

Saint Johns County Airport Authority

Board Meeting Agenda

Northeast Florida Regional Airport (UST/KSGJ)

Airport Conference Center, Monday, April 14, 2025, 4:00 pm

- **Call to Order**
- **Pledge of Allegiance**
- **Roll Call**
- **Minutes Approval**
 - 3-10-2025 Board Meeting
- **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

Saint Johns County Airport Authority

Board Meeting Agenda

Northeast Florida Regional Airport (UST/KSGJ)

Airport Conference Center, Monday, April 14, 2025, 4:00 pm

- **Agenda Items:**

- 1. State Attorney Investigation Subpoenas and Extraordinary Public Records Volume; Additional Resources Needed (15 mins)**

Purpose of Item: Discussion and Vote

Since February 20, 2025 (date of Douglas Firm withdrawal,) the Airport Authority has received three subpoenas from the State Attorney for the 7th Judicial Circuit describing a total of 12 items of documents to be produced. In the same time frame, the Airport Authority has received 17 public records requests describing a total of 66 items of documents to be produced. The subpoenas and public records requests are attached.

The Airport Authority does not have the staff resources to even create estimates for the costs of all the public requests, many of which are very broad in scope. The costs are likely to be very substantial. The Airport Authority has prioritized responding to the criminal investigation subpoenas that are presently outstanding.

As part of retaining General Counsel (C. Laquidara, Esq. and the Akerman Firm, - see agenda item #2 below) the staff requires General Counsel's assistance in responding to these public records requests which will likely exceed the Interim Executive Director's spending authority. Accordingly, staff requests authorization to employ General Counsel to supervise the Airport Authority's responses to these public records requests.

- Board Comments
- Public comments

PRR Log Number	PRR Status	Date Received	Date Acknowledged	Requesting Party, Last Name, First Name	Number of Items Requested
1					
2	PRR Scope Amended - Response in Progress	December 5, 2024	December 6, 2024	Liotta, Matt	2
3	PRR Acknowledged - Cost Estimate in Progress	February 26, 2025	February 26, 2025	Hertz, Noah. JAX Today	1
4	PRR Acknowledged - Cost Estimate in Progress	March 3, 2025	March 5, 2025	Modern Aero Law Firm	3
5	PRR Acknowledged - Cost Estimate in Progress	March 3, 2025	March 5, 2025	Bales, Beth	6
6	PRR Acknowledged - Cost Estimate in Progress	March 11, 2025	March 12, 2025	Jenese Harris	1
7	PRR Acknowledged - Cost Estimate in Progress	March 12, 2025	March 12, 2025	Mauricio La Plante	1
8	PRR Acknowledged - Cost Estimate in Progress	March 20, 2025	March 21, 2025	Modern Aero Law Firm	30
9	PRR Acknowledged - Cost Estimate in Progress	March 24, 2025	March 25, 2025	Liotta, Matt	8
10	PRR Acknowledged - Cost Estimate in Progress	March 24, 2025	March 25, 2025	Liotta, Matt	3
11	PRR Acknowledged - Cost Estimate in Progress	March 24, 2025	March 25, 2025	Liotta, Matt	6
12	PRR Acknowledged - Cost Estimate in Progress	March 24, 2025	March 25, 2025	Liotta, Matt	4
13	PRR Acknowledged - Cost Estimate in Progress	March 24, 2025	March 25, 2025	Liotta, Matt	5
14	PRR Acknowledged - Cost Estimate in Progress	March 21, 2025	March 26, 2025	Bennett, Guy	3
15	PRR Acknowledged - Cost Estimate in Progress	March 31, 2025	April 2, 2025	Liotta, Jennifer	8
16	PRR Acknowledged - Cost Estimate in Progress	April 2, 2025	April 2, 2025	Howell, Steve	1
17	PRR Acknowledged - Cost Estimate in Progress	April 3, 2025	April 3, 2025	Liotta, Jennifer	2
18	PRR Acknowledged - Cost Estimate in Progress	April 3, 2025	April 3, 2025	Liotta, Jennifer	8

Log Number	Date Received	Requesting Party, Last Name, First Name	Requesting Party - Phone Number	Notes
1				
2	March 24, 2025	States Attorneys Office - RJ Larizza	(904) 209-1620	6 items
3	March 24, 2025	States Attorneys Office - RJ Larizza	(904) 209-1620	3 items
4	April 1, 2025	States Attorneys Office - RJ Larizza	(904) 209-1620	3 items

WITNESS SUBPOENA
CRIMINAL DIVISION
RE: TBD

IN THE CIRCUIT COURT, SEVENTH
JUDICIAL CIRCUIT IN AND FOR
ST JOHNS COUNTY, FLORIDA

SUBPOENA DUCES TECUM FOR INVESTIGATION

**THE STATE OF FLORIDA TO: ST JOHNS COUNTY AIRPORT AUTHORITY
CUSTODIAN OF RECORDS
4796 US HIGHWAY 1 NORTH
ST AUGUSTINE, FL 32095**

YOU ARE HEREBY COMMANDED TO BE AND APPEAR BEFORE THE ABOVE-NAMED ATTORNEY OF THE CIRCUIT COURT IN AND FOR SAID COUNTY OF ST. JOHNS, AT THE OFFICE OF THE STATE ATTORNEY, ***INSTANTER*** THEN AND THERE TO TESTIFY IN A CERTAIN MATTER BEFORE THE SAID COURT PENDING AND UNDETERMINED, WHEREIN THE STATE OF FLORIDA IS PLAINTIFF.

YOU ARE COMMANDED TO HAVE WITH YOU AT THAT TIME AND PLACE THE FOLLOWING:

DUCES TECUM: Any and all account records pertaining administrative office window tinting, including but not limited to, the following expenditures:

1. Invoices/Approvals for interior office window tinting;
2. Internal Memoranda, emails;
3. Payment and Expense records.


PLEASE NOTE: YOU NEED NOT APPEAR, PLEASE FORWARD THE APPROPRIATE DOCUMENTATION TO THE UNDERSIGNED ASSISTANT STATE ATTORNEY OR HAND DELIVER TO INVESTIGATOR ROB GARRISON, OFFICE OF THE STATE ATTORNEY, 4010 LEWIS SPEEDWAY, SUITE 2022, ST. AUGUSTINE, FL 32084. PLEASE CONTACT INVESTIGATOR ROB GARRISON AT (904) 209-1620 TO DISCUSS THIS MATTER PRIOR TO FILLING THIS REQUEST.

*****PURSUANT TO A CRIMINAL INVESTIGATION, YOU ARE NOT TO DISCLOSE THE EXISTENCE OF THIS REQUEST. "ANY SUCH DISCLOSURE COULD OBSTRUCT AND IMPEDE THE INVESTIGATION BEING CONDUCTED AND THEREBY INTERFERE WITH THE ENFORCEMENT OF THE LAW".*****

*****IF YOU FAIL TO APPEAR, YOU MAY BE HELD IN CONTEMPT OF COURT*****

DATED this 24th DAY OF MARCH, 2025.

AS PRAYED FOR BY
R.J. LARIZZA
STATE ATTORNEY

BY 
ERIC LEB
ASSISTANT STATE ATTORNEY
FLORIDA BAR NO. 1498459-102712
4010 LEWIS SPEEDWAY, ROOM 2022
ST. AUGUSTINE, FL 32084

ATTENTION: PERSONS WITH DISABILITIES

"In accordance with the Americans with Disabilities Act, person needing a special accommodation to participate in this proceeding should contact the individual or agency sending notice not later than seven days prior to the proceeding at the address given on the notice: Telephone: 904-819-3630. If you are hearing or voice impaired, call 1-800-955-8771(TDD) - THIS IS NOT A COURT INFORMATION LINE

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YOU ARE COMMANDED TO HAVE WITH YOU AT THAT TIME AND PLACE THE FOLLOWING:

DUCES TECUM: Any and all account records pertaining to the following personnel and expenditures:

1. Timesheets and Salary Information for Interim Executive Director Jaime Topp;
2. Travel Vouchers, Expense Vouchers, Reimbursement Receipts, for fuel, rental, lease and/or use of any airplane owned by Modern Aero or any of its subsidiaries used by Jaime Topp;
3. Flight Log/Plans for Jaime Topp flying Cirrus Planes owned, leased, managed or otherwise operated by Modern Aero or any of its subsidiaries;


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*****IF YOU FAIL TO APPEAR, YOU MAY BE HELD IN CONTEMPT OF COURT*****

DATED this 1st DAY OF APRIL, 2025.

AS PRAYED FOR BY
R.J. LARIZZA
STATE ATTORNEY

BY 
ERIC LEB
ASSISTANT STATE ATTORNEY
FLORIDA BAR NO. 102712
4010 LEWIS SPEEDWAY, ROOM 2022
ST. AUGUSTINE, FL 32084

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YOU ARE COMMANDED TO HAVE WITH YOU AT THAT TIME AND PLACE THE FOLLOWING:

DUCES TECUM: Any and all account records pertaining T-Hangar Leases, including but not limited to:

1. B-11 J&M Elite Holdings/Modern Aero/Mike Swain;
2. M-13 Modern Aero LLC;
3. R-7 Modern Aero LLC;
4. P-3 Leases, Applications and/or attempted leases executed or not affiliated with Modern Aero;
5. Applications, Leases and Inspection Reports for all T-Hangars leased by Modern Aero and any/all T-Hangars connected to NFRAA Board Members;
6. T-Hangar waiting list.

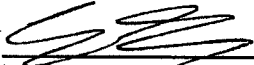
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DATED this 24th DAY OF MARCH, 2025.

**AS PRAYED FOR BY
R.J. LARIZZA
STATE ATTORNEY**

BY 
**ERIC LEB
ASSISTANT STATE ATTORNEY
FLORIDA BAR NO. ~~1498459~~ 102712
4010 LEWIS SPEEDWAY, ROOM 2022
ST. AUGUSTINE, FL 32084**

ATTENTION: PERSONS WITH DISABILITIES

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From: [Courtney Pittman](#)
To: [Linda Santiago](#)
Subject: Fw: Concerns Regarding Meeting Notice and Outstanding Public Records Requests
Date: Friday, April 4, 2025 10:33:45 AM

Sincerely,
Mr. Courtney K. Pittman
Interim Executive Director

St. Johns County Airport Authority
[4796 US 1 N, St. Augustine, FL 32095](#)
m 904.423-6141
ckp@sgj-airport.com

This electronic transmission and any documents accompanying it contains information intended solely for the individual or entity to which it is addressed, and may include confidential information. This information will be made available to the public upon request (Florida Statute Chapter 119) unless the information is exempted according to Florida law. Unauthorized disclosure of confidential information contained herein is prohibited by Federal Regulations (42 CFR Section 481.101), HIPAA, Sarbanes-Oxley and State law. If you are not the intended recipient of this message or a person responsible for delivering it to the addressee, you are hereby notified that you must not disseminate, copy, use, distribute, publish or take any action in connection therewith. If you have received this communication in error, do not distribute it. Please notify the sender immediately. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. Thank you.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the St. Augustine Airport Authority. The recipient should check this email and any attachments for the presence of viruses. ST. Augustine Airport Authority accepts no liability for any damage caused by any virus transmitted by this email.

From: Matt Liotta <mliotta@r337.com>
Sent: Thursday, December 5, 2024 4:09 PM
To: Courtney Pittman <ckp@sgj-airport.com>
Cc: General Counsel <generalcounsel@sgj-airport.com>
Subject: Concerns Regarding Meeting Notice and Outstanding Public Records Requests

WARNING: This email originated from outside of Northeast Florida Regional Airport. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Mr. Pittman,

I am writing to address several concerns related to the upcoming Airport Authority meeting scheduled for December 9, 2024. According to the Northeast Florida Regional Airport's policies, as outlined in Section IV(a) of the Meeting Conduct Manual, regular meetings require a minimum of five days' notice. Additionally, this late posting appears to violate Florida Statutes § 120.525, which mandates reasonable notice for agency meetings to ensure transparency and public participation. The failure to provide timely notice is a significant issue and undermines confidence in the Airport Authority's commitment to open governance.

I also want to remind you that my public records request from September 9, 2024 has still not been responded to. This delay is unacceptable and does not align with the statutory requirements under Florida Statutes Chapter 119, which mandate a timely response.

Pursuant to Florida's Public Records Act, Chapter 119, Florida Statutes, this is a request for Electronic Copies of the public records listed below. Further, this records request applies to records maintained by the St. Johns County Airport Authority, the Northeast Florida Regional Airport and the St. Augustine-St. Johns County Airport Authority (collectively, the three hereinafter, the "Authority"), Courtney K. Pittman, along with the employees, contractors, agents, elected and appointed representatives, and any and all records retained by individuals responsible for supervising such documents or records of each of the above-referenced parties.

In accordance with section 119.07(1)(c), Florida Statutes, a custodian of public records must acknowledge request for electronic records promptly and respond to such requests in good faith. Mr. Blocker, I included you as an addressee here in an abundance of caution, in light of the recent decision in City of Petersburg v. Dorchester Holdings, LLC, Case No. 2D20-463, decided by the Second District Court of Appeal of Florida on October 20, 2021.

