



MINUTES
Board of Directors Meeting
JAA Administration Bldg.
2nd FL Training Room
January 25, 2021/8:30am

Chair of the Board Pat Kilbane called the January 25, 2021 Jacksonville Aviation Authority Board of Directors meeting to order at 8:35am. The following board members were present at the call to order:

Mr. Pat Kilbane, Chair
Mr. Ray Alfred, Vice Chair
Mrs. Michelle Barnett, Secretary
Mr. Jay Demetree, Treasurer
Mr. Russ Thomas, Member
*(Mrs. Giselle Carson, Member, attended via phone;
Mr. Matt Connell, Member, was absent)*

Also present at the call to order were:

Mr. Mark VanLoh, Chief Executive Officer
Mr. Ross Jones, Chief Financial Officer
Mr. Tony Cugno, Chief Operating Officer
Mr. Devin Reed, Chief Legal Officer
Mr. Jay Cunio, Chief Development Officer
Mr. Randy White, City Councilman/JAA Liaison
Mrs. Melissa Marcha-Lee, Senior Executive Assistant/Recording Secretary

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

Welcome, Announcements, Pledge

Chair Kilbane welcomed everyone, announced that a voting quorum was present, and advised that board member Mrs. Giselle Carson was attending via telephone. He then called upon Mr. Demetree to lead the group in reciting the Pledge of Allegiance.

Special Presentation

Chair Kilbane called Mr. Thomas to the front where Chair Kilbane and CEO VanLoh presented Mr. Thomas with a gift from the JAA board and staff - a runway light mounted on a plaque with an inscribed plate stating our appreciation of his service as Chair of the Board during the 2019-20 term. Mr. Thomas thanked everyone and said he thoroughly enjoyed his year as chair.

Chief Executive Officer Report

Chair Kilbane called upon Mr. Mark VanLoh to present his CEO report – he discussed the following items:

- (1) Recent mass casualty incident drill (*video*)
- (2) Global Biorisk Advisory Council certification (GBAC) (*Jan Menard*)
- (3) Covid update

Mr. VanLoh shared that the recent MCI drill went very well and he showed a short video.

Next, Mr. VanLoh advised that regarding Covid, we are awaiting vaccination for our frontline workers and TSA employees, all of whom have direct contact with the public every day; as an organization, we remain relatively healthy. The next round of stimulus is making the rounds in D.C. and, while it is not as generous as the first round, it does address the vendors in the terminal and our parking operator that have all suffered severe financial and employee loss.

Lastly, Mr. VanLoh advised that we recently received a certification from the GBAC and he called to the front Mrs. Jan Menard, Senior Manager Landside Facilities, to give a report.

Mr. VanLoh advised this completed his CEO report.

Old Business

Chair Kilbane reminded the board that because time ran short at the Dec. 17th special meeting, there was no time for the board to discuss the presentations and he asked the board for their thoughts.

Mr. Demetree said he feels that the presentation made by the retired former Cecil Chief, Mr. Rusty Chandler, brought a lot of things to light - he feels we should bring him back as an overseer of the spaceport – he knows quite a bit about the operation and Kelly has her hands full running the airport. Chair Kilbane asked Mr. VanLoh for his thoughts about doing that. CEO VanLoh advised that we will keep going with the spaceport as long as grants, etc. provide funding but we cannot ignore our major tenants (Boeing, the MROs, etc.). We certainly would like to use Mr. Chandler's expertise for airshows, perhaps in a consultant role, and possibly for other things as well. Regarding Mr. Chandler's comment about having an engineer on-site at Cecil full time, we are looking in to bringing another engineer on board who would help us in that regard.

Mr. Alfred asked if we are addressing Mr. Chandler's concerns about staff not being able to attend job-related conferences and providing adequate funding for Cecil – to which Mr. VanLoh replied yes to both.

Mrs. Carson expressed concern as to the financial piece of the spaceport, and how it can complete with Cocoa.

Chair Kilbane advised that he does not believe the Cecil operation should be a part of the Authority – it should be separate, and he agreed with Mr. Demetree about having Mr. Chandler at Cecil, perhaps as the CEO of the new entity.

Mr. Alfred commented that before we have discussions and consider any such split we should develop a list of goals.

Chair Kilbane stated that space is the future and we must do something – Mr. VanLoh advised that only vertical launching is happening now, we are a horizontal facility and cannot do vertical launching. Mrs. Barnett asked the reason for that – Mr. VanLoh called upon Spaceport Director Todd Lindner, who advised there are issues with the propellant used and of course the possibility of casualties should the rocket fall back to earth. And Mr. Alfred added that we have to be careful about the type of launches we stated we would do, and asked for funding for, and that is horizontal. Mr. Demetree agreed and added that if we are successful we will be the best horizontal facility.

Mrs. Barnett advised that she had been listening intently to the entire discussion and stated that before we consider adding any personnel or pursuing a split, or anything relating to Cecil, we need to involve Kelly in all talks of anything related to her airport as she is the director – Mrs. Barnett stated that of most concern to her is having the former chief, who was Kelly's boss, return to a possible position that would now report to her. Chair Kilbane assured the board, and directed CEO VanLoh to ensure, that Airport Director Kelly Dollarhide will be involved in all discussions.

Chair Kilbane asked Mrs. Marcha-Lee to place Cecil on the agenda for the next several meetings, as old business, so the discussions can continue, and requested that Mrs. Dollarhide do a follow-up presentation on Cecil at the March meeting – which will be held at Cecil Airport.

Chair Kilbane asked the board if there was any further old business to be discussed, 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

BD2021-01-01

***Lauren Scott, Senior Manager
Aviation Planning***

JEA Non-Exclusive Grant of Utility Easement, Approach Road, Cecil Airport

Chair Kilbane called upon Mrs. Scott to present the submission and, upon motion made by Mr. Thomas and seconded by Mrs. Barnett, the five board members present voted unanimously to approve Submission BD2021-01-01, JEA Non-Exclusive Grant of Utility Easement, Approach Road, Cecil Airport.

BD2021-01-02

**Lauren Scott, Senior Manager
Aviation Planning**

***Accept an Amendment to Space Florida Grant C20066 and Approve a
Budget Transfer for Spaceport Hangar Doors***

Chair Kilbane called upon Mrs. Scott to present the submission and, upon motion made by Mr. Thomas and seconded by Mrs. Barnett, the five board members present voted unanimously to approve Submission BD2021-01-02, Accept an Amendment to Space Florida Grant C20066 and Approve a Budget Transfer for Spaceport Hangar Doors. Further, Mr. Thomas requested that the board be notified ahead of time that items like this will be presented.

BD2021-01-03

**Lauren Scott, Senior Manager
Aviation Planning**

Budget Transfer for Hangar 1005 Design and Construction

Chair Kilbane called upon Mrs. Scott to present the submission and, upon motion made by Mr. Alfred and seconded by Mr. Demetree, the five board members present voted unanimously to approve Submission BD2021-01-03, Budget Transfer for Hangar 1005 Design and Construction.

BD2021-01-04

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

***Budget Transfer for the Boeing Maintenance Facility Architectural and
Engineering Design and Construction Management Pre-Construction Services***

Chair Kilbane called upon Mr. Powder to present the submission and, upon motion made by Mr. Alfred and seconded by Mrs. Carson, the five board members present voted unanimously to approve Submission BD2021-01-04, Budget Transfer for the Boeing Maintenance Facility Architectural and Engineering Design and Construction Management Pre-Construction Services.

BD2021-01-05

**Jeff Taylor, Senior Properties
Administrator**

***Approval of Lease & License Agreement between the Jacksonville Aviation
Authority (“JAA”) and SJD Services, LLC d/b/a Maximize Self Storage***

Chair Kilbane called upon Mr. Taylor to present the submission and after motion made by Mr. Demetree and seconded by Mr. Alfred, discussion ensued. Mr. Thomas advised that he feels tenants like this contribute to the further degradation of JAXEX, that he continues to hope we can have a first-class airport – Chair Kilbane agreed. Mr. VanLoh advised that we marketed this hangar extensively with no interest – the tenant is outstanding and wants to expand. Chair Kilbane then called for the vote – of the five board members present, four voted to approve Submission BD2021-01-05, Approval of Lease & License Agreement between the Jacksonville

Aviation Authority (“JAA”) and SJD Services, LLC d/b/a Maximize Self Storage; board member Mr. Thomas opposed. Chair Kilbane requested that the board be notified of prospective and renewing tenants before lease items are presented to the board. Mr. Thomas advised he would like to have a meeting specifically to discuss JAXEX.

