



## MINUTES

### **Board of Directors Meeting JAA Administration Bldg. 3<sup>rd</sup> FL Ed Austin Board Room January 28, 2019/8:30am**

*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 Jay Demetree called the January 28, 2019 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. Russ Thomas, Vice Chair  
Mr. Ray Alfred, Secretary  
Mr. Frank Mackesy, Treasurer  
Mr. Pat Kilbane, Member  
Mrs. Terri Davlantes, Member  
Mrs. Giselle Carson, Member

Also present at the call to order were:

Mr. Mark VanLoh, Chief Executive Officer  
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 Demetree welcomed everyone to the meeting and announced that a quorum was in place, he then called upon Mr. VanLoh to lead the group in reciting the Pledge of Allegiance.

## **Chief Executive Officer Report**

Chair Demetree called on Mr. VanLoh to present his CEO report.

- (1) Gov't shutdown – TSA lines update
- (2) Parking update
- (3) Air service update
- (4) Moving walkway update
- (5) Concourse B update
- (6) Charitable giving campaign results

Mr. VanLoh began his report by advising that no reduction in service has been experienced at our TSA checkpoints.

During the holidays several airport parking lots were at capacity and forced to close for several days; rate adjustments have begun, together with paving of lot 3.

Air service continues to be a priority. Inaugurals were held for new Spirit flights and other new service is beginning in February. We continue to meet with airlines to discuss non-stop service to the west coast.

A contract is in the development stage for replacement of the moving walkways in the garage. While the year-long project will need constant monitoring from the staff, it will be applauded by our customers. The idea to refurbish was abandoned and instead the units will be completely replaced. Awning covers will also be redesigned to better protect those areas from the elements. The board asked that a progress report on the walkways project be shared at each board meeting. Other work being done is the remodeling of the terminal restrooms to alleviate one of the most frequent concerns - that the slanted countertops are always wet and the sink/faucet activation is frustrating. Also, the frequent flyer lounge construction is underway with expected completion sometime this summer.

Regarding concourse B, in February staff will receive a draft copy of the passenger forecast analysis. The data is extremely important and required by the FAA to conclusively determine the need for an additional concourse – we anticipate it will validate what we already know.....B is needed. At the March board meeting, the board will be briefed on the information contained in the forecast as well as the plan of action regarding the potential solicitation of engineering and construction management services for this project.

We recently concluded our annual charitable giving campaign, raising a total amount of \$29,185 from 102 employees who pledged to the campaign.

Mr. VanLoh advised that this concluded his 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 one speaker card had been submitted, by Mr. Kerry Bentley who wished to speak about the instrument approach at Herlong Airport, and he called upon Mr. Bentley for his three minutes of speaking time. At the conclusion, the board engaged in dialog with Mr. Bentley about the issues he raised, which Mr. Chandler advised have been submitted to the appropriate parties, and the board requested Mr. VanLoh and Mr. Chandler to further research the issues and report back to the board; board member Mackesy requesting that our efforts be documented. A copy of the speaker card is attached to and made a part of these minutes.

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

**BD2019-01-01**

**Richard Rossi, Chief  
Financial Officer**

### ***First Amendment of the 2012 TD Bank Note***

Chair Demetree called upon Mr. Rossi to present the submission and upon motion made by Mr. Kilbane and seconded by Mr. Mackesy, the board members voted unanimously to approve Submission BD2019-01-01, First Amendment of the 2012 TD Bank Note.

**BD2019-01-02**

**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 Demetree called upon Mrs. Howard to present the submission and after discussion, and upon motion made by Mr. Alfred and seconded by Mr. Kilbane, the board members voted unanimously to approve Submission BD2019-01-02, Accept Supplemental Joint Participation Agreement for the Air Traffic Control Tower and Space Operations Control Center at Cecil Airport.

**BD2019-01-03**

**Kimberly Howard, Senior  
Manager Aviation Planning**

### ***Accept Supplemental Joint Participation Agreement for the Purchase of Airfield Maintenance Equipment at Cecil Airport***

Chair Demetree called upon Mrs. Howard to present the submission and after discussion, and upon motion made by Mr. Thomas and seconded by Mr. Alfred, the board members voted unanimously to approve Submission BD2019-01-03, Accept Supplemental Joint Participation Agreement for the Purchase of Airfield Maintenance Equipment at Cecil Airport.

**BD2019-01-04**

**Kimberly Howard, Senior  
Manager Aviation Planning**

**Accept Supplemental Joint Participation Agreement for the Rehabilitation  
of the 607 Operations Building at Jacksonville Executive at Craig Airport**

Chair Demetree called upon Mrs. Howard to present the submission and after discussion, and upon motion made by Mr. Mackesy and seconded by Mr. Thomas, the board members voted unanimously to approve Submission BD2019-01-04, Accept Supplemental Joint Participation Agreement for the Rehabilitation of the 607 Operations Building at Jacksonville Executive at Craig Airport. Board member Thomas inquired about the JAXEX masterplan, asking that it be presented to the board.

**BD2019-01-05**

**Jaime Eaton, Senior Engineer  
Design and Construction**

**Budget Transfer and Contract Award for the Garage, Curbside  
Floor Coating Project at Jacksonville International Airport**

Chair Demetree called upon Mrs. Eaton to present the submission and after discussion, and upon motion made by Mr. Thomas and seconded by Mr. Alfred, the board members voted unanimously to approve Submission BD2019-01-05, Budget Transfer and Contract Award for the Garage, Curbside Floor Coating Project at Jacksonville International Airport.

**Approval of Minutes**

Chair Demetree called for approval of the minutes from the November 26, 2018 Board of Directors Meeting, and upon motion made by Mr. Alfred and seconded by Mr. Kilbane, the board members voted unanimously to approve the minutes.

**Updates/Other Reports**

**Financial Update**

**Richard Rossi, Chief  
Financial Officer**

Chair Demetree called upon Richard to present the financial report for the three months ended December 31, 2018, and answered questions about the report (Mr. Rossi had previously provided the board with the unaudited financial report for the two months ended November 30, 2018, together with his written summary in memo form). Hearing no questions about the December 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.

### **Board Communication**

Chair Demetree advised that the next bi-monthly board meeting will be on Monday, March 25, 2019 at 8:30am at the JAA administration building. He 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 9:45 am.

Approved March 25, 2019