



# MINUTES

## Board of Directors Meeting JAA Administration Building 3rd FL Ed Austin Board Room January 27, 2014/8:30am

Chairwoman of the Board Mrs. Terri Davlantes called the January 27, 2014 Board of Directors meeting to order at 8:30am. The following board members were in attendance at the call to order:

Mrs. Terri Davlantes, Chairwoman  
Mr. Frank Mackesy, Vice Chairman  
Mr. Ernie Isaac, Secretary  
Mr. A.L. Kelly, Member  
Mr. Edward Booth, Jr., Member  
(Member Mr. Ronald Weaver was absent)

Also present at the call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
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)  
Mr. Rusty Chandler, Interim Chief Cecil Airport (ICCA)  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary  
*A listing of all attendees is on file in the office of the Recording Secretary*

Chairwoman Davlantes welcomed everyone to the meeting, she then called upon Mrs. Beckett to lead the group in reciting the Pledge of Allegiance.

Councilman Doyle Carter, the Authority's Council Liaison, arrived at this point in the meeting.

### **Remembering Dr. Chester Aikens**

Chairwoman Davlantes called upon Mr. Devin Reed, Director of Procurement, to share some comments about our dear friend Chester Aikens, who passed away December 5, 2013. Having known Chester from his time spent working for the City, for which Chester was a tireless supporter, Devin recalled, among other things, Chester's kind and giving spirit, as well as his community involvement and his love of the Aviation Authority. Chairwoman Davlantes commented, and each board member agreed, that JAA staff and board members have been enriched by knowing him.



## **CEO Report**

Chairwoman Davlantes called on Mr. Steve Grossman to present his CEO report.

### **CEO/Executive Director**

*Steve Grossman*

- (1) Information technology update
- (2) Florida Airport's Council (FAC) 2014 conference update
- (3) Transportation Security Administration (TSA) update
- (4) Charitable giving campaign update

Mr. Grossman called upon Mr. Steven Schultz, Director of IT, who presented an in-depth update of the department, including the near- and long-term goals and vision.

Mr. Grossman then called upon Mr. Michael Stewart, Director of External Affairs, who gave an update of the 2014 FAC conference that JAA is hosting August 3-6, 2014. He advised that the expected attendee number is 500-600, and that one of our responsibilities as host is putting on the Monday evening event which will be held at EverBank Field. We also will assist FAC with registration and the speakers.

Next, Mr. Grossman shared that with the recent federal budget passing, TSA will continue to staff the exit lanes which is an approximate ¼ million dollar savings to JAA. Also, grant funding was approved for full towers at Cecil and Jacksonville Executive at Craig Airports.

Lastly, Mr. Grossman reported that JAA had concluded its 2013 charitable giving campaign, lead by Mrs. Marcha'-Lee, and that our results confirmed the fact that JAA's employees continue to be very giving to the community in which we all live and work. The board thanked Melissa for her efforts.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

Chairwoman Davlantes asked the board if there was any old business to be discussed – hearing nothing she moved to the next agenda item.

### **Public Comment**

Chairwoman Davlantes asked the public if there were any comments to be made – since no speaker request forms had been completed/submitted to the recording secretary, and she heard no comment, she moved to the next agenda item.



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

***BD2014-01-01***

***Todd Lindner, Sr. Manager***  
***Aviation Planning***

### ***Cecil Airport, Hangar 13 Floor and Door Rehabilitation Budget Transfer***

Upon motion made by Mr. Isaac and seconded by Mr. Mackesy, the board voted unanimously to approve Submission #1, Cecil Airport, Hangar 13 Floor and Door Rehabilitation Budget Transfer.

## **Approval of Minutes**

Chairman Davlantes advised that since there was no meeting of the Board of Directors in December there are no minutes to be approved.

## **Updates/Other Reports**

### **Financial Update**

***Richard Rossi, Chief***  
***Financial Officer***

Chairwoman Davlantes called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for three months ended December 31, 2013.

### **City Council Update**

***Councilman Doyle Carter,***  
***City Council Liaison***

Councilman Carter shared that he feels he is a better person having been associated with Dr. Aikens, and he believes the Authority and the community have progressed due to the efforts of Dr. Aikens.

## **Chairwoman's Appointments**

Chairwoman Davlantes advised that she has made the following appointments, all of which have been accepted by each board member shown:

- Treasurer (to fill vacant term): Frank Mackesy (also retains Vice Chairmanship)
- Finance and Audit Committee members: Frank Mackesy, Chairman, Terri Davlantes, Edward Booth, Jr.
- Security Committee members: Ernie Isaac, Chairman, Ronald Weaver, A.L. Kelly
- Nominating Committee members: A. L. Kelly, Chairman, Ernie Isaac, Edward Booth, Jr.



## **CEO Performance Review**

Chairwoman Davlantes requested that Mr. Kelly lead the discussion of Mr. Grossman's review. Mr. Kelly stated that he believes Mr. Grossman has done an admirable job this past year, meeting all of his goals and more. He cited the following accomplishments:

- KCI hangar
- Flightstar lease
- Long-term agreement with the Coast Guard
- Bond refinance
- New airline agreement
- TSA lease
- Embraer hangar
- Lease amendments
- Local business program
- Increased operating margin
- 5<sup>th</sup> best airport ranking

Further, Mr. Kelly stated that because of these accomplishments, and the tremendous rapport Mr. Grossman has with the staff and board of the Authority, he recommended a 3% salary increase to be retroactive to October 1, 2013, Mr. Grossman's review date. Chairwoman Davlantes asked the board members for any other comments. Mr. Mackesy advised that the airline agreement and bond refinancing were significant factors in his mind, and he is impressed with the staff and the relationship Mr. Grossman maintains with the employees. Mr. Isaac advised that he feels the 5<sup>th</sup> best airport ranking speaks volumes for what Mr. Grossman has done this past year, and reminded the board that he does not participate in the Authority's incentive program. Mr. Booth shared that as a 25 year tenant of one of the fixed base operators, he has seen a definite change in the atmosphere here since Mr. Grossman came on board in 2009. Chairwoman Davlantes shared that in every conversation she has with Mr. Grossman, he advises how happy he is and it is that happiness she feels motivates him to do such a good job.

Chairwoman Davlantes asked for any further comments from board members - after hearing none, she called for a motion. Upon motion made by Mr. Kelly and seconded by Mr. Isaac, the board voted unanimously to increase Mr. Grossman's salary by 3% retroactive to October 1, 2013. Mr. Grossman thanked the board and advised that their support of him is so very important. Further, he shared that JAA is the envy of his peers and he is proud to be associated with the Authority and its very caring team of professionals.

## **Board Communications**

Chairwoman Davlantes advised that the next board meeting will be held on Monday, February 24, 2014 at 8:30am at the JAA Administration Building, 3<sup>rd</sup> FL Ed Austin Board Room. She then asked the remaining board members and the public if there was any further business to be discussed. Mr. Grossman shared that at the administration building, JAA has established a memorial walkway with names of employees that have passed away and it is JAA's plan to include board members also, so as soon as his family is ready we will have



a ceremony to add Dr. Aikens's name to the walkway and board members will be notified of that event. Mrs. Beckett shared that in a recent conversation with Mrs. Emma Jean Aikens, Chester's widow, Mrs. Aikens sent thanks to the Authority for all we did for the memorial service and advised that Chester so enjoyed his time with the Authority and his relationship with all the employees and board members over the years. Hearing nothing further, Chairwoman Davlantes proceeded to adjourn.

### **Adjournment**

There being no further business to come before the Board of Directors, Chairwoman Davlantes, in further remembrance of Dr. Aikens, adjourned the meeting in his memory at 9:35am.

