



**AGENDA
AIRPORT ADVISORY COMMISSION
REGULAR MEETING
NOVEMBER 8, 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 Consider approval of Minutes from September 13, 2018 Regular AAC Meeting
- 4. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA**
- 5. OLD BUSINESS**
 - 5.1 Airport Terminal Construction Project - Final Update
 - 5.2 Observation Deck - Educational Component Discussion Continued
 - 5.3 AWOS Replacement Project Update
 - 5.4 GPS Approach Procedure Development Update
 - 5.5 Airport Financial Report
- 6. NEW BUSINESS**
 - 6.1 RFQ for Consultant Services - Rank Consultant Agencies
 - 6.2 AAC Chairperson Appointment for 2019
 - 6.3 AAC Vice Chairperson Appointment
- 7. AIRPORT DIRECTOR AND STAFF REPORTS**
 - 7.1 Airport Manager 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 6:03 pm.
2. **Members Present:** Chuck Colcord (Chair), Don Edlin, Prudence Hostetter, Tom Piscitello, Kent McKee
Members Absent: Paul Behan, David Austin, and Ward Gill

Others Present: Commissioner Len Kreger, Commissioner Chip Ross, Brian Echard, Brad Wentz (Passero Associates), and Mickey Baity.

3. **Approval of Minutes:** The minutes of the August 9, 2018 regular meeting were presented for approval.

A motion was made by Member McKee, 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:** None Received.
5. **Old Business:**

5.1 Airport Terminal Facility Construction Progress and Ribbon Cutting Event Update

Airport Manager Coyle stated that the punch-list process was completed in the timeline provided by F&G Construction with two remaining minor items for which an order of replacement parts was required. Mr. Coyle stated that Bent Wing Flight Services and the City is currently moving into the new facility. Mr. Coyle also stated that the only remaining issue with operating from the facility was related to provision of fiber data services from AT&T. Mr. Coyle stated that the City's IT Department would continue working with AT&T to resolve the issue.

Member Colcord asked if there is a backup plan for the data connection issue faced by the City. Mr. Coyle stated that there is a redundant Comcast service being connected to the terminal facility, which would resolve the City's fiber connection issue but would not resolve the issue faced by Bent Wing Flight Services. Mr. Coyle also stated that the City and Bent Wing Flight Services were working on a patch-over which would provide data services on an interim basis from the City to the FBO until a fiber circuit could be installed by AT&T to the FBO.

Member Piscitello mentioned that the EAA held its first meeting in the conference room facility, and that the feedback from the group was very positive.

Mr. Coyle stated that the October 13th Dedication Ceremony is still planned as previously discussed.

5.2 Observation Deck – Educational Component Discussion Continued

Airport Manager Coyle mentioned that he had been corresponding with Member Edlin about an airport in South Carolina which had designed a series of educational signs for use at a park at the airport. Mr. Coyle stated that perhaps the airport could use the existing signs as a template to consider creating educational information for the airport.

Member Edlin stated that an outdoor television may be a good option for placement on the deck. Member Edlin suggested the formation of a group to develop a plan and options for incorporation of an educational component on the deck after completion of the dedication ceremony on October 13th.

5.3 AWOS Replacement Project Update

Airport Manager Coyle provided an update stating that the award to low bidder, Trinity Electrical Services, was provided by the City Commission and that the contract was executed. Mr. Coyle also stated that the grant offer from the FAA had been executed and provided to the FAA.

Member Edlin asked if November or December was the existing timeline for completion. Mr. Coyle stated that he believed that was still accurate based on the unknown lead time for receipt of AWOS components/parts for installation. Mr. Coyle stated that once the parts were received the installation process would be fairly quick.

5.4 Airport Financial Report

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

6. New Business:**6.1 Concours/Bonhams/Russo and Steele Safety Plan Review - 2019**

Airport Manager Coyle presented a draft safety plan for the 2019 Concours/Bonhams/Russo and Steele event to the AAC for review and comment. Mr. Coyle stated that this plan mirrored what was submitted to the FAA for review and approval last year, even though the Russo and Steele event did not occur.

The group discussed the event, layout, and logistics for setup and execution of the event. Member Edlin asked who would be providing security along the fence-line of the event. Mr. Coyle stated that Russo and Steele would be using private security during the event and that Russo and Steele would fund a police officer to monitor the fence-line overnight following each day's events.

