



MINUTES

Board of Directors Meeting JAA Administration Building 3rd FL Ed Austin Board Room January 23, 2017/8:30a

Chair of the Board Patrick Kilbane called the January 23, 2017 Board of Directors meeting to order at 8:30a. The following board members were present at the call to order:

Mr. Patrick Kilbane, Chair

Mr. Jay Demetree, Secretary

Ms. Terri Davlantes, Member

Mr. Ray Alfred, Member

(Mrs. Giselle Carson, Vice Chair, and Mr. Frank Mackesy, Member, attended via phone – Mr. Russ Thomas, Member, was absent)

Also present at the call to order were:

Mr. Steve Grossman, Chief Executive Officer (CEO)

Mr. Tony Cugno, Chief Operating Officer (COO)

Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)

Mr. Richard Rossi, Chief Financial Officer (CFO)

Mrs. Debra Braga, Chief Legal Officer (CLO)

Councilman Doyle Carter, City Council Liaison to JAA

Mrs. Melissa Marcha-Lee, Recording Secretary

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

Welcome, Announcements, Pledge

Chair Kilbane welcomed everyone to the meeting, announced that a quorum was in place and advised that Mrs. Carson and Mr. Mackesy were attending via telephone - he then called upon Mr. Edward Booth, Jr., former JAA board member, to lead the group in reciting the Pledge of Allegiance.

Board Member Mr. Russ Thomas arrived at this point in the meeting.

Chief Executive Officer Report

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

- (1) Recent FAA wildlife strike reporting recognition
- (2) New JAX mobile app
- (3) Charitable giving campaign results

Prior to detailing the items under his report, Mr. Grossman reported that the severe weather event over the weekend had no impact on our airports.

Continuing on to his report items, Mr. Grossman advised that Cecil Airport was recently awarded by the FAA as one of their top five general aviation (GA) airports for its Excellence in Wildlife Strike Reporting, and award given to those airports that exhibit a noteworthy strike reporting program. Further, he advised that Jacksonville Executive at Craig Airport was one of two receiving honorable mention. Managers of both airports, together with our environmental administrator, were all congratulated.

Mr. Grossman next called on Mr. Roberto Malvicino, JAA's Senior Graphics/Web Designer, who gave a presentation on the new mobile app for JAX. After Mr. Malvicino answered all questions, Mr. Grossman and the board thanked him for his excellent work in developing the app.

Lastly, Mr. Grossman advised that during our recent annual JAA charitable giving campaign, \$31,274.50 was pledged by employees for JAA's two corporate charities, United Way and Community Health Charities. Also regarding charitable giving, Mr. Grossman reported that during the recent Christmas Tree fundraiser at Jacksonville International Airport, put on annually by the Jacksonville International Airport Management Council (JIAMC), the JIAMC raised \$7,891 for its charity, Dreams Come True.

Mr. Grossman advised that this concluded his CEO report.

Old Business

Chair Kilbane asked the board if there was any old business to be discussed. Mr. Grossman provided an update on the Craig Air Center (CAC) lease matter, advising that an informal mediation session will be scheduled with the Federal Aviation Administration (FAA), JAA and CAC to avoid a complaint from CAC or JAA filing suit against CAC. Councilman Carter inquired about the re-routing of the road during construction and the signage. Hearing no other old business, Chair Kilbane moved to the next agenda item.

Public Comment

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

New Business **Submissions**

BD2017-01-01

Richard Rossi/Chief Financial Officer

Repeal of Investment Policy and Enactment of Replacement Investment Policy for the Jacksonville Aviation Authority

Chair Kilbane called upon Mr. Rossi to present the submission and upon motion made by Mr. Demetree and seconded by Mr. Thomas, the board members in attendance (in-person and via phone) voted unanimously to approve Submission BD2017-01-01, Repeal of Investment Policy and Enactment of Replacement Investment Policy for the Jacksonville Aviation Authority.

BD2017-01-02

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

**Accept Florida Department of Transportation Joint Participation Agreement
for the Runway 11/29 Rehab at Herlong Recreational Airport**

Chair Kilbane called upon Mr. Lindner to present the submission and upon motion made by Mr. Thomas and seconded by Mr. Alfred, the board members in attendance (in-person and via phone) voted unanimously to approve Submission BD2017-01-02, Accept Florida Department of Transportation Joint Participation Agreement for the Runway 11/29 Rehab at Herlong Recreational Airport.

BD2017-01-03

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

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

Chair Kilbane called upon Mr. Lindner to present the submission and upon motion made by Mr. Alfred and seconded by Mrs. Davlantes, the board members in attendance (in-person and via phone) voted unanimously to approve Submission BD2017-01-03, Accept Florida Department of Transportation Joint Participation Agreement for the Runway 9L/27R at Cecil Airport.

Approval of Minutes

Chair Kilbane called for approval of the minutes from the December 19, 2016 Board of Directors meeting and upon motion made by Mr. Thomas and seconded by Mr. Alfred, the board members in attendance (in-person and via phone) voted unanimously to approve the minutes.

Updates/Other Reports

Financial Update

**Richard Rossi/Chief
Financial Officer**

Chair Kilbane called upon Mr. Rossi to present the Unaudited Financial Report for the three months ended December 31, 2016.

City Council Update

**Councilman Doyle Carter/City
Council Liaison**

Councilman Carter stated that city business continues on, and that Amazon is going up very quickly. He commended the JAA board and staff on the excellent work they do every day to make the airports and the city look good.

Board Communication

Chair Kilbane advised that the next board meeting will be on Monday, February 27, 2017 at 8:30am at the JAA Administration Building in the 3rd FL Ed Austin Board Room. Chair Kilbane then asked if there was anything further to come before the board and hearing no further comments, Chair Kilbane proceeded to adjourn.

