



## MINUTES

### **Board of Directors Meeting JAA Administration Bldg., 3<sup>rd</sup> FL Ed Austin Board Room January 22, 2018/8:30am**

*Note: the board members and senior staff had breakfast in the CEO conference room prior to the meeting and no business was discussed (it was included on the board meeting notice).*

Chair of the Board Giselle Carson called the January 22, 2018 Board of Directors meeting to order at 8:30am. The following board members were present at the call to order:

Mrs. Giselle Carson, Chair  
Mr. Jay Demetree, Vice Chair  
Mr. Russ Thomas, Secretary  
Mrs. Terri Davlantes, Treasurer  
Mr. Patrick Kilbane, Member  
Mr. Ray Alfred, Member  
Mr. Frank Mackesy, Member (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 (CLO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Councilman Doyle Carter, 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 Carson welcomed everyone, including Dr. Johnny Gaffney (the Mayor's Office Boards and Commissions Liaison), acknowledged board member Frank Mackesy attending via telephone, and advised that a quorum was in place. Chair Carson then called upon Chief Financial Officer Richard Rossi to lead the Pledge of Allegiance.

## **Chief Executive Officer Report**

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

- (1) "Dazzle and Delight" Moment
- (2) Power and pipes report
- (3) Land use feasibility study report
- (4) Jags cooperation report
- (5) Results from JAA's recent charitable giving campaign

Mr. Grossman advised that the "Dazzle & Delight" Moment at this meeting is a video showcasing our wonderful holiday music program, sharing some of the groups that performed in the courtyard of JAX during the recent holiday season – he also shared the holiday music performer schedule that was put together by Mrs. Debbie Jones, Community Relations Administrator, who coordinates our year-round music program.

Mr. Grossman then called upon Mr. Davey Jones, Facilities Director, who shared a detailed slide presentation of the complete electrical and water systems at JAX.

Next, Mr. Grossman called on Mr. Rusty Chandler, Chief Cecil and General Aviation, who gave a report on non-aeronautical land use feasibility for property at JAX, JAXEX and Cecil.

Mr. Grossman next called upon Mr. Michael Stewart, External Affairs Director, who gave a slide presentation on the wonderful cooperation JAA shares with the Jacksonville Jaguars organization.

Lastly, Mr. Grossman shared the results of our recent charitable giving campaign advising that a total of \$35,293 was pledged by our employees to the United Way and Community Health Charities organizations for 2018.

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**

Chair Carson advised that there was no new business to be discussed.

## **Approval of Minutes**

Chair Carson called for approval of the minutes from the November 27, 2017 Board of Directors meeting, and upon motion made by Mr. Demetree and seconded by Mr. Alfred, the entire board voted unanimously to approve both sets of minutes.

## **Updates/Other Reports**

### **Financial Update**

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

Chair Carson called upon Mr. Rossi to present the unaudited financial report for the three months ended December 31, 2017 as contained in their board package (in the non-meeting month of December Mr. Rossi provided the board with the unaudited financial report for the two months ended November 30, 2017, together with his written summary in memo form). Discussion ensued regarding the financial impact of TNCs and in what line-item in the financial report that information is contained and the board asked that beginning with the March board meeting, the future financial reports show a separate breakdown of that TNC information.

### **City Council Update**

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

Councilman Carter advised he had no specific comments, and shared that everyone at JAA does a wonderful job and he's pleased to be our Council Liaison.

## **Board Communication**

Chair Carson advised that the next bi-monthly board meeting will be on Monday, March 26, 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 9:45am.



## MINUTES

**Board of Directors Meeting  
JAA Administration Bldg.  
3<sup>rd</sup> FL Ed Austin Board Room  
March 26, 2018  
(immediately following an 8:30am Finance and Audit  
Committee meeting)**

Chair of the Board Giselle Carson called the March 26, 2018 Board of Directors meeting to order at 9:10am. The following board members were present at the call to order:

Mrs. Giselle Carson, Chair  
Mrs. Terri Davlantes, Treasurer  
Mr. Patrick Kilbane, Member  
Mr. Ray Alfred, Member  
Mr. Frank Mackesy, Member (attended via telephone)  
*(Mr. Jay Demetree, Vice Chair and Mr. Russ Thomas, Secretary were 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)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Councilman Doyle Carter, 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 Carson welcomed everyone and advised that a quorum was in place, she then called upon Chief Administrative Officer Rosa Beckett to lead the Pledge of Allegiance.

