

Saint Johns County Airport Authority

Board Meeting Agenda

Northeast Florida Regional Airport (UST/KSGJ)

Airport Conference Center, Monday, March 10, 2025, 4:00 pm

- **Call to Order**
- **Pledge of Allegiance**
- **Roll Call**
- **Minutes Approval**
 - 01-13-25 Board Meeting
 - 02-04-25 Board Meeting
- **Financial Report**
- **Agenda Approval**
- **Business Partner Updates**
 - Ms. Ann Taylor, St. Johns County Commission
 - Mr. Vinny Beyers, Atlantic Aviation
 - Mr. Brent McCammon, SAAPA Liaison
 - Mr. Nate McKendrick, Northrop Grumman
 - Mr. Reid Deputy, AOPA

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- **Agenda Items:**

- 1. Interim Executive Director Statement (15 mins)**

Purpose of Item: Discussion

The Interim Executive Director will make a statement to the Board of Directors.

- Board Comments
- Public comments

- 2. Aviation Counsel Statement (15 Mins)**

Purpose of Item: Discussion

Aviation Counsel will make a statement to the Board of Directors.

- Board Comments
- Public comments

- 3. Douglas Law Firm Withdrawal (20 Mins)**

Purpose of Item: Discussion

In the interest of transparency and proper documentation, the Board must formally acknowledge and enter into the record the letter of withdrawal submitted by the Douglas Law Firm. This procedural step ensures that the firm's decision to cease its representation is appropriately recorded and accessible for future reference.

The withdrawal of legal counsel may have significant implications for ongoing and future matters, making it imperative that the Board recognizes this transition with due diligence. By reading the letter into the record, we maintain an accurate

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(Douglas Law Firm cont.)

historical account of legal representation, uphold governance best practices, and provide clarity for stakeholders.

As we move forward, the Board may need to consider alternative legal representation to ensure continuity and safeguard the organization's interests. Further discussion on the next steps and any necessary arrangements should be addressed promptly.

DOUGLAS LAW FIRM

ATTORNEYS AND COUNSELORS AT LAW

Charles T. Douglas, Jr.
Jeremiah Blocker
Christopher W. LoBianco
Jason Odom
Morgan Peacock
Marcus Duffy
Rory Diamond *Of Counsel*
Cindy Marvin *Of Counsel*

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309 KINGSLEY LAKE DRIVE, STE.903, ST. AUGUSTINE, FL 32092
100 SOUTH PARK BLVD., STE 414, ST. AUGUSTINE, FL 32086
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John Schaller
R. Kevin Sharbaugh
Carol Simpson
John P. Steinmetz
Ian Pickens
Patrick Kennedy
Lisa Miles
S. Garrett Lee
Holly Southworth

Telephone: (800) 705.5457 Fax: (386)385.5914 www.DHClawyers.com

February 20, 2025

Board of Directors
St. Johns County Airport Authority
4796 US 1 North
St. Augustine, FL 32095

Dear Board members,

This letter is to inform the Board that the Douglas Law Firm will be withdrawing as legal counsel to the Airport Authority. Our withdrawal is based on ethical obligation under Florida Bar rules to withdraw when there is a clear legal and ethical conflict. The Florida Professional Conduct rules that apply include the following: **Duty to the Client (Rule 4-1.13)**, **Duty to Avoid Assisting Illegal Conduct (Rule 4-1.2(d))** and **Duty to Withdraw (Rule 4-1.16)**.

The legal and ethical conflict involves a pattern of violations of Florida Sunshine Law, failure to disclose conflicts of interest and other ethical violations by the Chairman of the Board, Reba Ludlow, and an individual board member, Len Tucker. These violations have been ongoing and continuous necessitating our withdrawal.

Incidents of direct and knowing violations of the Florida Statute carrying criminal penalties has been brought to our attention as attorneys. Specifically, violations of **Florida Statute 286.011 "Public Meetings and Records"**. Additionally, issues involving **Florida Statute 112.3143(3)(a) "Voting Conflicts"** have been identified.

These violations are alarming, concerning, and have created a conflict of interest that prevents our firm from continuing to represent the Airport Authority as legal counsel.

