



AGENDA
AIRPORT ADVISORY COMMISSION
REGULAR MEETING
JANUARY 11, 2018
6:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

3.1 Approval of December 14, 2017 Airport Advisory Commission Meeting Minutes

4. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA

5. OLD BUSINESS

5.1 Airport Terminal Construction Project Update(s)

5.2 Runway 4 GPS Approach Procedure Development Update

5.3 Airport AWOS Repairs Discussion Repairs Discussion Follow-up

5.4 Airport Market Analysis Process Update

5.5 RV Park - FAA Position Follow-up

5.6 Airport Financial Report

6. NEW BUSINESS

6.1 Current FBO Office Facility Update

6.2 Airport Open House & Ribbon Cutting Event Discussion

6.3 Bonhams and Butterfields Auctioneer Facility Use Agreement Review

6.4 Concours d'Elegance Facility Use Agreement Review

7. AIRPORT MANAGER AND STAFF REPORTS

7.1 Airport Manager Monthly Report

8. COMMISSION MEMBER REPORTS/COMMENTS

9. NEXT MEETING DATE

10. ADJOURNMENT

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any action, which may be considered with respect to such matter. For information regarding this matter, please contact the Airport Manager.

1. **Call to Order:** Vice-Chair Chuck Colcord called the meeting to order at 6:00 pm.
2. **Members Present:** Chuck Colcord (Vice-Chair), Don Edlin, Aaron Morgan, David Austin, Kent McKee
Members Absent: Paul Behan, George Haffey

Others Present: Bob Allison, Andrew Holesko, Susanne Thamm, Commissioner Len Kreger, Robert Kozakoff, Commissioner-Elect Chip Ross
3. **Approval of Minutes:** The minutes of the November 9, 2017 regular meeting were presented for approval. **A motion was made by Member Morgan, seconded by Member Edlin, to approve the minutes. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**
4. **Public Comment Regarding Items Not On The Agenda:** No public comment was received.
5. **Old Business:**
 - 5.1 **Airport Terminal Construction Project and Financing Update(s)**

Airport Manager Coyle provided an update on the status of the terminal construction project stating that the facility construction has continued without issue, and that it is expected that blocking of the second story of the building would commence at the end of December and be completed in early January. Mr. Coyle also provided a draft timeline, developed by the City's Communications Officer, Mary Hamburg, which could be presented to the public to show the status and expected completion schedule for the facility. Member Edlin stated that the timeline should show additional information regarding project funding sources and the economic impact that the airport has on the community. Mr. Coyle agreed and stated that he would work with the Mary Hamburg to integrate those changes.

Mr. Coyle also provided an update of conversations held with Brian Echard from Eight Flags Aviation regarding pending change orders to the construction contract that Mr. Echard has proposed, to be funded at the expense of Eight Flags Aviation, for improvements to finishes within the facility during the construction project. Vice-Chair Colcord asked that airport staff work to ensure that the schemes between FBO and City offices are not significantly different, and Mr. Coyle stated that airport staff had coordinated selections with Eight Flags Aviation simultaneously through assistance of Passero and F&G Construction to ensure that the finishes within the facility were complimentary.

5.2 Runway 4 GPS Approach Procedure Development Update

Airport Manager Coyle stated that he is still awaiting an update from the review by Air Traffic Control representatives regarding the potential for establishing a GPS procedure to Runway 4. Mr. Coyle stated that he was aware of a meeting held by ATC at the end of

November, where the procedure was to be presented and discussed, but that he had not yet heard back as to the outcome of that meeting. Mr. Coyle stated that he would reach out for an update and report back to the group when he had more information.

5.3 Airport AWOS Repairs and CIP Planning Update

Airport Manager Coyle provided an update to the repairs on the AWOS and with regard to the potential of receiving FAA support to provide grant funding to replace the airport's AWOS in 2018. Mr. Coyle stated that he had issued two separate work orders in the amount of \$15,500 for repair of the AWOS wind sensor (currently operational) and conversion of the data connection component to a mobile data connection. Mr. Coyle stated that the airport is still awaiting an FCC license for the mobile data connection. Mr. Coyle also stated that he had requested FAA support to fund replacement of the AWOS in 2018, and that the FAA was supportive of utilizing the airport's entitlements, in the amount of \$150,000, for funding this project in 2018. Mr. Coyle stated that FDOT did not have additional funds to support this project in 2018. Mr. Coyle then asked for feedback from the advisory commission regarding a potential option to suspend the repairs to the AWOS to utilize those funds as match to replace the AWOS within an FAA-funded project in the Fall of 2018. He stated that the impact of this proposal would be that the data connection component would remain out of service until Fall of 2018, instead of being repaired within the next two-three months once the FCC license is obtained.

Airport Manager Coyle provided the AAC with an estimate he had received from the airport's current AWOS technicians with a quote of \$114,015 for replacement of the airport's AWOS using some existing infrastructure to reduce the project cost. Mr. Coyle stated that this quote included only equipment but did not consider engineering, bidding, and project assistance from Passero. Mr. Coyle also stated that he would be working with Passero to obtain a more formal estimate of total project cost and City match that he would report back to the AAC.

Member Edlin stated that he would have concerns waiting until Fall of 2018 for repair of the data connection as many airport users and pilots rely upon this information. Member McKee supported this concern and stated that some pilots may be diverting because of the lack of data connection.