### Report from Finance and Audit Committee

Chair Carson then called upon Committee Chair Terri Davlantes to present the report from her committee meeting. Chair Davlantes advised that the committee met for the purpose of hearing the report from independent external auditor RSM US LLP and voted to recommend the report to the full board for approval. Upon motion duly made by Mrs. Davlantes and seconded by Mr. Mackesy, the board members in attendance voted unanimously to approve the Finance and Audit Committee's recommendation that the independent external auditor report be approved.

Chair Carson thanked Mrs. Davlantes for her committee report.

## Chief Executive Officer Report

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

- (1) "Dazzle and Delight" Moment
- (2) JAA Police Department accreditation
- (3) ASQ survey results

Mr. Grossman advised that the "Dazzle & Delight" Moment at this meeting is a video recapping the 2005 Super Bowl hosted by Jacksonville. *Unfortunately due to technical difficulty the video was not able to be shown but Mrs. Marcha-Lee advised she would send it to the board members at a later time.*

Mr. Grossman then called upon Lieutenant Mark Stevens, JAA Director of Public Safety and Security, who gave a presentation about the JAA Police Department's recent accreditation. The board congratulated Mr. Grossman, Lt. Stevens and the entire department on a job well done.

Lastly, Mr. Grossman called on Mr. Bryan Long, JAX Terminal Operations Manager, who gave a presentation on our recent ASQ #1 ranking. The board congratulated Mr. Grossman, Mr. Long and the entire staff on a job well done.

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. Mr. Kilbane advised that he feels further discussion is needed regarding the on-going unfunded pension liability issue and he would like to see it as a separate agenda item at a future board meeting. Chair Carson agreed and directed Mr. Grossman to place the discussion item on a future agenda. Hearing no further old business, Chair Carson moved to the next agenda item.

### Public Comment

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

### New Business Submissions

**BD2018-03-01**

**Jeffrey Taylor/Properties  
Administrator**

### ***Specialty Gift & Retail Concession Agreement between Jacksonville Aviation Authority and Rain or Shine, Inc. ("Insight") at Jacksonville International Airport***

Chair Carson called upon Mr. Taylor to present the submission and after discussion, and upon motion made by Mr. Kilbane and seconded by Mr. Alfred, the board members in attendance

voted unanimously to approve Submission BD2018-03-01, Specialty Gift & Retail Concession Agreement between Jacksonville Aviation Authority and Rain or Shine, Inc. ("Insight") at Jacksonville International Airport.

### **Approval of Minutes**

Chair Carson called for approval of the minutes from the January 22, 2018 Board of Directors meeting, with Ms. Braga's title correction as pointed out by Recording Secretary Marcha-Lee, and upon motion made by Mrs. Davlantes and seconded by Mr. Kilbane, the board members in attendance voted unanimously to approve the minutes.

### **Updates/Other Reports**

#### **Financial Update**

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

Chair Carson called upon Mr. Rossi to present the unaudited financial report for the five months ended February 28, 2018 as contained in their board package (in the non-meeting month of February Mr. Rossi provided the board with the unaudited financial report for the four months ended January 31, 2018, together with his written summary in memo form).

#### **City Council Update**

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

Councilman Carter advised he had no specific comments, sharing that all is well and he is proud to be our Council Liaison.

### **Board Communication**

Chair Carson advised that the next bi-monthly board meeting will be on Monday, May 21, 2018 at 8:30am at the JAA administration building (changed from May 28<sup>th</sup> due to the Memorial Day holiday). Chair Carson thanked Dr. Johnny Gaffney (the Mayor's Office Boards and Commissions Liaison) for attending, then asked the board if there were any further comments. Mr. Alfred asked for a spaceport update, and Mr. Grossman advised that Generation Orbit will be doing testing in the next 30-60 days and the first launch should be approximately this time next year. Hearing no further comments, Chair Carson proceeded to adjourn.

### **Adjournment**

There being no further business to come before the Board of Directors, Chair Carson adjourned the meeting at 10:05 am.



## MINUTES

**Board of Directors Meeting  
JAA Administration Bldg.  
3<sup>rd</sup> FL Ed Austin Board Room  
May 21, 2018  
(immediately following an 8:30am Finance and Audit  
Committee meeting)**

Chair of the Board Giselle Carson called the May 21, 2018 Board of Directors meeting to order at 9:30am. The following board members were present at the call to order:

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

Also present at the call to order were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Rusty Chandler, Chief General Aviation (CGA)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Mrs. Melissa Marcha-Lee, Senior Executive Assistant/Recording Secretary

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

### Welcome, Announcements, Pledge

Chair Carson welcomed everyone, including Dr. Johnny Gaffney (the Mayor's Office Boards and Commissions Liaison) and advised that a quorum was in place, she then called upon Dr. Gaffney to lead the Pledge of Allegiance.

