

# Regular Meeting Agenda

April 8<sup>th</sup> 2024, 1600 EDT

- **Call to Order**
- **Pledge of Allegiance**
- **Agenda Approval**
- **Business Partner Updates**
- **Audit Review**
- **Old Business Items**
  - **Mitigation Credit Discussion**
  - **ED Job Description**
- **New Business Items**
  - **Contract CFO**
    - [Home - Shandon Enterprises, LLC \(shandonllc.com\)](http://shandonllc.com)
    - [Outsourced Accounting Services : Cherry Bekaert \(cbh.com\)](http://cbh.com)
- **Staff Report**
- **Public Comment – General**
- **Member Comments and Reports**
- **Adjournment**

## Business Partner Updates

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- Mr. Henry Dean, St. Johns County Commissioner
- Mr. Vinny Beyers, Atlantic Aviation, FBO
- Mr. Jose Riera, SAAPA Liaison
- Mr. Nate McKendrick, Northrup Grumman
- Mr. Courtney Pittman, Air Traffic Control Tower
- Mr. Bruce Kreis, AOPA

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## Staff Reports – Items of Interest & Update of Projects

### Jaime R Topp

- Employee Appreciation, Jake Beason
- Aero Simple
  - Asset Database, always accessible, it is ours
  - Amazon Web Hosting
  - They are a SaaS “Software as a Service” no need for software escrow
  - Contracted with 82 airports, including JAA
  - Full Part 139 documentation creation
  - [https://www.canva.com/design/DAFPZ0td-Ug/rA4UVLJiIAINiqfEQRGE8g/view?utm\\_content=DAFPZ0td-Ug&utm\\_campaign=designshare&utm\\_medium=link&utm\\_source=publishsharelink](https://www.canva.com/design/DAFPZ0td-Ug/rA4UVLJiIAINiqfEQRGE8g/view?utm_content=DAFPZ0td-Ug&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink)
- Incidents
  - 3-25-24 N4387W
  - 4-1-24 N7171R
- Grant Opportunity Updates

### Jeremiah Blocker

- Joyce is pushing his lawyers

### Chad Roberts

- Solano Land lease update
- Gun Club bundled up with our decision about credits.

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April 8<sup>th</sup> 2024, 1600 EDT

Airport Operations and Fuel Sales

## **Public Comments – General**

- **Three (3) Minutes per Speaker**
- **Address Matters that Reasonably May Need Attention of the Authority**

## **Rules of Decorum**

- **May Not Disrupt the Meeting with Personal, Impertinent or Slanderous Remarks or Boisterous Behavior**
- **Please Address the Authority as a Whole, Not Any Individual Member or Staff**
- **Please Refrain From Making any Demand for an Immediate Response From the Authority**

## **Authority Members - Comments and Reports**

### **Ms. Michelle Cash-Chapman**

- **Aerospace Academy**
- **Executive Director Search**

### **Mr. Dennis Clarke**

### **Ms. Jennifer Liotta**

### **Ms. Reba Ludlow**


- **Transportation Planning Organization**

### **Mr. Robert Olson**

- **Economic Development Council**

## **Next Meeting**

May 12<sup>th</sup> 2024      1600

	<b>POSITION: Executive Director</b> <b>Reports to: BOD</b>		
<b>JOB DESCRIPTION</b> Page 1 of 2	<b>FLSA:</b> <b>Exempt</b>		<b>Revision Date:</b> <b>March 2024</b>

