



# MINUTES

## Board of Directors Meeting

### Admin. Building/3<sup>rd</sup> FL

### Ed Austin Board Room

### January 28, 2013/8:30am

Chairman of the Board A.L. Kelly called the January 28, 2013 Board of Directors meeting to order at 8:30am, immediately following the CEO Performance Review Committee meeting. The following board members were in attendance at the call to order:

Mr. A.L. Kelly, Chairman  
Mrs. Terri Davlantes, Vice Chairman  
Mr. Ernie Isaac, Secretary  
Mr. Frank Mackesy, Treasurer  
Dr. Chester Aikens, Member  
Mr. Ronald Weaver, Member  
(Member Cyrus Jollivette was absent)

Also in attendance were:

Councilman Clay Yarborough, JAA Council Liaison  
Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Bob Simpson, Chief Cecil Airport (CCA)  
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)  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary  
*A listing of all attendees is on file in the office of the Recording Secretary*

Chairman Kelly welcomed everyone and called upon Mr. John Finotti, with the Tucker/Hall public relations firm, to lead the group in reciting the pledge of allegiance.

### CEO Report

Chairman Kelly called on Mr. Steve Grossman to present his CEO report.

#### CEO/Executive Director

*Steve Grossman*

- (1) Employee recognition
- (2) Report on charitable giving campaign
- (3) Report on visit to JetBlue office
- (4) Report on ACI customer service seminar
- (5) Report on land development focus group

Mr. Grossman advised that our employee recognition this month focused on Adam Williams in the AOCC, Mr. Grossman and Chairman Kelly presented him with a gift card and certificate thanking him



for his service. Next, Mr. Grossman reported that JAA's recently-completed charitable campaign was very successful, with our overall dollars raised increasing by over 47% from last year – he thanked Mrs. Melissa Marcha'-Lee, campaign manager, for all of her time and effort during the campaign. Mr. Grossman then advised that he and Mrs. Barbara Halverstadt, Interim Director of Marketing and Manager of Air Service Development, recently visited JetBlue's corporate office and discussed, among other things, more routes to the Caribbean; also discussed was transcontinental service, which JetBlue believes is still cost-prohibitive. Next, Mr. Grossman reported that JAA recently hosted the ACI's Customer Service Seminar, which had a record number of attendees (107) representing 54 North American airlines, and they were all very complimentary of JAA. Lastly, Mr. Grossman advised that a focus group has been put in place to study the development of non-aeronautical property as a diversified revenue stream. The group consists of many experts in the field of property development and they have reported that an immediate industrial development focus should be the I295 property, as well as for office development when that segment comes alive again. We are also moving forward with this type of revenue development at the GA airports, as detailed in their respective business plans.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

There was no discussion of any old business.

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

***BD2013-01-01***

***Tony Cugno,  
Chief Operations Officer***

#### ***Approval of Rules and Regulations for Jax, JaxEx, Herlong and Cecil Airports***

Upon motion made by Mr. Isaac and seconded by Dr. Aikens, the board voted unanimously to Approve the Rules and Regulations for Jax, JaxEx, Herlong and Cecil Airports. Mr. Cugno advised that a cursory review will take place in one to three years, with a detailed review in five years.

The viva voce vote on Submission BD2013-01-01 was as follows:

Kelly Aye	Davlantes Aye	Aikens Aye
Weaver Aye	Mackesy Aye	Isaac Aye



***BD2013-01-02***

***Barbara Halverstadt,  
Interim Marketing Director***

***Use of Corporate Logo***

Upon motion made by Mr. Mackesy and seconded by Dr. Aikens, the board voted unanimously to Approve the Use of Corporate Logo.

The viva voce vote on Submission BD2013-01-02 was as follows:

Kelly Aye      Davlantes Aye      Aikens Aye  
Weaver Aye      Mackesy Aye      Isaac Aye

***BD2013-01-03***

***Jordan Klimaszewski,  
Properties Administrator***

***Approval of Food and Beverage Lease and Concession Agreement between Host International, Inc. (“Concessionaire”) and Jacksonville Aviation Authority (“Authority”)***

After motion made by Mr. Isaac and seconded by Dr. Aikens discussion ensued, during which Mr. Mackesy commented that there is no local food flavor anywhere at the terminal and he would like to see us partner with local vendors to provide a workshop for them on how they can participate in our awards process. Also, he questioned the need for a nine year commitment. Mr. Grossman replied that it is standard in the industry for a food and beverage lease, as it takes nine-ten years to recoup the investment. Further he stated that the partnership information is already contained in the DBE outreach plan and we will add the concessions component to that plan. Mrs. Davlantes asked if any of our terminal shops sell local items, to which Mr. Grossman replied “yes.” After all discussion, the board voted unanimously to Approve the Food and Beverage Lease and Concession Agreement between Host International, Inc. (“Concessionaire”) and Jacksonville Aviation Authority (“Authority”).

The viva voce vote on Submission BD2013-01-03 was as follows:

Kelly Aye      Davlantes Aye      Aikens Aye  
Weaver Aye      Mackesy Aye      Isaac Aye

**Approval of Minutes**

Upon motion made by Mr. Isaac and seconded by Mr. Mackesy, the board unanimously approved the minutes of the December 17, 2012 Board of Directors meeting.

The viva voce vote on the minutes was as follows:

Kelly Aye      Davlantes Aye      Aikens Aye  
Weaver Aye      Mackesy Aye      Isaac Aye



## **Updates/Other Reports**

### **Financial Update**

*Richard Rossi, Chief  
Financial Officer*

Chairman Kelly called upon Mr. Rossi, who provided an overview of the Unaudited Financial Report for three months ended December 30, 2012.

### **City Council Update**

*Clay Yarborough, City  
Councilman*

Chairman Kelly thanked Councilman Yarborough for attending and asked him for an update. Councilman Yarborough reported that the review of the city is complete and no budgetary stress was found, a full report will be out soon.

## **Report from CEO Performance Review Committee**

Chairman Kelly called upon Committee Chairman Chester Aikens for a report on his recent committee meeting. Chairman Aikens advised that the committee had met to take action on the salary increase determination of CEO, Steve Grossman that had been tabled at the October 2012 committee meeting, reminding the board that at that time the committee had given Mr. Grossman an outstanding rating for his 2012 performance. Chairman Aikens further stated that in light of the current economic conditions, and the fact that the average increase for the JAA staff was 3%, the committee recommended a 3% increase for Mr. Grossman, retroactive to October 1, 2012. Committee member A.L. Kelly commented that Mr. Grossman brings stability and passion to the organization, Committee Chairman Aikens and committee member Ernie Isaac agreed. Board Chairman Kelly then asked the remaining board members for comment. Mrs. Davlantes advised she believes Mr. Grossman to be very humble and that he has moved the organization from an entitlement mentality to that of accountability. Mr. Mackesy cautioned that we have a responsibility to the citizens of Jacksonville. Mr. Weaver advised that he believes Mr. Grossman has exceeded our expectations and he is proud to have him as the CEO of our organization.

Upon motion made by Dr. Aikens and seconded by Mr. Isaac, the board approved the committee's recommendation that Mr. Grossman be given a 3% increase, retroactive to October 1, 2012.

The viva voce vote on the CEO salary increase determination was as follows:

Kelly Aye	Davlantes Aye	Aikens Aye
Weaver Aye	Mackesy Aye	Isaac Aye

## **Board Communications**



Chairman Kelly advised that the next board meeting will be held on Monday February 25, 2013 at 8:30am at the JAA administration building, 3<sup>rd</sup> FL Ed Austin board room.

### **Adjournment**

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

Approved February 25, 2013



# MINUTES

## Board of Directors Meeting Admin. Building/3<sup>rd</sup> FL Ed Austin Board Room February 25, 2013/8:30am

Chairman of the Board A.L. Kelly called the February 25, 2013 Board of Directors meeting to order at 8:30am. The following board members were in attendance at the call to order:

Mr. A.L. Kelly, Chairman  
Mrs. Terri Davlantes, Vice Chairman  
Mr. Ernie Isaac, Secretary  
Mr. Frank Mackesy, Treasurer  
Dr. Chester Aikens, Member  
Mr. Cyrus Jollivette, Member  
(Member Ron Weaver was absent)

Also in attendance were:

Councilman Doyle Carter, JAA Council Liaison Alternate  
Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Bob Simpson, Chief Cecil Airport (CCA)  
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)  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary

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

Chairman Kelly welcomed everyone and called upon Mr. Bernard Montgomery, an investigator with JAA's Safety and Security division, to lead the group in reciting the pledge of allegiance.

### **Chairman's Committee Appointments**

Chairman Kelly advised that he recommends the board members shown below be appointed to the following committees:

#### Finance and Audit Committee

Frank Mackesy, Chairman  
Terri Davlantes  
Cyrus Jollivette

#### Security Committee

Ron Weaver, Chairman  
Ernie Isaac  
Frank Mackesy

All referenced board members were notified prior to today's board meeting on their recommended appointment and all officially accepted their appointment at this time during the meeting; because Mr. Weaver was going to be absent today, he gave his appointment acceptance to Chairman Kelly prior to the meeting, which Chairman Kelly shared with the board.



## **Temporary Recess of Board Meeting**

Chairman Kelly then announced a recess of the board meeting at 8:35a for the purpose of a Finance and Audit Committee Meeting.

