



**AGENDA
AIRPORT ADVISORY COMMISSION
REGULAR MEETING
JANUARY 10, 2019
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 November 8, 2018 Airport Advisory Commission Meeting Minutes

3.2 Approval of December 13, 2018 Airport Advisory Commission Meeting Minutes

4. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA

5. OLD BUSINESS

5.1 Observation Deck - Educational Component Discussion Continued

5.2 GPS Approach Procedures Development Update

5.3 Airport Architectural Standards/Design Review Update

5.4 Airport Financial Report

6. NEW BUSINESS

6.1 Facility Use Agreement Review - Florida Army National Guard Temporary ATC Services during Concours d'Elegance Week

6.2 Facility Use Agreement Review - Concours d'Elegance

6.3 Facility Use Agreement Review - Buccaneer Region SCCA

6.4 Facility Use Agreement Review - Ben Byrns Annual 5K Run

7. AIRPORT DIRECTOR 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:** Chairperson Chuck Colcord called the meeting to order at 6:00 pm.
2. **Members Present:** Chuck Colcord (Chair), Don Edlin, Prudence Hostetter, Tom Piscitello, Kent McKee, and Dave Austin
Members Absent: Paul Behan and Ward Gill

Others Present: Commissioner Len Kreger, Brian Echard, Kathryn Echard, Brad Wentz (Passero Associates), Andrew Curtin, Clint Smith, Blake Swafford, Art Waczkowski.

3. **Approval of Minutes:** The minutes of the September 13, 2018 regular meeting were presented for approval.

A motion was made by Member McKee, seconded by Member Austin, 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:** Mr. Andrew Curtin, representing the airport's tenant association, asked for updates related to the ongoing ad valorem tax discussion and the potential transaction occurring at the Amelia River Golf Course.

Airport Manager Coyle stated that the airport has engaged the services of Benjamin Phipps, an aviation attorney in Tallahassee who has strong experience related to aviation taxes and the ad valorem tax discussion, to provide an opinion letter to the attorney general's office with a request for an opinion on the matter. Mr. Coyle also stated that the property appraiser office would provide a similar letter from its counsel, and that both parties agreed to follow the guidance received from that opinion, when issued.

Mr. Coyle stated that he had been contacted by the developers interested in purchase of the Amelia River Golf Course business, but that he was awaiting a formal submittal of a proposal for use of the property moving forward. Mr. Coyle stated that he would share this proposal with the group when it is available, and that he had contacted the FAA/Orlando ADO for a meeting to review such a proposal for land use compatibility adjacent to the airport once it has been received. Mr. Coyle stated that the discussion with the proposers was for use of the property under assignment of the existing lease or through establishment of a new ground lease on the property. This would sustain the continued lease revenue the airport receives for use of this property moving forward.

5. **Old Business:**

5.1 Airport Terminal Facility Construction Project – Final Update

Airport Manager Coyle stated that the terminal facility project had been completed, and that airport staff is awaiting receipt of the final pay application for the project. Mr. Coyle stated that he was aware of a dispute between F&G Construction and one of its subcontractors which is preventing receipt of a lien release on the project, and that the City would hold the

final pay application (with retainage) until the dispute is resolved and all lien releases are in hand. Mr. Coyle stated that once the final pay application is paid, remaining grant funds would be drawn on the project.

5.2 Observation Deck – Educational Component Discussion Continued

Airport Manager Coyle mentioned Member Edlin's recommendation to establish a committee to review options for proposing options for use of the deck. Member Edlin stated that he thinks somebody from the EAA should be involved on the committee. Member Colcord mentioned that he thought FOFA and CAP would also most likely be interested in being a part of the process.

Member Hostetter asked if any feedback for use of the space had been received to date. Mr. Coyle stated that the group had received positive feedback by Mercedes Benz from use of the entire facility which included conference room/observation deck and FBO leased space.

Mr. Coyle stated that he would plan to put a call out for volunteers to join this planning committee from the individuals/groups mentioned during the discussion.

5.3 AWOS Replacement Project Update

Airport Manager Coyle provided an update stating that the AWOS replacement project commenced in early October with all components being installed through the course of the month. Mr. Coyle stated that an FAA inspector certified the new system on October 31, 2018, and that the system went into service on that same day. Finally, Mr. Coyle stated that he would be coordinating project closeout and grant funding drawdown in the upcoming month once final project documents had been received.

