



**AGENDA
AIRPORT ADVISORY COMMISSION
REGULAR MEETING
JULY 12, 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 the Minutes from the June 14, 2018 Regular Airport Advisory Commission Meeting
- 4. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA**
- 5. OLD BUSINESS**
 - 5.1 Airport Terminal Construction and Dedication Ceremony Update
 - 5.2 GPS Procedure Development Update
 - 5.3 Airport Financial Report Update
- 6. NEW BUSINESS**
 - 6.1 Ben Byrns Safety Plan Review
 - 6.2 Airport Draft Budget Development
 - 6.3 Terminal Observation Deck and Conference Room Use/Rental Fees
- 7. AIRPORT MANAGER AND STAFF REPORTS**
 - 7.1 Airport Manager July 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:** Chairperson Chuck Colcord called the meeting to order at 6:00 pm following issuance of the Wright Brothers Master Pilot Award from the FAA to Mr. Arthur Paige.
2. **Members Present:** Chuck Colcord (Chair), Don Edlin, Paul Behan, Kent McKee
Members Absent: Aaron Morgan, and Two Board Vacancies (Non-Voting Member and (1) Voting Member Position)

Others Present: Tom Piscitello, Don Clark, David Bishop, Mark Agee, Jim Laymon, Lorie Chism, Brian Echard, Mickey Baity, Andrew Holton, Andrew Holesko, Andrew Magenheimer, Commissioner Chip Ross, Commissioner Len Kreger, and Liz Layton
3. **Award Presentation:** The Wright Brothers Master Pilot Award was presented to Arthur Paige at 5:30 PM, prior to opening of the meeting at 6 PM.
4. **Approval of Minutes:** The minutes of the May 10, 2018 regular meeting were presented for approval. **A motion was made by Member Behan, seconded by Member McKee, to approve the minutes. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**
5. **Public Comment Regarding Items Not On The Agenda:** Airport Manager Coyle asked that members of the public with comments pertaining to the market rate study wait until that discussion item to provide comments. No other comments were received.
6. **Old Business:**

6.1 Airport Terminal Facility Construction Progress and Ribbon Cutting Event Update

Airport Manager reported that construction had been moving along without issue in the month of May, and that the new estimated completion timeframe would be at the end of July. Mr. Coyle stated that he believed there would still be some punch list items to review and repair which would most likely lead into the month of August.

Airport Manager Coyle stated that the dedication ceremony planning group has continued meeting and planning of a dedication ceremony and open house to occur on October 13, 2018. Within the agenda packet, Mr. Coyle provided a draft list of dignitaries to be invited to the event. Member Edlin provided several recommendations to be included on the list and Mr. Coyle stated that he would make the suggested revisions.

Mr. Coyle also stated that he had reached out to the contacts provided by Member Behan in search of an airworthy Corsair, however stated that he had not yet heard back from those individuals. It was stated that the group would conduct its next planning meeting on June 27, 2018.

6.2 GPS Approach Procedure Development Update

Airport Manager Coyle provided an update stating that Flight Procedures had coordinated review of potential procedures to Runways 9, 27, and 31 with air traffic control. Mr. Coyle presented email traffic to the AAC showing that local air traffic control representatives concurred with development of procedures to Runways 9, 27, and 31. Mr. Coyle stated that Flight Procedures has asked that the airport conduct an obstacle analysis for proposed procedures, and that he was working to obtain estimates for cost to complete this process. Member Edlin commented and stated that he believed it may be appropriate to understand the potential cost of completing the process to make a decision about which procedures would be desired before moving forward in the process. AAC members agreed that this would be appropriate, and Mr. Coyle stated that he would come back with that information when available.

6.3 Airport Financial Report

Airport Manager Coyle presented the airport financial report to the AAC. There was no discussion on the financial report.

7. New Business:

7.1 Aeronautical Rate Study Report Presentation/Discussion – Recommendation Requested

Airport Manager Coyle introduced Andrew Magenheimer from Slack, Johnson, and Magenheimer, the agency which completed a market study of aeronautical rates for the Fernandina Beach Municipal Airport. Mr. Magenheimer provided a background of the agency's experience conducting aeronautical rate studies within the state of Florida and an overview of the methodologies for conducting this study. At the conclusion of the presentation, Mr. Coyle asked the AAC for a recommendation regarding acceptance of the completed report and, contingent upon consideration of the report, a potential method for implementing changes to hangar rental rates on the airport.

Member Behan asked about the potential impact of adding ad valorem taxes to hangar rentals and if that should be considered as a part of this process. Mr. Coyle agreed that this is a great point and should be considered as a part of the discussion since it would have an impact on the overall cost for rental of a hangar.

Chairperson Colcord asked for input from any tenants at the meeting.

Jim Layman, a tenant at the airport, provided comment expressing concern for increasing of hangar rates at the airport, and stated that many tenants may not be able to continue to afford to be a part of the aviation community as costs continue to increase. Mr. Layman also stated that current tenants on the airport provide many community and airport-related benefits as

volunteers and that this type of aviation community may not be present if rates are increased and tenants from outside the area replace the existing tenants on the airport.