## **Meeting of the Finance and Audit Committee**

Committee Chairman Frank Mackesy called his committee to order at 8:35a. Present at the call to order were members Frank Mackesy, Terri Davlantes and Cyrus Jollivette. Chairman Mackesy advised that the reason for the meeting was to hear results from the recent independent audit, he then called upon CFO Richard Rossi. Mr. Rossi advised that the firm of Ernst & Young had been engaged to do the annual independent audit and he called upon Mr. Michael Patillo, Managing Partner, to present the audit report. Mr. Patillo went through each section of the audit report with the committee and advised that no instances of material weaknesses or misstatements were found – further, he advised that management is applying accounting practices according to Generally Accepted Accounting Procedures (GAAP). Mr. Mackesy asked about our investments -are they aggressive or moderate- to which Mr. Patillo replied that JAA’s portfolio does not have a high interest rate risk. Further, Mr. Mackesy asked if a forensic audit was done, to which Mr. Patillo replied that usually that type audit is done only when a need has been identified (such as a whistle-blower incident, etc.) and no incidents have been identified. Mr. Jollivette asked about the management letter – Mr. Patillo advised that it has not yet been issued but will be soon and a copy will be provided to each committee and board member. Mr. Patillo then offered to the committee that he would be glad to meet with them regarding the upcoming budget planning process, and suggested the meeting take place before the process begins. Lastly, Mr. Patillo thanked Mr. Rossi and Director of Finance Diane Pinkerman, and their staff, for being courteous and professional during the audit period.

Mr. Mackesy thanked Mr. Patillo for his report and discussed it with the committee – it was determined that Mr. Mackesy will recommend to the board when it reconvenes, that the report be accepted.

Chairman Mackesy adjourned his committee meeting at 8:55am.

## **Board Meeting Reconvene**

Board Chairman Kelly reconvened the board meeting at 8:55am.

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

Board Chairman Kelly called upon Committee Chairman Mackesy for a report from his committee meeting. Mr. Mackesy advised that the committee heard a detailed report from Ernst & Young regarding their recent independent audit, and the committee recommends to the board that the report be accepted.



Board Chairman Kelly thanked Mr. Mackesy for his report and called upon Richard Rossi, CFO, who presented Submission #BD2013-02-01, Approval of FY 2012 Annual Audit by Independent Certified Public Accountant Ernst & Young. Chairman Kelly asked the board if there was any discussion about the report - hearing none, and upon motion made by Mr. Mackesy and seconded by Mr. Isaac, the board unanimously approved the submission.

The viva voce vote on Submission BD2013-02-01 was as follows:

Kelly	Aye	Davlanges	Aye	Aikens	Aye
Jollivette	Aye	Mackesy	Aye	Isaac	Aye

## **CEO Report**

Chairman Kelly called on Mr. Steve Grossman to present his CEO report.

### **CEO/Executive Director**

*Steve Grossman*

- (1) Employee recognition
- (2) Roadway project status
- (3) KCI ribbon cutting date

Mr. Grossman advised that our employee recognition this month focused on Jose Torres and Bert Hingson in the Facilities Department, Mr. Grossman and Chairman Kelly presented them with a gift card and certificate thanking them for their service. Next, Mr. Grossman called upon Mr. Derek Powder, Sr. Manager Engineering and Construction, who gave a presentation on the status of the roadway project. Lastly, Mr. Grossman reported that the KCI ribbon cutting date is planned for mid to late April.

Mr. Grossman advised that this concluded his CEO report. Dr. Aikens then asked Mr. Grossman about the impending sequestration – to which Mr. Grossman replied that if not passed, the FAA threatens to close all non-essential control towers and layoff air traffic controllers. Mr. Grossman was asked about the recent article questioning our “100 daily flights” and our billboards near Daytona and Savannah that advertise such (since it is no longer true), advising that our contract for those billboards expired in October but the billboard company feels that having something displayed is better than a blank board so they have not been removed. Mr. Grossman was also asked to report on the recent fuel spill, advising that remediation has been completed and tested, and will be monitored; 8,000 gallons were spilled, 3,500 were recovered and booms have been put in place to catch any residual fuel.

## **Old Business**

There was no discussion of any old business.



**New Business**  
**Submissions**

***BD2013-02-01***

***Richard Rossi, Chief  
Financial Officer***

***Approval of FY2012 Annual Audit by Independent Certified Public  
Accountant, Ernst & Young***

This submission was presented and voted upon earlier during the meeting.

***BD2013-02-02***

***Todd Lindner, Sr. Manager  
Aviation Planning***

***Accept FDOT Supplemental Joint Participation Agreement-1 (SJPA-1) – 432024-1 for  
Design and Construction of Hangar 935 & Associated Infrastructure at Cecil Airport***

Upon motion made by Mr. Isaac and seconded by Mr. Jollivette, the board voted unanimously to Accept FDOT Supplemental Joint Participation Agreement-1 (SJPA-1) – 432024-1 for Design and Construction of Hangar 935 & Associated Infrastructure at Cecil Airport.

The viva voce vote on Submission BD2013-02-02 was as follows:

Kelly Aye Davlantes Aye Aikens Aye  
Jollivette Aye Mackesy Aye Isaac Aye

**Approval of Minutes**

Prior to Chairman Kelly calling for a motion to approve the minutes for the January 28, 2013 CEO Performance Review Committee and Board of Directors meetings, Mrs. Marcha'-Lee advised him that the copy of the minutes of the CEO Performance Review Committee meeting in the board members' packets does not correctly reflect that Mrs. Davlantes attended the meeting as an interested board member, however the original minutes have been duly corrected. Upon motion made by Mr. Isaac and seconded by Mrs. Davlantes, the board unanimously approved the minutes of the January 28, 2013 CEO Performance Review Committee, as corrected, and Board of Directors meetings.

The viva voce vote on the minutes was as follows:

Kelly Aye Davlantes Aye Aikens Aye  
Jollivette Aye Mackesy Aye Isaac Aye



## **Updates/Other Reports**

### **Financial Update**

*Richard Rossi, Chief  
Financial Officer*

Chairman Kelly called upon Mr. Rossi, who provided an overview of the Unaudited Financial Report for four months ended January 31, 2013. Mr. Mackesy asked that, in light of some categories being over budget to date, is it appropriate for us to change the budget at this time? Mr. Grossman replied that we will keep it the same to provide a comparison to actual, and any changes needed will be made during the 2014 budget process. In this current year, we will trim expenses to be stay in line with the budget.

### **City Council Update**

*Councilman Doyle Carter,  
Council Liaison Alternate*

Chairman Kelly welcomed Councilman Carter and thanked him for attending as council liaison Clay Yarborough's alternate, and asked him for an update. Councilman Carter advised that all is good, and further that Mrs. Davlantes is representing JAA very well on the TPO (Transportation Planning Organization). He feels that overall JAA is doing a great job.

## **Board Communications**

Chairman Kelly advised that the next board meeting will be held on Monday March 25, 2013 at 8:30am at the JAA administration building, 3<sup>rd</sup> FL Ed Austin board room. He then asked the board members and members of the public if there is any further business to be addressed by the Board of Directors. Mrs. Davlantes advised she heard that the full-body security scanners are being discontinued and asked if that is true – Mr. Grossman advised that it is the use of the x-ray machines that is being discontinued. Hearing no further business, Chairman Kelly proceeded to adjourn.

## **Adjournment**

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



# MINUTES

**Board of Directors Meeting  
Admin. Building/3<sup>rd</sup> FL  
Ed Austin Board Room  
March 25, 2013/8:30am**

Chairman of the Board A.L. Kelly called the March 25, 2013 Board of Directors meeting to order at 8:35am. The following board members were in attendance at the call to order:

Mr. A.L. Kelly, Chairman  
Mrs. Terri Davlantes, Vice Chairman  
Mr. Ernie Isaac, Secretary  
Mr. Frank Mackesy, Treasurer (attended via telephone)  
Dr. Chester Aikens, Member  
Mr. Cyrus Jollivette, Member  
Mr. Ron Weaver, Member

Also in attendance were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Bob Simpson, Chief Cecil Airport (CCA)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary

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

Chairman Kelly welcomed everyone and called upon Mr. Devin Reed, Director of Procurement, to lead the group in reciting the pledge of allegiance.

## **Special Recognition**

On behalf of the JAA Board of Directors and staff, Chairman Kelly recognized and congratulated board member Chester Aikens on being a recipient of Mayor Alvin Brown's Trailblazer Award, thanking him for his contributions to the community.

## **CEO Report**

Chairman Kelly called on Mr. Steve Grossman to present his CEO report.

### **CEO/Executive Director**

*Steve Grossman*

- (1) Employee recognition
- (2) Sequestration update
- (3) Events update
- (4) ASQ (Airport Service Quality) results



Mr. Grossman advised that our employee recognition this month ties in with the Airport Service Quality results....specifically, JIA was recently named the 5<sup>th</sup> best airport in North America in the ASQ rankings. JIA scored significantly above average in most categories and all employees are to be commended and celebrated for their extraordinary efforts, JAA is very proud of this ranking. The survey also revealed that customers would like to see more food offerings and we will explore those options. Next, Mr. Grossman reported that with the recent sequestration there fortunately will be no FAA job furloughs, but no new hires are allowed; further, we may lose the midnight shift at the JIA tower but it will have no impact on air traffic. Also, towers at Cecil Airport and JaxEx at Craig Airport will remain open. Lastly, Mr. Grossman reported that the KCI and Flightstar events are planned for the end of May.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

There was no discussion of any old business.