Pursuant to **Florida Statute 112.3142**, each person elected to public office must complete four (4) hours of required ethics training each calendar year. All Board members have received training on the required training on Florida's Sunshine Law, Florida's Code of Ethics for Public Officials, Public Records and Public Meetings. Board members are required to certify on their financial disclosures that they have received this training.

In effort to protect the Airport Authority and the Board, we have made good faith and reasonable efforts to advise these individual board members to refrain from the perceived

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(Douglas Law Firm cont.)

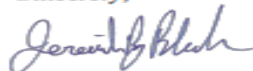
and real violations. Specifically, these board members have been informed of the identified legal issues that violate the Sunshine Law, undisclosed conflicts of interest in voting and other ethical issues. Our firm has repeatedly advised of the consequences that could endanger the Airport Authority.

Those warnings and legal advice have been ignored. As a result, our ability to advise the Board has been impeded, compromised and obstructed. In addition, individual board members have engaged in what is perceived as retaliatory behavior against our attorneys for raising legal concerns about potential violations of Florida statutes. This has created a perception of a hostile environment for our legal professionals.

Because of the conduct of these board members, we are ethically required to withdraw from representation and notify the Board of our reasons. Furthermore, we may have an obligation under Florida Bar rules to report potential crimes and illegal conduct to the appropriate law enforcement agency.

Our firm will continue to be available to staff and the Board by phone or email until the Airport Authority is able to retain new counsel under these circumstances.

Sincerely,



Jeremiah R. Blocker

- Board Comments
- Public Comments

4. Approval of Expenditure for ILS Monitor

Purpose of Item: Vote Request (15 Mins)

Background: An Instrument Landing System (ILS) Monitor is a critical component in ensuring the accuracy, reliability, and safety of an airport's landing system. The ILS provides precise guidance to aircraft approaching and landing on a runway, utilizing radio signals to aid pilots in maintaining the correct glide path and alignment. The ILS Monitor continuously assesses the performance of the system, detecting any deviations or faults and alerting operators to potential issues before they impact flight operations. Maintaining an effective monitoring system is essential for compliance with aviation safety regulations and for ensuring the continued operational integrity of the airport.

Proposal: To enhance the safety and reliability of our Instrument Landing System, we are requesting approval to purchase a new ILS Monitor at a cost of \$93,603.00. represents the best value in terms of performance, compliance, and long-term reliability.

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(ILS Monitor cont.)

QUOTE

Date: 2/25/2025
Expiration Date: 8/25/2025

PHOENIX NAVTECH
2005 Murcott Drive
Unit C
St. Cloud, FL 34771

To: Mr. Courtney K. Pittman
Director of Operations
Johns County Airport Authority
4796 US 1 N, St. Augustine, FL
32095
m 904.423-6141
ckp@sgj-airport.com

Tel: 407-285-4536
Fax: 321-325-1038

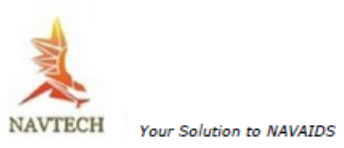
Charles.Smith@PhoenixNavtech.com
Douglas.Lowe@PhoenixNavtech.com
Customer.Support@PhoenixNavtech.com

Qty	Item #	Description	Unit Price	Discount	Line Total
3	Hoffman Box	External Antenna distribution box with grounding bar/polyphasers for lightning protection	\$725.00		\$2,175.00
3	Antenna Mounts	Antenna Mount	\$135.00		\$405.00
5	Conduit	2" Scheduled 40 PVC conduit 10' sections with mounting hardware	\$84.00		\$420.00
1000 FT	LM-400	-Unistrut Cable	\$2.50		\$2,500.00
3	Antenna	Antenna	\$500.00		\$1,500.00
1	Radio (ILS Monitor)	RSM SET - ILS/DME W/DISCRETE ALARM	\$55,000.00		\$55,000.00
1	MISC	Connectors, grounding wire, bolts, ect.	\$950.00		\$950.00
1	Rental equipment	40' Aerial Lift	\$750.00		\$750.00
4	Labor	30 hours	\$100.00		\$12,000.00
1	Mobilization	Mobilization	\$2,500.00		\$2,500.00
1	Demobilization	Demobilization	\$2,500.00		\$2,500.00
1	483700014	DIGITAL PROCESSOR	\$2,701.60		\$2,701.60
1	488700022	AC/DC CONVERTER	\$5,100.70		\$5,100.70
Total Discount					
Subtotal					\$93,603.00
Sales Tax					Tax Free
Total					\$93,603.00

Quotation prepared by: Douglas Lowe CFO of PHOENIX NAVTECH Digitally signed by Douglas Lowe
Date: 2025.02.25 09:06:28 -0500

This is a quotation on the goods named, and services based on estimates of time.