Adjournment

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

Approved February 27, 2017



MINUTES

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

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

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

Also present at the call to order were:

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

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

Welcome, Announcements, Pledge

Chair Kilbane welcomed everyone to the meeting and announced that a quorum was in place - he also welcomed Dr. Johnny Gaffney, Liaison to the Mayor's Office, and asked him to lead the group in reciting the Pledge of Allegiance. Chair Kilbane asked Dr. Gaffney if he had any comments to share, Dr. Gaffney replied that regarding the general topic of board meeting frequency, it has been the trend that many of the independent authorities have gone, or are going, to a bi-monthly schedule - Chair Kilbane advised that the topic is slated for discussion today at this JAA board meeting.

Chief Executive Officer Report

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

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

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

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

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

Mr. Grossman advised that this concluded his CEO report.

Old Business

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

Public Comment

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

New Business Submissions

BD2017-02-01

**Kimberly Howard, Grant
Administrator**

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

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

BD2017-02-02

**Kimberly Howard, Grant
Administrator**

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

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

BD2017-02-03

**Steven Schultz, Director
Information Technology**

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

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

BD2017-02-04

**Paul Gerrety, Properties
Manager**

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

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

Approval of Minutes

Chair Kilbane called for approval of the minutes from the January 23, 2017 Board of Directors meeting and upon motion made by Mr. Alfred and seconded by Mr. Mackesy, the board members in attendance voted unanimously to approve the minutes.

Updates/Other Reports

Financial Update

*Richard Rossi/Chief
Financial Officer*

Chair Kilbane called upon Mr. Rossi to present the Unaudited Financial Report for the four months ended January 31, 2017.

City Council Update

*Councilman Doyle Carter/City
Council Liaison*

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

Board Communication

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

Adjournment

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



MINUTES

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

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

Mr. Patrick Kilbane, Chair

Mrs. Terri Davlantes, Member

Mr. Jay Demetree, Secretary

Mr. Frank Mackesy, Member

(Member Mr. Ray Alfred and Vice Chair Mrs. Giselle Carson attended via telephone; Treasurer Mr. Russ Thomas was absent at the call to order)

Also present at the call to order were:

Mr. Steve Grossman, Chief Executive Officer (CEO)

Mr. Tony Cugno, Chief Operating Officer (COO)

Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)

Mr. Richard Rossi, Chief Financial Officer (CFO)

Mrs. Rosa Beckett, Chief Administrative Officer (CAO)

Councilman Doyle Carter, City 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

Welcome, Announcements, Pledge

Chair Kilbane welcomed everyone to the meeting, announced that a quorum was in place and that members Alfred and Carson are attending via telephone – he then called upon guest Mr. Jim Gilmore to lead the Pledge of Allegiance.

Chief Executive Officer Report

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

- (1) Airport Service Quality (ASQ) survey
- (2) Aviation history museum
- (3) Cecil tenant groundbreaking

Mr. Grossman announced that he was pleased to report that in the recent ASQ survey Jacksonville International Airport was ranked Number 1, and he called upon Landside Operations and Customer Service Manager Bryan Long who provided a detailed presentation on the survey results. The board commended Steve and the staff on achieving a Number 1 ranking.

Treasurer Russ Thomas arrived at this point in the meeting.

Next, Mr. Grossman called upon Ms. Jennifer Murray, JIA Arts Commission Arts Coordinator, who gave a presentation on the new aviation history museum.

Lastly, Mr. Grossman advised that Cecil tenant LSI held a groundbreaking ceremony for their new 22,500 sq. ft. hangar that was attended by over 200 people. Construction has started and is scheduled for completion in spring-summer 2018, plans for the site include aviation training for various government operators and international students.

Mr. Grossman advised that this concluded his CEO report.

Old Business

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

Public Comment

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

New Business Submissions

BD2017-03-01

**Steve Grossman, Chief
Executive Officer**

Approve Resolution Authorizing Board Meetings Every Other Month, and Modification to the Board By-Laws

Chair Kilbane called upon Mr. Grossman to present the submission and after much discussion, and upon motion made by Mr. Thomas and seconded by Mr. Demetree, the board members in attendance (via phone and in-person) voted unanimously to approve Submission BD2017-03-01, Approve Resolution Authorizing Board Meetings Every Other Month, and Modification to the Board By-Laws.

Approval of Minutes

Chair Kilbane called for approval of the minutes from the February 27, 2017 Board of Directors meeting and upon motion made by Mrs. Davlantes and seconded by Mr. Alfred, the board members in attendance (via phone and in-person) voted unanimously to approve the minutes.

Updates/Other Reports

Financial Update

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

Chair Kilbane called upon Mr. Rossi to present the Unaudited Financial Report for the five months ended February 28, 2017.

Treasurer Russ Thomas asked for an update on the Craig Air Center matter, to which Mr. Grossman replied that we continue to work on and hope for a successful resolution to the issues.

City Council Update

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

Councilman Carter congratulated JAA on the Number 1 ranking on the ASQ survey and advised that he will prepare a resolution recognizing JAA for approval at a future city council meeting. He commented that LSI is a great tenant and the groundbreaking was a wonderful event. Further, he shared that the JIA landscaping efforts look good, and he stated that he is pleased with the on-going efforts at Cecil with the eastside infrastructure. Lastly, Councilman Carter stated that he is so glad to be a part of the JAA team.

Board Communication

Chair Kilbane advised that with the approval at this meeting of the new meeting schedule, the next board meeting will be on Monday, May 22, 2017 at 8:30am – and he suggested that the meeting be held at the JIA terminal building and that afterward, Ms. Murray lead the board on a tour of the new aviation museum, to which the board members in attendance (via phone and in-person) agreed.

Chair Kilbane then asked if there was anything further to come before the board and hearing no further comments, Chair Kilbane proceeded to adjourn.

Adjournment

There being no further business to come before the Board of Directors, Chair Kilbane adjourned the meeting at 9:10am.



