

ST. JOHNS AIRPORT AUTHORITY

Budget Meeting

held in The Conference Center, Meeting Room B

4730 Casa Cola Way

St. Augustine, Florida

on Monday, September 23, 2024

from 5:06 p.m. to 5:26 p.m.

* * * * *

BOARD MEMBERS PRESENT:

- REBA LUDLOW, Chairman
- ROBERT OLSON
- MICHELLE CASH-CHAPMAN
- DENNIS CLARKE, Treasurer
- JENNIFER LIOTTA

* * * * *

ALSO PRESENT:

JEREMIAH R. BLOCKER, ESQUIRE, Douglas Law Firm,
100 Southpark Boulevard, Suite 414, St. Augustine,
Florida, 32086, General Counsel for Airport Authority.

CHAD S. ROBERTS, ESQUIRE, The Roberts Firm, PLLC,
1633 Challen Avenue, Jacksonville, Florida, 32205,
Aviation Counsel for Airport Authority.

COURTNEY PITTMAN, Interim Executive Director.

* * * * *

JANET M. BEASON, RPR, RMR, CRR
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1 P R O C E E D I N G S

2 CHAIRMAN LUDLOW: Okay. It is 5:06 p.m. Our
3 whole board is here and I'm calling the budget
4 meeting to order. Monday, September 23rd, 2004
5 [sic]. This is the final budget meeting.

6 Okay. Call the order roll call -- we just had
7 roll call. And opening remarks. Do you have
8 anything to say on that, Courtney?

9 OPENING REMARKS

10 MR. PITTMAN: I've been told by a few
11 individuals --

12 CHAIRMAN LUDLOW: Bye, Jack-Jack.

13 MR. PITTMAN: Yes, Madam Chair.

14 I've been told by a few individuals they want
15 to make some changes or some additions to the
16 budget, but nothing --

17 CHAIRMAN LUDLOW: Did you tell them that it
18 was past time to do that?

19 MR. PITTMAN: I just wanted to open it up to
20 everybody for y'all to make a decision. So some
21 people want to make some slight adjustments to the
22 budget itself as far as software and things of that
23 nature.

24 CHAIRMAN LUDLOW: Okay. Our last meeting, the
25 first meeting of the budget when it was -- the

1 working copy was presented to us and they were --
2 it was a great presentation, and they asked for any
3 and every change that anybody could make before
4 they go through their final copies, and there was
5 only one change made at that time.

6 So now that they're going through -- already
7 going through their final copies and this is the
8 final budget meeting, I don't think we should ask
9 them to change anything. That -- the time has
10 passed for that.

11 MR. OLSON: Well --

12 CHAIRMAN LUDLOW: They got yours in.

13 MR. OLSON: Except we're -- this is a -- this
14 is the second hearing. So presumably you have --
15 you have hearings and discussion before you do the
16 budget act -- final budget action, right?

17 CHAIRMAN LUDLOW: This is the final budget
18 action.

19 MR. OLSON: But --

20 CHAIRMAN LUDLOW: Do we have discussion and --

21 MR. OLSON: -- by its nature, a hearing is
22 people adding input to the -- this -- the
23 contemplation of budget for the coming year.

24 CHAIRMAN LUDLOW: Do you want to add
25 anything --

1 MR. OLSON: No --

2 CHAIRMAN LUDLOW: -- or make a change?

3 MR. OLSON: -- but I'm assuming that we -- we
4 do a final budget approval after we've heard a
5 con -- at the conclusion of the second -- the
6 second hearing --

7 CHAIRMAN LUDLOW: Of this meeting?

8 MR. OLSON: -- is the way I think it works.

9 CHAIRMAN LUDLOW: Okay.

10 MR. OLSON: Can -- someone else can --

11 CHAIRMAN LUDLOW: We have discussion --

12 MR. OLSON: Mr. Counsel --

13 CHAIRMAN LUDLOW: -- now --

14 MR. OLSON: -- how should we do this?

15 MR. BLOCKER: Through the Chair. So, thank
16 you, Mr. Olson, for the question.

17 So, normally the way it works is you have two
18 budget hearings under state statute, which we've
19 had. We've had the first hearing, we've adopted
20 our proposed millage rate and proposed budget. So
21 now we're at the period where we have a final
22 adoption.