New Business – Award Ratification Submissions

BD2021-01-06AR

Devin Reed, Chief Legal Officer

Ratification of Award to Jenkins Roofing, for JIA Courtyard and Ticketing Roof Rehabilitation

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Demetree and seconded by Mr. Alfred, the five board members present voted unanimously to approve Submission BD2021-01-06AR, Ratification of Award to Jenkins Roofing, for JIA Courtyard and Ticketing Roof Rehabilitation.

BD2021-01-07AR

Devin Reed, Chief Legal Officer

Ratification of Award to Airports Council International (ACI) for Multi-year JAA Membership

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Thomas and seconded by Mrs. Barnett, the five board members present voted unanimously to approve Ratification Submission BD2021-01-07AR, Ratification of Award to Airports Council International (ACI) for Multi-year Membership.

BD2021-01-08AR

Devin Reed, Chief Legal Officer

Ratification of Award to CC Borden, for Cecil Airport Northwest Development – Hangar 1005 Construction Project

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mrs. Barnett and seconded by Mr. Demetree, the five board members present voted unanimously to approve Ratification Submission BD2021-01-08AR, Ratification of Award to CC Borden, for Cecil Airport Northwest Development – Hangar 1005 Construction Project.

Approval of Minutes

Chair Kilbane called for approval of the minutes from both the November 30, 2020 Board of Directors and the December 17, 2020 Special Board of Directors meetings and, upon motion made by Mr. Alfred and seconded by Mr. Demetree, the five board members present voted unanimously to approve both sets of minutes.

Updates/Other Reports

Financial Update

Ross Jones/Chief Financial Officer

Mrs. Barnett left the meeting at this point.

Chair Kilbane called upon Mr. Jones to present the financial report for the three months ended December 31, 2020, and he answered questions about the report (the board had previously received the unaudited financial report for the two months ended November 30, 2020). Hearing no further comments or questions about the December 31st financial report, Mr. Jones then discussed the Authority's current investment policy. Chair Kilbane believes we are failing with the current policy - we should hire a firm to advise us about a policy and move forward with their recommendations.

City Council Update

***Councilman Randy White/
City Council Liaison***

Councilman White advised that Normandy Blvd. is in line to be expanded into four lanes into Cecil Airport.

Board Communication

Chair Kilbane advised that the next bi-monthly board meeting will be on Monday, March 22, 2021 at 8:30am at Cecil Airport in the Jacksonville JetPort hangar and further, that the May 24, 2021 meeting will be held at Jacksonville Executive at Craig Airport in the JAA administration office conference room. Chair Kilbane then asked if there was any other business for discussion and hearing nothing, he proceeded to adjourn.

Adjournment

There being no further business to come before the Board of Directors, Chair Kilbane adjourned the meeting at 10:30am.



MINUTES
Board of Directors Meeting
Cecil Airport
Jacksonville JetPort Hangar
March 22, 2021
*(immediately following the Finance and Audit
Committee meeting)*

Chair of the Board Pat Kilbane called the March 22, 2021 Jacksonville Aviation Authority Board of Directors meeting to order at 8:45am (immediately following the conclusion of the Finance and Audit Committee meeting). The following board members were present at the call to order:

Mr. Pat Kilbane, Chair
Mrs. Michelle Barnett, Secretary
Mr. Jay Demetree, Treasurer
Mrs. Giselle Carson, Member
Mr. Matt Connell, Member
(Mr. Ray Alfred, Vice Chair, and Mr. Russ Thomas, Member, attended via phone)

Also present at the call to order were:

Mr. Mark VanLoh, Chief Executive Officer (CEO)
Mr. Ross Jones, Chief Financial Officer (CFO)
Mr. Tony Cugno, Chief Operating Officer (COO)
Mr. Devin Reed, Chief Legal Officer (CLO)
Mr. Jay Cunio, Chief Development Officer (CDO)
Mr. Randy White, City Councilman/JAA Council Liaison
Mrs. Melissa Marcha-Lee, Senior Executive Assistant/Recording Secretary
A listing of all attendees is on file in the office of the Recording Secretary

Welcome, Announcements, Pledge

Chair Kilbane welcomed everyone, announced that a voting quorum was present, and advised that board members Alfred and Thomas were attending via telephone. He then called upon Mrs. Kelly Dollarhide, Director Cecil Airport, to lead the group in reciting the Pledge of Allegiance.

Report from Finance and Audit Committee Meeting

Chair Kilbane called upon Board Treasurer/Committee Chair Jay Demetree to present the report from his committee meeting. Committee Chair Demetree advised that the committee met prior to the board meeting, at 8:30am, for the purpose of hearing the external auditor's report, and voted to recommend the report to the full board for approval. Upon motion duly made by Mr. Demetree and seconded by Mrs. Carson, the board voted unanimously to approve the Finance and Audit Committee recommendation that the external auditor's report be approved. Chair Kilbane thanked Mr. Demetree for his committee report.

Chief Executive Officer Report

Chair Kilbane called upon Mr. Mark VanLoh to present his CEO report – Mr. VanLoh discussed the following items:

- (1) Recent Tuskegee event at Cecil
- (2) Passenger traffic
- (3) CARES funding
- (4) Air service
- (5) Concessions

Mr. VanLoh shared that Cecil recently hosted a unique activity surrounding the Tuskegee Airmen, and introduced Captain Dwayne Quick of the 332nd Heritage Foundation who presented a video of the event.

Next, Mr. VanLoh advised that passenger traffic continues to build slowly, nearing the 5,000 per day mark for several days each week – good numbers but still down nearly 50% pre-pandemic.

Mr. VanLoh reported that the latest round of economic stimulus calls for additional assistance to airports and concessions operators.

Mr. VanLoh advised that we celebrated new non-stop service to Seattle and Washington on Southwest, and non-stop service to Greenville/Spartanburg and direct service to Key West on Silver Airways. And on March 25th we will host the inaugural nonstop flight to Los Angeles on Jetblue – it has been a long twelve years since the last nonstop to LAX – we must make this flight successful.

Mr. VanLoh advised that in preparation for the recent Players Championship event and spring break, we were able to open additional concessions in the terminal and actually experienced a few lines! And, with continued growth we expect to reopen the economy lot next month.

Lastly, Mr. VanLoh advised that our new Cecil Spaceport logo was officially registered with the U.S. Patent and Trademark Office.

Mr. VanLoh advised this completed his CEO report.

Old Business

Chair Kilbane reminded the board that at the January meeting he requested Mrs. Dollarhide provide a Cecil presentation at this March meeting – he then called upon Mrs. Dollarhide who presented an in-depth review of the airport and spaceport, together with CDO Cunio who discussed development plans, both answering questions from the board. Chair Kilbane thanked Mrs. Dollarhide and Mr. Cunio for their discussion and advised that Cecil has now been addressed at the past three board meetings – he asked that everyone to up the good work.

Chair Kilbane asked the board if there was any further old business to be discussed, 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

BD2021-03-01

**Ross Jones, Chief
Financial Officer**

Modification of Existing Investment Policy and Enactment of New Investment Policy for the Jacksonville Aviation Authority

Chair Kilbane called upon Mr. Jones to present the submission and, upon motion made by Mrs. Carson and seconded by Mr. Demetree, the five board members present voted unanimously to approve Submission BD2021-03-01, Modification of Existing Investment Policy and Enactment of New Investment Policy for the Jacksonville Aviation Authority.

BD2021-03-02

**Ross Jones, Chief
Financial Officer**

Authorize and Approve Refunding of the Authority's 2012 Revenue Note Through a Fixed Rate Direct Placement

Chair Kilbane called upon Mr. Jones to present the submission and, upon motion made by Mrs. Carson and seconded by Mr. Demetree, the five board members present voted unanimously to approve Submission BD2021-03-02 Authorize and Approve Refunding of the Authority's 2012 Revenue Note through a Fixed Rate Direct Placement.