### **New Business Submissions**

***BD2013-03-01***

***Rusty Chandler, Cecil  
Airport Manager***

#### ***Establishment of a Gopher Tortoise Recipient Site at Cecil Airport***

Upon motion made by Mr. Isaac and seconded by Dr. Aikens, the board voted unanimously to approve Submission #1, Establishment of a Gopher Tortoise Recipient Site at Cecil Airport.

***BD2013-03-02***

***Nancy Coppen,  
Parking Administrator***

#### ***Airport Rental Car Lease and Concession Agreements between the Jacksonville Aviation Authority and (1) Avis Rent A Car System, LLC (2) Budget Rent A Car System, Inc. (3) DTG Operations, Inc. (4) Enterprise Leasing Company of Florida, LLC (5) The Hertz Company, and (6) Simply Wheelz, LLC***

Upon motion made by Mr. Isaac and seconded by Dr. Aikens, the board voted unanimously to approve Submission #2, Airport Rental Car Lease and Concession Agreements between the Jacksonville Aviation Authority and (1) Avis Rent A Car System, LLC (2) Budget Rent A Car System, Inc. (3) DTG Operations, Inc. (4) Enterprise Leasing Company of Florida, LLC (5) The Hertz Company, and (6) Simply Wheelz, LLC. Mr. Grossman commended Mrs. Coppen on completing the agreement – both this car rental agreement and the previously-presented airlines agreement are the two most difficult agreements an authority will tackle and both were completed in less than 12 months.



BD2013-03-03

*Jay Cunio, Business  
Development Director*

*Approval of Building and Land Lease Between the Jacksonville Aviation Authority and  
Embraer Defense and Security, Inc. a Delaware Corporation, for Lease of Hangar S-11 at JIA*

Prior to voting on the submission, Mr. Cunio introduced representatives from Embraer in the audience, Mr. Gary Spulak, President and Mr. Chris Appleton, CFO, of Embraer Aircraft Holding, Inc. Upon motion made by Mr. Isaac and seconded by Dr. Aikens, the board voted unanimously to approve Submission #3, Building and Land Lease Between the Jacksonville Aviation Authority and Embraer Defense and Security, Inc. a Delaware Corporation, for Lease of Hangar S-11 at JIA.

Mr. Grossman advised that from the beginning of this process, Embraer has treated the Authority as a partner and not just a landlord, and the relationship between the two entities is very good. The initial contract is for 24 aircraft and should that number expand, then production would move to Cecil Airport. Dr. Aikens, on behalf of the Mayor, JAA and the citizens of Jacksonville, thanked Messers Spulak and Appleton for choosing Jacksonville to build their facility. Regarding choosing Jacksonville, Mrs. Davlantes asked them how that came to be, to which Mr. Spulak replied that due to the presence of a port, the skilled labor force and JAA willing to work with them since this partnership was suggested a few years ago, the decision was very easy. Further, the local economy will prosper as all of their workers, vendors, etc. will stay in surrounding hotels, rent cars, and eat in restaurants. Mr. Mackesy, via his telephone connection, and Mr. Weaver both commented that it is a good deal for Embraer, and further Mr. Mackesy asked that with all the money we have spent what if something happens and Embraer leaves? Mr Grossman replied that the hangar needed to be brought up to a rentable status anyway which would make it an attractive location for a prospective tenant.

**Approval of Minutes**

Upon motion made by Mr. Isaac and seconded by Dr. Aikens, the board unanimously approved the minutes of the February 25, 2013 Board of Directors meeting.

**Updates/Other Reports**

**Financial Update**

*Richard Rossi, Chief  
Financial Officer*

Chairman Kelly called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for five months ended February 28, 2013. Further, Mr. Rossi reported that a rating of A2 Stable had recently been given to the 2006 bonds.

**City Council Update**

*Councilman Clay Yarborough,  
City Council Liaison*

Councilman Yarborough was not present at the meeting.



## **Board Communications**

Chairman Kelly advised that the next board meeting will be held on Monday April 22, 2013 at 8:30am at the JAA administration building, 3<sup>rd</sup> FL Ed Austin board room. He then asked the board members and members of the public if there is any further business to be addressed by the Board of Directors. Hearing no further business, Chairman Kelly proceeded to adjourn.

## **Adjournment**

There being no further business to come before the Board of Directors, Chairman Kelly adjourned the meeting at 9:20am.

Approved April 22, 2012



# MINUTES

**Board of Directors Meeting  
Admin. Building/3<sup>rd</sup> FL  
Ed Austin Board Room  
April 22, 2013/8:30am**

Chairman of the Board A.L. Kelly, announcing that with the four members in attendance a quorum existed, called the April 22, 2013 Board of Directors meeting to order at 8:35am. The following board members were in attendance at the call to order:

Mr. A.L. Kelly, Chairman  
Mr. Ernie Isaac, Secretary  
Dr. Chester Aikens, Member  
Mr. Ron Weaver, Member

(absent at order call were members Mrs. Terri Davlantes, Mr. Frank Mackesy and Mr. Cyrus Jollivette)

Also in attendance were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Bob Simpson, Chief Cecil Airport (CCA)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Councilman Clay Yarborough, City Council Liaison  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary

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

Chairman Kelly welcomed everyone, and called upon Lieutenant Mark Stevens of the Safety and Security Division to lead the group in reciting the pledge of allegiance.

## **CEO Report**

Chairman Kelly called on Mr. Steve Grossman to present his CEO report.

### **CEO/Executive Director**

*Steve Grossman*

- (1) Employee recognition
- (2) Recent Embraer ribbon cutting
- (3) New Southwest air service
- (4) Upcoming KCI and Flightstar events

Mr. Grossman advised that our employee recognition this month focused on Police Officer Philip Spikes of the Safety and Security division-Chairman Kelly and Mr. Grossman presented Philip with a certificate



of recognition and gift card, and thanked him for his service to JAA. Next, Mr. Grossman reported that the recent Embraer/Sierra Nevada ribbon cutting event went very well and was attended by several hundred people, including Governor Scott. Further, he advised that competitor Beachcraft's recent request to stop the contract was rejected and they are going forward with their appeal to the Government Accounting Office however, government approval has been given to Embraer to move forward. Mr. Grossman then reported that Southwest Airlines will have new service to Chicago Midway beginning Monday June 3, 2013. Lastly, Mr. Grossman advised that the KCI ribbon cutting and Flightstar ground breaking events will be held on May 31, 2013.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

There was no discussion of any old business.

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

***BD2013-04-01***

***Paul Gerrety,  
Properties Administrator***

***Approval of Building and Land Lease for Flex Warehouse Facility between Jacksonville Aviation Authority and Forward Air Solutions, Inc., a Tennessee Corporation Qualified to do Business in the State of Florida***

Upon motion made by Dr. Aikens and seconded by Mr. Isaac, the board voted unanimously to approve Submission #1, Building and Land Lease for Flex Warehouse Facility between Jacksonville Aviation Authority and Forward Air Solutions, Inc., a Tennessee Corporation Qualified to do Business in the State of Florida.

***BD2013-04-02***

***Jimmy Moffitt,  
Properties Administrator***

***Sale/Exchange of Easements for Lem Turner Road Developers, LLC***

Upon motion made by Mr. Isaac and seconded by Dr. Aikens, the board voted unanimously to approve Submission #2, Sale/Exchange of Easements for Lem Turner Road Developers, LLC.

Board member Frank Mackesy joined the meeting at this point, 8:45am.



*BD2013-04-03*

*Todd Lindner, Sr. Manager  
Aviation Planning*

***Accept FDOT Grant for the Purchase and Installation of an Instrument Landing System (ILS) at Cecil Airport***

Prior to calling for a motion on the submission, Chairman Kelly asked about the camera system at JIA. Mr. Grossman advised that it is being upgraded through the IT master plan – Mr. Mackesy added he hopes it is a top priority.

Upon motion made by Mr. Isaac and seconded by Dr. Aikens, the board voted unanimously to approve Submission #3, FDOT Grant for the Purchase and Installation of an Instrument Landing System (ILS) at Cecil Airport.

**Approval of Minutes**

Upon motion made by Dr. Aikens and seconded by Mr. Isaac, the board unanimously approved the minutes of the March 25, 2013 Board of Directors meeting.

**Updates/Other Reports**

**Financial Update**

*Richard Rossi, Chief  
Financial Officer*

Chairman Kelly called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for six months ended March 31, 2013.

**City Council Update**

*Councilman Clay Yarborough,  
City Council Liaison*

Councilman Yarborough stated that on behalf of Council President Bill Bishop and the entire council, he offered congratulations to the board and staff on our ranking of 5<sup>th</sup> Best Airport in North America in the recent Airport Service Quality survey, stating that he, Councilmen Doyle Carter and Ray Holt will be introducing a resolution at the next council meeting on May 28<sup>th</sup>.

**Board Communications**

Chairman Kelly advised that the next board meeting will be held on Monday May 20, 2013 at 8:30am (one week earlier than the regularly-scheduled meeting of May 27<sup>th</sup>, due to the Memorial Day holiday) at



the JAA administration building, 3<sup>rd</sup> FL Ed Austin board room. He then asked the board members and members of the public if there is any further business to be addressed by the Board of Directors. Hearing no further business, Chairman Kelly proceeded to adjourn.