Approved February 24, 2014



# MINUTES

**Board of Directors Meeting  
JAA Administration Building  
3rd FL Ed Austin Board Room  
February 24, 2014/8:30am**

Chairwoman of the Board Mrs. Terri Davlantes called the February 24, 2014 Board of Directors meeting to order at 8:35am. The following board members were in attendance at the call to order:

Mrs. Terri Davlantes, Chairwoman  
Mr. Frank Mackesy, Vice Chairman  
Mr. A.L. Kelly, Member  
Mr. Edward Booth, Jr., Member  
*(Members Mr. Ronald Weaver and Mr. Ernie Isaac were absent)*

Also present at the order call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
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)  
Mr. Rusty Chandler, Interim Chief Cecil Airport (ICCA)  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary  
*A listing of all attendees is on file in the office of the Recording Secretary*

Chairwoman Davlantes welcomed everyone to the meeting, advised that a quorum was in place, then called upon audience member Mrs. Alberta Hipps, Consultant, to lead the group in reciting the Pledge of Allegiance.

## CEO Report

Chairwoman Davlantes called on Mr. Steve Grossman to present his CEO report.

### CEO/Executive Director

*Steve Grossman*

- (1) Employee recognition
- (2) Recent spaceport presentation
- (3) Valentine's Day flowers at terminal

Mr. Grossman advised that employee recognition this month focused on two members of the Public Safety & Security Department, Sgt. Richard Hern and Airport Security Officer (ASO) Kelly Parker, and read a letter about a recent arrest incident handled by the two employees. Mr. Grossman and Chairwoman Davlantes presented them each with a certificate and gift card and thanked them for their service to JAA.



Next, Mr. Grossman reported on a recent Commercial Real Estate Women (CREW) event held at Cecil Airport that focused on the spaceport, facilitated by Mr. Rusty Chandler, Interim Chief Cecil Airport and Mr. Todd Lindner, Sr. Manager Aviation Planning. The CREW group was very complimentary of Rusty and Todd and said it was a very informative event.

Lastly, Mr. Grossman reported that again as in years past, the JAA Ambassadors and customer service staff members presented over 1,000 carnations on Valentine's Day to delighted passengers, who commented that it really brightened their day. Also, he was pleased to announce that the latest airport quality survey results revealed that JAA has kept its 5<sup>th</sup> Best Airport ranking. The board commended the Ambassadors and service staff on making the floral presentations, and the entire JAA staff for retaining the airport ranking.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

Chairwoman Davlantes asked the board if there was any old business to be discussed – hearing nothing she moved to the next agenda item.

### **Public Comment**

Chairwoman Davlantes asked the public if there were any comments to be made – since no speaker request forms had been completed/submitted to the recording secretary, and she heard no comment, she moved to the next agenda item.

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

***BD2014-02-01***

***Paul Gerrety,***  
***Properties Administrator***

***Approval of Five Rental Car Service and Storage Facility Lease Agreements between The Jacksonville Aviation Authority and (1) Avis Rent A Car System, LLC, (2) Budget Rent A Car Systems, Inc., (3) DTG Operations, Inc., (4) Enterprise Leasing Company of Florida, LLC, and (5) The Hertz Corporation***

Upon motion made by Mr. Booth and seconded by Mr. Kelly, the board voted unanimously to approve Submission #1, Approval of Five Rental Car Service and Storage Facility Lease Agreements between The Jacksonville Aviation Authority and (1) Avis Rent A Car System, LLC, (2) Budget Rent A Car Systems, Inc., (3) DTG Operations, Inc., (4) Enterprise Leasing Company of Florida, LLC, and (5) The Hertz Corporation.



**BD2014-02-02**

***Todd Lindner,  
Sr. Manager Aviation Planning***

***Accept FDOT Supplemental Joint Participation Agreement #1 Adding Description  
to Joint Participation Agreement 425170-1 at Cecil Airport***

Upon motion made by Mr. Mackesy and seconded by Mr. Booth, the board voted unanimously to approve Submission #2, Accept FDOT Supplemental Joint Participation Agreement #1 Adding Description to Joint Participation Agreement 425170-1 at Cecil Airport.

**BD2014-02-03**

***Richard Rossi,  
Chief Financial Officer***

***Authorization to Release Property from Restriction***

Upon motion made by Mr. Booth and seconded by Mr. Kelly, the board voted unanimously to approve Submission #3, Authorization to Release Property from Restriction.

**Approval of Minutes**

Chairman Davlantes called for approval of the January minutes and upon motion made by Mr. Mackesy and seconded by Mr. Kelly, the board voted unanimously to approve the minutes of the January 27, 2014 Board of Directors meeting.

**Updates/Other Reports**

**Financial Update**

***Richard Rossi, Chief  
Financial Officer***

Chairwoman Davlantes called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for four months ended January 31, 2014.

**City Council Update**

***Councilman Doyle Carter,  
City Council Liaison***

Councilman Carter was not present at the meeting



## **Board Communications**

Chairwoman Davlantes advised that the next board meeting will be held on Monday, March 24, 2014 at 8:30am at the JAA Administration Building, 3<sup>rd</sup> FL Ed Austin Board Room. She then asked the remaining board members and the public if there was any further business to be discussed. Hearing nothing, Chairwoman Davlantes proceeded to adjourn.

## **Adjournment**

There being no further business to come before the Board of Directors, Chairwoman Davlantes adjourned the meeting at 9:05am.

APPROVED MARCH 24, 2014



# MINUTES

**Board of Directors Meeting  
Admin. Building/3<sup>rd</sup> FL  
Ed Austin Board Room  
March 24, 2014/8:30am**

Chairwoman of the Board Terri Davlantes called the March 24, 2014 Board of Directors meeting to order at 8:30am. The following board members were in attendance at the call to order:

Mrs. Terri Davlantes, Chairwoman  
Mr. Frank Mackesy, Vice Chairman/Treasurer  
Mr. Ernie Isaac, Secretary  
Mr. Edward Booth, Jr.  
Mr. Ray Alfred  
Mr. Ron Weaver  
(Member A.L. Kelly was absent)

Also in attendance were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
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)  
Mr. Rusty Chandler, Interim Chief Cecil Airport (ICCA)  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary

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

Chairwoman Davlantes welcomed everyone and introduced Mr. Ray Alfred as a new JAA board member.

## **Temporary Recess of Board Meeting**

Chairwoman Davlantes then announced a recess of the board meeting at 8:35a for the purpose of a Finance and Audit Committee Meeting.

## **Meeting of the Finance and Audit Committee**

Committee Chairman Frank Mackesy called his committee to order at 8:35a. Present at the call to order were members Frank Mackesy, Terri Davlantes and Edward Booth, Jr. Also present were board members Alfred, Isaac and Weaver. Chairman Mackesy advised that the reason for the meeting was to hear results from the recent independent audit, and to discuss the auditor selection process - he then called upon CFO Richard Rossi. Mr. Rossi advised that the firm of Ernst & Young had been engaged to do the annual independent audit and he called upon Mr. Michael Patillo, Managing Partner, to present the audit report. Mr. Patillo briefly discussed the scope of the audit then called upon Mr. Justin Threet, Audit Manager, who went through each section of the audit report with the committee and advised that



no instances of material weaknesses or misstatements were found – further, he advised that management is applying accounting practices according to Generally Accepted Accounting Procedures (GAAP). Both Messers Patillo and Threet thanked Mr. Rossi and Director of Finance Diane Pinkerman, and their staff, for being courteous and professional during the audit period.

Chairman Mackesy thanked Messers Patillo and Threet for their report, and congratulated Messers Grossman and Rossi for a job well done.

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

Chairman Mackesy then called upon Mrs. Debra Braga, Chief Legal Officer, who discussed an external auditor selection process memorandum, detailing the process and advised that a panel will be chosen for the selection process, one member of which is to be a member of the Finance and Audit Committee.

Chairman Mackesy thanked Mrs. Braga for her report, then discussed both the external audit and external auditor selection process topics with the committee, advising that member Edward Booth, Jr. had been appointed to be the F&A Comm. member on the auditor selection panel, and he accepted the appointment. Upon motion made by Mrs. Davlantes and seconded by Mr. Booth, both topics will be reported to the board when it reconvenes.

Chairman Mackesy adjourned his committee meeting at 8:55am.

### **Board Meeting Reconvene**

Board Chairwoman Davlantes reconvened the board meeting at 8:55am and called upon Mr. Weaver to lead the group in the Pledge of Allegiance.

