

**ST. JOHNS COUNTY AIRPORT AUTHORITY**  
**Board Meeting Minutes**  
**Airport Conference Center**  
**Wednesday, March 11, 2026**

**1. Call to Order**

The Regular Meeting of the St. Johns County Airport Authority Board was called to order at 9:02 AM.

**2. Roll Call**

Board Members Present:

- Nick Primrose, Chair
- Mario Dipola, Vice Chair
- Michelle Cash Chapman, Secretary/Treasurer
- Jerry Dedge, Board Member
- Daniel Bean, Board Member

Staff Present:

- Courtney Pittman, Interim Executive Director
- Connie Worley, Controller
- Linda Santiago, Senior Executive Assistant and Board Liaison
- Jeffrey Kempf, Deputy General Counsel
- Chad Roberts, Aviation Counsel

**3. Minutes Approval**

The Board reviewed the minutes of the February 11, 2026 Regular Board Meeting.

A motion was made to approve the minutes as presented.

Moved by Michelle Cash Chapman, seconded by Jerry Dedge. Motion approved.

**4. Agenda Approval**

The agenda for the March 11, 2026 regular Board Meeting was presented for approval.

A motion was made to approve the agenda with no changes.

Moved by Daniel Bean, seconded by Michelle Cash Chapman. Motion approved.

## **5. Public Comments**

Ed Booth addressed the Board regarding concerns related to positioning on the corporate waitlist.

Sonia LeFever provided comments regarding Florida Aviation Career Training operations, lease transitions, and interest in securing tie-down space. An email from Ms. LeFever was sent on March 10, 2026 to the Board.

## **6. Unfinished Business**

Executive Director Advisory Group: The first meeting is scheduled for March 19, 2026.

T Hangar Use Policy: Implementation plan discussed; final approval anticipated in April.

T Hangar Rate Adjustment: Deferred to April Board Meeting. Resolution 2026-01 will be presented at the next board meeting for execution.

Executive Director Search: Seven firms submitted an RFP and ADK Executive Search selected using a scoring system. Next steps are contract execution and development of a brochure with a job description.

Moved by Daniel Bean, seconded by Mario Dipola. Motion approved. A motion was made by Jerry Dedge to vote on Courtney Pittman as Executive Director; however, the motion did not receive a second.

### Resolution 2026-02

New RFQ for 2 Engineering Consultants: RFQ in process of being finalized. Mario Dipola was designated as Board liaison.

## **7. New Business**

### Resolution 2026-03

Conduct Airfield Capacity Enhancement Study: Initiated by Passero  
Moved by Daniel Bean, seconded by Jerry Dedge. Motion approved.

4730 Casa Cola Way Hangar Lease: Continue discussions on developing  
this parcel.

Moved by Jerry Dedge, seconded by Daniel Bean. Motion approved.

#### Resolution 2026-04

Public Transportation Grant Agreement (PTGA) – Approval for design and  
construction of hangar and Taxi Lane development project number  
433126-2-94-26

Moved by Mario Dipola, seconded by Daniel Bean. Motion approved.

#### Resolution 2026-05

Authorization to hire a Procurement Specialist

Moved by Daniel Bean, seconded by Michelle Cash Chapman. Motion  
approved with opposition by Mario Dipola.

### **8. Staff Reports**

The Interim Executive Director provided updates regarding construction  
projects, fuels sales and operations. The January 2026 financials were  
presented.

The Chair requested a draft budget for review, with revisions anticipated  
in May.

### **9. Next Meeting**

Wednesday, April 8, 2026 at 9:00 AM, Airport Conference Center.

### **Adjournment**

The meeting was adjourned at 12:00 PM.