### **Adjournment**

There being no further business to come before the Board of Directors, Chairman Kelly adjourned the meeting at 9:15am.

APPROVED MAY 20, 2013



# MINUTES

**Board of Directors Meeting  
Admin. Building/3<sup>rd</sup> FL  
Ed Austin Board Room  
May 20, 2013/8:30am**

Chairman of the Board A.L. Kelly called the May 20, 2013 Board of Directors meeting to order at 9:10am. The following board members were in attendance at the call to order:

Mr. A.L. Kelly, Chairman  
Mrs. Terri Davlantes, Vice Chairman  
Mr. Ernie Isaac, Secretary  
Mr. Frank Mackesy, Treasurer  
Dr. Chester Aikens, Member  
Mr. Ron Weaver, Member  
*(board member Mr. Cyrus Jollivette was absent)*

Also present were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Bob Simpson, Chief Cecil Airport (CCA)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
City Councilman Stephen Joost  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary  
*A listing of all attendees is on file in the office of the Recording Secretary*

Chairman Kelly welcomed everyone, and called upon board member Mr. Frank Mackesy to lead the group in reciting the pledge of allegiance.

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

Chairman Kelly then called upon Mr. Frank Mackesy, Chairman of the Finance and Audit Committee, for a report from his recent committee meeting. Committee Chairman Mackesy advised that the committee met at 8:30a on May 20, 2013 to receive a presentation of the 2013-14 budget from CFO Richard Rossi, and further advised the committee recommended that the budget be submitted to the board for approval.

Board Chairman Kelly referred to Submission #1 BD2013-05-01 from the New Business section of this May 20th board meeting agenda and upon motion made by Mr. Mackesy and seconded by Mr. Isaac, the board unanimously approved the Proposed Operating and Capital Budget for the Fiscal Year Commencing October 1, 2013 & Ending September 30, 2014.



## **CEO Report**

Chairman Kelly called on Mr. Steve Grossman to present his CEO report.

### **CEO/Executive Director**

*Steve Grossman*

- (1) Employee recognition
- (2) Historic Preservation Society art award
- (3) KCI and Flightstar events date change
- (4) City Council ASQ resolution

Mr. Grossman advised that due to the efforts of our safety/security and facilities divisions, together with Debbie Jones of the external affairs staff, regarding the recent car theft incident at the airport, those employees are all being recognized this month - everyone acted quickly and the media was contained. Also, Mr. Grossman recognized Herlong Recreational Airport staff for all the positive changes that have occurred there, and read an e-mail from a Herlong tenant stating he wanted to comment that the changes have been positive and appreciated, and stated further that the staff is a pleasure to work with.

Next, Mr. Grossman reported that JAA had recently been presented with an award from The Jacksonville Historic Preservation Commission for the Historic Riverside Avondale: Jacksonville's Hidden Gem Exhibit at the Sky Gallery in the terminal.

Mr. Grossman then advised that the May 31<sup>st</sup> date of the KCI and Flightstar tenant events at Cecil Airport has been changed to June 24<sup>th</sup>.

Lastly, Mr. Grossman reported that we have been notified that the Jacksonville City Council will present to JAA at their next meeting on May 28<sup>th</sup> a resolution regarding our recent ASQ survey results.

Mr. Grossman advised that this concluded his CEO report.

## **Old Business**

There was no discussion of any old business.

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

***BD2013-05-01***

This item was presented previously in the meeting and voted upon.

***BD2013-05-02***

***Todd Lindner, Sr. Manager***



## *Aviation Planning*

### *Acceptance of Federally Funded Airport Improvement Program Grants at Jacksonville International Airport, Cecil Airport, Jacksonville Executive at Craig Airport and Herlong Recreational Airport*

Upon motion made by Mrs. Davlantes and seconded by Dr. Aikens, the board voted unanimously to approve Submission #2, Acceptance of Federally Funded Airport Improvement Program Grants at Jacksonville International Airport, Cecil Airport, Jacksonville Executive at Craig Airport and Herlong Recreational Airport.

### **Approval of Minutes**

Upon motion made by Mr. Isaac and seconded by Mr. Weaver, the board unanimously approved the minutes of the April 22, 2013 Board of Directors meeting.

### **Updates/Other Reports**

#### **Financial Update**

*Richard Rossi, Chief  
Financial Officer*

Chairman Kelly called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for seven months ended April 30, 2013.

#### **City Council Update**

*Councilman Clay Yarborough,  
City Council Liaison*

Councilman Joost, attending for Councilman Yarborough, congratulated JAA on the ASQ results and upcoming council resolution. Regarding the budget, he cautioned on the salaries increase number.

### **Board Communications**

Chairman Kelly advised that the next board meeting will be held on Monday June 24, 2013 at 8:30am at Cecil Airport due to the tenant events being held there that day. He then asked the board members and members of the public if there is any further business to be addressed by the Board of Directors. Hearing no further business, Chairman Kelly proceeded to adjourn.

### **Adjournment**

There being no further business to come before the Board of Directors, Chairman Kelly adjourned the meeting at 9:50am.



# MINUTES

## Board of Directors Meeting

### Cecil Airport

### 2<sup>nd</sup> FL Conference Room

### June 24, 2013/8:30am

Chairman of the Board A.L. Kelly called the June 24, 2013 Board of Directors meeting to order at 8:30am. The following board members were in attendance at the call to order:

Mr. A.L. Kelly, Chairman  
Mrs. Terri Davlantes, Vice Chairman  
Mr. Frank Mackesy, Treasurer  
Dr. Chester Aikens, Member  
Mr. Ron Weaver, Member  
*(Board Secretary Mr. Ernie Isaac was absent)*

Also present were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Bob Simpson, Chief Cecil Airport (CCA)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary  
*A listing of all attendees is on file in the office of the Recording Secretary*

Chairman Kelly welcomed everyone and called upon Mrs. Rosa Becket to lead the group in reciting the pledge of allegiance.

### CEO Report

Chairman Kelly called on Mr. Steve Grossman to present his CEO report.

#### CEO/Executive Director

*Steve Grossman*

- (1) Employee recognition
- (2) Report on recent Paris air show
- (3) Report on recent 5K event at JaxEx
- (4) New hires

Mr. Grossman advised that employee recognition focused on the staff of the Information Technology department for their excellent handling of the recent foreign hacking situation and the recent major power loss. Due to the efforts of the staff, both situations were contained and as a result, we are developing a better system now - they are all to be commended.



Next, Mr. Grossman reported on the recent trip made by him, Cecil Airport Chief Bob Simpson and Cecil Airport Manager Rusty Chandler, as well as other chamber and local business leaders and Governor Scott, to Paris, France for the semi-annual air show. The JAA group met with several companies, including Embraer, Lockheed, Spirit (Boeing) and Command Aviation, together with a Netherlands aerospace group developing aviation in Amsterdam. It was a busy three days, all about developing relationships, and Mr. Grossman reminded the board that Embraer did not do an official RFP (request for proposal) on their site, they simply chose Jacksonville because of the 10 year+ relationship that has been established.

Board member Cyrus Jollivette and City Council Liaison Councilman Clay Yarborough arrived at this point in the meeting.

Mr. Grossman then advised that the recent First Annual 5K On The Runway event held at Jacksonville Executive at Craig Airport went very well, with over 200 runners. While the event accounting has not yet been completed, it is believed that our chosen charity for the event, The USO, will benefit nicely.

Lastly, Mr. Grossman advised that extensive searching and interviewing has resulted in our newest management hires and he introduced them to the board - Interim Marketing Director Barbara Halverstadt has been chosen for the permanent Marketing Director position, and Director of Human Resources is Michael Rogers. Both stood and were acknowledged.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

There was no discussion of any old business.

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

***BD2013-06-01***

#### ***Amend Operating and Capital Budget of Jacksonville Aviation Authority for Fiscal Year Commencing October 1, 2013 and Ending September 30, 2014***

Upon motion made by Dr. Aikens and seconded by Mr. Mackesy, the board voted unanimously to approve Submission #1, Amend Operating and Capital Budget of Jacksonville Aviation Authority for Fiscal Year Commencing October 1, 2013 and Ending September 30, 2014.



**BD2013-06-02**

***Richard Rossi, Chief  
Financial Officer***

***Authorize and Approve Conversion of 2003 A-1 and 2003 A-2, Airport Refunding  
Bonds to a Fixed Rate Direct Loan from Sabadell United Bank***

Upon motion made by Mr. Mackesy and seconded by Dr. Aikens, the board voted unanimously to approve Submission #2, Authorize and Approve Conversion of 2003 A-1 and 2003 A-2, Airport Refunding Bonds to a Fixed Rate Direct Loan from Sabadell United Bank.

**BD2013-06-03**

***Jay Cunio, Director  
Business Development***

***Amendment to the Jacksonville Aviation Authority (JAA)/Florida State College  
at Jacksonville (FSCJ) Cecil Airport Hangar 905 Ground Lease, to the JAA/FSCJ  
Hangar 905 Operating and Management Agreement and to the JAA/Flightstar  
Aircraft Services Hangar 905 Operating and Management Agreement***

Prior to a motion being made, Mr. Mackesy asked Chief Legal Officer Debra Braga if he needed to recuse himself from voting on this submission due to his employment with FSCJ, to which she replied no because there will be no financial gain for the college if the submission is approved. Upon motion made by Mrs. Davlantes and seconded by Dr. Aikens, the board voted unanimously to approve Submission #3, Amendment to the Jacksonville Aviation Authority (JAA)/Florida State College at Jacksonville (FSCJ) Cecil Airport Hangar 905 Ground Lease, to the JAA/FSCJ Hangar 905 Operating and Management Agreement and to the JAA/Flightstar Aircraft Services Hangar 905 Operating and Management Agreement.