DEFINITIONS

- A. The singular shall include the plural and vice versa; the terms "and" or "or" shall be both conjunctive and disjunctive; and the term "including" shall mean "including without limitation."
- B. When this request refers to a specific person or entity such as an agency, committee, or local government, it includes all employees, elected officials, shareholders, consultants, or other agents working on the person or entity's behalf.
- C. "Public records" has the same meaning as it does under Section 119.011(12), Florida Statutes, (2020).
- D. The term "you" and "your" shall mean or refer to the Authority, Courtney K. Pittman, and to all persons (individually or collectively) acting or purporting to act on behalf of the Authority and/or Courtney K. Pittman, including all employees, officers, elected officials, Authority board members, representatives, experts, consultants, vendors, agents, and Indian Trail Improvement District's and the Authority's attorneys.
- E. The term "person" means any natural person and any corporation, partnership, association, joint venture, firm, other business enterprise, or legal entity and means both the singular and plural.
- F. The phrases "relating to" or "related to" mean addressing, analyzing, examining, explaining, evaluating, depicting, describing, discussing, treating, referring to, or relating in any manner to the subject matter identified.
- G. A request to "provide" or "produce" a public record constitutes a request that a true, complete, and legible copy of the requested public record be provided electronically to the undersigned, in accordance with Chapter 119, Florida Statutes (2020). Each request to produce a public record includes public records which are in any way in your

possession, custody, subject to your control, or to which you have access. If a requested public record was, but no longer is, in your possession, custody, or control, identify the public record, identify the present location and custodian of the public record, or, if such information is unavailable, identify the last known locations and custodian of the public record, and explain the circumstances under which the public record left your possession, custody, or control.

H. The term "Document" shall include the original and any copy of all written, printed, typed, recorded, graphic, computer-generated, or other material of any kind from which information can be derived, whether produced, reproduced, or stored on paper, cards, tape, film, electronic facsimile, computer storage devices, or any other medium in your possession, custody, or control. It includes, without limitations, drafts, notes, e-mails, letters, memoranda (whether of visits, telephone calls, or otherwise), appointment calendars, schedules, books, indices, printed forms (whether official or unofficial), publications, press releases, notices, brochures, pamphlets, guidelines, manuals, instructions, minutes, summaries or abstracts, reports, files, file jackets, transcripts, data processing cards, computer tapes, printouts, information contained in, on, or retrievable from computer programs, bulletins, written questions and answers, charts, exhibits, blueprints, drawings, diagrams, graphs, tables, photographs, recordings, speeches, telegrams, cables, telex messages, microfilms, opinions, studies, papers, analyses, evaluations, proposals, budget materials, invoices, financial statements, contracts, specifications, applications, motions, petitions, complaints, answers, responses, replies, protests, verified statements, hearing transcripts, attachments, filings, submissions, and pleadings. The terms "document" or "documents" also shall include each copy that is not identical to the original or to any other produced copy, any preliminary drafts or executive summaries of any document or working papers related thereto, and any electronic form of information, and any drawings.

I. The term "communication" includes oral conversations, discussions, letters, telegrams, memoranda, e-mail, text messages, social media posts (including, Facebook, twitter and LinkedIn) facsimile, transmissions, and any other transmission of information in any form, both oral, written and electronic.

INSTRUCTIONS

If you contend that any record, or any portion of any record, is exempt from inspection and examination, please state in writing the basis of the exemption which you contend is applicable to the record, including citation to any and all applicable exemptions created or afforded by statute. If records are withheld based on an exemption, please identify the withheld document with sufficient specificity that the claimed exemption can be analyzed for compliance with Chapter 119, Florida Statutes. If there are no documents responsive to a particular category of requested documents, please so state. If partially exempt documents are capable of being produced in a redacted format, please do so. If an exemption is based on the work product privilege for existing or anticipated litigation, please identify the litigation, the existing or anticipated litigants, the case number, case style, and court or administrative forum in which the litigation is or was maintained.

Please note that Section 119.07(h), Florida Statutes (2020), requires that requested documents be maintained, whether or not such documents are withheld, for a period of thirty (30) days or until any civil action filed regarding the request is resolved.

When producing documents, the producing party shall provide the documents as follows:

- a. an electronic copy of all files in their native format (i.e., Word, Excel, PowerPoint, etc.);
- b. when providing .pdf documents, provide as a complete and individual document. Please do not provide large .pdf files containing multiple documents in one file.

RECORDS REQUESTED

Please provide the following:

1. I request all records related to the December 9, 2024 meeting, including but not limited to:
 - o Agendas, drafts, or preparatory materials for the meeting.
 - o All communications (emails, text messages, phone logs, etc.) between staff, board members, and attorneys regarding this meeting.
 - o Any internal or external correspondence discussing the timing, preparation, or content of the meeting materials.
2. I request all records related to the Hangar Audit, including but not limited to:
 - o All communications (emails, text messages, phone logs, etc.) between staff, board members, and attorneys.
 - o Reports, drafts, memoranda, or analyses created or reviewed as part of the Hangar Audit.
 - o Correspondence with any external parties, consultants, or contractors involved in the Hangar Audit.

Given the timing of the December 9 meeting, it is essential that the public records related to the Hangar Audit are responded to ahead of this meeting. While this does not provide much time, the responsibility for this compressed timeline lies with the Authority, which failed to provide the meeting agenda in a timely manner.

As required by Florida law, I request a prompt acknowledgment of this request and a response to these outstanding and new public records requests within the statutorily mandated time frame. If any portion of the requested records is deemed exempt, please provide the specific legal basis for the exemption and release all non-exempt portions.

Thank you for your immediate attention to these matters. Please feel free to reach out to me directly if you have any questions or require clarification.

-Matt

From: [Noah Hertz](#)
To: [Linda Santiago](#)
Cc: [Courtney Pittman](#); [Aviation Attorney](#)
Subject: Re: RECORDS REQUEST: Discussion between two commissioners
Date: Thursday, March 20, 2025 10:02:04 AM

WARNING: This email originated from outside of Northeast Florida Regional Airport. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Linda,

It's been a few weeks so I figured I would try following up again.

Thank you,

On Wed, Mar 5, 2025 at 9:22 AM Noah Hertz <noah@jaxtoday.org> wrote:

Good morning,

Just following up on the status of my public records request.

Thank you.

On Wed, Feb 26, 2025 at 1:13 PM Linda Santiago <lms@sgj-airport.com> wrote:

Dear Noah:

This will acknowledge receipt of your public records request delivered via email on February 26, 2025 at 10:42 AM. ET.

Your public request has been assigned tracking number 2025-001. Please include this tracking number in all future correspondence to me about this public records request.

The airport authority will respond to the public records request within a reasonable time frame, consistent with the scope of the request itself.

Blue Skies,

Linda M. Santiago

Business Development Manager

St. Augustine * St. Johns Airport Authority

4796 US Highway 1 N.

St. Augustine, FL 32095

lms@sgj-airport.com

(904) 209-0090



This electronic transmission and any documents accompanying it contains information intended solely for the individual or entity to which it is addressed and may include confidential information. This information will be made available to the public upon request (Florida Statute Chapter 119) unless the information is exempted according to Florida law. Unauthorized disclosure of confidential information contained herein is prohibited by Federal Regulations (42 CFR Section 481.101), HIPAA, Sarbanes-Oxley and State law. If you are not the intended recipient of this message or a person responsible for delivering it to the addressee, you are hereby notified that you must not disseminate, copy, use, distribute, publish or take any action in connection therewith. If you have received this communication in error, do not distribute it. Please notify the sender immediately. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. Thank you.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the St. Augustine Airport Authority. The recipient should check this email and any attachments for the presence of viruses. St. Augustine Airport Authority accepts no liability for any damage caused by any virus transmitted by this email.

From: Noah Hertz <noah@jaxtoday.org>

Sent: Wednesday, February 26, 2025 10:42 AM

To: Info <info@sgj-airport.com>

Subject: RECORDS REQUEST: Discussion between two commissioners

WARNING: This email originated from outside of Northeast Florida Regional Airport. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please consider this a records request for the following: **All emails and text messages between Commissioners Len Tucker and Reba Ludlow from 01/01/2023 to 02/25/25.**

If you refuse to provide this information, Chapter 119 requires you advise me in writing and indicate the applicable exemption to the Public Records Act. If possible, please provide the requested records by the end of the week (02/28/25).

Thank you,

--

NOAH HERTZ
Reporter, Jacksonville Today
904-358-6347 | noah@jaxtoday.org
wjct.org | @WJCTJax 

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NOAH HERTZ
Reporter, Jacksonville Today
904-358-6347 | noah@jaxtoday.org
wjct.org | @WJCTJax 

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Nicholas Morcom
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www.woolseymorcom.com

Nocatee Office:
203 Fort Wade Road, Suite 105
Ponte Vedra, FL 32081

February 21, 2025

Courtney K. Pittman
Interim Executive Director
St. Johns County Airport Authority
4900 U.S. Highway 1, North
St. Augustine, FL 32095

Re: Preservation of Potential Misconduct by Board Members

Mr. Pittman,

I have received copy of the enclosed February 20, 2025 letter from Jeremiah Blocker. The letter references direct and knowing violations of Florida's Sunshine Law and other misconduct by Reba Ludlow and Len Tucker.

I am making a public record request for all evidence of Sunshine Law violations, conflicts of interest or other misconduct as referenced in Mr. Blocker's letter. Please call my office on Monday to discuss production of these materials. This include, but are not limited to, e-mails or other written communications sent by Ms. Ludlow or Mr. Tucker in violation of the Sunshine Law.

Legally, you must preserve all evidence of Sunshine Law violations or other misconduct as referenced in Mr. Blocker's letter or that you are otherwise aware of. If anyone instructs or has instructed you to improperly destroy evidence of misconduct, I request that you create a record of this unlawful request and produce that to me as well.

I anticipate legal proceedings concerning these issues. It is imperative that the staff of the St. Johns County Airport Authority strictly comply with the requirements of the law to avoid any unnecessary potential liability.

Sincerely,

A handwritten signature in black ink, appearing to be 'NM', with a long horizontal line extending to the right.

Nicholas Morcom

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*

117 N. 2ND STREET, PALATKA, FL 32177
124 N. 5TH AVENUE, JACKSONVILLE BEACH, FL 32250
309 KINGSLEY LAKE DRIVE, STE. 903, ST. AUGUSTINE, FL 32092
100 SOUTH PARK BLVD., STE 414, ST. AUGUSTINE, FL 32086
110 N MAGNOLIA AVE, OCALA, FL 34475

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

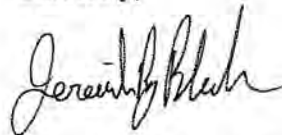
and real violations. Specifically, these board members have been informed of the identified legal issues that violate the Sunshine Law, undisclosed conflicts of interest in voting and other ethical issues. Our firm has repeatedly advised of the consequences that could endanger the Airport Authority.

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,

A handwritten signature in black ink, appearing to read "Jeremiah R. Blocker". The signature is written in a cursive, flowing style.

Jeremiah R. Blocker

From: [Roxanne Buonsanto](#)
To: [Courtney Pittman](#); [Linda Santiago](#)
Subject: FW: FOIA - Northeast Florida Regional Airport
Date: Monday, March 3, 2025 11:10:33 AM

Hello,

Just making sure you received this. Let me know if I need to do anything with it. Thank you.

Roxanne L. Buonsanto
Office Manager
Access Control Officer
St. Augustine/St. Johns County Airport Authority
4796 U.S. Hwy 1 North
St. Augustine, FL 32095
904.209.0090

Badging Hours:
Walk-in: Monday-Thursday 9-12p
Appointment Only: Mon.-Thurs. 1-3pm

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From: Beth Bales <bbales@quantemfbo.com>
Sent: Monday, March 3, 2025 10:32 AM
To: Info <info@sgj-airport.com>
Subject: FOIA - Northeast Florida Regional Airport

WARNING: This email originated from outside of Northeast Florida Regional Airport. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Sir/Madam,

This is a request under the Freedom of Information Act. I request that a copy of the following information be provided to me:

- Past 10 years and year to date, 2015 – 2025 Monthly/Annual Fuel Flowage volumes of all fuel types utilized in General Aviation aircraft at **Northeast Florida Regional Airport**

- Identify if gallons are based on sales or purchased fuel.
- Please breakdown by Fuel Type e.g., Jet A, Avgas, etc.,
- And further breakdown by user e.g., FBO and Private Hangar

Please provide estimate of any possible fees or charges, prior to gathering the data so that we can evaluate the value of the information. Thank you for your assistance. If you have any questions, please contact me, my telephone number is 262.573.3535.

Beth Bales

M&A Analyst

Email: bbales@quantemfbo.com

PH: 262.573.3535

From: [Jenese Harris](#)
To: [Courtney Pittman](#); [Jenese Harris](#)
Subject: Media request - EEOC complaint Khloe Fishbach
Date: Tuesday, March 11, 2025 6:33:34 PM

WARNING: This email originated from outside of Northeast Florida Regional Airport. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Greetings,

I am requesting a copy of the EEOC employment related complaint filed by [REDACTED] and the settlement agreement.

Thank you in advance for your assistance in this matter.

Best,
News4Jax

From: [Mauricio S La Plante](#)
To: [Courtney Pittman](#); [Linda Santiago](#); [Roxanne Buonsanto](#)
Subject: Equal Employment Opportunity Commission litigation
Date: Wednesday, March 12, 2025 1:55:14 PM

WARNING: This email originated from outside of Northeast Florida Regional Airport. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi,

I'm writing to request any records related to Equal Employment Opportunity Commission litigation and settlements involving Jamie Topp, and Courtney Pittman from Jan. 1, 2024-March 12, 2025.

Please send digital versions of the records.

Thanks,
Mauricio



WOOLSEY | MORCOM
ATTORNEYS AT LAW

Charles Lee Wingard Jr.
lwingard@woolseymorcom.com

Nocatee Office:
203 Fort Wade Road, Suite 150
Ponte Vedra, FL 32081

904 .638.4235 Main
904.638.9302 Fax
www.woolseymorcom.com

March 20, 2025

Courtney K. Pittman
Interim Executive Director
St. Johns County Airport Authority
4900 U.S. Highway 1, North
St. Augustine, FL 32095

RE: Preservation of Public Records by the Airport Authority Board and Employees

Mr. Pittman,

Pursuant to Chapter 119, Florida Statutes, this letter serves an official public records request to the St. Johns County Airport Authority (hereinafter "Airport Authority") including its board of directors, officials, representatives, and employees.

This office previously sent letters to the Airport Authority on February 21, 2025, and March 5, 2025, regarding the preservation of records regarding potential misconduct by board members.