To accept this quotation, sign here and return: _____



Thank you for your business!

- Board Comments
- Public Comments

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5. Casa Cola Roadway Extension and Taxiway F Extension (Final Design, Permitting, and Bidding)

Purpose of Item: Information for Future Vote (20 Mins)

The Casa Cola Roadway Extension and Taxiway F Extension projects are advancing toward their final stages of development. These critical infrastructure improvements were previously discussed at a Board meeting in late 2024, during which direction was sought regarding layout options for Casa Cola Way. As the projects move forward, it is essential to finalize the design, permitting, and bidding process to ensure timely and efficient execution in 2025.

To facilitate informed decision-making, Passero will reengage with the Board to provide updates and address any outstanding considerations. As part of this effort, Passero will deliver a detailed presentation outlining the proposed plans, project scope, and key milestones. This presentation will offer an opportunity for discussion and feedback to refine the project approach and ensure alignment with strategic objectives.

The final design, permitting, and bidding phases are crucial steps in advancing these projects to completion. Continued collaboration and engagement will be essential in ensuring that the Casa Cola Roadway Extension and Taxiway F Extension meet operational needs and long-term development goals.

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(Extension cont.)

Casa Cola Roadway Extension & Taxiway F Extension

(2/24/25 AAB Update)

(Last Update Provided at 10/28/24 AAB MTG)

The logo for Passero, featuring the word "PASSERO" in white, uppercase letters on a dark blue background. The background consists of several overlapping, semi-transparent blue triangles of various shades, creating a geometric, abstract design.

PASSERO

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Northeast Florida Regional Airport (UST/KSGJ)

Airport Conference Center, Monday, March 10, 2025, 4:00 pm

(Extension cont.)

(2/20/24)

- ▶ Outline (Casa Cola Roadway)
 - ▶ Project Overview
 - ▶ Site Investigation Results Summary
 - ▶ Conceptual Design Options
 - ▶ Cost Estimates
 - ▶ Conclusion / Next Steps
- ▶ Taxiway 'F' Extension

PASSERO

Project Location



Saint Johns County Airport Authority

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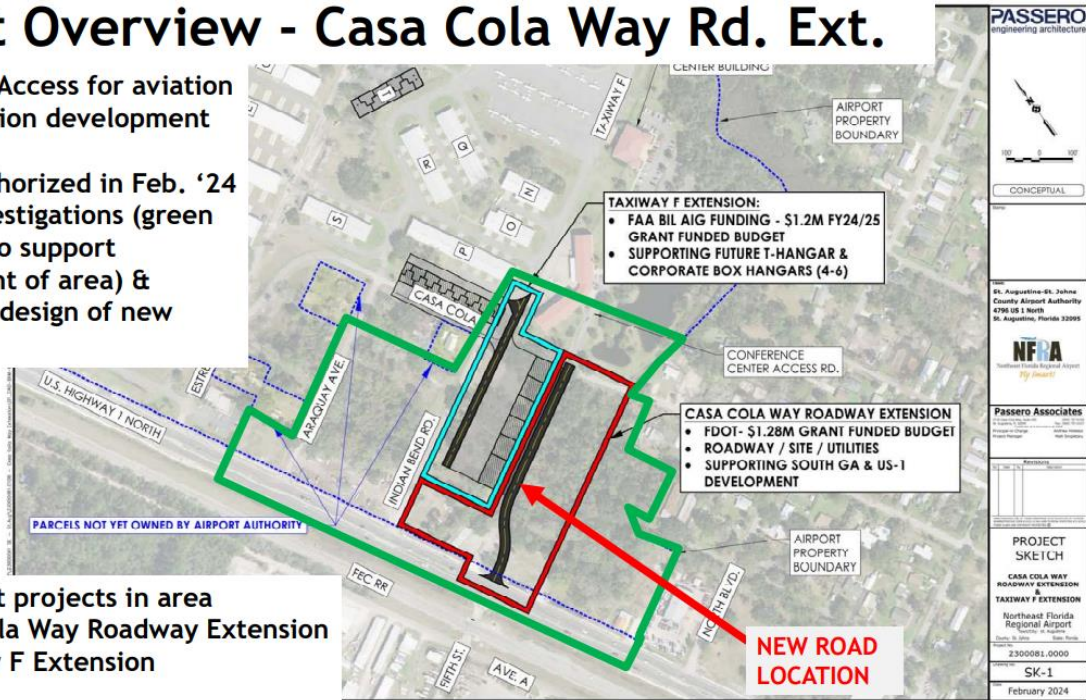
Northeast Florida Regional Airport (UST/KSGJ)

