



## MINUTES

**Board of Directors Meeting  
JAA Administration Bldg.  
3<sup>rd</sup> FL Ed Austin Board Room  
August 6, 2018 (changed from July 23rd)**

Chair of the Board Giselle Carson called the August 6, 2018 Board of Directors meeting to order at 8:30am. The following board members were present at the call to order:

Mrs. Giselle Carson, Chair  
Mr. Jay Demetree, Vice Chair  
Mr. Russ Thomas, Secretary  
Mrs. Terri Davlantes, Treasurer  
(member Frank Mackesy was absent)

The following board members attended via telephone:

Mr. Patrick Kilbane, Member  
Mr. Ray Alfred, Member

Also present at the call to order were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Rusty Chandler, Chief General Aviation (CGA)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Councilman Doyle Carter, Council Liaison to JAA  
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, Announcements, Pledge**

Chair Carson welcomed everyone, advised that members Alfred and Kibane are attending via telephone, and advised that with four members present a quorum was in place - she then called upon Mr. Chandler to lead the group in reciting the Pledge of Allegiance.

### **Chief Executive Officer Report**

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

- (1) "Dazzle and Delight Moment"
- (2) JAX 50<sup>th</sup> anniversary time capsule burying
- (3) Recent ACI award
- (4) Update on facilities projects
- (5) Recent London airshow

Mr. Grossman advised that the “Dazzle & Delight Moment” at this meeting is honoring the Area Customs & Border Patrol Chief, Jennifer Bradshaw, on a recent prestigious award she received – he read a framed resolution from the JAA board and staff and then presented it to her. Ms. Bradshaw thanked everyone for the recognition and stated the CBP continues to enjoy a wonderful relationship with JAA.

Mr. Grossman then advised that in conjunction with our 50<sup>th</sup> JAX anniversary celebration year JAA recently held a time-capsule burying ceremony during which a capsule containing items received from JAA departments and JAX tenants was buried near the flagpoles at the JAA administration building with a monument marker inscribed “...to be opened September 2068.”

Next, Mr. Grossman advised that JAA was one of three airports recently awarded with the 2018 ACI Inclusion Champion Award, given for the efforts of our Procurement and Human Resources Departments in business and workforce inclusion and outreach efforts.

Mr. Grossman then shared that along with the college interns he introduced at our last board meeting, we also hosted a group of youth interns from the Mayor’s Youth Work Program – he described the program and read a list of participant names.

Next, Mr. Grossman called on Mr. Davey Jones, Director Facilities, who gave an update on current facilities projects. Mr. Grossman advised that updates will continue to be provided at future board meetings.

Lastly, Mr. Grossman reported that reps from JAA, JAXUSA and Haskell attended the recent Farnborough Airshow in London during which over 30 meetings were held, some very substantial - overall it was a successful trip.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

Chair Carson asked the board if there was any old business to be discussed, hearing none she moved to the next agenda item.

### **Public Comment**

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

### **New Business** **Submissions**

**BD2018-08-01**

**Jeff Taylor/Properties  
Administrator**

### ***Shared-Use Lounge Concession Agreement between Jacksonville Aviation Authority And ALD Development Corporation (“ALD”) at Jacksonville International Airport***

Chair Carson called upon Mr. Taylor to present the submission, and he then introduced representatives from ALD. After discussion, and upon motion made by Mr. Thomas and seconded by Mr. Demetree, the board members present voted unanimously to approve Submission BD2018-08-01, Shared-Use Lounge Concession Agreement between Jacksonville Aviation Authority and ALD Development Corporation (“ALD”) at Jacksonville International Airport. Mr. Alfred added that marketing efforts and reaching out to airlines will be very important to the success of the lounge.

**BD2018-08-02**

**Kimberly Howard/Senior Manager  
Aviation Planning**

***Accept Florida Department of Transportation Supplemental Joint Participation Agreement for the Runway 9L/27R Rehab at Cecil Airport***

Chair Carson called upon Mrs. Howard to present the submission and after discussion, and upon motion made by Mr. Thomas and seconded by Mr. Demetree, the board members present voted unanimously to approve Submission BD2018-08-02, Accept Florida Department of Transportation Supplemental Joint Participation Agreement for the Runway 9L/27R Rehab at Cecil Airport.

**BD2018-08-03**

**Kimberly Howard/Senior Manager  
Aviation Planning**

***Accept Joint Participation Agreement for the Rehabilitation of Runway 18L/36R at Cecil Airport***

Chair Carson called upon Mrs. Howard to present the submission, during which she explained a clarification that had been made to the originally-submitted item (and provided the revised original document to the Recording Secretary) and after discussion, and upon motion made by Mr. Demetree and seconded by Mrs. Davlantes, the board members present voted unanimously to approve Submission BD2018-08-03, Accept Joint Participation Agreement for Rehabilitation of Runway 18L/36E at Cecil Airport.