### **Report from Finance and Audit Committee**

Board Chairwoman Davlantes called upon Committee Chairman Mackesy for a report from his committee meeting. Mr. Mackesy advised that the committee heard a detailed report from Ernst & Young regarding their recent independent audit, and discussed the external auditor selection process.

Board Chairwoman Davlantes thanked Mr. Mackesy for his report and asked the board if there was any discussion about the report - hearing none, and upon motion made by Mr. Weaver and seconded by Mr. Alfred, the board unanimously approved the report.

### **CEO Report**

Chairwoman Davlantes called on Mr. Steve Grossman to present his CEO report.

## **CEO Report**

*Steve Grossman*

- (1) Flightstar hangar at Cecil construction update
- (2) TSA security pre-check statistics
- (3) Recent Fly It Forward event at JaxEx

Mr. Grossman updated the board on the Flightstar hangar, advising that occupancy is expected around November and that they will be adding approximately 200-300 more jobs, for a total of 1,500.

Mr. Grossman advised that the TSA pre-check program is approximately 4-5 months old and is at 25% of its goal – over 50% of number is here in Jacksonville.

Lastly, Mr. Grossman reported that the recent Fly It Forward event held at Jacksonville Executive at Craig Airport was a success, with eight pilots volunteering their time. He thanked the staff at JaxEx for their participation.

Mr. Grossman advised that this concluded his report.

## **Old Business**

Chairwoman Davlantes asked if there was any old business to discuss. Mr. Weaver asked for an update on the Embraer project, to which Mr. Grossman replied that production began approximately four weeks ago and the first plane is due in August. Embraer had committed to 50 jobs but the number now is 80 and growing. Further, the growth plan was for them to relocate to Cecil Airport but they want to grow here at JIA and we are developing a plan for them in that regard. Mr. Mackesy advised that he had been in an airport where they had a larger banner displaying their economic impact on the community – he feels that with our \$2.8 million impact, we should be publicizing that in our airport as well. Mr. Grossman advised that the message currently shows on media in the airport and we will consider a banner also.

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

Chairwoman Davlantes asked if there was any new business to be discussed – hearing none, she proceeded to the next agenda item.

## **Approval of Minutes**

Chairwoman Davlantes called for approval of the February minutes and upon motion made by Mr. Mackesy and seconded by Mr. Isaac, the board unanimously approved the minutes of the February 24, 2014 Board of Directors meeting.



## **Updates/Other Reports**

### **Financial Update**

*Richard Rossi, Chief  
Financial Officer*

Chairwoman Davlantes called upon Mr. Rossi, who provided an overview of the Unaudited Financial Report for five months ended February 28, 2014.

### **City Council Update**

*Councilman Doyle Carter,  
Council Liaison*

Chairwoman Davlantes welcomed Councilman Carter and thanked him for attending – she then asked him for an update. Councilman Carter congratulated Mr. Rossi and Mr. Grossman on a successful audit, and further, advised that March has been proclaimed by Mayor Brown and the City Council as Aviation Month and we will be presented with a Resolution at the March 25<sup>th</sup> City Council meeting.

## **Board Communications**

Chairwoman Davlantes advised that the next board meeting will be held on Monday April 28, 2014 at 8:30am at the JAA administration building, 3<sup>rd</sup> FL Ed Austin board room. She then asked the board members and members of the public if there was any further business to be addressed by the Board of Directors. Hearing nothing, Chairwoman Davlantes proceeded to adjourn.

## **Adjournment**

There being no further business to come before the Board of Directors, Chairwoman Davlantes adjourned the meeting at 9:25am.



# MINUTES

**Board of Directors Meeting  
JAA Administration Building  
3rd FL Ed Austin Board Room  
April 28, 2014/8:30am**

Chairwoman of the Board Mrs. Terri Davlantes called the April 28, 2014 Board of Directors meeting to order at 8:30am. The following board members were in attendance at the call to order:

Mrs. Terri Davlantes, Chairwoman  
Mr. Frank Mackesy, Vice Chairman/Treasurer  
Mr. Ernie Isaac, Secretary  
Mr. Edward Booth, Jr., Member  
Mr. Ray Alfred, Member  
Mrs. Giselle Carson, Member  
Mr. Patrick Kilbane, Member

Also present at the order call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mr. Rusty Chandler, Interim Chief Cecil Airport (ICCA)  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary  
*A listing of all attendees is on file in the office of the Recording Secretary*

Chairwoman Davlantes welcomed everyone to the meeting and introduced Mrs. Giselle Carson and Mr. Patrick Kilbane as new board members. She then advised that a quorum was in place and called on Mr. Alfred to lead the group in reciting the Pledge of Allegiance.

## CEO Report

Chairwoman Davlantes called on Mr. Steve Grossman to present his CEO report.

### CEO/Executive Director

*Steve Grossman*

- (1) Transportation Planning Organization (TPO) briefing
- (2) Ambassador program briefing
- (3) State government affairs briefing
- (4) New tenant opening recap

Mr. Grossman called upon Mr. Rob Palmer from RS&H, one JAA's consulting firms, who gave a presentation regarding the proposed I95 flyover which involves airport property, and he and Jeff Sheffield, from the TPO, answered questions from the board members.



Next, Mr. Grossman called upon Mr. Bryan Long, JAA Customer Service Manager, who gave a presentation regarding the JAA Ambassador program. Chairwoman Davlantes congratulated Messers Long and Grossman on JAA again attaining the 5<sup>th</sup> best airport ranking - Mr. Grossman advised it is a result of the everyday efforts of all staff members.

Mr. Grossman then called upon Mr. Michael Stewart, Director External Affairs, who briefed the board on recent state government affairs.

Lastly, Mr. Grossman reported that the recent soft opening of the newest tenant at JIA, Vino Volo, a wine/food concept, went very well - members of the media attended and some good publicity was received; he thanked the JAA board members who attended for supporting the event.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

Chairwoman Davlantes asked the board if there was any old business to be discussed – hearing nothing she moved to the next agenda item.

### **Public Comment**

Chairwoman Davlantes asked the public if there were any comments to be made – since no speaker request forms had been completed/submitted to the recording secretary, and she heard no comment, she moved to the next agenda item.

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

***BD2014-04-01***

***Todd Lindner,***  
***Sr. Manager Aviation Planning***

#### ***Data Center Servers and File Suppression Project Budget Transfer***

Upon motion made by Mr. Mackesy and seconded by Mr. Isaac, the board voted unanimously to approve Submission #1, Data Center Servers and File Suppression Project Budget Transfer.



## **Approval of Minutes**

Chairman Davlantes called for approval of the March minutes and upon motion made by Mr. Isaac and seconded by Mr. Mackesy, the board voted unanimously to approve the minutes of the March 24, 2014 Board of Directors meeting, which include the minutes of the Finance and Audit Committee meeting held during the board meeting.

## **Updates/Other Reports**

### **Financial Update**

*Richard Rossi,  
Chief Financial Officer*

Chairwoman Davlantes called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for six months ended March 31, 2014.

### **City Council Update**

*Councilman Doyle Carter,  
City Council Liaison*

Councilman Carter was not present at the meeting

## **Board Communications**

Chairwoman Davlantes advised that the next board meeting will be held on Monday, May 19, 2014 at 8:30am (changed from the 26<sup>th</sup> due to the Memorial Day holiday) at the JAA Administration Building, 3<sup>rd</sup> FL Ed Austin Board Room. She then asked the remaining board members and the public if there was any further business to be discussed. Mr. Mackesy asked Mr. Grossman about St. Augustine Airport's new service to New Jersey by Frontier Airlines, is it viable?, to which Mr. Grossman replied that we wish them nothing but success but with only three flights per week, and not knowing the incentives Frontier received from the city and county, we doubt it can be sustained.

