



MINUTES
Board of Directors Meeting
Jacksonville Administration Building
3rd Floor/Ed Austin Board room
July 27, 2023 8:30am

Chair of the Board Jay Demetree called the July 27, 2023 Jacksonville Aviation Authority Board of Directors meeting to order at 8:30am. The following board members were present at the call to order:

Mr. Jay Demetree, Chair
Mrs. Michelle Barnett, Vice Chair
Mr. Fernando Acosta-Rua, Treasurer
Mr. Matt Connell, Secretary
Mr. Ray Alfred, Member
Mr. William Gulliford, Member
Mr. David Hodges, Jr., Member

Also present at the call to order were:

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

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

Welcome, Pledge of Allegiance

Chair Demetree welcomed everyone and announced that a voting quorum was present, he then called upon Mr. Acosta-Rua to lead everyone in reciting the Pledge of Allegiance.

Public Comment

Chair Demetree advised that he would be going out of order on the agenda, next addressing public comment. Having received three speaker request forms from Mrs. Marcha-Lee, Demetree called upon each person for their allotted three minutes of speaking time, all addressing Board Submission item #BD2023-07-02. At the conclusion, member Ray Alfred asked Chair Demetree if the speakers are requesting anything from the board, to which Chair Demetree answered yes, they are asking us not to take action on the item until the PUD is reviewed. Member Gulliford asked what we have done thus far, to which Chair Demetree advised that CDO Cunio has done extensive research prior to us getting to this point. Vice Chair Barnett asked how long the appeals process takes, and CDO Cunio advised

approximately 30 days – to which Mrs. Barnett then shared that she does not think we should move forward with the proposed lease knowing that the residents claim they did not have knowledge about the proposed intersection light change, giving the homeowners association time to appeal. Member Gulliford disagreed, advising that he does not believe the vote should be postponed at this time.

Chair Demetree then at this point called upon Mr. Taylor to present his New Business item, Submission BD2023-07-02 and, upon motion made by Mr. Gulliford and seconded by Mr. Alfred, the board voted unanimously to approve Submission BD2023-07-02 Ground Lease Agreement between Jacksonville Aviation Authority and Amazon Services, LLC at Jacksonville Executive at Craig Airport.

Report from CEO Evaluation Committee Meeting

Chair Demetree then resumed the agenda order and called upon Mrs. Barnett, Board Vice-Chair/Chair of the CEO Evaluation Committee, to provide a report on her recent committee meeting. Committee Chair Barnett advised that her committee met on July 13, 2023 to hear a mid-year CEO goals status report from CEO VanLoh and that the committee voted to move the report to the board for approval. Board Chair Demetree thanked Committee Chair Barnett for her report and called for a motion to accept the report – upon motion made by Mr. Gulliford and seconded by Mr. Alfred, the board voted unanimously to accept the committee's report.

Chief Executive Officer Report

Chair Demetree called upon Mr. Mark VanLoh to present his CEO report.

Mr. VanLoh introduced each member of the JAA Intern Class of 2023 and advised the board that they are all enjoying their time here learning about the aviation industry.

Next, CEO VanLoh announced new airline service by both American and Breeze.

Mr. VanLoh advised that JAA has a new employee performance review system starting this year.

CEO VanLoh then called upon Mr. Jeff Taylor, Properties Manager, who provided a powerpoint update of our concessions program.

Mr. VanLoh advised that this concluded his CEO report.

Old Business

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

New Business - Submissions

BD2023-07-01

Jeff Taylor, Properties Manager

Food & Beverage Lease and Concession Agreement between Jacksonville Aviation Authority and ABC Wine Bar, LLC at Jacksonville International Airport

Chair Demetree called upon Mr. Taylor to present the submission (he then introduced individuals representing the company that were in attendance at the meeting) and upon motion made by Mr. Hodges and seconded by Mr. Acosta-Rua, the board voted unanimously to approve Submission BD2023-07-01 Food & Beverage Lease and Concession Agreement between Jacksonville Aviation Authority and ABC Wine Bar, LLC at Jacksonville International Airport.

BD2023-07-02

Jeff Taylor, Properties Manager

Ground Lease Agreement between Jacksonville Aviation Authority and Amazon Services, LLC at Jacksonville Executive at Craig Airport

This item was presented earlier in the meeting.