MINUTES

Finance and Audit Committee Meeting Jacksonville International Airport International Conference Room May 22, 2017/8:00am

Committee Chair Russ Thomas, attending via telephone, sounded a gavel and called the May 22, 2017 Finance & Audit Committee meeting to order at 8:05am. The following committee members were in attendance at the call to order:

Mr. Russ Thomas, Chair (via telephone)
Mrs. Teresa Davlantes, Member
Mr. Jay Demetree, Member

Also present were board members:

Mr. Pat Kilbane
Mr. Frank Mackesy
Mrs. Giselle Carson (via telephone)
Mr. Ray Alfred

Also in attendance were:

Mr. Steve Grossman, Chief Executive Officer (CEO)
Mr. Richard Rossi, Chief Financial Officer (CFO)
Mrs. Debra Braga, Chief Legal Officer (CLO)
Mr. Tony Cugno, Chief Operating Officer (COO)
Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)
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

Chair Thomas welcomed everyone to the meeting, and advised a quorum was present.

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

Chair Thomas advised that the reason for the meeting was to hear from our independent auditors the results of their recent audit, and to hear from staff a presentation of the fiscal year 2017-18 budget.

He then called upon JAA Chief Financial Officer Richard Rossi, who advised that the firm of RSM US LLP had been engaged to do the annual independent audit and he called upon Mr. Brett Friedman, Jacksonville Office Manager & Partner, and Mr. Jeff Zeichner, On-site Manager, to present the audit report. Mr. Friedman advised that the delay in presenting the findings, which is normally done earlier in the year, was due to the discussion/decision surrounding the Florida Retirement Services (FRS).



He then began a discussion of the scope of the audit, specifically the impact of the FRS decision. Much discussion involving all board members ensued, with Mr. Mackesy suggesting to Committee Chair Thomas that the committee study the possibility of JAA removing itself from the FRS, eliminating a pension plan offer to new employees, and instead offer a 401K-type plan. Mr. Thomas acknowledged the suggestion, and Mr. Grossman advised that Ms. Braga will review that possibility; Board Chair Kilbane asked Mr. Grossman to please make the review available to the entire board during a board meeting.

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

Mr. Friedman then called upon Mr. Zeichner, who went through each section of the audit report with the committee advising that no instances of material weaknesses, misstatements or non-compliance were found and further, that one issue involving long-term lease reporting was discovered by staff, noted and that process corrected going forward. Both Messers Friedman and Zeichner thanked Mr. Rossi, and Director of Finance Ross Jones, and their staff, for being courteous, professional and responsive during the audit period, and then answered questions from the committee and board members.

Board member Mrs. Giselle Carson arrived in person at this point in the meeting.

Chair Thomas thanked Messers Friedman and Zeichner for their report, and congratulated Messers Grossman and Rossi, and staff, for a job well done, then called for a motion to move the report to the board for approval. Upon motion made by Mr. Demetree and seconded by Mrs. Davlantes, the committee voted to present the report to the full board at its meeting which immediately follows this comm. meeting.

Chair Thomas called upon Mr. Rossi again, to present the fiscal year 2017-18 budget.

Mr. Rossi discussed each section of the slide presentation, highlighting the schedule of positions, capital and small capital sections. Mr. Rossi then called upon Mr. Derek Powder, Senior Manager Engineering and Construction, who provided a more in-depth review of the capital and small capital portion of the budget.

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

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



MINUTES

**Board of Directors Meeting
Jacksonville International Airport
International Conference Room
May 22, 2017
Immediately following 8:00am Finance and
Audit Committee meeting**

Chair of the Board Patrick Kilbane called the May 22, 2017 Board of Directors meeting to order at 9:20am, immediately following the 8:00am Finance and Audit Committee meeting. The following board members were present at the call to order:

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

Also present at the call to order were:

Mr. Steve Grossman, Chief Executive Officer (CEO)
Mr. Tony Cugno, Chief Operating Officer (COO)
Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)
Mrs. Debra Braga, Chief Legal Officer (COO)
Mr. Richard Rossi, Chief Financial Officer (CFO)
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)
Councilman Doyle Carter, City 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

Welcome, Announcements, Pledge

Chair Kilbane welcomed everyone to the meeting, announced that a quorum was in place and that Treasurer Russ Thomas was attending via telephone – he then called upon guest Mrs. Albert Hipps to lead the Pledge of Allegiance.

Going Beyond, Daily

Prior to the next agenda item, CEO Steve Grossman showed a photo demonstrating one of our board members Going Beyond, Daily – that being Vice Chair Giselle Carson in her finish line photo during the recent Boston Marathon.

Report from Finance and Audit Committee

Chair Kilbane then called upon Committee Chair Russ Thomas to present the report from his committee meeting. Chair Thomas advised that the committee met for the purpose of hearing the report from independent external auditor RSM US LLP and to hear the fiscal year 2017-18 budget presentation.

Upon motion duly made by Mr. Demetree and seconded by Mr. Alfred, the board members in attendance (in person and via telephone), voted unanimously to approve the Finance and Audit Committee's report from the independent external auditor.

Chair Kilbane then called for approval of the Finance and Audit Committee's report regarding the budget presentation, and referenced Submission BD2017-05-05, Approval of Operating and Capital Budget of Jacksonville Aviation Authority for Fiscal Year Commencing October 1, 2017 and Ending September 30, 2018 – upon motion duly made by Mr. Demetree and seconded by Mr. Alfred, the board members in attendance (in person and via telephone) voted unanimously to approve the Finance and Audit Committee's report of the budget, and Submission BD2017-05-05.

Chair Kilbane thanked Mr. Thomas for his report, and commended Mr. Rossi and the finance team for a job well done on the audit and budget presentations.

Chair Kilbane then advised that the agenda order for the rest of the meeting would be a bit different for this meeting.

Old Business

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

Public Comment

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

New Business **Submissions**

BD2017-05-01

***Kimberly Howard/Interim Senior
Manager Aviation Planning***

Approve Sale of 4.38 Acres at Jacksonville International Airport

Chair Kilbane called upon Mrs. Howard to present the submission and after discussion, and upon motion made by Mrs. Davlantes and seconded by Mrs. Carson, the board members in attendance (in person and via telephone) voted unanimously to approve Submission BD2017-05-01, Approve Sale of 4.38 Acres at Jacksonville International Airport.

