



## Board of Directors Meeting

### Meeting Minutes

August 1, 2018

In accordance with the provisions of the New Jersey Open Public Meeting Act, a meeting of the National Aviation Research and Technology Park Board of Directors was held at Stockton University, 101 Vera King Farris Drive, Galloway, NJ 08205 in N-Wing Conference Room (N-123) on Wednesday, August 1, 2018, at 3:00 p.m.

**Call to Order:** The meeting was called to order by Dr. Edward Salmon, President.

**Welcome:** The President of the board, Dr. Edward Salmon welcome the two new board directors:

- Christina Fuentes designee for Tim Sullivan, NJEDA
- Marshall Spevak designee for Matt Doherty, CRDA

Christina Fuentes and Marshall provide an overview of their experiences and past accomplishments to the members of the board. Christina Fuentes will be replacing Juan Burgos as the Designee for NJEDA and Marshall Spevak will be replacing Christopher Howard as the Designee for CRDA.

**Roll Call – Present:** Officers: Dr. Edward Salmon, President; Howard Kyle, representing Dennis Levinson, Board secretary; Mike Sullivan representing Steve Mazur, Treasurer Designee for Stephen Dougherty, SJTA. Board Members: Michael Angulo, Stockton University; Christina Fuentes, Board of Directors Designee for Tim Sullivan; Marshall Spevak, Designee for CRDA; John Lamey, ACIA; Sam Young; and Meg Worthington via phone

**Absent:** Dr. Anne Harlan, Vice-President; Dr. Harvey Kesselman, Stockton University; Ted Onuwa, Jr., Student Trustee and Monica O’Kane, Student Trustee and Shelley Yak, FAA Advisor to the Board

**Others in Attendance:** Don Sebastian, New Jersey IT; Tim Franklin, New Jersey; Alfred R. Scerni, Jr., Esquire, Parker McCay P.A.; Michele Holmes and Gayle Martin Taylor FAA; John Wiley, Ron Esposito and Nicole Marsh (NARTP)

**APPROVAL OF THE MINUTES FROM APRIL 26, 2018** – The President called for approval of the minutes from April 26, 2018 board meeting. The minutes were reviewed and approved as submitted. A motion was made and seconded for approval by (Young/Harlan). This motion was unanimously approved by the board.

**NARTP 2019 BUSINESS PLAN** –Dr. Salmon asked John Wiley to report on the 2019 NARTP Business Plan. Mr. Wiley informed the board members that the major change to the presented draft copy of the NARTP 2019 Business Plan was made to the 2019 goals and adjective sections Dr. Salmon asked for a motion to approve the NARTP 2019 Business Plan as present. A motion was made and seconded by (Young/Kyle). John Lamey Abstained

**NARTP 2019 BUDGET OVERVIEW** – Dr. Salmon called upon John Wiley since Steve Mazur was absent to provide the budget overview. The members of the board were presented an up-to-date draft FY18 Preliminary Actuals Budget Report, indicating revenue received as \$616,958 and

expenses of \$612,478 as of July 31, 2018. The presented report also included the approved NARTP FY19 Annual Budget approved on June 21, 2018. The estimated revenues indicated for FY19 showed \$973,980 and estimated expense of \$973,558. Not voting action was required at this time by members of the board.

**STATUS ON NARTP WEBSITE UPDATES** – John Wiley mention and Nicole Marsh and Nina Ortiz (TES) have been working on updating the NARTP website. During this meeting, members of the board had a chance to see some the changes. Lastly, <r. Wiley asked the members to take a look at the NARTP website at their convenience and to email Nicole Marsh a photo that they might want to add to the website or NARTP can work on coordinating a photo session.

**STOCKTON UNIVERSITY’S MASTER MANAGEMENT AGREEMENT** - Dr. Salmon asked John Wiley to report on the status of the Master Management Agreement. Mr. Wiley informed the members of the board that draft updated version is still under review and the draft Master Management Agreement should be ready to be presented at the next full board meeting.

**NATIONAL ARTP ACTIVITIES** - John Wiley gave a brief overview of the activities that NARTP have been involved in since his last report. The highlighted topics were outlined in this meeting activities report which was provided to all members.

**EXECUTIVE SESSION:** Dr. Salmon asked for a motion to enter into an Executive Session to discuss contractual matters. A motion was made and seconded by (Harlan/Kyle). This was unanimously approved by the board.

Once the board members concluded their discussion, Dr. Salmon asked for a motion to return to the public session. A motion was made and seconded by (Harlan/Sullivan). This was unanimously approved by the board.

After the returning to the public meeting, a brief discussion took place regarding the in-placed JLW Consulting Agreement. After a brief discussion among the members, a recommendation was made to change the JLW Consulting Agreement terms from monthly to weekly. Dr. Salmon asked for a motion to approve the recommendation of changing the current terms for the JLW Consulting Agreement from monthly to week was made. A motion was made and seconded by (Kyle/Harlan). This was unanimously approved by the board.

**OTHER BUSINESS, COMMENTS, SUGGESTIONS:** The President of the Board thank Don Sebastian and Tim Franklin, NJIT representatives for coming to join the meeting and asked if they had anything to share with the members of the board. Both representatives had a chance to speak to the board.

**EXECUTED RESOLUTIONS:** The President of the boards, Dr. Salmon signed the following resolutions at the end of the meeting:

- RESOLUTION NO. 010-2018 – ***A RESOLUTION OF THE NATIONAL AVIATION RESEARCH AND TECHNOLOGY PARK OF NEW JERSEY, INC., Adopting the National Aviation research and Technology Park Fy19 Business Plan Dated July 24, 2018***
- RESOLUTION NO. 011-2018 – ***A RESOLUTION OF THE NATIONAL AVIATION RESEARCH AND TECHNOLOGY PARK OF NEW JERSEY, INC., Authorizing the Second Amendment to the Service Contract for Management and Related Services with JLW Consulting, LLC.***

**Future Scheduled Meetings:** Below are the upcoming meeting to be held at Stockton University, 101 Vera King Farris Drive, Galloway, NJ 08205 - (N-Wing Large Conference Room N-123) at 3:00 pm:

- Executive Committee
- Board of Directors Meeting

Thursday September 13, 2018  
Thursday, October 25, 2018

**Adjournment:** There being no other business to discuss, the President thanked all the members for their attendance and participation. Then a motion to adjourn was called. A motion was made and seconded by (Young/Fuentes).

*These minutes were prepared and submitted by Howard J. Kyle, Secretary*