## **Adjournment**

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



# MINUTES

## Board of Directors Meeting

### JAA Administration Building

### 3rd FL Ed Austin Board Room

### May 19, 2014/8:30am

Chairwoman of the Board Mrs. Terri Davlantes called the May 19, 2014 Board of Directors meeting to order at 8:30am. The following board members were in attendance at the call to order:

Mrs. Terri Davlantes, Chairwoman  
Mr. Frank Mackesy, Vice Chairman/Treasurer  
Mr. Ernie Isaac, Secretary  
Mr. Edward Booth, Jr., Member  
Mr. Ray Alfred, Member  
Mr. Patrick Kilbane, Member

Also present at the order call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mr. Rusty Chandler, Interim Chief Cecil Airport (ICCA)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary  
*A listing of all attendees is on file in the office of the Recording Secretary*

Chairwoman Davlantes welcomed everyone to the meeting and advised that a quorum was in place. She then asked everyone in the room to take a turn introducing themselves, then called upon Mr. Kilbane to lead the group in reciting the Pledge of Allegiance.

### CEO Report

Chairwoman Davlantes called on Mr. Steve Grossman to present his CEO report.

### CEO

*Steve Grossman*

- (1) Oracle program update
- (2) TSA active shooter exercise report
- (3) State legislative update
- (4) Recent Cecil Airport award

Mr. Grossman called upon Mr. Steven Schultz, JAA Director of Information Technology, who presented an update on the Oracle program.

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



Next, Mr. Grossman reported on the recent successful TSA active shooter exercise, advising that JAA staff was very involved and received many compliments from the TSA - Mr. Ed Goodwin, Federal Security Director, was in attendance at the meeting and specifically mentioned the coordination efforts of Lt. Chip Monts, advising that Chip was instrumental in the effort. He further advised that JSO, St. Johns and Clay County representatives attended to observe and the JFRD filmed the exercise. Mr. Grossman advised that we will conduct our own exercise in the fall.

Mr. Grossman then called upon Mr. Michael Stewart, JAA Director of External Affairs, who provided a state legislative update, advising that our funding request for Cecil Spaceport was included in the budget sent to Gov. Scott, which is awaiting his action.

Lastly, Mr. Grossman reported that Cecil Airport received a Dept. of Defense Environmental Award for outstanding achievement for the base clean-up team.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

Chairwoman Davlantes asked the board if there was any old business to be discussed – Mr. Mackesy asked the status of hiring the Director of Public Safety & Security, to which Mr. Grossman replied the process is continuing. Hearing no more old business, Chairwoman moved to the next agenda item.

### **Public Comment**

Chairwoman Davlantes asked the public if there were any comments to be made – since no speaker request forms had been completed/submitted to the recording secretary, and she heard no comment, she moved to the next agenda item.

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

***BD2014-05-01***

***Todd Lindner,***  
***Sr. Manager Aviation Planning***

#### ***FedEx Drainage Repairs Project (J2014-14) Budget Transfer***

Upon motion made by Mr. Isaac and seconded by Mr. Mackesy, the six board members present voted unanimously to approve Submission #1, FedEx Drainage Repairs Project (J2014-14) Budget Transfer.

Board member Mrs. Giselle Carson arrived at this point in the meeting.



*BD2014-05-02*

*Rusty Chandler,  
Interim Chief, Cecil Airport*

*Gopher Tortoise Recipient Site at Cecil Airport*

Upon motion made by Mr. Alfred and seconded by Mr. Mackesy, the full board voted unanimously to approve Submission #2, Gopher Tortoise Recipient Site at Cecil Airport, including the accompanying Resolution.

**Approval of Minutes**

Chairwoman Davlantes called for approval of the minutes and upon motion made by Mr. Mackesy and seconded by Mr. Alfred, the board voted unanimously to approve the minutes of the April 28, 2014 Board of Directors meeting.

**Updates/Other Reports**

**Financial Update**

*Richard Rossi,  
Chief Financial Officer*

Chairwoman Davlantes called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for seven months ended April 30, 2014.

**City Council Update**

*Councilman Doyle Carter,  
City Council Liaison*

Councilman Carter shared that there are many interesting projects going on at Cecil right now, and he believes we should continue to keep the line of communication open with Governor Scott's office.

**Board Communications**

Chairwoman Davlantes advised that the next board meeting will be held on Monday, June 23, 2014 at 8:30am at Cecil Airport. She then asked the remaining board members and the public if there was any further business to be discussed. Mr. Mackesy discussed Canaveral possibly applying for a spaceport license, and Mr. Alfred discussed drones.

**Adjournment**

There being no further business to come before the Board of Directors, Chairwoman Davlantes adjourned the meeting at 9:35am.



# MINUTES

## Finance and Audit Committee Meeting

### Cecil Airport

### 2<sup>nd</sup> FL Conference Room

### June 23, 2014/8:30am

Finance and Audit Committee Member Terri Davlantes (filling in for Committee Chair Frank Mackesy in his absence) called the June 23, 2014 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  
Mr. Edward Booth, Jr.  
*(Mr. Frank Mackesy, Committee Chairman, was absent)*

Also present at the call were:  
Mr. Ernie Isaac, board member  
Mr. Patrick Kilbane, board member  
Mr. Ray Alfred, board member  
Mr. Steve Grossman, Chief Executive Officer  
Ms. Debra Braga, Chief Legal Officer  
Mr. Richard Rossi, Chief Financial Officer  
Mr. Rusty Chandler, Interim Chief Cecil Airport  
Mrs. Rosa Beckett, Chief Administrative Officer  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary

Acting Committee Chairwoman (ACC) Davlantes welcomed everyone and thanked non-committee board members for attending. She asked if there was any public comment to be made – hearing none, she moved to the next agenda item.

ACC Davlantes then called on Mr. Richard Rossi, CFO, to lead a discussion of the results of the internal auditor selection process. Mr. Rossi advised that there were five respondents, none of them local, and the firm chosen by the panel (of which Finance and Audit Committee member Edward Booth, Jr. is a member) was McGladrey & Company.

ACC Davlantes then asked Mr. Rossi to present JAA's budget for the 2014-2015 fiscal year. He discussed each section, highlighting the schedule of positions, capital and small capital sections. Mr. Rossi then called upon Mr. Bob Molle, Planning and Engineering Director, who provided a more in-depth review of the capital and small capital portion of the budget.

Mrs. Giselle Carson, board member, arrived at this point in the meeting.

After questions and discussion with committee members, and board members present, on both the internal auditor selection process and the budget, ACC Davlantes thanked Mr. Rossi for both presentations. Upon motion made by Mr. Booth and seconded by Ms. Davlantes, the committee voted unanimously to recommend approval of both items to the full board at its meeting immediately following this committee meeting.

There being no further business to come before the committee, the meeting was adjourned at 9:15am.



# MINUTES

## Board of Directors Meeting

### Cecil Airport

### 2<sup>nd</sup> FL Conference Room

### June 23, 2014/9:15am

Chairwoman of the Board Mrs. Terri Davlantes called the June 23, 2014 Board of Directors meeting to order at 9:15am, immediately following the Finance and Audit Committee meeting. The following board members were in attendance at the call to order:

Mrs. Terri Davlantes, Chairwoman  
Mr. Ernie Isaac, Secretary  
Mr. Edward Booth, Jr., Member  
Mr. Ray Alfred, Member  
Mr. Patrick Kilbane, Member  
Mrs. Giselle Carson, Member  
(Mr. Frank Mackesy, Vice Chairman/Treasurer was absent)

Also present at the order call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Mr. Rusty Chandler, Interim Chief Cecil Airport (ICCA)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary  
*A listing of all attendees is on file in the office of the Recording Secretary*

Chairwoman Davlantes welcomed everyone to the meeting and advised that a quorum was in place. She then called upon Mrs. Carson to lead the group in reciting the Pledge of Allegiance, then asked everyone in the room to take a turn introducing themselves.

### **Report from Finance and Audit Committee**

Mrs. Davlantes, as Acting Chairwoman of the Finance and Audit Committee (in the absence of Committee Chairman Mr. Frank Mackesy), reported that the committee had met prior to the board meeting for the purpose of hearing the result of the internal auditor selection process and to review the 2014-2015 budget. The committee moved to recommend both items to the board for approval. Upon motion made by Mr. Isaac and seconded by Mr. Alfred, the motion was unanimously approved.