BD2017-05-02

**Kimberly Howard/Interim Senior
Manager Aviation Planning**

**Accept Florida Department of Transportation Supplemental Joint Participation
Agreement for the Eastside Utility Corridor at Cecil Airport**

Chair Kilbane called upon Mrs. Howard to present the submission and after discussion, and upon motion made by Mr. Alfred and seconded by Mrs. Carson, the board members in attendance (in person and via telephone) voted unanimously to approve Submission BD2017-05-02, Accept Florida Department of Transportation Supplemental Joint Participation Agreement for the Eastside Utility Corridor at Cecil Airport.

BD2017-05-03

**Jeffrey Taylor/Properties
Administrator**

**Cancellation, Termination and Mutual Release of the Ground Lease
Agreement ("Lease Termination") Between Jacksonville Aviation Authority
and William Victor Aviation LTD at Jacksonville Executive At Craig Airport ("JAXEX")**

Chair Kilbane called upon Mr. Taylor to present the submission and after discussion, and upon motion made by Mrs. Davlantes and seconded by Mrs. Carson, the board members in attendance (in person and via telephone) voted unanimously to approve Submission BD2017-05-03, Cancellation, Termination and Mutual Release of the Ground Lease Agreement ("Lease Termination") Between Jacksonville Aviation Authority and William Victor Aviation LTD at Jacksonville Executive At Craig Airport ("JAXEX").

BD2017-05-04

**Matt Bocchino/Properties
Administrator**

**Approval of Second Amendment to Building and Ground Lease Between
Jacksonville Aviation Authority and Jacksonville JetPort, LLC, A Florida Limited
Liability Company**

Chair Kilbane called upon Mr. Bocchino to present the submission and prior to the presentation, Secretary Jay Demetree advised he has a voting conflict on this item, and signed a Voting Conflict Form. The presentation then began and after discussion, and upon motion made by Mr. Thomas and seconded by Mrs. Carson, six of the seven board members in attendance (via in person and telephone) voted to approve Submission BD2017-05-04, Approval of Second Amendment to Building and Ground Lease Between Jacksonville Aviation Authority and Jacksonville JetPort, LLC, A Florida Limited Liability Company; Secretary Demetree abstained (a copy of his Voting Conflict Form is attached hereto and made a part of these minutes.)

Approval of Minutes

Chair Kilbane called for approval of the minutes from the March 27, 2017 Board of Directors meeting and upon motion made by Mrs. Davlantes and seconded by Mr. Alfred, the board members in attendance (in person and via telephone) voted unanimously to approve the minutes.

Chief Executive Officer Report

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

- (1) Transportation Network Companies (TNCs)
- (2) A retirement
- (3) Going Beyond, Daily (*addressed at the beginning of the meeting*)

Mr. Grossman advised that the Governor signed the new TNC Bill, effective July 1st, our one year agreement with Lyft was effective May 1st and we will be talking with Uber very soon.

Mr. Grossman reported on an item not shown under his report – the recent Cecil Bus Tour, an annual event, advising it was very successful.

Lastly, Mr. Grossman advised the board that while he normally does not comment on employee retirements, he did want to advise them that a very familiar face they see any time they are at the administration building, Mrs. Cassandra Newberry, our JAA Organizational Services Assistant/Receptionist, will be retiring effective June 1st. The board joined in on a round of applause for Cassandra and asked Mr. Grossman to wish her well on their behalf.

Mr. Grossman advised that this concluded his CEO report.

Updates/Other Reports

Financial Update

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

Chair Kilbane called upon Mr. Rossi to present the Unaudited Financial Report for the seven months ended April 30, 2017 (in the non-meeting month of April, Mr. Rossi provided the board with the financial report for the six months ended March 31, 2017, together with his written summary in memo form).

City Council Update

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

Councilman Carter reiterated CEO Grossman's comment of the very successful Cecil Bus Tour, advising that it started back in 2001 and is coordinated each year by former Councilwoman Mrs. Albert Hipps who does a wonderful job. He further commented that he is excited by the spaceport expansion.

Vice Chair Carson left the meeting at this point.

Board Communication

Chair Kilbane advised that the next bi-monthly board meeting will be on Monday, July 24, 2017 at 8:30am at the JAA administration building. He then called upon Ms. Jennifer Murray, JAA Arts Coordinator, for comments prior to her leading the board on a tour of the new aviation museum – she advised what they will be viewing and how the museum was created.

Chair Kilbane then asked if there was anything further to come before the board and hearing no further comments, Chair Kilbane proceeded to adjourn.

Adjournment

There being no further business to come before the Board of Directors, Chair Kilbane adjourned the meeting at 10:10am – the board then proceeded to the new aviation museum for the tour.

Approved July 24, 2017



MINUTES

Board of Directors Meeting JAA Administration Bldg., 3rd FL Ed Austin Board Room July 24, 2017/8:30am

Chair of the Board Pat Kilbane called the July 24, 2017 Board of Directors meeting to order at 8:30am. The following board members were present at the call to order:

Mr. Patrick Kilbane, Chair

Mr. Jay Demetree, Secretary

Mrs. Terri Davlantes, Member

Mr. Ray Alfred, Member

(Member Mr. Frank Mackesy, Vice Chair Mrs. Giselle Carson, and Treasurer Mr. Russ Thomas were absent at the call)

Also present at the call to order were:

Mr. Steve Grossman, Chief Executive Officer (CEO)

Mr. Tony Cugno, Chief Operating Officer (COO)

Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)

Mrs. Debra Braga, Chief Legal Officer (COO)

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

Welcome, Announcements, Pledge

Chair Kilbane welcomed everyone to the meeting and announced that a quorum was in place, he then called upon guest Mr. Steve Adams to lead the Pledge of Allegiance.

Chief Executive Officer Report

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

- (1) Report on Paris airshow
- (2) Report on new JIA concessions
- (3) Report on recent JIA FAA inspection
- (4) Update on new JIA maintenance facility
- (5) Update on Cecil hangar 945
- (6) Update on new air service
- (7) Update on planning for JIA 50th anniversary celebration

Prior to detailing the agenda items, Mr. Grossman shared that for our 2017 intern program we have 6 college students and a high school student participating this year in the program ending July 28th – the college students each stood and were introduced (the high school student was named but was not able to attend the meeting), all were thanked by the board for participating in our internship program.

