



## MINUTES

### **Board of Directors Meeting JAA Administration Bldg. 3<sup>rd</sup> FL Ed Austin Board Room January 27, 2020/8:30am**

Chair of the Board Russ Thomas called the January 27, 2020 Jacksonville Aviation Authority Board of Directors meeting to order at 8:30am. The following board members were present at the call to order:

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

Also present at the call to order were:

Mr. Mark VanLoh, Chief Executive Officer (CEO)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mr. Rusty Chandler, Chief General Aviation Officer (CGAO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Councilwoman Randy DeFoor, 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 Thomas welcomed everyone, announced that a voting quorum of at least four in-person members was in place, and advised that board member Frank Mackesy was attending via telephone. He introduced new member Michelle Barnett as this was her first in-person meeting. Chair Thomas then called upon Mrs. Barnett to lead the group in reciting the Pledge of Allegiance.

### **Chief Executive Officer Report**

Chair Thomas called upon Mr. Mark VanLoh to present his CEO report – he discussed the following items via a powerpoint recap:

- (1) LED lighting upgrade
- (2) Herlong self-fueling tank
- (3) Moving walkway

- (4) "Construction Overdue" sign
- (5) Baggage claim
- (6) JAXEX operations building
- (7) Cecil's Building 82
- (8) Spaceport rocket launch
- (9) Concourse B
- (10) Holiday music program

Also, Mr. VanLoh introduced Ms. Lauren Scott, JAA's new Senior Manager Aviation Planning.

Mr. VanLoh advised that this concluded his CEO report.

### **Old Business**

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

### **Public Comment**

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

### **New Business - Submissions**

**BD2020-01-01**

**Ross Jones/ Director of Finance**

#### ***Amendment to Investment Advisor Financial Services Award, RFP 17-08-31001, dated 11-1-2017***

Chair Thomas called upon Mr. Jones to present the submission. After much discussion including questioning if both a local and national advisor are truly needed, the performance of the advisor, a recent presentation the advisor made to Jacksonville City Council, and questioning the exact advisor's role, Chair Thomas advised that both more information and answers to the board's questions are needed before the board can take action on this item, and therefore he tabled the item. He directed CFO Richard Rossi to provide detailed information/answers in a memo to the board for further discussion, and directed the item will be presented again at the March board meeting.

**BD2020-01-02**

**Jeffrey Taylor/Senior Properties  
Administrator**

#### ***Food & Beverage Concession Agreement between Jacksonville Aviation Authority and HOST International, Inc. at Jacksonville International Airport***

Chair Thomas called upon Mr. Taylor to present the submission, and upon motion made by Mr. Demetree and seconded by Mr. Kilbane, the six board members present voted unanimously to approve Submission BD2020-01-02, Food & Beverage Concession Agreement between Jacksonville Aviation Authority and HOST International, Inc. at Jacksonville International Airport.

**BD2020-01-03**

**Lauren Scott/Senior Manager  
Aviation Planning**

**Approval of Applicant Eligibility for Jacksonville Tree Commission Trust  
Fund Grant Application**

Chair Thomas called upon Ms. Scott 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 Submission BD2020-1-03, Approval of Applicant Eligibility for Jacksonville Tree Commission Trust Fund Grant Application.

**BD2020-01-04**

**Lauren Scott/Senior Manager  
Aviation Planning**

**Accept Florida Department of Transportation Public Transportation Grant  
Agreement for Drainage Improvements at Cecil Airport**

Chair Thomas called upon Ms. Scott to present the submission, and upon motion made by Mr. Demetree and seconded by Mrs. Carson, the six board members present voted unanimously to approve Submission BD2020-01-04, Accept Florida Department of Transportation Public Transportation Grant Agreement for Drainage Improvements at Cecil Airport.

**Approval of Minutes**

Chair Thomas called for approval of the minutes from the November 25, 2019 Board of Directors meeting and upon motion made by Mr. Kilbane and seconded by Mr. Demetree, the six board members present voted unanimously to approve the minutes.

**Updates/Other Reports**

**Financial Update**

**Richard Rossi/Chief  
Financial Officer**

Chair Thomas called upon Mr. Rossi to present the financial report for the three months ended December 31, 2019, and he answered questions about the report (Mr. Rossi had previously provided the board with the unaudited financial report for the two months ended November 30, 2019, together with his written summary in memo form). Hearing no further comments or questions about the December 31st financial report, Chair Thomas moved on.

**City Council Update**

**Councilwoman Randy DeFoor/  
City Council Liaison**

Chair Thomas called upon Mrs. DeFoor for her comments. She advised that the city is moving forward in a positive way (addressing the current food deserts, trees, etc.), and thanked the chair for allowing her to share her comments regarding Submission #1.

## **Board Communication**

Chair Thomas advised that the next bi-monthly board meeting will be on Monday, March 23, 2020 at 8:30am at the JAA administration building. He then asked if there was any other business to come before the board. Board member Ray Alfred advised that he had received a request that Mr. Bob Linne, Aviation Program Professor at Jean Ribault High School, be allowed to make a presentation about the program and community involvement, he advised that Mr. Linne was in attendance at the meeting and requested he be allowed to make his presentation. Chair Thomas granted the request and called upon Mr. Linne to share his presentation. At the conclusion, Board member Mackesy requested that CEO VanLoh reach out to Mr. Linne about possible JAA partnering opportunities – Chair Thomas advised that he and CEO VanLoh will discuss. Further, CEO VanLoh advised the board that he is completing his goals and objectives document and will get it out to the board soon.

## **Adjournment**

There being no further business to come before the Board of Directors, Chair Thomas adjourned the meeting at 9:50am.

Approved June 1, 2020