Members Morgan and Austin supported use of repair funds to complete a grant-funded replacement project within 2018. Vice-Chair Colcord asked for additional financial information regarding the financial impact of funding the repairs in addition to a replacement project. Mr. Coyle stated that the airport would either have to find under-runs within the existing budget or pull funds from the airport fund via a budget amendment to fund the AWOS replacement project but that he had not yet complete an analysis with the finance office to determine potential availability of under-runs which might support the project. Mr. Coyle stated that, since the FCC radio license had not yet been received, he could bring back additional financial information for consideration at the following meeting to allow the group

an opportunity to make a better-informed decision and AAC members agreed that this would be an acceptable way forward.

5.4 Airport Financial Report

Airport Manager Coyle provided the monthly financial report for the commission's review. There were no comments or discussion on the report.

6. New Business:

6.1 Airport Property Development Proposal – Bob Allison

Mr. Bob Allison provided an overview of a proposed use of airport property for potential construction of a luxury motor coach park. The presentation outlined use of airport property identified within the 2015 Fernandina Beach Municipal Airport Master Plan as Core 8 and as available for future non-aviation development.

Following presentation of this proposal, Airport Manager Coyle stated that he had not yet coordinated this proposal with the FAA but anticipated that the FAA would want to review the proposed land use and consider, in addition to land use, other impacts such as effects of lighting, impact for potential wildlife attractants, noise impacts to the park, structure elevations, and a number of other issues. The Airport Advisory Commission group members agreed that FAA coordination would be an important step in a process to consider this proposal. Mr. Coyle also presented the City's land use table to the AAC and stated that the proposed land use is not currently contemplated within the Airport Zone under the City's land use table, and would need to be considered as a part of this discussion if the City Commission felt that this were to be a compatible land use under the Airport Zone.

Member Edlin stated that he felt the proposal provided a good revenue source to the airport. Member Morgan supported this statement and believed that a luxury motor coach park would provide a resource for an existing need on Amelia Island, citing the often limited vacancy at Fort Clinch. Members Austin and Colcord also supported the proposal and potential financial benefits to the airport.

A motion was made by Member Edlin, seconded by Member Morgan, to recommend that the City Commission proceed with considering a proposal from Mr. Allison for use of identified airport property to develop a luxury motor coach park, and to recommend that the Fernandina Beach Municipal Airport also coordinate review of this potential land use with the Federal Aviation Administration within the review process. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

6.2 Community Engagement Discussion

Airport Manager Coyle introduced the City's Communications Officer, Mary Hamburg, and presented an excerpt from an Airport Cooperative Research Project Report regarding Community Engagement and Marketing of airports. The report outlined methods for airports to consider in engaging with the local community to build a stronger relationship and network of support for the benefits of an airport to its neighboring community. The three main principles of the report included recommendations for publishing information about the value or economic benefit of the airport and its funding sources, showcasing ways in which the airport supports the local community, and methods of interacting with the community through open houses or events where the public can access the airport to learn more about the facility and aviation in general.

Member Edlin stated that he believed the airport could do a better job informing the local community of the benefits that the airport provides to the community and the funding sources which support the airport. Member Edlin also stated that he thought periodic department reports could be published within the News Leader to provide better updates to the community.

Member Colcord stated that he believed there is great value in showcasing the support the local aviation-based non-profit groups provide to the community, and in sharing stories of events that the airport hosts for the local community or youth members.

Mr. Coyle asked the group for thoughts related to receiving assistance from the AAC with development of a periodic newsletter, with assistance from an AAC member. Member Edlin felt that the airport manager has the best visibility with ongoing airport events, but would be happy to assist with this work if desired by the group.

Airport Manager Coyle also asked the group for input regarding a potential ribbon cutting and open house for the new terminal facility. The group was supportive and asked to discuss this further at the January meeting.

6.3 Airport Economic Development Discussion

Airport Manager Coyle introduced Commissioner Kreger to discuss economic development through property use at the airport. Commissioner Kreger stated that, in preparation for the Commission's visioning session in January of 2018, he wanted to have input from the AAC on land uses and ground leases which provide significant revenue to the airport. The AAC agreed that the airport received significant funding from its ground leases, specifically the Amelia River Golf Course land lease. Commissioner-Elect Ross asked what revenue is produced from the Amelia River Golf Course, and also asked what percentage of total annual revenue is produced from this lease. Mr. Coyle stated that the lease is based on an annual ground lease rental rate and percentage of gross sales, currently totaling just under \$200,000 in annual revenue but also stated that he was unsure of the percentage of total revenue that this provides and would have to research this information to provide a good answer. Commissioner-Elect Ross stated that he has concerns with future capital needs of the airport,

specifically the rehabilitation of Runway 13/31, and the airport's ability to fund these projects. Commissioner-Elect Ross asked Mr. Coyle when Runway 13/31 would need to be rehabilitated, and Mr. Coyle stated that he would need to evaluate this closer to provide an answer on the window for when this project would need to be conducted. AAC members agreed that the revenue from the Amelia River Golf Course lease is important to the sustainability of the airport and its future needs. There was no further discussion or action on this item.

6.4 Russo and Steele Draft Facility Use Agreement Review

Airport Manager Coyle presented a draft ten-year agreement for use of airport property by Russo and Steele Auto Auctions to conduct a vehicle auction each year in conjunction with Concours and Bonhams events, generally held in March of each year. Mr. Coyle provided a short overview of the agreement and asked for input from the AAC.

Member Edlin stated that he noted that light towers would be installed and suggested that a limitation on height be placed on these towers in the agreement. Mr. Coyle stated that he agreed and would evaluate a way to potentially add this into the draft agreement.