Pursuant to Section 119.07, Florida Statutes, I am making an additional public records request for the following:

1. All documents and correspondence pertaining to any complaint filed by [REDACTED] or on her behalf, with the Florida Commission on Human Relations ("FCHR") or the United State Equal Employment Opportunity Commission ("EEOC").
2. All documents pertaining to any pleadings or settlement agreements in the [REDACTED] FCHR or EEOC complaint matter.
3. A copy of the transcript from the Airport Authority's shade meeting, and any subsequent meetings, addressing the [REDACTED] and FCHR or EEOC complaint matter, which approximately took place in August 2024.
4. All documents pertaining to any settlement agreement between the Airport Authority and [REDACTED].

5. A copy of the pre-prepared materials of, and used by, Board Member Reba Ludlow from the Airport Authority Board Meeting on March 10, 2025.
6. A copy of any current (and former) lease for a T-Hangar between the Airport Authority and Reba Ludlow, or any person or entity associated with Reba Ludlow.
7. A copy of any current (and former) lease for a T-Hangar between the Airport Authority and Len Tucker, or any person or entity associated with Len Tucker.
8. A copy of all legal billings from the Douglas Law Firm to the Airport Authority for the past twenty-four (24) months.
9. A copy of all legal billings from Chad Steven Roberts, Esq., or any law firm associated with Chad Steven Roberts, Esq., to the Airport Authority for the past twenty-four (24) months.
10. All documents, correspondence, and communications pertaining to any internal report or investigation by the Airport Authority into potential conflicts of interest for Board Member Reba Ludlow within the past twelve (12) months.
11. All documents, correspondence, and communications pertaining to any internal report or investigation by the Airport Authority into potential conflicts of interest for Board Member Len Tucker within the past twelve (12) months.
12. All correspondence and communications between Airport Authority employees/representatives and Reba Ludlow since the resignation of the Douglas Law Firm as counsel for Airport Authority on February 20, 2025.
13. All correspondence and communications between Airport Authority employees/representatives and Len Tucker since the resignation of the Douglas Law Firm as counsel for the Airport Authority on February 20, 2025.
14. All calendar entries of Reba Ludlow in her position as a board member of the Airport Authority from October 2024 to present.
15. All calendar entries of Len Tucker in his position as a board member of the Airport Authority from January 2025 to present.
16. All e-mail communications between Reba Ludlow and Len Tucker from November 2024 to present.

17. All handwritten notes by employees and board members of the Airport Authority associated with any meetings regarding conflicts of interest and potential violations of Florida Sunshine Law.

18. All text message communications between Reba Ludlow and Len Tucker from November 2024 to present related to their role as board member (including board member-elect) of the Airport Authority and potential violations of the Florida Sunshine Laws.¹

19. All text message and e-mail communications between Reba Ludlow and Dennis Clarke from November 2024 to present related to their role as board member of the Airport Authority and potential violations of the Florida Sunshine Laws.

20. All text message and e-mail communications between Len Tucker and Dennis Clarke from November 2024 to present related to their role as board member of the Airport Authority and potential violations of the Florida Sunshine Laws.

21. All text message communications between Reba Ludlow and employees/officials from the Airport Authority from November 2024 to present pertaining to business of the Airport Authority.

22. All text message communications between Len Tucker and employees/officials from the Airport Authority from November 2024 to present pertaining to business of the Airport Authority.²

¹ Section 119.011(12), Florida Statutes, defines “public records” as “all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.” This broad definition encompasses communications on both private and public devices associated with the official’s role with a state agency. *O’Boyle v. Town of Gulf Stream*, 257 So. 3d 1036, 1041 (Fla. 4th DCA 2018) (“Where specified communications to or from individual state employees or officials are requested from a governmental entity—regardless of whether the records are located on private or state accounts or devices—the entity’s obligation is to conduct a reasonable search that includes asking those individual employees or officials to provide any public records stored in their private accounts that are responsive to a proper request”). The Airport Authority is required to have a process in place to review communications on an official’s private device to “fulfill the people’s mandate to have full access to information concerning the conduct of government on every level.” *Id.* at 1042. Thus, I request the Airport Authority to examine Reba Ludlow and Len Tucker’s private devices for any communications (text messages and e-mails) related to official business of the Airport Authority and produce those communications as a part of this public records request.

² “It is the policy of this state that the provisions of this chapter *apply to officers-elect upon their election to public office*. Such officers-elect shall adopt and implement reasonable measures to ensure compliance with the public records obligations set forth in this chapter.” § 119.035, Fla. Stat. (emphasis added).

23. All correspondence and communications between board members and employees/officials of the Airport Authority pertaining to the T-Hangar administrative actions against Modern Aero from October 2024 to present.

24. All documents and correspondence by representatives of the Airport Authority pertaining to the T-Hangar audit, which commenced in 2024.

25. All documents, correspondence, and communications which demonstrate the Airport Authority's compliance with Florida Sunshine Laws for the preservation of records based on prior public records request submitted on February 21, 2025, and March 5, 2025, from our office.

26. All documents or correspondence pertaining to Corteney Pittman's employment with the Airport Authority, specifically his roles and duties, as well as any other third parties during the same time as his employment with the Airport Authority.

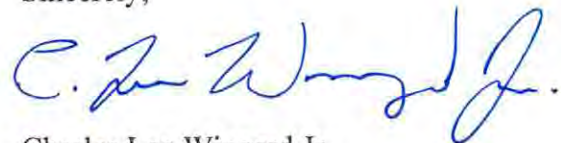
27. All documents demonstrating "badge" swipe records for Corteney Pittman during all periods of his employment with the Airport Authority.

28. All documents, presentations, and correspondence pertaining to compliance training for the Airport Authority with the Florida Sunshine Laws.

29. Copies of all public records request to the Airport Authority from August 2024 to present.

If the response to the above-request will cost more than \$500.00, please stop and communicate with me beforehand. Please advise if you have any questions regarding this letter.

Sincerely,

A handwritten signature in blue ink, appearing to read "C. Lee Wingard Jr.", is written over a light blue circular stamp.

Charles Lee Wingard Jr.

From: [Linda Santiago](mailto:msantiago@sj-airport.com)
To: mliotta@r337.com
Cc: [Courtney Pittman](mailto:cpittman@sj-airport.com); [Aviation Attorney](mailto:cpittman@sj-airport.com)
Subject: Public Records Request - 2025-007
Date: Tuesday, March 25, 2025 8:36:00 AM

Dear Mr. Liotta:

This will acknowledge receipt of your public records request delivered via email on March 24, 2025.

Your public request has been assigned tracking number 2025-007. Please include this tracking number in all future correspondence to me about this public records request.

The airport authority will respond to the public records request within a reasonable time frame, consistent with the scope of the request itself.

Blue Skies,

Linda

Linda M. Santiago
Business Development Manager
St. Johns County Airport Authority
4796 US Highway 1 N.
St. Augustine, FL 32095
lms@sj-airport.com
(904) 209-0090



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From: Matt Liotta <mliotta@r337.com>
Sent: Monday, March 24, 2025 2:13 PM

To: Courtney Pittman <ckp@sgi-airport.com>

Subject: Public Records Request (3-24-1)

WARNING: This email originated from outside of Northeast Florida Regional Airport. Do not click links or open attachments unless you recognize the sender and know the content is safe.

St. Johns County Airport Authority
Attn: Records Custodian
4796 US-1 North
St. Augustine, FL 32095

RE: Comprehensive Public Records Request – Compliance Actions (January 1, 2024 – Present)

Dear Records Custodian,

Pursuant to Article I, Section 24 of the Florida Constitution and Chapter 119, Florida Statutes (the Florida Public Records Law), I am formally requesting access to and copies of all records in the possession, custody, or control of the St. Johns County Airport Authority, its employees, agents, or representatives, relating in any way to compliance actions taken by the Airport Authority from January 1, 2024, through the date of fulfillment of this request.

For purposes of clarity and breadth, this request includes but is not limited to:

1. All **correspondence (internal and external)**, including emails, text messages, memoranda, letters, and reports, between Airport Authority personnel, board members, legal counsel, consultants, tenants, subtenants, or third parties related to compliance issues, investigations, audits, reviews, inspections, or enforcement actions.
2. All **notices of violation**, deficiency letters, cure notices, warning letters, or similar documents issued by the Airport Authority or received from other regulatory bodies related to tenant or subtenant compliance.
3. All **internal meeting agendas, minutes, summaries, notes, or recordings** related to discussions of compliance actions or issues, whether held by the Board, staff, or committees.
4. All **policies, procedures, guidelines, or protocols**—whether final, draft, or under revision—governing the Airport Authority’s compliance monitoring or enforcement practices during this time period.
5. All **investigative files**, case files, inspection reports, findings, compliance audits, photographs, or documentation of site visits relating to compliance reviews or enforcement.
6. All **communications between the Airport Authority and Atlantic Aviation**,

Modern Aero, or any other tenant or subtenant regarding actual or potential compliance actions or related disputes.

7. All **communications with outside legal counsel** regarding compliance or enforcement matters.
8. Any **settlement discussions, agreements, or drafts** relating to compliance or enforcement actions.

Please interpret this request broadly and construe it to include all records stored in any format (including but not limited to paper, electronic, cloud-based platforms, or personal devices used for official business) and maintained by or on behalf of the Airport Authority. If any portion of this request is deemed overly broad, please produce responsive records to the fullest extent possible and provide written clarification regarding any perceived deficiencies.

If any documents or portions thereof are withheld under a claim of exemption, please identify the specific exemption(s) claimed and provide the statutory citation, along with a detailed index describing each withheld document as required by Florida law.

Please advise if there are any costs associated with the production of these records in advance. Otherwise, I look forward to receiving responsive documents as promptly as possible, as the statute requires production in a reasonable time.

-Matt

From: [Linda Santiago](mailto:msantiago@sj-airport.com)
To: mliotta@r337.com
Cc: [Courtney Pittman](mailto:cpittman@sj-airport.com); [Aviation Attorney](mailto:cpittman@sj-airport.com)
Subject: Public Records Request - 2025-008
Date: Tuesday, March 25, 2025 8:40:00 AM

Dear Mr. Liotta:

This will acknowledge receipt of your public records request delivered via email on March 24, 2025.

Your public request has been assigned tracking number 2025-008. Please include this tracking number in all future correspondence to me about this public records request.

The airport authority will respond to the public records request within a reasonable time frame, consistent with the scope of the request itself.

Blue Skies,

Linda

Linda M. Santiago
Business Development Manager
St. Johns County Airport Authority
4796 US Highway 1 N.
St. Augustine, FL 32095
lms@sj-airport.com
(904) 209-0090



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From: Matt Liotta <mliotta@r337.com>
Sent: Monday, March 24, 2025 2:14 PM

To: Courtney Pittman <ckp@sgi-airport.com>

Subject: Public Records Request (3-24-2)

WARNING: This email originated from outside of Northeast Florida Regional Airport. Do not click links or open attachments unless you recognize the sender and know the content is safe.

St. Johns County Airport Authority
Attn: Records Custodian
4796 US-1 North
St. Augustine, FL 32095

RE: Public Records Request – Badge Activity Data and Communications for Specific Individuals

Dear Records Custodian,

Pursuant to Article I, Section 24 of the Florida Constitution and Chapter 119, Florida Statutes, I hereby request access to and copies of the following public records maintained by the St. Johns County Airport Authority for the periods specified below:

1. **Badge access data (including all badge-in and badge-out records, attempted access logs, and related metadata)** for the following individuals:
 - Reba Ludlow: January 1, 2023, through present.
 - Dennis Clark: January 1, 2023, through present.
 - Len Tucker: November 1, 2025, through present.
 - Courtney Pittman: January 1, 2024, through present.
 - Chad Roberts: January 1, 2024, through present.
2. **All communications (electronic or otherwise) between and among** the above-named individuals during the periods identified. This request includes but is not limited to:
 - Emails (including attachments), text messages, voicemails, instant messages (e.g., Teams, Slack, etc.), social media messages, and any other form of written or recorded communication.
 - Communications sent or received on **personal devices** or accounts when used for airport-related business or matters concerning the Airport Authority.
 - Communications transmitted through official Airport Authority channels.
3. For **Len Tucker**, this request also includes **communications by any employee, agent, or representative acting on his behalf** related to Airport Authority matters, for the period of November 1, 2025, through present.

For clarity, this request covers records created, maintained, or transmitted in any format (physical or electronic), including servers, cloud-based accounts, or personal devices, in accordance with applicable Florida public records retention and disclosure requirements.

If you contend that any portion of these records is exempt from disclosure, please provide a detailed exemption log identifying the specific exemption(s) claimed, along with a description sufficient to permit evaluation of the applicability of the claimed exemption, as required by Florida law.

Please also notify me in advance of any costs exceeding \$50 associated with the production of these records. I expect a response within a reasonable time as required under Chapter 119, Florida Statutes.

-Matt

From: [Linda Santiago](mailto:liotta@r337.com)
To: [mliotta@r337.com](mailto:liotta@r337.com)
Cc: [Courtney Pittman](#); [Aviation Attorney](#)
Subject: Public Records Request - 2025-009
Date: Tuesday, March 25, 2025 8:44:00 AM

Dear Mr. Liotta:

This will acknowledge receipt of your public records request delivered via email on March 24, 2025.

Your public request has been assigned tracking number 2025-009. Please include this tracking number in all future correspondence to me about this public records request.

The airport authority will respond to the public records request within a reasonable time frame, consistent with the scope of the request itself.

Blue Skies,

Linda

Linda M. Santiago
Business Development Manager
St. Johns County Airport Authority
4796 US Highway 1 N.
St. Augustine, FL 32095
lms@sgj-airport.com
(904) 209-0090



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From: Matt Liotta <mliotta@r337.com>

Sent: Monday, March 24, 2025 2:14 PM
To: Courtney Pittman <ckp@sgj-airport.com>
Subject: Public Records Request (3-24-3)

WARNING: This email originated from outside of Northeast Florida Regional Airport. Do not click links or open attachments unless you recognize the sender and know the content is safe.