### Report from Finance and Audit Committee

Chair Carson called upon Committee Chair Terri Davlantes to present the report from her committee meeting. Chair Davlantes advised that the committee met for the purpose of hearing the 2018-19 budget, and voted to recommend the budget to the full board for approval. Upon motion duly made by Mr. Thomas and seconded by Mr. Demetree, the board members voted unanimously to approve the Finance and Audit Committee's recommendation that the Fiscal Year 2018-19 Budget be approved.

Chair Carson thanked Mrs. Davlantes for her committee report. She then called for approval of Submission 2018-05-01, Approval of Operating and Capital Budget of Jacksonville Aviation

Authority for Fiscal Year Commencing October 1, 2018 and ending September 20, 2019 and upon motion made by Mr. Thomas and seconded by Mr. Demetree, the board voted unanimously to approve the submission.

### **Chief Executive Officer Report**

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

- (1) "Dazzle and Delight" Moment
- (2) Air service update
- (3) Recent JAA golf outing
- (4) Recent rocket testing

Mr. Grossman advised that the "Dazzle & Delight Moment" at this meeting is two-fold....photos of recent events at JAX including our annual Mother's Day flower giveaway, which "dazzled" the recipients, and the golf simulator that was installed during TPC week, which "delighted" the users. Mr. Grossman thanked both Mr. Bryan Long, Terminal Operations Manager, who lead the flower giveaway, and Mr. Jeff Taylor, Properties Administrator, who lead the simulation installation, for their hard work in making both events happen.

Mr. Grossman then called upon Ms. Barbara Halverstadt, Marketing and Air Service Development Director, who gave a powerpoint update of our air service.

Next, Mr. Grossman reported that our annual JAA Jack Demetree Tenant Golf Outing was held in April, with the theme this year being our JAX 50<sup>th</sup> Anniversary, and was enjoyed by all participants. He thanked Ms. Halverstadt and her committee for organizing the event.

Lastly, Mr. Grossman called on Mr. Rusty Chandler, Chief General Aviation, who reported on the recent successful rocket testing conducted for two weeks by Generation Orbit at Cecil Spaceport.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

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

### **Public Comment**

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

### **Introduction of Interns**

Chair Carson called upon Mr. Grossman to introduce this year's JAA class of interns, each of whom stood when he called their name and school. The board welcomed the group and advised they hope everyone enjoys their time here at JAA.

**New Business**  
**Submissions**

**BD2018-05-01**

**Ross Jones/Director Finance**

***Approval of Operating and Capital Budget of Jacksonville Aviation Authority for  
Fiscal Year Commencing October 1, 2018 and ending September 30, 2019***

*This item was presented and approved earlier in the meeting.*

**BD2018-05-02**

**Paul Gerrety/Properties Manager**

***Approval of First Amendment to Amended and Restated Agreement for Cell Tower  
Use and Operation at JAXEX Airport between the Jacksonville Aviation Authority  
and STC Two, LLC***

Chair Carson called upon Mr. Gerrety to present the submission and after discussion, and upon motion made by Mrs. Davlantes and seconded by Mrs. Carson, the board voted unanimously to approve Submission BD2018-05-02, Approval of First Amendment to Amended and Restated Agreement for Cell Tower Use and Operation at JAXEX Airport between the Jacksonville Aviation Authority and STC Two, LLC.

**BD2018-05-03**

**Kimberly Howard/Senior Manager  
Aviation Planning**

***Accept Florida Department of Transportation Joint Participation Agreement  
for the Duct Bank Rehabilitation at Cecil Airport***

Chair Carson called upon Mrs. Howard to present the submission and after discussion, and upon motion made by Mr. Alfred and seconded by Mr. Demetree, the board voted unanimously to approve Submission BD2018-05-03, Accept Florida Department of Transportation Joint Participation Agreement for the Duct Bank Rehabilitation at Cecil Airport.

**BD2018-05-04**

**Kimberly Howard/Senior Manager  
Aviation Planning**

***Accept Supplemental Joint Participation Agreement for the Air Traffic Control  
Tower and Space Operations Control Center at Cecil Airport***

Chair Carson called upon Mrs. Howard to present the submission and after discussion, and upon motion made by Mr. Thomas and seconded by Mr. Mackesy, the board voted unanimously to approve Submission BD2018-05-04, Accept Supplemental Joint Participation Agreement for the Air Traffic Control Tower and Space Operations Control Center at Cecil Airport.