BD2021-03-03

**Davey Jones, Director
Engineering and Facilities**

Accept Florida Department of Transportation Public Transportation Grant Agreement for the South Access Road at Jacksonville Executive at Craig Airport

Chair Kilbane called upon Mr. Jones to present the submission and, upon motion made by Mrs. Barnett and seconded by Mrs. Carson, the five board members present voted unanimously to approve Submission BD2021-03-03, Accept Florida Department of Transportation Public Transportation Grant Agreement for the South Access Road at Jacksonville Executive at Craig Airport.

BD2021-03-04

Paul Gerrety, Properties Manager

Approval of Lease Agreement Involving Telecommunication Access at JAX International Airport between the Jacksonville Aviation Authority and Cellco Partnership d/b/a Verizon Wireless

Chair Kilbane called upon Mr. Gerrety to present the submission and, upon motion made by Mrs. Carson and seconded by Mr. Demetree, the five board members present voted unanimously to

approve Submission BD2021-03-04 Approval of Lease Agreement Involving Telecommunication Access at JAX International Airport between the Jacksonville Aviation Authority and Cellco Partnership d/b/a Verizon Wireless.

New Business – Award Ratification Submissions

BD2021-03-05AR

Devin Reed, Chief Legal Officer

Ratification of Award to Aerostar SES LLC, CDM Smith, Inc. and ERS for Environmental Consulting Services

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mrs. Barnett and seconded by Mrs. Carson, the five board members present voted unanimously to approve Submission BD2021-03-05AR, Ratification of Award to Aerostar SES LLC, CDM Smith, Inc. and ERS for Environmental Consulting Services.

BD2021-03-06AR

Devin Reed, Chief Legal Officer

Ratification of Award to Johnson Controls, Inc. for Access Control & Video Maintenance

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Demetree and seconded by Mrs. Barnett, the five board members present voted unanimously to approve Ratification Submission BD2021-03-06AR, Ratification of Award to Johnson Controls, Inc. for Access Control & Video Maintenance.

BD2021-03-07AR

Devin Reed, Chief Legal Officer

Ratification of Award to Navisite, LLC for Oracle Support

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mrs. Carson and seconded by Mr. Demetree, the five board members present voted unanimously to approve Ratification Submission BD2021-03-07AR, Ratification of Award to Navisite, LLC for Oracle Support.

BD2021-03-08AR

Devin Reed, Chief Legal Officer

Ratification of Award to Danella Construction Corporation of FL for Cecil Airport Duct Bank Repair and Installation

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mrs. Barnett and seconded by Mrs. Carson, the five board members present voted unanimously to approve Ratification Submission BD2021-03-08AR, Ratification of Award to Danella Construction Corporation of FL for Cecil Airport Duct Bank Repair and Installation.

Ratification of Award to SP Plus for Parking Management & Related Services

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mrs. Barnett and seconded by Mrs. Carson, the five board members present voted unanimously to approve Ratification Submission BD2021-03-09AR, Ratification of Award to SP Plus for Parking Management & Related Services.

Approval of Minutes

Chair Kilbane called for approval of the minutes from the January 25, 2021 Board of Directors meeting and, upon motion made by Mrs. Barnett and seconded by Mr. Demetree, the five board members present voted unanimously to approve the minutes.

Updates/Other Reports

Financial Update

***Ross Jones/Chief
Financial Officer***

Chair Kilbane called upon Mr. Jones to present the financial report for the five months ended February 28, 2021, and he answered questions about the report (the board had previously received the unaudited financial report for the four months ended January 31, 2021).

City Council Update

***Councilman Randy White/
City Council Liaison***

Councilman White discussed the progress on the “back door” road into Cecil Airport.

Board Communication

Chair Kilbane advised that the next bi-monthly board meeting will be on Monday, May 24, 2021 at 8:30am at Jacksonville Executive at Craig Airport in the JAA Administration Office conference room. Chair Kilbane then asked if there was any other business for discussion and hearing nothing, he proceeded to adjourn.

Adjournment

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

MINUTES

**Finance and Audit Committee Meeting
Jacksonville Executive at Craig Airport
JAA Admin. Bldg. Conference Room
May 24, 2021/8:30am**

Committee Chair Jay Demetree called the May 24, 2021 Finance and Audit Committee meeting to order at 8:30am. The following committee members were present at the call to order:

Mr. Jay Demetree, Chair
Mrs. Michelle Barnett, Member
Mr. Ray Alfred, Member

Also present at the order call were board members:

Mr. Matt Connell
Mr. Pat Kilbane
Mrs. Giselle Carson

Also in attendance were:

Mr. Mark VanLoh, Chief Executive Officer
Mr. Ross Jones, Chief Financial Officer
Mr. Tony Cugno, Chief Operating Officer
Mr. Devin Reed, Chief Legal Officer
Mr. Jay Cunio, Chief Development Officer
Councilman Randy White, Council Liaison to JAA
Mrs. Melissa Marcha-Lee, Senior Executive Assistant/Recording Secretary

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

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

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

Chair Demetree advised that the reason for the meeting was to hear the presentation of the fiscal year 2021-2022 budget, he then called upon Mr. Jones for the budget presentation. Mr. Jones shared some highlights, *(-board Member Russ Thomas arrived at this point in the meeting-)*, detailed the activity assumptions, income statement, operating and non-operating revenues and expenses, and schedule of positions. Mr. Jones then called upon Mr. Cugno who detailed the capital projects that will be happening during the budget year.



Discussion of the entire budget then ensued, with Mr. Jones answering questions from the committee and board members. Mrs. Barnett requested that, due to the uncertainty of this budgeting time while recovering from the pandemic, the budget be reviewed at the end of the summer for any adjustments that may need to be made (and then notifying the City if any, as our budget must be submitted to the City in June). Chair Demetree thanked Mr. Jones for the presentation, and complimented CEO VanLoh and staff on the budget preparation in light many future unknowns. He then called for a motion to recommend the budget to the board for approval and, upon motion made by Mrs. Barnett and seconded by Mr. Alfred, the committee voted unanimously to recommend the fiscal year 2021-22 budget to the full board at its meeting which immediately followed this committee meeting.

There being no further business to come before the Finance and Audit Committee, Chair Demetree adjourned the committee meeting at 9:10am.

APPROVED AUGUST 2, 2021



MINUTES
Board of Directors Meeting
Jacksonville Executive at Craig Airport
JAA Admin. Bldg. Conference Room
May 24, 2021
*(immediately following the Finance and Audit
Committee meeting)*

Chair of the Board Pat Kilbane called the May 24, 2021 Jacksonville Aviation Authority Board of Directors meeting to order at 9:10am (immediately following the conclusion of the Finance and Audit Committee meeting). The following board members were present at the call to order:

Mr. Pat Kilbane, Chair
Mr. Ray Alfred, Vice Chair
Mrs. Michelle Barnett, Secretary
Mr. Jay Demetree, Treasurer
Mrs. Giselle Carson, Member
Mr. Matt Connell, Member
Mr. Russ Thomas, Member

Also present at the order call were:

Mr. Mark VanLoh, Chief Executive Officer (CEO)
Mr. Ross Jones, Chief Financial Officer (CFO)
Mr. Tony Cugno, Chief Operating Officer (COO)
Mr. Devin Reed, Chief Legal Officer (CLO)
Mr. Jay Cunio, Chief Development Officer (CDO)
Mr. Randy White, City Councilman/JAA Council Liaison
Mrs. Melissa Marcha-Lee, Senior Executive Assistant/Recording Secretary

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

Welcome, Announcements, Pledge

Chair Kilbane welcomed everyone to JAXEX, announced that a voting quorum was present, and introduced guest Ms. Kelly Campbell, Chair of the American Association of Airport Executives (AAAE) who was in attendance to present an award. He then called upon Mr. Rolf Riechmann, Director General Aviation, to lead the group in reciting the Pledge of Allegiance.

