

ST. JOHNS COUNTY AIRPORT AUTHORITY
Board Meeting Minutes
Airport Conference Center
Wednesday, December 17, 2025

1. Call to Order

The Regular Meeting of the St. Johns County Airport Authority Board was called to order at 4:55 PM.

2. Roll Call

Board Members Present

- Nick Primrose, Chair
- Michelle Cash Chapman, Secretary and Treasurer
- Jerry Dedge, Board Member
- Mario Dipola, Board Member

Staff Present

- Courtney Pittman, Interim Executive Director
- Connie Worley, Controller
- Linda Santiago, Senior Executive Assistant and Board Liaison
- Chris Walker, General Counsel
- Jeffrey Kempf, Deputy General Counsel
- Chad Roberts, Aviation Attorney

4. Minutes Approval

The Board reviewed the minutes of the October 15, 2025, Second Public Budget Meeting and the November 10, 2025 Regular Board Meeting.

Motion to approve the minutes as presented. Moved by Mario Dipola, seconded by Jerry Dedge. Motion approved.

5. Agenda Approval

The Board approved an amendment to the agenda to defer discussion of the T-Hangar Use Agreement to the January Board Meeting.

Motion to approve the agenda as amended. Moved by Mario Dipola, seconded by Jerry Dedge. Motion approved.

6. Financial Report

The Board reviewed and discussed the Balance Sheet and Income Statement for the period ending October 31, 2025. The reports were received for informational purposes.

The Chair expressed appreciation to staff for the financial reporting and requested that management advise the Board of any emerging financial trends. Discussion included fuel revenue assumptions, budget timing, and confirmation that the Authority remains financially positioned to address Florida Retirement System obligations and associated penalties if applicable.

6. Business Partner Updates

Atlantic Aviation

Updates were provided regarding restroom facility conditions and service road deterioration. Staff advised that restroom repairs are included in the upcoming budget and that potential FAA funding opportunities are being explored for service road repairs during the summer period.

Ed Booth and Tenant Matters

An update was provided regarding a previously approved long term land lease. The tenant has expressed interest in proceeding with construction independently. Staff will schedule a follow-up meeting and provide an update at the January Board Meeting.

Roberts Aviation

Discussion included hangar waitlist status, fuel pricing concerns, and potential alternatives related to Jet A fueling options. Additional discussion addressed ad valorem tax invoicing matters. Staff advised that legal counsel has initiated coordination with the Property Appraiser Office to address the issue.

7. Board Policy & Procedures

The Board reviewed proposed amendments to the Board Policy and Procedures addressing public comment placement, committee structure, officer roles, and governance practices.

Key discussion points included:

- Public comment placement at the beginning of regular meetings
- Committee structure with establishment of an Audit Committee and use of ad hoc committees as needed
- Addition of a Vice Chair Officer position
- Clarification of agenda item submission procedures
- Confirmation that any Artificial Intelligence policy would be addressed under a separate policy document

Motion to adopt the Board Policy and Procedures as amended. Moved by Jerry Dedge, seconded by Michelle Cash-Chapman. Motion approved.

8. Board Officer Slate and Committee Appointments

The Board approved the slate of officers and Audit Committee assignments as presented.

- Board Chair – Nick Primrose
- Vice Chair – Mario Dipola
- Secretary/Treasurer – Michelle Cash-Chapman
- Audit Committee – Mario Dipola, Chair, Jerry Dedge, Committee Member

Motion to approve. Moved by Jerry Dedge, seconded by Mario Dipola. Motion approved.

9. Board Meeting Schedule

The Board approved the 2026 Board Meeting Schedule, establishing regular meetings on the second Wednesday of each month at 9:00 AM, beginning January 21, 2026.

Motion to approve. Moved by Jerry Dedge, seconded by Michelle Cash-Chapman. Motion approved.

10. Indemnification Policy

The Board reviewed and adopted the Indemnification Policy with amendments as discussed.

Motion to ratify and adopt the policy. Moved by Jerry Dedge, seconded by Michelle Cash-Chapman. Motion approved.

11. Staff Reports

The Interim Executive Director provided a project status overview at the request of the Chair. Staff reported that the revised substantial completion date for Hangars A and J is February. Administration is coordinating with General Counsel to evaluate contractual remedies related to project delays, including potential recovery of liquidated damages in accordance with the DiMare Construction contract dated October 24, 2025, which provides for liquidated damages of \$500 per day. The Board directed that a consolidated project status summary be included as a standing component of future agenda packets.

Operational activity levels were reported as exceeding pre COVID benchmarks. Jet A fuel sales have increased, while overall fuel sales have declined due to current single tank capacity limitations. Staff also reported that the Wings and Wheels event is scheduled for February 26, with Northrop Grumman participating for the first time.

10. Next Meeting

The next Regular Board Meeting is scheduled for January 21, 2026, at 9:00 AM at the Airport Conference Center.

Adjournment

The meeting was adjourned at 7:34 PM.