

Upon motion made by Mr. Acosta-Rua and seconded by Mr. Gulliford, the five board members present voted unanimously to approve Award Ratification Submission BD2024-11-06AR to Webber, LLC for JIA Concourse B Apron and Bypass Taxiway.

BD2024-11-07AR

Ratification of Award to Otis Elevator Company dba Coastal Elevator Company for Elevator, Escalator and Moving Walkway Maintenance & Repair Services at JIA (Escalators 3 & 4)

Upon motion made by Mr. Hodges and seconded by Mr. Gulliford, the five board members present voted unanimously to approve Award Ratification Submission BD2024-11-07AR to Otis Elevator Company dba Coastal Elevator Company for Elevator, Escalator and Moving Walkway Maintenance & Repair Services at JIA (Escalators 3 & 4).

BD2024-11-08AR

Ratification of Award to CDW-G for Miscellaneous Accessories, Hardware, Software and Professional Services

Upon motion made by Mr. Acosta-Rua and seconded by Mr. Gulliford, the five board members present voted unanimously to approve Award Ratification Submission BD2024-11-08AR to CDW-G for Miscellaneous Accessories, Hardware, Software, and Professional Services.

BD2024-11-09AR

Ratification of Award to Butler Snow LLP for Bond and Tax Counsel Services

Upon motion made by Mr. Hodges and seconded by Mr. Gulliford, the five board members present voted unanimously to approve Award Ratification Submission BD2024-11-09AR to Butler Snow LLP for Bond and Tax Counsel Services.

BD2024-11-10AR

Ratification of Award to C. W. Matthews Contracting Co., Inc. for JIA Valet Parking Lot Modifications

Upon motion made by Mr. Gulliford and seconded by Mr. Hodges, the five board members present voted unanimously to approve Award Ratification Submission BD2024-11-10AR to C. W. Matthews Contracting Co., Inc. for JIA Valet Parking Lot Modifications.

BD2024-11-11AR

Ratification of Award to Better Barricades, Inc. for Runway Paint and Rubber Removal Services at all locations in JAA's Airport System

Upon motion made by Mr. Hodges and seconded by Mr. Gulliford, the five board members present voted unanimously to approve Award Ratification Submission BD2024-11-11AR to Better Barricades, Inc. for Runway Paint and Rubber Removal Services at all locations in JAA's Airport System.

BD2024-11-12AR

Ratification of Award to Otis Elevator Company dba Coastal Elevator Company for Elevator, Escalator and Moving Walkway Maintenance & Repair Services at JIA (Escalators 1 & 2)

Upon motion made by Mr. Hodges and seconded by Mr. Gulliford, the five board members present voted unanimously to approve Award Ratification Submission BD2024-11-12AR to Otis Elevator Company dba Coastal Elevator Company for Elevator, Escalator and Moving Walkway Maintenance & Repair Services at JIA (Escalators 1 & 2).

BD2024-11-13AR

Ratification of Award to Johnson Controls, Inc. for Building Automation System and Chiller Maintenance and Repair

Upon motion made by Mr. Hodges and seconded by Mr. Gulliford, the five board members present voted unanimously to approve Award Ratification Submission BD2024-11-13AR to Johnson Controls, Inc. for Building Automation System and Chiller Maintenance and Repair.

Approval of Meeting Minutes

Board Chair Barnett called for approval of minutes from the following meetings: July 29, 2024 Board of Directors, September 20, 2024 CEO Evaluation Committee, October 30, 2024 Nominating Committee and October 31, 2024 Finance and Audit Committee, and, upon motion made by Mr. Gulliford and seconded by Mr. Hodges, the five board members present voted unanimously to approve the minutes from all four meetings.

Reports/Updates

Financial Update

Ross Jones, Chief Financial Officer

Board Chair Barnett called upon Mr. Jones to present the financial report for the one month ended October 31, 2024, and Mr. Jones answered questions about the report (the board had previously received the unaudited financial reports for the months ended July 31, August 31 and September 30, 2024). Hearing no further comments/questions about the October 31, 2024 financial report, Board Chair Barnett moved on.

City Council Update

Council President Randy White, JAA Council Liaison

City Council President White advised he had nothing to report.

Nominating Committee Report

Board Chair Barnett called upon Mr. Connell to provide a report from his recent committee meeting. Nominating Committee Chair Connell advised that his committee met on October 31, 2024 to discuss and develop a slate of officers to recommend to the board for the FY2024-25 board term, the proposed slate is as follows:

- Chair of the Board/Michelle Barnett
- Vice Chair/Matt Connell
- Secretary/William Gulliford
- Treasurer/Dr. Solomon Brotman

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

Election of Officers

Board Chair Barnett called for a motion to elect the officers as recommended by the Nominating Committee and upon motion duly made by Mr. Gulliford and seconded by Mr. Hodges, the five board members present voted unanimously to elect the officers as recommended: Chair of the Board Michelle Barnett, Vice Chair Matt Connell, Secretary William Gulliford, Treasurer Dr. Solomon Brotman.

Board Communication

Board Chair Barnett advised that City Councilman Nick Howland requested he be allowed to present an additional item to the board for discussion - Chair Barnett advised that she would allow it, then called CM Howland to the podium and requested he be brief in his remarks. CM Howland introduced a concept, The JAA and FSCJ Northeast Florida Advanced Aviation Maintenance Training Center and requested the JAA provide funding – an information sheet was distributed to everyone in attendance. He requested two things of the chair and board: (1) realizing the FAA would need to be involved, he asked that JAA request a formal opinion on being able to provide the funding (he shared he had previously spoken to an FAA representative identified as an Airport Liaison who stated it would probably be allowed), and (2) he asked that the chair direct JAA staff to consider the project. Requesting the chair allow him to comment and permission being granted, board member Gulliford advised that the board is charged with a fiduciary responsibility to the JAA and it is his opinion that this request would not be a sound use of JAA funds, which are to be for the direct benefit of passengers and the airport, and further, he does not believe it to be a JAA matter but rather a cause to be presented to the airlines and the FAA as it involves training for future airline maintenance and air traffic control employees. Chair Barnett thanked Councilman Howland for his presentation and advised that the matter will be looked into for further discussion at the January board meeting.

Chair Barnett then advised that the next bi-monthly board meeting will be on January 27, 2025 at 8:30am in the Ed Austin Board Room at the JAA administration building.

Adjournment

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