**Approval of Minutes**

Upon motion made by Mr. Mackesy and seconded by Mrs. Davlantes, the board unanimously approved both the minutes of the May 20, 2013 Finance and Audit Committee and Board of Directors meetings.

**Updates/Other Reports**

**Financial Update**

***Richard Rossi, Chief  
Financial Officer***

Chairman Kelly called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for nine months ended May 31, 2013.



## **City Council Update**

*Councilman Clay Yarborough,  
City Council Liaison*

Councilman Yarborough thanked Mr. Grossman and Chairman Kelly for attending the recent City Council meeting during which JAA was presented with a Resolution for our outstanding results obtained during the recent Airport Service Quality survey. He further advised that the Mayor's budget is due to be released in approximately three weeks, stating further that new Council President Gulliford will appoint his Finance Committee members who will hear from each of the independent authorities - Councilman Yarborough commended JAA on our previous clear and concise budget presentations, stating he is certain this year's presentation will be no different. Lastly, Councilman Yarborough advised that Council President Gulliford will also be appointing council liaisons for each authority so this will be his last meeting as our liaison - he has enjoyed the time that he spent with us and wishes us the best in the future.

## **Board Communications**

Chairman Kelly advised that the next board meeting will be held on Monday July 22, 2013 at 8:30am at the JAA Administration Building, 3<sup>rd</sup> FL Ed Austin Board Room. He then asked the board members and members of the public if there is any further business to be addressed by the Board of Directors. Mr. Michael Stewart, JAA Director of External Affairs, introduced Ms. Lois Moore of the firm Alcalde & Fay, our Washington DC consultant, who is visiting Jacksonville to discuss on-going governmental relations. Hearing no further business, Chairman Kelly proceeded to adjourn.

## **Adjournment**

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



# MINUTES

## Board of Directors Meeting JAA Administration Building 3rd FL Ed Austin Board Room July 22, 2013/8:30am

Vice Chairman of the Board Mrs. Terri Davlantes called the July 22, 2013 Board of Directors meeting to order at 8:30am. The following board members were in attendance at the call to order:

Mrs. Terri Davlantes, Vice Chairman

Mr. Frank Mackesy, Treasurer

Mr. Ernie Isaac, Secretary

Dr. Chester Aikens, Member

Mr. Ronald Weaver, Member

*(Board Chairman Mr. A.L. Kelly, and Member Mr. Cyrus Jollivette, were both absent)*

Also present were:

Mr. Steve Grossman, Chief Executive Officer (CEO)

Mrs. Debra Braga, Chief Legal Officer (CLO)

Mr. Richard Rossi, Chief Financial Officer (CFO)

Mrs. Rosa Beckett, Chief Administrative Officer (CAO)

Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary

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

Vice Chairman Davlantes advised that Chairman Kelly was ill and would not be attending - she welcomed everyone and lead the group in reciting the pledge of allegiance.

### CEO Report

Vice Chairman Davlantes called on Mr. Steve Grossman to present his CEO report.

#### CEO/Executive Director

*Steve Grossman*

- (1) Employee recognition
- (2) Artwork unveiling ceremony
- (3) Craig memorial dedication
- (4) Bond refinancing

Mr. Grossman advised that employee recognition focused on Mrs. Tiffany Gillem, Jacksonville Executive at Craig Airport Manager, and Mr. Tony Cugno, Chief Operating Officer, on their recent completion of the courses required to obtain their International Airport Professional (IAP) designation.



Next, Mr. Grossman reported on the recent unveiling of the new courtyard restroom artwork, entitled “Celestial Playground” by artist Amy Cheng.

Mr. Grossman then reported on the recent Craig Memorial dedication at Jacksonville Executive at Craig Airport, advising that it was a very nice event capped off by a moving speech given by Lt. Commander Craig’s daughter.

Lastly, Mr. Grossman reported that the closing for the bond refinancing was held as scheduled and everything went as planned.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

There was no discussion of any old business.

Councilman Doyle Carter, 2013-14 Council Liaison to the Jacksonville Aviation Authority, arrived at this point in the meeting.

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

***BD2013-07-01***

***Richard Rossi, Chief  
Financial Officer***

#### ***First Amendment to Embraer Lease***

Upon motion made by Mr. Weaver and seconded by Dr. Aikens, the board voted unanimously to approve Submission #1, First Amendment to Embraer Lease.

***BD2013-07-02***

***David Jones, Director  
of Facilities***

#### ***Landscape Maintenance Agreement w/FDOT***

Upon motion made by Mr. Isaac and seconded by Dr. Aikens, the board voted unanimously to approve Submission #2, Landscape Maintenance Agreement w/FDOT.



**BD2013-07-03**

***Paul Gerrety, Properties  
Administrator***

***Access Agreement (“Agreement”) between the Jacksonville Aviation Authority (“Authority”)  
and Comcast Cable Communications Management, LLC (“Comcast”) at Jacksonville  
International Airport***

Prior to a motion being made, Mr. Isaac advised that due to a conflict of interest he must recuse himself from the discussion and vote (his recusal form is attached hereto and made a part of these minutes). Upon motion made by Dr. Aikens and seconded by Mr. Mackesy, the other four members of the board present at the meeting, representing a quorum, unanimously approved Submission #3, Access Agreement (“Agreement”) between the Jacksonville Aviation Authority (“Authority”) And Comcast Cable Communications Management, LLC (“Comcast”) at Jacksonville International Airport.

**BD2013-07-04 (WALK-ON ITEM)**

***Richard Rossi, Chief  
Financial Officer***

***Amend Operating and Capital Budget of Jacksonville Aviation Authority for Fiscal Year  
Commencing October 1, 2013 and Ending September 30, 2014***

At the Chairman’s discretion to allow other items to be submitted, a walk-on item was allowed by Vice Chairman Davlantes and was presented as Submission #4. Upon motion made by Mr. Isaac and seconded by Mr. Mackesy, the board unanimously approved the submission, Amend Operating and Capital Budget of Jacksonville Aviation Authority for Fiscal Year Commencing October 1, 2013 and Ending September 30, 2014.

**Approval of Minutes**

Upon motion made by Mr. Isaac and seconded by Mr. Mackesy, the board unanimously approved the minutes of the June 24, 2013 Board of Directors meeting.

**Updates/Other Reports**

**Financial Update**

***Richard Rossi, Chief  
Financial Officer***

Chairman Kelly called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for ten months ended June 30, 2013.



## **Updates/Other Reports (con't.)**

### **City Council Update**

*Councilman Doyle Carter,  
City Council Liaison*

Vice Chairman Davlantes welcomed Councilman Carter as our 2013-14 Council Liaison and asked for his comments. Councilman Carter advised that he is pleased to be working with JAA for the next year. He reported it is budget time and there are nine council members on the finance committee. He offered his support of JAA during our presentation to the committee and complimented us on always being very well organized during our committee appearances, and he commended the board in that regard. He further advised that he believes environmental matters are very important to new tenants and said he will do whatever he can do within the city to help with that long process.

### **Board Communications**

Vice Chairman Davlantes advised that the next board meeting will be held on Monday, August 26, 2013 at 8:30am at the JAA Administration Building, 3<sup>rd</sup> FL Ed Austin Board Room. She then asked the board members and the public if there was any further business to be addressed by the Board of Directors. Hearing no further business, Vice Chairman Davlantes proceeded to adjourn.

### **Adjournment**

There being no further business to come before the Board of Directors, Vice Chairman Davlantes adjourned the meeting at 9:05am.

Approved August 2013



# MINUTES

## Board of Directors Meeting JAA Administration Building 3rd FL Ed Austin Board Room August 26, 2013/8:30am

Chairman of the Board Mr. A.L. Kelly called the August 26, 2013 Board of Directors meeting to order at 8:35am. The following board members were in attendance at the call to order:

Mr. A.L. Kelly, Chairman  
Mrs. Terri Davlantes, Vice Chairman  
Mr. Frank Mackesy, Treasurer  
Mr. Ronald Weaver, Member  
*(Board Secretary Mr. Ernie Isaac and members Mr. Cyrus Jollivette and Dr. Chester Aikens were absent at the call to order)*

Also present were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Mr. Bob Simpson, Chief Cecil Airport (CCA)  
City Councilman Doyle Carter, Council Liaison to JAA  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary  
*A listing of all attendees is on file in the office of the Recording Secretary*

Chairman Kelly welcomed everyone to the meeting and advised that even though only four board members were in attendance at the call to order, a quorum had been established. He then called upon Mr. Michael Stewart, Director of External Affairs, to lead the group in reciting the Pledge of Allegiance.

### CEO Report

Chairman Kelly called on Mr. Steve Grossman to present his CEO report. Board member Dr. Chester Aikens arrived at this point in the meeting.