Member Austin noted a provision allowing for early termination of the agreement by Russo and Steele and suggested considering a financial penalty for early termination of the agreement by Russo and Steele. Commissioner Kreger stated that he believes the airport will be relying on this funding, and that this should be considered. Mr. Coyle stated that there is also an early termination option of the FAA did not provide annual approval to conduct the event, and that he would evaluate this recommendation further to see if it would be feasible to include this provision in the agreement.

A motion was made by Member Edlin, seconded by Member Austin, to recommend that the City Commission approve the long term non-aeronautical facility use agreement between the City of Fernandina Beach and Russo and Steele Auto Auctions. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

6.5 Florida Army National Guard ATC Services Draft Facility Use Agreement Review

6.6 Driving Dynamics Draft Facility Use Agreement Review

6.7 Buccaneer Region Sports Car Club of American Draft Facility Use Agreement Review

Airport Manager Coyle introduced the three preceding agenda items in one discussion and asked for AAC input regarding the agreements presented to the AAC within agenda items 6.5, 6.6, and 6.7. Member Edlin asked for clarification of the property to be utilized under the Driving Dynamics and Buccaneer Region Sports Car Club agreements, which both stated

that property to be utilized would be between Runway 9/27 and Taxiway Charlie. Mr. Coyle stated that he utilized template language from previous years' agreements, but that the property in question is the Closed Runway 18/36, and that he would clarify this language when drafting these agreements in the future. No other questions or comments were received from the group.

A motion was made by Member McKee, seconded by Member Edlin, to recommend that the City Commission approve each facility use agreement between the City of Fernandina Beach and Florida Army National Guard, Driving Dynamics inc, and Buccaneer Region Sports Car Club of America respectively. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

6.8 Appointment of AAC Chairperson, Effective January 1, 2018

6.9 Appointment of AAC Vice-Chairperson, Effective January 1, 2018

Airport Manager Coyle introduced agenda items 6.8 and 6.9 stating that the AAC's charter called for annual appointment of a Chair and Vice-Chair. Members Edlin, Austin, Morgan, and McKee provided support for Chuck Colcord to be appointed as the Chair of the Commission, citing his recent experience filling the role following resignation of the commission's chair person. Member Colcord stated that he would accept the nomination of passed by the commission. Subsequently, Members Edlin, Austin, McKee, and Colcord provided supporting statements for appointment of Member Morgan as the Vice-Chair of the commission.

A motion was made by Member Edlin, seconded by Member Austin, to appoint Chuck Colcord as the Airport Advisory Commission Chairperson and to appoint Aaron Morgan as the Airport Advisory Commission Vice-Chairperson for the 2018 calendar year. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

7. Airport Manager and Staff Reports:

Airport Manager Coyle reviewed the report provided to the commission within the agenda packet. Two items from the report were discussed as outlined below:

- Mr. Coyle stated that, following the Commission's recommendation to request analysis of non-aeronautical properties within the scope of appraisal services presented at the previous meeting, he had discussed a proposal for analyzing non-aeronautical property value with members of Slack, Johnston, and Magenheimer. Mr. Coyle stated that the recommendation of that agency was to seek a separate local appraiser to conduct this study. The agency stated that its specialty is conducting aeronautical-based evaluations and that the agency would most likely need to partner with a local appraisal agency to conduct an evaluation of non-aeronautical property, which may not be fiscally advantageous. With this recommendation in hand, Mr. Coyle stated that he intended to

press forward with the scope of services previously presented and that he would report back to the group with a progress update, when available. AAC members agreed with this action plan, and asked that they be kept in the loop with the status of the project.

- Vice-Chair Colcord asked Mr. Coyle if he had any updates on the way forward with the existing FBO facility. Mr. Coyle stated that McGill Aviation had received two separate claim reports from its insurance provider, and that a decision would need to be made as to whether or not to restore the building to its original condition or remove the building following expiration of use by McGill Aviation. Mr. Coyle stated that he had been seeking outside interest for leasing of the facility, but that he had not found an agency with strong interest to lease the facility. Based on this information, and an intent to construct new hangars in the future, Mr. Coyle stated that he is apprehensive to fund restoral of the building if the facility may simply be removed in a few years to be replaced by new hangars. Member McKee stated that he felt the facility had served its purpose and is at the end of its useful life, and would support removing the facility. Mr. Coyle stated that he would report back with another update at the following meeting.

8. Commission Member Reports and Comments:

Member McKee stated that he appreciated the effort to continue forward with evaluation of a potential GPS procedure to Runway, and asked to continue receiving updates on this project.

- 9. Next Meeting Date:** The group agreed that the next meeting date would be held on Thursday January 11, 2018.

- 10. Adjournment:** There being no further business to come before the Airport Advisory Commission, the meeting was adjourned at 8:47 p.m.