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

Chair Carson called upon Mrs. Howard to present the submission and after discussion, and upon motion made by Mr. Alfred and seconded by Mr. Demetree, the board voted unanimously to approve Submission BD2018-05-05, Accept Florida Department of Transportation Supplemental Joint Participation Agreement for the Design and Construction of a Bulk Hangar and T-Hangar at Herlong Recreational Airport.

**Approval of Minutes**

Chair Carson called for approval of the minutes from both the March 26, 2018 Finance and Audit Committee and the March 26, 2018 Board of Directors meetings and upon motion made by Mr. Alfred and seconded by Mrs. Davlantes, the board members voted unanimously to approve the minutes of both meetings.

**Updates/Other Reports**

**Financial Update**

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

Chair Carson called upon Mr. Rossi to present the unaudited financial report for the seven months ended April 30, 2018 as contained in their board package, advising that the numbers were extremely solid (in the non-meeting month of April Mr. Rossi provided the board with the unaudited financial report for the six months ended March 31, 2018, together with his written summary in memo form)

**City Council Update**

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

Councilman Carter did not attend the meeting.

**Board Communication**

Chair Carson advised that the next bi-monthly board meeting will be on Monday, August 6, 2018 at 8:30am at the JAA administration building (changed from July 23<sup>rd</sup> due to her and the CEO's travel to the Farnborough Air Show). Chair Carson then asked the board if there were any further comments - hearing none, Chair Carson proceeded to adjourn.

**Adjournment**

There being no further business to come before the Board of Directors, Chair Carson adjourned the meeting at 10:20 am.



## MINUTES

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

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

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

The following board members attended via telephone:

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

Also present at the call to order were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Rusty Chandler, Chief General Aviation (CGA)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Councilman Doyle Carter, Council Liaison to JAA  
Mrs. Melissa Marcha-Lee, Senior Executive Assistant/Recording Secretary

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

### **Welcome, Announcements, Pledge**

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

### **Chief Executive Officer Report**

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

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

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

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

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

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

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

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

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

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

### **Public Comment**

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

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

**BD2018-08-01**

**Jeff Taylor/Properties  
Administrator**

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

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

**BD2018-08-02**

**Kimberly Howard/Senior Manager  
Aviation Planning**

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

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

**BD2018-08-03**

**Kimberly Howard/Senior Manager  
Aviation Planning**

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

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

**BD2018-08-04**

**Tony Cugno/Chief Operating  
Officer**

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

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

**BD2018-08-05**

**Steven Schultz/Director  
Information Technology**

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

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

**BD2018-08-06**

**Todd Lindner/Director Cecil  
Spaceport**

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

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

**BD2018-08-07**

**Devin Reed/Director Procurement**

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

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

**Discussion of CEO Job Description**

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

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

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

### **Approval of Minutes**

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

### **Updates/Other Reports**

#### **Financial Update**

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

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

#### **City Council Update**

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

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

### **Board Communication**

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

### **Adjournment**

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



## MINUTES

### **Board of Directors Meeting JAA Administration Bldg. 3<sup>rd</sup> FL Ed Austin Board Room September 24, 2018**

Chair of the Board Giselle Carson called the September 24, 2018 Jacksonville Aviation Authority 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. Russ Thomas, Secretary  
Mrs. Terri Davlantes, Treasurer  
Mr. Ray Alfred, Member  
Mr. Frank Mackesy, Member  
*(member Mr. Jay Demetree was absent)*

Also present at the call to order were:

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

### **Welcome, Announcements, Pledge**

Chair Carson welcomed everyone and announced that our new City Council Liaison has been appointed, she welcomed Councilman Randy White to the JAA family. She then called upon Mr. White to lead the group in reciting the Pledge of Allegiance.

### **Chief Executive Officer Report**

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

- (1) "Dazzle and Delight Moment"
- (2) Air service update
- (3) Report on TSA reimbursement
- (4) Report on recent hurricane effort

Mr. Grossman advised that the "Dazzle & Delight Moment" at this meeting is the presentation to each board member of a framed first page of the "50<sup>th</sup> Anniversary" brochure insert that was recently in the Times-Union newspaper.

Next, Mr. Grossman called upon Marketing and Air Service Development Director Ms. Barbara Halverstadt to present an update on air service.

Mr. Grossman then called upon External Affairs Director Mr. Michael Stewart to report on the TSA baggage system reimbursement efforts.

Lastly, Mr. Grossman provided a recap on the recent hurricane efforts.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

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

### **Public Comment**

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

### **New Business Submissions**

**BD2018-09-01**

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

#### ***Budget Transfer for the Airside Terminal Restroom Rehabilitation Project at Jacksonville International Airport***

Chair Carson called upon Mr. Powder to present the submission and upon motion made by Mr. Thomas and seconded by Mr. Mackesy, the board members present voted unanimously to approve Submission BD2018-09-01, Budget Transfer for the Airside Terminal Restroom Rehabilitation Project at Jacksonville International Airport.

