

**To:** [REDACTED]; Jojo  
Fontanilla [REDACTED]  
**From:** Lesley Groff  
**Sent:** Thur 5/21/2015 4:41:04 PM  
**Subject:** Trip to Teterboro

[REDACTED], Jeffrey would like you to stay here for the 3pm appointment with [REDACTED]...Jojo, this means YOU are responsible for getting [REDACTED] on the airplane and completely settled in before departing...Jeffrey asks that you make sure they get on plane, help with luggage, etc...don't leave until you are comfortable knowing they are all taken care of...

confirm back to me please ;)