23 The board can -- can weigh in a comment.

24 Generally you want to limit the changes just so the
25 public has at least two opportunities to hear the

1 proposed -- but there is an understanding that
2 during the interim, board members can receive
3 feedback from the public and then make a final
4 recommendation.

5 We do have a prepared final budget and we do
6 have their prepared ordinances -- or resolutions,
7 rather -- to go with those. So if there is any
8 feedback or there are any new recommended changes,
9 now would be the time to do that if there's going
10 to be any recommendations.

11 MR. OLSON: Okay. Thank you.

12 CHAIRMAN LUDLOW: So -- so I guess we should
13 start with the millage? Are you going to start
14 with that --

15 MR. PITTMAN: Yes, ma'am.

16 CHAIRMAN LUDLOW: -- Courtney?

17 MR. PITTMAN: So just -- so this would be the
18 final resolution on this year's millage. The last
19 board meeting we did the -- the first one.

20 So, as required by Florida Statute 200.065,
21 the millage rate is still point -- 0.000. And this
22 would be done at this public hearing on the 23rd
23 day of September, 2024. And for everybody to see,
24 the resolution is --

25 MS. LIOTTA: I'd like --

1 MR. PITTMAN: -- on display.

2 MS. LIOTTA: I'd like to make a motion that we
3 adopt Resolution 2024-11 as presented to the board.

4 MR. OLSON: Second.

5 CHAIRMAN LUDLOW: We have a motion and a
6 second to adopt Resolution 2024-11, and that is to
7 keep our millage rate what it is. Let's see.
8 Point -- 0.00000?

9 MR. BLOCKER: Yes, ma'am. So at this time,
10 Madam Chair, we would open it up for public
11 comment. If there -- after public comment's
12 concluded, we'll have a formal reading of the
13 resolution.

14 CHAIRMAN LUDLOW: Okay. Thank you.

15 So is there any comment from the public to
16 talk about the millage rate?

17 (None.)

18 CHAIRMAN LUDLOW: We're excited about it. I
19 know I'm excited about it. I like that millage
20 rate. I tell you that -- who was it said they got
21 their tax bill and they looked down there and it
22 said zero for the airport? That's the way to go.
23 So no public comment. Any other board discussion?

24 (None.)

25 CHAIRMAN LUDLOW: Then, Jeremiah, would you

1 like to read this into the record?

2 MR. BLOCKER: Yes, ma'am.

3 Resolution 2024-11. A resolution of the
4 St. Johns County Airport Authority of
5 St. Johns County, Florida, adopting the final
6 levying of ad valorem taxes for Fiscal Year
7 2024-2005, providing for an effective date.

8 Whereas, the Airport Authority of
9 St. Johns County, Florida, on September 23rd, 2024,
10 adopted for Fiscal Year 2024-25 a final millage
11 rate following a public hearing, as required by
12 Florida Statute 200.065; and

13 Whereas, the Airport Authority proposed a
14 millage rate of .0000 and said rate does not exceed
15 the rolled back rate.

16 Now, therefore, be it resolved by the
17 St. Johns County Airport Authority of
18 St. Johns County, Florida, that the Fiscal Year
19 2024-2025 operating millage rate of 00 -- I'm
20 sorry, 0.000 mills, which does not exceed the
21 rolled back rate.

22 This resolution shall take effect immediately
23 upon its adoption. Duly adopted at a public
24 hearing this 23rd day of September, 2024. Signed
25 Reba Ludlow, Chair -- Chairwoman and Dennis Clarke,

1 secretary.

2 CHAIRMAN LUDLOW: Thank you. And I could be
3 Chairman. I'm good with that.

4 Okay. Thank you so, okay, we have the
5 resolution. First and second approved and read
6 into the record. So no more discussion, public
7 comment, final adoption. So, on the budget, the
8 proposed budget --

9 MR. BLOCKER: Madam Chair, we just need the
10 final vote from the board.

11 CHAIRMAN LUDLOW: Oh, I'm sorry.

12 MR. BLOCKER: So we've had a motion and a
13 second.

14 CHAIRMAN LUDLOW: I'm so sorry. I always
15 forget voting, don't I? I know. So, everyone that
16 would like to vote for approval of our millage
17 rate, please say aye.

18 MR. OLSON: Aye.

19 MR. CLARKE: Aye.

20 MS. LIOTTA: Aye.

21 MS. CASH-CHAPMAN: Aye.

22 CHAIRMAN LUDLOW: Aye. Any opposed to
23 accepting our Resolution 2024-11?

24 (None.)