Tom Piscitello, a tenant of the airport, stated that the AAC must strongly consider a plan for implementation of any rate changes to rentals of hangars on the airport.

The Airport Advisory Commission discussed the presentation and input heard from tenants during the presentation.

A motion was made by Member Edlin to accept the aeronautical appraisal report findings and recommendations as reasonable and valid, which was seconded by Member McKee. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

Chairperson Colcord asked if a subsequent recommendation would still be needed regarding implementation, and Mr. Coyle stated that he would prefer a recommendation prior to discussion with the City Commission.

The Airport Advisory Commission continued discussion of rates and further discussed an implementation strategy.

A motion was made by Member Behan to increase rental rates by 1/3 of the recommended rate over three years until reaching the market rate recommended by the report, and was seconded by Member McKee. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

Airport Manager Coyle stated that the market rate would replace a CPI adjustment each year that a market rate adjustment is made to rental rates.

7.2 AAC Aeronautical Lease Review/Recommendation Request – FB Hangar, LLC (Clay Lee Hangars)

Mr. Coyle presented a draft ground lease for FB Hangar, LLC to lease property and develop two bulk hangars on airport property. Mr. Coyle stated that he understood that the AAC had previously received a presentation regarding this development proposal.

A motion was made by Member Edlin, seconded by Member McKee, to recommend that the City Commission approve the draft ground lease between the City of Fernandina Beach and FB Hangar, LLC. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

7.3 Draft Engineering/Architectural Engineering Request for Qualifications (RFQ)

Airport Manager Coyle presented a draft RFQ for the pending process to review submittals to select an engineering/architectural consultant to provide services to the Fernandina Beach Municipal Airport. Mr. Coyle stated that he had mentioned a proposal to the AAC in the previous meeting to seek interest from the group to act as a scoring committee for recommendation of selection to the City Commission, and he asked again to confirm that AAC members are still comfortable filling this role. The group agreed that they would be capable of reviewing and scoring applicants under this RFQ.

Chairperson Colcord asked how the scoring and recommendation would be completed. Mr. Coyle pointed to a section within the draft RFQ which provided a scoring system for individual components that would be considered by the group. Chairperson Colcord also asked if there might be a special meeting to scheduled for this purpose and Mr. Coyle stated that he believed that may be appropriate.

Airport Manager Coyle asked the group for any corrections or input on the draft RFQ. Chairperson Colcord stated that he had a few grammatical corrections and would provide these to Mr. Coyle after the meeting. No other comments were received. Mr. Coyle stated that he would begin coordinating the draft RFQ within City channels and keep the AAC apprised as the City approached publication of the RFQ.

7.4 Driving Dynamics Facility Use Agreement Review/Recommendation Request

Airport Manager Coyle introduced a draft facility use agreement to request additional days of use of the closed runway by Driving Dynamics. Mr. Coyle stated that the agency already has an agreement in place for use of airport property for the year, and that this agreement is to accommodate a request for additional within September of this year.

A motion was made by Member McKee, seconded by Member Behan, to recommend that the City Commission approve the Facility Use Agreement proposed by Driving Dynamics. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

8. Airport Manager and Staff Reports:

Airport Manager Coyle stated that he is continuing discussions with the Utility Director, John Mandrick, on a potential proposal for a ground lease to the Water Department to place a solar array on airport property. Mr. Coyle stated that he would provide more information when available.

Airport Manager Coyle updated the group on the AWOS project, and stated that bid opening was scheduled to occur on Tuesday/July 3, 2018.

9. Commission Member Reports and Comments:

No comments received.

10. Next Meeting Date: The group agreed that the next meeting date would be held on Thursday July 12, 2018, beginning at 6 PM.

11. Adjournment: There being no further business to come before the Airport Advisory Commission, the meeting was adjourned at 8:14 p.m.

