



MINUTES
JAA Board of Directors Meeting
JAA Administration Building
3rd FL Ed Austin Board Room
August 2, 2021 (changed from July 26th)

Chair of the Board Pat Kilbane called the August 2, 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
Mrs. Michelle Barnett, Secretary
Mr. Jay Demetree, Treasurer
Mr. Matt Connell, Member
Mr. Russ Thomas, Member
(Mr. Ray Alfred, Vice Chair and 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)
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 members Mr. Ray Alfred and Mrs. Giselle Carson who attended via phone. He then called upon member Mr. Matt Connell 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) Cecil Tower & Mission Control Center event
- (2) Employee promotion
- (3) New engineer employee
- (4) FAC conference recap
- (5) New service
- (6) GSP visit
- (7) Police Officer life-saving award

Mr. VanLoh advised the recent ribbon cutting event for the new air traffic control tower and mission control center at Cecil Air and Spaceport went very well, it was well attended and indeed a fantastic day for the facility. Also regarding the Spaceport, Mr. VanLoh advised that long-time employee Matt Bocchino, formerly with JAA's Business Development dept., was selected after a nationwide search as the new Managing Director of the Spaceport. Further at Cecil, after a national search we were able to locate an engineer who will be specifically allocated to Cecil – he introduced Dwight Fulton and advised Dwight will be very busy.

Next, Mr. VanLoh shared that the recent Florida Airports Council annual conference that JAA hosted in downtown Jacksonville was very successful – 642 people attended and the 57 exhibitor booths were sold out. He thanked Director of Marketing Barbara Halverstadt, who coordinated our efforts, along with her staff and her group of volunteers, for a job well done.

Mr. VanLoh shared that since the board last met several new cities providing service have been announced: Austin, Nashville, Cincinnati, Washington Dulles, Indianapolis, Norfolk and Pittsburgh. We continue to meet with the airlines and look forward to international airline meetings later this year in Europe.

Mr. VanLoh then shared that earlier this year Silver began service to Greenville/Spartanburg, South Carolina and recently, JAA hosted executives from GSP Airport, convention/visitors bureau planners from the two cities and Silver's network planning director, along with Florida First Coast of Golf's president and our area CVB executives as we begin discussions on promoting our region to the world - they have invited us to explore their cities this fall.

Further, Mr. VanLoh pointed out an item on the agenda that was later presented for approval – a lease amendment with Signature Flight Support, which benefits both Signature and JAA.

Lastly, Mr. VanLoh called upon Director of Public Safety and Security Chip Monts for a special presentation. Director Monts called JAA Police Officer Tracy Davis to the front and presented her with a life-saving award, advising that Tracy recently saved the life of airline passenger Nancy Evans who had collapsed on a shuttle bus by beginning resuscitative efforts – Mr. and Mrs. Evans were in the audience and advised that words just could not express how so very thankful they were for Tracy's quick action and attention.

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. 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 - Submissions

BD2021-08-01

**Tony Cugno, Chief
Operating Officer**

Budget Transfer for Concourse B: Terminal Design and CMR Pre-Construction Services

Chair Kilbane called upon Mr. Cugno to present the submission and, upon motion made by Mrs. Barnett and seconded by Mr. Demetree, the five board members present voted unanimously to approve Submission BD2021-08-01, Budget Transfer for Concourse B: Terminal Design and CMR Pre-Construction Services.

BD2021-08-02

**Jay Cunio, Chief
Development Officer**

Approval of Second Amendment of Fixed Base Operation Lease Agreement Between Jacksonville Aviation Authority ("JAA") and Signature Flight Support Corporation ("Signature")

Chair Kilbane called upon Mr. Cunio to present the submission and, upon motion made by Mr. Thomas and seconded by Mrs. Barnett, the five board members present voted unanimously to approve Submission BD2021-08-02, Approval of Second Amendment of Fixed Base Operation Lease Agreement between Jacksonville Aviation Authority ("JAA") and Signature Flight Support Corporation ("Signature").

New Business – Award Ratification Submissions

BD2021-08-03AR

Devin Reed, Chief Legal Officer

Ratification of Award to Balfour Beatty Construction LLC for JIA Parking Garage Walkway Enclosure Replacement

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Thomas and seconded by Mr. Alfred, the five board members present voted unanimously to approve Submission BD2021-08-03AR, Ratification of Award to Balfour Beatty Construction LLC for JIA Parking Garage Walkway Enclosure Replacement.

BD2021-08-04AR

Devin Reed, Chief Legal Officer

***Ratification of Award to Interface Services, Inc. for JAA Administration Building
Flooring Replacement***

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Kilbane and seconded by Mr. Demetree, the five board members present voted unanimously to approve Ratification Submission BD2021-08-04AR, Ratification of Award to Interface Services, Inc. for JAA Administration Building Flooring Replacement.

BD2021-08-05AR

Devin Reed, Chief Legal Officer

Ratification of Award to J. D. Hinson Company for Cecil Airport Aircraft Apron Repairs

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Thomas and seconded by Mrs. Barnett, the five board members present voted unanimously to approve Ratification Submission BD2021-08-05AR, Ratification of Award to J. D. Hinson Company for Cecil Airport Aircraft Apron Repairs.

BD2021-08-06AR

Devin Reed, Chief Legal Officer

Ratification of Award to Plante & Moran, PLLC for External Audit Services

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Demetree and seconded by Mrs. Barnett, the board members voted unanimously to approve Ratification Submission BD2021-08-06AR, Ratification of Award to Plante & Moran, PLLC for External Audit Services.

BD2021-08-07AR

Devin Reed, Chief Legal Officer

Ratification of Award to Pride Enterprises for Airfield & Roadway Marking Paint

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Thomas and seconded by Mrs. Barnett, the five board members present voted unanimously to approve Ratification Submission BD2021-08-07AR, Ratification of Award to Pride Enterprises for Airfield & Roadway Marking Paint.

BD2021-08-08AR

Devin Reed, Chief Legal Officer

***Ratification of Award to Republic Services of Florida, Inc. for Waste and
Recycling Services***

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Demetree and seconded by Mrs. Barnett, the five board members present voted unanimously to approve Ratification Submission BD2021-08-08AR, Ratification of Award to Republic Services of Florida, Inc. for Waste and Recycling Services.

Approval of Minutes

Chair Kilbane called for approval of the minutes from both the May 24, 2021 Finance & Audit Committee and the May 24, 2021 Board of Directors meetings and, upon motion made by Mr. Demetree and seconded by Mrs. Barnett, the five board members present 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 nine months ended June 30, 2021, and he answered questions about the report (the board had previously received the unaudited financial report for the eight months ended May 30, 2021).

City Council Update

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

Councilman White did not attend the meeting.

Board Communication

Chair Kilbane advised that the next bi-monthly board meeting will be on Monday, September 27, 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 9:25am.