



MINUTES

Nominating Committee Meeting

JAA Administration Bldg./3rd FL

Ed Austin Board Room

September 1, 2020/3:00pm

Immediate-Past Chair of the Board Jay Demetree, Committee Chair, called the September 1, 2020 Jacksonville Aviation Authority Nominating Committee meeting to order at 3:00pm. The following committee members were present at the order call:

Mr. Jay Demetree
Mr. Pat Kilbane
Mrs. Michelle Barnett

Also in attendance were JAA staff members Mr. Devin Reed, Director of Administration and Mrs. Melissa Marcha-Lee, Recording Secretary.

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

Chair Demetree distributed a suggested slate of officers for the 2020-21 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: Pat Kilbane/Chair, Ray Alfred/Vice Chair, Jay Demetree/Treasurer, Michelle Barnett/Secretary. Mrs. Barnett asked how the slate was created, to which Mr. Demetree replied that it was a beginning point for the discussion, names he thought would serve the board well.

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

Chair Demetree asked the committee if there was any further discussion and hearing nothing, he called for a vote - upon motion made by Mrs. Barnett and seconded by Mr. Kilbane, 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 28, 2020. A copy of the accepted slate of officers signed by Committee Chair Demetree 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 3:30pm.



MINUTES

Board of Directors Meeting September 28, 2020/8:30am JAA Administration Building 2nd FL Training Room

Chair of the Board Russ Thomas called the September 28, 2020 Jacksonville Aviation Authority Board of Directors meeting to order at 8:30am. The following five 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
Mrs. Michelle Barnett, Member
Mr. Frank Mackesy, Member and Mr. Jay Demetree, Member attended via phone

Councilman Randy White/City Council Liaison also attended.

JAA staff members in attendance were:

Mr. Mark VanLoh, Chief Executive Officer
Mr. Ross Jones, Chief Financial Officer
Mr. Tony Cugno, Chief Operating Officer
Mr. Devin Reed, Director of Administration
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 to the meeting, announced that a voting quorum was in place, and acknowledged members Mackesy and Demetree attending via phone; he then called upon Mr. Kilbane 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. Mr. VanLoh advised that daily operations at all four airports continue as normal as possible during this trying time.

CEO VanLoh congratulated Cecil Airport Director Kelly Dollarhide and her staff for preparing and securing the site, on extremely short notice, for the recent visit from Air Force One.

Next, he advised that Spirit Airlines will be exiting Jacksonville and is hopeful to return after air traffic returns; American Airlines's numbers here are good, they are increasing seats to their Dallas and Charlotte hubs. Overall, passenger activity is increasing slightly and advanced bookings are up. Mr. VanLoh advised that it doesn't appear that another round of CARES Act funding for airports will occur anytime soon, the airlines industry has been lobbying for additional payroll funding but to no avail.

JAA's four construction projects continue – terminal roofing, moving walkway enclosure, surface parking lot rehabilitation and the cargo apron expansion. A big moment occurred at Cecil recently when the new control tower/mission control facility was topped.

Lastly, CEO VanLoh advised of another award for JAA – ACI has awarded JAX the Best Airport by Size (5-15 million passengers/medium hub) in North America for 2019. A food truck luncheon is planned to thank all airport, airline and rental car employees for their continued customer service excellence.

Mr. VanLoh advised that this concluded his CEO report.

Old Business

Chair Thomas asked if there was any old business to discuss – hearing nothing, 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

BD2020-09-01

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

***Budget Transfer for Project Shockwave Architectural and Engineering
Design and Construction Management Pre-Construction Services***

Chair Thomas called upon Mr. Powder to present the submission, and upon motion made by Mr. Kilbane and seconded by Mr. Alfred, the board members in attendance voted unanimously to approve Submission BD2020-09-01, Budget Transfer for Project Shockwave Architectural and Engineering Design and Construction Management Pre-Construction Services.

BD2020-09-02

***Lauren Scott/Senior Manager
Aviation Planning***

***Accept Florida Department of Transportation Amendment to the Public
Transportation Grant Agreement for Hangar 1005 at Cecil Airport***

Chair Thomas called upon Mrs. Scott to present the submission, and upon motion made by Mr. Alfred and seconded by Mr. Demetree, the board members in attendance voted unanimously to approve Submission BD2020-09-02, Accept Florida Department of Transportation Amendment to the Public Transportation Grant Agreement for Hangar 1005 at Cecil Airport.

Approval of Minutes

Chair Thomas called for approval of the minutes from the July 27, 2020 Board of Directors meeting and upon motion made by Mr. Kilbane and seconded by Mrs. Carson, the board members in attendance voted unanimously to approve the minutes.

Updates/Other Reports

Financial Update

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

Chair Thomas called upon Mr. Jones to present the financial report for the eleven months ended August 31, 2020, and he answered questions about the report (Mr. Jones had previously provided the board with the unaudited financial report for July 2020). Further, Mr. Jones advised that JAA has withdrawn our request to pull out of the City insurance program because upon receiving updated quotes from our insurance company and from the City, they were close to the same. Mr. Demetree advised that the board should look at the budget every three months given the current crisis situation.

Mr. Kilbane congratulated Mr. VanLoh on taking immediate action on JAA's financial position when the pandemic hit - the staff is doing a great job.

Hearing no further comments or questions about the August 31st financial report, Chair Thomas moved on to the next agenda item.

City Council Update

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

Chair Thomas called upon Councilman White for any comments. Mr. White advised that the council standing committee meetings are live now but council meetings are still virtual. CEO VanLoh advised that Councilman White is very active in our projects and JAA appreciates his involvement.

Report from Nominating Committee Meeting

Chair Thomas called upon Committee Chair Demetree for a report from his recent meeting. Committee Chair Demetree advised that his committee met on September 1, 2020 for the purpose of developing a slate of officers for the 2020-21 board term to present to the board – the proposed slate is: Pat Kilbane/Chair, Ray Alfred/Vice Chair, Jay Demetree/Treasurer, Michelle Barnett/Secretary. Board Chair Thomas thanked Committee Chair Demetree and called for a motion to approve the report – upon motion made by Mrs. Carson and seconded by Mr. Demetree, the board members in attendance voted unanimously to approve the committee report.

Election of Officers

Chair Thomas advised that the Nominating Committee proposed a slate of officers as detailed in its report – he then called for nominations from the floor. Hearing none, he called for approval of the slate and upon motion made by Mrs. Carson and seconded by Mr. Demetree, the board members in attendance voted unanimously to approve the officer slate as proposed by the Nominating Committee and elected the following as officers for the JAA fiscal year 2020-21 Board of Directors term:

Mr. Pat Kilbane/Chair
Mr. Ray Alfred/Vice Chair
Mr. Jay Demetree/Treasurer
Mrs. Michelle Barnett/Secretary

Chair Thomas congratulated the new officers on their election.

Board Communication

Chair Thomas advised that the next bi-monthly board meeting will be on Monday, November 23, 2020 at 8:30am in the 2nd FL training room at the JAA administration building.

As this was Mr. Thomas's last meeting as Chair of the Board of Directors, he took a moment to thank the board for its guidance during this very difficult year, and thanked CEO VanLoh and staff for navigating JAA through these turbulent times. He stated that this is not where we thought we would be but it has been a pleasure leading the Authority - the board and staff have done an exceptional job. Mr. Demetree echoed those words, adding that we could not be more blessed than we are with the current board and staff

Chair Thomas then asked if there was any other business to come before the board – hearing none, he proceeded to adjourn.

Adjournment

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