Secretary

Chuck Colcord, Vice-Chair

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT
FINANCE AIRPORT

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FOR 2018 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 AIRPORT							
420 33120		FEMA GRANT					
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
420 33220		FAA GRANT					
	-350,000.00	-350,000.00	-77,005.42	-77,005.42	0.00	-272,994.58	22.0%
420 33323		FDOT GRANT					
	-1,625,000.00	-1,625,000.00	0.00	0.00	0.00	-1,625,000.00	.0%
420 33420		FEMA STATE					
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
420 33440		OTHER GRANT					
	-470,000.00	-470,000.00	0.00	0.00	0.00	-470,000.00	.0%
420 34970		FUEL SALES					
	-35,000.00	-35,000.00	-5,570.64	-2,020.86	0.00	-29,429.36	15.9%
420 34971		LEASE PAYMENTS-LAND LEASE					
	-37,240.00	-37,240.00	-13,044.37	-5,246.20	0.00	-24,195.63	35.0%
420 34972		BUILDING LEASE					
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
420 34973		LAND LEASE- AMELIA RIVER					
	-199,500.00	-199,500.00	-45,565.72	-15,699.69	0.00	-153,934.28	22.8%
420 34974		LAND LEASE PAYMENTS-NON TAXABL					
	-33,295.00	-33,295.00	-8,349.04	-2,781.51	0.00	-24,945.96	25.1%
420 34975		RENT/LEASE PAYMENTS					
	-306,503.00	-306,503.00	-69,146.77	-22,512.83	0.00	-237,356.23	22.6%
420 34976		8 FLAGS RENT (TAXABLE)					
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
420 34978		8 FLAGS RENT NON-TAXABLE					
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
420 36110		INTEREST					
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
420 36420		INSURANCE PROCEEDS					
	0.00	0.00	-45,875.23	-45,875.23	0.00	45,875.23	100.0%
420 36990		OTHER REVENUE					
	-90,000.00	-90,000.00	-3,671.00	-915.00	0.00	-86,329.00	4.1%
420 36992		GAIN ON SALE OF ASSET					
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
420 36995		LATE FEES					
	0.00	0.00	-448.61	-201.39	0.00	448.61	100.0%
420 38101		FROM GENERAL FUND					
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
420 38410		LOAN PROCEEDS					
	-1,000,000.00	-1,000,000.00	0.00	0.00	0.00	-1,000,000.00	.0%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT
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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 38910		CASH BALANCE FORWARD					
	-1,020,700.00	-1,020,700.00	0.00	0.00	0.00	-1,020,700.00	.0%
420 51200		SALARIES					
	119,340.00	119,340.00	26,455.40	8,830.00	0.00	92,884.60	22.2%
420 51350		PART-TIME					
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
420 51400		OVERTIME					
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
420 52100		FICA					
	9,130.00	9,130.00	1,934.58	645.75	0.00	7,195.42	21.2%
420 52200		RETIREMENT					
	40,600.00	40,600.00	10,149.99	3,383.33	0.00	30,450.01	25.0%
420 52300		HEALTH INSUR					
	18,448.00	18,448.00	7,066.64	2,357.24	0.00	11,381.36	38.3%
420 52301		LIFE INSUR					
	743.00	743.00	148.35	49.45	0.00	594.65	20.0%
420 52350		OPEB COSTS					
	785.00	785.00	196.26	65.42	0.00	588.74	25.0%
420 52400		WORKERS' COMP					
	2,067.00	2,067.00	516.75	172.25	0.00	1,550.25	25.0%
420 52500		UNEMPLOYMENT					
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
420 53100		PROFESSIONAL SERVICES					
	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	.0%
420 53200		AUDITING					
	6,795.00	6,795.00	1,698.75	566.25	0.00	5,096.25	25.0%
420 53400		CONTRACTUAL					
	53,535.00	53,535.00	4,149.15	2,065.14	4,950.00	44,435.85	17.0%
420 53910		HOUSING ALLOWANCE					
	2,000.00	2,000.00	1,500.00	500.00	0.00	500.00	75.0%
420 54000		TRAINING/TRAVEL					
	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	.0%
420 54100		COMM - PHONE/FAX/ALARM					
	1,922.00	1,922.00	69.04	69.04	0.00	1,852.96	3.6%
420 54101		COMMUNICATIONS-CELLULAR					
	2,000.00	2,000.00	235.80	120.73	0.00	1,764.20	11.8%
420 54103		COMMUNICATIONS-INTERNET					
	5,750.00	5,750.00	371.00	371.00	0.00	5,379.00	6.5%
420 54200		POSTAGE					
	100.00	100.00	25.50	0.00	0.00	74.50	25.5%
420 54300		UTILITIES ELECTRIC					
	20,000.00	20,000.00	3,497.62	1,736.47	0.00	16,502.38	17.5%
420 54310		UTILITIES-WATER & WASTEWATER					
	11,000.00	11,000.00	1,597.02	880.38	0.00	9,402.98	14.5%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 54400		RENTALS/LEASES					
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
420 54500		INSURANCE					
	47,928.00	47,928.00	11,982.00	3,994.00	0.00	35,946.00	25.0%
420 54610		R/M BLDG & GROUNDS					
	78,000.00	280,850.00	212,833.13	201,623.67	26,404.90	41,611.97	85.2%
420 54620		R/M EQUIPMENT					
	1,500.00	1,500.00	650.00	0.00	0.00	850.00	43.3%
420 54630		R/M VEHICLES-LABOR					
	3,500.00	3,500.00	430.00	0.00	0.00	3,070.00	12.3%
420 54640		R/M VEHICLES-PARTS					
	3,500.00	3,500.00	663.19	0.00	0.00	2,836.81	18.9%
420 54700		PRINTING					
	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	.0%
420 54800		PROMOTIONAL					
	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	.0%
420 54902		BAD DEBT EXPENSE					
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
420 54910		BILLING COSTS					
	7,000.00	7,000.00	1,750.02	583.34	0.00	5,249.98	25.0%
420 55100		OFFICE SUPPLIES					
	300.00	300.00	0.00	0.00	0.00	300.00	.0%
420 55200		OPERATING SUPPLIES					
	4,810.00	4,810.00	915.71	0.00	0.00	3,894.29	19.0%
420 55210		UNIFORMS					
	300.00	300.00	22.00	22.00	0.00	278.00	7.3%
420 55230		GAS/OIL					
	8,500.00	8,500.00	1,776.58	211.35	0.00	6,723.42	20.9%
420 55240		CHEMICALS					
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
420 55300		ROAD MATERIALS					
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
420 55400		BOOKS/SUBS/DUES					
	725.00	725.00	330.00	0.00	0.00	395.00	45.5%
420 56200		BUILDING					
	3,845,000.00	3,845,000.00	793,262.44	527,858.14	3,004,241.65	47,495.91	98.8%
420 56300		IMPROVEMENTS					
	225,000.00	225,000.00	0.00	0.00	0.00	225,000.00	.0%
420 56301		NON CAP IMPROVEMENT					
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
420 56400		MACH/EQUIP					
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
420 56401		EQUIP-NON CAPITAL					
	5,500.00	5,500.00	0.00	0.00	4,828.50	671.50	87.8%