25 CHAIRMAN LUDLOW: No. Okay. It is approved,

1 thank you, and voted on. Thank you.

2 So, on our budget, proposed budget, staff. So
3 that's Courtney.

4 PROPOSED BUDGET - STAFF

5 MR. PITTMAN: Okay. I have another image of
6 the proposed budget that we displayed the last
7 budget meeting. And there's -- none of the numbers
8 have changed. It's the same numbers that were at
9 the previous budget meeting. So this is the part
10 that's open for discussion from board members.

11 MR. OLSON: Madam Chair?

12 CHAIRMAN LUDLOW: Go ahead.

13 MR. OLSON: Does this budget follow up with
14 the presentation by -- what's the name?

15 MR. PITTMAN: Shandon?

16 MR. OLSON: -- Shandon --

17 MR. PITTMAN: That is correct.

18 MR. OLSON: -- that was a recommendation that
19 we make uniform all of our rental rates for
20 T-hangars? This -- that's part of this.

21 MR. PITTMAN: Yes.

22 MR. OLSON: So if --

23 MR. PITTMAN: And no rates were assigned --
24 I'm sorry to cut you off, Mr. Olson, but no rates
25 were assigned.

1 MR. OLSON: No rates were assigned.

2 MR. PITTMAN: Right.

3 MR. OLSON: He did recommend rounding --
4 rounding them up, but --

5 MR. PITTMAN: Uh-huh.

6 MR. OLSON: -- I know some are slightly
7 different in square footage. But if we're going to
8 make a -- that kind of a uniform adjustment, which
9 made a lot of sense --

10 MR. PITTMAN: Right.

11 MR. OLSON: -- from an administrative
12 standpoint, I believe we should, you know, be clear
13 about it in a hearing so people have a comment. If
14 they don't want uniform rents on T-hangars, we
15 should hear what the reasons are.

16 MR. PITTMAN: I see what you're saying.

17 MR. OLSON: I assume that if we don't hear
18 anything, that you're -- you would be proceeding
19 based on this budget to do that.

20 CHAIRMAN LUDLOW: I always feel like, yes, we
21 agree on the budget, but it's -- it's not a life
22 and death, that some things might have to be
23 changed a little to accommodate whatever happens at
24 that time. Didn't -- not well put, but you know
25 what I mean. I mean, it isn't that not one number

1 in this budget cannot be changed. So there can be
2 some changes and adjustments, right? Bob?

3 MR. OLSON: I mean, a budget --

4 CHAIRMAN LUDLOW: I think --

5 MR. OLSON: -- is something you try to operate
6 within, I guess.

7 CHAIRMAN LUDLOW: Yes. Operate within, of
8 course, yes. Okay. Any other comment? Dennis?

9 MR. CLARKE: Well, I was prepared to make some
10 recommendations, but since we haven't -- we didn't
11 go through and approve the CFO position and the
12 airport facilities manager position and
13 Simplify i3, you know, then I'm not going to make
14 those recommendations because they are not
15 incorporated into the -- into the existing budget.

16 However, we need them, I believe. And there
17 are some -- there would be some revenue adjustments
18 that are not recognized. You know, a new lease, a
19 new hangar being built next to this building would
20 generate some revenue, so...

21 But, I mean, our -- overall, we have a
22 \$326,000 increase in our net operating income, and
23 so, any -- any additions that we make to the staff
24 or to other resources, I think will -- we can
25 easily absorb them, you know, with the excess, you

1 know, revenue.

2 MR. OLSON: Has the board not authorized the
3 i3 management systems?

4 MR. CLARKE: Evidently not, because it's not
5 incorporated in the budget.

6 CHAIRMAN LUDLOW: No.

7 MR. CLARKE: But I believe there's enough -- I
8 believe, I'd have to look back to see.

9 Under the consulting line item, I believe
10 there's amounts in there that were designated for
11 Shandon. Of course they're gone. So if we
12 substitute any dollars for the Simplify i3 program,
13 \$32,000 for the first year, that we could -- we
14 could easily accommodate it.

15 MR. OLSON: And it would be done in a way
16 presumably following -- I mean, if it's -- is it
17 someone -- something that the board would need to
18 authorize?