Secretary

Chuck Colcord, Chairperson

AIRPORT 420**AIRPORT
420-**

	ACTUAL 2013-2014	ACTUAL 2014-2015	ACTUAL 2015-2016	YTD 2017-2018	BUDGET 2017-2018	
REVENUES						
331.1000 AIRPORT CERT GRANT						
331.2000 FEMA GRANT						
332.2000 FAA GRANT	251,363	283,842	20,676	320,720	500,000	
331.2010 FAA GRANT ADMINISTRATION						
332.3000 FDOT GRANT	526,806	327,761	84,023	747,238	1,625,000	
332.3010 FDOT - ADMINISTRATION						
332.5000 OTHER				306,364	470,000	
349.7000 FBO LEASE						
349.7010 FUEL SALES	41,744	40,074	29,626	24,507	35,000	70.0%
349.7050 LEASE PAYMENTS						
349.7051 LEASE PAYMENTS - LAND LEASE	36,492	36,554	36,554	39,298	37,240	105.5%
349.7052 LEASE PAYMENTS - BUILDING LEASE			(3,758)			
349.7053 LAND LEASE - AMELIA RIVER	182,803	183,358	199,431	149,544	199,500	75.0%
349.7054 LAND LEASE PAYMENTS - NON-TAXABLE	27,846	28,067	32,682	25,038	33,295	75.2%
349.7500 RENT/LEASE PAYMENTS - City Built	261,831	279,529	306,264	203,622	306,503	66.4%
361.1000 INTEREST						
362.0000 LOSS						
364.4200 INSURANCE PROCEEDS				133,633		
384.1000 PROCEEDS FROM LOAN				1,000,000	1,000,000	
384.1100 PROCEEDS - LOAN FR/FORGIVENESS						
GENERAL FUND						
369.9000 OTHER REVENUE	24,853	32,313	59,308	48,020	90,000	
369.9100 LATE FEES	438	956	3,083	2,175		
369.9200 Gain on Sale of Assets						
381.1000 TRANSFERS IN GENERAL FUND						
389.1000 CASH BALANCE FORWARD	662,146	744,145	865,339	1,081,100	1,020,700	
TOTAL	2,016,322	1,956,599	1,633,228	4,081,259	5,317,238	

AIRPORT 420**AIRPORT
420-4200-542.**

	ACTUAL 2013-2014	ACTUAL 2014-2015	ACTUAL 2015-2016	YTD 2017-2018	BUDGET 2017-2018	
PERSONNEL SERVICES						
1200 SALARIES	43,536	52,905	84,567	84,740	119,340	
1300 TEMPORARY		-			-	
1350 PART TIME	343	505	72		-	
1400 OVERTIME					-	
1600 LONGEVITY						
2100 FICA	3,400	4,135	5,888	6,022	9,130	
2200 RETIREMENT	9,995	13,638	16,886	30,450	40,600	
2300 HEALTH	7,992	8,497	9,029	21,210	18,448	
2301 LIFE	224	270	325	445	743	
2350 OPEB COSTS	669	1,813	708	1,308	785	
2400 WORKERS' COMP	1,270	1,345	930	1,550	2,067	
2500 UNEMPLOYMENT						
TOTAL	67,429	83,108	118,405	145,726	191,113	76%
OPERATING EXPENSES						
3100 PROFESSIONAL SERVICES	18,511	5,422	14,565	18,359	40,000	
3200 AUDIT	6,255	6,615	6,795	5,096	6,795	
3400 CONTRACTUAL	24,580	43,573	27,669	34,567	53,535	
3900 AUTO ALLOWANCE/ Housing			500	-		
3910 HOUSING ALLOWANCE				2,000	2,000	
4000 TRAINING/TRAVEL	1,375	2,250	378	445	3,000	
4100 COMMUNICATIONS	996	959	883	677	1,922	
4101 COMMUNICATIONS - CELL	479	412	453	991	2,000	
4103 COMMUNICATIONS - INTERNET	531	443	2,152	1,484	5,750	
4200 POSTAGE	19	65	23	43	100	
4300 UTILITIES - ELECTRIC	28,579	20,836	20,503	13,569	20,000	
4310 UTILITIES - WATER & SEWER		8,129	8,254	6,964	11,000	
4400 RENTALS/LEASES					-	
4500 INSURANCE	46,968	39,556	44,576	35,946	47,928	
4610 R/M GROUNDS	16,792	33,203	51,276	255,467	279,850	
4620 R/M EQUIPMENT	538	484	2,006	1,286	1,500	
4630 R/M VEHICLES-LABOR	2,579	1,908	2,505	2,446	3,500	
4640 R/M VEHICLES-MATERIALS	3,363	3,970	2,489	3,990	3,500	
4700 PRINTING	1,455	890	702	106	2,500	
4800 PROMOTIONAL	94			-	1,500	
4900 OTHER CURRENT						

AIRPORT 420**AIRPORT
420-4200-542.**

	ACTUAL 2013-2014	ACTUAL 2014-2015	ACTUAL 2015-2016	YTD 2017-2018	BUDGET 2017-2018	
4910 BILLING COST	5,000	6,000	7,700	5,250	7,000	
5100 OFFICE SUPPLIES	35	23	247	-	300	
5200 OPERATING SUPPLIES	4,338	471	2,087	1,209	4,810	
5210 UNIFORMS		86	129	22	300	
5230 FUEL	6,807	3,929	5,513	4,301	8,500	
5240 CHEMICALS/MEDICAL SUPPL						
5400 BOOKS/SUBS/DUES	605	605	605	655	725	
TOTAL	169,899	179,829	202,010	394,874	508,015	78%
CAPITAL OUTLAY						
6200 BUILDINGS				3,223,759	4,280,000	
6300 IMPROVEMENTS	927,207	672,338	125,919	123	225,000	
6400 MACH./EQUIP.			25,389	-	-	
6401 MACH./EQUIP. Non-CAP				4,829	5,500	
TOTAL	927,207	672,338	151,308	3,228,710	4,510,500	72%
7000 JUDGMENT						
7100 PRINCIPAL	80,000	130,000	60,000	-	198,000	
7200 INTEREST	27,641	24,006	19,688	15,143	52,266	
7300 FINANCING COSTS				39,972	36,000	
TOTAL	107,641	154,006	79,688	55,116	286,266	19%
9100 TRANS TO G F / Repay GF Loan		-			-	
9900 CONTINGENCY	-	-	-	-	-	
9950 CONTINGENCY - Reserve						
	-	-	-	-	-	
DEPARTMENT TOTAL	1,272,176	1,089,281	551,411	3,824,426	5,495,894	