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(Extension cont.)

Project Overview - Casa Cola Way Rd. Ext.

- New road - Access for aviation & non-aviation development
- Passero authorized in Feb. '24 for site investigations (green boundary, to support development of area) & conceptual design of new roadway.



- Two current projects in area
 - Casa Cola Way Roadway Extension
 - Taxiway F Extension

Site Investigation Results Summary

(Notable Items)

- ▶ 2.5 Acres of wetlands delineated. Some minor impacts & mitigation expected.
- ▶ Two historic building structures but no special treatment required
- ▶ Modifications to US-1 medians and turn lanes required to accommodate proposed road.
- ▶ Signalization would be required if planning for hotel, restaurants, and office space.

PASSERO

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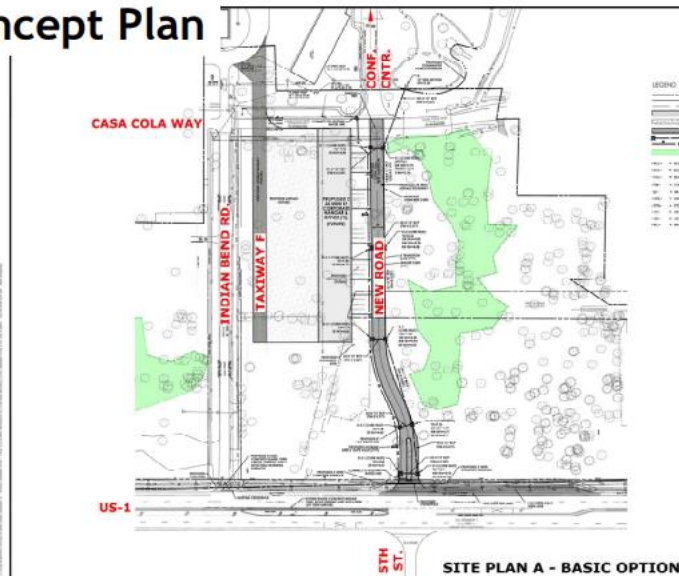
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(Extension cont.)

