

# **Saint Johns County Airport Authority**

## **Board Meeting Agenda**

Northeast Florida Regional Airport (UST/KSGJ)

Airport Conference Center, Monday, June 16, 2025, 4:00 pm

---

- **Call to Order**
- **Pledge of Allegiance**
- **Roll Call**
- **Minutes Approval**
  - 05-19-2025 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)
- **Consent Agenda:**
  1. **Financial Report**
- **Index:**
  1. **Review of General Counsel RFQ Responses**
  2. **Authorization to Replace Airport Operational Vehicles**
  3. **Staff Reports**
  4. **Counsel Reports**
  5. **Board Member Comments and Reports**
  6. **Public Comments**
  7. **Next Meeting**

# **Saint Johns County Airport Authority**

## **Board Meeting Agenda**

Northeast Florida Regional Airport (UST/KSGJ)

Airport Conference Center, Monday, June 16, 2025, 4:00 pm

- **Agenda Items:**

- 1. Review of General Counsel RFQ Responses. (20 mins)**

Purpose of Item: Discussion and Potential Action

The Board will review the submissions received in response to the Request for Qualifications (RFQ) for General Counsel services.

- Board Comments
- Public comments

- 2. Evaluation and Request for Authorization to Replace Aging Airport Operational Vehicles Critical to Safety and Daily Functionality (10 Mins)**

Purpose of item: Discussion and Vote

The Airport Authority is respectfully requesting Board consideration for the replacement of two aging operational vehicles that are critical to the safe and efficient functioning of daily airport operations. These vehicles are used for airfield inspections, perimeter patrols, facility access support, and emergency response coordination—functions that are essential for maintaining FAA Part 139 compliance and meeting basic service obligations to tenants and the public.

Both vehicles identified for replacement are well beyond their serviceable life, with frequent mechanical issues, high maintenance costs, and reliability concerns that have increasingly compromised operational readiness. Delays caused by out-of-service equipment pose a direct risk to our ability to maintain safe airfield conditions and meet regulatory response requirements.

This request is not for fleet expansion but for necessary replacements to maintain continuity of service and mitigate the operational risk posed by continued reliance on

# Saint Johns County Airport Authority

## Board Meeting Agenda

Northeast Florida Regional Airport (UST/KSGJ)

Airport Conference Center, Monday, June 16, 2025, 4:00 pm

(Vehicle Request cont.)

unserviceable equipment. Staff has evaluated cost-conscious vehicle options and remains committed to pursuing the most financially responsible path forward.

Board authorization is requested to proceed with the procurement process for two appropriately equipped and cost-effective vehicles that meet the operational and safety needs of the airport.

- Board Comments
- Public comments

### 3. Staff Reports

#### a. Mr. Courtney Pittman, Interim Executive Director

- Operations and Fuel Sales

Month	Operations			Jet A Gallons			100LL Gallons			Self LL Gallons		
	This YR	Last YR	Change	This YR	Last YR	Change	This YR	Last YR	Change	This YR	Last YR	Change
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	16,319	11,817	38.1%	169,173	176,151	-4.0%	9,502	7,929	19.8%	18,760	27,590	-32.0%
May-25	13,366	11,458	16.7%	161,999	170,693	-5.1%	9,288	10,599	-12.4%	16,040	18,489	-13.2%

- FAA 139 Audit Preparation
- Florida Job Growth Grant Fund Update
- T-Hangar and Public Comment Policy Workshop
- Airport Events

# **Saint Johns County Airport Authority**

## **Board Meeting Agenda**

Northeast Florida Regional Airport (UST/KSGJ)

Airport Conference Center, Monday, June 16, 2025, 4:00 pm

4. Counsel Reports
  - a. Ms. Cindy Laquidara, General Counsel
  - b. Mr. Chad Roberts, Aviation Attorney
  
5. Board Member Comments and Reports
  - a. Ms. Reba Ludlow (Chair)
  - b. Ms. Michelle Cash Chapman
  - c. Mr. Dennis Clarke
  - d. Ms. Jennifer Liotta
  - e. Mr. Len Tucker
  
6. Public Comments – General
  - a. Three minutes per speaker at the discretion of the Chair
  - b. Address matters that reasonably may need the attention of the Authority
  - c. No personal, impertinent, or slanderous remarks or boisterous behavior
  - d. Address Authority as a body, not individual members or staff
  - e. Refrain from making a demand for an immediate response from the Authority

# **Saint Johns County Airport Authority**

## **Board Meeting Agenda**

Northeast Florida Regional Airport (UST/KSGJ)

Airport Conference Center, Monday, June 16, 2025, 4:00 pm

7. Next meeting

- a. Workshop Meeting, Wednesday, July 9, 2025, 11:00 am,  
Airport Conference Center
- b. Regular Meeting, Monday, July 21, 2025, 4:00 pm, Airport  
Conference Center

8. Adjournment

---

Respectfully Submitted,  
Courtney K. Pittman  
Interim Executive Director

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



**St. Augustine St. Johns County Airport Authority**  
**Income Statement**  
**For the Seven Months Ending April 30, 2025**