## **CEO Report**

Chairwoman Davlantes called on Mr. Steve Grossman to present his CEO report.

### **CEO**

*Steve Grossman*

- (1) Employee recognition
- (2) State budget
- (3) Air service update

City Councilman Doyle Carter, JAA's Council Liaison, arrived at this point in the meeting.

Mr. Grossman advised that Mrs. Rosa Beckett, Chief Administrative Officer, has completed the lengthy and detailed Airport Management Professional course and has received her designation – he and the board congratulated her on her effort and achievement.

Mr. Grossman next gave an update on the state budgeting process.

Lastly, Mr. Grossman advised the board of two air service updates, both servicing the Ft. Lauderdale service soon to be vacated by Southwest: Silver begins in August and JetBlue begins in October.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

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

### **Public Comment**

Chairwoman Davlantes asked the public if there were any comments to be made – since no speaker request forms had been completed/submitted to the recording secretary, and she heard no comment, she moved to the next agenda item.

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

Chairwoman Davlantes advised that there was no new business to come before the Board of Directors.



## **Approval of Minutes**

Chairwoman Davlantes called for approval of the May minutes and upon motion made by Mr. Alfred and seconded by Mr. Isaac, the board voted unanimously to approve the minutes of the May 19, 2014 Board of Directors meeting.

## **Updates/Other Reports**

### **Financial Update**

*Richard Rossi,  
Chief Financial Officer*

Chairwoman Davlantes called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for seven months ended May 31, 2014.

### **City Council Update**

*Councilman Doyle Carter,  
City Council Liaison*

Councilman Carter welcomed everyone to Cecil Airport, our “diamond in the rough,” and he thanked the board members for all of their on-going efforts in supporting Cecil and the surrounding community.

## **Board Communications**

Chairwoman Davlantes advised that the next board meeting will be held on Monday, July 28, 2014 at 8:30am at the JAA Administration Building. She then asked the board members and the public if there was any further business to be discussed – hearing none, she proceeded to the next agenda item.

## **Adjournment**

There being no further business to come before the Board of Directors, Chairwoman Davlantes adjourned the meeting at 9:35am.



# **MINUTES**

**Board of Directors Meeting  
JAA Administration Bldg.  
3<sup>rd</sup> FL Ed Austin Board room  
July 28, 2014/8:30a**

THE JULY MEETING WAS CANCELLED SO THERE ARE NO MINUTES.



# MINUTES

## Board of Directors Meeting

### Jacksonville Aviation Authority

#### 3<sup>rd</sup> FL Ed Austin Board Room

#### August 25, 2014

Chairwoman of the Board Mrs. Terri Davlantes called the August 25, 2014 Board of Directors meeting to order at 8:30a. The following board members were in attendance at the call to order:

Mrs. Terri Davlantes, Chairwoman  
Mr. Frank Mackesy, Vice Chairman  
Mr. Ernie Isaac, Secretary  
Mr. Edward Booth, Jr., Member  
Mr. Ray Alfred, Member  
Mr. Patrick Kilbane, Member  
(Member Mrs. Giselle Carson was absent at the call)

Also present at the order call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Mr. Rusty Chandler, Interim Chief Cecil Airport (ICCA)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mr. Doyle Carter, JAA City Council Liaison  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary  
*A listing of all attendees is on file in the office of the Recording Secretary*

Chairwoman Davlantes welcomed everyone to the meeting and advised that a quorum was in place. She also welcomed special guests Mrs. Jean Aikens and her sons Chet and Chae, and The Honorable Alvin Brown, Mayor of Jacksonville. Chairwoman Davlantes then called upon Mayor Brown to lead the group in reciting the Pledge of Allegiance, then asked everyone in the room to take a turn introducing themselves.

### CEO Report

Chairwoman Davlantes called on Mr. Steve Grossman to present his CEO report.

#### CEO

*Steve Grossman*

- (1) Recap of recent FAC conference
- (2) Generation Orbit update
- (3) Recap of recent meeting w/FDOT Secretary
- (4) Air service update
- (5) Upcoming Space Summit



- (5) Upcoming Comm. Spaceflight Federation board & membership meeting
- (6) Economic impact
- (7) Observation area
- (8) Personnel announcements

Mr. Grossman reported that the 2014 Annual FAC conference JAA hosted in early August went very well, there were over 600 attendees, and the feedback received was excellent.

Mr. Grossman advised that the Generation Orbit test flight from Cecil was successful and there was good media coverage. The first rocket launch is scheduled to take place in 2016.

Next, Mr. Grossman reported on the recent meeting with the FDOT Secretary Ananth Prasad regarding the infrastructure needed at Cecil for the spaceport.

Board member Mrs. Giselle Carson arrived at this point in the meeting.

Mr. Grossman advised that the new Jetblue and Silver service to Ft. Lauderdale will have 6-8 flights per day and that Jetblue plans 2 flights to DC-Reagan.

Next, Mr. Grossman discussed the upcoming Space Summit which will focus on companies in the spaceport business – we expect to have close to 100 attendees.

Further regarding spaceflight, Mr. Grossman advised that the Commercial Spaceflight Federation (which represents commercial spaceflight companies) will hold its board and membership meetings here in Jacksonville in September.

Next, Mr. Grossman shared a photo slide of our economic banner being displayed in the terminal – the board commented that it was very nicely done.

Mr. Grossman then shared that the observation area is done and will open shortly, and displayed a photo slide of the area. If it is successful, phase two includes permanently paving the area.

Lastly, Mr. Grossman announced and Rusty Chandler, current Interim Chief Cecil Airport, and Lt. Mark Stevens, current Interim Director Aviation Security, had recently gone through interview processes and both were chosen for the permanent positions of Chief Cecil Airport and Director Aviation Security, respectively. The board congratulated both on their new positions.

Mr. Grossman advised that this concluded his CEO report.

## **Old Business**

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



## **Public Comment**

Chairwoman Davlantes asked the public if there were any comments to be made – since no speaker request forms had been completed/submitted to the recording secretary, and she heard no comment, she moved to the next agenda item.

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

***BD2014-08-01***

***Steve Grossman,  
Chief Executive Officer***

### ***Approval of Naming of Executive Conference Room***

Mr. Grossman advised that the submission was being presented to honor Dr. Chester A. Aikens by naming the executive conference room at the terminal after him. He advised that Chester was a wonderful friend to the Authority, serving as Chairman during our 10<sup>th</sup> Anniversary year. He represented the Authority at many events, and was a tireless community activist. Mr. Grossman added that he personally was honored to be making this presentation to the board.

Mr. Grossman then asked for comments from the family, Mayor Brown and board members. Mrs. Aikens shared that Chester loved the Authority and she and the boys were very touched by the recent JAA memorial service and Chester's induction into the employee memorial walkway. Further, she said the family is moved at the conference room naming and she offered thanks to the Authority for making this gesture.

Mayor Brown stated that Chester was a close personal friend, a mentor, and the Mayor thanked the Authority for inviting him to be here today for this dedication.

Board Secretary Ernie Isaac shared his personal recollections of Chester, advising that he was very supportive of JAA.

Board member Ray Alfred advised that he was honored to have been appointed to the board in Chester's place and stated that Chester was larger than life, a great man.

Lastly, Councilman Carter also shared that Chester was a mentor to him as well, that it was just an honor to know him, and that Jacksonville certainly is a better place because of Dr. Chester Aikens.

Upon motion made by Mr. Ernie Isaac and seconded by Mr. Ray Alfred, the board voted unanimously to approve Submission #1, Approval of Naming of Executive Conference Room.



## **Approval of Minutes**

Chairwoman Davlantes called for approval of the June minutes (there was no meeting in July) and upon motion made by Mr. Isaac and seconded by Mr. Booth, the board voted unanimously to approve the minutes of both the June 23, 2014 Finance & Audit Committee and Board of Directors meetings.

