



MINUTES
Board of Directors Meeting
JAA Administration Bldg.
3rd Floor Ed Austin Board Room
July 25, 2022/8:30a

Chair of the Board Ray Alfred called the July 25, 2022 Jacksonville Aviation Authority Board of Directors meeting to order at 8:30am. The following board members were present at the call to order:

Mr. Ray Alfred, Chair
Mr. Jay Demetree, Vice Chair
Mr. Fernando Acosta-Rua, Member
Mr. William Gulliford, Member
Mrs. Michelle Barnett, Treasurer and Mr. Matt Connell, Member attended via phone

Also present at the call to order were:

Mr. Mark VanLoh, Chief Executive Officer
Mr. Ross Jones, Chief Financial Officer
Mr. Tony Cugno, Chief Operating Officer
Mr. Devin Reed, Chief Compliance Officer
Mr. Jay Cunio, Chief Development Officer
Ms. Barbara Halverstadt, Chief Marketing Officer
Councilman Randy White, JAA City Council Liaison
Mrs. Melissa Marcha-Lee, Senior Executive Assistant/Recording Secretary

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

Welcome, Announcements, Pledge

Chair Alfred welcomed everyone, announced that a voting quorum was present, and acknowledged members Barnett and Connell were attending via phone. Further, he announced that the Governor has appointed a new board member, David Hodges, Jr., who was not able to attend today's meeting but will be formally welcomed at the September meeting, and he advised that Councilman White has been reappointed as our City Council Liaison. Chair Alfred then called upon Chip Monts, JAA Director of Public Safety & Security, to lead the group in reciting the Pledge of Allegiance.

Chief Executive Officer Report

Chair Alfred called upon Mr. Mark VanLoh to present his CEO report. Mr. VanLoh advised of three presentations today: he first called upon JAA Chief Marketing Officer Barbara Halverstadt who made a presentation to Jacksonville University and Florida State College at Jacksonville, and recognized scholarship recipients; next, he called upon Meghan Miles, JAA Supplier Diversity and Compliance Specialist, who gave a presentation on JAA's small

business program; and lastly, he called upon Carla Miller, City of Jacksonville Senior Ethics Advisor, who gave an ethics presentation, advising that two key points are conflicts of interest and misuse of position.

Mr. VanLoh showed a slide presentation detailing the progress of the Boeing project at Cecil Airport, Cecil Spaceport's Mission Control Center, and the parking resurfacing project at JIA. He further advised that our newest airline, Breeze, is doing well. Lastly, regarding the concourse B project, he advised that American has been given five gates in the new concourse and their current gates will be spread among the airlines that need them.

Mr. VanLoh advised that this concluded his CEO report.

Old Business

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

Public Comment

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

New Business - Submissions

BD2022-07-01

**Lauren Scott, Senior Manager
Aviation Planning**

Budget Transfer for ALP Update and RIM Study at Jacksonville Executive at Craig Airport

Chair Alfred called upon Ms. Scott to present the submission and, upon motion made by Mr. Demetree and seconded by Mr. Gulliford, the four board members present voted unanimously to approve Submission BD2022-07-01 Budget Transfer for ALP Update and RIM Study at Jacksonville Executive at Craig Airport.

BD2022-07-02

**Lauren Scott, Senior Manager
Aviation Planning**

Extension of Easement on Lem Turner Road and Terrell Road at Jacksonville International Airport

Chair Alfred called upon Ms. Scott to present the submission and, upon motion made by Mr. Demetree and seconded by Mr. Gulliford, the four board members present voted unanimously to approve Submission BD2022-07-02 Extension of Easement on Lem Turner Road and Terrell Road at Jacksonville International Airport.

Chair Alfred advised that Submission #s BD2022-07-03 (Scannell/JAA Ground Lease) and BD2022-07-04 (FANG/JAA-JIA Joint Use Agreement) were removed from the agenda on Friday July 22nd.

BD2022-07-05

Jeff Taylor, Properties Manager

Ground Lease Agreement between United States of America representing Florida Air National Guard (“Government”) and Jacksonville Aviation Authority (“JAA”) at Jacksonville International Airport (“JIA”)

Chair Alfred called upon Mr. Taylor to present the submission and, upon motion made by Mr. Gulliford and seconded by Mr. Demetree, the four board members present voted unanimously to approve Submission BD2022-07-05 Ground Lease Agreement between United States of America representing Florida Air National Guard (“Government”) and Jacksonville Aviation Authority (“JAA”) at Jacksonville International Airport (“JIA”).

New Business – Award Ratification Submissions

Chair Alfred called upon Procurement Director LeNedda Edwards to recap the three awards needing board ratification and Chair Alfred then called for individual approval of each.

BD2022-07-06AR

Ratification of Award to Warden Construction Corporation for JAXEX Renovation and Improvement of OPS Building

Upon motion made by Mr. Demetree and seconded by Mr. Acosta-Rua, the four board members present voted unanimously to approve Award Ratification Submission BD2022-07-06AR, Ratification of Award to Warden Construction Corporation for JAXEX Renovation and Improvement of OPS Building.

BD2022-07-07AR

Ratification of Award to ATIS Elevator Inspections, LLC for Annual Elevator, Escalator and Moving Walkway Inspection Services

Upon motion made by Mr. Gulliford and seconded by Mr. Acosta-Rua, the four board members present voted unanimously to approve Award Ratification Submission BD2022-07-07AR, Ratification of Award to ATIS Elevator Inspections, LLC for Annual Elevator, Escalator and Moving Walkway Inspection Services.

BD2022-07-08AR

Ratification of Award to ServPro Jacksonville South for Air Duct Cleaning Services

Upon motion made by Mr. Demetree and seconded by Mr. Gulliford, the four board members present voted unanimously to approve Award Ratification Submission BD2022-07-08AR, Ratification of Award to ServPro Jacksonville South for Air Duct Cleaning Services.

Chair Alfred requested that for future presentations Ms. Edwards advise the board where the awarded companies are located.

Approval of Minutes

Chair Alfred called for approval of the minutes from both the May 19, 2022 Finance & Audit Committee and the May 19, 2022 Board of Directors meetings and, upon motion made by Mr. Gulliford and seconded by Mr. Acosta-Rua, the four board members present voted unanimously to approve both sets of minutes.

Updates/Other Reports

Financial Update

**Ross Jones/Chief
Financial Officer**

Chair Alfred called upon Mr. Jones to present the financial report for the nine months ended June 30, 2022, and Mr. Jones answered questions about the report (the board had previously received the unaudited financial report for the eight months ended May 31, 2022). Hearing no further comments/questions about the June 30, 2022 financial report, Chair Alfred moved on.

City Council Update

**Councilman Randy White/
City Council Liaison**

Councilman White advised that if anyone is interested, the Jacksonville Fire & Rescue Department would like to showcase its airport firefighting equipment and is offering an opportunity to drive the airport crash truck. Chair Alfred asked Ms. Marcha-Lee to coordinate that effort.

Chair Committee and Officer Appointments

Chair Alfred made the following committee appointments:

CEO Evaluation Committee *(newly-formed)*

Jay Demetree, Chair
Michelle Barnett
Fernando Acosta-Rua

Chair Alfred made the following board officer appointment:

Secretary

Matt Connell

Board Communication

Chair Alfred advised that the next bi-monthly board meeting will be on September 26, 2022 in the Ed Austin Board Room. He then asked if there was any other business for discussion and hearing nothing, he proceeded to adjourn.

Adjournment

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