



MINUTES

Board of Directors Meeting JAA Administration Building 3rd FL Ed Austin Board Room February 27, 2017/8:30am

Chair of the Board Patrick Kilbane called the February 27, 2017 Board of Directors meeting to order at 8:30am. The following board members were present at the call to order:

Mr. Patrick Kilbane, Chair
Mrs. Giselle Carson, Vice Chair
Mrs. Terri Davlantes, Member
Mr. Ray Alfred, Member
*(Members Mr. Frank Mackesy, Mr. Jay Demetree
and Mr. Russ Thomas were absent at the call to order)*

Also present at the call to order were:

Mr. Steve Grossman, Chief Executive Officer (CEO)
Mr. Tony Cugno, Chief Operating Officer (COO)
Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)
Mr. Richard Rossi, Chief Financial Officer (CFO)
Mrs. Debra Braga, Chief Legal Officer (CLO)
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 announced that a quorum was in place - he also welcomed Dr. Johnny Gaffney, Liaison to the Mayor's Office, and asked him to lead the group in reciting the Pledge of Allegiance. Chair Kilbane asked Dr. Gaffney if he had any comments to share, Dr. Gaffney replied that regarding the general topic of board meeting frequency, it has been the trend that many of the independent authorities have gone, or are going, to a bi-monthly schedule - Chair Kilbane advised that the topic is slated for discussion today at this JAA board meeting.

Chief Executive Officer Report

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

- (1) Report on the visual paging system
- (2) Board meeting frequency

Mr. Grossman advised that we continue to make progress on the visual paging system.

Next, Mr. Grossman advised the board that since he feels the discussion regarding the board meeting frequency possibly changing to bi-monthly should involve the full board, he suggested that the subject be tabled. Chair Kilbane agreed but asked the board members in attendance their thoughts. He then asked that CLO Braga prepare for next meeting's discussion a resolution, and a by-laws revision, changing the meeting frequency to a bi-monthly schedule.

Member Frank Mackesy arrived at this point in the meeting, and gave his thoughts on the meeting frequency change.

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. Mrs. Carson commented that while it is not old business, she wanted to echo comments made at previous meetings by Mr. Mackesy, praising our JAA music program and all the musicians we have in the courtyard – she thinks it is a wonderful program and the music is enjoyed by all.

Public Comment

Chair Kilbane advised that no speaker cards had been submitted, and moved to the next item on the agenda.

New Business Submissions

BD2017-02-01

**Kimberly Howard, Grant
Administrator**

Accept Florida Department of Transportation Supplemental Joint Participation Agreement for the Design and Construction of Bulk Hangar and T Hangar at Herlong Recreational Airport

Chair Kilbane called upon Mrs. Howard to present the submission and after much discussion, and upon motion made by Mrs. Carson and seconded by Mr. Alfred, the board members in attendance voted unanimously to approve Submission BD2017-02-01, Accept Florida Department of Transportation Supplemental Joint Participation Agreement for the Design and Construction of Bulk Hangar and T Hangar at Herlong Recreational Airport.

BD2017-02-02

**Kimberly Howard, Grant
Administrator**

***Accept Florida Department of Transportation Supplemental Joint
Participation Agreement for the Airport Drainage Rehabilitation
at Cecil Airport***

Chair Kilbane called upon Mrs. Howard to present the submission and after much discussion, and upon motion made by Mrs. Davlantes and seconded by Mr. Alfred, the board members in attendance voted unanimously to approve Submission BD2017-02-02, Accept Florida Department of Transportation Supplemental Joint Participation Agreement for the Airport Drainage Rehabilitation at Cecil Airport.

BD2017-02-03

**Steven Schultz, Director
Information Technology**

***Budget Transfer for the JAA Management System at Jacksonville
International Airport***

Chair Kilbane called upon Mr. Schultz to present the submission and after much discussion, and upon motion made by Mrs. Davlantes and seconded by Mr. Alfred, the board members in attendance voted unanimously to approve Submission BD2017-02-03, Budget Transfer for the JAA Management System at Jacksonville International Airport.

BD2017-02-04

**Paul Gerrety, Properties
Manager**

***Approval of Lease and Concession Agreement between the Jacksonville
Aviation Authority and Gate Gourmet, Inc.***

Chair Kilbane called upon Mr. Gerrety to present the submission and after much discussion, and upon motion made by Mr. Alfred and seconded by Mr. Mackesy, the board members in attendance voted unanimously to approve Submission BD2017-02-04, Approval of Lease and Concession Agreement between the Jacksonville Aviation Authority and Gate Gourmet, Inc.

Approval of Minutes

Chair Kilbane called for approval of the minutes from the January 23, 2017 Board of Directors meeting and upon motion made by Mr. Alfred and seconded by Mr. Mackesy, the board members in attendance 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 four months ended January 31, 2017.

City Council Update

*Councilman Doyle Carter/City
Council Liaison*

Councilman Carter stated that he is excited to be a part of the JAA team and the wonderful work we accomplish.

Board Communication

Chair Kilbane advised that the next board meeting will be on Monday, March 27, 2017 at 8:30am at the JAA Administration Building in the 3rd FL Ed Austin Board Room. Chair Kilbane then asked if there was anything further to come before the board – Mr. Mackesy asked for a marked-up copy of the new Craig Air Center lease agreement showing all the changes, CLO Braga advised the changes are quite extensive as the lease is totally changing....Chair Kilbane then requested that CLO Braga provide a summary of the changes to the board. Hearing no further comments, Chair Kilbane proceeded to adjourn.

Adjournment

There being no further business to come before the Board of Directors, Chair adjourned the meeting at 9:30am.