#### CEO/Executive Director

*Steve Grossman*

- (1) Employee recognition
- (2) Recent Flightstar CEO recognition
- (3) Upcoming Women of Influence recognition
- (4) Recent FAC conference – Cecil environmental award
- (5) Fiscal 2013 audit pre-planning



Mr. Grossman advised that employee recognition focused on JAA Police Officers Chip Monts and Monty Montgomery, and AOCC supervisor Meaghan Smalley, for their efforts in coordinating the recent visit by President Obama – Mr. Grossman read a letter from the manager of the local Secret Service office thanking them all for a job well-done.

Next, Mr. Grossman reported on the recent Jacksonville Business Journal Ultimate CEO Awards ceremony, during which Mr. Jerry Hernandez, CEO of Flightstar, was recognized, advising that JAA representatives attended the ceremony in support of Mr. Hernandez.

Mr. Grossman then advised that Mrs. Rosa Beckett, JAA's CAO, will be recognized during the upcoming Jacksonville Business Journal Women of Influence Awards ceremony, stating that JAA representatives will attend the ceremony in support of Mrs. Beckett.

Further, Mr. Grossman reported that Cecil Airport received an environmental award at the recent Florida Airports Council (FAC) annual conference for its tortoise relocation program.

Lastly, Mr. Grossman called upon Mr. Richard Rossi, CFO, who introduced Mr. Justin Threet of Ernst & Young, our external auditors. Mr. Threet presented to and discussed with the board the 2013 audit plan, answering each of the board members' questions. Mr. Weaver requested that in the future a copy of the plan be given to the board members in advance of the meeting during which it will be discussed.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

Chairman Kelly thanked Vice Chairman Davlantes for stepping in at the last minute for him and chairing the August meeting when he was ill. Mr. Weaver asked Mr. Grossman for an update on the Embraer activities, to which Mr. Grossman replied that there have been fire and electrical system upgrades made to the hangar, aircraft assembly should start in January and 30 employees have been hired.

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

***BD2013-08-01***

***Todd Lindner, Sr. Manager  
Aviation Planning***

***Accept Florida Department of Transportation Joint Participation Agreements for Jacksonville Executive at Craig Airport, Cecil Airport and Jacksonville International Airport***

Upon motion made by Dr. Aikens and seconded by Mr. Mackesy, the board voted unanimously to approve Submission #1, Accept Florida Department of Transportation Joint Participation Agreements for Jacksonville Executive at Craig Airport, Cecil Airport and Jacksonville International Airport.



*BD2013-08-02*

*Debra Braga, Chief  
Legal Officer*

### ***Adoption of Public Comment Procedure for the Board***

Upon motion made by Dr. Aikens and seconded by Mr. Kelly, the board voted unanimously to approve Submission #2, Landscape Maintenance Agreement w/FDOT.

### **Approval of Minutes**

Upon motion made by Mrs. Davlantes and seconded by Dr. Aikens, the board unanimously approved the minutes of the July 22, 2013 Board of Directors meeting.

### **Updates/Other Reports**

#### **Financial Update**

*Richard Rossi, Chief  
Financial Officer*

Chairman Kelly called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for eleven months ended July 31, 2013. The board asked Mr. Rossi to provide an update to the previous parking information given regarding our economy lot prices compared to other airports our size, and Mrs. Davlantes asked that specific information regarding the preferred parking program also be included. Further, the board asked for information on the retirement funding, both percentage and revenue of JAA's portion vs. the entire state.

#### **City Council Update**

*Councilman Doyle Carter,  
City Council Liaison*

Chairman Kelly thanked Councilman Carter for attending and asked for his comments. Councilman Carter advised he is glad to see that we place importance on public comment as it is very important. Further, regarding the financials he commented that our payables look very good. Lastly, he thanked JAA for all the Cecil Airport grants and everything that has been done at the airport, and regarding Bob Simpson's upcoming retirement, he commended Bob on the job he has done while at Cecil Airport.

### **Board Communications**

Chairman Kelly advised that the next board meeting will be held on Monday, September 16, 2013 (changed from the 23<sup>rd</sup>) at 8:30am at the JAA Administration Building, 3<sup>rd</sup> FL Ed Austin Board Room. He then asked the board members and the public if there was any further business to be addressed by the Board of Directors. Dr. Aikens asked Mr. Grossman for an update on the Cecil spaceport, to which Mr. Grossman replied that we are working w/SpaceFlorida on grants and continuing our efforts toward obtaining an operator – and hopefully that entity will identify within a year at which ports they want to



operate. Also, Dr. Aikens expressed his sympathies to Mr. Stewart on the recent death of his mother, who was a very well-respected member of the community – the other board members echoed Dr. Aikens’s sentiment. Hearing no further business, Chairman Kelly proceeded to adjourn.

### **Adjournment**

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

Approved September 16, 2013



# MINUTES

## Board of Directors Meeting JAA Administration Building 3rd FL Ed Austin Board Room September 16, 2013/8:30am

Chairman of the Board Mr. A.L. Kelly called the September 16, 2013 Board of Directors meeting to order at 8:30am. The following board members were in attendance at the call to order:

Mr. A.L. Kelly, Chairman  
Mr. Ernie Isaac, Secretary  
Mr. Frank Mackesy, Treasurer  
Mr. Ronald Weaver, Member  
Mr. Cyrus Jollivette, Member  
Dr. Chester Aikens, Member  
*(Board Vice Chairman Mrs. Terri Davlantes was absent)*

Also present were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
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)  
Mr. Bob Simpson, Chief Cecil Airport (CCA)  
City Councilman Doyle Carter, Council Liaison to JAA  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary  
*A listing of all attendees is on file in the office of the Recording Secretary*

Chairman Kelly welcomed everyone to the meeting and then called upon Mr. Bob Simpson, Chief Cecil Airport, to lead the group in reciting the Pledge of Allegiance.

### CEO Report

Chairman Kelly called on Mr. Steve Grossman to present his CEO report.

#### CEO/Executive Director

*Steve Grossman*

- (1) Special employee recognition
- (2) New Herlong tenant
- (3) Upcoming Ultimate CFO recognition
- (4) Upcoming Fish Fry/Hot Dog Roast



Mr. Grossman advised that employee recognition was a bit different this month as we recognize Bob Simpson on his retirement from JAA on October 8th. Mr. Grossman read from a “Resolution Honoring

And Commending Bob Simpson For His Outstanding Service To The Jacksonville Aviation Authority Upon The Occasion Of His Retirement” (service that included running the JAA operations for the 2005 Super Bowl) which Resolution, upon motion made by Mr. Weaver and seconded by Mr. Jollivette, was unanimously approved by the board. Mr. Grossman then presented to Mr. Simpson the signed Resolution together with a framed street sign depicting Simpson Way, the renaming of Aeronautical Circle as described in the Resolution. Mr. Grossman then asked the board members if they had any comments. Mr. Mackesy recalled working with Bob on the 2005 Super Bowl and that the NFL advised him it was the most smoothly-run airport operations system; Mr. Jollivette advised Bob to enjoy his retirement; Mr. Kelly commented that Bob’s integrity and character is unparalleled and he will be missed, he also thanked him for his military service. Bob thanked everyone for all their support and friendship over the years, stating his time at JAA is very special to him.

Next, Mr. Grossman advised that we have a new tenant at Herlong, Sky-paxxx Interior Repairs, LLC, an aircraft interior repair company.

Mr. Grossman then advised that Mr. Richard Rossi, JAA’s CFO, will be recognized during the upcoming Jacksonville Business Journal Ultimate CFO Awards ceremony, stating that JAA representatives will attend the ceremony in support of Mr. Rossi.

Lastly, Mr. Grossman advised the board of JAA’s annual fish fry/hot dog roast being held this year in October, on the 25<sup>th</sup>, at the JAA picnic grounds, because the hangar where it has been held for many years is now leased. Further, our JAA annual employee fall festival is on the 26<sup>th</sup> and it was decided to combine efforts/location for the two events and hold them back-to-back.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

Chairman Kelly asked the board if there was any old business to be discussed – hearing nothing he moved to the next agenda item.

### **Public Comment**

Chairman Kelly asked the public if there were any comments to be made – since no speaker request forms had been completed/submitted, and he heard no comment, he moved to the next agenda item.



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

***BD2013-09-01***

***Tony Cugno, Chief  
Operating Officer***

### ***Amendment 2 For Embraer Lease for S-11***

Upon motion made by Mr. Isaac and seconded by Dr. Aikens, the board voted unanimously to approve Submission #1, Amendment 2 For Embraer Lease for S-11.

***BD2013-09-02***

***Todd Lindner, Sr. Manager  
Aviation Planning***

### ***Accept Florida Department of Transportation Supplemental Joint Participation Agreements For Cecil Airport***

Upon motion made by Dr. Aikens and seconded by Mr. Isaac, the board voted unanimously to approve Submission #2, Accept Florida Department of Transportation Supplemental Joint Participation Agreements For Cecil Airport.

## **Approval of Minutes**

Upon motion made by Mr. Isaac and seconded by Dr. Aikens, the board unanimously approved the minutes of the August 26, 2013 Board of Directors meeting.

## **Updates/Other Reports**

### **Financial Update**

***Richard Rossi, Chief  
Financial Officer***

Chairman Kelly called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for the eleven months ended August 31, 2013

### **City Council Update**

***Councilman Doyle Carter,  
City Council Liaison***

Chairman Kelly thanked Councilman Carter for attending and asked for his comments. He advised he will miss Bob very much, he has known him since back before the air and sea ports split. Further, he shared that the Mayor and City Council appreciate all of our efforts.