**BD2018-09-02**

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

#### ***Budget Transfer for Taxiway A3 Relocation at Jacksonville Executive at Craig Airport***

Chair Carson called upon Mr. Powder to present the submission and after discussion, and upon motion made by Mr. Alfred and seconded by Mr. Kilbane, the board members present voted unanimously to approve Submission BD2018-09-02, Budget Transfer for Taxiway A3 Relocation at Jacksonville Executive at Craig Airport.

**BD2018-09-03**

**Kimberly Howard/Senior Manager  
Aviation Planning**

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

Chair Carson called upon Mrs. Howard to present the submission and upon motion made by Mr. Mackesy and seconded by Mr. Kilbane, the board members present voted unanimously to approve Submission BD2018-09-03, Accept Florida Department of Transportation Supplemental Joint Participation Agreement for the Runway 11/29 Rehab at Herlong Recreational Airport.

**BD2018-09-04**

***This was a placeholder item, but was removed from the agenda prior to the meeting***

**BD2018-09-05**

**Debra Braga/ Chief Legal Officer**

**Approval of Settlement and Amendment Two to Craig Hangar Conglomerate Lease**

Chair Carson called upon Mrs. Braga to present the submission and after discussion, and upon motion made by Mr. Alfred and seconded by Mr. Thomas, the board members present voted unanimously to approve Submission BD2018-09-05, Approval of Settlement and Amendment Two to Craig Hangar Conglomerate Lease.

**BD2018-09-06**

**Giselle Carson/Chair of the Board**

**Appointment of Interim Chief Executive Officer**

Chair Carson presented the submission and after discussion, and upon motion made by Mr. Kilbane and seconded by Mr. Alfred, the board members present voted unanimously to approve Submission BD2018-09-06, Appointment of Interim Chief Executive Officer.

**Approval of Minutes**

Chair Carson called for approval of the minutes from the August 6, 2018 Board of Directors meeting and upon motion made by Mr. Alfred and seconded by Mr. Thomas, the board members present voted unanimously to approve the minutes.

**Updates/Other Reports**

**Financial Update**

**Richard Rossi/Chief  
Financial Officer**

Chair Carson called upon Richard to present the financial report for the eleven months ended August 31, 2018, and answered questions about the report (Mr. Rossi had previously provided the board with the unaudited financial report for the nine months ended July31, 2018, together with his written summary in memo form). Hearing no questions about the August 31st financial report, she moved to the next agenda item.

Chair Carson called upon Mr. White for his comments, he advised he is happy to be working with JAA.

**Report from Nominating Committee**

Chair Carson called upon Mr. Kilbane to give a report from his committee meeting. Committee Chair Kilbane reported that his committee had met today prior to the board meeting for the purpose of discussing and recommending to the full board a slate of officers for the 2018-19 board term. The slate being presented is:

- Mr. Jay Demetree, Chair
- Mr. Russ Thomas, Vice Chair
- Mr. Ray Alfred, Secretary
- Mr. Frank Mackesy, Treasurer

Chair Carson thanked Mr. Kilbane for his report, and upon motion made by Mr. Mackesy and seconded by Mrs. Davlantes, all board members present voted unanimously to accept the report from the Nominating Committee.

**Election of Officers**

Chair Carson presented the slate of officers as recommended by the Nominating Committee, then called for nominations from the floor. Hearing none, and upon motion made by Mr. Mackesy and seconded by Mrs. Davlantes, the officers as recommended by the Nominating Committee were elected for the 2018-19 board term.

**Board Communication**

Chair Carson advised that the next bi-monthly board meeting will be on Monday, November 26, 2018 at 8:30am at the JAA administration building. Chair Carson then commented that, as this was her last board meeting as chair, she was honored to lead the group advising it was a learning experience, and she thanked her fellow board members for their support. She then called upon Mr. Grossman for his comments as this was his last meeting as JAA's CEO.

Mr. Grossman thanked all board members and the staff, saying it was the best nine years of his career. He appreciated the partnership and trust with the board as it freed us up to be innovative and entrepreneurial. Further, he feels the staff is excellent, the authority is in excellent shape and the board is wonderful.

**Adjournment**

There being no further business to come before the Board of Directors, Chair Carson adjourned the meeting at 10:35 am.