Mr. Coyle stated that he plans to submit the plan before the end of September.

6.2 AAC Vice Chairperson Appointment

Airport Manager Coyle provided some background on this discussion and asked if the group would consider nominating and voting for a Vice Chairperson. Member Colcord recommended waiting until the next meeting since not all AAC members were in attendance. The group agreed.

6.3 Airport Application for Lease and Hangar Development – Harry Giltz

Airport Manager Coyle introduced an application for potential development of multiple hangars on the airport by a private entity, South Shore CRE, on a parcel West of Hangar B and along Taxiway D. The development proposal would specifically consist of shared wall box hangars on Twy D and one or two bulk hangars on the undeveloped parcel West of Hangar B. The proposal for use of hangars by Mr. Giltz is to provide aircraft storage services at the airport.

The group reviewed a draft site plan for this proposal and compared the site plan with the airport's layout plan. Mr. Coyle mentioned that Mr. Giltz is still working on a plan to provide aircraft moving services within the bulk hangar to meet the requirements of the airport's minimum standards. Mr. Coyle also mentioned that, in the design process, there would need to be consideration for the outcome of the taxiway stub that currently leads into the Hangar B parking apron from the North-side as this stub, at one time, was for vehicle traffic only and may perhaps be best suited as vehicle access only following development of the parcel in question. Aircraft access to Hangar B and any new bulk hangars constructed would then be from Taxiway A.

Mr. Coyle stated that he would go back and work with Passero Associates and Mr. Giltz to prepare a design proposal for consideration of the City.

6.4 Mercedes Benz Employee Airport Facility Use Agreement

Airport Manager Coyle presented a facility use agreement for use of the airport's closed runway by Mercedes Benz to conduct vehicle familiarization training, and for rental of the airport's conference room and observation deck on the dates of November 6th through November 8th. Member Edlin asked how the group would access the closed runway for the event, and Mr. Coyle stated that the West Access Road would be used to provide access, with an escort from the airport, to the closed runway.

Under this agreement the airport would obtain \$5,100 in revenue for use of airport facilities.

A motion was made by Member Edlin, seconded by Member McKee, to recommend that the City Commission approve the Facility Use Agreement for use of airport

property, as proposed in the agreement, by Mercedes Benz. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

7. Airport Manager and Staff Reports:

1. Airport Manager Coyle stated that two firms submitted under the RFQ for airport consultant services, and asked the AAC to consider scheduling a special meeting to interview the two agencies that had submitted under the RFQ. The group recommended that Mr. Coyle align dates in October and notify the group of a proposed meeting date, when available.

8. Commission Member Reports and Comments:

No Comments Received.

9. Next Meeting Date: The group agreed that the October regular AAC meeting would potentially be cancelled to accommodate a special meeting for interview of airport engineering/architectural firms as a part of the consultant selection process.

10. Adjournment: There being no further business to come before the Airport Advisory Commission, the meeting was adjourned at 7:09 p.m.

Secretary

Chuck Colcord, Chairperson

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	BUDGET 2018-2019	YTD	Percentage
REVENUES			
33120 FEMA GRANT			
33220 FAA GRANT	293,000	0.00	0.0%
33323 FDOT GRANT	87,000	0.00	0.0%
33420 FEMA STATE GRANT	-		0.0%
33440 OTHER GRANT	-		0.0%
34970 FUEL SALES	20,000	0.00	0.0%
34971 LEASE PAYMENTS - LAND LEASE	68,439	6,421.00	9.4%
34972 LEASE PAYMENTS - BUILDING LEASE			0.0%
34973 LAND LEASE - AMELIA RIVER	205,960	13,498.33	6.6%
34974 LAND LEASE PAYMENTS - NON-TAXABLE	37,105	2,860.00	7.7%
34975 RENT/LEASE PAYMENTS - City Built	321,192	22,401.72	7.0%
34976 8 FLAGS RENT (TAXABLE)	67,017	5,209.13	7.8%
34978 8 FLAGS RENT - NON-TAXABLE	50,266	5,209.13	10.4%
36110 INTEREST			
36420 INSURANCE PROCEEDS		0.00	
36800 CAPITAL CONTRIBUTION		0.00	
38410 LOAN PROCEEDS		0.00	
36990 OTHER REVENUE	95,700	0.00	0.0%
36991 PARKING REVENUE	2,004	0.00	0.0%
36995 LATE FEES	-	242.95	
36992 GAIN ON SALE OF ASSETS			
38101 TRANSFERS IN GENERAL FUND		0.00	
38910 CASH BALANCE FORWARD	40,900	0.00	0.0%
 TOTAL	 <u>1,288,583</u>	 <u>56,090.06</u>	 4.4%