**PURPOSE:**

The St. Augustine Airport Executive Director is to lead its operations, development, and strategic initiatives. The Executive Director is responsible for oversight all aspects of the airport's administration, including financial management, regulatory compliance, infrastructure development, and community relations. The Executive Director will possess strong leadership skills, aviation industry knowledge, and a proven track record of successfully managing airport operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. **Strategic Leadership:** Develop and implement strategic plans to enhance the airport's role as a vital transportation hub and economic engine for the region.
2. **Financial Management:** Oversee budgeting, financial planning, and revenue generation activities to ensure the airport operates efficiently and sustainably.
3. **Regulatory Compliance:** Ensure compliance with all federal, state, and local regulations governing airport operations, safety, and security.
4. **Infrastructure Development:** Identify opportunities for infrastructure improvements, expansion, and modernization to meet the needs of stakeholders and accommodate growth.
5. **Airline and Tenant Relations:** Foster positive relationships with airlines, tenants, and other stakeholders to promote collaboration and maximize operational effectiveness.
6. **Community Engagement:** Engage with local government officials, business leaders, community organizations, and residents to promote the airport's role in economic development and tourism.
7. **Safety and Security:** Maintain the highest standards of safety and security throughout the airport facility, operations, and services.
8. **Personnel Management:** Recruit, train, and supervise a diverse team of staff members, providing leadership, mentorship, and professional development opportunities.
9. **Marketing and Promotion:** Develop marketing strategies and promotional initiatives to attract new airlines, businesses, and travelers to the airport.
10. **Board Integration:** Participate and serve as staff representation when developing short- and long-term goals, processes, and policies. Must also assist in the Board's formulation, ensuring the philosophical objectives of the Board are integrated into Authority policies and goals. Participate in Board discussions and meetings.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Comprehensive airport program operations, services, and activities.
- Organization and management principles for analyzing and evaluating airport programs and policies.
- Modern principles and practices of airport program development and administration.
- Maintenance and repair methods, materials, and equipment used in airports.
- Recent developments and literature in the aviation industry.
- Advanced budget preparation and administration principles.
- Supervisory, training, and performance evaluation practices.

- Pertinent Federal, State, and local laws, codes, and regulations.
- Modern office practices, methods, and computer equipment.
- Record-keeping and reporting principles and procedures.
- Contract administration principles.
- Occupational hazards and safety practices.
- Various regulatory documents and manuals governing airport operations.
- Provide administrative and professional leadership for staff.
- Develop, implement, and administer effective airport service procedures.
- Plan, organize, and coordinate personnel work; delegate authority.
- Select, train, and evaluate staff.
- Prepare and manage complex budgets efficiently.
- Analyze problems, propose solutions, and implement recommendations.
- Research and evaluate new service delivery methods.
- Prepare clear administrative and financial reports.
- Interpret and apply policies, laws, and regulations.
- Ensure efficient resource utilization.
- Oversee contract preparation and administration.
- Communicate effectively both orally and in writing.
- Manage difficult situations and people effectively.
- Make persuasive presentations to large groups.
- Demonstrate judgment, flexibility, and sensitivity in changing circumstances.
- Cultivate positive working relationships with others.

**REQUIREMENTS:**

- Bachelor's degree in aviation management, business administration, public administration, or a related field; Master's degree preferred.
  - Or at least 7-10 years' experience in related fields.
- 7-10 years of progressive leadership experience in airport management, aviation operations, or related fields, specifically Part 139 airport
- Strong understanding of aviation industry regulations, trends, and technologies.
- Demonstrated financial acumen, including budgeting, financial analysis, and revenue optimization.
- Excellent interpersonal, communication, and negotiation skills.
- Proven track record in infrastructure development, project management, and capital planning.
- Sound knowledge of safety, security, and emergency management protocols.
- Leadership qualities characterized by integrity, resilience, adaptability, and customer-centricity.
- Accredited Airport Executive (A.A.E.) Certification is a plus.

**CONFIDENTIAL AND SENSITIVE INFORMATION:**

Must properly control the release of proprietary and confidential information

**ESSENTIAL PHYSICAL REQUIREMENTS:**

Balancing	No	Grasping	Yes	Reaching	Yes
Carrying	Yes	Hearing	Yes	Seeing	Yes
Climbing	Yes	Kneeling	Yes	Sitting	Yes
Crawling	Yes	Lifting	Yes	Standing	Yes

Crouching	Yes	Pulling	Yes	Walking	Yes
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**Job Description Clause**

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

**Signature Acknowledgement:**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# DATA SECURITY

Airports always own their data and have access to download information in PDF and Excel formats on a periodic basis.



