

ST. JOHNS COUNTY AIRPORT AUTHORITY
Second Budget Meeting Minutes
Airport Conference Center
Wednesday, October 15, 2025 at 8:30 AM

1. Call to Order

Chair Nick Primrose convened the Second Budget Workshop at 8:32 AM.

2. Roll Call

Board Members Present

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

Staff Present

- Courtney Pittman, Interim Executive Director
- Connie Worley, Controller
- Linda Santiago, Senior Executive Assistant and Board Liaison
- Jeffrey Kempf, Deputy General Counsel

Staff Absent

- Chris Walker, General Counsel
- Chad Walker, Aviation Attorney

3. Public Comment

Deputy Reid advised the Board that posted salary figures reflect wages only and do not include the value of employee benefits.

4. Purpose of the Workshop

The Chair reiterated that the objective of the session was to review, discuss, and finalize the Fiscal Year 2025-2026 operating budget.

5. Budget Presentation

Presenters: Interim Executive Director Courtney Pittman and Controller Connie Worley

- The Chair confirmed that payroll processing fees are embedded in the budget.
- At the request of the Chair, the Controller provided a detailed breakdown of the salary line which includes base wages, payroll taxes, group insurance, Florida Retirement System contributions, and an overtime allocation of \$10,000 dollars.
- Board Member Liotta inquired whether back payments associated with the Florida Retirement System were captured. The Controller confirmed they were not, pending additional guidance. The Chair stated that any back payments owed would be satisfied through cash reserves.
- Board Member Liotta referenced three compensation comparison documents provided to General Counsel for review and circulated to the Board on October 15.

Additional Board comments noted statewide initiatives, compensation references, and revision expectations throughout the fiscal cycle.

The Chair acknowledged the Board Vision Proposal and Workshop Plan submitted by Secretary and Treasurer Cash Chapman on October 13. He also noted three Board Members were appointed thirteen days prior and emphasized the need for comprehensive development of the next fiscal year budget.

Millage Rate Action

- **Resolution 2025-05** establishing the millage rate at 0.0000 was moved by Board Member Dipola, seconded by Board Member Liotta, and approved unanimously.

Draft Budget Action

- The draft budget, previously reviewed under Resolution 2025-03, was updated per Board direction and incorporated into Resolution 2025-06.

- **Resolution 2025-06** was moved by Secretary and Treasurer Cash Chapman, seconded by Board Member Liotta, and approved unanimously.

Board Comments

- Board Member Dedge urged timely action on the Interim Executive Director's contract. The Chair agreed, stating the matter will be addressed at the November meeting, along with engaging an executive search firm.
- Board Members were asked to submit workshop agenda items to the Interim Executive Director.
- Board Member Liotta reiterated her request for an internal investigation regarding prior Board Member resignations and expressed concerns regarding airport leadership. The Chair responded that all options will be reviewed as part of the transition to a permanent Executive Director.

6. Adjournment

The workshop adjourned at 9:23 AM.