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City of Fernandina Beach
 YEAR-TO-DATE BUDGET REPORT
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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 57000		SETTLEMENT EXPENSE					
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
420 57100		PRINCIPAL					
	198,000.00	198,000.00	0.00	0.00	0.00	198,000.00	.0%
420 57200		INTEREST					
	52,266.00	46,866.00	7,383.00	7,383.00	0.00	39,483.00	15.8%
420 57300		FINANCING COSTS					
	36,000.00	41,400.00	39,571.33	39,571.33	0.00	1,828.67	95.6%
420 59100		TRANSFER TO GENERAL FUND					
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
420 59900		CONTINGENCY					
	308,194.00	0.00	0.00	0.00	0.00	0.00	.0%
420 59990		RESERVE					
	0.00	105,344.00	0.00	0.00	0.00	105,344.00	.0%
TOTAL AIRPORT	0.00	0.00	862,504.45	630,801.15	3,040,425.05	-3,902,929.50	100.0%
		TOTAL REVENUES					
	-5,167,238.00	-5,167,238.00	-268,676.80	-172,258.13	0.00	-4,898,561.20	
		TOTAL EXPENSES					
	5,167,238.00	5,167,238.00	1,131,181.25	803,059.28	3,040,425.05	995,631.70	
		GRAND TOTAL					
	0.00	0.00	862,504.45	630,801.15	3,040,425.05	-3,902,929.50	100.0%

** END OF REPORT - Generated by Nathan Coyle **

CITY OF FERNANDINA BEACH FACILITIES USE AGREEMENT

This FACILITIES USE AGREEMENT (herein after called the AGREEMENT) is made and entered into this 16th day of January, 2018, by and between the CITY OF FERNANDINA BEACH, a Florida municipal corporation, whose address is 204 Ash Street, Fernandina Beach, FL 32034 (herein called "CITY"), and **Bonhams & Butterfields Auctioneer Corporation** whose address is **220 San Bruno Avenue, San Francisco, CA 94103** (herein called "USER").

WHEREAS, CITY owns, controls and operates that certain public facility known as the Fernandina Beach Municipal Airport (herein called "FACILITY"); and

WHEREAS, USER has expressed a desire to use said FACILITY to **park vehicles on airport property on March 7 and 8, 2018.**

NOW, THEREFORE, the parties agree as follows:

1. USER shall be permitted to use the FACILITY described above for the purpose of parking vehicles within the prescribed area east of the approach end of Runway 27.
2. USER will set up and use the FACILITY on a continuous basis during this period on the grass area east of the approach end of Runway 27 as shown on sketch at Exhibit 1.
3. USER shall pay CITY the sum of **\$10,000.00** for use of FACILITY during the period designated, payable with returning this signed AGREEMENT.
4. As condition to USER's right to use the facilities herein, USER agrees to and shall comply with the following:
 - a. USER shall not exclude any person from its services because of race, sex, age, religion, disability, national origin or other prohibited discrimination.
 - b. USER shall have competent, responsible, and able supervision on the premises at all times that its service is operational.
 - c. USER shall not interfere with emergency operations of CITY or other authorized users of the FACILITY.
 - d. USER shall keep premises in a clean and sanitary condition, and be responsible for cleanup on a daily basis and removal of temporary structures at the site upon completion of the event and returning property to same condition as when received.
 - e. CITY shall have the right, acting through its agents or employees, to enter upon the premise at reasonable hours and times for the purpose of making inspections.
 - f. USER will obtain all required Federal, State, County and City permits including any applicable fees.
 - g. USER shall not undertake any alterations or changes in the construction of the facility premises, without prior written consent of CITY.
 - h. USER agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of USER, its officers, employees, agents, and representatives. USER's liability hereunder shall include all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of USER against

FCO
12-6-17

the CITY and USER hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

- i. USER shall not rent, sublet, or assign space in the FACILITY premises without the prior written consent of CITY.
- j. USER has priority over the portion of the FACILITY as described during the time agreed upon in this AGREEMENT, and can use specified areas during the time of this AGREEMENT.
- k. CITY reserves the right to cancel this AGREEMENT at any time, without cause, by giving USER 30 days notice of such cancellation.
- l. USER shall maintain liability insurance, in amounts as deemed necessary and appropriate by the City Attorney, show the CITY as additional insured thereon, and shall provide proof of it to CITY, upon commencement of this AGREEMENT, and thereafter, as required by CITY. USER will provide insurance on all their equipment being used in the FACILITY.
- m. USER shall, at all times, abide by Federal, State, and local laws, in the operation of its programs or services at the FACILITY. Sale and/or consumption of alcohol not allowed on Airport property unless properly permitted by the City.