AIRPORT SAFETY DURING SPECIAL EVENTS PLAN

From: Fernandina Beach Municipal Airport (FHB), Fernandina Beach, FL

Sponsor: City of Fernandina Beach, FL

Proposed Event: Ben Byrns 5K Runway Rally (January 26, 2019)

NOTE: The airport will remain operational (to aircraft and tenants) 100% of the time, during this event.

A. Overview

a. Airport Description: Airport Type - General Aviation

- 1. Runways and lengths -
 - RW 4-22 - 5,301 FT X 100 FT
 - RW 9-27 - 5,000 FT X 100 FT
 - RW 13-31 - 5,152 FT X 100 FT

b. Event Description: 5 kilometer run/walk for charity commemorating the passing of a young, local, aviation enthusiast to be held on the anniversary of his birth.

c. Proposed Dates/Duration: Actual dates of events - The event will begin at 7:00 AM on Saturday, January 26, 2019 and will terminate at 10:30 AM of the same day.

d. Exhibit depicting event area of impacts (on ALP) - See Attachment A ("Airport General Plan" in lieu of ALP, for an overview image of the proposed event). The event will take place outside of active runway object free areas and active taxiway object free areas.

B. Setup & Tear Down of Event

a. Schedule - include time for setup and tear down -

Set up begins at 6:00 AM

Race begins at 7:00 AM

Race ends at 10:30 AM

Tear down ends at 11:00 AM

b. Areas impacted - including ingress and egress of take down/setup materials

Transient parking apron (East section only) closed 0600-1100 hrs local

TW A east of FBO apron closed 0600-1100 hrs local

TW C north of TW B closed 0600-1100 hrs local

TW E will be closed 0600-1100 hrs local

RW 9-27 closed 0600-1100 hrs local

RW 4-22 closed 0600-1100 hrs local

Note: The remaining open airport runways and taxiway systems will be fully capable to handle aviation demand and operations during this event.

c. Maintenance of airport operations - Appropriate notifications will be issued by the City of Fernandina Beach (Sponsor) airport staff with coordination assistance by FBO.

d. Damage assessment and repairs - include how and when the airport will be reimbursed - Sponsor's airport staff will conduct physical inspection following the event and Promoter will fund any repairs. It is anticipated that any damage can be repaired immediately.

C. Safety Plan Areas of Concern

a. Runway(s) affected

Temporary runway closure markers will be utilized with the closure of RW 4-22 with lighted X's and RW 9-27 with lighted X's

b. Taxiway(s) affected

Low level barricades with lights and flags will be placed as needed to identify the portions of the closed taxiways. The airport will run continuous string between low level barricades to separate event participants from active airport operations.

c. Other airport operating areas affected

Low level barricades with lights and flags will be placed as needed to identify the portion of the apron which will be closed. The airport will run continuous string between low level barricades to separate event participants from active airport operations.

d. Protection of:

- Runway Safety Areas - Trained personnel will be strategically placed to prevent incursions. Participants will be briefed prior to beginning of the event. Photo/Diagram depicting the event boundaries will be posted at startingline.
- Object Free Areas- Trained personnel will be strategically placed to prevent incursions. Participants will be briefed prior to beginning of the event. Photo/Diagram depicting the event boundaries will be posted at startingline.
- Object Free Zones- Trained personnel will be strategically placed to prevent incursions. Participants will be briefed prior to beginning of the event. Photo/Diagram depicting the event boundaries will be posted at startingline.
- Threshold Siting Criteria- Trained personnel will be strategically placed to prevent incursions. Participants will be briefed prior to beginning of the event. Photo/Diagram depicting the event boundaries will be posted at startingline.

e. Impacts to airport navigational aids - No impacts

f. Methods of separating event vehicles/pedestrians from airport movement areas - No vehicles will be permitted inside the perimeter fence, unless accompanied by airport staff or airport tenant vehicles that are directly supporting the event. Pedestrians will be limited to the areas defined by the event boundaries.

g. Procedures and equipment to delineate closed areas from airport operational areas