Report from Finance and Audit Committee Meeting

Chair Kilbane called upon Committee Chair Jay Demetree to present the report from his committee meeting. Committee Chair Demetree advised that the committee met prior to the board meeting, at 8:30am, for the purpose of hearing the budget presentation for fiscal year 2021-2022. Upon motion duly made by Mr. Thomas and seconded by Mrs. Carson, the board voted unanimously to approve the Finance and Audit Committee recommendation that the budget for fiscal year 2021-2022 be approved. Chair Kilbane thanked Mr. Demetree for his committee report.

Special Presentation

Chair Kilbane then called Ms. Campbell to the podium. Ms. Campbell advised that she was pleased to present AAAE's Distinguished Service Award to JAA CEO Mark VanLoh. She further advised that the award is presented to individuals who have performed outstanding service in their work and personal lives and advised that Mr. VanLoh was very deserving of the award. Chair Kilbane, on behalf of the entire board and staff, thanked Ms. Campbell for recognizing JAA's CEO VanLoh and congratulated him on receiving the award.

Chief Executive Officer Report

Chair Kilbane called upon Mr. Mark VanLoh to present his CEO report – Mr. VanLoh discussed the following recent items:

- (1) Job fair
- (2) Airline visits
- (3) Infrastructure stimulus concourse B
- (4) Annual airlines affairs comm. meeting
- (5) Porsche driving experience

Mr. VanLoh shared that a recent job fair hosted by JAA at the DoubleTree Hotel went very well, over 350 attendees visited with 25 of our tenants and many employment offers were made on the spot. We may be hosting fairs on an on-going basis depending on the needs of our partners.

Next, Mr. VanLoh advised that he and Marketing Director Barbara Halverstadt visited two airline headquarters and were soon going to be heading north to discuss service with an airline new to JAX.

Mr. VanLoh advised that negotiations in Washington continue regarding an infrastructure stimulus bill that specifically mentions airport projects which, coupled with our passenger growth, has prompted internal discussions about the status of concourse B and security checkpoint expansion.

Further, Mr. VanLoh advised that we recently had our annual meeting with the airlines to discuss our current and future budget projections. They were thrilled with the information, and complimentary that our ability to recognize the crisis early on by putting cost-cutting measures in place was an industry-leading move.

Lastly, Mr. VanLoh shared that as part of the recent annual Amelia Island Concours de'Elegance car show, the airport hosted the Porsche Driving Experience on one of our (closed)runways, and the organizers donated \$20,000 to the airport's scholarship program that will be shared among local colleges for aviation program students.

Mr. VanLoh advised this completed his CEO report.

Old Business

Chair Kilbane reminded the board that at the January meeting he requested Mrs. Kelly Dollarhide, Director Cecil Airport, provide a Cecil presentation at each meeting – he then called upon Mrs. Dollarhide who provided an update of both the airport and spaceport, advising that the executive search for a Spaceport Managing Director continues. Chair Kilbane thanked Mrs. Dollarhide for her update.

Chair Kilbane then asked the board if there was any further old business to be discussed, 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 – Presentation

Chair Kilbane called upon Mr. Rolf Riechmann, Director General Aviation who provided an in-depth presentation discussing Jacksonville Executive at Craig Airport, then called for questions and comments. Mr. Thomas shared that he feels JAXEX is not an executive-level airport, and we need to take a hard look at what we want the airport to be....it is not just the runway issue but more of a facilities issue. Chair Kilbane acknowledged Mr. Thomas's comments, and thanked Mr. Riechmann for his presentation.

New Business - Submissions

BD2021-05-01

**Ross Jones, Chief
Financial Officer**

Approval of Operating and Capital Budget of the Jacksonville Aviation Authority For Fiscal Year Commencing October 1, 2021 and Ending September 30, 2022

Chair Kilbane called upon Mr. Jones to present the submission and, upon motion made by Mrs. Carson and seconded by Mr. Alfred, the board members voted unanimously to approve Submission BD2021-05-01, Approval of Operating and Capital Budget of the Jacksonville Aviation Authority For Fiscal Year Commencing October 1, 2021 and Ending September 30, 2022.

BD2021-05-02

**Ross Jones, Chief
Financial Officer**

Approval of Contract with Empower Retirement (formerly Mass Mutual)

Chair Kilbane called upon Mr. Jones to present the submission and, upon motion made by Mr. Thomas and seconded by Mr. Alfred, the board members voted unanimously to approve Submission BD2021-05-02, Approval of Contract with Empower Retirement (formerly Mass Mutual).

BD2021-05-03

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

Budget Transfer for the Boeing Maintenance Facility Early Steel Procurement Package

Chair Kilbane called upon Mr. Powder to present the submission and, upon motion made by Mrs. Barnett and seconded by Mrs. Carson, the board members voted unanimously to approve Submission BD2021-05-03, Budget Transfer for the Boeing Maintenance Facility Early Steel Procurement Package.

BD2021-05-04

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

Budget Transfer for JIA Parking Garage Walkway Enclosure Replacement

Chair Kilbane called upon Mr. Powder to present the submission and, upon motion made by Mr. Alfred and seconded by Mrs. Carson, the board members voted unanimously to approve Submission BD2021-05-04, Budget Transfer for JIA Parking Garage Walkway Enclosure Replacement.

New Business – Award Ratification Submissions

BD2021-05-05AR

Devin Reed, Chief Legal Officer

Ratification of Award to Interface Americas, Inc. for JIA Terminal Carpet Replacement

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Thomas and seconded by Mr. Demetree, the board members voted unanimously to approve Submission BD2021-05-05AR, Ratification of Award to Interface Americas, Inc. for JIA Terminal Carpet Replacement.

BD2021-05-06AR

Devin Reed, Chief Legal Officer

***Ratification of Award to Empower Retirement, formerly Mass Mutual, for
401(a)/457(b) Retirement Plan Administration***

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Thomas and seconded by Mr. Alfred, the board members voted unanimously to approve Ratification Submission BD2021-05-06AR, Ratification of Award to Empower Retirement, formerly Mass Mutual, for 401(a)/457(b) Retirement Plan Administration.

BD2021-05-07AR

Devin Reed, Chief Legal Officer

Ratification of Award to Trustmark National Bank for Direct Placement Services

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Demetree and seconded by Mr. Thomas, the board members voted unanimously to approve Ratification Submission BD2021-05-07AR, Ratification of Award to Trustmark National Bank for Direct Placement Services.

Approval of Minutes

Chair Kilbane called for approval of the minutes from both the March 22, 2021 Finance & Audit Committee and the March 22, 2021 Board of Directors meetings and, upon motion made by Mr. Demetree and seconded by Mr. Alfred, the board members voted unanimously to approve both sets of minutes.

Updates/Other Reports

Financial Update

***Ross Jones/Chief
Financial Officer***

Chair Kilbane called upon Mr. Jones to present the financial report for the seven months ended April 30, 2021, and he answered questions about the report (the board had previously received the unaudited financial report for the six months ended March 31, 2021). Mr. Demetree commented that to see where we were last year to now is a testament to CEO VanLoh and the entire staff – the entire board echoed his comment.

City Council Update

***Councilman Randy White/
City Council Liaison***

Councilman White advised he had nothing to report.

Board Communication

Chair Kilbane advised that the next bi-monthly board meeting will be on Monday, August 2, 2021 (changed from Monday July 26, 2021) at 8:30am at the JAA Administration Building, 3rd FL Ed Austin Board Room. Chair Kilbane then asked if there was any other business for discussion and hearing nothing, he proceeded to adjourn.

Adjournment

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



MINUTES
JAA Board of Directors Meeting
JAA Administration Building
3rd FL Ed Austin Board Room
August 2, 2021 (changed from July 26th)

Chair of the Board Pat Kilbane called the August 2, 2021 Jacksonville Aviation Authority Board of Directors meeting to order at 8:30am. The following board members were present at the call to order:

- Mr. Pat Kilbane, Chair
- Mrs. Michelle Barnett, Secretary
- Mr. Jay Demetree, Treasurer
- Mr. Matt Connell, Member
- Mr. Russ Thomas, Member
- (Mr. Ray Alfred, Vice Chair and Mrs. Giselle Carson, Member attended via phone)*

Also present at the order call were:

- Mr. Mark VanLoh, Chief Executive Officer (CEO)
 - Mr. Ross Jones, Chief Financial Officer (CFO)
 - Mr. Tony Cugno, Chief Operating Officer (COO)
 - Mr. Devin Reed, Chief Legal Officer (CLO)
 - Mr. Jay Cunio, Chief Development Officer (CDO)
 - Mrs. Melissa Marcha-Lee, Senior Executive Assistant/Recording Secretary
- A listing of all attendees is on file in the office of the Recording Secretary***

Welcome, Announcements, Pledge

Chair Kilbane welcomed everyone to the meeting, announced that a voting quorum was present, and acknowledged members Mr. Ray Alfred and Mrs. Giselle Carson who attended via phone. He then called upon member Mr. Matt Connell to lead the group in reciting the Pledge of Allegiance.

