



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.