## **Nominating Committee Report**

Nominating Committee Chairman Dr. Chester Aikens advised that his committee had met to discuss and determine a slate of proposed officers for the 2013-2014 board term, which slate is as follows:

Mrs. Terri Davlantes, Chairwoman  
Mr. Frank Mackesy, Vice-Chairman  
Mr. Ernie Isaac, Secretary  
Dr. Chester Aikens, Treasurer

Committee Chairman Aikens advised that the Nominating Committee recommends this slate of officers to the board for election.

## **Election of Officers**

Board Chairman Kelly thanked Nominating Committee Chairman Aikens for his report and recommended slate of officers. He then called for any other nominations - hearing none, he called for the election of the recommended officers. Upon motion made by Mr. Isaac and seconded by Dr. Aikens, the board unanimously elected the following officers for the 2013-2014 board term:

Mrs. Terri Davlantes, Chairwoman  
Mr. Frank Mackesy, Vice-Chairman  
Mr. Ernie Isaac, Secretary  
Dr. Chester Aikens, Treasurer

## **Board Communications**

Chairman Kelly advised that the next board meeting will be held on Monday, October 28, 2013 at 8:30am at the JAA Administration Building, 3<sup>rd</sup> FL Ed Austin Board Room. He then asked the board members and the public if there was any further business to be addressed by the Board of Directors. Mr. Jollivette advised that this would be his last board meeting, that he has notified the Mayor of his resignation effective September 30th due to having retired in April, and he will be moving out of Duval County. He has very much enjoyed his time with the Aviation Authority and wishes JAA nothing but the best in our future endeavors. Also, Mr. Weaver advised that this is his last meeting as his second full term expires on September 30th however he will continue on until the Governor has appointed his replacement. He advised he has thoroughly enjoyed his time with us, it has been both fun and interesting, and he thanked JAA for all we have done and for what we will do in the future. Mr. Kelly acknowledged both departing board members, acknowledging their tremendously active involvement in the community, and their support of and service to JAA. Lastly, as this is Mr. Kelly's last meeting as our 2012-2013 board chairman, he thanked the board for allowing him to serve as chairman during this term.

## **Adjournment**

There being no further business to come before the Board of Directors, Chairman Kelly adjourned the meeting at 9:15am.



# MINUTES

## Board of Directors Meeting JAA Administration Building 3rd FL Ed Austin Board Room October 28, 2013/8:30am

Chairwoman of the Board Mrs. Terri Davlantes called the October 28, 2013 Board of Directors meeting to order at 8:30am. The following board members were in attendance at the call to order:

Mrs. Terri Davlantes, Chairwoman  
Mr. Frank Mackesy, Vice Chairman  
Mr. Ernie Isaac, Secretary  
Dr. Chester Aikens, Treasurer  
Mr. A.L. Kelly, Member  
Mr. Ronald Weaver, Member  
Mr. Edward Booth, Jr., Member

Also present were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
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)  
Mr. Rusty Chandler, Interim Chief Cecil Airport (ICCA)  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary

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

Chairwoman Davlantes welcomed everyone to the meeting, announced that a quorum had been established (four voting members), and introduced our new board Mr. Edward Booth, Jr. - she then called upon Mr. Booth to lead the group in reciting the Pledge of Allegiance.

### **Special Presentation**

Chairwoman Davlantes presented Mr. Kelly with a plaque commemorating his year as the Chairman of the Board for 2012-13, thanking him for his service.

### **CEO Report**

Chairwoman Davlantes called on Mr. Steve Grossman to present his CEO report.



## **CEO/Executive Director**

*Steve Grossman*

- (1) Employee recognition
- (2) Report on recent fish fry/hot dog roast event
- (3) Report on recent ACI conference

Mr. Grossman advised that employee recognition focused on all the employees and the great job done regarding the recent bomb threat event. The media coverage was very good, and it was a good training session with many lessons learned. One item that was evident was the need for more clearly-delivered communication and toward that end, plans are in the works for a new emergency operations center.

Mr. Grossman then advised that the recent fish fry/hot dog roast held at our JAA picnic site, was a success – the weather was beautiful and the food was delicious, many positive comments were received. He congratulated the Procurement and Human Resources Departments for organizing the event.

Next, Mr. Grossman reported on the recent Airports Council International (ACI) annual conference attended by JAA staff. The upcoming issue of airports staffing the exit lanes effective January 1, 2014 was a major topic of discussion; Mr. Braga reported that she is on the Legal Steering Committee and was a speaker during the conference; Mr. Bob Molle, Director Planning and Engineering, reported that of interest to him was the discussion of project delivery and construction services.

Lastly, Mr. Grossman shared that as of October 31, 2013 JAA will be turning over interest in the Embraer hangar to them and that in January 2014 production should begin on the planes.

Mr. Grossman advised that this concluded his CEO report.

## **Old Business**

Chairwoman Davlantes asked the board if there was any old business to be discussed – hearing nothing she moved to the next agenda item.

## **Public Comment**

Chairwoman Davlantes asked the public if there were any comments to be made – since no speaker request forms had been completed/submitted to the recording secretary, and she heard no comment, she moved to the next agenda item.



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

***BD2013-10-01***

***Todd Lindner, Sr. Manager***  
***Aviation Planning***

### ***Accept Florida Department of Transportation Supplemental Joint Participation Agreement for Herlong Recreational Airport***

Upon motion made by Mr. Isaac and seconded by Mr. Kelly, the full board voted unanimously to approve Submission #1, Accept Florida Department of Transportation Supplemental Joint Participation Agreement for Herlong Recreational Airport.

***BD2013-10-02***

***Jimmy Moffit, Properties Administrator***

### ***Approval of Food and Beverage Lease and Consession Agreement between Taste, Inc. d/b/a/ Vino Volo (“Concessionaire”) and Jacksonville Aviation Authority (“Authority”)***

Upon motion made by Dr. Aikens and seconded by Mr. Isaac, the full board voted unanimously to approve Submission #2, Approval of Food and Beverage Lease and Consession Agreement between Taste, Inc. d/b/a/ Vino Volo (“Concessionaire”) and Jacksonville Aviation Authority (“Authority”).

Board member Kelly left the meeting at this time.

***BD2013-10-03***

***Jay Cunio, Director***  
***Business Development***

### ***Authorization and Approval of Golf Course License and Lease Agreement (“HG Agreement”) between Jacksonville Aviation Authority (“Authority”) and Aviation Golf Club, LLC (“Lessee”)***

Prior to presenting the submission, Mr. Cunio introduced guests Mr. M. G. Orender, President and Mr. Scott Winch, Director of Operations/Legal Counsel, both of Hampton Golf, the management company retained by the proposed lessee. Upon motion made by Mr. Isaac and seconded by Mr. Weaver, the remaining six member board voted unanimously to approve Submission #3, Authorization and Approval of Golf Course License and Lease Agreement (“HG Agreement”) between Jacksonville Aviation Authority (“Authority”) and Aviation Golf Club, LLC (“Lessee”).

At this point in the meeting, Mr. Mackesy asked if he could mention two items. Given permission by the Chairwoman, he first advised that he had recently taken a tour of the airport with the operations management and feels comfortable with the workings of the airport, he thanked them for spending time with him. Secondly, he asked Mr. Grossman if there had been debriefs after the bomb incident, to which



Mr. Grossman replied yes and that the development of the emergency operations center resulted from those debriefs - Mr. Mackesy advised that he would like to assist in that center development effort.

### **Approval of Minutes**

Upon motion made by Dr. Aikens and seconded by Mr. Isaac, the remaining six member board unanimously approved the minutes of both the Septmeber 16, 2013 Nominating Committee and Board of Directors meetings.

### **Updates/Other Reports**

#### **Financial Update**

*Richard Rossi, Chief  
Financial Officer*

Chairwoman Davlantes called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for the twelve months ended September 30, 2013. Chairwoman Davlantes congratulated Mr. Grossman and the staff on an outstanding year.

#### **City Council Update**

*Councilman Doyle Carter,  
City Council Liaison*

Councilman Carter did not attend the meeting.

### **Board Communications**

Chairwoman Davlantes advised that the next board meeting will be held on Monday, November 25, 2013 at 8:30am at the JAA Administration Building, 3<sup>rd</sup> FL Ed Austin Board Room. She then asked the remaining board members and the public if there was any further business to be addressed by the Board of Directors – hearing nothing, she proceeded to adjourn.

### **Adjournment**

There being no further business to come before the Board of Directors, Chairwoman Davlantes adjourned the meeting at 9:35am.



# MINUTES

**Board of Directors Meeting  
JAA Administration Building  
3rd FL Ed Austin Board Room  
November 25, 2013/8:30am**

Chairwoman of the Board Mrs. Terri Davlantes called the November 25, 2013 Board of Directors meeting to order at 8:30am. The following board members were in attendance at the call to order:

Mrs. Terri Davlantes, Chairwoman  
Mr. Frank Mackesy, Vice Chairman  
Dr. Chester Aikens, Treasurer  
Mr. A.L. Kelly, Member  
Mr. Ronald Weaver, Member  
Mr. Edward Booth, Jr., Member  
(Secretary Mr. Ernie Isaac was absent)

Also present were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
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)  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary  
*A listing of all attendees is on file in the office of the Recording Secretary*

Chairwoman Davlantes welcomed everyone to the meeting, she then called upon Mr. Kelly to lead the group in reciting the Pledge of Allegiance.