Chief Executive Officer Report

Chair Kilbane called upon Mr. Mark VanLoh to present his CEO report – Mr. VanLoh discussed the following items:

- (1) Cecil Tower & Mission Control Center event
- (2) Employee promotion
- (3) New engineer employee
- (4) FAC conference recap
- (5) New service
- (6) GSP visit
- (7) Police Officer life-saving award

Mr. VanLoh advised the recent ribbon cutting event for the new air traffic control tower and mission control center at Cecil Air and Spaceport went very well, it was well attended and indeed a fantastic day for the facility. Also regarding the Spaceport, Mr. VanLoh advised that long-time employee Matt Bocchino, formerly with JAA's Business Development dept., was selected after a nationwide search as the new Managing Director of the Spaceport. Further at Cecil, after a national search we were able to locate an engineer who will be specifically allocated to Cecil – he introduced Dwight Fulton and advised Dwight will be very busy.

Next, Mr. VanLoh shared that the recent Florida Airports Council annual conference that JAA hosted in downtown Jacksonville was very successful – 642 people attended and the 57 exhibitor booths were sold out. He thanked Director of Marketing Barbara Halverstadt, who coordinated our efforts, along with her staff and her group of volunteers, for a job well done.

Mr. VanLoh shared that since the board last met several new cities providing service have been announced: Austin, Nashville, Cincinnati, Washington Dulles, Indianapolis, Norfolk and Pittsburgh. We continue to meet with the airlines and look forward to international airline meetings later this year in Europe.

Mr. VanLoh then shared that earlier this year Silver began service to Greenville/Spartanburg, South Carolina and recently, JAA hosted executives from GSP Airport, convention/visitors bureau planners from the two cities and Silver's network planning director, along with Florida First Coast of Golf's president and our area CVB executives as we begin discussions on promoting our region to the world - they have invited us to explore their cities this fall.

Further, Mr. VanLoh pointed out an item on the agenda that was later presented for approval – a lease amendment with Signature Flight Support, which benefits both Signature and JAA.

Lastly, Mr. VanLoh called upon Director of Public Safety and Security Chip Monts for a special presentation. Director Monts called JAA Police Officer Tracy Davis to the front and presented her with a life-saving award, advising that Tracy recently saved the life of airline passenger Nancy Evans who had collapsed on a shuttle bus by beginning resuscitative efforts – Mr. and Mrs. Evans were in the audience and advised that words just could not express how so very thankful they were for Tracy's quick action and attention.

Mr. VanLoh advised this completed his CEO report.

Old Business

Chair Kilbane reminded the board that at the January meeting he requested Mrs. Kelly Dollarhide, Director Cecil Airport, provide a Cecil presentation at each meeting – he then called upon Mrs. Dollarhide who provided an update of both the airport and spaceport. Chair Kilbane thanked Mrs. Dollarhide for her update.

Chair Kilbane then asked the board if there was any further old business to be discussed, 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

BD2021-08-01

**Tony Cugno, Chief
Operating Officer**

Budget Transfer for Concourse B: Terminal Design and CMR Pre-Construction Services

Chair Kilbane called upon Mr. Cugno to present the submission and, upon motion made by Mrs. Barnett and seconded by Mr. Demetree, the five board members present voted unanimously to approve Submission BD2021-08-01, Budget Transfer for Concourse B: Terminal Design and CMR Pre-Construction Services.

BD2021-08-02

**Jay Cunio, Chief
Development Officer**

Approval of Second Amendment of Fixed Base Operation Lease Agreement Between Jacksonville Aviation Authority ("JAA") and Signature Flight Support Corporation ("Signature")

Chair Kilbane called upon Mr. Cunio to present the submission and, upon motion made by Mr. Thomas and seconded by Mrs. Barnett, the five board members present voted unanimously to approve Submission BD2021-08-02, Approval of Second Amendment of Fixed Base Operation Lease Agreement between Jacksonville Aviation Authority ("JAA") and Signature Flight Support Corporation ("Signature").

New Business – Award Ratification Submissions

BD2021-08-03AR

Devin Reed, Chief Legal Officer

Ratification of Award to Balfour Beatty Construction LLC for JIA Parking Garage Walkway Enclosure Replacement

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Thomas and seconded by Mr. Alfred, the five board members present voted unanimously to approve Submission BD2021-08-03AR, Ratification of Award to Balfour Beatty Construction LLC for JIA Parking Garage Walkway Enclosure Replacement.

BD2021-08-04AR

Devin Reed, Chief Legal Officer

***Ratification of Award to Interface Services, Inc. for JAA Administration Building
Flooring Replacement***

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Kilbane and seconded by Mr. Demetree, the five board members present voted unanimously to approve Ratification Submission BD2021-08-04AR, Ratification of Award to Interface Services, Inc. for JAA Administration Building Flooring Replacement.

BD2021-08-05AR

Devin Reed, Chief Legal Officer

Ratification of Award to J. D. Hinson Company for Cecil Airport Aircraft Apron Repairs

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Thomas and seconded by Mrs. Barnett, the five board members present voted unanimously to approve Ratification Submission BD2021-08-05AR, Ratification of Award to J. D. Hinson Company for Cecil Airport Aircraft Apron Repairs.

BD2021-08-06AR

Devin Reed, Chief Legal Officer

Ratification of Award to Plante & Moran, PLLC for External Audit Services

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Demetree and seconded by Mrs. Barnett, the board members voted unanimously to approve Ratification Submission BD2021-08-06AR, Ratification of Award to Plante & Moran, PLLC for External Audit Services.

BD2021-08-07AR

Devin Reed, Chief Legal Officer

Ratification of Award to Pride Enterprises for Airfield & Roadway Marking Paint

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Thomas and seconded by Mrs. Barnett, the five board members present voted unanimously to approve Ratification Submission BD2021-08-07AR, Ratification of Award to Pride Enterprises for Airfield & Roadway Marking Paint.

BD2021-08-08AR

Devin Reed, Chief Legal Officer

***Ratification of Award to Republic Services of Florida, Inc. for Waste and
Recycling Services***

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Demetree and seconded by Mrs. Barnett, the five board members present voted unanimously to approve Ratification Submission BD2021-08-08AR, Ratification of Award to Republic Services of Florida, Inc. for Waste and Recycling Services.

Approval of Minutes

Chair Kilbane called for approval of the minutes from both the May 24, 2021 Finance & Audit Committee and the May 24, 2021 Board of Directors meetings and, upon motion made by Mr. Demetree and seconded by Mrs. Barnett, the five board members present voted unanimously to approve both sets of minutes.

Updates/Other Reports

Financial Update

***Ross Jones/Chief
Financial Officer***

Chair Kilbane called upon Mr. Jones to present the financial report for the nine months ended June 30, 2021, and he answered questions about the report (the board had previously received the unaudited financial report for the eight months ended May 30, 2021).

City Council Update

***Councilman Randy White/
City Council Liaison***

Councilman White did not attend the meeting.

Board Communication

Chair Kilbane advised that the next bi-monthly board meeting will be on Monday, September 27, 2021 at 8:30am at the JAA Administration Building, 3rd FL Ed Austin Board Room. Chair Kilbane then asked if there was any other business for discussion and hearing nothing, he proceeded to adjourn.

Adjournment

There being no further business to come before the Board of Directors, Chair Kilbane adjourned the meeting at 9:25am.