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	BUDGET 2018-2019	YTD	Percentage
PERSONNEL SERVICES			
51200 SALARIES	122,210	6,742.20	5.52%
51300 TEMPORARY	-	0.00	
51350 PART TIME	-	0.00	
51400 OVERTIME	-	0.00	
52100 FICA	9,349	462.36	4.95%
52200 RETIREMENT	36,594	3,049.50	8.33%
52300 HEALTH	29,701	2,473.94	8.33%
52301 LIFE	605	52.46	8.67%
52350 OPEB COSTS	1,756	146.33	8.33%
52400 WORKERS' COMP	2,150	179.17	8.33%
52500 UNEMPLOYMENT			
TOTAL	202,365	13,105.76	6.48%
OPERATING EXPENSES			
53100 PROFESSIONAL SERVICES	25,000	0.00	0.00%
53200 AUDIT	6,795	566.25	8.33%
53400 CONTRACTUAL	47,440	1,635.61	3.45%
53900 AUTO ALLOWANCE		0.00	
53910 HOUSING ALLOWANCE	-	0.00	
54000 TRAINING/TRAVEL	3,000	0.00	0.00%
54100 COMMUNICATIONS	1,920	0.00	0.00%
54101 COMMUNICATIONS - CELL	2,000	0.00	0.00%
54103 COMMUNICATIONS - INTERNET	5,750	664.50	11.56%
54200 POSTAGE	150	0.00	0.00%
54300 UTILITIES - ELECTRIC	45,000	0.00	0.00%
54310 UTILITIES - WATER & SEWER	14,504	0.00	0.00%
54500 INSURANCE	45,052	3,754.33	8.33%
54610 R/M GROUNDS	108,000	4,203.43	3.89%
54620 R/M EQUIPMENT	1,500	0.00	0.00%
54630 R/M VEHICLES-LABOR	4,000	0.00	0.00%
54640 R/M VEHICLES-MATERIALS	4,000	0.00	0.00%
54700 PRINTING	2,350	0.00	0.00%
54800 PROMOTIONAL	2,000	366.47	18.32%
54902 BAD DEBT EXPENSE		0.00	
54910 BILLING COST	7,300	608.33	8.33%
55100 OFFICE SUPPLIES	6,300	0.00	0.00%
55200 OPERATING SUPPLIES	735	258.05	35.11%
55210 UNIFORMS	400	0.00	0.00%
55230 FUEL	8,000	0.00	0.00%

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	BUDGET 2018-2019	YTD	Percentage
55400 BOOKS/SUBS/DUES	725	330.00	45.52%
TOTAL	<u>341,921</u>	<u>12,386.97</u>	3.62%
CAPITAL OUTLAY			
56200 BUILDINGS	-	0.0	
56300 IMPROVEMENTS	583,950	134,274.6	22.99%
56400 MACH./EQUIP.	-	0.0	
56401 MACH./EQUIP. Non-CAP	1,000	0.0	0.00%
TOTAL	<u>584,950</u>	<u>134,274.6</u>	22.95%
57000 SETTLEMENT EXP		0.0	
57100 PRINCIPAL	77,000	0.0	
57200 INTEREST	37,832	0.0	
57300 FINANCING COSTS	-	0.0	
TOTAL	<u>114,832</u>	<u>0.0</u>	
DEPARTMENT TOTAL	<u><u>1,288,583</u></u>	<u><u>159,767.4</u></u>	12.40%

ORDINANCE 2014-05

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA REPEALING ORDINANCE 671; INCORPORATING HEREIN AND AMENDING RESOLUTION 2011-45 REGARDING THE AIRPORT ADVISORY COMMISSION (AAC) BY ADDING ONE (1) NON-VOTING MEMBER; REQUESTING PERIODIC INFORMATION FROM THE CITY MANAGER; PROVIDING FOR SEVERABILITY; REPEALING ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission initially created the Airport Advisory Commission (AAC) in 1984 via Ordinance 671; and