- Runways and taxiways in accordance with AC 150/5340-1, Standards for Airport Markings (i.e., lighted "X") - One set of lighted X's will be used on RW 4-22 and another set of lighted X's will be used on RW 9-27, low level barricades will be used on taxiways and apron.
- Temporary lighting (to be analyzed for impacts to pilots by FAA) - No temporary lighting will be used.
- Fencing - No temporary fencing will be required.
- Gates - One existing gate will be utilized for event participants only and managed by Sponsor's airport staff.
- Barricades - Only conforming temporary low level barricades will be utilized.

h. Required compliance of event personnel with all airport safety and security measures

Sponsor's airport staff and trained FBO personnel will maintain all safety and security measures

i. Communication methods

Only Sponsor's airport staff and trained FBO personnel will maintain communications with air and ground personnel

j. Event vehicle identification - Event vehicles will be equipped with flashing amber beacon.

k. Emergency response plan - Sponsor has coordinated with local authorities for these services

l. Foreign object debris (FOD) control provisions - Trained personnel will manage FOD control during the event. Sponsor's airport staff will conduct post-event inspection prior to re-opening closed areas

m. HAZMAT management (if necessary) - Not necessary for this event

n. Airport inspection requirements - Sponsor's airport staff will conduct post-event inspection prior to re-opening closed areas

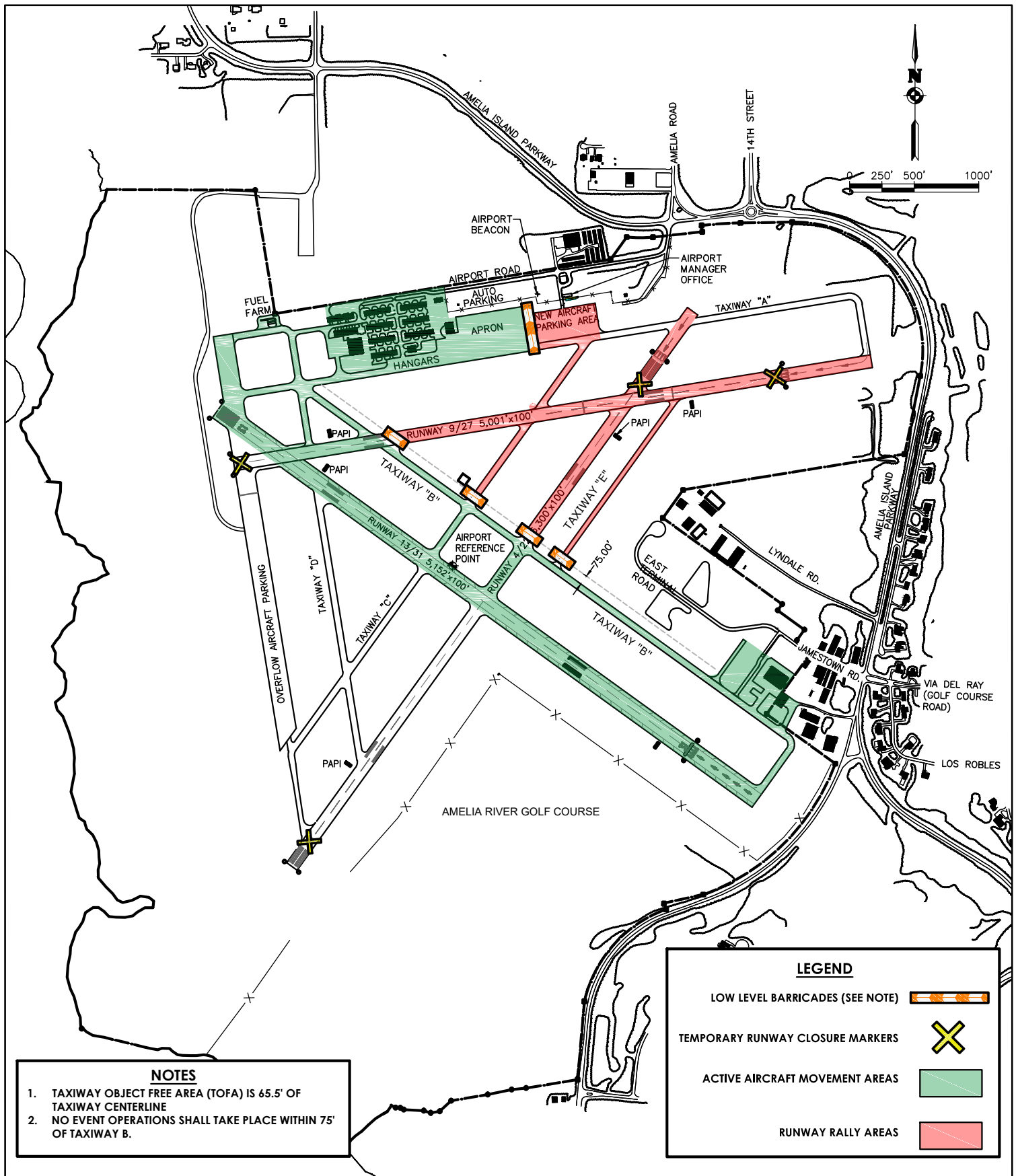
o. Procedures for locating and protecting utilities (airfield lighting lines, etc.) - No utilities will be impacted for this event