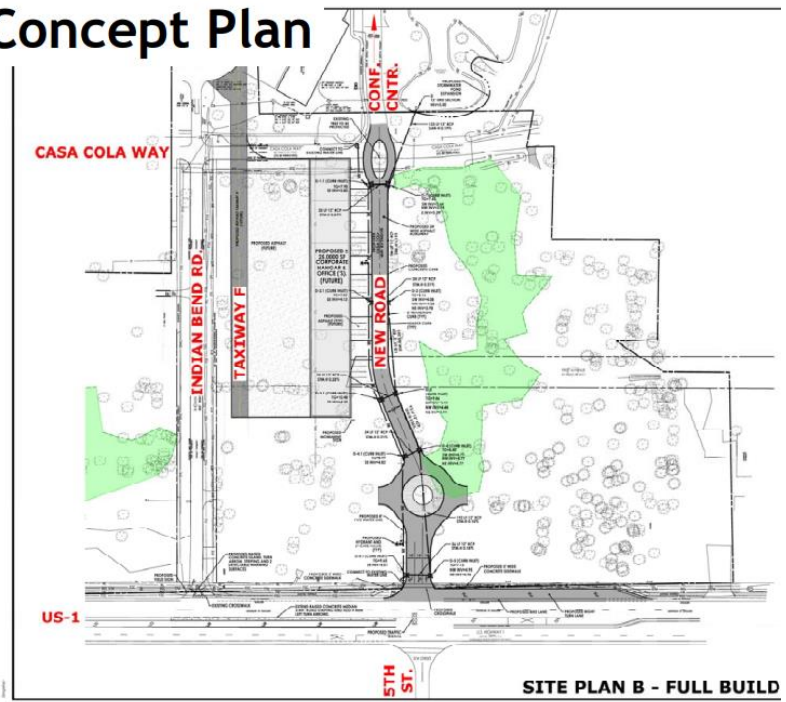
Basic Option - Concept Plan

- Two-lane road (drainage improvements, new water main, concrete curb)
- Capable of serving immediate traffic demand
- Likely inadequate to support the traffic demand and FDOT access connection requirements for the full build out of conceptually planned non-aviation facilities (including hotel, restaurants, and office space)



Full Build Option - Concept Plan

- Two-lane road with
 - Traffic Circle
 - Additional lane at US-1 connection(also includes drainage improvements, new water main, concrete curb)
- Capable of serving the traffic demand and FDOT access connection requirements for the full build out of conceptually planned non-aviation facilities (including hotel, restaurants, and office space)
- Some additional wetland impact compared to Basic Plan



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(Extension cont.)

Opinion of Probable Costs (Casa Cola)

- ▶ Basic Option - \$1.5M to \$2M
- ▶ Full Build Option - \$1.75M to \$2.25M
- ▶ Does not include
 - ▶ Wetland Mitigation Cost - Not yet determined.
 - ▶ US-1 Median & Turn Lane Mods. - \$400K to \$800K.
US-1 Signalization - \$1.5 to \$2.5M.
Funding through FL DEO or County, needed.
 - ▶ Design cost to date (incurred) - \$100K (site investigations & concept design, including survey, geotechnical, environmental review, wetland delineation, cultural resources assessment, & initial traffic study)
- ▶ FDOT PTGA - \$1.28M Total Funded Project Cost
- ▶ May be able to bid with alternates to allow financial flexibility

PASSERO

Conclusion / Next Steps (Casa Cola) (Feb. 24, 2025)

- ▶ Which option is selected to move forward into final design and bidding phase? Basic or Full Build Option or combination?
- ▶ Passero to prepare/provide final design, permitting, and bidding work order proposal to Airport Authority Board.
- ▶ If authorized, final design, permitting, and bidding targeted completion late 2025.
- ▶ Targeted construction start early 2026.

PASSERO

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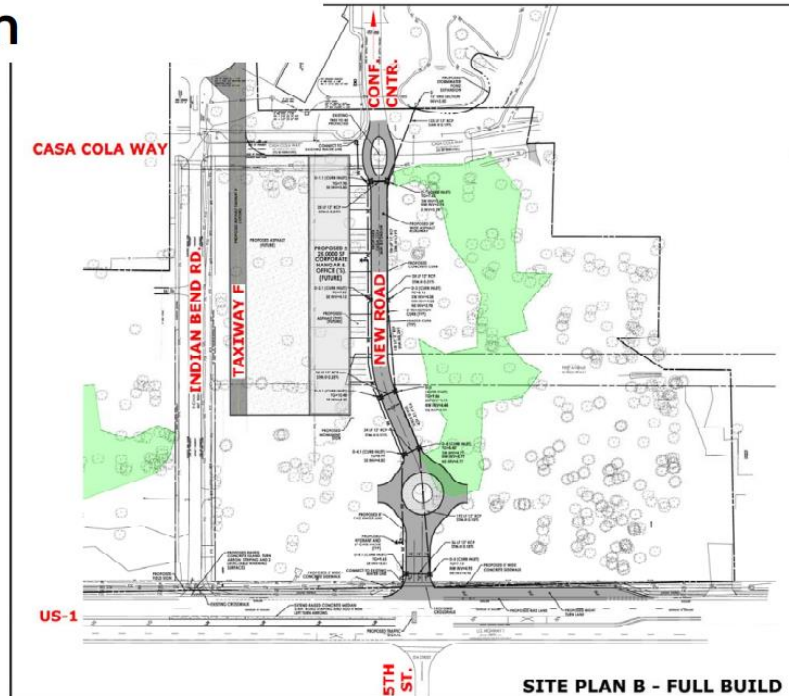
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(Extension cont.)

