

ST. JOHNS COUNTY AIRPORT AUTHORITY
Board Meeting Minutes
Wednesday, July 15, 2026

1. Call to Order

Chair Nick Primrose called the regular meeting of the St. Johns County Airport Authority Board to order at 9:00 a.m.

2. Roll Call

Board Members Present:

Nick Primrose, Chair

Mario Dipola, Vice Chair

Jerry Dedge, Board Member

Daniel Bean, Board Member

Board Member Absent:

Michelle Cash-Chapman

Staff Present:

Courtney Pittman, Executive Director

Connie Worley, Controller

Linda Santiago, Senior Executive Assistant and Board Liaison

Jeffrey Kempf, General Counsel

3. Approval of Minutes

Motion to approve June 10, 2026 Board Meeting Minutes made by Jerry Dedge and seconded by Mario Dipola.

4. Approval of Agenda

Motion to approve the agenda made by Jerry Dedge and seconded by Daniel Bean.

5. Unfinished Business

Executive Director Contract

Executive Director Courtney Pittman presented the proposed employment agreement. Discussion included compensation, benefits, performance incentives, and Florida Retirement System participation. The Board noted that

incentive compensation will begin next fiscal year and approved a \$5,300 signing bonus. Motion by Jerry Dedge, seconded by Daniel Bean.

Executive Director Incentive Bonus Plan

The Board reviewed the proposed incentive bonus program based on revenue growth, fiscal responsibility, budget performance, and maintaining Part 139 compliance. Motion by Daniel Bean, seconded by Jerry Dedge.

151 Gun Club Road Facility

Staff presented three options for future disposition of the property: (1) repossession of the facility, (2) entering into a new agreement, or (3) ratifying the existing lease through June 1, 2029. No formal action was taken. Staff will continue evaluating the property following completion of the appraisal.

Director of Operations Salary

The Board considered the recommended salary range of \$110,000 to \$135,000 for the Director of Operations position and authorized staff to begin recruitment. Jerry Dedge was appointed to participate on the interview panel. Motion by Mario Dipola, seconded by Daniel Bean.

6. New Business

Badge Policy Update

Staff presented a proposed update to the Airport Access Badge Policy intended to strengthen airport security and align airport practices with peer airports. Board discussion focused on revising the Airport Security Plan, expanding camera coverage, and including additional security funding in the Fiscal Year 2026–2027 budget. No action was taken. Staff will return with an updated security briefing at the August Board meeting.

Audit/Budget Committee Report

The Board received the Audit/Budget Committee report. Staff announced that the budget workshop is scheduled for August 12, 2026 at 8:00 a.m. The June financial statements will reflect approximately \$73,000 in costs related to the internal investigation.

Financial Report

Staff reviewed the May 2026 financial report. Staff reported that May was the strongest operational month of the fiscal year. Total operating revenue of \$519,721 exceeded budget by \$27,624, while year to date operating revenue of

\$3,946,512 exceeded budget by \$36,346. Operating expenses were \$26,027 below budget for the month, producing operating income before depreciation of \$115,435, or \$41,296 above budget. Staff also reviewed grant timing, cash flow improvements, and the Authority's strong balance sheet. Management confirmed that delayed grant revenue is related to project timing and that no grant awards have been lost.

Self-Serve Fuel Farm Replacement Project

Adam Henson provided an update on the replacement project, including the status of the existing tanks, project scope, and procurement timeline. The Board requested that bid documents include an owner's option for an identical replacement tank to preserve future flexibility.

Construction Projects Update

Staff provided updates on active capital improvement projects, including the T Hangar Maintenance Program, Hawkeye View Lane Roadway Relocation, Self-Serve Fuel Farm Improvements, and other ongoing grant funded projects.

Board Member Comments

Board members discussed preserving Board meeting videos and making Board presentations available on the Authority website the morning of each meeting.

7. Adjournment

There being no further business, the meeting adjourned at 11:44 a.m.