## **Updates/Other Reports**

### **Financial Update**

*Richard Rossi,  
Chief Financial Officer*

Chairwoman Davlantes called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for the ten months ended July 31, 2014.

### **City Council Update**

*Councilman Doyle Carter,  
City Council Liaison*

Chairwoman Davlantes advised that Councilman Carter will continue on as our Council Liaison for the 2014-15 and welcomed him for another term.

Councilman Carter advised that he feels we have the best-organized board and he's honored to be a part of it. He congratulated Mr. Chandler on his new position and looks forward to great things continuing to happen at Cecil Airport.

## **Board Communications**

Chairwoman Davlantes advised that the next board meeting will be held on Monday, September 22, 2014 at 8:30am at the JAA Administration Building. She then asked the board members and the public if there was any further business to be discussed – hearing none, she proceeded to the next agenda item.

## **Adjournment**

There being no further business to come before the Board of Directors, Chairwoman Davlantes adjourned the meeting at 9:20am.



# MINUTES

## Nominating Committee Meeting

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

### Board Committee Room

### September 22, 2014/8:00a

Committee Chairwoman Mrs. Terri Davlantes called the September 22, 2014 Jacksonville Aviation Authority Nominating Committee meeting to order at 8:00am and explained that she is committee chair in place of the immediate past board chair as that person is no longer on the board (per the by-laws, said position would normally chair the nominating committee). The following committee members were present at the call:

Mrs. Terri Davlantes  
Mr. Edward Booth, Jr.  
(Committee member Ray Alfred was absent)

Inasmuch as Mr. Alfred was absent, Committee Chairwoman Davlantes appointed Mr. Ernie Isaac to the committee in his place. Mr. Isaac accepted the appointment and joined the meeting at the call to order.

Also in attendance were Mrs. Debra Braga, Chief Legal Officer and recording secretary Mrs. Melissa Marcha'-Lee.

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

Chairwoman Davlantes distributed a proposed slate of officers to be nominated for the 2014-15 board term, as follows:

- Mr. Frank Mackesy, Chairman
- Mr. Ernie Isaac, Vice Chairman
- Mr. Edward Booth, Jr., Secretary
- Mr. Ray Alfred, Treasurer

Chairwoman Davlantes called for discussion. Mr. Booth advised he believes it is a good slate, Mr. Isaac agreed.

There being no further comments on the proposed officers, upon motion made by Mr. Isaac and seconded by Mr. Booth, the committee voted unanimously to present the proposed slate of officers to the full board at its Sept. 22, 2014 meeting.

There being no further business to come before the committee, the meeting was adjourned at 8:10am.



# MINUTES

## Board of Directors Meeting Jacksonville Aviation Authority 3<sup>rd</sup> FL Ed Austin Board Room September 22, 2014

Chairwoman of the Board Mrs. Terri Davlantes called the September 22, 2014 Board of Directors meeting to order at 8:30a. The following board members were in attendance at the call to order:

Mrs. Terri Davlantes, Chairwoman  
Mr. Frank Mackesy, Vice Chairman  
Mr. Ernie Isaac, Secretary  
Mr. Edward Booth, Jr., Member  
Mr. Patrick Kilbane, Member (attended via phone)  
*(Members Mrs. Giselle Carson and Mr. Ray Alfred were absent at the call)*

Also present at the order call were:

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

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

Chairwoman Davlantes welcomed everyone to the meeting and advised that a quorum was in place. She called upon Mr. Chandler to lead the group in reciting the Pledge of Allegiance, then asked everyone in the room to take a turn introducing themselves.

### CEO Report

Chairwoman Davlantes called on Mr. Steve Grossman to present his CEO report.

#### CEO

**Steve Grossman**

- (1) Recap of recent Space Summit
- (2) Recap of recent Airports Council International conference
- (3) Blue Sky Golf Course opening
- (4) Courtyard furniture

Mr. Grossman reported that our recently-held Space Summit was successful and the feedback from the attendees was very good, stating that the presentations were on-point and informative.



Mr. Grossman advised that several staff members attended the recent ACI conference and program information was passed on down through the appropriate departments.

Next, Mr. Grossman reported on the recent opening of the new Blue Sky Golf Course at Jacksonville Executive at Craig Airport. Comments received from players have been very good, mostly expressing appreciation of having it open again – an upscale course with a neighborhood feel.

Lastly, Mr. Grossman advised that the airport terminal courtyard conversion has been completed and passenger comments have been favorable; the old furniture has been deployed outside the terminal in several areas.

Mr. Grossman advised that this concluded his CEO report.

### **Old Business**

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

### **Public Comment**

Chairwoman Davlantes asked the public if there were any comments to be made – since no speaker request forms had been completed/submitted to the recording secretary, and she heard no comment, she moved to the next agenda item.

### **New Business Submissions**

**BD2014-09-01**

**Todd Lindner, Sr. Manager  
Aviation & Spaceport Planning**

### ***Accept FDOT Supplemental Joint Participation Agreement #1 Adding Funds to Joint Participation Agreement 433709-1 at Cecil Airport***

Mr. Lindner presented the submission and Chairwoman Davlantes called for approval. Upon motion made by Mr. Isaac and seconded by Mr. Booth, the board voted unanimously to approve Submission #1, Accept FDOT Supplemental Joint Participation Agreement #1 Adding Funds to Joint Participation Agreement 433709-1 at Cecil Airport.



### **Approval of Minutes**

Upon motion made by Mr. Isaac and seconded by Mr. Booth, the board voted unanimously to approve the minutes of the August 25, 2014 Board of Directors meeting.

### **Updates/Other Reports**

#### **Financial Update**

***Richard Rossi,  
Chief Financial Officer***

Chairwoman Davlantes called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for the eleven months ended August 31, 2014.

#### **City Council Update**

***Councilman Doyle Carter,  
City Council Liaison***

Chairwoman Davlantes called upon Councilman Carter for his comments. Mr. Carter advised that the city budget will be voted on at the September 23<sup>rd</sup> council meeting. He commended JAA on our budget presentation to the Council Finance Committee, advising that the feedback regarding our appearance was very good.

### **Report from Nominating Committee**

Chairwoman Davlantes advised that she chaired the Nominating Committee that met at 8:00am on September 22, 2014 for the purpose of proposing a slate of officers to the board for the 2014-15 board term. The following slate of officers was approved to be presented to the board:

- Mr. Frank Mackesy, Chairman
- Mr. Ernie Isaac, Vice Chairman
- Mr. Edward Booth, Jr., Secretary
- Mr. Ray Alfred, Treasurer

Committee Chairwoman Davlantes advised that this concluded her committee report.

### **Election of Officers**

Chairwoman Davlantes advised that a slate of officers had been recommended by the Nominating Committee, and then opened the floor for further nominations. Hearing none, upon motion made by Mr. Isaac and seconded by Mr. Kilbane, the board unanimously approved the election of officers as recommended by the Nominating Committee.



Chairwoman Davlantes advised that it has been her pleasure to serve as Chairwoman of the Board during the past year, stating she has learned a lot about JAA...it is a cohesive unit with great leadership and a great staff.

### **Board Communications**

Chairwoman Davlantes advised that the next board meeting will be held on Monday, October 27, 2014 at 8:30am at the JAA Administration Building. She then asked the board members and the public if there was any further business to be discussed – hearing none, she proceeded to the next agenda item.

### **Adjournment**

There being no further business to come before the Board of Directors, Chairwoman Davlantes adjourned the meeting at 9:05am.