D. Notifications

- a. Notice of Proposed Construction or Alteration (7460-1 form) - See Attachment A (if needed)
- b. Notices to Airmen (NOTAMs) - Sponsor will issue appropriate NOTAM and cancel same
- c. Tenant Advisory - Sponsor has notified tenants via email, FBO interaction, public forums (Airport Advisory Board and City Commission Meeting)

E. Responsibilities

- a. Airport Management - Sponsor's airport staff will direct all on-airfield activities
- b. Event Operator - Promoter has enlisted volunteers from the aviation community (FBO, Experimental Aircraft Association Chapter 943, Civil Air Patrol Fernandina Senior Squadron)
- c. Tenants - No tenants will be impacted and none have provided negative feedback when this event has been conducted at the airport in previous years.



PA PASSERO ASSOCIATES
engineering architecture

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Project: Fernandina Beach Municipal
Airport (FHB)

Drawing: Airport General Plan- Runway Rally

Client: City of Fernandina Beach
700 Airport Road
Fernandina Beach, Fla. 32034

Principle-in-Charge: Andrew M. Holesko, C.M.
Project Manager: Dave Harris
Designed by: Mark Joson

Project No.:
99047

Drawing No.:
1

Scale:
As Shown

Date:
Jan 26, 2019

Note: A presentation will accompany this information during the AAC meeting on July 12, 2018.

AIRPORT 420

**AIRPORT
420**

Draft

	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	INCR/ DECR
REVENUES						
33120 FEMA GRANT						0.0%
33220 FAA GRANT	20,676	77,006	90,000	350,000	180,000	-48.6%
33323 FDOT GRANT	84,023	581,781	1,005,000	1,625,000	87,000	-94.6%
33420 FEMA STATE GRANT						
33440 OTHER GRANT		87,920		470,000		-100.0%
34970 FUEL SALES	29,626	35,044	35,000	35,000	20,000	-42.9%
34971 LEASE PAYMENTS - LAND LEASE	36,554	47,136	36,554	37,240	68,439	83.8%
34972 LEASE PAYMENTS - BUILDING LEASE	(3,758)					
34973 LAND LEASE - AMELIA RIVER	199,431	204,808	199,500	199,500	205,960	3.2%
34974 LAND LEASE PAYMENTS - NON-TAXABLE	32,682	36,265	30,374	33,295	37,105	11.4%
34975 RENT/LEASE PAYMENTS - City Built	306,264	251,249	300,492	306,503	321,192	4.8%
34976 8 FLAGS RENT (TAXABLE)					67,017	0.0%
34978 8 FLAGS RENT - NON-TAXABLE					50,266	0.0%
36110 INTEREST						
36420 INSURANCE PROCEEDS		79,196				0.0%
36800 CAPITAL CONTRIBUTION						0.0%
38410 LOAN PROCEEDS				1,000,000		-100.0%
36990 OTHER REVENUE	59,308	75,205	50,000	90,000	95,700	6.3%
36991 PARKING REVENUE					2,004	0.0%
36995 LATE FEES	3,083	-				0.0%
36992 GAIN ON SALE OF ASSETS		1,643				
38101 TRANSFERS IN GENERAL FUND						0.0%
38910 CASH BALANCE FORWARD	865,339	1,081,817	1,145,000	1,020,700	6,200	-99.4%
TOTAL	1,633,228	2,559,070	2,891,920	5,167,238	1,140,883	-77.9%