Mr. Grossman reported that he, Cecil Chief Rusty Chandler and Business Development Director Jay Cunio all attended the Paris airshow, advising that there were several good meetings attended and business contacts made during the show.

Mrs. Giselle Carson, Vice Chair of the Board, and Councilman Doyle Carter, JAA City Council Liaison, arrived at this point in the meeting.

Mr. Grossman next reported on new JIA concessions, advising that among them is a local company, Firehouse Subs. Through our wonderful relationship with HMS Host, our food and beverage operator, we are able to introduce new and different brands for our passengers' enjoyment. Mrs. Davlantes asked if there is some way we can emphasize that Firehouse is a local brand, to which Mr. Grossman replied that we will be highlighting that in all of the media and we will discuss some kind of permanent signage at the restaurant.

Mr. Grossmann advised that the recent FAA inspection went very well, stating that the FAA inspector found no discrepancies on the 124 point checklist. The inspector commended the staff for their professionalism and positive attitude.

Next, Mr. Grossman updated the board on the new maintenance facility, advising that construction on the 41,300 sq. ft. facility is expected to start in mid-September.

Mr. Grossman reported that Jacksonville JetPort at Cecil Airport has completed construction of hangar 945, their second privately-constructed hangar at the airport.

Mr. Grossman next updated the board on recent air service announcements, also advising that we have heard that Frontier is planning service here and we are awaiting confirmation.

Lastly, Mr. Grossman called upon Ms. Barbara Halverstadt, Marketing Director, who, together with Mr. Greg Willis, Marketing Manager, presented a slide show detailing plans for the upcoming JIA 50th anniversary celebration.

Mr. Grossman advised that this concluded his CEO report.

Old Business

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

Public Comment

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

New Business
Submissions

BD2017-07-01

**Kimberly Howard/Interim Senior
Manager Aviation Planning**

***Accept Florida Department of Transportation Supplemental Joint Participation
Agreement for the Consolidated Maintenance Facility at Jacksonville
International Airport***

Chair Kilbane called upon Mrs. Howard to present the submission and after discussion, and upon motion made by Mr. Demetree and seconded by Mr. Alfred, the board members in attendance voted unanimously to approve Submission BD2017-07-01, Accept Florida Department of Transportation Supplemental Joint Participation Agreement for the Consolidated Maintenance Facility at Jacksonville International Airport.

BD2017-07-02

**Matt Bocchino/Properties
Administrator**

***Approval of First Amendment to the Ground Lease Agreement at Cecil Airport
between the Jacksonville Aviation Authority and Jacksonville JetPort, LLC***

Chair Kilbane called upon Mr. Bocchino to present the submission and prior to the presentation, Secretary Jay Demetree advised of his voting conflict on this item, and signed a Voting Conflict Form. The presentation then began and after discussion, and upon motion made by Mrs. Davlantes and seconded by Mr. Alfred, four of the five board members in attendance voted to approve Submission BD2017-07-02, Approval of First Amendment to the Ground Lease Agreement at Cecil Airport between the Jacksonville Aviation Authority and Jacksonville JetPort, LLC; Secretary Demetree abstained (a copy of his Voting Conflict Form is attached hereto and made a part of these minutes.)

BD2017-07-03

**Jay Cunio/Director Business
Development**

***Approval of the Interlocal, Operating and Lease Agreements between the
Jacksonville Aviation Authority and the City of Jacksonville for the
Existing Fire Station 56 at Cecil Airport and the New Fire Station 73
to be Constructed at Cecil Airport***

Chair Kilbane called upon Mr. Cunio to present the submission and after discussion, and upon motion made by Mr. Alfred and seconded by Mr. Demetree, the board members in attendance voted unanimously to approve Submission BD2017-07-03, Approval of the Interlocal, Operating and Lease Agreements between the Jacksonville Aviation Authority and the City of Jacksonville for the Existing Fire Station 56 at Cecil Airport and the New Fire Station 73 to be Constructed at Cecil Airport. Mr. Alfred congratulated everyone on the work done in getting these agreements in place, and Councilman Carter commented that along with it being a win for JAA and Cecil, it is also a win for area homeowners as it will help with the rating process on their home insurance policies.

BD2017-07-04

**Derek Powder/Senior Manager
Engineering & Construction**

Budget Transfer for Air Cargo Building 2 Roof Repairs

Chair Kilbane called upon Mr. Powder to present the submission and upon motion made by Mrs. Davlantes and seconded by Mr. Demetree, the board members in attendance voted to approve Submission BD2017-07-04, Budget Transfer for Air Cargo Building 2 Roof Repairs.

BD2017-07-05

Paul Gerrety/Properties Manager

Approval of First Amendment to Building and Land Lease for Hangar 955 between the Jacksonville Aviation Authority and Logistic Services International, Inc.

Chair Kilbane called upon Mr. Gerrety to present the submission and upon motion made by Mr. Alfred and seconded by Mrs. Carson, the board members in attendance voted to approve Submission BD2017-07-05, Approval of First Amendment to Building and Land Lease for Hangar 955 between the Jacksonville Aviation Authority and Logistic Services International, Inc.

Approval of Minutes

Chair Kilbane called for approval of the minutes from both the May 22, 2017 Finance and Audit Committee and Board of Directors meetings, and upon motion made by Mr. Demetree and seconded by Mr. Alfred, the board members in attendance voted unanimously to approve both sets of minutes.

Updates/Other Reports

Financial Update

**Richard Rossi/Chief
Financial Officer**

Chair Kilbane called upon Mr. Rossi to present the Unaudited Financial Report for the nine months ended June 30, 2017 (in the non-meeting month of June, Mr. Rossi provided the board with the financial report for the eight months ended May 31, 2017, together with his written summary in memo form).

City Council Update

**Councilman Doyle Carter/City
Council Liaison**

Before calling upon Councilman Carter to provide an update, Chair Kilbane advised that Councilman Carter has been reappointed as our JAA City Council Liaison for 2017-18 and we are extremely glad to have him continuing on with JAA. Chair Kilbane then called upon Councilman Carter for his update. Councilman Carter reiterated his comments made earlier

about the completion of the fire station agreements, well done! He further commented that Herlong Airport seems to be busier which is exciting. Lastly, he advised he appreciates everyone and the work done by JAA and is very happy to be our liaison once again.

