



**MINUTES**  
**Board of Directors Meeting**  
**Jacksonville Administration Building**  
**3<sup>rd</sup> Floor/Ed Austin Board room**  
**May 22, 2023/immediately following the 8:30am**  
**Finance and Audit Committee meeting**

Chair of the Board Jay Demetree called the May 22, 2023 Jacksonville Aviation Authority Board of Directors meeting to order at 9:35am. 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. William Gulliford, Member  
Mr. David Hodges, Jr., Member  
*(Mr. Ray Alfred, Member, was absent)*

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  
Councilman 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. Connell to lead everyone in reciting the Pledge of Allegiance.

**Report from CEO Evaluation Committee Meeting**

Chair Demetree called upon Mrs. Barnett, Board Vice-Chair/Chair of the CEO Evaluation Committee, to provide a report on her recent committee meetings. Committee Chair Barnett advised that her committee met on April 27, 2023 to continue discussion of the CEO contract renewal, and also met just prior to the Finance and Audit Committee meeting today, to finalize the contract, and further advised that the committee voted during the May 22, 2023 meeting to move the final contract 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 Mrs. Barnett and seconded by Mr. Acosta-Rua, the six board members in attendance voted unanimously to accept the committee’s report.

## **Report from Finance and Audit Committee Meeting**

Chair Demetree called upon Mr. Acosta-Rua, Treasurer/Chair of the Finance and Audit Committee, to provide a report on his recent committee meeting. Committee Chair Acosta-Rua advised that his committee met prior to this board meeting, at 8:30am, for the purpose of hearing the FY2023-24 budget presentation and voted to recommend the budget to the full board for approval. Chair Demetree thanked Mr. Acosta-Rua for the committee report and called for a motion to accept the report - upon motion duly made by Mrs. Barnett and seconded by Mr. Hodges, the six board members present voted unanimously to approve the Finance and Audit Committee report.

Chair Demetree then called for a motion to approve the first item under the New Business-Submissions section - Board Submission BD2023-05-01, Approval of Operating and Capital Budget of the Jacksonville Aviation Authority for Fiscal Year Commencing October 1, 2023 and Ending September 30, 2024, and upon motion made by Mr. Gulliford and seconded by Mr. Acosta-Rua, the six board members present voted unanimously to approve Submission BD2023-05-01 Approval of Operating and Capital Budget of the Jacksonville Aviation Authority for Fiscal Year Commencing October 1, 2023 and Ending September 30, 2024.

## **Chief Executive Officer Report**

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

Mr. VanLoh shared a video showing the construction progress of the Boeing hangar at Cecil Airport, advising it is the last that will be shown for a while as much of the remaining work is taking place inside. Also regarding Cecil Airport, Mr. VanLoh advised that staff recently held a job fair where over 185 job seekers talked with the many tenants looking for employees. At the Spaceport, staff hosted the first hot-fire test attempt for Project Odyssey by Embry-Riddle's Experimental Rocket Propulsion Lab. The team was able to collect data at the all-day event and considered their visit a huge success, they will return at the beginning of the fall semester.

Next, CEO VanLoh advised that animals from a recently-closed zoo in Puerto Rico had to be relocated – an elephant, two hippos and a rhinoceros were transported to JAX on a 747 and then trucked to their final homes in Georgia and Texas.

Mr. VanLoh then shared a great deal of thanks to Mr. Stewart as he was successful with the FL legislature in reducing the amount of awards in the Airport Transparency Law that require separate agenda items – those less an \$1 million will now be ratified on a consent agenda rather than individually.

CEO VanLoh called to the board's attention the capital program for this year, advising that it represents the largest in our history at \$954 million – projects of which will be funded with a combination of grants, debt and cash on hand, the largest being Concourse B, parking expansion and the Boeing facility at Cecil.

## **Chief Executive Officer Report (cont.)**

Mr. VanLoh advised that we recently celebrated the new non-stop flight to Los Angeles on Breeze Airways, and in the next couple of days we will inaugurate their new service to Pittsburgh – bringing the number of non-stop destinations from JAX on Breeze to 10. Further, CEO VanLoh advised that our April seats were up over 18% from last year – the largest contributors were American adding 6500 seats and United 3000 seats during the month.

Lastly, Mr. VanLoh stated that after several years of discussion, United Airlines will locate a maintenance operation at JAX beginning in June – 15-20 full time maintenance technicians will relocate to our area to perform services on their fleet of 737s and Airbus 320s, 24 hours a day.

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.

### **Public Comment**

Chair Demetree advised that no public comments cards had been submitted, and moved to the next agenda item.

### **New Business - Submissions**

**BD2023-05-01**

**Ross Jones, Chief Financial  
Officer**

#### ***Approval of Operating and Capital Budget of the Jacksonville Aviation Authority for Fiscal Year Commencing October 1, 2023 and Ending September 30, 2024***

This item was presented earlier in the meeting.

**BD2023-05-02**

**Paul Gerrety, Director Business  
Development**

#### ***Approval of On-Airport Rental Car Lease and Concession Agreements between the Jacksonville Aviation Authority and Multiple Vendors***

Chair Demetree called upon Mr. Gerrety to present the submission and, upon motion made by Mrs. Barnett and seconded by Mr. Hodges, the six board members present voted unanimously to approve Submission BD2023-05-02 Approval of On-Airport Rental Car Lease Agreements between the Jacksonville Aviation Authority and Multiple Vendors.

## **New Business – Submissions (cont.)**

**BD2023-05-03**

**Jay Cunio, Chief Development  
Officer**

### ***Approval of Ground Lease between the Jacksonville Aviation Authority (“JAA”) and RP Perimeter West, LLC (“RPPW”)***

Chair Demetree called upon Mr. Cunio to present the submission and, upon motion made by Mr. Gulliford and seconded by Mr. Acosta-Rua, the six board members present voted unanimously to approve Submission BD2023-05-03 Approval of Ground Lease between the Jacksonville Aviation Authority (“JAA”) and RP Perimeter West, LLC (“RPPW”).

**BD2023-05-04**

**Tony Cugno, Chief Operating  
Officer**

### ***Budget Transfer Requests for Jacksonville International Airport and Cecil Airport***

Chair Demetree called upon Mr. Cugno 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 BD2023-05-04 Budget Transfer Requests for Jacksonville International Airport and Cecil Airport.

## **New Business – Award Ratification Submissions**

Chair Demetree advised there are no awards submissions for board ratification.

### **Approval of Minutes**

Chair Demetree called for approval of minutes from the March 23, 2023 Finance and Audit Committee, the March 27, 2023 Board of Directors and the April 27, 2023 CEO Evaluation Committee meetings and upon motion made by Mr. Gulliford and seconded by Mr. Connell, the six board members present 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 seven months ended April 30, 2023 and he answered questions about the report (the board had previously received the unaudited financial report for the six months ended March 31, 2023). Hearing no further comments/questions about the April 30, 2023 financial report, Chair Demetree moved on to the next item.

**Updates/Other Reports (cont.)**

**City Council Update**

***Councilman Randy White,  
City Council Liaison***

Councilman White advised that he is looking for good things from Jacksonville's new Mayor and he will have an update next time.

**Board Communication**

Chair Demetree advised that the next bi-monthly board meeting will be on Thursday July 27, 2023 (changed from Monday July 25<sup>th</sup>) 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 May 22, 2023 meeting at 10:15am.

Approved July 27, 2023