**BD2018-08-04**

**Tony Cugno/Chief Operating  
Officer**

***Budget Transfer for the Moving Walkway and Escalator Rehabilitation Project at Jacksonville International Airport***

Chair Carson called upon Mr. Cugno to present the submission and after discussion, and upon motion made by Mr. Thomas and seconded by Mr. Demetree, the board members present voted unanimously to approve Submission BD2018-08-04, Budget Transfer for the Moving Walkway and Escalator Rehabilitation Project at Jacksonville International Airport. Chair Carson asked that the board be kept informed as to the progress of this project.

**BD2018-08-05**

**Steven Schultz/Director  
Information Technology**

***Approval of Distributed Antenna System Agreement between the Jacksonville  
Aviation Authority and Crown Castle Corporation***

Chair Carson called upon Mr. Schultz to present the submission and after discussion, and upon motion made by Mr. Demetree and seconded by Mr. Thomas, the board members present voted unanimously to approve Submission BD2018-08-05, Approval of Distributed Antenna System Agreement between the Jacksonville Aviation Authority and Crown Castle Corporation.

**BD2018-08-06**

**Todd Lindner/Director Cecil  
Spaceport**

***Accept Space Florida Grant for Design and Construction of  
Spaceport Infrastructure at Cecil Spaceport***

Chair Carson called upon Mr. Lindner to present the submission and after discussion, and upon motion made by Mr. Thomas and seconded by Mrs. Davlantes, the board members present voted unanimously to approve Submission BD2018-08-06, Accept Space Florida Grant for Design and Construction of Spaceport Infrastructure at Cecil Spaceport.

**BD2018-08-07**

**Devin Reed/Director Procurement**

***CEO and High-Level Executive Search Firm Contract Award in Response  
To JAA RFP No. 18-21-11001***

Chair Carson called upon Mr. Reed to present the submission and after discussion, and upon motion made by Mr. Thomas and seconded by Mr. Demetree, the board members present voted unanimously to approve Submission BD2018-08-07, CEO and High-Level Executive Search Firm Contract Award in Response to JAA RFP No. 18-21-11001. Mr. Thomas advised that as the board's designee on the CEO search firm selection committee, he wanted to share that JAA staff did an excellent job on the process – it was very thorough and well executed. Mr. Reed then advised that ADK Consulting was awarded the contract (further advising that ADK tied with the Korn-Ferry firm but because of our local preference policy, ADK was given 5 extra points as they are a local firm). Mr. Reed introduced Mrs. Annell Kuelzman to the board as one of the principals of the company and she gave a briefing on how the process will be conducted. Mrs. Carson informed the board that there will be a four-person CEO selection committee, being Mr. Kilbane/chair, Mr. Alfred, Mr. Demetree and herself.

**Discussion of CEO Job Description**

Chair Carson called upon Mr. Kilbane to lead the discussion of the CEO job description, a copy of which was provided to the selection comm. members as well as non-comm. board members. All four committee members advised that they believe it to be an accurate description for use in

the search process. Committee member Demetree then suggested that Mr. Grossman be an advisor to the selection committee (ex-officio), to which the other committee members agreed.

Mrs. Davlantes asked if anyone from the city will be on the selection committee, to which Mr. Grossman replied no but we can certainly keep them advised if the board would like to do so. Selection committee member Demetree advised it is his belief that it is not necessary to involve the city in the process – we are an independent authority so it should be a board decision only, and the City Council has a JAA Liaison in place so that person is the city’s representative.

### **Approval of Minutes**

Chair Carson called for approval of the minutes from both the May 21, 2018 Finance and Audit Committee and the May 21, 2018 Board of Directors meetings and upon motion made by Mr. Demetree and seconded by Mr. Thomas, the board members present voted unanimously to approve the minutes of both meetings.

### **Updates/Other Reports**

#### **Financial Update**

***Richard Rossi/Chief  
Financial Officer***

Chair Carson advised that in the interest of time, Richard will not discuss the financial report for the nine months ended June 30, 2018 as included in the board package, but he will certainly answer any questions about the report (in the non-meeting month of June Mr. Rossi provided the board with the unaudited financial report for the eight months ended May 31, 2018, together with his written summary in memo form). Hearing no questions about the June 30<sup>th</sup> financial report, she moved to the next agenda item.

#### **City Council Update**

***Councilman Doyle Carter/City  
Council Liaison***

Councilman Carter advised that this was his last meeting and that he will miss working with Mr. Grossman and the staff. He feels this is the best independent authority board and he has thoroughly enjoyed his time as our council liaison. Mr. Grossman advised Councilman Carter that it has been the authority’s pleasure to work with him as our liaison and that he has been a wonderful advocate for JAA in the community. The entire board thanked him for his service and wished him well.

### **Board Communication**

Chair Carson advised that the next bi-monthly board meeting will be on Monday, September 24, 2018 at 8:30am at the JAA administration building. Chair Carson then asked the board if there were any further comments - hearing none, Chair Carson proceeded to adjourn.

### **Adjournment**

There being no further business to come before the Board of Directors, Chair Carson adjourned the meeting at 10:15 am.