Board Communication

Chair Kilbane advised that the next bi-monthly board meeting will be on Monday, September 25, 2017 at 8:30am at the JAA administration building, and a Nominating Committee meeting will also take place that day. He then asked if there was anything further to come before the board and hearing no further comments, Chair Kilbane proceeded to adjourn.

Adjournment

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

Approved September 25, 2017



MINUTES

Nominating Committee Meeting JAA Administration Bldg./3rd FL Board Committee Room September 25, 2017/8:15a

Immediate-Past Chair of the Board Ray Alfred, Nominating Committee Chair, called the September 25, 2017 Jacksonville Aviation Authority Nominating Committee meeting to order at 8:15am. The following committee members were present at the order call:

Mr. Ray Alfred

Mr. Russ Thomas

(committee member Frank Mackesy was absent – for the purpose of this meeting only, Comm. Chair Alfred appointed Chair of the Board Pat Kilbane to the committee and he was present at the order call)

Also in attendance were Mrs. Debra Braga, Chief Legal Officer and Recording Secretary Mrs. Melissa Marcha-Lee.

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

Chair Alfred distributed a suggested slate of officers list to be used for nominations for the 2017-18 board term, as follows:

- Mrs. Giselle Carson, Chair
- Mr. Jay Demetree, Vice Chair
- Mr. Russ Thomas, Secretary
- Mrs. Terri Daviantes, Treasurer

Chair Alfred called for discussion. Messers Kilbane and Thomas advised they believe it is an excellent slate of officers, Chair Alfred agreed.

There being no further comments or changes made regarding the suggested officers, upon motion made by Mr. Thomas and seconded by Mr. Kilbane, the committee members present voted unanimously to accept the suggested slate of officers and present it to the full board at its Sept. 25, 2017 meeting. The accepted slate of officers signed by Chair Alfred and Recording Secretary Marcha-Lee is attached here to and made a part of these minutes.

There being no further business to come before the committee, the meeting was adjourned at 8:20am.



MINUTES

Board of Directors Meeting JAA Administration Bldg., 3rd FL Ed Austin Board Room September 25, 2017/8:30am

Chair of the Board Pat Kilbane called the September 25, 2017 Board of Directors meeting to order at 8:30am. The following board members were present at the call to order:

Mr. Patrick Kilbane, Chair
Mr. Jay Demetree, Secretary
Mr. Russ Thomas, Treasurer
Mr. Ray Alfred, Member
Mr. Frank Mackesy, Member (via telephone)
(Member Mrs. Terri Davlantes was absent; Vice Chair Mrs. Giselle Carson was absent at the call to order)

Also present at the call to order were:

Mr. Steve Grossman, Chief Executive Officer (CEO)
Mr. Tony Cugno, Chief Operating Officer (COO)
Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)
Mrs. Debra Braga, Chief Legal Officer (COO)
Mr. Richard Rossi, Chief Financial Officer (CFO)
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)
Councilman Doyle Carter, JAA 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

Welcome, Announcements, Pledge

Chair Kilbane welcomed everyone to the meeting and advised that a quorum was in place, and acknowledged Mr. Frank Mackesy, member, who attended via telephone. He further welcomed Dr. Gaffney from the Mayor's office, and then called upon Lieutenant Paul Kemp to lead the Pledge of Allegiance.

Chief Executive Officer Report

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

- (1) Report on Hurricane Irma preparation and recovery
- (2) Update on airline signature agreements
- (3) Update on maintenance facility groundbreaking
- (4) Report on Gate Gourmet relocation
- (5) Report on recent ACI annual conference

Mr. Grossman called upon COO Tony Cugno to provide a report on Hurricane Irma. As Mr. Cugno began his report, Vice Chair Mrs. Giselle Carson arrived at the meeting.

Mr. Grossman advised that because the airline agreement has not yet been signed, as of October 1 they will be operating on a month-to-month basis.

Next, Mr. Grossman reported that the groundbreaking of the new maintenance facility will occur on October 11, 2017.

Mr. Grossman then reported that long-standing tenant Gate Gourmet will be relocating to a smaller facility at Air Cargo 1 which is a better fit for their use.

Lastly, Mr. Grossman advised that some staff members attended the recent ACI annual conference, where topics discussed included lobbying privatization efforts, funding and PFCs.

Mr. Grossman advised that this concluded his CEO report.

Old Business

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

Public Comment

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

New Business Submissions

As there were no new items for action, Chair Kilbane moved to the next agenda item.

Approval of Minutes

Chair Kilbane called for approval of the minutes from the July 24, 2017 Board of Directors meeting, and upon motion made by Mr. Thomas and seconded by Mr. Alfred, the board members in attendance voted unanimously to approve both sets of minutes.

Updates/Other Reports

Financial Update

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

Chair Kilbane called upon Mr. Rossi to present the Unaudited Financial Report for the eleven months ended August 31, 2017 (in the non-meeting month of August, Mr. Rossi provided the board with the financial report for the ten months ended July 31, 2017, together with his written summary in memo form).

Councilman Carter advised that he appreciates everyone at JAA and the work done by all staff members, and is happy to be working with JAA.

Report from Nominating Committee

Chair Kilbane called on Nominating Committee Chair/Immediate Past Board Chair Ray Alfred to present his report. Comm. Chair Alfred reported that the committee had recently met to discuss a slate of officers for submission to the board and presents that slate here, as follows: Chair Carson, Vice Chair Demetree, Secretary Thomas and Treasurer Davlantes. Board Chair Kilbane thanked Comm. Chair Alfred for his report.