AIRPORT 420**AIRPORT
420****Draft**

	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	INCR/ DECR
PERSONNEL SERVICES						
51200 SALARIES	84,567	90,216	121,709	119,340	122,210	2.4%
51300 TEMPORARY			-	-	-	0.0%
51350 PART TIME	72		-	-	-	0.0%
51400 OVERTIME			-	-	-	0.0%
52100 FICA	5,888	7,246	9,311	9,130	9,349	2.4%
52200 RETIREMENT	16,886	37,199	37,199	40,600	36,594	-9.9%
52300 HEALTH	9,029	10,259	17,882	18,448	29,701	61.0%
52301 LIFE	325	417	616	743	605	-18.6%
52350 OPEB COSTS	708	785	785	785	1,756	123.7%
52400 WORKERS' COMP	930	1,651	1,371	2,067	1,874	-9.3%
52500 UNEMPLOYMENT						0.0%
TOTAL	118,405	147,773	188,873	191,113	202,089	5.7%
OPERATING EXPENSES						
53100 PROFESSIONAL SERVICES	14,565	17,750	10,000	40,000	25,000	-37.5%
53200 AUDIT	6,795	6,795	6,795	6,795	6,795	0.0%
53400 CONTRACTUAL	27,669	23,176	51,203	53,535	47,440	-11.4%
53900 AUTO ALLOWANCE	500					0.0%
53910 HOUSING ALLOWANCE		3,250		2,000	-	-100.0%
54000 TRAINING/TRAVEL	378	3,773	3,000	3,000	3,000	0.0%
54100 COMMUNICATIONS	883	1,662	1,629	1,922	1,920	-0.1%
54101 COMMUNICATIONS - CELL	453	1,001	2,000	2,000	2,000	0.0%
54103 COMMUNICATIONS - INTERNET	2,152	2,226	2,226	5,750	5,750	0.0%
54200 POSTAGE	23	14	100	100	150	50.0%
54300 UTILITIES - ELECTRIC	20,503	20,283	20,000	20,000	45,000	125.0%
54310 UTILITIES - WATER & SEWER	8,254	8,654	10,300	11,000	14,504	31.9%
54500 INSURANCE	44,576	39,145	46,590	47,928	45,052	-6.0%
54610 R/M GROUNDS	51,276	45,886	78,000	78,000	108,000	38.5%
54620 R/M EQUIPMENT	2,006	730	1,500	1,500	1,500	0.0%
54630 R/M VEHICLES-LABOR	2,505	3,461	3,000	3,500	4,000	14.3%

AIRPORT 420**AIRPORT
420****Draft**

	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	INCR/ DECR
54640 R/M VEHICLES-MATERIALS	2,489	3,741	3,000	3,500	4,000	14.3%
54700 PRINTING	702	1,926	1,800	2,500	2,350	-6.0%
54800 PROMOTIONAL		2,532	1,000	1,500	2,000	33.3%
54902 BAD DEBT EXPENSE		5,281				0.0%
54910 BILLING COST	7,700	7,000	7,000	7,000	7,300	4.3%
55100 OFFICE SUPPLIES	247	53	250	300	6,300	2000.0%
55200 OPERATING SUPPLIES	2,087	3,526	4,910	4,810	735	-84.7%
55210 UNIFORMS	129	182		300	400	33.3%
55230 FUEL	5,513	7,107	6,000	8,500	8,000	-5.9%
55400 BOOKS/SUBS/DUES	605	605	725	725	725	0.0%
TOTAL	202,010	209,759	261,028	306,165	341,921	11.7%
CAPITAL OUTLAY						
56200 BUILDINGS				3,845,000	-	-100.0%
56300 IMPROVEMENTS	125,919	1,048,875	1,425,000	225,000	436,250	93.9%
56400 MACH./EQUIP.	25,389	18,292		-	-	0.0%
56401 MACH./EQUIP. Non-CAP			1,000	5,500	1,000	-81.8%
TOTAL	151,308	1,067,167	1,426,000	4,075,500	437,250	-89.3%
57000 SETTLEMENT EXP						0.0%
57100 PRINCIPAL	60,000	60,000	60,000	198,000	77,000	-61.1%
57200 INTEREST	19,688	17,120	17,334	52,266	37,832	-27.6%
57300 FINANCING COSTS				36,000	-	-100.0%
TOTAL	79,688	77,120	77,334	286,266	114,832	-59.9%
DEPARTMENT TOTAL	1,633,228	2,559,070	2,891,920	5,167,238	1,140,883	-77.9%
Estimate of ending Cash & Reserve				335,330	323,647	