St. Johns County Airport Authority
Attn: Records Custodian
4796 US-1 North
St. Augustine, FL 32095

RE: Public Records Request – Records Relating to Chad Roberts, Including Advisory Work

Dear Records Custodian,

Pursuant to Article I, Section 24 of the Florida Constitution and Chapter 119, Florida Statutes, I hereby request access to and copies of all public records related to Chad Roberts, whether acting in his capacity as counsel, consultant, or otherwise, from the inception of his engagement to the present. Specifically, this request includes:

1. **All engagement letters, retainer agreements, contracts, or statements of work** defining Chad Roberts' scope of services, including any modifications or addenda.
2. **All invoices, billing statements, payment records, and supporting documentation** related to fees, expenses, and compensation paid to Chad Roberts or his firm, including detailed time entries specifying tasks performed.
3. **All meeting records** reflecting Roberts' participation in:
 - **Public meetings** (e.g., board meetings, committee meetings).
 - **Shade meetings** conducted under Florida Statutes Section 286.011(8).
 - **Internal or informal meetings** involving Airport Authority personnel, board members, or third parties.Please include **agendas, minutes, notes, summaries, or recordings** associated with each meeting.
4. **All communications by or involving Chad Roberts that relate to non-aviation legal matters** handled on behalf of or in connection with the Airport Authority. This includes, but is not limited to, matters involving land use, real estate, procurement, personnel, governance, or other general legal issues not directly related to aviation operations or regulatory aviation law.
5. **All records evidencing or reflecting that Chad Roberts drafted, assisted with,**

reviewed, or provided input on any correspondence, including emails, letters, memos, or other written materials, for or on behalf of **Courtney Pittman** or any other Airport Authority representative. This includes draft documents, tracked changes, comments, or other forms of input, whether formal or informal, and regardless of whether Chad Roberts is the final signatory or sender.

6. **All direct and indirect communications between Chad Roberts and Courtney Pittman** relating to the preparation, review, or strategy behind written communications during Roberts' engagement.

Please consider this request applicable to **all records, regardless of format**, including those stored on personal devices or accounts used for Airport Authority business, as well as official channels.

If you withhold any portion of the requested records based on an asserted exemption or privilege, you are required by Section 119.07(1)(d), Florida Statutes, to produce an exemption log that identifies the specific exemption claimed and provides sufficient detail to allow for independent assessment of its applicability.

Please notify me in advance if estimated costs exceed \$50, and provide responsive records within the time period mandated by Florida's Public Records Law.

-Matt

From: [Linda Santiago](mailto:lsantiago@sj-airport.com)
To: mliotta@r337.com
Cc: [Courtney Pittman](mailto:cpittman@sj-airport.com); [Aviation Attorney](mailto:lsantiago@sj-airport.com)
Subject: Public Records Request - 2025-010
Date: Tuesday, March 25, 2025 8:48:00 AM

Dear Mr. Liotta:

This will acknowledge receipt of your public records request delivered via email on March 24, 2025.

Your public request has been assigned tracking number 2025-010. Please include this tracking number in all future correspondence to me about this public records request.

The airport authority will respond to the public records request within a reasonable time frame, consistent with the scope of the request itself.

Blue Skies,

Linda

Linda M. Santiago
Business Development Manager
St. Johns County Airport Authority
4796 US Highway 1 N.
St. Augustine, FL 32095
lms@sj-airport.com
(904) 209-0090



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From: Matt Liotta <mliotta@r337.com>

Sent: Monday, March 24, 2025 2:14 PM
To: Courtney Pittman <ckp@sgj-airport.com>
Subject: Public Records Request (3-24-4)

WARNING: This email originated from outside of Northeast Florida Regional Airport. Do not click links or open attachments unless you recognize the sender and know the content is safe.

St. Johns County Airport Authority
Attn: Records Custodian
4796 US-1 North
St. Augustine, FL 32095

RE: Public Records Request – AI Tool Usage by Courtney Pittman

Dear Records Custodian,

Pursuant to Article I, Section 24 of the Florida Constitution and Chapter 119, Florida Statutes, I am requesting access to and copies of **all records related to the use of artificial intelligence (AI) tools by Courtney Pittman** from the date he assumed the role of interim Executive Director to the present.

This request includes, but is not limited to:

1. **All prompts, queries, inputs, or requests** made by Courtney Pittman to any AI platforms or tools (e.g., ChatGPT, Google Bard, Microsoft Copilot, or any other AI-powered system) for the purpose of generating content, obtaining advice, or otherwise assisting him in his official duties.
2. **All outputs, responses, draft documents, memos, letters, emails, reports, or other materials** generated by or with the assistance of any AI tools.
3. **Any internal or external communications** (emails, text messages, or other records) referencing or discussing Courtney Pittman's use of AI tools for Airport Authority business, whether among Airport Authority staff, legal counsel, board members, or third parties.
4. **Any policies, procedures, or guidelines** applicable to the Airport Authority regarding the use of AI tools by employees, with specific reference to records relating to Pittman's compliance or non-compliance with such policies, if they exist.

This request applies to all mediums and formats, including AI tools accessed via Airport Authority devices, accounts, or platforms, as well as personal devices/accounts if used for official Airport Authority business.

Should any portion of this request be withheld or redacted, please provide a detailed

explanation citing the applicable exemption(s) pursuant to Florida law and an exemption log as required by Section 119.07(1)(d), Florida Statutes.

Please notify me in advance if costs are expected to exceed \$50, and produce records as expeditiously as required under Florida's Public Records Law.

-Matt

From: [Linda Santiago](mailto:lsantiago@stjohnsairport.com)
To: mliotta@r337.com
Cc: [Courtney Pittman](mailto:cpittman@stjohnsairport.com); [Aviation Attorney](mailto:lsantiago@stjohnsairport.com)
Subject: Public Records Request - 2025-011
Date: Tuesday, March 25, 2025 8:59:00 AM

Dear Mr. Liotta:

This will acknowledge receipt of your public records request delivered via email on March 24, 2025.

Your public request has been assigned tracking number 2025-011. Please include this tracking number in all future correspondence to me about this public records request.

The airport authority will respond to the public records request within a reasonable time frame, consistent with the scope of the request itself.

Blue Skies,

Linda

Linda M. Santiago
Business Development Manager
St. Johns County Airport Authority
4796 US Highway 1 N.
St. Augustine, FL 32095
lms@sgj-airport.com
(904) 209-0090



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From: Matt Liotta <mliotta@r337.com>

Sent: Monday, March 24, 2025 2:15 PM
To: Courtney Pittman <ckp@sgj-airport.com>
Subject: Public Records Request (3-24-5)

WARNING: This email originated from outside of Northeast Florida Regional Airport. Do not click links or open attachments unless you recognize the sender and know the content is safe.

St. Johns County Airport Authority
Attn: Records Custodian
4796 US-1 North
St. Augustine, FL 32095

RE: Public Records Request – Procurement Records Over \$35,000 (Past 18 Months)

Dear Records Custodian,

Pursuant to Article I, Section 24 of the Florida Constitution and Chapter 119, Florida Statutes, I am requesting access to and copies of **all records related to procurement activity by the St. Johns County Airport Authority during the past 18 months** where total expenditures equaled or exceeded **\$35,000** in any fiscal year or rolling 12-month period with a single vendor, contractor, or service provider.

Specifically, this request includes, but is not limited to:

1. **All contracts, purchase orders, amendments, change orders, work authorizations, and task orders** with any vendor where cumulative spending reached or exceeded \$35,000 during the relevant period.
2. **All procurement records**, including solicitations (RFPs, RFQs, ITBs, sole source justifications), bids or proposals received, scoring sheets, evaluations, notices of award, and any procurement-related correspondence.
3. **All internal and external communications** relating to the approval, negotiation, award, or administration of procurements meeting this threshold, including emails, meeting minutes, notes, and memoranda.
4. **All payment records** reflecting disbursements to these vendors, including invoices, payment authorizations, and any related financial documentation.
5. Any **waivers, exceptions, or deviations from standard procurement procedures** related to these transactions.

Please construe this request broadly to include all records stored in any format—electronic or physical—including records maintained in cloud storage or personal devices/accounts when used for official Airport Authority business.

If you determine that any records are exempt from disclosure, please provide a detailed

exemption log in accordance with Section 119.07(1)(d), Florida Statutes, identifying the legal basis for each withholding.

Please notify me in advance if costs are expected to exceed \$50 and provide the records within the reasonable timeframe required by Florida law.

-Matt

From: [Linda Santiago](#)
To: ["Guy Bennett"](#)
Cc: [Courtney Pittman](#); [Aviation Attorney](#)
Subject: RE: Freedom of Information Act Request - From Guy Bennett
Date: Wednesday, March 26, 2025 9:04:00 AM

Dear Mr. Bennett:

This will acknowledge receipt of your public records request delivered via email on March 21, 2025.

Your public request has been assigned tracking number 2025-012. Please include this tracking number in all future correspondence to me about this public records request.

The airport authority will respond to the public records request within a reasonable time frame, consistent with the scope of the request itself.

Blue Skies,

Linda

Linda M. Santiago
Business Development Manager
St. Johns County Airport Authority
4796 US Highway 1 N.
St. Augustine, FL 32095
lms@sgj-airport.com
(904) 209-0090



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From: Guy Bennett <guycapt@msn.com>

Sent: Friday, March 21, 2025 11:14 AM

To: Linda Santiago <lms@sgj-airport.com>

Cc: Roxanne Buonsanto <rlb@sgj-airport.com>

Subject: Freedom of Information Act Request - From Guy Bennett

WARNING: This email originated from outside of Northeast Florida Regional Airport. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning,

I am requesting a PDF of Word Document of the following items:

- A. Atlantic Aviation Lease and/or FBO operators Contract.
- B. Current Federal and/or State Grant Status, including current balances of amount due or owed.
- C. Airport Rules and Procedures for Badge or Gate Access to transient ramp currently leased to Atlantic Aviation.

As per my previous calls and discussions, I provide contract services to multiple Charter and Private Operators for the purpose of primary organ and organ team transplants on a rotation basis.

Some of my contract flying is accomplished utilizing Charter (Part 135 Approved Carriers) and some Private Volunteer operations and aircraft.

Usually, the aircraft is a CJ but occasionally utilize G200, HS125 and Small Single Engine Aircraft as well.

My access to the secure area is at all hours of the day and night when on alert. Atlantic Aviation on call employees are between 30 - 60 mins after contact call for response.

The fee charged for call out according to Atlantic Aviation is a min of: \$375.00 (125.00 per hour).

I am looking to have 24 hour access to the secure area, for purposes of accessing the aircraft assigned, in the same manner I have at CRG / EXEC so that I can shorten my airborne launch timelines, and not incur excessive expense for our life saving mission as a volunteer or contract pilot.

Thank you for your assistance.

Regards,

Guy Bennett

904 671 2154

guycapt@msn.com

Nocatee, FL

Pro Service Holdings INC.

From: [Linda Santiago](#)
To: [Jennifer Liotta](#)
Cc: [Courtney Pittman](#); [Aviation Attorney](#)
Subject: FW: Public Records Compliance and Request for Documentation
Date: Wednesday, April 2, 2025 3:50:00 PM

Dear Ms. Liotta:

This will acknowledge receipt of your public records request delivered via email on March 31, 2025.

Your public request has been assigned tracking number 2025-013. Please include this tracking number in all future correspondence to me about this public records request.

The airport authority will respond to the public records request within a reasonable time frame, consistent with the scope of the request itself.

Blue Skies,

Linda

Linda M. Santiago
Business Development Manager
St. Johns County Airport Authority
4796 US Highway 1 N.
St. Augustine, FL 32095
lms@sgj-airport.com
(904) 209-0090



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From: Courtney Pittman <ckp@sgj-airport.com>

Sent: Wednesday, April 2, 2025 3:38 PM
To: Linda Santiago <lms@sgj-airport.com>
Cc: Aviation Attorney <aviationattny@sgj-airport.com>
Subject: Fw: Public Records Compliance and Request for Documentation

Can you please log this public records request?

Sincerely,

Mr. Courtney K. Pittman

Interim Executive Director

St. Johns County Airport Authority

[4796 US 1 N, St. Augustine, FL 32095](#)

m **904.423-6141**

ckp@sgj-airport.com

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From: Jennifer Liotta

Sent: Monday, March 31, 2025 5:41 PM

To: Courtney Pittman

Subject: Public Records Compliance and Request for Documentation

Mr. Pittman,

I am writing to express concern regarding the Airport Authority's handling of two or more public records requests that I have been informed were submitted on or about March 11, 2025 and/or March 12, 2025, related to the recently settled employment discrimination complaint brought by [REDACTED]. As you are aware, the complaint included specific allegations regarding your conduct. The matter is now settled, and I am not aware of any basis for the Airport to withhold any documents pertaining to this matter from the public.

More than two weeks have passed since those requests were submitted. While there may have been an acknowledgment from the Authority, no substantive response or record production has been made to my knowledge. As you know, general assurances or indefinite delays do not satisfy the Airport's obligations under Florida law.

Florida's public records statute, Chapter 119, Florida Statutes, requires agencies to respond in good faith and provide access to records "at any reasonable time, under reasonable conditions" (§ 119.07(1)(a)). The law does not permit delay based on the nature of the records or the identity of individuals involved. In fact, such factors elevate the public interest and the legal imperative to respond.

Noncompliance carries serious consequences:

- Mandatory attorney's fees and costs to the requestor if a court finds records were unlawfully withheld (§ 119.12(1));
- Criminal penalties, including a first-degree misdemeanor, for any public officer who knowingly violates public records requirements (§ 119.10(2)(b));
- Judicial orders to compel disclosure, available on an expedited basis (§ 119.11).