5. Term of Agreement: The term of the AGREEMENT is as noted in paragraphs 1 and 2 above, unless terminated sooner.

6. The addresses for giving notices are as follows:

USER: Bonhams & Butterfields Auctioneer Corp
220 San Bruno Avenue
San Francisco, CA 94103
ATTN: CHRISTI OSBORNE

CITY: City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034
Attn: City Manager

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this day and year first above written.

USER: **Bonhams & Butterfields Auctioneer Corp**
220 San Bruno Avenue
San Francisco, CA 94103

CITY OF FERNANDINA BEACH

By: Christi Osborne
Christi Osborne
Its: Vice President of Operations

By: _____
Dale L. Martin
Its: City Manager

By: _____
Caroline Best
Its: City Clerk

WITNESS: Mark Osborne
Print Name: Mark Osborne

APPROVED AS TO FORM AND LEGALITY:

Tammi E. Bach
Its: City Attorney

1. BAILEY ROAD
(NORTH) PARKING

4. ASSEMBLY AREA
(OUTSIDE SECURITY FENCE)

2. RUNWAY 9-27
(EAST) PARKING

3. JAMESTOWN ROAD
(TRAILER) PARKING

BONHAMS AUCTION
(APPROX. LOCATION)

LEGEND

RUNWAY PROTECTION ZONE (RPZ)	— RPZ —
RUNWAY SAFETY AREA (RSA)	— RSA —
RUNWAY OBJECT FREE AREA (ROFA)	— ROFA —
TAXIWAY SAFETY AREA (TSA)	— TSA —
TAXIWAY OBJECT FREE AREA (TOFA)	— TOFA —
BARRICADES (BARRICADE, FENCING, SIMILAR)	
FLAGMAN/SAFETY/SECURITY	
TEMPORARY RUNWAY CLOSURE MARKERS	

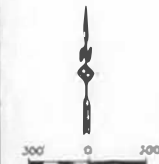
NOTES

1. PARKING AREAS SHALL NOT CREATE ANY OBSTRUCTIONS TO FAR PART 77 SURFACES.
2. EVENT OPERATOR SHALL BE REQUIRED TO PLACE BARRICADES & SECURITY STAFFING WHERE EVENT OPERATION BORDERS AIRPORT OPERATIONAL AREAS.
3. SAFETY AND SECURITY STAFFING SHALL BE RESPONSIBLE IN REDIRECTING AND REGULATING PEDESTRIAN & AUTOMOBILE MOVEMENT AWAY FROM ACTIVE RUNWAYS, TAXIWAYS, AND ALL SAFETY AREAS. PEDESTRIANS WILL NOT BE PERMITTED AT ANYTIME TO CROSS ACTIVE RUNWAYS, RUNWAY SAFETY AREAS, AND ANY AIRCRAFT MOVEMENT AREAS.

PA

PASSERO ASSOCIATES

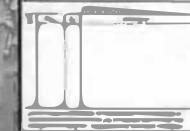
Engineering & Construction



Property Owner:
City of Fernandina Beach
Fernandina Beach Municipal Airport
700 Airport Road
Fernandina Beach, Florida 32034

Project Name:
2018 Parking Plan

Passero Associates
10000 Main Street, Suite 100
Jacksonville, Florida 32216
Phone: 904.241.1111
Fax: 904.241.1112
Email: info@passeroassociates.com
Website: www.passeroassociates.com



AREAS

Amelia Island Vintage
Gran Prix

Project Name: Amelia Island Vintage Gran Prix

Project Number: 99047.0066P1

Scale: 1" = 100'

Date: 1/1/2018

2018 Parking Plan



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 1

DATE (MM/DD/YYYY)
01/02/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Insurance Services of California, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA		CONTACT NAME: PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com		
INSURED Bonhams & Butterfields Auctioneers Corporation 220 San Bruno Avenue San Francisco, CA 94103		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: ACE American Insurance Company		22667
		INSURER B: Trumbull Insurance Company		27120
		INSURER C: Hartford Fire Insurance Company		19682
		INSURER D:		
		INSURER E:		
INSURER F:				

COVERAGES**CERTIFICATE NUMBER: W5029158****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY	Y		OGL 625701689 007	12/31/2017	12/31/2018	EACH OCCURRENCE \$ 2,000,000	
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000	
							MED EXP (Any one person) \$ 5,000	
							PERSONAL & ADV INJURY \$ 2,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000	
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000	
	OTHER:						Host Liquor \$ 2,000,000	
B	AUTOMOBILE LIABILITY	Y		57UENIZ3782	01/01/2018	01/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000	
	☒ ANY AUTO OWNED AUTOS ONLY						☒ SCHEDULED AUTOS	BODILY INJURY (Per person) \$
	☒ HIRED AUTOS ONLY						☒ NON-OWNED AUTOS ONLY	BODILY INJURY (Per accident) \$
								PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						EACH OCCURRENCE \$	
	EXCESS LIAB						AGGREGATE \$	
	DED RETENTION \$						\$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A		57WEPH5135	01/01/2018	01/01/2019	☒ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000	
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Event date : February 27, 2018 to March 15, 2018

City of Fernandina Beach is included as an Additional Insured as respects to General Liability and Auto Liability.

