



**MINUTES**  
**Board of Directors Meeting**  
**JAA Administration Bldg.**  
**2<sup>nd</sup> 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. 17<sup>th</sup> 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.