In my capacity as a board member, I am formally requesting the following records be provided no later than **5:00 p.m. on Monday, April 7, 2025:**

1. A copy of each public records request received by the Airport Authority from February 1, 2024, through the date of this email;

2. A copy of all written responses issued in connection with those requests;
3. All emails—internal and external—pertaining to the processing, handling, or fulfillment of those requests, including communications with staff, legal counsel, or requestors;
4. All pleadings related to the [REDACTED] complaint;
5. A copy of the transcript for the shade meeting held on or about August 2024 related to the [REDACTED] complaint;
6. A copy of the HR investigation report prepared in connection with the [REDACTED] complaint;
7. A copy of all written employee statements made in connection with the [REDACTED] complaint;
8. A copy of the [REDACTED] complaint settlement agreement.

The public's right to these records is not diminished by the fact that they may include allegations of serious misconduct by senior leadership. On the contrary, such circumstances demand transparency—and any attempt to suppress or delay access will only deepen public concern and legal exposure.

Additionally, to ensure I have a complete and accurate understanding of the Authority's compliance practices for later Board discussion, this request includes all public records requests received over the past year—not only those of which I am currently aware. This broader scope is necessary to evaluate whether the Authority has responded consistently and lawfully across all requests, particularly where sensitive subject matter or leadership accountability may be involved.

Sincerely,
Jennifer Liotta
Board Member
St. Johns County Airport Authority

From: [Linda Santiago](#)
To: [Steve Howell](#)
Cc: [Courtney Pittman](#); [Aviation Attorney](#)
Subject: RE: Public Information Request
Date: Wednesday, April 2, 2025 3:54:00 PM

Dear Mr. Howell:

This will acknowledge receipt of your public records request delivered via email on April 2, 2025.

Your public request has been assigned tracking number 2025-014. Please include this tracking number in all future correspondence to me about this public records request.

The airport authority will respond to the public records request within a reasonable time frame, consistent with the scope of the request itself.

Blue Skies,

Linda

Linda M. Santiago
Business Development Manager
St. Johns County Airport Authority
4796 US Highway 1 N.
St. Augustine, FL 32095
lms@sgj-airport.com
(904) 209-0090



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From: Steve Howell <msh354@aol.com>

Sent: Wednesday, April 2, 2025 3:34 PM
To: Linda Santiago <lms@sgj-airport.com>
Subject: Public Information Request

WARNING: This email originated from outside of Northeast Florida Regional Airport. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To Whom it May Concern:

I am attempting to locate the business name and the owner's name for the business that was located at 245 Hawkeye View Lane in April of 2018. I would like to request the business name and owner's name for the tenant of 245 Hawkeye View Lane for April 2018 and when they vacated the premises.

Thank you for your attention to this matter,
Steve Howell

My mailing address is 201 Genoa Road, St. Augustine, Florida 32084.
My contact telephone number is 904-424-5302.
My email is msh354@aol.com

From: [Linda Santiago](#)
To: [Jennifer Liotta](#)
Cc: [Aviation Attorney](#); [Courtney Pittman](#)
Subject: RE: Governance and Legal Compliance Concerns Regarding Use of Public Funds and Vendor Involvement in Procurement
Date: Thursday, April 3, 2025 2:58:00 PM

Dear Ms. Liotta:

This will acknowledge receipt of your public records request delivered via email on April 3, 2025.

Your public request has been assigned tracking number 2025-15. Please include this tracking number in all future correspondence to me about this public records request. The airport authority will respond to the public records request within a reasonable time frame, consistent with the scope of the request itself.

Linda

Linda M. Santiago
Business Development Manager
St. Johns County Airport Authority
4796 US Highway 1 N.
St. Augustine, FL 32095
lms@sgj-airport.com
(904) 209-0090



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From: Jennifer Liotta <j.liotta@flynf.org>
Sent: Thursday, April 3, 2025 12:09 PM

To: Linda Santiago <lms@sgj-airport.com>

Cc: Aviation Attorney <aviationattny@sgj-airport.com>

Subject: Fw: Governance and Legal Compliance Concerns Regarding Use of Public Funds and Vendor Involvement in Procurement

Hello Linda,

I am concerned that my document request to Mr. Pittman below was not passed along to you, as I have not received any email with a tracking number such as I received from you today regarding a separate request for documents. Please see below and confirm that this is being processed.

Regards,

Jennifer Liotta
Board Member
St Johns County Airport Authority

From: Jennifer Liotta <j.liotta@flynf.org>

Sent: Wednesday, March 26, 2025 9:38 PM

To: Courtney Pittman <ckp@sgj-airport.com>

Subject: Governance and Legal Compliance Concerns Regarding Use of Public Funds and Vendor Involvement in Procurement

Mr. Pittman,

As a member of the St. Johns County Airport Authority Board, I am writing to formally document two critical matters that raise substantial legal, ethical, and governance concerns.

These relate to:

- (1) your authorization of Airport Authority funds for your personal legal representation, and
- (2) your decision to rely on a current vendor—Passero & Associates—for internal procurement guidance.

These decisions appear to have been made without competitive process, board approval, or review by qualified procurement counsel. As Interim Executive Director, you bear direct administrative responsibility for both decisions.

I also want to note that I raised concerns regarding your use of public funds for personal legal counsel directly with Aviation Counsel, Mr. Chad Roberts, in my email dated March

24, 2025. That message specifically highlighted the need for the Airport to retain qualified counsel to review your decision to retain Mr. David Barksdale using public funds, given the absence of prior Board approval, the withdrawal of the Airport's General Counsel, and Mr. Roberts' public statement that "we are gapped right now in procurement compliance."

In fact, Mr. Roberts made two separate statements during the March 10, 2025 meeting explicitly disclaiming any role in providing legal guidance on procurement matters:

"My firm does not provide procurement compliance advice."

(Meeting Minutes, p. 35)

"To be clear, if my earlier comments were not understood, we are gapped right now in procurement compliance. My firm does not provide that."

(Meeting Minutes, p. 121)

These disclaimers make it particularly troubling that Mr. Roberts nonetheless proceeded to advise the Board—and seemingly you directly—that it would be appropriate to use Airport funds for your personal criminal defense attorney. Procurement and expenditure authority are inherently linked, and the decision to allocate public resources to retain private counsel is a procurement action that should be reviewed by qualified counsel in public procurement and ethics law. That such advice was given, despite his firm's stated limitations, further underscores the need for qualified, independent legal counsel to assess both the legality of the expenditure and the adequacy of internal controls.

It is not clear whether you consulted Mr. Roberts about your subsequent decision to rely on Passero in lieu of qualified legal counsel. If you did consult him and he failed to advise you to retain proper procurement counsel, that would reflect a serious lapse in legal oversight. If he did advise you to do so and you failed to act, that reflects poor executive judgment. And if you made the decision not to seek any legal advice at all after being put on notice of a legal gap, that is equally troubling.

Regardless, the lack of qualified, independent legal review—despite these concerns being flagged—raises serious questions about the process followed.

1. Use of Public Funds for Personal Legal Representation

At the March 10, 2025 Board Meeting, Aviation Counsel Mr. Chad Roberts stated:

"Mr. Pittman is a potential fact witness, and at my emphatic recommendation and the need to protect the integrity of any investigation that may follow, Mr. Pittman has retained independent counsel for himself... He's retained Mr. David Barksdale in the

Bedell Firm for this.”

(Meeting Minutes, p. 38, lines 276:1–6)

This statement was made in the context of discussing written allegations in the Douglas Law firm withdrawal letter which includes written allegations of Sunshine Law violations, improper meetings, and conflicts of interest involving board members Reba Ludlow and Len Tucker. Mr. Roberts framed your legal representation as necessary due to the likelihood of your involvement in sensitive law enforcement investigative matters—not as part of any routine administrative function.

However, the rationale that you require publicly funded individual legal representation simply because you may be a “fact witness” is deeply flawed. Other Airport employees may also be fact witnesses to relevant events. Further and more importantly, by his own statements Mr. Roberts cannot be relied upon for proper procurement advice. Your decision to direct public funds to pay for your own independent criminal defense attorney raises serious concerns about unequal treatment, improper use of public funds, and self-dealing. (see <https://www.bedellfirm.com/attorney/o-david-barksdale/>).

“It is in the Airport Authority’s best interest for Mr. Pittman to have this protection... and I believe it to be proper for the Airport Authority to carry the cost of his independent counsel.”

(p. 38, lines 276:7–13)

“I believe the right thing to do is for the board to ratify the arrangement of his costs being paid for by the Airport Authority.”

(p. 38, line 244:15–17)

You did not correct these statements at the time. Importantly, **the Board did not vote to ratify this expenditure**, and no legal opinion from qualified counsel has been provided supporting the use of Airport funds for this purpose.

These circumstances now raise additional questions that, in my view, must be assessed by qualified independent counsel with public sector expertise, including:

- Whether the use of public funds for private legal defense—particularly involving potential criminal exposure—is permissible under Florida law, including **Article VII, Section 10 of the Florida Constitution** and **§112.313(6), Florida Statutes**.
- Whether any legal basis exists for funding personal counsel where the **employee may be subject to individual criminal or ethical liability**.
- Whether your decision to authorize this expenditure—without prior board approval and in the absence of a procurement compliance attorney—constitutes a **conflict**

of interest or self-dealing.

- Whether Mr. Barksdale’s engagement (a private criminal defense attorney) reflects a legal need that the public can lawfully be required to fund.
- What precedent this sets for other employees seeking indemnification for private legal representation.

These are not administrative questions—they are matters of public finance, fiduciary duty, and institutional integrity. As Interim Executive Director, you are solely responsible for ensuring all expenditures are lawful, properly vetted, and consistent with Board policy and Florida law.

Should you choose not to retain qualified independent counsel for the Airport Authority to assess these issues—particularly where your own liability may be implicated—it would further heighten concerns about impartiality, transparency, and potential conflicts of interest. Declining to seek that review may also increase legal and reputational risk to the Airport Authority.

2. Reliance on a Major Vendor (Passero) for Procurement Services

In your March 25, 2025 email, you stated:

“Given the urgency of the need, PASSERO generously offered its procurement services to assist us in expediting the process at zero cost... This approach allowed us to move forward swiftly...”

(Email: RE: Request for Information – Contact for Procurement Counsel)

Passero is a current vendor to the Airport Authority. Its informal involvement in internal procurement support—particularly without formal engagement, legal review, or board discussion—raises the following concerns:

- Whether this engagement constitutes a **conflict of interest**, given Passero’s financial interest in procurement outcomes.
- Whether the involvement of a vendor in internal processes, without proper oversight, violates the **intent and requirements of §287.057, Florida Statutes**.
- Whether the impartiality and fairness of current or future procurement efforts may be compromised.
- Whether “zero-cost” assistance from an active vendor introduces ethical or legal risks related to undue influence or appearance of favoritism - no matter how well-intentioned the offer may have been.
- Whether this arrangement was properly disclosed and lawfully authorized.

Again, these are questions that should be addressed by independent legal counsel with specific expertise in public procurement law and government ethics. As the executive who authorized or accepted this arrangement, you are accountable for ensuring that it complies with applicable law and that any potential conflicts are proactively addressed.

Clarifications and Requested Information

To fulfill my oversight role as an individual board member, I respectfully request the following:

1. **By March 29, 2025**, please confirm whether you intend to retain qualified legal counsel with expertise in Florida public procurement and ethics law to advise the Airport Authority. If such counsel is engaged, please provide the name and firm.
 2. **By April 4, 2025**, please provide all documentation—emails, correspondence, memoranda, agreements, or otherwise—relating to Passero’s involvement in providing procurement or compliance-related services to the Airport Authority. If no such documentation exists, please confirm that in writing. For clarity, this request is limited to documents created or amended on or after January 1, 2025.
-

These issues raise serious implications for the lawful expenditure of public funds, the integrity of the procurement process, and the role of administrative leadership in protecting public interests. As Interim Executive Director, you are responsible for ensuring that all decisions taken under your authority are lawful, transparent, and in compliance with Florida’s standards for public institutions.

I offer these views in my capacity as an individual elected board member, and I will continue to press for independent legal review and full transparency on these matters.

Sincerely,

Jennifer Liotta

Board Member

St. Johns County Airport Authority

From: Courtney Pittman <ckp@sgj-airport.com>

Sent: Tuesday, March 25, 2025 10:34 AM

To: Jennifer Liotta <j.liotta@flynf.org>

Subject: RE: Request for Information - Contact for Procurement counsel

Good morning, Mrs. Liotta,

Given the urgency of the need, PASSERO generously offered its procurement services to assist us in expediting the process at zero cost.

Through their expertise, we can efficiently navigate the procurement requirements without the need for a procurement attorney, ultimately resulting in cost savings while ensuring compliance and timely execution. This approach allowed us to move forward swiftly without compromising quality or regulatory standards.

Sincerely,

Mr. Courtney K. Pittman

Interim Executive Director

St. Johns County Airport Authority

[4796 US 1 N, St. Augustine, FL 32095](#)

m **904.423-6141**

ckp@sgj-airport.com

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From: Jennifer Liotta <j.liotta@flynf.org>

Sent: Monday, March 24, 2025 11:59 AM

To: Courtney Pittman <ckp@sgj-airport.com>

Subject: Request for Information - Contact for Procurement counsel

Hello Mr. Pittman,

Please provide the name and contact information for the Airport's new procurement counsel. I'm assuming you have been able to secure this engagement since the last board meeting where it was discussed and approved. If you have not done so, please confirm when that will be completed.

I consider this an important matter and request the courtesy of a response to this simple inquiry, with the requested information, by 12 PM tomorrow. That is a full business day, and I trust sufficient time to respond.

Regards,

Jennifer Liotta

Board Member, St Johns County Airport Authority

From: [Linda Santiago](#)
To: [Jennifer Liotta](#)
Cc: [Aviation Attorney](#); [Courtney Pittman](#)
Subject: RE: Urgent: Discrepancies in Records Disposition and Compliance with Retention Schedules
Date: Thursday, April 3, 2025 3:09:00 PM
Attachments: [image002.png](#)

Dear Ms. Liotta:

This will acknowledge receipt of your public records request delivered via email on April 3, 2025.

