

**ST. JOHNS COUNTY AIRPORT AUTHORITY
REGULAR BOARD MEETING MINUTES**

August 12, 2026

Airport Conference Center

Call to Order

The regular meeting of the St. Johns County Airport Authority was called to order at 9:01 AM.

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, Executive Director

Connie Worley, Controller

Linda Santiago, Senior Executive Assistant and Board Liaison

Jeffrey Kempf, Deputy General Counsel

Chad Roberts, Aviation Counsel

Approval of Minutes

The Board unanimously approved the minutes of July 15, 2026, Regular Board Meeting minutes. Motion by Daniel Bean, seconded by Jerry Dedge.

Approval of Agenda

The Board unanimously approved the agenda, Motion by Jerry Dedge, seconded by Daniel Bean.

Unfinished Business

Financial Audit

The annual financial audit was presented by Cherry Bekaert. The auditors reported no material findings and no control deficiencies. A State Single Audit was also performed because the Authority receives state funding. It was noted that the audit was completed on time and under budget, an improvement from the 2023 and 2024 audit cycles. Motion to approve by Daniel Bean, seconded by Jerry Dedge. Motion passed unanimously.

151 Gun Club Road

Staff advised that its prior recommendation had been withdrawn so the Board could discuss the future disposition and management of 151 Gun Club Road. The Board discussed the relative merits of repossession, a new agreement, or and continuation of the existing lease arrangement.

Mr. Dipola disclosed that he met with Kacper Gradzki on August 8, 2026, regarding the hangar and also met separately with representatives of Roberts Aviation. Mr. Bean and Chairman Primrose discussed alternatives to repossession, as well as prior meetings with interested parties, counsel, and staff. Chairman Primrose disclosed that approximately three months earlier, he met with Mr. Pittman, Airport Counsel, representatives of Infinity Aviation, and Infinity Aviation's counsel. Chairman Primrose further stated that no private conversations were held with representatives of Old City Jets, Infinity Aviation, or Mr. Gradzki. Chairman Primrose also disclosed that he met with Mr. and Mrs. Roberts and, separately, with Matt Liotta and his counsel. He stated that the discussions concerned their respective concerns regarding the Airport and future plans for the Airport. Mr. Dedge expressed support for repossession. Mr. Bean disclosed that he had conversations with Mr. Wallace and Mr. Arnold within the previous six months.

Mr. Dedge moved that the Authority request that the current occupant of 151 Gun Club Road surrender possession of the hangar and, if the occupant refuses, authorize legal counsel to proceed with the appropriate legal action to remove the occupant. Mr. Dipola seconded the motion. The motion passed 3 to 2, with Mr. Dedge, Mr. Dipola, and Ms. Cash-Chapman voting in favor and Chairman Primrose and Mr. Bean opposed.

Self-Serve Fuel Improvements

The Board considered the contract award for the Self Serve Fuel Improvements project. Fuel Tech, Inc. was identified by Passero Associates as the lowest responsive and responsible bidder. Alternate B provides two new 12,000 gallon Avgas (100LL) tank systems at a bid amount of \$472,530.04. Although Alternate B exceeds the current grant funded construction budget, the additional amount is accounted for in the FY 2026-2027 budget.

Chairman Primrose asked about the additional costs for delivery, installation, electrical work, site improvements, and construction administration and observation. Passero Associates will bid the remaining work and provide the associated costs. Removal of the existing tanks was expected to begin the week of August 17, 2026. The existing payment kiosk remains operational, and staff will evaluate the cost and timing of its future replacement.

Mr. Dipola moved to approve the award to Fuel Tech, Inc. for Alternate B in the amount of \$472,530.04 for two new 12,000 gallon Avgas (100LL) fuel tank systems and to authorize the Executive Director to execute the necessary contract documents. Ms. Cash-Chapman seconded the motion. Motion passed unanimously.

New Business

Volato, Inc. Lease Extension Request

The Board discussed Volato, Inc.'s request regarding the Casa Cola hangar lease, which currently runs through August 31, 2028. Executive Director Courtney K. Pittman advised that the request had been

denied because of a present intent to open the facility to competitive proposals closer in time to the expiration of the lease. The Executive Director intends to bring the property forward for a potential competitive solicitation when appropriate. The Board requested that staff provide a list of large hangar leases scheduled to expire within six months. Volato's counsel had requested that the matter be placed on the agenda so that the Board was aware of the situation. No Board action was taken.

Passero Associates Amendment No. 1

The Board considered Amendment No. 1 to Supplemental Agreement 25-114 with Passero Associates, LLC for the Hawkeye View Lane Roadway Relocation/East Terminal Drive project. The amendment adds wetland permitting and mitigation coordination, future hangar area site design, enhanced tree preservation, and rezoning services. The amendment is in an amount not to exceed \$93,550, bringing the amended agreement to a not to exceed amount of \$518,550.

Mr. Bean moved to approve Amendment No. 1 in an amount not to exceed \$93,550 and authorized the Executive Director to execute the amendment, subject to final review and approval by counsel. Ms. Cash-Chapman seconded the motion. The motion passed unanimously.

Staff Reports

Financials

The June 2026 financial statements were presented to the Board. An in-depth overview of the financial statements was reviewed during the August 12th Audit/Budget Committee meeting.

Projects Update

Staff provided an update on current construction and capital projects. The Hawkeye View Lane land acquisition was approximately 70% complete, while design activities continued for the Eastside Infrastructure and Hawkeye View Lane Realignment projects. Self Serve Fuel Farm Improvements were approximately 10% complete, with initial design plans at 45%. The Access Road from US 1 to the Conference Center was approximately 20% complete, with wetland permitting at 97% and the stormwater management plan at 73%. The Taxiway F Extension has been extended into FY 2027/2028, and the Airfield Capacity Study remains in its initial phase.

Monthly Operations and Fuel Report

Staff reviewed July 2026 aircraft operations and fuel sales. The airport recorded 13,689 aircraft operations in July 2026. Total fuel sales for the month were 176,926 gallons. Staff noted that the self serve 100LL tanks remained out of service for most of July, affecting self serve fuel volumes.

Director of Operations Recruitment

The Executive Director reported that more than 20 candidates had applied for the Director of Operations position and five candidates had been interviewed. No letter had been received at the time of the meeting. Chairman Primrose will interview the two final candidates.

Aviation Counsel

Aviation Attorney Chad Roberts discussed the right of self fueling, explaining that an aircraft owner or aircraft operator may source fuel for their own aircraft but does not have the right to sell fuel to others. As an example, a Part 135 operator may source fuel for its own aircraft, and the Sheriff's Office may source and fuel its helicopters, provided the activity is conducted safely.

Adjournment

The meeting adjourned at 11:04 AM.

Next Meeting

The next meetings are scheduled for Wednesday, September 9, 2026, at the Airport Conference Center. The First Public Hearing/Budget FY 2026-2027 Meeting is scheduled for 9:00 AM, followed by the Regular Board Meeting at 9:30 AM.