ST. JOHNS COUNTY AIRPORT AUTHORITY
REGULAR BOARD MEETING MINUTES
September 9, 2026
Airport Conference Center

Call to Order

The regular meeting of the St. Johns County Airport Authority was called to order at 8:54 AM.

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, Secretary/Treasurer

Staff Present:
Courtney K. Pittman, Executive Director
Connie Worley, Controller
Linda Santiago, Senior Executive Assistant and Board Liaison
Jeffrey Kempf, General Counsel
Chad Roberts, Aviation Counsel

Approval of Minutes

The Board unanimously approved the minutes of the August 12, 2026, Regular Board Meeting. Motion by Jerry Dedge, seconded by Daniel Bean. The motion passed 4 to 0. Ms. Cash-Chapman was absent.

Approval of Agenda

Mr. Dipola moved to place the discussion of Resolution 2026-10 under Unfinished Business. The motion failed.

The Board approved the September 9, 2026, agenda. Motion by Daniel Bean, seconded by Jerry Dedge. The motion passed 4 to 0. Ms. Cash-Chapman was absent.

Unfinished Business

Director of Operations

The Board considered staff's request to authorize a starting annual base salary of $150,000 for the Director of Operations position, above the previously advertised range of $110,000 to $135,000, so that a contingent offer could be extended to Travis Bryan, C.M., PMP. Staff advised that the fully loaded annualized increase of $18,186 was included in the FY 2026-2027 budget and that no signing bonus, relocation allowance, or severance was proposed.

Mr. Bean moved to authorize a starting annual base salary of $150,000 and authorize the Executive Director to extend a contingent offer to Mr. Bryan, subject to completion of all pre-employment requirements. Mr. Dedge seconded the motion. The motion passed 4 to 0. Ms. Cash-Chapman was absent. The anticipated start date is mid-October.

Commercial Service Terminal

The Board reviewed Atlantic Aviation - St. Augustine LLC's August 26, 2026, Letter of Intent concerning the Commercial Service Terminal Building, Licensed Property, and related Lease and License agreements. Staff summarized the proposed termination of the License, conversion of the terminal, construction of a new hangar, lease term extension, rent credit, and inclusion of Parcel 2. Staff recommended negotiations while preserving the Authority's rights and advised against executing the Letter of Intent in its present form.

Mr. Dedge moved to authorize the Executive Director and General Counsel to enter into negotiations with Atlantic Aviation under parameters recommended by General Counsel, with any definitive agreement returning to the Board for approval. Mr. Bean seconded the motion. The motion passed 4 to 0. Ms. Cash-Chapman was absent.

New Business

FY 2026-2027 Insurance Program

The Board reviewed the proposed insurance program from Arthur Gallagher Risk Management Services, LLC for the policy term October 1, 2026, through October 1, 2027. The proposed program, including Cyber Liability Option 2, totals $472,460. Staff advised that the increase primarily reflects updated insured property values and expanded coverage. The Board also discussed issuing a future request for proposals for insurance broker services.

Mr. Bean moved to authorize the Executive Director to bind the FY 2026-2027 insurance program, including Cyber Liability Option 2, effective October 1, 2026. Chairman Primrose seconded the motion. The motion passed 4 to 0. Ms. Cash-Chapman was absent.

Staff Reports

Financial Report

The July 2026 financial statements were presented to the Board. Total operating revenues were $429,212, which was $62,884 below budget, primarily because the self serve fuel tank outage reduced Fuel Service Revenue. Lease Revenue totaled $366,958, which was $3,688 above budget, and Operating Agreements totaled $30,568, which was $4,074 above budget. Year to date operating revenues were $4,853,613, or $40,745 below budget.

Operating expenses for July totaled $380,625, which was $16,951 above budget. Professional Services exceeded the monthly budget by $34,931 and included the final payment to ADK for the Executive Director search. Utility Services and Business Travel and Training also exceeded budget. These variances were partially offset by Personnel and Benefits, which was $16,644 below budget, and Repairs and Maintenance, which was $14,850 below budget. Operating income before debt service and depreciation was $48,531 for the month. Income before depreciation was $404,949, exceeding budget by $105,565. After depreciation, the Authority reported a net loss of $5,522 for July, which was $128,428 more favorable than budget.

As of July 31, 2026, total assets were $81,968,036 and net position was $79,494,795. Cash and savings totaled $3,748,035, and Grants Receivable increased to $440,987 as additional capital project reimbursement requests were submitted. July produced a net cash decrease of $145,884, including $348,077 in capital project expenditures. The Board also discussed implementing employee evaluations and developing an employee bonus structure for the next fiscal year.

Airport Projects Update
Staff and Passero Associates provided an update on current capital projects. The East Side Development and Job Growth Grant projects reached 60 percent design. Permit applications for the East Side Development were submitted, and rezoning of the 22.74-acre Gun Club parcel was approved and recorded. Staff also reported on the federal HUD appropriation, projects awaiting FAA direction, the Airfield Capacity Study, and design of the Runway 13 Runway Safety Area project.

Resolution 2026-10
The Board directed staff to revise and resubmit the August 12, 2026, Regular Board Meeting minutes to accurately reflect the discussion concerning Resolution 2026-10. The Board also directed that Resolution 2026-10 be updated.

Operations and Fuel Report
Staff reviewed aircraft operations and fuel sales for the twelve-month period from September 2025 through August 2026. The Airport recorded 158,799 aircraft operations, an increase of 5.8 percent year over year, and sold 1,994,400 gallons of Jet A. Staff reported that combined 100LL sales declined 9.9 percent, with some demand shifting from self serve to full serve during the self serve fuel outage.

Self Serve Fuel Update
Staff reported that removal of Tank 1 was scheduled for September 10, 2026, and that a rental tank was scheduled to arrive September 22, 2026, to restore interim self serve dispensing. The equipment bid for the permanent replacement tanks was awarded to Fuel Tech, with delivery estimated for May or June. The installation bid was scheduled to be advertised by September 11, with bids opening October 13. Staff was also confirming the model and needed replacement parts for the QTpod payment kiosk.

FDOT Statewide Airfield Pavement Management Program
Staff reported that the Airport participated in the Florida Department of Transportation Statewide Airfield Pavement Management Program inspection on August 20 and 21, 2026, at no cost to the Authority. The pavement evaluation report will include pavement condition index values, a five-year forecast, and recommended maintenance, rehabilitation, and reconstruction needs. No Board action was requested.

Hangar Status Update
Staff reported that fire extinguishers were installed at both ends of the T-hangar rows. Tenants are transitioning to the Board-adopted Hangar Use Agreement, and the new hangar rental rate takes effect October 1, 2026. Staff also reviewed corporate and commercial agreements expiring within two years, including the Rivkin Aircraft lease for 235 and 245 Hawkeye View Lane, which expires December 31, 2026, and the Fly Clean operating agreement, which expires August 31, 2027.

Adjournment
The meeting adjourned at 10:20 AM.

Next Meetings
The Second Public Hearing for the FY 2026-2027 Budget is scheduled for September 15, 2026, at 8:00 AM. An Airport Authority Workshop regarding airfield capacity alternatives is scheduled for October

14, 2026, at 9:00 AM, followed by the Regular Board Meeting at 10:00 AM or immediately following the Workshop.