MINUTES
Board of Directors Meeting
JAA Administration Bldg.
3rd Floor Ed Austin Board Room
November 22, 2021/8:30am

Chair of the Board Ray Alfred called the November 22, 2021 Jacksonville Aviation Authority Board of Directors meeting to order at 8:30am. The following board members were present at the call to order:

Mr. Ray Alfred, Chair
Mr. Jay Demetree, Vice Chair
Mrs. Giselle Carson, Secretary
Mr. Fernando Acosta-Rua, Member
Mrs. Michelle Barnett, Treasurer, Mr. Matt Connell, Member and Mr. Russ Thomas, Member were absent at the call to order)

Also present at the call to order were:

Mr. Mark VanLoh, Chief Executive Officer
Mr. Ross Jones, Chief Financial Officer
Mr. Tony Cugno, Chief Operating Officer
Mr. Devin Reed, Chief Compliance Officer
Mr. Jay Cunio, Chief Development Officer
Councilman Randy White, Jacksonville City Council JAA Liaison
Mrs. Melissa Marcha-Lee, Senior Executive Assistant/Recording Secretary

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

Welcome, Announcements, Pledge

Chair Alfred welcomed everyone, announced that a voting quorum was present, welcomed new board member Fernando Acosta-Rua, and called upon Mr. Acosta-Rua to lead the group in reciting the Pledge of Allegiance.

Special Presentation

Chair Alfred called upon Ms. Barbara Halverstadt, Director of Marketing, for the awarding of JAA checks to representatives from Florida State College at Jacksonville and Jacksonville University, representing scholarships awarded to both institutions pertaining to the Porsche Driving Experience event held at Jacksonville International Airport. Ms. Halverstadt came forward and asked Chair Alfred and CEO VanLoh to join her in the presentation. The representatives from both institutions thanked the JAA board and staff for the scholarship checks, advising they are most appreciative of the funds.

Chief Executive Officer Report

Chair Alfred called upon Mr. Mark VanLoh to present his CEO report – below are some of the items he discussed, and a few of his general comments:

- (1) Boeing groundbreaking
- (2) New JIA tenant/Malone
- (3) JAA Veteran's Day celebration
- (4) Governor's Approach Road check presentation
- (5) Walkway enclosure
- (6) Recent San Juan inaugural flight/travel
- (7) Water tower
- (8) Terminal roof
- (9) Thanksgiving travel forecast

At this point in the meeting, board member Matt Connell connected via phone and board member Russ Thomas arrived at the board room.

Mr. VanLoh advised that the latest news on the infrastructure bill bodes well for airports, a five-year program consisting of 25 billion dollars was recently signed.

Mr. VanLoh advised that good news on passenger travel continues with European traffic beginning a few weeks ago.

Mr. VanLoh shared that Allegiant initiated new service to Nashville and Washington Dulles. This Thanksgiving week will bring the busiest traffic since 2019, a playbook for all staff working during the week has been established and it's all-hands-on-deck!

Lastly, Mr. VanLoh advised that Hertz Rental Car Company recently announced they will be purchasing 100,000 new Teslas – they will need electrical outlets throughout the airport especially in the parking garage. It has been part of our discussions for many years to construct a solar array to meet our energy demands – this may just be the project to bring that to fruition.

Mr. VanLoh advised that this concluded his CEO report.

Old Business

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

Public Comment

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

New Business - Submissions

BD2021-11-01

**Ashley Rogers, Planning &
Grants Administrator**

Accept Florida Job Growth Grant Fund Public Infrastructure Grant Agreement for the Approach Road Utilities & Roadway at Cecil Airport

Chair Alfred called upon Mrs. Rogers to present the submission and, upon motion made by Mr. Demetree and seconded by Mrs. Carson, the five board members present voted unanimously to approve Submission BD2021-11-01 Accept Florida Job Growth Grant Fund Public Infrastructure Grant Agreement for the Approach Road Utilities & Roadway at Cecil Airport.

BD2021-11-02

**Mike May, Director Human
Resources**

Agreement between the Jacksonville Aviation Authority and The Fraternal Order of Police (FOP), October 1, 2021 through September 30, 2024

Chair Alfred called upon Mr. May to present the submission and, upon motion made by Mr. Thomas and seconded by Mrs. Carson, the five board members present voted unanimously to approve Submission BD2021-11-02, Agreement between the Jacksonville Aviation Authority and The Fraternal Order of Police (FOP), October 1, 2021 through September 30, 2024.

BD2021-11-03

**Mike May, Director Human
Resources**

Agreement between the Jacksonville Aviation Authority and The Florida State Fraternal Order of Police (FOP85A), October 1, 2021 through September 30, 2024

Chair Alfred called upon Mr. May to present the submission and, upon motion made by Mrs. Carson and seconded by Mr. Demetree, the five board members present voted unanimously to approve Submission BD2021-11-03, Agreement between the Jacksonville Aviation Authority and The Florida State Fraternal Order of Police (FOP85A), October 1, 2021 through September 30, 2024.

BD2021-11-WO

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

Boeing Budget Transfer (Walk-On item)

Chair Alfred called upon Mr. Powder to present the submission and, upon motion made by Mr. Demetree and seconded by Mr. Thomas, the five board members present voted unanimously to approve Submission BD2021-11-WO, Boeing Budget Transfer.

New Business – Award Ratification Submissions

BD2021-11-04AR

**LeNedda Edwards, Procurement
Manager**

Ratification of Award to Alcalde & Fay

Chair Alfred called upon Ms. Edwards to present the submission and, upon motion made by Mr. Demetree and seconded by Mrs. Carson, the five board members present voted unanimously to approve Award Ratification Submission BD2021-11-04AR, Ratification of Award to Alcalde & Fay.

BD2021-11-05AR

**LeNedda Edwards, Procurement
Manager**

Ratification of Award to The Fiorentino Group

Chair Alfred called upon Ms. Edwards to present the submission and, upon motion made by Mr. Thomas and seconded by Mr. Acosta-Rua, the five board members present voted unanimously to approve Award Ratification Submission BD2021-11-05AR, Ratification of Award to The Fiorentino Group.

BD2021-11-06AR

**LeNedda Edwards, Procurement
Manager**

Ratification of Award to C & L Landscape

Chair Alfred called upon Ms. Edwards to present the submission and, upon motion made by Mr. Demetree and seconded by Mrs. Carson, the five board members present voted unanimously to approve Award Ratification Submission BD2021-11-06AR, Ratification of Award to C & L Landscape.

BD2021-11-07AR

**LeNedda Edwards, Procurement
Manager**

Ratification of Award to EATON Cooper Crouse-Hinds, Inc.

Chair Alfred called upon Ms. Edwards to present the submission and, upon motion made by Mr. Demetree and seconded by Mr. Thomas, the five board members present voted unanimously to approve Award Ratification Submission BD2021-11-07AR, Ratification of Award to EATON Cooper Crouse-Hinds, Inc.

BD2021-11-08AR

**LeNedda Edwards, Procurement
Manager**

Ratification of Award to Kimley-Horn & Associates, Inc.

Chair Alfred called upon Ms. Edwards to present the submission and, upon motion made by Mr. Thomas and seconded by Mr. Demetree, the five board members present voted unanimously to approve Award Ratification Submission BD2021-11-08AR, Ratification of Award to Kimley-Horn & Associates, Inc.

BD2021-11-09AR

**LeNedda Edwards, Procurement
Manager**

Ratification of Award to Landrum and Brown, Inc., Ricondo, and RS&H, Inc.

Chair Alfred called upon Ms. Edwards to present the submission and, upon motion made by Mr. Demetree and seconded by Mr. Acosta-Rua, the five board members present voted unanimously to approve Award Ratification Submission BD2021-11-09AR, Ratification of Award to Landrum and Brown, Inc., Ricondo, and RS&H, Inc.

BD2021-11-10AR

**LeNedda Edwards, Procurement
Manager**

Ratification of Award to CDW-G

Chair Alfred called upon Ms. Edwards to present the submission and, upon motion made by Mr. Demetree and seconded by Mr. Thomas, the five board members present voted unanimously to approve Award Ratification Submission BD2021-11-10AR, Ratification of Award to CDW-G.