WHEREAS, the City Commission incorporated the roles and responsibilities of the AAC into City Code in 1984 and later into a newly created Land Development Code in 2006; however, Ordinance 671 was never formally repealed; and

WHEREAS, in March 2011, the City Commission decided that the roles and responsibilities of the AAC should be removed from the provisions of the Land Development Code since it does not oversee or rule on land development issues throughout the City; and

WHEREAS, the City Commission recreated the AAC via Resolution 2011-45 and clarified its roles and responsibilities as a standing committee serving as an advisory body to the City Commission; and

WHEREAS, the AAC has reviewed Resolution 2011-45 and recommends it be amended and incorporated into this Ordinance.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby repeals, in its entirety, Ordinance 671 adopted July 17, 1984.

SECTION 2. The City Commission incorporates herein and amends Resolution 2011-45 regarding the Airport Advisory Commission, which is officially designated as a standing committee and an advisory board to the City Commission, and is responsible for adhering to the following:

- a) The AAC shall consist of seven (7) members appointed by the City Commission and may include one (1) non-voting member appointed by the City Commission;
- b) All members shall reside within the City limits; and a member who moves outside of the City shall be removed immediately;
- c) Each member of the AAC serves at the pleasure of the City Commission;
- d) The term of office for all board members shall be three (3) years effective with October 1 of year appointed unless appointed to fill a vacancy then appointment continues for the term of the vacancy;
- e) Members shall attend all regular and called meetings. Any member who has been absent without being excused for three (3) regular meetings in one (1) fiscal year shall be subject to removal;
- f) The AAC shall have a chair and a vice-chair to conduct each meeting, but the non-voting member shall not serve as chair or vice-chair, the Airport Manager or his/her designee shall attend each meeting;
- g) The chair and vice-chair shall serve one (1) year terms;
- h) For the purpose of transacting business at any meeting, a majority of AAC members shall constitute a quorum;

- i) A member who is seeking re-appointment shall continue to be a voting member for two (2) months beyond the existing term, if necessary, to allow for the finalization of the re-appointment by the City Commission;
- j) The AAC meetings are open to the public and its members are subject to the Florida Sunshine Law and Public Records Act;
- k) All meetings will be conducted in accordance with parliamentary procedures as set forth and explained in the latest revised edition of Robert's Rules of Order, which shall serve as a guide for the rules of procedure of the meetings;
- l) Minutes of its proceedings, indicating the attendance of each member and decision of each member, shall be kept, signed by the chair and filed with the City Clerk;
- m) Members shall serve without compensation;
- n) The AAC shall request/expect/receive information from the Airport Manager which is necessary in order to carry out specific roles and responsibilities in section (o) below;
- o) The AAC shall provide advice and make recommendations to the City Commission as follows:
 - 1. Make recommendations regarding planning for the physical development and betterment of the Airport;
 - 2. Make recommendations on the operation of the Airport and for the improvement of the operation;
 - 3. Make recommendations regarding the sale or lease of City-owned property located on or adjacent to the Airport and land use of property adjacent to the Airport or land use of nearby property that could reasonably affect or prevent safe operations at the Airport;
 - 4. Make recommendations regarding the requested use or proposed grant of concessions on the Airport property;
 - 5. Make recommendations regarding policies, such as Airport Rules and Regulations and Airport Minimum Standards, and rates to be charged for the use of Airport property, including hangar rent, Airport use fees, landing fees, parking fees, and other charges to the general public for the use of the Airport; and
 - 6. Perform all acts requested by the City Commission to advise and assist in the continued operation and betterment of the Airport.

SECTION 3. SEVERABILITY. If any section, subsection, sentence, clause, phrase of this Ordinance, or the particular application thereof, shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses and phrases under application shall not be affected thereby.

SECTION 4. Ordinances in conflict herewith are hereby repealed to the extent of such conflict

SECTION 5. This Ordinance shall take effect immediately after its final adoption.

ADOPTED this 18th day of March, 2014.