## MINUTES

### **Board of Directors Meeting JAA Administration Bldg. 3<sup>rd</sup> FL Ed Austin Board Room November 26, 2018/8:30am**

Chair of the Board Jay Demetree called the November 26, 2018 Jacksonville Aviation Authority Board of Directors meeting to order at 8:30am. The following board members were present at the call to order:

Mr. Jay Demetree, Chair  
Mr. Ray Alfred, Secretary  
Mr. Frank Mackesy, Treasurer  
Mr. Pat Kilbane, Member  
Mrs. Terri Davlantes, Member  
Mrs. Giselle Carson, Member  
*(Mr. Russ Thomas, Vice Chair was absent)*

Also present at the call to order were:

Mr. Rusty Chandler, Interim Chief Executive Officer (ICEO)/Chief Cecil Airport (CCA)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
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***

### **Welcome, Announcements, Pledge**

Chair Demetree welcomed everyone to the meeting, including Dr. Johnny Gaffney, Mayor's Office Liaison, and announced that a quorum was in place. He then called upon Mr. Chandler to lead the group in reciting the Pledge of Allegiance.

### **Special Presentation**

Chair Demetree called on Mrs. Carson to come forward, and he then presented her with a plaque from the JAA board and staff thanking her for her service as Chair of the Board of Directors during the 2017-18 term. Mrs. Carson thanked everyone for the plaque and advised it was her honor and pleasure to lead the team.

## Interim Chief Executive Officer Report

Chair Demetree called on Mr. Rusty Chandler to present his ICEO report.

- (1) JAX 50<sup>th</sup> Year Anniversary in review
- (2) JAA Veteran's Day Activities
- (3) Air service update
- (4) Holiday traffic summary

Mr. Chandler called upon Ms. Barbara Halverstadt, Marketing Director, to share a presentation of all the JAX 50<sup>th</sup> anniversary activities that occurred during the year-long celebration.

Mr. Chandler reported on the JAA activities that took place in honor of Veteran's Day, including lunch at Cecil Airport and breakfast at the administration building.

Mr. Chandler then asked Ms. Halverstadt to provide an update on air service.

Lastly, Mr. Chandler called upon Mr. Terry Dlugos, Director of Operations, who provided a summary on the recent holiday traffic at JAX.

Mr. Chandler advised that this concluded his ICEO report.

### Old Business

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

### Public Comment

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

### New Business Submissions

**BD2018-11-01**

**Michael May, Human  
Resources Director**

#### ***Agreement between the Jacksonville Aviation Authority and the Florida State Fraternal Order of Police, October 1, 2018 through September 30, 2021***

Chair Demetree called upon Mr. May to present the submission and upon motion made by Mr. Kilbane and seconded by Mr. Alfred, the board members present voted unanimously to approve Submission BD2018-11-01, Agreement between the Jacksonville Aviation Authority and the Florida State Fraternal Order of Police, October 1, 2018 through September 30, 2021.

**BD2018-11-02**

**Michael May, Human  
Resources Director**

***Agreement between the Jacksonville Aviation Authority and the Florida State Fraternal Order of Police (FOP85A), October 1, 2018 through September 30, 2021***

Chair Demetree called upon Mr. May to present the submission and after discussion, and upon motion made by Mr. Kilbane and seconded by Mr. Alfred, the board members present voted unanimously to approve Submission BD2018-11-02, Agreement between the Jacksonville Aviation Authority and the Florida State Fraternal Order of Police (FOP85A), October 1, 2018 through September 30, 2021.

**BD2018-11-03**

**Debra Braga, Chief Legal Officer**

***Agreement between the Jacksonville Aviation Authority and Mark VanLoh***

Chair Demetree called upon Ms. Braga to present the submission and upon motion made by Mr. Kilbane and seconded by Mrs. Carson, the board members present voted unanimously to approve Submission BD2018-11-03, Agreement between the Jacksonville Aviation Authority and Mark VanLoh, the details of which specify him being hired by JAA as the new Chief Executive Officer – he was then introduced as such by Chair Demetree, and welcomed to the JAA family together with his wife Colleen who attended with him. Chair Demetree called upon Mark for any comments – Mark advised he is very pleased to be taking the reins and is looking forward to working with the board and staff.

**Approval of Minutes**

Chair Demetree called for approval of the minutes from both the September 24, 2018 Nominating Committee and Board of Directors meetings, and the minutes from the October 25, 2018 CEO Selection Committee meeting, and upon motion made by Mrs. Davlantes and seconded by Mr. Kilbane, the board members present voted unanimously to approve all three sets of minutes.