CERTIFICATE HOLDER**CANCELLATION**

City of Fernandina Beach 204 Ash St. Fernandina Beach, FL 32034	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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ACORD 25 (2016/03)

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SR ID: 15485316

BATCH: 555316

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

City of Fernandina Beach
204 Ash St.
Fernandina Beach, FL 32034

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

CITY OF FERNANDINA BEACH FACILITIES USE AGREEMENT

This FACILITIES USE AGREEMENT (herein after called the AGREEMENT) is made and entered into this 6th day of February, 2018, by and between the CITY OF FERNANDINA BEACH, a Florida municipal corporation, whose address is 204 Ash Street, Fernandina Beach, FL 32034 (herein called "CITY"), and **Amelia Island Concours d'Elegance Foundation, Inc.** whose address is **3016 Mercury Road South, Jacksonville, Florida 32207** (herein called "USER").

WHEREAS, CITY owns, controls and operates that certain public facility known as the Fernandina Beach Municipal Airport (herein called "FACILITY"); and

WHEREAS, USER has expressed a desire to use said FACILITY for car parking of patrons attending the Concours d'Elegance event and for certain specific uses of the Airport in conjunction with the Concours d'Elegance event being held on Amelia Island, March 9-11, 2018.

NOW, THEREFORE, the parties agree as follows:

1. USER shall be permitted to use the FACILITY from March 5 –13, 2018 for the event described above and as illustrated on the sketch at Exhibit 1 to this agreement.
2. CITY agrees to coordinate the parking arrangement and provide any setup materials required to facilitate parking in the designated parking areas. Such setup will occur during the period beginning approximately 10 days in advance of the event. USER will provide portable toilet facilities.
3. USER shall pay CITY a fee of \$10,000.00 for the parking area located at the eastern end of Runway 9/27, \$5,000.00 for the parking area located on Taxiway E, and \$5,000 for the parking located near Airport Road. Additionally, CITY will have the right to collect a car parking fee from patrons using the FACILITY for car parking to attend the Concours d'Elegance event (the fees of which are to be disbursed equally among the Experimental Aircraft Association, the Friends of the Fernandina Airport, and the City of Fernandina Beach Municipal Airport).
4. As condition to USER's right to use the facilities herein, USER agrees to and shall comply with the following:
 - a. USER shall not exclude any person from its services because of race, sex, age, religion, disability, national origin or other prohibited discrimination.
 - b. USER shall have competent, responsible, and able supervision on the premises at all times that its service is operational.
 - c. USER shall not interfere with emergency operations of CITY or other authorized users of the FACILITY.
 - d. USER shall keep premises in a clean and sanitary condition, and be responsible for cleanup on a daily basis and removal of temporary structures at the site upon completion of the event and returning property to same condition as when received.
 - e. CITY shall have the right, acting through its agents or employees, to enter upon the premise at reasonable hours and times for the purpose of making inspections.
 - f. USER will obtain all required Federal, State, County and City permits including any applicable fees.
 - g. USER shall not undertake any alterations or changes in the construction of the facility premises, without prior written consent of CITY.
 - h. USER agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of USER, its officers, employees, agents, and representatives. USER's liability hereunder shall include all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of USER against the CITY and USER hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification shall be construed to be a

waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

- i. USER shall not rent, sublet, or assign space in the FACILITY premises without the prior written consent of CITY.
 - j. USER has priority over the portion of the FACILITY as described during the time agreed upon in this AGREEMENT, and can use specified areas during the time of this AGREEMENT.
 - k. CITY reserves the right to cancel this AGREEMENT at any time, without cause, by giving USER 30 days notice of such cancellation.
 - l. USER shall maintain liability insurance, in amounts as deemed necessary and appropriate by the City Attorney, show the CITY as additional insured thereon, and shall provide proof of it to CITY, upon commencement of this AGREEMENT, and thereafter, as required by CITY. USER will provide insurance on all their equipment being used in the FACILITY.
 - m. USER shall, at all times, abide by Federal, State, and local laws, in the operation of its programs or services at the FACILITY. Sale and/or consumption of alcohol not allowed on Airport property unless properly permitted by the City.
5. Term of Agreement: The term of the AGREEMENT is as noted in paragraphs 1 and 2 above, unless terminated sooner.
6. The addresses for giving notices are as follows:

USER: Amelia Island Concours d'Elegance
Foundation, Inc.
3016 Mercury Road South
Jacksonville, FL 32207

CITY: City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034
Attn: Airport Manager

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this day and year first above written.

**AMELIA ISLAND CONCOURS
D'ELEGANCE FOUNDATION, INC.**

CITY OF FERNANDINA BEACH

By: _____
Timothy Pendergast
Its: Director of Operations

By: _____
Dale L. Martin
Its: City Manager

By: _____
Caroline Best
Its: City Clerk

WITNESS:

APPROVED AS TO FORM AND LEGALITY:

Print Name:_____

Tammi E. Bach
Its: City Attorney

1. BAILEY ROAD
(NORTH) PARKING

4. ASSEMBLY AREA
(OUTSIDE SECURITY FENCE)

2. RUNWAY 9-27
(EAST) PARKING

3. JAMESTOWN ROAD
(TRAILER) PARKING

BONHAMS AUCTION
(APPROX. LOCATION)

LEGEND

RUNWAY PROTECTION ZONE (RPZ)	— RPZ —
RUNWAY SAFETY AREA (RSA)	— RSA —
RUNWAY OBJECT FREE AREA (ROFA)	— ROFA —
TAXIWAY SAFETY AREA (TSA)	— TSA —
TAXIWAY OBJECT FREE AREA (TOFA)	— TOFA —
BARRICADES (BARRICADE, FENCING, SIMILAR)	
FLAGMAN/SAFETY/SECURITY	
TEMPORARY RUNWAY CLOSURE MARKERS	