Your public request has been assigned tracking number 2025-16. Please include this tracking number in all future correspondence to me about this public records request. The airport authority will respond to the public records request within a reasonable time frame, consistent with the scope of the request itself.

Blue Skies,

Linda

Linda M. Santiago
Business Development Manager
St. Johns County Airport Authority
4796 US Highway 1 N.
St. Augustine, FL 32095
lms@sgj-airport.com
(904) 209-0090



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From: Jennifer Liotta <j.liotta@flynf.org>

Sent: Thursday, April 3, 2025 12:10 PM

To: Linda Santiago <lms@sgj-airport.com>

Cc: Aviation Attorney <aviationattny@sgj-airport.com>

Subject: Fw: Urgent: Discrepancies in Records Disposition and Compliance with Retention Schedules

Hello Linda,

I am concerned that my document request to Mr. Pittman below was not passed along to you, as I have not received any email with a tracking number such as I received from you today regarding a separate request for documents. Please see below and confirm that this is being processed.

Regards,

Jennifer Liotta

Board Member

St Johns County Airport Authority

From: Jennifer Liotta <j.liotta@flynf.org>

Sent: Monday, March 24, 2025 3:28 PM

To: Courtney Pittman <ckp@sgj-airport.com>

Subject: Urgent: Discrepancies in Records Disposition and Compliance with Retention Schedules

Mr. Pittman,

I am writing to formally document serious concerns regarding the Airport Authority's recent handling of public records, particularly with regard to records destruction and compliance with Florida's statutory retention requirements.

Upon review of the Records Disposition Document No. "10.1.2023-9.30.2024," which reflects intended destruction of documents during August and September of 2024, I identified numerous discrepancies. These include misclassified records, erroneous or fabricated retention schedule numbers, and incorrect retention timelines. This document was executed during your tenure as Interim Executive Director and reflects activity occurring under your administrative authority.

Documented Discrepancies on Disposition Document No. 10.1.2023-9.30.2024:

1. Litigation Records

- Incorrectly categorized as: GS1-SL #241 (Public Records Requests – Non-Exempt)
- Correct category: GS1-SL #125
- Incorrect retention listed: 5 calendar years
- Correct retention: 5 years after case closed, including appeals

2. Disbursement Records

- Cited under: Non-existent GS1-SL #340
- Correct category: GS1-SL #66
- Retention: 5 fiscal years

3. Accounts Payable

- Cited under: Non-existent GS1-SL #121
- Correct category: GS1-SL #67
- Retention: 5 fiscal years

4. Payroll Supporting Docs – GS1-SL #195

- Incorrect retention listed: 3 calendar years
- Correct: 5 fiscal years

5. Federal Tax Records – GS1-SL #157

- Incorrect retention listed: 4 years
- Correct: 5 fiscal years

6. Policies/Procedures – GS1-SL #186

- Incorrect retention listed: “2 annual years”
- Correct: Retain until obsolete, superseded, or administrative value is lost (OSA)

7. Staff Admin Records – GS1-SL #371

- Retention listed as: “0”
- Correct: OSA

8. Audit Support Docs – GS1-SL #57

- Incorrect retention listed: 3 fiscal years
- Correct: 5 fiscal years after audit report release

These discrepancies suggest that records may have been approved for destruction prematurely and without compliance with Rule 1B-24, Florida Administrative Code, and Chapters 119 and 257, Florida Statutes.

I also note that the documents provided to me by staff do not address whether the Airport Authority has any relevant document retention obligations under FAA or other regulation or connected to FAA contracts (assurances). The Florida guidelines specifically state that other regulatory retention requirements may apply to Florida public entities. (“Agencies must be aware of and comply with any additional retention requirements that may be mandated by federal, state, or local statutes, rules, or regulations; judicial or administrative court orders; audit or investigation requirements; or contractual obligations.” Records Schedule for State and Local Government Agencies (GS1-SL) - General Guidance pg. viii).

Request for Records

To ensure a complete and accurate record, I respectfully request that you provide, no later than **April 4, 2025**, the following:

1. The completed Records Disposition Document No. 10.1.2023-9.30.2024, including any drafts or correspondence related to its preparation.
2. Documentation confirming RMLO review and approval of each listed record series.
3. Records showing internal efforts to verify retention classifications prior to submission.
4. Records reflecting any efforts to identify or prevent misclassification or noncompliant destruction.
5. A list of any litigation-related, personnel, or financial records destroyed in the past 24 months, with cited retention schedules.

6. Training records showing that personnel involved in recordkeeping received instruction on GS1-SL use, destruction documentation, and legal compliance.
7. Records reflecting any FAA regulatory or contractually-required retention schedules for Authority documents.
8. Records reflecting whether the documents included in Document No. 10.1.2023-9.30.2024 were original records or copies.
9. Records reflecting, for each category of documents included in Document No. 10.1.2023-9.30.2024, whether the records were destroyed.
10. Records reflecting, for each category of documents included in Document No. 10.1.2023-9.30.2024, the method of destruction.

If any of these records do not exist, please confirm that in your response.

Accountability of Legal and Executive Leadership

As previously documented, I raised public records concerns directly with Mr. Roberts. Rather than offering legal analysis or recommending corrective action, he dismissed these concerns and apparently relied exclusively on internal verbal assurances. He did not acknowledge or respond to the documented discrepancies above, despite being copied on materials that made them plain.

Continued reliance on Mr. Roberts as sole legal counsel in this matter is not, in my view, legally or ethically sustainable. It is now a matter of public record that Mr. Roberts as counsel was alerted to statutory risks and failed to act.

As Interim Executive Director, the responsibility for administrative compliance rests with you. That includes ensuring public records are handled in accordance with state law and that legal advice sought and relied upon is competent and unbiased. Now that you are on notice of these issues, your response—or lack thereof—will reflect directly on your stewardship of the Authority.

Recommended Immediate Actions

While I cannot direct administrative decisions, I strongly urge the following:

- **Immediately retain independent legal counsel** with public records expertise, using your discretionary authority, pending the Board's selection of permanent counsel through the RFQ process.

- **Suspend all document destruction** until a full legal and procedural review is completed.
- **Initiate an internal audit** of records disposition activity for the current and prior fiscal year.
- **Preserve all communications and documentation** related to the preparation and submission of Disposition Document No. 10.1.2023-9.30.2024.
- **Request technical guidance** from the Florida Department of State, Division of Library and Information Services.

These steps are consistent with best practices, risk mitigation, and the public interest.

If you believe any of the information above is inaccurate, or if corrective action has already been taken, I welcome your response in writing.

Sincerely,

Jennifer Liotta

Board Member

St. Johns County Airport Authority

From: Jennifer Liotta <j.liotta@flynf.org>

Sent: Saturday, March 22, 2025 3:28 PM

To: Aviation Attorney <aviationattny@sgj-airport.com>

Cc: Connie Worley <csw@sgj-airport.com>; Roxanne Buonsanto <rlb@sgj-airport.com>; Linda Santiago <lms@sgj-airport.com>; Courtney Pittman <ckp@sgj-airport.com>

Subject: Re: Concerning rumors regarding public document handling and destruction at the airport

Mr. Roberts,

For the benefit of all recipients, I'd like to clarify the intent and context of my original communication, which was sent directly and confidentially to you in your capacity as legal counsel.

My message raised a concern about potential noncompliance with public document handling requirements. I explicitly referred to it as a "rumor" to avoid making any unfounded accusations. My intent was to ensure that the concern—regardless of source—received a reasonable and independent inquiry through the appropriate legal channel.

Because the Executive Director is responsible for records management, and the concern related specifically to that area, it would have been inappropriate to rely solely on Mr. Pittman's own account in responding to the inquiry. Independent verification is necessary to maintain public trust and to ensure that institutional processes are functioning as intended.

It is disappointing that my confidential message was later shared with staff without my consent, as it mischaracterizes my intent and unnecessarily pulls others into what was a legal inquiry. I want to be absolutely clear: I have not accused any staff member of wrongdoing. On the contrary, I have taken steps—both publicly and privately—to ensure that staff are protected if they come forward with concerns.

As you are aware, the Airport has previously settled litigation involving allegations of retaliatory termination after a staff member lodged complaints against Mr. Pittman. That history makes it especially important to take anonymous or confidential staff concerns seriously. It also underscores why I declined to disclose the source of the concern, and why I continue to advocate for appropriate safeguards. Anonymous reports should not be discounted—they are sometimes the only safe option for employees in sensitive environments.

In fact, to ensure staff and former employees can speak freely without fear of retaliation or financial burden, I recently agreed to cover legal expenses for a former employee to provide an affidavit containing allegations regarding Mr. Pittman's conduct. I share this not to escalate tension, but to affirm my belief that protecting staff and encouraging truthfulness are in the public interest.

To any current staff included in this email: If you have legitimate concerns related to document handling, or other matters that you are uncomfortable raising internally, I will support your right to come forward. If legal representation is needed to do so safely, I am willing to help ensure that access is available. No one should have to choose between their job and their integrity. Please feel free to share this email with others.

Regarding your assertion that the Policy Committee is responsible for confirming staff training on public records compliance, I must respectfully disagree. The Policy Committee Charter limits its role to reviewing and recommending policy—it does not extend to operational oversight or management compliance. That responsibility lies with executive leadership. If there is precedent to the contrary, I welcome your providing documentation.

Lastly, given the broader context—ongoing public scrutiny and unrelated allegations of unlawful conduct involving Airport board members Reba Ludlow and Len Tucker — it is

not only appropriate, but necessary, to handle all reports of potential misconduct with independence, seriousness, and care.

I remain deeply appreciative of the work our staff does, especially in challenging times, and I am committed to supporting them as we uphold the Airport Authority's obligations to the public.

Sincerely,
Jennifer Liotta
Board Member, St. Johns County Airport Authority

From: Aviation Attorney <aviationattny@sgj-airport.com>

Sent: Saturday, March 22, 2025 8:50 AM

To: Jennifer Liotta <j.liotta@flynf.org>

Cc: Connie Worley <csw@sgj-airport.com>; Roxanne Buonsanto <rlb@sgj-airport.com>; Linda Santiago <lms@sgj-airport.com>; Courtney Pittman <ckp@sgj-airport.com>

Subject: Re: Concerning rumors regarding public document handling and destruction at the airport

Mrs. Liotta,

Your unwillingness to disclose any actionable information you have concerning the suggestion that paper documents are being improperly destroyed at the Airport Authority is less than helpful. If you have information that there is improper destruction of documents occurring at the Airport Authority, I believe you have a fiduciary duty to come forward with that information so that it can be acted upon. Continuing unwillingness to do so puts the Airport Authority at risk that any such improper conduct may be recurring.

Alternatively, if, in fact, you do not actually have any such information, it is irresponsible and destructive for a Board Member to raise concerns of serious wrongdoing based upon what you characterize below as "rumors." Your words matter, and in this case, your words appear to have done nothing more than to hurt innocent staff members who work tirelessly for the Airport Authority and who care deeply about their integrity.

Based upon the seriousness of your concerns, inquiries have been made. The Airport Authority building is small, and the administrative employees all work in close proximity to one another. Copied here are the persons that would likely have first-hand knowledge if "large amounts of paper documents [were] being emptied out of admin back storage areas" and shredded. Not only do they report that they are unaware of any such activity, they do not even have a plausible explanation for any activity that could even be mis-constructed as such. They deserve better than to have anyone in a position of governance cite only to "extremely concerning rumors" to make profoundly serious suggestions concerning the improper conduct of staff. If you truly believed the rumors to be "extremely concerning," then it would be appropriate for you to come forward with the facts that can be investigated.

I have reviewed Mr. Pittman's comments in the transcript concerning documents stored on the S-drive. Those comments addressed to the difficulty of *locating* certain documents stored on a prior employee's share drive folder in a timely manner, not the loss or destruction of any documents.

As far as independently confirming and reporting at the next Board Meeting "that staff is appropriately trained on public document handling requirements," the responsibility for that independent confirmation and reporting would reside with the Chairman of the Airport Authority's Sub-Committee on Policy (Liotta, J.), working with the Interim Executive Director. It is not the professional responsibility of Aviation Counsel.

To assist you with that confirmation and reporting to the Board on the Policy Sub-Committee's work over the past two years, staff is providing you with the following documents and policies they rely upon for public document handling. They are: 1) the Airport Authority's Records Disposition Forms for the last 8 years; 2) General Records Schedule GS1-SL for State and Local Government Agencies; 3) Managing Florida's Public Records; and 4) correspondence between the Airport Authority's Records Manager (Buonsanto, R.) and The Florida Department of State, Bureau of Archives and Records Management (September, 2023).

At this point, if you have an interest in contributing in a constructive way to the Airport Authority's Information Governance efforts, document handling, or document disposition activities, please work with Mr. Pittman directly.

Best Regards, Roberts

CHAD S. ROBERTS

Attorney

AviationAttny@sgi-airport.com | +1.305.240.5148

www.RobertsAviationLaw.com

The Roberts Firm, pllc | Jacksonville – Miami |



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Key Words: privilege privileged attorney client work product confidential Chapter 119 Exempt

From: Jennifer Liotta

Sent: Thursday, March 20, 2025 7:09 PM

To: Aviation Attorney

Subject: Fw: Concerning rumors regarding public document handling and destruction at the airport

Mr. Roberts,

Additional to the below, I would like you to independently confirm that staff is appropriately trained on public document handling requirements. Please do so by response to this email. Further, I believe such a confirmation would be helpful at the next public meeting. Given Pittman's S drive comments and these rumors, there is clearly a lack of confidence that the Airport is properly administering its public records obligations.

If you are not able to advise on this area of law, please confirm so immediately.

I decline to provide the source of the information, as I remain HIGHLY concerned that reporting individuals may be subjected to retaliation given that we have no independent investigation into current allegations of wrongdoing. Given this, I caution you not to brush off even anonymous reports of additional potential wrongdoing, insist on 'when who where' detail, or simply take Pittman's word for anything related to potential malfeasance without independent verification. I would like confirmation from you that you have made an independent, reasonable inquiry into this.

