

**ST. JOHNS COUNTY AIRPORT AUTHORITY**  
**Board Meeting Minutes**  
**Airport Conference Center**  
**Wednesday, April 8, 2026**

**1. Call to Order**

The regular meeting of the St. Johns County Airport Authority Board was called to order at 9:00 AM.

**2. Ceremonial Presentation**

A ceremonial check presentation was conducted recognizing federal funding secured through Congressman John Rutherford in the amount of \$9,650,000. The funding, administered through the Federal Aviation Administration (FAA), will support future airfield infrastructure improvements.

**3. Roll Call**

Board Members Present:

Nick Primrose, Chair

Mario Dipola, Vice Chair

Michelle Cash Chapman, Secretary/Treasurer

Jerry Dedge, Board Member

Board Members Absent:

Daniel Bean, 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

Chad Roberts, Aviation Counsel

**4. Minutes Approval**

The Board reviewed the March 11, 2026 Regular Board Meeting Minutes. A motion was made to approve the minutes with amendments. Moved by Jerry Dedge, seconded by Mario Dipola. Motion approved.

## **5. Agenda Approval**

A motion was made to approve the meeting agenda as presented. Moved by Mario Dipola, seconded by Michelle Cash Chapman. Motion approved.

## **6. Executive Director Search Update**

A representative from ADK Executive Search provided an update on the recruitment process. A total of 36 candidates have applied, with approximately 6 to 8 candidates identified as viable prospects. Candidate presentations are anticipated at an upcoming Board meeting.

## **7. T-Hangar Use Policy**

Staff presented Version 16 of the T-Hangar Use Policy. A motion was made to approve the policy with no changes via Resolution 2026-08. Moved by Michelle Cash Chapman, seconded by Mario Dipola. Motion approved.

## **8. Proposed T-Hangar Rate Structure**

A motion was made to approve a two-year implementation plan with CPI adjustments via Resolution 2026-01. Moved by Michelle Cash Chapman, seconded by Jerry Dedge. Motion approved.

## **9. Hawkeye View Lane**

Staff provided an update regarding the Hawkeye View Lane property.

## **10. Commercial Terminal Use Policy**

Going forward, all rental requests for the Terminal must be aviation related.

## **11. Coordination with Supervisor of Elections and 2026 Framework**

The Board considered Resolution 2026-07 regarding Authority election procedures and governance structure for the 2026 Elections. The resolution was adopted as presented.

## **12. Financial Report**

Net operating income was approximately \$424,000, exceeding budget by approximately \$90,000. Current cash balance is approximately \$4.6 million.

## **13. Annual Financial Audit**

Cherry Bekaert is conducting the Authority's annual financial audit with completion expected by June 30, 2026.

#### **14. Construction Projects Update**

Environmental assessment is underway with completion anticipated by Fall 2026. Taxiway F and US-1 Extension projects are expected to be shovel-ready within approximately 90 days pending funding authorization.

#### **15. Aviation Counsel Report**

Updates were provided regarding tenant compliance matters and legal review.

#### **16. Audit Committee Update**

Updates included FRS obligations, staffing vacancies, and financial performance.

#### **17. Next Meeting**

The next Regular Board Meeting is scheduled for May 14, 2026 at 9:00 AM at the Airport Conference Center.

#### **Adjournment**

The meeting was adjourned at 11:01 AM.