BD2023-07-03

Ross Jones, Chief Financial Officer

Resolution for Implementation of Customer Facility Charge ("CFC") at Jacksonville International Airport

Chair Demetree called upon Mr. Jones to present the submission and, upon motion made by Mrs. Barnett and seconded by Mr. Acosta-Rua, the board voted unanimously to approve Submission BD2023-07-03 Resolution for Implementation of Customer Facility Charge ("CFC") at Jacksonville International Airport. Chair Demetree added that we should look at the charge amount annually.

New Business – Award Ratification Submissions

Chair Demetree called upon Procurement Director LeNedda Edwards to recap the five awards above \$1,000,000 (the new threshold amount) needing board ratification, and he called for individual approval of each.

BD2023-07-04AR

Ratification of Award to RS&H, Inc. for Engineering Design and Construction Phase Services for JIA Third Garage

Upon motion made by Mr. Hodges and seconded by Mr. Alfred, the board voted unanimously to approve Award Ratification Submission BD2023-07-04AR, RS&H, Inc. for Engineering Design and Construction Phase Services for JIA Third Garage.

BD2023-07-05AR

***Ratification of Award to JD Hinson Company for Modification of Economy Parking
Lot 3 at JIA***

Upon motion made by Mrs. Barnett and seconded by Mr. Alfred, the board voted unanimously to approve Award Ratification Submission BD2023-07-05AR, JD Hinson Company for Modification of Economy Parking Lot 3 at JIA.

BD2023-07-06AR

***Ratification of Award to Baker Constructors, Inc. for JIA Airfield Wetland
Mitigation at JIA Runway 26***

Upon motion made by Mrs. Barnett and seconded by Mr. Acosta-Rua, the board voted unanimously to approve Award Ratification Submission BD2023-07-06AR, Baker Constructors, Inc. for JIA Airfield Wetland Mitigation at JIA Runway 26.

BD2023-07-07AR

***Ratification of Award to Mitigation Solutions, Ltd. for JIA Airfield Wetland
Mitigation Credits***

Upon motion made by Mr. Gulliford and seconded by Mr. Connell, the board voted unanimously to approve Award Ratification Submission BD2023-07-07AR, Mitigation Solutions, Ltd. for JIA Airfield Wetland Mitigation Credits.

BD2023-07-08AR

***Ratification of Award to J. B. Coxwell Contracting, Inc. for Extension of
Approach Rd. and Utility Corridor on East Side of Cecil Airport***

Upon motion made by Mr. Hodges and seconded by Mr. Gulliford, the board voted unanimously to approve Award Ratification Submission BD2023-07-08AR, J. B. Coxwell Contracting, Inc. for Extension of Approach Rd. and Utility Corridor on East Side of Cecil Airport.

Approval of Minutes

Chair Demetree called for approval of minutes from the May 22, 2023 CEO Evaluation Committee, the May 22, 2023 Finance and Audit Committee, and the May 22, 2023 Board of Directors meetings and upon motion made by Mr. Alfred and seconded by Mr. Acosta-Rua, the board voted unanimously to approve the minutes of all three meetings.

Updates/Other Reports

Financial Update

Ross Jones, Chief Financial Officer

Chair Demetree called upon Mr. Jones to present the financial report for the nine months ended June 30, 2023 and he answered questions about the report (the board had previously received the unaudited financial report for the eight months ended May 31, 2023). Hearing no further comments/questions about the June 30, 2023 financial report, Chair Demetree moved on to the next item.

City Council Update

***Council Vice Pres. Randy White,
Council Liaison***

Chair Demetree, on behalf of the board and staff, congratulated Councilman White on being elected Council Vice President and being reappointed as our Council Liaison – and called upon CVP White for a report. He advised the new council and new Mayor are beginning their work together and there are no negatives or positives to report.

Board Communication

Chair Demetree advised that the next bi-monthly board meeting will be on Monday September 25, 2023 in the Ed Austin Board Room at the JAA Administration Building. He then asked for any other business for discussion - hearing none, he proceeded to adjourn.

Adjournment

There being no further business to come before the JAA Board of Directors, Chair Demetree adjourned the July 27, 2023 meeting at 10:00am.