Jennifer Liotta

Board member, St Johns County Airport Authority

From: Jennifer Liotta <j.liotta@flynf.org>

Sent: Thursday, March 20, 2025 6:52 PM

To: Aviation Attorney <aviationattny@sgj-airport.com>

Cc: Courtney Pittman <ckp@sgj-airport.com>; Linda Santiago <lms@sgj-airport.com>

Subject: Re: Concerning rumors regarding public document handling and destruction at the airport

This rumor does not involve shredding a handful of documents at the front desk. It involves large amounts of paper documents being emptied out of admin back storage areas.

At the next board meeting, I would like staff to go on record confirming that all documents are accounted for and properly stored, and ONLY destroyed after confirming that all applicable legal retention periods have been met.

I have already alerted Mr. Pittman of a similar request given his statement at the last board meeting that he didn't know if public records were being properly maintained. Those comments were in relation to the S drive, but handling of paper documents is equally important.

Let's work to restore public trust on this issue.

From: Aviation Attorney <aviationattny@sgj-airport.com>

Sent: Thursday, March 20, 2025 6:28 PM

To: Jennifer Liotta <j.liotta@flynf.org>

Cc: Courtney Pittman <ckp@sgj-airport.com>; Linda Santiago <lms@sgj-airport.com>

Subject: Re: Concerning rumors regarding public document handling and destruction at the airport

So as an initial follow up, Courtney stopped what he was doing and investigated this with me on the phone. As you know, the Administration building is small and the handful of folks who work there all work in close proximity to one another. There is a paper shredder located at the receptionist's desk in the front public lobby. From time to time the receptionist is given things to shred such as: 1) security badge applications with personal information that have scanned into the share drive; 2) cancelled checks; 3) older versions of working documents printed from the accounting software or the share drive after a current version has been printed, etc. It would be difficult for any person or persons in the Administration building to be shredding "large quantities" of paper documents for some improper purpose without being observed by numerous people. If you have specific information like dates or times to look into further, please share that, but at present it would appear most likely that persons in the public lobby may have observed the receptionist shredding documents in the routine course of business.

Regards, Roberts

From: Aviation Attorney

Sent: Thursday, March 20, 2025 4:56 PM

To: Jennifer Liotta

Cc: Courtney Pittman; Linda Santiago

Subject: Re: Concerning rumors regarding public document handling and destruction at the airport

I am not aware of any such thing but will make inquiries.

CHAD S. ROBERTS

Attorney

AviationAttny@sgi-airport.com | +1.305.240.5148

www.RobertsAviationLaw.comwww.RobertsAviationLaw.com

The Roberts Firm, pllc | Jacksonville – Miami |



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Key Words: privilege privileged attorney client work product confidential Chapter 119 Exempt

From: Jennifer Liotta

Sent: Thursday, March 20, 2025 4:54 PM

To: Aviation Attorney

Subject: Concerning rumors regarding public document handling and destruction at the

airport

Mr. Roberts,

I have heard extremely concerning rumors regarding documents being shredded at the airport administration building - and in large quantities. I'm requesting an immediate inquiry into this and report back on what, if anything, has been disposed and confirmation that Pittman is following legal requirements for document preservation and handling.

All of this is extremely concerning given Mr. Pittman's statement at the last meeting that the airport records were not well maintained.

Jennifer Liotta

Saint Johns County Airport Authority

Board Meeting Agenda

Northeast Florida Regional Airport (UST/KSGJ)

Airport Conference Center, Monday, April 14, 2025, 4:00 pm

2. Engagement of Cindy Laquidara, Esq. in Excess of Interim Executive Director's Authority (15 mins)

Purpose of Item: Discussion and Vote

Based on guidance received from the Board on March 10, 2025, the Interim Executive Director retained Cindy Laquidara, Esq. and the Akerman Law Firm to provide services as General Counsel to the Airport Authority, not to exceed the Interim Executive Director's spending authority of \$35,000. Ms. Laquidara does not wish to be considered for selection as a permanent General Counsel, which is the subject of an RFQ published by the Airport Authority but has agreed to provide these services during the time the Airport Authority seeks to retain a permanent General Counsel.

Staff requests the ratification of Ms. Laquidara's engagement by the Board pending the Board's selection of a permanent General Counsel.

Ms. Laquidara is Board Certified by the Florida Bar in City, County & Local Government Law, and is the former general counsel for the Consolidated City of Jacksonville with responsibilities for the City and its entities. Those entities have included the Jacksonville Aviation Authority, the operator of three public use airports.

Now in private practice, Ms. Laquidara advises high-profile government entities on a multitude of diverse matters, including the Jacksonville Electric Authority (a combined water and electric generating entity,) the Supervisor of Elections, the Property Appraiser, and the Duval County School Board. She brings forty years of high-profile legal experience representing public entities to the St. Johns County Airport Authority.

- Board Comments
- Public comments

Saint Johns County Airport Authority

Board Meeting Agenda

Northeast Florida Regional Airport (UST/KSGJ)

Airport Conference Center, Monday, April 14, 2025, 4:00 pm

3. Approval of Passero Work Order for Casa Cola Way Roadway Extension Final Design and Bidding (15 Mins)

Purpose of Item: Discussion and Vote

At the last board meeting, PASSERO ASSOCIATES delivered a presentation on the proposed Casa Cola Way roadway extension, including the scope, anticipated benefits, and alignment with airport access and infrastructure improvements.

Following that presentation, the staff is now requesting the Board's consideration and approval of the work order for PASSERO ASSOCIATES to proceed with the final design and bidding phase of the project. This phase is critical to moving the project forward and includes preparing construction-ready documents, finalizing engineering details, and coordinating the public bidding process.

The Casa Cola Way extension is a key infrastructure improvement that will enhance access, support future development, and improve traffic flow within the airport property. Approving this work order is a necessary step to keep the project on schedule and ensure that all technical and regulatory requirements are met.

- Board Comments
- Public comments

**St. Johns County
Airport Authority**



St. Augustine Airport

**Casa Cola Way Roadway
Extension/Relocation
Design Phase Services**

Final Design, Permitting, Bidding,
& Grants Administration Assistance

by

Passero Associates, LLC

PASSERO

PA Project No. 23000081.106F

Supplemental Agreement 25-106F

Supplemental Agreement No. 25-106F
Casa Cola Roadway Extension/Relocation
Final Design, Permitting, Bidding, & Grants Administration Assistance

This Supplemental Agreement No. 25-106F is made this ____ day of _____, 2025, by and between Passero Associates, LLC. dba Passero (“Consultant” or “Passero”) and the St. Johns County Airport Authority (“Authority”) and is hereby incorporated into the Master Consulting Agreement (“Agreement”) between the parties dated October 20, 2023. This Supplemental Agreement supplements the Master Consulting Agreement to the extent the terms and conditions herein differ from those found in the Agreement. All Agreement terms and conditions not modified by this Supplemental Agreement shall be applicable to this Supplemental Agreement.

1 SCOPE OF WORK – Basic Services

Passero Associates will perform design phase services to assist the Authority with the Casa Cola Way Roadway Extension/Relocation project at the Northeast Florida Regional Airport. The project is described below in the Project Description.

A. Project Description

The Airport’s capital improvement program includes design and construction of an improved roadway between US-1 and Casa Cola Way where it enters the Airport’s South GA Conference Center facility. The Preliminary Design phase for this project has already been completed in calendar year 2024. The scope of work included in this agreement is for the Final Design phase. The Construction phase of the project cannot proceed until this scope of work is completed.

See the attached Project Sketch for illustration.

The project includes approximately 700 LF Casa Cola Way roadway extension/relocation from the Conference Center access road to US Highway 1 North (This road would ultimately replace and serve as a relocation of Indian Bend Rd.). The project also includes utility, drainage, and stormwater management facility improvements.

B. Final Engineering Design & Contract Documents

1. Finalize the pavement geometry, grading, drainage, stormwater, and utility design.
2. Revise design if required by permitting agencies.
3. Prepare final construction plans and supplemental documents such as construction phasing plans, soil boring logs and cross sections.
4. Prepare final quantity takeoffs for the bid schedule. This will include items shown on the drawings and/or described in the technical specifications.

5. Prepare a final probable construction cost utilizing the quantity takeoff and bid items previously developed.
6. Prepare final contract agreements and technical specifications.
7. Prepare and submit Obstruction Evaluation Airport Airspace Analysis to FAA.
8. Submit advance final documents to the Authority and Florida Department of Transportation for final review and comment. The design team and the Authority will conduct a final review meeting to discuss and resolve final comments.
9. Reproduce copies of the bid documents which include plans, specifications, construction phasing plans, soil boring logs and cross sections. These documents will be supplied to the Authority.
10. During this task, the final engineering design of the project will progress to 100% completion.

C. Permitting

1. Florida Department of Transportation (FDOT) Roadway

- i. This item will address FDOT Access & Drainage Permits.
- ii. Meet with FDOT for pre-application meeting.
- iii. Prepare and submit access and drainage permits as required by FDOT.
- iv. Respond to requests for additional information and provide revisions as required to obtain a permit.

2. St. Johns River Water Management District (SJRWMD)

- i. Review history of existing Environmental Resource Permits (ERP) in the area of the proposed project.
- ii. Identify existing pervious and impervious surfaces, as well as existing drainage system components and function.
- iii. Identify proposed pervious and impervious surfaces, as well as proposed drainage system components and function.
- iv. Review St. Johns River Water Management District (SJRWMD) ERP criteria as it relates to the proposed project. Note: It is expected that the project will require an Environmental Resource Permit (ERP).
- v. Meet with SJRWMD staff for pre-application meeting.
- vi. Prepare and submit SJRWMD ERP application including supporting documentation such as plans, calculations and reports.
- vii. Provide any additional information and/or design revisions to SJRWMD as required to obtain an ERP for the proposed project.

3. City of St. Augustine (COSA) Utilities

- i. Meet with COSA staff for pre-application meeting.
- ii. Request fire flow test if needed.
- iii. Prepare and Submit COSA utility permit application, including supporting documentation such as plans, calculations, and reports.
- iv. Respond to requests for additional information and provide revisions as required to obtain a permit.

4. **Florida Department of Environmental Protection (FDEP) Water & Wastewater**
 - i. Coordinate project and FDEP permitting requirements with FDEP staff, including virtual meeting as required.
 - ii. Prepare and submit water and wastewater permit applications as required by FDOT.
 - iii. Respond to requests for additional information and provide revisions as required to obtain a permit.

D. Bidding

1. Assist the Authority in the legal advertisement of the project and tracking of outstanding contract document sets.
2. Questions from potential bidders will be directed to and answered by addendum (if required).
3. A pre-bid conference will be scheduled at least ten days prior to the scheduled bid opening. Minutes of the pre-bid conference will be prepared by Consultant and supplied to all meeting attendees and contract document holders.
4. Consultant will assist the Authority at the bid opening and review the bids received for conformance with the Contract Documents. Consultant will review the contractor's personnel, equipment lists, and financial statement to verify the contractor's qualifications and experience. If the contractor has no past working relationship with Authority and/or Consultant, the contractor's references will be checked.
5. Prepare a bid tabulation and provide it to the Authority.
6. Prepare a recommendation of award or rejection of bids, if appropriate, to the Authority. Concurrence of the award by FDOT will be requested.

E. Construction Administration and Observation

1. **NOT INCLUDED IN THIS SCOPE OF WORK.** Construction phase services will be included under a separate authorization.

2 SCOPE OF WORK – Special Services

Environmental Permitting

Although wetland permitting will be completed at the same time as the final design phase, it is included in preliminary design phase scope of work and NOT included in this scope.

Topographic Survey and Utility Designation Survey

Southeastern Surveying and Mapping Corporation will complete a topographic survey and subsurface utility exploration level B survey. (Cost: \$6,772)

Traffic Study

NV5 will perform a traffic study and coordinate US-1 access analysis and project planning with FDOT (Cost Not to Exceed: \$8,000.00).

Geotechnical Investigation

Jackson Geotechnical Engineering will perform a geotechnical site investigation to assess existing soils and pavement materials. (Cost Not to Exceed: \$10,000.00)

3 SCHEDULE

After receiving the Notice-To-Proceed (NTP) from the Authority, the Consultant will immediately be available to work on the project, in accordance with the proposed project, as assigned by the Authority. It is estimated that the project will be completed within 6 months from authorization.

4 ESTIMATE OF COSTS

Passero will complete the above tasks for a Not-To-Exceed fee of **\$139,772.00 (One hundred thirty-nine thousand seven hundred seventy-two dollars and zero cents).**

The proposed fee is further broken down as follows:

1) Final Design.....	\$ 60,000.00
2) Permitting.....	\$ 30,000.00
3) Bidding.....	\$ 10,000.00
4) Grants Administration Assistance.....	\$ 5,000.00
5) Project Management.....	\$ 10,000.00
6) Topographic Survey.....	\$ 6,772.00
7) Traffic Study.....	\$ 8,000.00
8) <u>Geotechnical.....</u>	<u>\$ 10,000.00</u>
9) TOTAL.....	\$ 139,772.00

5 DELIVERABLES

1. 100% Design Plans and Specifications
2. Bid Documents
3. Recommendation of Award
4. SJRWMD, FDOT, COSA, & FDEP Permits

6 MEETINGS AND PRESENTATIONS

1. Meetings and Presentations:
 - a. Permitting agency meetings, as required.

- b. Design Kickoff Meeting
- c. Design Review Meeting
- d. Pre-Bid Meeting
- e. Bid-Opening Meeting
- f. Other meetings and presentations as requested by the Airport Authority

7 SPECIAL TERMS AND CONDITIONS

The compensation itemized above may be renegotiated to reflect a change in Project Scope at the request of the Authority or Passero. Additional compensation may be due Passero if rework is necessary or if delays occur which result in additional expense to Passero. Such additional compensation will be negotiated between the Authority and Passero.