## CEO Report

Chairwoman Davlantes called on Mr. Steve Grossman to present his CEO report.

### CEO/Executive Director

*Steve Grossman*

- (1) Employee recognition
- (2) New air service
- (3) SpaceFlorida board meeting
- (4) I-95 Airport Road project
- (5) FAA airport award

Mr. Grossman called upon Lt. Mark Stevens to recap a recent life-saving event. After summarizing, Lt. Stevens introduced the person whose life was saved through the quick actions of a Delta employee and JAA police officer James Pledger, and presented both with a JAA Public Safety & Security Division Life Saving Commendation; Mr. Grossman then advised that employee recognition this month focused on Officer Pledger,



both Mr. Grossman and Chairwoman Davlantes presented James with a certificate and gift card, thanking him for his service to JAA and most importantly, his role in the incident.

Mr. Grossman shared that Delta is adding new service to Boston in March and Silver is reinstating its service to Marsh Harbor in February.

Councilman Doyle Carter, JAA Council Liaison, arrived at this point in the meeting.

Next, Mr. Grossman reported on the recent SpaceFlorida board meeting, advising that there will be grant money for the hangar for the new spaceport launch operator .

Mr. Grossman provided an update on the I-95 Airport Road project, stating that the approximate cost is \$20 million and the project is expected to start in 2015.

Lastly, Mr. Grossman advised that JAA had been presented with an award from the FAA for airport operational safety.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

Chairwoman Davlantes asked the board if there was any old business to be discussed – hearing nothing she moved to the next agenda item.

### **Public Comment**

Chairwoman Davlantes asked the public if there were any comments to be made – since no speaker request forms had been completed/submitted to the recording secretary, and she heard no comment, she moved to the next agenda item.

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

***BD2013-11-01***

***Todd Lindner, Sr. Manager  
Aviation Planning***

***Transfer of 102.12 acres to FDOT for Development of the North Access Road at  
Jacksonville International Airport***

Upon motion made by Dr. Aikens and seconded by Mr. Kelly, the board voted unanimously to approve Submission #1, Transfer of 102.12 acres to FDOT for Development of the North Access Road at Jacksonville International Airport.



**BD2013-11-02**

***Todd Lindner, Sr. Manager  
Aviation Planning***

***Approve Budget Transfer for Highest & Best Land Use Study (J2006-05) at Jacksonville International Airport***

Upon motion made by Dr. Aikens and seconded by Mr. Weaver, the board voted unanimously to approve Submission #2, Approve Budget Transfer for Highest & Best Land Use Study (J2006-05) at Jacksonville International Airport.

**Approval of Minutes**

Recording Secretary Marcha'-Lee advised that in the October 28, 2013 minutes, the wording in Submission #3 stating that Hampton Golf is the parent entity of the proposed lessee is incorrect - in fact, Hampton Golf is the management company retained by the proposed lessee; she advised that the original minutes have been corrected. Upon motion made by Mr. Weaver and seconded by Dr. Aikens, the board unanimously approved the October 28, 2013 board meeting minutes, as corrected.

**Updates/Other Reports**

**Financial Update**

***Richard Rossi, Chief  
Financial Officer***

Chairwoman Davlantes called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for one month ended October 31, 2013.

**City Council Update**

***Councilman Doyle Carter,  
City Council Liaison***

Councilman Carter apologized for being late and advised that he continues to promote JAA and all the good things going on, especially with Cecil Airport.

**Board Communications**

Chairwoman Davlantes advised that the next board meeting will be held on Monday, December 16, 2013 at 8:30am at the JAA Administration Building, 3<sup>rd</sup> FL Ed Austin Board Room. She then asked the remaining board members and the public if there was any further business to be addressed by the Board of Directors – hearing nothing, she proceeded to adjourn.

**Adjournment**

There being no further business to come before the Board of Directors, Chairwoman Davlantes wished everyone a Happy Thanksgiving and adjourned the meeting at 9:15am.



**JAA**  
Jacksonville  
Aviation  
Authority

**MINUTES**  
**Finance and Audit Committee Meeting**  
**Admin. Building/3<sup>rd</sup> FL**  
**Ed Austin Board Room**  
**May 20, 2013/8:30am**

Committee Chairman Frank Mackesy called the May 20, 2013 Finance and Audit Committee meeting to order at 8:30am. The following committee members were in attendance at the call to order:

Mr. Frank Mackesy  
Mrs. Terri Davlantes  
*(committee member Mr. Cyrus Jollivette was absent)*

Also present were:

Mr. A.L. Kelly, Chairman of the Board  
Mr. Ernie Isaac, board member  
Mr. Ronald Weaver, board member  
Dr. Chester Aikens, board member  
Mr. Steve Grossman, CEO  
Ms. Debra Braga, CLO  
Mr. Richard Rossi, CFO  
Mr. Bob Simpson, Chief Cecil Airport  
Mrs. Rosa Beckett, CAO  
Mr. Tony Cugno, COO  
City Councilman Stephen Joost  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary

Chairman Mackesy welcomed everyone and thanked non-committee board members for attending. He then called on Mr. Richard Rossi, CFO, who presented the 2013-2014 fiscal year budget, highlighting each section, including the schedule of positions, capital and small capital sections. Mr. Rossi then called upon Mr. Bob Molle, Planning and Engineering Director, who provided a more in-depth review of the capital and small capital portion of the budget.

After questions and discussion with all members of the committee and board, Chairman Mackesy thanked Mr. Rossi for his presentation. The committee agreed that Chairman Mackesy will make a committee report at the next Board of Directors Meeting, which will include the committee's recommended approval of the budget (a copy of which is attached to these minutes).

There being no further business to come before the committee, the meeting was adjourned at 9:10am.



**MINUTES**  
**CEO Performance Review**  
**Committee Meeting**  
**JAA Administration Bldg./3<sup>rd</sup> Floor**  
**Board Committee Room**  
**January 28, 2013/8:00a**

Committee Chairman Chester Aikens called the January 28, 2013 CEO Performance Review Committee meeting to order at 8:05am. The following committee members were in attendance at the call to order:

Dr. Chester Aikens  
Mr. Ernie Isaac  
Mr. A. L. Kelly

Also in attendance were Mrs. Debra Braga, Chief Legal Officer and recording secretary Mrs. Melissa Marcha'-Lee, and Mrs. Terri Davlantes, board member.

Chairman Aikens advised that the reason for the meeting was to discuss the CEO salary increase item that was tabled at the October 2012 committee meeting, during which the CEO's performance was rated as outstanding. He asked the committee members for their input and suggested increase amount.

Mr. Isaac cited the recent airline agreement, lease with Flightstar, bonds loan and the staff mentality shift as reasons for JAA to reward Mr. Grossman for his performance, and while he would like to designate a higher percentage, he doesn't believe Mr. Grossman would accept anything more than the average of the recent JAA annual increases, which is 3%. He also would have recommended an incentive had that option been applicable.

Mr. Kelly cited Mr. Grossman's assembling of an outstanding team, union negotiations, Flightstar's job opportunities, the excellent operating margin and meeting of goals and objectives as his comments, and agreed with Mr. Isaac's suggested 3%.

Chairman Aikens echoed the comments of both committee members and agreed with the suggested 3% increase, and reminded all that this discussion is based on the new contract, which no longer has an incentive option. He advised that a salary increase could be construed by the public as ignoring the big picture, which is layoffs, job loss, etc. however, the fact that 3% is in line with what was given to staff members, he does not feel it is a violation of the public trust – we must be honest, forthright and credible in our fiduciary responsibility to the citizens of Jacksonville. The committee members agreed, and further agreed that the increase shall be retroactive to October 1, 2012.

The committee agreed that Chairman Aikens shall present a recommendation to the board at its January 28, 2012 meeting, that the CEO's salary shall be increased by 3% retroactive to October 1, 2012.

There being no further business to come before the committee, the meeting was adjourned at 8:25am.



**MINUTES**  
**Nominating Committee Meeting**  
**JAA Administration Bldg./3<sup>rd</sup> Floor**  
**Board Committee Room**  
**September 16, 2013/8:05a**

Committee Chairman Dr. Chester Aikens called the September 16, 2013 Nominating Committee meeting to order at 8:05am. The following committee members were in attendance:

Dr. Chester Aikens  
Mr. Ernie Isaac  
Mr. Frank Mackesy

Also in attendance were Mrs. Debra Braga, Chief Legal Officer and recording secretary Mrs. Melissa Marcha'-Lee.

Chairman Aikens distributed a proposed slate of officers for the 2013-12 board term, as follows:

- Mrs. Terri Davlantes, Chairman
- Mr. Frank Mackesy, Vice Chairman
- Mr. Ernie Isaac, Secretary
- Dr. Chester Aikens, Treasurer

Chairman Aikens called for discussion. Mr. Isaac advised he believes it is a good slate.

There being no further comments on the proposed officers, the committee agreed that the slate of proposed officers shall be presented by Chairman Aikens in his report at the board meeting immediately following this committee meeting, and that he will advise the board chair that the committee recommends election of these officers.

There being no further business to come before the committee, the meeting was adjourned at 8:10am.