



MINUTES

Board of Directors Meeting JAA Administration Building 3rd FL Ed Austin Board Room November 28, 2016/8:30a

Chair of the Board Patrick Kilbane called the November 28, 2016 Board of Directors meeting to order at 8:30a. The following board members were present at the call to order:

Mr. Patrick Kilbane, Chair
Mrs. Giselle Carson, Vice Chair
Mr. Jay Demetree, Secretary
Mr. Russ Thomas, Treasurer
Mr. Frank Mackesy, Member
*(Ms. Terri Davlantes, Member, attended via phone
Mr. Ray Alfred, Member, was absent)*

Also present at the call to order were:

Mr. Steve Grossman, Chief Executive Officer (CEO)
Ms. Debra Braga, Chief Legal Officer (CLO)
Mr. Tony Cugno, Chief Operating Officer (COO)
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)
Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)
Mr. Richard Rossi, Chief Financial Officer
Councilman Doyle Carter, City Council Liaison to JAA
(Mrs. Melissa Marcha-Lee, Sr. Executive Assistant/Recording Secretary, was absent - Mrs. Tanya Grandas, Executive Assistant to COO took the notes, Melissa prepared the minutes)

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 and introduced Mr. Mark Miner (of the Florida Air National Guard), a recently elected member of the St. Johns Aviation Authority Board of Directors. Chair Kilbane then announced that a quorum was in place and advised that Ms. Davlantes was attending via telephone, then called upon Mr. Bill Bradley (of the Florida Air National Guard) to lead the group in reciting the Pledge of Allegiance

Chief Executive Officer Report

Chair Kilbane called on Mr. Steve Grossman to present his CEO report.

- (1) Update on TSA Pre-Check at JAX
- (2) Spaceport presentation
- (3) Update on baggage system
- (4) New pet relief area
- (5) Recent Veterans of Influence luncheon



Mr. Grossman advised that the recent initiative at JAX for TSA pre-check enrollment was successful in that 631 people enrolled for the program. The permanent enrollment site is near the airport and we will put site location information on our website.

Mr. Grossman then advised that the next item would be a spaceport presentation but before calling upon the presenter, Mr. Grossman asked Chair Kilbane if he wanted to defer the presentation, since both Ms. Davlantes and Mr. Alfred are physically absent, to which Chair Kilbane advised he would like to go ahead with the presentation but defer the discussion on the action plans agenda item, and asked Ms. Davlantes if she agreed and she did. Mr. Grossman then called upon Mr. Todd Lindner, Sr. Manager Aviation and Spaceport Planning, to provide a presentation on the spaceport.

Mr. Grossman next called upon Mr. Bob Molle, Director Planning & Engineering, who provided an update on the baggage system, advising that the project has been completed.

Mr. Grossman then called upon Mr. Derek Powder, Sr. Manager Engineering & Construction, to provide an update on the new pet relief area.

Lastly, Mr. Grossman shared that Mr. Rusty Chandler, Chief Cecil Airport & General Aviation, was recently honored as a Veteran of Influence at a luncheon held for the purpose of honoring veterans who have made a successful, meaningful transition to civilian life.

Mr. Grossman advised that this concluded his CEO report.

Old Business

Chair Kilbane asked the board if there was any old business to be discussed and hearing none, he proceeded to the next agenda item.

Public Comment

Chair Kilbane advised that one speaker card had been submitted, by Mr. Ken Durkee, at tenant at JAXEX, and that Mr. Durkee would have three minutes to speak.



New Business Submissions

BD2016-11-01

Debra Braga/Chief Legal Officer

Authorization to File Ordinance Amending the JAA Portion of City Ordinance 2015-504-E, (City Budget Ordinance) including Schedule G, to Reflect an Increased Number of Temporary Hours

Chair Kilbane called upon Ms. Braga to present the submission and upon motion made by Mr. Thomas and seconded by Mr. Mackesy, the board members in attendance (in-person and via phone) voted unanimously to approve Submission BD2016-11-01, Authorization to File Ordinance Amending the JAA Portion of City Ordinance 2015-504-E, (City Budget Ordinance) including Schedule G, to Reflect an Increased Number of Temporary Hours. Mr. Mackesy then asked why, since the City does not have oversight of our budget, do we need to bring this type item back through to Council for approval – Mr. Grossman advised that he will discuss it further with Councilman Carter and provide an answer to the board, Councilman Carter commented that it could simply be that the process has not been questioned in the past as it pertains to our independent status.

Approval of Minutes

Chair Kilbane called for approval of the minutes from the October 24, 2016 Board of Directors meeting and upon motion made by Mr. Thomas and seconded by Mr. Mackesy, the board members in attendance (in-person and via phone) voted unanimously to approve the minutes.

Updates/Other Reports

Financial Update

**Richard Rossi/Chief
Financial Officer**

Chair Kilbane called upon Mr. Rossi to present the Unaudited Financial Report for the one month ended October 31, 2016. Mr. Rossi distributed to the members additional information he discussed that was prepared after the package had been distributed so therefore was not a part of the original package.

City Council Update

**Councilman Doyle Carter/City
Council Liaison**

Councilman Carter commented on the recent visits by both President Obama and presidential candidate Trump, saying everything went very well and both JAX and Cecil staff are to be commended. Councilman Carter inquired about local/small vendors and our usage of same, to which Mr. Grossman replied that we do a tremendous amount of monthly outreach and currently



a large percentage of our vendors are local and small businesses. Councilman Carter asked for an update on our grounds beautification, to which Mr. Grossman advised that we will be spending a large amount of funds on that project in the coming year.

Action Plans for Fiscal Year 2016-17

Chair Kilbane advised that per the discussion earlier in the meeting, this topic has been deferred.

Board Communication

Chair Kilbane advised that the next board meeting will be on Monday, December 19, 2016 at 8:30am at the JAA Administration Building in the 3rd FL Ed Austin Board Room (changed from the scheduled 26th due to the Christmas holiday observance). Chair Kilbane then asked if there was anything further to come before the board and hearing no further comments, Chair Kilbane proceeded to adjourn.

Adjournment

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

Approved December 19, 2016