**Updates/Other Reports**

**Financial Update**

**Richard Rossi/Chief  
Financial Officer**

Chair Demetree called upon Richard to present the financial report for the one month ended October 31, 2018, and answered questions about the report (Mr. Rossi had previously provided the board with the unaudited financial report for the twelve months ended September 30, 2018, together with his written summary in memo form). Hearing no questions about the October 31st financial report, he moved to the next agenda item.

**City Council Update**

**Councilman Randy White/City  
Council Liaison**

Chair Demetree called upon Mr. White for his comments, he advised he had none.

Chair Demetree then called upon Dr. Gaffney for any comments, he advised he had none.

**Chairman's Committee Appointments**

Chair Demetree announced the following committee appointments, thanking each member for agreeing to serve:

**Finance and Audit**

Frank Mackesy, Chair (as Treasurer)  
Pat Kilbane  
Russ Thomas

**Nominating**

Giselle Carson, Chair (as Immediate Past Chair)  
Ray Alfred  
Terri Davlantes

**Board Communication**

Chair Demetree advised that the next bi-monthly board meeting will be on Monday, January 28, 2019 at 8:30am at the JAA administration building. He offered wishes for a merry Christmas, then asked if there were any additional items for discussion today - hearing none, he proceeded to adjourn.

**Adjournment**

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



# **MINUTES**

## **CEO Selection Committee Meeting**

### **JAA Administration Bldg./3<sup>rd</sup> FL**

### **Ed Austin Board Room**

### **October 25, 2018/3:30p**

Mr. Pat Kilbane, Committee Chair, called the Jacksonville Aviation Authority CEO Selection Committee meeting to order at 3:30pm. The following committee members were present at the order call:

Mr. Pat Kilbane  
Mr. Ray Alfred  
Mr. Jay Demetree  
Mrs. Giselle Carson

Also in attendance from JAA were Chief Executive Officer Mr. Steve Grossman, Chief Legal Officer Mrs. Debra Braga, Recording Secretary Mrs. Melissa Marcha-Lee, and attending from JAA's CEO search firm, ADK Consulting and Executive Search, was Mr. Doug Kuelzman.

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

Chair Kilbane advised that the reason for the meeting was to hear a report from Mr. Kuelzman on the CEO interviews that had taken place earlier in the day. He called upon Mr. Kuelzman for discussion.

Mr. Kuelzman recapped the process, advising that in August the search brochure was released describing the position, the authority, sunshine laws, etc., resulting in 73 applications. After a complete and thorough vetting process, the top four qualified candidates were presented for the committee to interview, and after a discussion with each individual committee member at the conclusion of their interviews today, the top two candidates were Mr. Mark VanLoh and Mr. Ronald Mathieu – the consensus among all committee members as their number one choice being Mr. VanLoh. Both Chair Kilbane and Mr. Demetree complimented Mr. Kuelzman on the ease of the interview process.

Chair Kilbane asked the committee for their comments, advising he is happy with the choice. Mr. Demetree requested that the other board members be given an opportunity to talk to the chosen candidate, and advised he is pleased with the choice. Mr. Alfred advised that while he too is happy with the choice, he feels that not including the internal candidate in the interview process was just putting that person aside and perhaps we should have been able to rank that person as well. More discussion ensued among the committee and Mr. Kuelzman about the process with internal candidates, with Mrs. Carson advising that to her knowledge, the internal candidate was part of the ranking, but was not in the top group; she advised she is also pleased with the choice. Chair Kilbane asked ex-officio committee member Mr. Grossman to comment – Mr. Grossman thanked Chair Kilbane for his appointment to the committee and advised that his top two candidates were the same as that of the committee and either one of them would be an excellent choice.

Chair Kilbane then brought the discussion to a close and requested that Mr. Kuelpman advise the candidates.

Chair Kilbane called for a motion to move the action to the board and upon motion duly made by Mr. Demetree and seconded by Mrs. Carson, the committee voted unanimously to present the consensus candidate Mark VanLoh to the full board at its November meeting as its choice for the next CEO of JAA. Further, upon motion duly made by Mrs. Carson and seconded by Mr. Alfred, the committee voted unanimously that as the number two candidate, Mr. Mathieu be offered the position should Mr. VanLoh decline.

Chair Kilbane then called upon Chair of the Board Jay Demetree for his appointment of a board member to negotiate the CEO's contract. Mr. Demetree appointed Mr. Russ Thomas to be the negotiator with Mr. VanLoh, requesting that Mr. Thomas work closely with our CLO Mrs. Braga and Mr. Kuelpman from our search firm.

There being no further business to come before the committee, Chair Kilbane adjourned the meeting at 4:15p.