BD2021-11-11AR

**LeNedda Edwards, Procurement
Manager**

Ratification of Award to J. P. Morgan Securities

Chair Alfred called upon Ms. Edwards to present the submission and, upon motion made by Mr. Demetree and seconded by Mrs. Carson, the five board members present voted unanimously to approve Award Ratification Submission BD2021-11-11AR, Ratification of Award to J. P. Morgan Securities.

BD2021-11-12AR

**LeNedda Edwards, Procurement
Manager**

Ratification of Award to I-TECH Personnel Services, Inc. and LanceSoft, Inc.

Chair Alfred called upon Ms. Edwards to present the submission and, upon motion made by Mr. Demetree and seconded by Mrs. Carson, the five board members present voted unanimously to approve Award Ratification Submission BD2021-11-12AR, Ratification of Award to I-TECH Personnel Services, Inc. and LanceSoft, Inc.

Ratification of Award to JD Hinson Company

Chair Alfred called upon Ms. Edwards to present the submission and, upon motion made by Mr. Thomas and seconded by Mrs. Carson, the five board members present voted unanimously to approve Award Ratification Submission BD2021-11-13AR, Ratification of Award to JD Hinson Company.

Approval of Minutes

Chair Alfred called for approval of the minutes from both the September 9, 2021 Nominating Committee and the September 27, 2021 Board of Directors meetings and, upon motion made by Mr. Thomas and seconded by Mrs. Carson, the five board members present voted unanimously to approve both sets of minutes.

Updates/Other Reports

Financial Update

**Ross Jones/Chief
Financial Officer**

Chair Alfred called upon Mr. Jones to present the financial report for the one month ended October 31, 2021, and he answered questions about the report (the board had previously received the unaudited financial report for the twelve months ended September 30, 2021). Hearing no further comments or questions about the October 31, 2021 financial report, Chair Alfred moved on.

City Council Update

**Councilman Randy White/
City Council Liaison**

Chair Alfred called upon Councilman White for any comments, CM White advised he had none.

Chair Committee Appointments

Chair Alfred acknowledged and thanked those board members who agreed to serve on a JAA committee, and made the following appointments:

Finance and Audit Committee

- Michelle Barnett, Chair (as Board Treasurer)
- Jay Demetree
- Matt Connell

Nominating Committee

- Michelle Barnett, Chair
- Giselle Carson
- Fernando Acosta-Rua

**JAA Representative on the North Florida Transportation
Planning Organization (TPO) Board of Directors**

- Not yet determined

CEO Performance Review

Chair Alfred advised that the board members were asked to prepare a narrative-form review document for CEO VanLoh, and began the review discussion.

Chair Alfred advised that from his review of the documents he received, the consensus was that Mr. VanLoh performed excellently during the continued pandemic – the one area for improvement being communications and relationships with local politicians and organizations like the Chamber and JAXUSA. Chair Alfred then opened the floor for comments as to a bonus and salary increase. Discussion ensued, and upon motion made by Mr. Demetree and seconded by Mrs. Carson, the five board members present voted to increase Mark's salary to \$335,000, retroactive to the October 1st beginning of the new fiscal year, and to award a 10% bonus of his current \$314,150 salary (\$31,415).

Hearing no further review comments, Chair Alfred thanked the board members for participating in this very important process. He then asked CEO VanLoh for any comments. Mr. VanLoh thanked the board for their support of him and said he cannot do his job without the tremendous staff at JAA. Further, he thanked the board for the bonus and salary increase.

Board Communication

Chair Alfred advised that the next bi-monthly board meeting will be on Monday, January 24, 2022 at 8:30am here in this meeting room. He then asked if there was any other business for discussion and hearing nothing, he proceeded to adjourn.

Adjournment

There being no further business to come before the Board of Directors, Chair Alfred adjourned the meeting at 10:00am.



MINUTES

Nominating Committee Meeting

JAA Administration Bldg.

3rd Floor/Ed Austin Board Room

September 9, 2021

Immediate-Past Chair of the Board Russ Thomas, Nominating Committee Chair, called the September 9, 2021 Jacksonville Aviation Authority Nominating Committee meeting to order at 9:00am. The following committee members were present at the order call:

Mr. Russ Thomas
Mrs. Giselle Carson
(*member Matt Connell was absent*)

Also in attendance were JAA staff members Mr. Devin Reed, Chief Legal Officer and Mrs. Melissa Marcha-Lee, Recording Secretary.

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

Chair Thomas distributed a suggested slate of officers for the 2021-22 board term to be used for discussion. He advised that JAA does not utilize the step-up method for our officer determination but rather a slate is proposed by the committee and presented to the full board at its September meeting – the suggested slate is: Ray Alfred/Chair, Jay Demetree/Vice Chair, Michelle Barnett/Treasurer, Giselle Carson/Secretary.

Extensive discussion then ensued, with both members stating it is a very good slate of individuals to continue leading the board in the next year.

Chair Thomas asked the committee if there was any further discussion and hearing nothing, he called for a vote - upon motion made by Mrs. Carson and seconded by Mr. Thomas, the committee members voted unanimously to accept the proposed slate of officers and present it to the full board at its meeting scheduled for Monday September 27, 2021.

There being no further business to come before the committee, the meeting was adjourned at 9:25am.



MINUTES
JAA Board of Directors Meeting
JAA Administration Building
3rd Floor Ed Austin Board Room
September 27, 2021

Chair of the Board Pat Kilbane called the September 27, 2021 Jacksonville Aviation Authority Board of Directors meeting to order at 8:30am. The following board members were present at the call to order:

Mr. Pat Kilbane, Chair
Mr. Ray Alfred, Vice Chair
Mrs. Michelle Barnett, Secretary
Mr. Jay Demetree, Treasurer
Mr. Matt Connell, Member
Mr. Russ Thomas, Member
(Mrs. Giselle Carson, Member, attended via phone)

Also present at the order call were:

Mr. Mark VanLoh, Chief Executive Officer (CEO)
Mr. Ross Jones, Chief Financial Officer (CFO)
Mr. Tony Cugno, Chief Operating Officer (COO)
Mr. Devin Reed, Chief Legal Officer (CLO)
Mr. Jay Cunio, Chief Development Officer (CDO)
Councilman Randy White, Jacksonville City Council Liaison
Mrs. Melissa Marcha-Lee, Senior Executive Assistant/Recording Secretary
A listing of all attendees is on file in the office of the Recording Secretary

Welcome, Announcements, Pledge

Chair Kilbane welcomed everyone to the meeting, announced that a voting quorum was present, and acknowledged member Mrs. Giselle Carson who attended via phone. He then called upon Mr. Scott Morrison to lead the group in reciting the Pledge of Allegiance.

Chief Executive Officer Report

Chair Kilbane called upon Mr. Mark VanLoh to present his CEO report – Mr. VanLoh discussed the following items:

- (1) 9/11 ceremony
- (2) Terminal update
- (3) Concessions update
- (4) Air service update
- (5) Boeing groundbreaking 10/27
- (6) Seats forecast
- (7) Finance kudos

Mr. VanLoh advised that our 9/11 ceremony was very nice, he thanked staff, TSA and all the agencies that took time to attend and honor.

Next, Mr. VanLoh commented on new service both to Austin, Texas and San Juan, Puerto Rico.

Mr. VanLoh reported that scheduled seats for the remainder of the year continue to grow. With the news that the EU community can travel to the US in November we are looking forward to a rush of Europeans owning property in the area to finally be able to return to visit after 18 months.

Mr. VanLoh shared that the design of the new security screening checkpoint is proceeding with the help of TSA who will be providing state-of-the-art screening machines that will process passengers at a much faster rate. The project will be completed before Concourse B and will allow us to grow for many years without the security constraints experienced before COVID in 2019. And we continue to have productive meetings with architects and engineers for the B project and we are soliciting airline interest for a possible club/lounge and additional gates.

Mr. VanLoh advised that various mechanical systems in the terminal are not functioning at 100% - we continue to suffer from delayed shipments of parts from around the world but our maintenance staff has done a remarkable job in minimizing disruptions.

Next, Mr. VanLoh shared that our new concessionaires Southern Grounds and Burger Fi have their facilities under design and both should be operating by early next year. And because of the success of our first one, we are holding another job fair on September 29th.