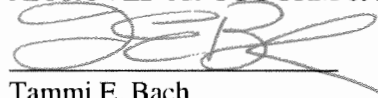
ATTEST:


Caroline Best
City Clerk

CITY OF FERNANDINA BEACH


Edward E. Boner
Mayor – Commissioner

APPROVED AS TO FORM & LEGALITY:


Tammi E. Bach
City Attorney



MEMORANDUM

TO: AIRPORT ADVISORY COMMISSION

FROM: AIRPORT MANAGER

DATE: November 8, 2018

RE: MONTHLY REPORT

- Airport terminal construction is complete, and airport staff/the FBO have moved into the new facility and begun operations. Airport staff is awaiting final closeout documents to process a final pay application to F&G Construction. Once this final pay application is processed, airport staff will then process final grant drawdowns on the project. There is roughly \$600,000 in remaining grant/escrow funds still to be drawn from multiple granting agencies for this project. To access these funds airport staff will need to process the final pay application to F&G Construction.

The facility dedication ceremony was held on October 13, 2018 and all feedback from the event has been positive. Many thanks are owed to those who helped planned the event, the event sponsors, and our local tenants who came out and supported the Young Eagles Program.

Airport staff has coordinated for the removal of temporary trailers from the airport. The temporary FBO (double-wide) trailer is scheduled for pickup on/about November 12, 2018, and the single-wide trailer (previous airport administration office) is schedule for removal by the end of November. Airport staff has also coordinated to install fencing where the previous airport administration office existed, following its removal.

The terminal facility conference room is now furnished and audio/visual components have been installed to allow for projection of video/audio on a flat screen television within the room. The immediate furnishing of this facility would not have been possible without the donations provided from FOFA, CAP, and EAA for acquisition of furniture and installation of A/V components.

- Installation of the airport's new AWOS III P/T occurred in early October and the FAA certified the new system on October 31, 2018. Airport staff is now coordinating with Passero and Trinity Electrical, Inc. to receive project closeout documents and make final payments/withdraw grant funds from the FAA. As mentioned in the email I provided to tenants following certification of the AWOS, an electronic advisory display of the airport's METAR is now available online and linked through the airport's website under the "Airport Weather" link.
- AAC members and the Airport Manager will rank consultant agencies which submitted under the recent Airport Consultant Services RFQ during the November 8, 2018 meeting. Following this ranking, airport staff will negotiate a continuing services agreement with the agency.
- As previously mentioned to the AAC, airport staff has been coordinating a work order with Passero Associates, funded by the General Fund, to complete the following items allowing consideration of the FAA for potential placement of dredge material at the airport:
 1. A report outlining the composition and quantity of material.
 2. A wildlife assessment to consider any potential wildlife impacts from placement of the material.
 3. A grading and management plan proposal for placement of material.
 4. A construction/phasing plan for execution of placement of material.
 5. An outline of the benefit/value to the airport for placement of the material.

The wildlife assessment was completed in September and core samples have been pulled to review the composition of material within the marina. Once all work has been completed/compiled, I will pass the information to the FAA.

- The AAC recently viewed a lease application and proposal from South Shore CRE (Harry Giltz) for potential development of hangars West of Hangar B. In the month of October, contractors completed surveying of the parcel and a geotechnical analysis was accomplished. I have provided Mr. Giltz with a template lease agreement to begin discussions/lease negotiations. I will keep the AAC advised of our progress as we move forward.
- I am currently working with Passero Associates on producing a site plan and drawings for the permit to demolish office space associated with Hangar D (pre-existing FBO office space). Once completed, the project will be bid and executed through the course of the winter.
- Airport staff is currently reviewing the process for issuance of permits to park vehicles long-term at the airport. Historically a permit process for long-term parking had been established but has not been used in quite some time. I believe it would make sense to potentially re-implement a process to help control the use of the new terminal parking

facility for priority use by aviation users leaving vehicles at the airport and also for use by the general public.

- The airport, through assistance of the City Attorney, has entered an agreement for legal services with Benjamin Phipps from the firm of Phipps and Howell, an attorney specializing in tax laws pertaining to aviation within the State of Florida. The City has corresponded with the County Property Appraiser and will be seeking an Attorney General's opinion related to the intent to apply ad valorem taxes to renters of City-owned T-Hangars on the airport. Mr. Phipps will be assisting the City with establishing an opinion and supporting information to provide to the Attorney General's Office for consideration.