Draft
City of Fernandina Beach
Five Year Capital Plan
Annual Budget 2018- 2019

Priority A: 1. Capital Improvements needed to protect public health and safety. 2. Capital Improvements needed to fulfill a State or Federal mandate. 3. Capital Improvements needed to fulfill a legal or regulatory requirement. 4. Capital improvements needed to complete an ongoing project. 5. Capital improvements that are shovel ready (funding, permits, etc. are in place). 6. Capital improvements needed to correct existing deficiencies or maintenance issues.				Priority C: 1. Capital Improvements that will increase efficient use of existing public facilities where the economic benefit that results from the improvement exceeds the economic cost of making the improvement. 2. Capital Improvements that will promote redevelopment and/or infill development.										
Priority B: 1. Capital Improvements needed to meet or maintain adopted level of service standards. 2. Capital improvements needed to implement adopted plans or studies. 3. Capital improvements that are eligible for grant funding. 4. Capital improvements that will promote economic development. 5. Capital improvements that will reduce operating and/or maintenance costs.				Priority D: 1. Capital Improvements needed to accommodate projected new development, that are consistent with the FLUM, and which represent a logical extension of public facilities. 2. Capital Improvements needed to serve developments that were approved prior to the adoption of this Fernandina Beach Comprehensive Plan.										
Priority E: 1. Capital Improvements that will further the plans of the St. Johns River Water Management District and other State agencies that may provide public facilities within the City.														
Project Title /Justification	Funding Source			Cost	2018 /2019	2019 /2020	2020 /2021	2021 /2022	2022 /2023	Priorities (Per Comp Plan Policy 8.01.02)				
	Enterprise		*Other							A	B	C	D	E
Airport Fund (420)														
TERMINAL CENTER-PUBLIC AREA	100% ¹¹			0						6				
REHAB RUNWAY 4-22 PAVEMENT	5% ¹¹		5% ⁶ , 90% ⁷	2,650,000	200,000	2,450,000					3			
FUEL FARM NORTH AREA	20% ¹¹		80% ⁶	725,000	56,250	343,750	325,000			6	3			
NORTH TERMINAL APRON REHAB	20% ¹¹		80% ⁶	525,000			75,000	450,000		6	3			
T-HANGARS/BULK HANGARS NORTH AREA	20% ¹¹		80% ⁶	1,056,250		156,250	900,000			6	3			
CONSTRUCT CORP HANGAR AND APRON	50% ¹¹		50% ⁶	1,875,000					1,875,000		3,4			
AIRPORT/JAMESTOWN RD INTERSECTION IMPROVEMENTS	20% ¹¹		80% ⁶	0							4	1		
WILDLIFE HAZARD ASSESSMENT PLAN	5% ¹¹		5% ⁶ , 90% ⁷	100,000					100,000	1	3			
AIRPORT MARKINGS PROJECT	20% ¹¹		80% ⁶	40,000	40,000					1,6	3			
TOTAL				6,971,250	296,250	2,950,000	1,300,000	450,000	1,975,000					
Funding Sources														
1. County	5. FIND	9. Impact Fees	13. FBIP											
2. FRDAP	6. FDOT	10. Assessments	14. Fines											
3. State	7. FAA	11. Enterprise	15. Unclaimed Prop											
4. Federal	8. Loan	12. Utility Bond												

Note: The table above does not reflect an additional project in FY18/19 to make repairs to Hangar B in the amount of \$140,000.

Conference Room Comparisons

Price

Palatka	\$29 per 2 hours or \$96 per day
Lake City	\$50 half day, \$100 all day
Herlong	\$75 Less than 4 Hours, \$125 4-8 Hours
Craig	No Conference Space Available for Rent
Fernandina Beach Golf Course Conference	\$50 for 3 hours; free to governmental agencies

FHB Observation Deck (Max Capacity - 115 Individuals)	
Airport Tenant (Has leasehold or rental on Airport) or City Employee	Other Users
\$50/hr w/\$250 daily max	\$100/hour w/\$500 max
* Free to governmental agencies when hosting events. Open to public access at no cost sunrise to sunset. Fee above would reserve space for event/function and restrict access by others during that time period. Reservation would be authorized outside of normal access hours.	
FHB Confernece Room (Max Capacity - 46 Individuals)	
Airport Tenant (Has leasehold or rental on Airport) or City Employee	Other Users
\$10/hr with 2-hour minimum;	\$30/hr with 2-hour minimum; \$200 per day
* Free to governmental agencies when hosting events.	



MEMORANDUM

TO: AIRPORT ADVISORY COMMISSION

FROM: AIRPORT MANAGER

DATE: July 12, 2018

RE: MONTHLY REPORT

- Airport terminal construction continued through the month of June. During the first week of July, contractors are beginning site work preparation to install sidewalks and facility access points. The interior of the building is near complete and I anticipate that we will be working to develop a punch-list soon. Contractors will begin adding the skin to the nose and tail structure during the first week of July, and will follow that work with painting and application of decals. The sky light is now scheduled to arrive on July 16th and will take approximately three days for installation.
- The bid opening for the AWOS replacement project is scheduled for Tuesday/July 3rd at 2 PM. I will provide an update to the AAC following this bid opening at our next meeting.
- Following our initial review and discussion of the request for submittals of qualifications for architectural/engineering consultant services at the airport (currently provided by Passero Associates) I coordinated the draft document with our City Attorney who has completed her review. I will begin coordinating this RFQ for City Manager approval and be ready to release the RFQ toward the tail-end (pun intended) of the terminal facility project. I will make sure the AAC is aware of the publication timeline as we approach the release of the RFQ.
- I will be attending the annual Florida Airports Council conference in Tampa from 16 – 18 July. Bobby Kozakoff will be at the airport in my absence.
- The market rate analysis of aeronautical rates, conducted by Slack, Johnston, and Magenheimer Inc, has been completed, and was discussed with the AAC. I shared the recommendation from the AAC with City Commissioners via my monthly department report, and am scheduling a discussion with the Commissioners to occur in early August.

- Our planning committee has continued its work on planning of a dedication ceremony for the terminal facility to occur on October 13, 2018. The group met on June 27th and again on July 11th. I will provide an update on the group's efforts at the next AAC meeting.
- Airport staff has received interest from a developer for the potential development of aircraft storage hangars on the parcel West of Hangar B, and on the non-aviation parcel along Jamestown Road at the traffic circle. I am working with the developers to review these parcels for suitability of development and will report back to the AAC when I know more.