Election of Officers

Chair Kilbane then ask the board if there were any further nominations for board officers – hearing none, and upon motion made by Mr. Alfred and seconded by Mr. Mackesy, the board members in attendance unanimously voted to elect the slate of officers as presented by the Nominating Committee for the 2017-18 board term, as follows:

- Giselle Carson/Chair of the Board
- Jay Demetree/Vice Chair
- Russell Thomas/Secretary
- Terri Davlantes/Treasurer

Board Communication

Chair Kilbane advised that the next bi-monthly board meeting will be on Monday, November 27, 2017 at 8:30am at the JAA administration building. He shared that it was his honor and pleasure to have guided the JAA Board of Directors as Chair this past year. Chair Kilbane then asked if there was anything further to come before the board and hearing no further comments, he proceeded to adjourn.

Adjournment

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



MINUTES

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

Chair of the Board Giselle Carson called the November 27, 2017 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
Mrs. Terri Davlantes, Treasurer
Mr. Patrick Kilbane, Member
Mr. Ray Alfred, Member
Mr. Frank Mackesy, Member
(Mr. Russ Thomas, Secretary, was absent at the order call)

Also present at the call to order were:

Mr. Steve Grossman, Chief Executive Officer (CEO)
Mr. Tony Cugno, Chief Operating Officer (COO)
Mr. Rusty Chandler, Chief Cecil Airport & General Aviation (CCAGA)
Mrs. Debra Braga, Chief Legal Officer (COO)
Mr. Richard Rossi, Chief Financial Officer (CFO)
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)
Councilman Doyle Carter, JAA 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

Welcome, Announcements, Pledge

Chair Carson welcomed everyone to this, her first meeting as chair, and advised that a quorum was in place, and further advised that she hopes to follow in past chair footsteps and continue to lead the board in carrying on the wonderful work of the Authority. Chair Carson then called upon Chief Legal Officer Debra Braga to lead the Pledge of Allegiance.

Special Presentation

Chair Carson presented a plaque to immediate past chair Pat Kilbane recognizing his service to JAA in leading the board as chair during the 2016-17 term, thanking him for his guidance and leadership.

Chief Executive Officer Report

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

- (1) Dazzle and Delight Moment!
- (2) Report on JEA linemen arrival/departure events at JIA
- (3) Report on recent triennial airport disaster drill
- (4) Report on video surveillance system
- (5) Introduction of new Human Resources Director

Mr. Grossman advised that at the request of Chair Carson he will have a new feature under his report called Dazzle & Delight Moment! and this first time he shared a video of a wonderful event that celebrated our employee veterans. Mr. Grossman advised that the veteran celebration idea came from one of our employees in the information technology dept., Robert (Adam) Lewis, a veteran of Operation Iraqi Freedom 2005.

Mr. Russ Thomas, Board Secretary, arrived at this point in the meeting.

Mr. Grossman then advised that we recently partnered with the JEA in welcoming home and sending off linemen working in Puerto Rico, and called upon Mr. Mike Hightower, Chief Public Affairs Officer with JEA, who thanked the board, Mr. Grossman and all the staff for the care given to those linemen who left Cecil Airport and returned to JIA and to those that then left and returned to JIA. He shared it was very obvious to the JEA employees and their families that JAA is a very caring and compassionate group of people and everyone at JEA is so very grateful for the attention given at the receptions.

Mr. Grossman then called upon Ms. Meaghan Smalley, Manager of Airport Communications and Emergency Preparedness, who reported on the recent triennial airport disaster drill advising that it went very well.

Next Mr. Grossman called on Mr. Steven Schultz, Director of Information Technology, who gave a report on the video surveillance system, which is going live very soon.

Lastly, Mr. Grossman introduced Mr. Michael May as our new Director of Human Resources.

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 and 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

BD2017-11-01

Ross Jones/Director of Finance

Investment Financial Advisor Services, RFP 17-08-31001

Chair Carson called upon Mr. Jones to present the submission and after discussion, and upon motion made by Mr. Mackesy and seconded by Mr. Alfred, six of the seven board members voted to approve Submission BD2017-11-01, Investment Financial Advisor Services, RFP 17-08-31001; board member Jay Demetree recused himself from the vote.

BD2017-11-02

Paul Gerrety/Properties Manager

Approval of Amendment to Extend Expiration Date of Airline-Airport Use Agreement between the Jacksonville Aviation Authority and Signatory Airlines at Jacksonville International Airport

Chair Carson called upon Mr. Gerrety to present the submission and after discussion, and upon motion made by Mr. Mackesy and seconded by Mr. Demetree, the entire board voted unanimously to approve Submission BD2017-11-02, Approval of Amendment to Extend Expiration Date of Airline-Airport Use Agreement between the Jacksonville Aviation Authority and Signatory Airlines at Jacksonville International Airport.

BD2017-11-03

Jay Cunio/Director of Business Development

Approval of Lease Agreement between the Jacksonville Aviation Authority and Craig Air Center, Inc.

Chair Carson called upon Mr. Cunio to present the submission and after much discussion about this fixed base operator tenant at JAXEX, and also about Sky Harbor, the other fixed base operator tenant at JAXEX, and, upon motion made by Mr. Demetree to approve the submission, with further direction by Chair Carson that both this lease agreement, and that of Sky Harbor, be audited annually for compliance and a report made to the board, and the motion then seconded by Mr. Alfred, four board members, Carson, Demetree, Alfred and Davlantes, voted for the approval of Submission BD2017-11-03, Approval of Lease Agreement between the Jacksonville Aviation Authority and Craig Air Center, Inc.; three board members, Thomas, Mackesy and Kilbane, voted against the approval.

BD2017-11-04

**Jay Cunio/Director of Business
Development**

***Approval of First Amendment to the Second Restated Lease and Agreement
between the Jacksonville Aviation Authority and Sky Harbor Corporation***

Chair Carson called upon Mr. Cunio to present the submission and after discussion, and upon motion made by Mr. Thomas and seconded by Mrs. Davlantes, the entire board voted unanimously to approve Submission BD2017-11-04, Approval of First Amendment to the Second Restated Lease and Agreement between the Jacksonville Aviation Authority and Sky Harbor Corporation.