	FY 25 Actual YTD	FY 25 Budget YTD	FY 24 Prior Year YTD
<b>Operating Revenue</b>			
Ad Valorem Revenues	\$ -	\$ -	\$ 4,133
Federal Grant Revenue	424,587	1,642,233	1,418,671
State Grant Revenue	313,380	1,321,974	152,545
Fuel Service Revenue	703,153	869,318	781,075
Lease Revenue	2,419,713	2,481,664	2,382,630
Operating Agreements	174,007	174,881	152,889
Other Revenues	170,852	89,457	160,475
<b>Total Operating Revenue</b>	<u>4,205,694</u>	<u>6,579,527</u>	<u>5,052,416</u>
<b>Cost of Goods Sold</b>			
Cost of Fuel	397,927	543,813	516,228
<b>Total COGS</b>	<u>397,927</u>	<u>543,813</u>	<u>516,228</u>
<b>Gross Profit</b>	<u>3,807,767</u>	<u>6,035,714</u>	<u>4,536,188</u>
<b>Operating Expenses</b>			
Personnel & Benefits	842,747	821,129	730,522
Payroll Processing Fees	6,455	5,950	-
Contract/Temp Labor	114,204	-	-
Professional Services	327,256	301,833	218,000
Airline Operations	1,710	-	1,169
Gifts, Meals & Entertainment	5,959	5,548	-
Travel and Per Diem	275	3,500	5,570
Technology	83,571	46,305	47,240
Utility Services	115,271	118,375	118,892
Leases	2,389	1,750	-
Insurance	223,989	222,928	177,767
Repairs & Maintenance	169,263	172,258	183,216
Outside Communications	2,527	3,900	45,041
Government Fees & Assessments	189,043	153,613	163,660
Other Fees & Assessments	25,799	27,183	27,573
Office Expense	13,320	15,079	19,297
Operating Expense	96,835	100,275	105,535
Publications & Memberships	9,007	9,829	10,720
Professional Development	16,325	4,783	1,734
Miscellaneous Expense	-	-	158
Depreciation Expense	2,990,210	3,033,333	2,899,118
<b>Total Expense</b>	<u>5,236,154</u>	<u>5,047,573</u>	<u>4,755,211</u>
<b>Net Ordinary Income</b>	<u>(1,428,386)</u>	<u>988,141</u>	<u>(219,024)</u>
<b>Net Income</b>	<u>\$ (1,428,386)</u>	<u>\$ 988,141</u>	<u>\$ (219,024)</u>



**St. Augustine St. Johns County Airport Authority**  
**Balance Sheet**  
**For the Month Ending April 30, 2025**

	<u>Apr 30, 25</u>	<u>Apr 30, 24</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings	\$ 5,086,385	\$ 6,417,834	\$ (1,331,449)
Accounts Receivable	37,119	(14,257)	51,376
Other Current Assets	2,204,208	579,681	1,624,527
<b>Total Current Assets</b>	<u>7,327,712</u>	<u>6,983,259</u>	<u>344,453</u>
<b>Fixed Assets</b>			
Intangible Assets	1,049,054	957,147	91,907
Less Amortization-Intang. Asset	(542,602)	(406,803)	(135,799)
Land	19,879,596	19,375,641	503,955
Infrastructure	104,315,253	104,109,373	205,880
Less Infrastructure A/D	(65,308,421)	(61,609,436)	(3,698,985)
Improvements	26,665,464	24,280,757	2,384,707
Less Improvements A/D	(14,260,370)	(13,116,298)	(1,144,072)
Equipment	2,443,802	2,362,839	80,964
Less Equipment A/D	(1,807,433)	(1,660,584)	(146,849)
Technical	2,448,648	2,448,648	-
Less Technical A/D	(2,362,246)	(2,220,752)	(141,494)
Construction in Progress	3,877,765	3,471,728	406,037
Deferred Outflow-Other	282,171	282,171	-
<b>Total Fixed Assets</b>	<u>76,680,683</u>	<u>78,274,431</u>	<u>(1,593,748)</u>
Other Assets	896,159	923,141	(26,982)
<b>TOTAL ASSETS</b>	<u>\$ 84,904,554</u>	<u>\$ 86,180,830</u>	<u>\$ (1,276,277)</u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	\$ 158,171	\$ 138,488	\$ 19,683
Credit Cards	(1,570)	(15,340)	13,769
Other Current Liabilities	172,620	154,937	17,683
<b>Total Current Liabilities</b>	<u>329,221</u>	<u>278,085</u>	<u>51,136</u>
Long Term Liabilities	2,357,986	2,375,544	(17,558)
<b>Total Liabilities</b>	<u>2,687,207</u>	<u>2,653,629</u>	<u>33,578</u>
<b>Equity</b>			
Net Asset-Capital Assets	81,851,868	81,851,868	-
Net Asset-Unrestricted	5,320,977	5,320,977	-
Retained Earnings	(3,527,111)	(3,426,620)	(100,492)
Net Income	(1,428,386)	(219,024)	(1,209,363)
<b>Total Equity</b>	<u>82,217,347</u>	<u>83,527,201</u>	<u>(1,309,854)</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>\$ 84,904,554</u>	<u>\$ 86,180,830</u>	<u>\$ (1,276,277)</u>



## St. Johns County Board of County Commissioners

Office of the County Administrator

May 29, 2025

Mr. Courtney Pittman  
Interim Executive Director  
St. Johns County Airport Authority  
4900 US-1  
St Augustine, FL, 32095

Dear Mr. Pittman,

I would like to express my full support for the process of evaluating the feasibility of utilizing Airport Authority owned property to support the development of a proposed Florida Emergency Response and Preparedness Complex. I have directed county staff to fully engage with you and your staff to push forward and begin the evaluation and acquisition exploration process.

If successful, this project will demonstrate an intergovernmental partnership between the Authority and the Board to invest in projects that better serve the people of the county, the region and the state. I look forward to working with you as we move forward with the best interests of our residents.

Please reach out to me with any issues or concerns that you may have as we move forward.

Respectfully,

A handwritten signature in blue ink, appearing to read "Joy Andrews", is written over the typed name.

Joy Andrews  
County Administrator  
St. Johns County