Mr. VanLoh advised that a financial package for the Boeing project has been selected and he gave a shout-out to CFO Jones and his team for wading through all the information received from the nine companies.

Mr. VanLoh shared that in a few days the repair will begin on the roof of the maintenance hangar at Herlong, and also we are preparing for the Dept. of Agriculture to address the wildlife issues.

Lastly, Mr. VanLoh advised that the Authority received a "Corporate Arts Award" from the Cultural Council of Greater Jacksonville recognizing JAA as an outstanding provider of funding, support, and sustaining arts and cultural programs in the community. JAA's Arts Coordinator Jen Murray was present and displayed the award for the board to see.

Mr. VanLoh advised this completed his CEO report.

Old Business

Chair Kilbane reminded the board that he requested an update on Cecil Airport/Spaceport be given at each meeting during his term as chair - he then called upon Mr. Matt Bocchino, Managing Director of the Spaceport, and also Interim Director of the Airport due to the departure of former Director Kelly Dollarhide, who provided an update of both the airport and spaceport. Chair Kilbane thanked Mr. Bocchino for his update. Mr. VanLoh then stated that the Cecil runway has been a topic of discussion lately and he announced that the rehabilitation of the runway will indeed be full width and length.

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

Public Comment

Chair Kilbane called upon Mr. Michael Corrigan, President/CEO of Visit Jacksonville, who presented to Mr. VanLoh and Mr. Kilbane an award recognizing JIA as VJ's 3rd Quarter Strategic Partner – they thanked him for the award on behalf of the board and staff. Chair Kilbane then moved to the next item on the agenda.

New Business - Submissions

BD2021-09-01

**Tony Cugno, Chief
Operating Officer**

Budget Transfer for the Cecil Spaceport Fabric Hangar Doors

Chair Kilbane called upon Mr. Cugno to present the submission and, upon motion made by Mrs. Barnett and seconded by Mr. Thomas, the six board members present voted unanimously to approve Submission BD2021-09-01, Budget Transfer for the Cecil Spaceport Fabric Hangar Doors.

BD2021-09-02

**Lauren Scott, Senior Manager
Aviation Planning**

Accept Florida Department of Transportation Public Transportation Grant Agreement for the Rehabilitation of Runway 18R/36L at Cecil Airport

Chair Kilbane called upon Mrs. Scott to present the submission and, upon motion made by Mr. Alfred and seconded by Mrs. Barnett, the six board members present voted unanimously to approve Submission BD2021-09-02, Accept Florida Department of Transportation Public Transportation Grant Agreement for the Rehabilitation of Runway 18R/36L at Cecil Airport.

BD2021-09-03

**Ross Jones, Chief
Financial Officer**

Amendment to Investment Advisor Financial Services Award, RFP 17-08-31001, Dated 1-1-2017

Chair Kilbane called upon Mr. Jones to present the submission and, upon motion made by Mr. Thomas and seconded by Mr. Alfred, five of the six board members present voted to approve Submission BD2021-09-03, Amendment to Investment Advisor Financial Services Award, RFP 17-08-31001, Dated 1-1-2017; board member Jay Demetree recused himself from the vote citing a conflict of interest – his signed Form 8B, Voting Conflict, is on file.

BD2021-09-04

**Ross Jones, Chief
Financial Officer**

Authorize and Approve Financing of the Authority's Airport Revenue Bonds, Series 2021B (Taxable) Through a Fixed Rate Direct Placement

Chair Kilbane called upon Mr. Jones to present the submission and, upon motion made by Mr. Thomas and seconded by Mr. Alfred, the six board members present voted unanimously to approve Submission BD2021-09-04, Authorize and Approve Financing of the Authority's Airport Revenue Bonds, Series 2021B (Taxable) Through a Fixed Rate Direct Placement.

New Business – Award Ratification Submissions

BD2021-09-05AR

Devin Reed, Chief Legal Officer

Ratification of Award to Haskell/Chatham Steel Corp.

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mrs. Barnett and seconded by Mr. Alfred, the six board members present voted unanimously to approve Submission BD2021-09-05AR, Ratification of Award to Haskell/Chatham Steel Corp.

BD2021-09-06AR

Devin Reed, Chief Legal Officer

Ratification of Award to Hubbard Construction Co.

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Thomas and seconded by Mr. Demetree, the six board members present voted unanimously to approve Ratification Submission BD2021-09-06AR, Ratification of Award to Hubbard Construction Co..

BD2021-09-07AR

Devin Reed, Chief Legal Officer

Ratification of Award to PrimeFlight Aviation Services

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Alfred and seconded by Mrs. Barnett, the six board members present voted unanimously to approve Ratification Submission BD2021-09-07AR, Ratification of Award to PrimeFlight Aviation Services.

BD2021-09-08AR

Devin Reed, Chief Legal Officer

Ratification of Award to Jacobs Engineering Group, Inc., Michael Baker International, Inc., RS&H, Inc., and Pond and Co., Inc.

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Demetree and seconded by Mrs. Barnett, the six board members present voted unanimously to approve Ratification Submission BD2021-09-08AR, Ratification of Award to Jacobs Engineering Group, Inc., Michael Baker International, Inc., RS&H, Inc., and Pond and Co., Inc..

BD2021-09-09AR

Devin Reed, Chief Legal Officer

Ratification of Award to Florida Airfield Maintenance

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Alfred and seconded by Mr. Demetree, the six board members present voted unanimously to approve Ratification Submission BD2021-09-09AR, Ratification of Award to Florida Airfield Maintenance.

BD2021-09-10AR

Devin Reed, Chief Legal Officer

Ratification of Award to Foresight Construction

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mr. Demetree and seconded by Mrs. Barnett, the six board members present voted unanimously to approve Ratification Submission BD2021-09-10AR, Ratification of Award to Foresight Construction.

BD2021-09-11AR

Devin Reed, Chief Legal Officer

Ratification of Award to Giddens Security Corporation

Chair Kilbane called upon Mr. Reed to present the submission and, upon motion made by Mrs. Barnett and seconded by Mr. Demetree, the six board members present voted unanimously to approve Ratification Submission BD2021-09-11AR, Ratification of Award to Giddens Security Corporation.

Approval of Minutes

Chair Kilbane called for approval of the minutes from August 2, 2021 Board of Directors meeting and, upon motion made by Mr. Alfred and seconded by Mrs. Barnett, the six board members present voted unanimously to approve the minutes.

Updates/Other Reports

Financial Update

**Ross Jones/Chief
Financial Officer**

Chair Kilbane called upon Mr. Jones to present the financial report for the eleven months ended August 31, 2021, and he answered questions about the report (the board had previously received the unaudited financial report for the ten months ended July 31, 2021).

City Council Update

**Councilman Randy White/
City Council Liaison**

Councilman White advised he had nothing to report, and he thanked Mr. VanLoh for the announcement about the Cecil Airport runway.

Report from Recent Nominating Committee Meeting

Chair Kilbane called upon Committee Chair Russ Thomas to give a report from his recent meeting. Committee Chair Thomas advised that the committee met on September 9th for the purpose of developing a proposed slate of officers for the 2021-2022 board term, as follows:

Ray Alfred/Chair
Jay Demetree/Vice Chair
Michelle Barnett/Treasurer
Giselle Carson/Secretary

Chair Kilbane thanked Committee Chair Thomas for his report, and upon motion made by Mr. Demetree and seconded by Mr. Alfred, the six board members presented voted unanimously to accept the committee report.

Election of Officers

Chair Kilbane advised that a slate of officers had been presented by the Nominating Committee, and then called for any further nominations from the floor. Hearing none, he called for a motion to elect the slate as presented – upon motion made by Mr. Demetree and seconded by Mr. Alfred, the six board members presented voted unanimously to elect the officers as presented. Chair Kilbane congratulated the new officers and wished them well during the next year.

Board Communication

Chair Kilbane advised that the next bi-monthly board meeting will be on Monday, November 22, 2021 at 8:30am at the JAA Administration Building, 3rd Floor Ed Austin Board Room. Chair Kilbane then asked if there was any other business for discussion and hearing nothing, he proceeded to adjourn.

Adjournment

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