## Summary of Teams meeting with AeroSimple

04.02.2024

Vishu Roa, Founder and CEO

Stephen Blessing, Co-founder, and Managing Director

Jaime Topp, Courtney Pittman, Roxanne Buonsanto

Jaime expressed today's meeting was to collect specific information about the services provided by AeroSimple, in order to answer questions raised by the Board. He specifically asked about the security of the data:

Where is it kept?

How is it backed up?

"If you go out of business tomorrow, what do we do?"

Vishu explained that they use Amazon webhosting and everything is cloud based. Additionally, the data center is in the United States. Daily back-ups are performed. Most airports/customers take advantage of "bulk exporting." Generally, it is done every 30 days, but it is available at any chosen interval. The time frame selected is downloaded into a single PDF. Their features allow us to export into other industry standard formatting.

They are what is considered an "SaaS" is a way of providing software as a service. Instead of installing and maintaining software, they allow it to be accessed via the Internet.

Another feature is the role-based access center. This allows an administrator to create roles based on our specific needs.

They are currently contracted with 80 airports-all 3 in the Houston area and, most recently, Jacksonville, to name a few.

Their constant monitoring feature ensures added security against breaches.

A brief video was shown featuring how Rapid City Regional Airport uses the AeroSimple Software. Key sections explained instant reporting capability with GPS, easy navigation, and the ability to add/edit sections to best meet our needs.

Jaime stated how we originally declined the ARFF add-on but explained the reasoning behind that decision to be the fact that the only part of the ARFF we are responsible for is the building and 2 trucks. The remainder is maintained by the county. We have copies of their inspections, though. We can design the inspection around our needs.

A basic walk-thru of the start up process was given as:

Immediate use from Day 1.

Week 1: Aero-Simple will request the current forms and templates we have used for the previous inspections and record-keeping. These will be used to configure our specific needs/uses.

During the next couple of weeks, we will receive onboarding via Teams while having direct interactions with the software. Weekly check-ins will be conducted until we're comfortable. After that, support is available as requested. Courtney mentioned that he believes some of our forms are outdated and do not serve our needs, as best as possible. Vishu pulled up another feature that is a forms database. This contains numerous forms (in every category) that other airports have shared. We are permitted to use them, "as is" or edit them to fit our needs.

Their Gant view chart listed each section of Part 139 that we are responsible for. Our current form of documentation is found in shelved bulky binders and not easily accessible when requiring specific, dated information.

Courtney's Notes:

1. Security
  - a. Amazon Web Services
  - b. Cloud system based
  - c. Data center in U.S. (Virginia)
  - d. Information is encrypted when sent in
2. Can Export from Aerosimple to excel PDF's, CAD's, and excel
3. Can bulk export by compressing into PDF data that encompasses up to 30 days.
  - a. 12 PDF's can hold a year's worth of information
4. S.A.S "Software As a Service"
  - a. This is what we pay for
5. We control who has access and to what level.
6. 82 airports currently use (i.e. JAX, APF)
7. Has gone through numerous security audits and passed
  - a. 3<sup>rd</sup> party inspections that audited and monitored how data was stored
  - b. Passed cyber security assessments
8. ARFF bundle:
  - a. Tracking preventive maintenance for ARFF gear (i.e. SCBA gear)
  - b. Checklist for each item in system
  - c. Training records stored
  - d. We can create our own inspections or use ones provided by other airports
  - e. ARFF is + \$3,000 to preexisting quote
9. Training:
  - a. Can upload existing forms and templates

**Aerosimple Schedule:**

Wk 1: Initial Setup

Wk 2: User onboarding

Wk 4: user feedback/touchbase

Wk 5: Final tweaks

WK 6: Go Live