19 MR. CLARKE: Well, personally, I don't think
20 so because it's an operating -- an operating item.
21 It's -- it's a -- it's an improvement to an
22 administrative system. You know, it's -- it's a
23 database, it's an operating database. It
24 incorporates geo-fencing and everything else.

25 MS. LIOTTA: Well, I think that the -- a

1 software tool like that may not have been
2 granularly listed in there.

3 I view pure that -- I view that as mostly a
4 purely administrative issue. If the -- if
5 that's -- makes sense for -- you know, I really
6 that's administrative for staff to decide. I think
7 it's -- and if you're spending less on consultants
8 to get it done, I don't think that's contrary to
9 any of our current policies.

10 Granted, they could be fine-tuned for spending
11 in many ways, but I don't see an issue there. And
12 really, we couldn't have approved it in a workshop,
13 anyway. I don't think anybody here is opposed to
14 it.

15 MR. CLARKE: I think it's important for
16 everybody to know, the public as well as the board,
17 is that a system like Simplify i3, it -- having an
18 good --

19 CHAIRMAN LUDLOW: Anybody want to look at
20 that?

21 MR. CLARKE: -- accounting system, a good
22 filing system, a facilities management system,
23 those are all elements of sound internal controls
24 because one system can be reconciled against the
25 other. They don't have to necessarily talk to each

1 other electronically, but they have to -- they have
2 to have the same records, obviously, the same
3 hangar numbers and the tail numbers and everything.
4 So it's -- it's a worthy investment.

5 And I agree with you, Ms. Liotta. I believe
6 it is a staff function. It's some -- someone's
7 going to have to take control or someone's going to
8 have to drive that Simplify i3. I don't know that
9 the executive director would have the time to do it
10 in detail because it -- there's -- there's just an
11 overwhelming amount of information flowing into and
12 out of and crossing over the -- the --

13 MS. LIOTTA: Yeah.

14 MR. CLARKE: -- functional boundaries.

15 MS. LIOTTA: Usually with a lot of these
16 tools, there's a big lift to get all the data in.

17 MR. CLARKE: Yeah.

18 MS. LIOTTA: So that would be like one of my
19 big questions.

20 And it may have been asked and answered months
21 ago when we first were made aware of this, is data
22 portability. If it turns out that this isn't
23 really everything it promised to be or for whatever
24 reason we needed to move away from it later, can we
25 get our data out --

1 MR. CLARKE: Yeah.

2 MS. LIOTTA: -- after we spent all that time
3 getting in it?

4 MR. CLARKE: That's addressed in the
5 presentation and the answer to that is yes. I
6 mean, it's all -- it's all --

7 MS. LIOTTA: Yeah. And there -- there may be
8 an opportunity -- I think it's another item that's
9 sort of been percolating under -- for a while, is
10 the interlocal agreement.

11 I'm not suggesting we would use that for
12 something like Simplify, but things like basic HR
13 functions, other things that we could get addressed
14 through the interlocal could free up existing staff
15 time to work on these more airport-specific
16 matters.

17 CHAIRMAN LUDLOW: Okay. I would like to say
18 something, too.

19 I went through this whole thing, and -- and
20 it's a wonderful -- it's a wonderful database,
21 but -- you know, for a lot of different size
22 companies, but we're a small company.

23 So I just read this one page, and so -- but
24 one of their recommendations or their job
25 descriptions, improve customer engagement. How

1 many customers do we have? Eliminate paper. You
2 know, consolidate spreadsheets. Some of this stuff
3 does not apply to us at all.

4 And, you know, I -- I guess, like any system
5 like this, you just take what you can work with.
6 But again, automate -- automate repetitive tasks.
7 You know, optimize workflows.

8 MR. BLOCKER: Excuse me. Madam Chair, we've
9 just got to just -- I understand the board wants --
10 we have to be careful that we stay on a very strict
11 script with the budget.

12 CHAIRMAN LUDLOW: We're doing the budget.

13 MR. BLOCKER: We've got to make sure that we
14 stay on track.

15 CHAIRMAN LUDLOW: We got off the track, didn't
16 we? Thank you.

17 MS. LIOTTA: A special -- special meeting
18 agenda, I guess, we have to stay on that.

19 CHAIRMAN LUDLOW: Thank you.

20 Okay. So discussion, any other discussion on
21 the budget? Or we can have public comment. Do we
22 have any more board discussion?