BD2017-11-05

**Kimberly Howard/Interim Senior
Manager Aviation Planning**

***Accept Florida Department of Transportation Joint Participation Agreement
For the South Access Road at JAXEX Airport***

Chair Carson called upon Mrs. Howard to present the submission and after discussion, and upon motion made by Mr. Kilbane and seconded by Mr. Alfred, the entire voted unanimously to approve Submission BD2017-11-05, Accept Florida Department of Transportation Joint Participation Agreement for the South Access Road at JAXEX Airport.

BD2017-11-06

**Kimberly Howard/Interim Senior
Manager Aviation Planning**

***Accept Florida Department of Transportation Supplemental Joint Participation
Agreement for the Runway 11/29 Rehab at Herlong Recreational Airport***

Chair Kilbane called upon Mrs. Howard to present the submission and after discussion, and upon motion made by Mr. Alfred and seconded by Mrs. Davlantes, the entire board voted unanimously to approve Submission BD2017-11-06, Accept Florida Department of Transportation Supplemental Joint Participation Agreement for the Runway 11/29 Rehab at Herlong Recreational Airport.

Approval of Minutes

Chair Carson called for approval of the minutes from both the September 25, 2017 Nominating Committee meeting and the Board of Directors meeting, and upon motion made by Mr. Demetree and seconded by Mr. Thomas, the entire board voted unanimously to approve both sets of minutes.

Updates/Other Reports

Financial Update

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

Chair Carson requested that in the interest of time with the full agenda, Mr. Rossi not provide his detailed financial report but rather answer any questions board members have from their reading of the unaudited financial report for the one month ended October 31, 2017 as contained in their board package (in the non-meeting month of October Mr. Rossi provided the board with the unaudited financial report for the twelve months ended Sept. 30, 2017, together with his written summary in memo form) - hearing no questions for Mr. Rossi about the October 2017 financials, Chair Carson moved to the next agenda item.

City Council Update

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

Councilman Carter hoped everyone enjoyed a wonderful Thanksgiving holiday and stated he is looking forward to the upcoming annual Cecil Airport holiday event. He stated he truly appreciates everyone at JAA and the work done by all staff members, and is happy to be working with JAA.

CEO Performance Review

Chair Carson called upon immediate past chair Mr. Pat Kilbane to lead the review as it is for the period during which he was chair. Mr. Kilbane advised that all board members had completed a review of the CEO's performance and the CEO had completed a self-review, and opened the review discussion. Board members offered the following comments:

- Chair Carson advised that she is thrilled Mr. Grossman is our leader and feels he has done an outstanding job
- Mr. Kilbane shared that he thinks Mr. Grossman has done an excellent job and while everyone rated him at or above competent, he asked the board what can be offered to him as constructive criticism
- Mr. Mackesy stated that he feels Mr. Grossman is running a top-notch organization but that the action plans could be stretched a little more
- Mr. Thomas commented he feels Mr. Grossman has done a great job but we need to advise exactly what we expect, we should be rating on day to day operations and what we expect to look like in 5 years
- Mrs. Davlantes advised that Mr. Grossman has done an excellent job and in the 2017-18 action plans we should focus on non-aeronautical revenue
- Mr. Alfred stated he does not think there is a reason for the CEO to do a self-review, and all board members agreed, and he feels Mr. Grossman has done a wonderful job but perhaps the rating items should be changed
- Mr. Demetree advised that he looks to Mr. Grossman to always be aware and to run the operations of the airport and he believes he has done an excellent job

Mr. Grossman thanked the board for their remarks and asked to comment on a couple of the items. Regarding stretching the action plans, he stated that JAA focuses on things that are within its control – if they are stretched more then we rely on others and lose control....he suggested taking the action plans out of his review process, Mr. Mackesy advised he agrees with that suggestion, and Mr. Alfred also agreed. Further, Mr. Grossman reminded the board that with the board's recent directive, the action plans will focus on non-aeronautical revenue. Mr. Kilbane then commented that he believes it would be a good idea to have another strategic planning session to review the action plans, the board members agreed.

Mr. Kilbane asked the board if there were any other comments on the CEO's performance, hearing none he advised that the overall rating is 4.58% out of a possible 5% and advised the board it was now time to consider a salary increase. The following comments were made by the board members:

- Mr. Demetree advised the percentage should be close to the CPI, but perhaps do a bonus instead (CLO Braga reminded the board that there was a bonus provision in the previous CEO contract but it had been removed and a larger salary increase given at the time of removal – Mr. Demetree requested clarification of the bonus in the future)
- Mrs. Carson advised 4%, no bonus
- Mr. Alfred and Mr. Mackesy commented that he should receive what the staff receives (CAO Beckett advised the average is 4%)
- Mr. Kilbane suggested 4.5%

After much discussion, Chair Carson made a motion to award Mr. Grossman a 4% salary increase, retroactive to his contract date of October 1st, and upon the motion being seconded by Mrs. Davlantes, the entire board voted unanimously to set the salary increase at 4%.

Mr. Grossman thanked the board very much for his review and for the salary increase and stated that a bonus is not important - the ratings being high are an indication as to how he is performing and he is thankful for the wonderful support given to him by the board.

2017-18 Action Plans

Chair Carson called upon Mr. Grossman to discuss the action plans for fiscal year 2017-18 and after much discussion, Mrs. Carson referred back to the CEO review discussion when Mr. Kilbane suggested that there be another strategic planning session for reviewing and formally approving the action plans and requested that Mr. Grossman plan that session for some time in the spring. In the meantime, she directed that staff work with the plans as presented today.

Chair's Committee Appointments

Chair Carson advised that she has made the following committee appointments, and that all members have agreed to serve as appointed:

Finance and Audit Committee

Terri Davlantes/Chair (as Treasurer)

Russ Thomas

Jay Demetree

Nominating Committee

Pat Kilbane/Chair (as immediate past chair)

Ray Alfred

Frank Mackesy

Board Communication

Chair Carson advised that the next bi-monthly board meeting will be on Monday, January 22, 2018 at 8:30am at the JAA administration building. Chair Carson then asked the board if there were any further comments – hearing none, she proceeded to adjourn.

Adjournment

There being no further business to come before the Board of Directors, Chair Carson adjourned the meeting at 10:55am.

Approved January 22, 2018