



## MINUTES

### **Finance and Audit Committee Meeting JAA Administration Building 3<sup>rd</sup> FL Ed Austin Board Room June 27, 2016/8:30am**

Committee Chair Giselle Carson called the June 27, 2016 Finance & Audit Committee meeting to order at 8:30am. The following committee members were in attendance at the call to order:

Mrs. Giselle Carson, Chair  
Mr. Patrick Kilbane, Member  
(*Member Russ Thomas was absent*)

Also present were board members:

Mr. Ray Alfred  
Mr. Frank Mackesy  
Mrs. Terri Davlantes  
Mr. Jay Demetree

Also in attendance were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary

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

Chair Carson welcomed everyone and advised that the purpose of the meeting was to hear a presentation of the fiscal year 2016-17 budget.

Chair Carson called for any public comment, hearing none she moved to the next agenda item.

Chair Carson called upon Mr. Grossman for some preliminary budget comments, he advised that this is the first growth budget in seven years in that we are adding new positions and not doing conversions as in the past. Chair Carson then called upon Mrs. Diane Pinkerman, Director of Finance (for Mr. Richard Rossi, CFO, who was absent) to present the budget.



Mrs. Pinkerman discussed each section, highlighting the schedule of positions, capital and small capital sections. Councilman Doyle Carter, JAA's City Council Liaison, arrived at this point in the meeting. Mrs. Pinkerman then called upon Mr. Derek Powder, Senior Manager Engineering and Construction, who provided a more in-depth review of the capital and small capital portion of the budget.

After questions and discussion among committee members, and with board members present, Committee Chair Carson thanked Mrs. Pinkerman and Mr. Powder for the presentation. Upon motion then made by Mr. Kilbane and seconded by Mrs. Carson, the committee members present voted unanimously to recommend approval of the budget to the full board at its meeting immediately following this committee meeting.

There being no further business to come before the Finance and Audit Committee, Chair Carson adjourned the committee meeting at 9:20am.

Approved July 25, 2016



## MINUTES

### **Board of Directors Meeting JAA Administration Building 3<sup>rd</sup> FL Ed Austin Board Room June 27, 2016/9:20a**

Chairman of the Board Ray Alfred called the June 27, 2016 Board of Directors meeting to order at 9:20a, immediately following a meeting of the Finance and Audit Committee. The following board members were present at the call to order:

Mr. Ray Alfred, Chairman  
Mr. Patrick Kilbane, Vice Chairman  
Mrs. Terri Davlantes, Secretary  
Mrs. Giselle Carson, Treasurer  
Mr. Frank Mackesy, Member  
Mr. Jay Demetree, Member  
(Member Russ Thomas was absent)

Also present at the call to order were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mrs. 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)  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary  
Councilman Doyle Carter, City Council Liaison to JAA

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

#### **Welcome, Announcements, Pledge**

Chair Alfred welcomed everyone to the meeting and announced that a quorum was in place; he then called upon board member Jay Demetree to lead the group in reciting the Pledge of Allegiance.

#### **Public Comment**

Chair Alfred advised that a comment card had been submitted (to discuss JAXEX Airport) and the individual will have three minutes to speak. At the conclusion of the speaker's comments, Chair Alfred requested a copy of their notes, thanked him for coming, then moved on to the next agenda item.



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

Chair Alfred called upon Committee Chair Giselle Carson to present the report from her committee meeting. Committee Chair Carson advised that the committee met prior to the board meeting for the purpose of hearing a presentation of the fiscal year 2016-17 budget, and the committee then moved to recommend the budget to the board for approval.

Board Chair Alfred thanked Mrs. Carson for her report and called for a motion on Submission BD2016-06-01, Approval of Operating and Capital Budget of Jacksonville Aviation Authority for Fiscal Year Commencing October 1, 2016 and Ending September 30, 2017. Upon motion made by Mr. Mackesy and seconded by Mr. Kilbane, board members Alfred, Davlantes, Mackesy, Carson and Demetree voted to approve the submission – board member Kilbane opposed.

### **Chief Executive Officer Report**

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

- (1) Report on Navy departure from Cecil Airport
- (2) JAA interns
- (3) Update on baggage system project

Mr. Grossman advised that the Navy is well into the process of vacating Cecil Airport, to be completed by July 1, 2016.

Mr. Grossman then announced that again this year JAA has a group of interns here with us, and each one introduced themselves.

Lastly, Mr. Grossman reported that work began last week on the south node of the baggage system replacement project and work is expected to be completed by November 14, 2016.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

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



**New Business**  
**Submissions**

***BD2016-06-01 approved earlier in the meeting***

***BD2016-06-02***

***Todd Lindner/Sr. Manager***  
***Aviation Planning & Spaceport***

***Approve the Exchange of Pecan Park Rd. Right of Way with the  
City of Jacksonville to Facilitate Project Rex***

Chair Alfred called upon Mr. Lindner to present the submission and upon motion made by Mrs. Davlantes and seconded by Mr. Kilbane, the board members in attendance voted unanimously to approve Submission BD2016-06-02, Approve the Exchange of Pecan Park Rd. Right of Way with the City of Jacksonville to Facilitate Project Rex.

***BD2016-06-03***

***Paul Gerrety/Manager, Properties***

***Release of Easement***

Chair Alfred called upon Mr. Gerrety to present the submission and upon motion made by Mr. Demetree and seconded by Mr. Kilbane, the board members in attendance voted unanimously to approve Submission BD2016-06-03, Release of Easement.

**New Business**  
**Other Matters**

***Board chair signature requested***

***Steve Grossman/Chief Executive  
Officer***

Mr. Grossman presented an Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement received from the North Florida Transportation Organization, which the board chair has been requested to sign. Upon motion made by Mr. Mackesy and seconded by Mrs. Davlantes, the board members in attendance voted unanimously to approve the signing of the document.



### **Approval of Minutes**

Chair Alfred called for approval of the minutes from both the May 23, 2016 Finance and Audit Committee and Board of Directors meetings and upon motion made by Mrs. Davlantes and seconded by Mr. Demetree, the board members in attendance voted unanimously to approve both sets of minutes.

Board member Giselle Carson left the meeting at this point.

### **Updates/Other Reports**

#### **Financial Update**

*Diane Pinkerman/Director of Finance (for absent CFO CFO Richard Rossi)*

Chair Alfred called upon Mrs. Pinkerman to present the Unaudited Financial Report for the eight months ended May 31, 2016.

#### **City Council Update**

*Councilman Doyle Carter/  
City Council Liaison*

Chair Alfred called upon Councilman Carter for comments. Councilman Carter advised that the recent Navy farewell ceremony went very well and he again complimented the Cecil Airport staff on the wonderful job they did during the entire time the Navy was at the airport.

### **Board Communication**

Chair Alfred advised that the next board meeting will be on Monday, July 25, 2016 at 8:30am at the JAA Administration Building in the 3<sup>rd</sup> FL Ed Austin Board Room. Chair Alfred then asked if there was anything further to come before the board and hearing no further comments, he proceeded to adjourn.

### **Adjournment**

There being no further business to come before the Board of Directors, Chair Alfred adjourned the meeting at 10:05a.