23 (None.)

24 CHAIRMAN LUDLOW: Okay. And I agree with you,
25 Dennis, the numbers you were thinking of changing

1 and putting in aren't relevant at the moment.

2 MR. CLARKE: Right.

3 CHAIRMAN LUDLOW: Uh-huh. So -- and like you
4 said, we have money in the bank, so these things
5 can still be worked out. Is there any public
6 comment? Jose, name and address.

7 MR. RIERA: Jose Riera, 133 Paranza Trace,
8 St. Augustine.

9 Just have a question that just caught my
10 attention. You're talking about the uniform hangar
11 rates and I'm thinking, boy, if I have a little
12 hangar and if I'm going to pay the same for a big
13 hangar, are we talking about the cost per square
14 foot?

15 MR. OLSON: Per square foot.

16 MS. LIOTTA: Yeah, by size.

17 MR. RIERA: Okay. Great.

18 CHAIRMAN LUDLOW: You don't need a --
19 whatever. Good. Any other public comment on the
20 budget?

21 (None.)

22 CHAIRMAN LUDLOW: No discussion. Then we can
23 have final adoption?

24 MR. BLOCKER: Yes, ma'am. We just need a
25 motion and a second.

1 CHAIRMAN LUDLOW: I need a motion to adopt the
2 final budget.

3 MR. CLARKE: I'll move.

4 MR. OLSON: Second.

5 CHAIRMAN LUDLOW: We have a move and a second.
6 Everyone in favor, say aye.

7 MR. OLSON: Aye.

8 MR. CLARKE: Aye.

9 MS. LIOTTA: Aye.

10 MS. CASH-CHAPMAN: Aye.

11 CHAIRMAN LUDLOW: Aye.

12 MR. BLOCKER: I just need to read it.

13 CHAIRMAN LUDLOW: Yeah. You need to -- so
14 Jeremiah will read this into the record.

15 MR. BLOCKER: Thank you.

16 St. Johns County Airport Authority
17 Resolution 2024-12. A resolution of the
18 St. Johns County Airport Authority of
19 St. Johns County, Florida, adopting the final
20 budget for Fiscal Year 2024-25, providing for an
21 effective date.

22 Whereas, the Airport Authority of
23 St. Johns County, Florida, on September 23rd, 2024,
24 adopted for Fiscal Year 2024-2025 a final budget
25 following a public hearing as required by

1 Florida Statute 200.065; and

2 Whereas, the Airport Authority has prepared a
3 budget for the Fiscal Year 2024-2025; and

4 Whereas, the Airport Authority adopted the
5 final millage rate prior to adopting this
6 resolution.

7 Now, therefore, be it resolved by the
8 St. Johns County Airport Authority of
9 St. Johns County, Florida, that the annual budget
10 estimates of revenue and expenditures of the
11 St. Johns County Airport Authority for the
12 Fiscal Year 2024-2025, as considered and acted upon
13 under and by the authority of the laws of Florida,
14 are hereby ratified, approved, and adopted.

15 The annual budget of revenues and expenditures
16 adopted for the ensuing Fiscal Year 2024-2025 shall
17 be attached to the minutes of this meeting. This
18 resolution shall take effect immediately upon its
19 adoption.

20 Duly adopted at a public hearing this 23rd day
21 of September, 2024, St. Johns County
22 Airport Authority by Reba Ludlow, Chairman, and
23 Dennis Clarke, Secretary.

24 CHAIRMAN LUDLOW: Thank you, Jeremiah. What?
25 Okay. We're going to sign them.

1 CHAIRMAN LUDLOW: October 25th.

2 MR. OLSON: Okay. The 25th.

3 (Meeting adjourned at 5:26 p.m.)

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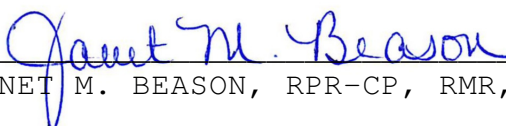
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REPORTER'S CERTIFICATE

STATE OF FLORIDA)
COUNTY OF ST. JOHNS)

I, JANET M. BEASON, RPR-CP, RMR, CRR, certify that I was authorized to and did stenographically report the foregoing proceedings and that the transcript is a true record of my stenographic notes.

Dated this 10th day of October, 2024.



JANET M. BEASON, RPR-CP, RMR, CRR

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