Approved October 27, 2014



# MINUTES

## Board of Directors Meeting Jacksonville Aviation Authority 3<sup>rd</sup> FL Ed Austin Board Room October 27, 2014

Vice-Chairman of the Board Mr. Ernie Isaac (filling in for absent Chairman Frank Mackesy) called the October 27, 2014 Board of Directors meeting to order at 8:30a. The following board members were in attendance at the call to order:

Mr. Ernie Isaac, Vice Chairman  
Mr. Edward Booth, Jr., Secretary  
Mr. Ray Alfred, Treasurer  
Mrs. Terri Davlantes, Member  
Mrs. Giselle Carson, Member  
Mr. Patrick Kilbane, Member  
*(Chairman Mr. Frank Mackesy was absent at the call)*

Also present at the order call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mrs. Rosa Beckett, Chief Administrative Officer (CAO)  
Mr. Rusty Chandler, Chief Cecil Airport (CCA)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary

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

### Welcome

Vice-Chairman Isaac welcomed everyone to the meeting and advised that a quorum was in place. He called upon Mr. Kilbane to lead the group in reciting the Pledge of Allegiance, then asked everyone in the room to take a turn introducing themselves.

### Special Presentation

Vice-Chairman Isaac presented a plaque from the JAA board and staff to past Chairwoman Mrs. Terri Davlantes, thanking her for her service as Chairwoman during the 2013-14 board term. Mrs. Davlantes advised it was her pleasure to lead the board and thanked Vice-Chairman Isaac and the staff for the plaque.



## **CEO Report**

Vice-Chairman Isaac called on Mr. Steve Grossman to present his CEO report.

### **CEO**

**Steve Grossman**

- (1) Update on air service
- (2) Recap of recent air disaster drill
- (3) Recap of recent Embraer aircraft roll-out
- (4) Update on completion of new Flightstar hangar
- (5) Update on Navy move to Cecil Airport
- (6) Report on communicable diseases

Mr. Grossman reported on the new Jetblue service that begins on Oct 29<sup>th</sup> to Ft. Lauderdale, to be followed in Dec. by service to Washington, DC.

Next, Mr. Grossman reported on the recent air disaster drill that was held, advising that we received positive comments from the agencies involved and learned lessons, one of which is the need to create a permanent emergency operations command center at the administration building. He further advised that a full-scale security drill will be held next year.

Mr. Grossman reported on the recent Embraer roll-out event - the unveiling of the new aircraft here at their JIA hangar, advising it will be delivered to the Afghanistan air force. He advised that Embraer executives shared with him that this was the fastest set-up and production of an aircraft facility since WW2. Embraer has gone from 60 jobs to 120 and they expect to grow even more.

Next, Mr. Grossman advised that the Flightstar hangar has been completed and a grand opening ceremony will be planned for some time in December.

Mr. Grossman called upon Chief of Cecil Airport Rusty Chandler who gave a presentation on the Jax NAS planned move to Cecil while the runway undergoes maintenance; the Navy's Captain of the project was in attendance and spoke, saying they very much appreciate JAA and Cecil, everyone has been great to work with on this project, which will begin next year and take approximately 13 months to complete.

Lastly, Mr. Grossman called upon Chief Operating Officer Tony Cugno who gave a brief presentation about communicable diseases, advising that JAA works closely with Jacksonville Fire & Rescue and the health dept. He then introduced representatives of the Duval County Health Dept. who spoke on health-related matters - ways to prevent illness and to stay safe.

Mr. Grossman advised that this concluded his CEO report.



### **Old Business**

Vice-Chairman Isaac asked the board if there was any old business to be discussed - hearing none, he moved to the next agenda item.

### **Public Comment**

Vice-Chairman Isaac advised that a request to speak card had been completed by Mr. Marshall Wood and called upon Mr. Wood to come forward and speak for the allowed three minutes on his topic, Failure to Extend Runway 14/32 at Jacksonville Executive at Craig Airport and conformity of the board to its written charter. Time was called at three minutes and Mr. Wood was asked to wrap up his comments – after doing so, he thanked the board members for their time and attention. Mr. Wood's speaker card is attached to and made a part of these minutes. Vice-Chairman Isaac then proceeded to the next agenda item.

### **New Business Submissions**

Vice-Chairman Isaac advised that there were no submissions to come before the board, he then moved to the next agenda item.

### **Approval of Minutes**

Upon motion made by Mr. Booth and seconded by Mr. Alfred, the board voted unanimously to approve the minutes of the Nominating Committee and the Board of Directors meetings, both held on September 22, 2014.

### **Updates/Other Reports**

#### **Financial Update**

***Richard Rossi,  
Chief Financial Officer***

Vice-Chairman Isaac called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for the twelve months/fiscal year ended September 30, 2014. Mr. Rossi advised that for the 2013-14 fiscal year, JAA had the highest revenues in airport history and had zero bad debt write-offs.

#### **City Council Update**

***Councilman Doyle Carter,  
City Council Liaison***

Councilman Carter was not able to attend this board meeting.



### **Board Communications**

Vice-Chairman Isaac advised that the next board meeting will be held on Monday, November 24, 2014 at 8:30am at the JAA Administration Building. He then asked the board members and the public if there was any further business to be discussed – hearing none, he proceeded to the next agenda item.

### **Adjournment**

There being no further business to come before the Board of Directors, Vice-Chairman Isaac adjourned the meeting at 9:45am.

APPROVED NOVEMBER 24, 2014



# MINUTES

## Board of Directors Meeting Jacksonville Aviation Authority 3<sup>rd</sup> FL Ed Austin Board Room November 24, 2014

Chairman of the Board Frank Mackesy called the November 24, 2014 Board of Directors meeting to order at 8:30a. The following board members were in attendance at the call to order:

Mr. Frank Mackesy, Chairman  
Mr. Ernie Isaac, Vice Chairman  
Mr. Edward Booth, Jr., Secretary  
Mr. Ray Alfred, Treasurer  
Mrs. Terri Davlantes, Member  
Mr. Patrick Kilbane, Member  
*(Member Mrs. Giselle Carson was absent at the call)*

Also present at the order call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mr. Rusty Chandler, Chief Cecil Airport (CCA)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
Mrs. Melissa Marcha'-Lee, Sr. Executive Assistant/Recording Secretary

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

### Welcome

Chairman Mackesy welcomed everyone to the meeting and advised that a quorum was in place. He led the group in reciting the Pledge of Allegiance, then asked everyone in the room to take a turn introducing themselves.

Board member Mrs. Giselle Carson arrived at this point in the meeting.

### CEO Report

Chairman Mackesy called on Mr. Steve Grossman to present his CEO report.

#### CEO

**Steve Grossman**

- (1) Upcoming Flightstar hangar grand opening ceremony
- (2) Recent Allegiant announcement
- (3) JaxEx Community Affairs award from FAC
- (4) Recent Defense Expo
- (5) Recent National Intercollegiate Flying Assn. event



Mr. Grossman reported that the new Flightstar hangar was turned over to Flightstar the week of November 17, 2014 and the opening ceremony is planned for December 3, 2014.

Next, Mr. Grossman advised that Allegiant will begin service in February 2015 to Cincinnati and Pittsburgh - they are mostly a leisure carrier but are beginning to enter the business travel market.

Mr. Grossman advised that Jacksonville Executive at Craig Airport received the Community Affairs Award from Florida Airports Council for the High Achievers Program, which partners JaxEx with the Police Athletic League to educate the community about the airport.

Mr. Grossman advised that the recently-held 3<sup>rd</sup> Annual Defense Expo at Cecil Airport was very successful due to the efforts of Rep. Ander Crenshaw and the Florida League of Defense Contractors.

Lastly, Mr. Grossman reported that the recent National Intercollegiate Flying Association event was held at Cecil Airport and went very well.

Mr. Grossman advised that this concluded his CEO report.

#### **Old Business**

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

#### **Public Comment**

Chairman Mackesy advised that a request to speak card had been completed by Mr. Marshall Wood and called upon Mr. Wood to come forward and speak for the allowed three minutes on his topic, Runway extension at JaxEx at Craig Airport. After speaking, Mr. Wood thanked the board members for their time and attention. Mr. Wood's speaker card is attached to and made a part of these minutes. Chairman Mackesy then proceeded to the next agenda item.

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

***BD2014-11-01***

***Todd Lindner, Sr. Manager  
Aviation & Spaceport Planning***

#### ***Accept \$2,000,000 Appropriation for Spaceport Infrastructure at Cecil Airport***

Chairman Mackesy called upon Mr. Lindner to present the submission, then Chairman Mackesy called for questions - hearing none he then called for approval. Upon motion made by Mr. Isaac and seconded by Mr. Kilbane, the board voted unanimously to approve Submission #1, Accept \$2,000,000 Appropriation for Spaceport Infrastructure at Cecil Airport.