Approved November 26, 2010



## MINUTES

### **Finance and Audit Committee Meeting JAA Administration Building 3<sup>rd</sup> FL Ed Austin Board Room March 26, 2018/8:30am**

Committee Chair Terri Davlantes called the March 26, 2018 Finance and Audit Committee meeting to order at 8:30am. Chair Davlantes advised that original members Jay Demetree and Russ Thomas could not attend so temporary member appointments were made for this meeting only – Pat Kilbane and Ray Alfred. The following committee members were in attendance at the call to order:

Mrs. Terri Davlantes, Chair  
Mr. Pat Kilbane, Temporary Member  
Mr. Ray Alfred, Temporary Member

Also present at the call to order were board members:  
Mr. Frank Mackesy  
Mrs. Giselle Carson

Also in attendance at the order call 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 Davlantes welcomed everyone to the meeting, and advised a quorum was present.

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

Chair Davlantes advised that the reason for the meeting was to hear from our independent auditors the results of their recent audit.

She 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. Mike Vergo, Mr. Jeff Zeichner and Ms. Heather Myers to present the audit report.

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



Mr. Vergo explained the scope of the audit he 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 they issued an unmodified opinion. Messers Vergo and Zeichner and Ms. Myers thanked Mr. Rossi and Director of Finance Ross Jones, and the finance staff, for being courteous, professional and responsive during the audit period, and then answered questions from the committee and board members.

Chair Davlantes thanked Messers Vergo and Zeichner and Ms. Myers for their report, and congratulated Messers Grossman, Rossi and Jones, and staff, for a job well done, then called for a motion to recommend the auditor's report to the board for approval. Upon motion made by Mr. Alfred and seconded by Mr. Kilbane, the committee voted to recommend the auditor's report to the full board at its meeting which immediately follows this committee meeting.

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

Approved May 21, 2018



## MINUTES

### **Finance and Audit Committee Meeting JAA Administration Building 3<sup>rd</sup> FL Ed Austin Board Room May 21, 2018/8:30am**

Committee Chair Terri Davlantes called the May 21, 2018 Finance and Audit Committee meeting to order at 8:30am. The following committee members were in attendance at the call to order:

Mrs. Terri Davlantes, Chair  
Mr. Jay Demetree, Member

Also present at the call to order were board members:

Mr. Ray Alfred  
Mr. Pat Kilbane  
Mr. Frank Mackesy  
Mrs. Giselle Carson

Also in attendance at the order call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
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 Davlantes welcomed everyone to the meeting, and advised a quorum was present.

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

Chair Davlantes advised that the reason for the meeting was to hear the 2018-19 budget presentation. She then called upon Mr. Ross Jones, Director Finance, to present the operating portion of the budget.

Committee member Russ Thomas arrived at this point in the meeting.

Mr. Jones then called upon Mr. Derek Powder, Senior Manager Engineering and Construction, to present the capital portion of the budget.

Discussion of the entire budget then ensued, with Director Jones and Senior Manager Powder answering questions from the committee and board members present.



Chair Davlantes thanked Messers Jones and Powder for their presentations, then called for a motion to recommend the budget to the board for approval. Upon motion made by Mr. Demetree and seconded by Mr. Thomas, the committee voted to recommend the Fiscal Year 2018-19 Budget to the full board at its meeting which immediately follows this committee meeting.

There being no further business to come before the Finance and Audit Committee, Chair Davlantes adjourned the committee meeting at 9:30am.

Approved August 6, 2018



# MINUTES

## Nominating Committee Meeting

### JAA Administration Bldg./3<sup>rd</sup> FL

### Board Committee Room

### September 24, 2018/8:15a

Immediate-Past Chair of the Board Pat Kilbane, called the September 24, 2018 Jacksonville Aviation Authority Nominating Committee meeting to order at 8:15am. The following committee members were present at the order call:

Mr. Pat Kilbane  
Mr. Ray Alfred  
Mr. Frank Mackesy

Also in attendance was Recording Secretary Mrs. Melissa Marcha-Lee.

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

Chair Kilbane distributed a suggested slate of officers list to be used for nominations for the 2018-19 board term, as follows:

- Mr. Jay Demetree, Chair
- Mr. Russ Thomas, Vice Chair
- Mr. Ray Alfred, Secretary
- Mr. Frank Mackesy, Treasurer

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

There being no further comments or changes made regarding the suggested officers, upon motion made by Mr. Alfred and seconded by Mr. Mackesy, the committee members present voted unanimously to accept the suggested slate of officers and present it to the full board at its September 24, 2018 meeting. A copy of the accepted slate of officers signed by Chair Kilbane 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 8:25am.