8 OTHER

1. This project does not include the following services:
 - a. Anything other than those services specifically listed herein.
 - b. Any form of building design such as architectural, structural, or MEP design services.
 - c. FAA Environmental coordination.
 - d. Construction administration or inspection services.

If needed, such services shall be performed by the Consultant only as approved by the Authority, in writing, during later stages of the project, as requested by the Authority.

2. The Authority is responsible for providing complete and thorough data in a timely fashion as requested by Passero, including all necessary data from Airport archives. Passero is not responsible for data that is not provided in the course of this Agreement.

IN WITNESS WHEREOF, Consultant and the Authority have caused this Supplemental Agreement to be executed by their duly authorized representatives as of the date first written above.

FOR:
Passero Associates, LLC

FOR:
St. Johns County Airport Authority

By: _____
Signature

By: _____
Signature

Bradley J. Wentz, P.E.
Name (Typed or Printed)

Courtney Pittman
Name (Typed or Printed)

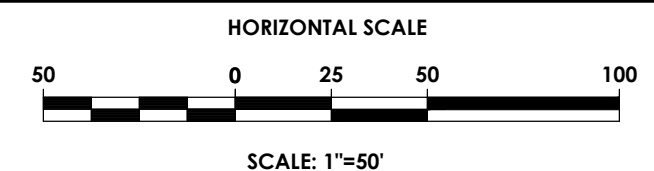
Southeast Services Director
Title

Executive Director
Title

Date

Date

Y:\PROJECTS-NEW\2003\23000081 SE - ST AUG - CASA COLA WAY EXTENSION\01_CAD-BIM-MODELS\CIVIL\23000081.0106_C101 SITE FULL BUILD.DWG 9/17/2024 10:11 AM Carole Harvey



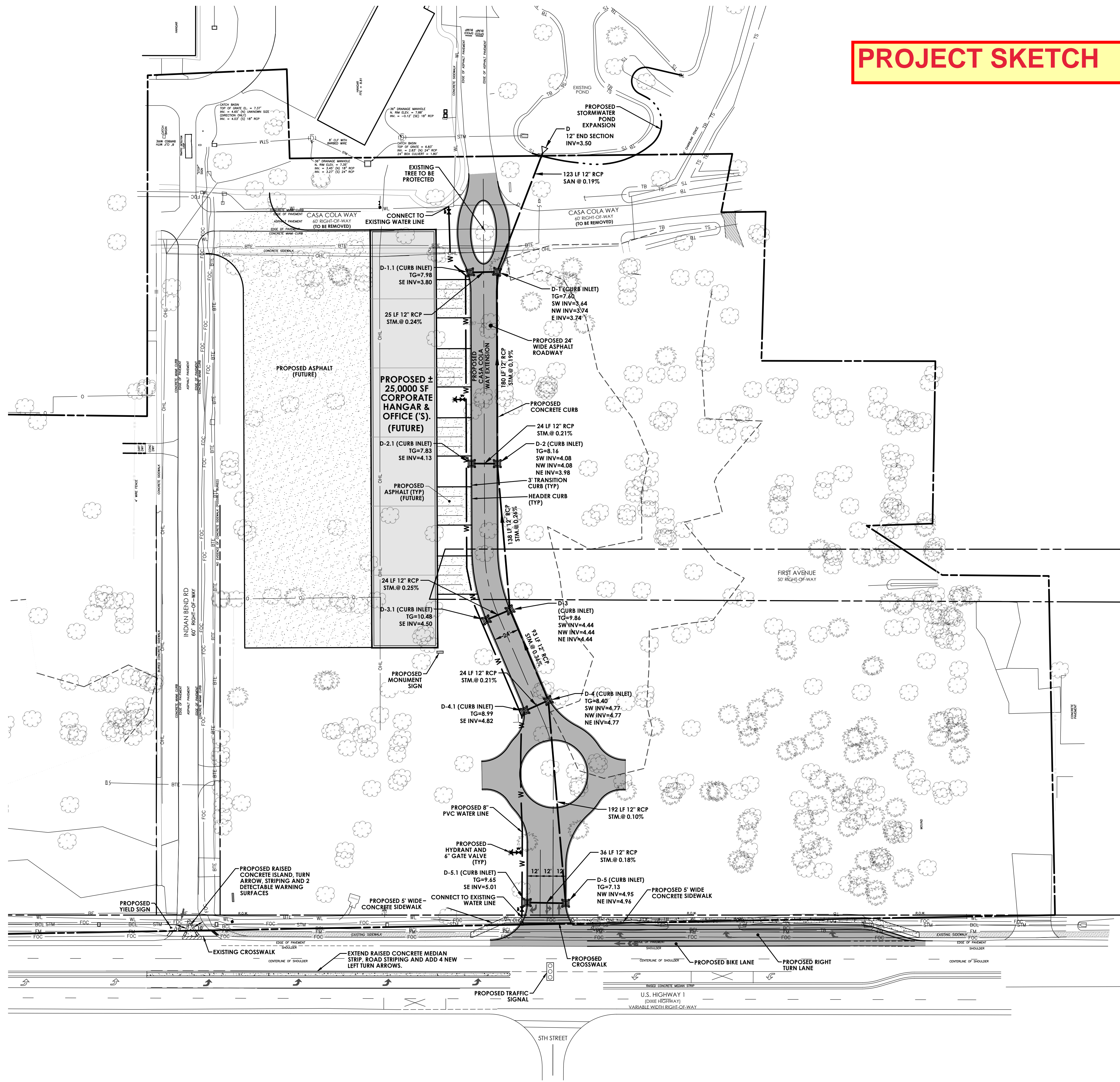
PASSERO
architecture engineering

PROJECT SKETCH

LEGEND

- PROPERTY BOUNDARY
- RIGHT OF WAY
- ROAD CENTERLINE
- PROPOSED CONCRETE
- PROPOSED PAVEMENT
- PROPOSED STORM SEWER INLET AND END SECTION
- PROPOSED WATERMAIN, VALVE & HYDRANT

- BCL- = BURIED CABLE LINE
- BTE- = BURIED TELEPHONE/COMMUNICATION LINE
- FOC- = BURIED FIBER OPTIC
- FM- = FORCE MAIN
- M- = METAL FENCE
- OHL- = OVERHEAD UTILITY LINE
- STM- = STORM DRAINAGE PIPE
- TS- = TOE OF SLOPE/EMBANKMENT
- TB- = TOP OF BANK
- WL- = WATER MAIN



STAMP:

CLIENT:
ST. JOHNS COUNTY AIRPORT AUTHORITY
4796 US 1 NORTH
ST. AUGUSTINE, FL 32095

Passero Associates
242 WEST MAIN ST., SUITE 100 (585) 325-1000
ROCHESTER, NY 14614 FAX: (585) 325-1691

PROJECT MANAGER
PROJECT ENGINEER
DESIGNER

NO.	DATE	BY	DESCRIPTION

UNAUTHORIZED ALTERATIONS OR ADDITIONS TO THIS DRAWING IS IN VIOLATION OF STATE EDUCATION LAW ARTICLE 145 SECTION 7209 AND ARTICLE 147 SECTION 7307, THESE PLANS ARE COPYRIGHT PROTECTED. ©

SITE PLAN
FULL BUILD

CASA COLA WAY EXTENSION

TOWN/CITY: ST. AUGUSTINE
COUNTY: ST. JOHNS STATE: FL

PROJECT NO.:
23000081.0106

DRAWING NO.:
C-101

DATE:
JUNE 2024

\\LUCID\FILES\PROJECTS\NEW_2003\23000081_0106 - CASA COLA WAY EXTENSION 01 - CAD-BIM-MODELS\CIVIL\23000081_0106_C101_SITE_FULL_BUILD.DWG - 10/24/2024 5:31 AM Mof

CASA COLA WAY

INDIAN BEND RD.

TAXIWAY F

NEW ROAD

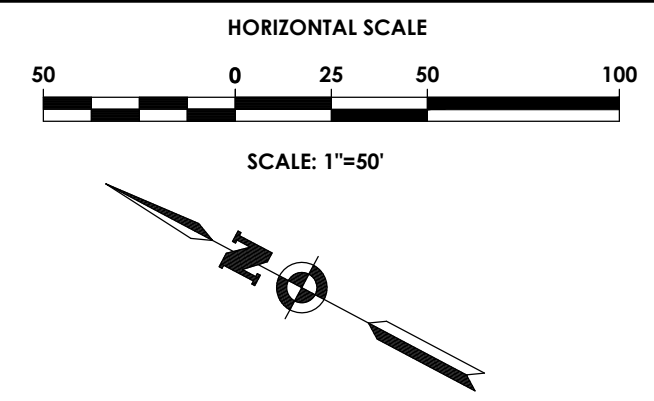
5TH ST.

US-1

WETLAND IMPACTS

APPROXIMATE LIMITS OF WETLAND IMPACT

WETLAND IMPACTS WILL BE KEPT TO THE MINIMUM POSSIBLE REQUIRED TO CONSTRUCT THE ROADWAY



LEGEND

- PROPERTY BOUNDARY
 - RIGHT OF WAY
 - ROAD CENTERLINE
 - [Pattern] PROPOSED CONCRETE
 - [Pattern] PROPOSED PAVEMENT
 - [Symbol] PROPOSED STORM SEWER INLET AND END SECTION
 - [Symbol] PROPOSED WATERMAIN, VALVE & HYDRANT
 - [Green Area] FRESHWATER WETLANDS
-
- BCL- = BURIED CABLE LINE
 - BTE- = BURIED TELEPHONE/COMMUNICATION LINE
 - FOC- = BURIED FIBER OPTIC
 - FM- = FORCE MAIN
 - M- = METAL FENCE
 - OHL- = OVERHEAD UTILITY LINE
 - STM- = STORM DRAINAGE PIPE
 - TS- = TOE OF SLOPE/EMBANKMENT
 - TB- = TOP OF BANK
 - WL- = WATER MAIN

PASSERO architecture engineering

STAMP:

CLIENT:
ST. JOHNS COUNTY AIRPORT AUTHORITY
4796 US 1 NORTH
ST. AUGUSTINE, FL 32095

Passero Associates

242 WEST MAIN ST., SUITE 100 (585) 325-1000
ROCHESTER, NY 14614 FAX: (585) 325-1691

PROJECT MANAGER
PROJECT ENGINEER
DESIGNER

NO.	DATE	BY	DESCRIPTION

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SITE PLAN B
FULL BUILD

CASA COLA WAY EXTENSION

TOWN/CITY: ST. AUGUSTINE
COUNTY: ST. JOHNS STATE: FL

23000081.0106

DRAWING NO.:
C-101

DATE:
OCTOBER 2024

CONCEPT DESIGN

SITE PLAN B - FULL BUILD

Saint Johns County Airport Authority

Board Meeting Agenda

Northeast Florida Regional Airport (UST/KSGJ)

Airport Conference Center, Monday, April 14, 2025, 4:00 pm

4. Jet Center South (15 Mins)

Purpose of Item: Update

The Airport Authority continues to evaluate the development of a proposed large hangar located on Casa Cola Way. As part of the evaluation, the staff has been collecting financing options to evaluate project feasibility.

In recent weeks, the Authority has held preliminary meetings with several financial institutions to explore potential lending solutions and partnership opportunities. These discussions have provided valuable insight into available terms, rates, and financial structures that may support the hangar project.

At this stage, we are in the process of gathering and analyzing data from these meetings to develop a comprehensive financial overview. This information will be compiled and presented to the board for review and discussion in the coming weeks. Our goal is to ensure the board has all necessary details to make informed decisions as we move forward.

We will continue to update the board as more information becomes available and as key milestones are reached in the planning and financing phases of the hangar development.

- Board Comments
- Public comments

Saint Johns County Airport Authority

Board Meeting Agenda

Northeast Florida Regional Airport (UST/KSGJ)

Airport Conference Center, Monday, April 14, 2025, 4:00 pm

5. Scheduling Master Plan Meeting (15 mins)

Purpose of Item: Discussion and Scheduling

As the airport continues to experience steady growth and as new project ideas emerge, it is essential that we ensure our official Airport Master Plan remains current and aligned with our long-term vision. The Master Plan serves as a critical roadmap for future development, guiding infrastructure investment, land use, and operational priorities.

With several projects under consideration and an increase in aviation activity, now is the appropriate time to begin the process of the next formal update to the Master Plan. This process will allow us to evaluate existing facilities, identify future needs, and incorporate new opportunities into a cohesive, strategic framework.

We recommend that the Board begin discussions on initiating the Master Plan update process. This would include establishing a timeline, outlining the scope of work, and identifying potential consulting partners to assist in the effort. Ensuring that our Master Plan reflects our current and future goals is vital for sustainable growth and continued success.

- Board Comments
- Public comments

Saint Johns County Airport Authority

Board Meeting Agenda

Northeast Florida Regional Airport (UST/KSGJ)

Airport Conference Center, Monday, April 14, 2025, 4:00 pm

- Staff Reports
 - Mr. Courtney Pittman, Interim Executive Director
 - Operations and Fuel Sales

A	B	C	D	E	F	G	H	I	J	K	L	M
	Operations			Jet A Gallons			100LL Gallons			Self LL Gallons		
Month	This YR	Last YR	Change	This YR	Last YR	Change	This YR	Last YR	Change	This YR	Last YR	Change
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%
Feb-25	11,269	11,845	-4.9%	167,842	159,028	5.5%	9,447	7,941	19.0%	13,331	20,488	-34.9%
Mar-25	13,896	11,066	25.6%	202,709	187,510	8.1%	13,173	8,294	58.8%	14,252	20,717	-31.2%
Apr-25												

- Badge less Exit
- FAA 139 Audit Preparation
- Customs Report (next page)

Saint Johns County Airport Authority

Board Meeting Agenda

Northeast Florida Regional Airport (UST/KSGJ)

Airport Conference Center, Monday, April 14, 2025, 4:00 pm

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

- 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, Tuesday, May 12, 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.