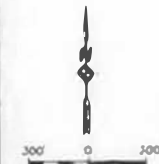
NOTES

1. PARKING AREAS SHALL NOT CREATE ANY OBSTRUCTIONS TO FAR PART 77 SURFACES.
2. EVENT OPERATOR SHALL BE REQUIRED TO PLACE BARRICADES & SECURITY STAFFING WHERE EVENT OPERATOR BORDERS AIRPORT OPERATIONAL AREAS. SAFETY AND SECURITY STAFFING SHALL BE RESPONSIBLE IN REDIRECTING AND REGULATING PEDESTRIAN & AUTOMOBILE MOVEMENT AWAY FROM ACTIVE RUNWAYS, TAXIWAYS, AND ALL SAFETY AREAS.
3. PEDESTRIANS WILL NOT BE PERMITTED AT ANYTIME TO CROSS ACTIVE RUNWAYS, RUNWAY SAFETY AREAS, AND ANY AIRCRAFT MOVEMENT AREAS.

PA

PASSERO ASSOCIATES

Engineering & Construction



Property Owner:
City of Fernandina Beach
Fernandina Beach Municipal Airport
700 Airport Road
Fernandina Beach, Florida 32034

Project Name:
2018 Parking Plan

Passero Associates
10000 Main Street, Suite 100
Jacksonville, Florida 32216
Phone: 904.241.1111
Fax: 904.241.1112
Email: info@passeroassociates.com
Website: www.passeroassociates.com



AREAS

Amelia Island Vintage
Gran Prix

Project Name: Amelia Island Vintage Gran Prix

Project Number: 99047.0066P1

Scale: 1" = 100'

Date: 1/1/2018

2018 Parking Plan



MEMORANDUM

TO: AIRPORT ADVISORY COMMISSION

FROM: AIRPORT MANAGER

DATE: January 11, 2018

RE: MONTHLY REPORT

- Airport terminal construction continued through the month of December. During the December 14th City Commission meeting, the City Commission voted to proceed with obtaining the planned \$1M revenue note to support the funding plan for construction of the airport terminal building. A request for full drawdown of the Phase 1 Department of Economic Opportunity grant is in coordination, and an application has been submitted to request Phase 2 of this grant. As mentioned previously, Eight Flags Aviation has continued to work with airport staff, Passero, and F&G Construction on a proposal to fund improvements to the terminal facility. In February, I will hopefully be compiling and presenting a series of change order requests for consideration of the Commission to request approval of these change orders which are to be funded at the expense of Eight Flags Aviation.
- AWOS technicians are awaiting a frequency license from the FCC to allow installation of the new data connection for the AWOS. I will discuss the potential AIP project to replace the AWOS at the upcoming meeting AAC meeting.
- I reached out to the Jacksonville TRACON for an update on the coordination for consideration of a Runway 4 GPS procedure at Fernandina Beach, and learned that the procedure was presented for comment during a recent controller meeting, and that no concerns or comments were expressed during the meeting. I am in the process of confirming with the Flight Procedures office that this outcome is sufficient for meeting their requirement to coordinate procedure development with ATC. Contingent upon completion of ATC review, the final step before procedural development can begin is to confirm that penetrations within the glideslope qualification surface have been mitigated or can be mitigated. I have asked for coordinates to locate the two identified penetrations

within the FAA database, and am awaiting this information to allow me to complete this review.

- To date, four coyotes have been removed from airport property. Airport staff has noted a reduction in sightings, however there are still coyotes that remain on the airport.
- The AAC still carries a vacancy, advertised on the City's website, for its non-voting member. This member does need to live within the City limits.
- The airport's livestream camera had previously gone live and was placed on the Airport's website, however the camera seems to reset itself on a recurring basis which creates an outage of the video online. The City's IT staff is attempting to find a fix action for this issue. Once corrected, the camera will be re-broadcast in live mode. As we approach completion of the terminal facility, the camera will be relocated to a more permanent location.
- I am coordinating the execution of services agreement with Slack, Johnston, and Magenheimer Inc. for completion of a market rate analysis at the airport as discussed with the AAC at our last meeting. The scope of services estimates roughly 45 days for completion of a site visit and issuance of a report with rate recommendations. I will keep the group informed as this process moves forward. Once this process is complete, I will also work to initiate a process for completion of a rate study of non-aeronautical airport properties using a local appraiser as discussed with the AAC.
- Airport staff is currently coordinating with the City's Grant Coordinator, Lorelei Jacobs, to develop a grant application submittal under a federal grant providing funding for recreation and playground/parks facilities. The grant submittal will request consideration of funding which would support a previously-discussed project to develop a park on airport property. Airport staff is working with the City's Parks and Recreation Office to develop a basic cost estimate for development of this playground. I am in the preliminary stages of developing information for this submittal, and will report back to the AAC when I get further along in the process of putting a proposal together.
- FDOT has engaged with a consultant agency to complete an update to its airport economic impact study. Airport staff has provided some preliminary information to the consultant agency about the airport and its commercial operators, and the agency will be on-site at the airport on January 10th to tour the airport and meet any of the business owners who might be available.
- The annual FDOT airport inspection is scheduled to occur on February 7, 2018. Airport staff is prepared to assist FDOT inspectors with the inspection, and I will report the results of the inspection back to the AAC.
- The 10-year Russo and Steele Agreement for use of airport property was approved by the City Commission at its January 2, 2108 meeting.