Taxiway F Extension

- TW 'F' Funding - through FAA
 - Fiscal Year '25 Design
 - Fiscal Year '26 Construct
- Passero is already under contract for design phase services
- Follow same schedule as Casa Cola Way Roadway project - bid together; same Contractor for construction.
- FDOT Hangar Funding Coming
 - \$1M FDOT at 50/50 share FY 26
 - \$2M FDOT at 50/50 share FY 28
 - \$1M FDOT at 50/50 share FY 29
 - \$750K FDOT at 50/50 share FY 30



- Board Comments
- Public Comments

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- Staff Reports
 - Mr. Courtney Pittman, Interim Executive Director

Month	Operations			Jet A Gallons			100LL Gallons			Self LL Gallons		
	This YR	Last YR	Change	This YR	Last YR	Change	This YR	Last YR	Change	This YR	Last YR	Change
Oct-23	12,015	12,470	-3.6%	178,498	150,066	18.9%	9,970	8,166	22.1%	13,298	16,991	-21.7%
Nov-23	9,832	9,069	8.4%	168,518	111,109	51.7%	8,766	15,641	-44.0%	13,075	14,623	-10.6%
Dec-23	9,257	10,142	-8.7%	153,420	166,262	-7.7%	8,581	16,366	-47.6%	13,914	14,385	-3.3%
Jan-24	11,610	8,295	40.0%	151,364	165,888	-8.8%	8,192	8,174	0.2%	16,499	18,146	-9.1%
Feb-24	11,845	8,875	33.5%	159,028	139,248	14.2%	7,941	8,148	-2.5%	20,488	14,958	37.0%
Mar-24	11,066	9,118	21.4%	187,510	182,496	2.7%	8,294	7,916	4.8%	20,717	13,731	50.9%
Apr-24	11,817	11,756	0.5%	176,151	166,364	5.9%	7,929	7,932	0.0%	27,590	15,524	77.7%
May-24	11,458	12,712	-9.9%	170,693	182,061	-6.2%	10,599	7,906	34.1%	18,489	16,965	9.0%
Jun-24	10,857	10,360	4.8%	142,616	126,451	12.8%	6,784	7,816	-13.2%	17,654	14,807	19.2%
Jul-24	12,250	10,502	16.6%	168,059	141,884	18.4%	8,971	7,884	13.8%	16,683	15,532	7.4%
Aug-24	10,134	11,480	-11.7%	121,230	145,590	-16.7%	6,885	5,123	34.4%	15,560	18,582	-16.3%
Sep-24	8,485	9,305	-8.8%	147,734	126,176	17.1%	6,626	7,796	-15.0%	11,965	10,998	8.8%
Oct-24	10,013	12,015	-16.7%	142,007	178,498	-20.4%	7,984	9,970	-19.9%	15,442	13,298	16.1%
Nov-24	14,425	9,832	46.7%	163,301	168,518	-3.1%	9,213	8,766	5.1%	15,246	13,075	16.6%
Dec-24	10,149	9,257	9.6%	168,890	153,420	10.1%	9,157	8,581	6.7%	9,924	13,914	-28.7%
Jan-25	12,561	11,610	8.2%	146,739	151,364	-3.1%	9,576	8,192	16.9%	14,303	16,499	-13.3%

- Mr. Chad Roberts, Aviation Attorney
- Board Member Comments and Reports
 - Ms. Reba Ludlow (Chair)
 - Ms. Michelle Cash-Chapman
 - Mr. Dennis Clarke
 - Ms. Jennifer Liotta
 - Mr. Len Tucker

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- Public Comments – General
 - Three minutes per speaker at the discretion of the Chair
 - Address matters that reasonably may need the attention of the Authority
 - No personal, impertinent, or slanderous remarks or boisterous behavior
 - Address Authority as a body, not individual members or staff
 - Refrain from making a demand for an immediate response from the Authority

- Next meeting
 - Regular Meeting, Monday, April 14, 2025, 4:00 pm, Airport Conference Center

- Adjournment

***For any questions regarding these agenda items, Board Members or members of the public are encouraged to reach out to the Interim Executive Director.**