### **Approval of Minutes**

Chairman Mackesy called for approval of the October meeting minutes. Upon motion made by Mrs. Davlantes and seconded by Mr. Booth, the board voted unanimously to approve the minutes of the October 27, 2014 Board of Directors meeting.

### **Updates/Other Reports**

#### **Financial Update**

***Richard Rossi,  
Chief Financial Officer***

Chairman Mackesy called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for the one month ended October 31, 2014.

#### **City Council Update**

***Councilman Doyle Carter,  
City Council Liaison***

Councilman Carter was not able to attend this board meeting.

### **Chairman's Committee Appointments**

Chairman Mackesy announced his committee appointments for the 2014-15 Board of Directors term:

#### **-Finance and Audit Committee:**

Mr. Ray Alfred, Chair (as board treasurer)  
Mr. Pat Kilbane  
Mrs. Giselle Carson

#### **-Security Committee:**

Mr. Edward Booth, Jr., Chair  
Mr. Ernie Isaac  
Mrs. Terri Davlantes

All committee members accepted their appointments.

### **CEO Performance Review**

Chairman Mackesy called upon Immediate Past-Chairwoman Mrs. Terri Davlantes to conduct the CEO Performance Review. Mrs. Davlantes shared a recap of the CEO goals, advising that when comparing the established goals for the 2013-14 fiscal year with Mr. Grossman's performance from October 1, 2013 through September 30, 2014, he has done an excellent job. She made several references to accomplishments throughout the year, all under the guidance of Mr. Grossman, that have further enhanced the status of JAA throughout the community, state and the country.



Chairman Mackesy thanked Mrs. Davlantes for conducting the review process, and asked the board members for any additional input. Mr. Kilbane added that he is most impressed with JAA's relationship with our City and State government, also adding that our operating margin and recent debt restructure are a testament to Mr. Grossman's leadership. Mr. Kilbane feels the staff is moving in the right direction and stated that is a sign of great leadership. Chairman Mackesy added that he likes the way Mr. Grossman treats his employees – a great leader shapes his team, everything rises and falls on that leadership.

Chairman Mackesy called upon Mrs. Davlantes for a salary recommendation – she advised that a 3% increase for an excellent performance review would certainly be in line with the average of what is given to JAA staff therefore, upon motion made by Mrs. Davlantes and seconded by Mr. Isaac, the board unanimously voted on a 3% salary increase for Mr. Grossman, retroactive to October 1, 2014. Further, in a few months JAA will begin contract extension discussions with Mr. Grossman.

Mr. Grossman thanked the board for their actions regarding his performance evaluation and salary increase, but mostly thanked them for their support as it is very important to him. Also, he acknowledged that he cannot do what he does without a dedicated staff and he thanked all JAA employees for what they do every day.

### **Board Communications**

Chairman Mackesy advised that the next board meeting will be held on Monday, December 15, 2014 (changed from the scheduled date of December 22<sup>nd</sup>, due to the holiday), at 8:30am at the JAA Administration Building. He then asked the board members and the public if there was any further business to be discussed. Mr. Alfred asked status of the proposed emergency operations communication center (EOCC) to be established at the JAA administration building – Mr. Grossman advised that the process is moving along. Both Mr. Alfred and Chairman Mackesy offered their assistance in the process of establishing the EOCC, and with any negotiations with the fire station at Cecil Airport.

### **Adjournment**

Before adjourning, Chairman Mackesy advised that he is pleased to be chairing the board for the 2014-15 term and thanked all board members for their commitment. He then wished everyone a very happy Thanksgiving holiday. There being no further business to come before the Board of Directors, Chairman Mackesy adjourned the meeting at 9:15am.



# MINUTES

## Board of Directors Meeting Jacksonville Aviation Authority 3<sup>rd</sup> FL Ed Austin Board Room December 15, 2014

Chairman of the Board Frank Mackesy called the December 15, 2014 Board of Directors meeting to order at 8:30a. The following board members were in attendance at the call to order:

Mr. Frank Mackesy, Chairman  
Mr. Ernie Isaac, Vice Chairman  
Mr. Edward Booth, Jr., Secretary  
Mr. Ray Alfred, Treasurer  
Mrs. Terri Davlantes, Member  
Mr. Patrick Kilbane, Member  
Mrs. Giselle Carson, Member

Also present at the order call were:

Mr. Steve Grossman, Chief Executive Officer (CEO)  
Mr. Richard Rossi, Chief Financial Officer (CFO)  
Mr. Tony Cugno, Chief Operating Officer (COO)  
Mr. Rusty Chandler, Chief Cecil Airport (CCA)  
Mrs. Debra Braga, Chief Legal Officer (CLO)  
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***

### Welcome

Chairman Mackesy welcomed everyone to the meeting and advised that a quorum was in place. He called upon Mrs. Marcha'-Lee to lead the group in reciting the Pledge of Allegiance, then asked everyone in the room to take a turn introducing themselves.

### CEO Report

Chairman Mackesy called on Mr. Steve Grossman to present his CEO report.

### CEO

***Steve Grossman***

- (1) Employee recognition
- (2) Recap of Flightstar hangar grand opening

Mr. Grossman advised that the Hold Baggage System employee team is being recognized for using ingenuity to repair equipment issues when suppliers could not provide all of the necessary parts,



utilizing the team's own skilled craftsmen including a welder from the maintenance garage, and that such ingenuity has saved JAA a great deal of money and will save in the future on similar repairs.

Next, Mr. Grossman recapped the recent Flightstar hangar grand opening held on Dec. 3, 2014, advising that it is a massive facility and supports the continued growth of Flightstar, creating an additional 250-300 jobs to be added to their current workforce of 1100+ employees at Cecil Airport.

Mr. Grossman advised that this concluded his CEO report.

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

### **Old Business**

Chairman Mackesy asked the board about any old business to be discussed - hearing none, he moved to the next agenda item.

### **Public Comment**

Chairman Mackesy asked for any public comments - hearing none, he proceeded to the next agenda item.

### **New Business Submissions**

There were no new submissions presented.

### **Approval of Minutes**

Chairman Mackesy called for approval of the November meeting minutes. Upon motion made by Mr. Issac and seconded by Mrs. Davlantes, the board voted unanimously to approve the minutes of the November 24, 2014 Board of Directors meeting.

### **Updates/Other Reports**

#### **Financial Update**

***Richard Rossi,  
Chief Financial Officer***

Chairman Mackesy called upon Mr. Rossi who provided an overview of the Unaudited Financial Report for the two months ended November 30, 2014.

#### **City Council Update**

***Councilman Doyle Carter,  
City Council Liaison***

Councilman Carter advised that Flightstar is a wonderful neighbor and he congratulated them on their new hangar and thanked JAA for the part we played in the facility. Councilman Carter wished



everyone a happy holiday season and said he looks forward continuing his work with JAA in the future. Chairman Mackesy added that JAA is very fortunate to have Councilman Carter, he is a big supporter and does a great job on our behalf.

### **Board Communications**

Chairman Mackesy advised that the next board meeting will be held on Monday, January 26, 2015 at 8:30am at the JAA Administration Building. He then asked the board members and the public if there was any further business to be discussed. Mr. Kilbane wished everyone happy holidays and advised he is so proud to be involved with JAA; he shared information on an upcoming charity event in which he and Mrs. Carson are involved. Mrs. Davlantes commented that she is thankful to be working with such a great JAA staff and that people here like each other! Mr. Alfred advised that he enjoyed the employee recognition and feels that this acknowledgement is very important, as is customer service. Finally, Chairman Mackesy wished everyone Happy Hanukkah, Merry Christmas and Happy New Year.

### **Adjournment**

There being no further business to come before the Board of Directors, Chairman Mackesy adjourned the meeting at 9:10am.

APPROVED JANUARY 26, 2015