5.4 GPS Approach Procedure Development Update

Airport Manager Coyle stated that he had been corresponding with the FAA regarding existing survey data for the airport. When initially reviewing a project with flight procedures, Mr. Coyle stated that he could see that survey data for Rwy 4/22 had been completed under a previous project and he was hopeful that this information was usable in developing the procedure for Rwy 4 for which Jacksonville ATC recently provided concurrence. Mr. Coyle stated that he reviewed the date of this survey data with the FAA/ADO office and that the survey was completed in 2009. The FAA stated that a new survey would need to be conducted. A full survey for Rwy 4/22 could cost approximately \$40,000. Mr. Coyle stated that the ADO office identified that the previous work was completed under an AIP project for the runway, and that AIP funds were only available for complete the survey one time. Mr. Coyle stated that he would bring additional information back to the next meeting.

5.5 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 RFQ for Consultant Services – Rank Consultant Agencies

Airport Manager Coyle introduced this subject stating that the scoring committee for the RFQ of airport engineering services produced a tie score during the first scoring of submittals. Mr. Coyle stated that he conferred with City Manager Martin and City Attorney Bach following that meeting in an attempt to define a way forward and that the recommended way forward was to present the matter again to the AAC and change the scoring from a weighted score to simple ranking of the two submittals. Mr. Coyle asked the group to provide this ranking to him, and stated that he had received the rankings from Paul Behan and Ward Gill prior to the meeting. The group completed the ranking and Mr. Coyle tallied the totals and stated that six members scored Passero as the #1 agency and three members scored Hansen as the #2 agency.

Vice Mayor Kreger provided comment stating that he believes the airport should consider using both agencies on a qualified list of consultants in lieu of selecting a single consultant agency as other City department are now using this structure. Mr. Coyle stated that he believed it might be worthwhile to discuss the considerations related to this proposal.

Member Edlin made a motion for the City Commission to place both agencies on a continuing services agreement as qualified firms to support the airport. Member Austin stated that there may be value in discussing this further with input from the airport manager. Member Colcord stated that he believed the AAC had voted on the matter and that the City Commission should consider the option when provided the results of the scoring process. The group agreed that the City Commission should consider this during their discussion on selection of an agency.

6.2 AAC Chairperson Appointment

AAC Members discussed selection and appointment of a Chairperson to serve on the AAC for the upcoming calendar year, to commence in January of 2019. Member McKee stated that he though Chairperson Colcord did a great job serving as the chairperson and that he would make a great fit serving in this role again. Member Colcord agreed that he would be willing to serve in the term for another year. The group agreed that Member Colcord would serve in the role for another year, commencing on January 1, 2019. There was no opposition heard from the commission on this matter.

6.3 AAC Vice Chairperson Appointment

AAC members recommended deferring this discussion to the next AAC meeting when all members could be present for the discussion.

7. Airport Manager and Staff Reports:

Airport Manager Coyle provided an update regarding a submittal to the FAA for consideration to place dredge spoils at the airport, and stated that a submittal should be provided to the FAA in November with the items previously discussed by the group.

8. Commission Member Reports and Comments:

Member McKee provided a thank you to airport staff for diligently working to secure funding and a project to replace the airport's failing AWOS.

- 9. Next Meeting Date:** The group agreed that the December meeting would be scheduled on its regular date of Thursday/December 13, 2018.

- 10. Adjournment:** There being no further business to come before the Airport Advisory Commission, the meeting was adjourned at 7:13 p.m.

Secretary

Chuck Colcord, Chairperson

1. **Call to Order:** Chairperson Chuck Colcord called the meeting to order at 6:01 pm.
2. **Members Present:** Chuck Colcord (Chair), Don Edlin, Prudence Hostetter, Ward Gill, Tom Piscitello, and Dave Austin
Members Absent: Paul Behan and Kent McKee

Others Present: Commissioner Len Kreger, Commissioner Chip Ross, Brian Echard, Kathryn Echard, Brad Wentz (Passero Associates).
3. **Approval of Minutes:** The minutes of the November 8, 2018 regular meeting were presented for approval.

A motion for approval of these minutes was not made.

4. **Public Comment Regarding Items Not On The Agenda:** Member Piscitello provided a comment in representation of airport tenants and inquired as to the potential for placement of a portable restroom adjacent to the east-end of the T-Hangar area on the airport, and also asked if additional restroom space would be considered in that area in the future. Airport Manager Coyle stated that the airport had not considered a portable restroom at the location but perhaps leaving a restroom in-place during the demolition of the previous FBO office space could be an option. Mr. Brian Echard provided comment stating that the project to construct or install a fuel farm/fuel tanks could include a restroom addition if an AVGAS/self-service tank were placed along the transient aircraft parking apron. Mr. Coyle stated that he thought this could be an eligible component of the project and was perhaps a great idea to consider in the project design process. Member Piscitello stated that it would be good for the airport to consider this need moving forward.

5. **Old Business:**

5.1 Observation Deck – Educational Component Discussion Continued

Airport Manager Coyle stated that he had not yet contacted individuals which might be interested in meeting to discuss options for adding an educational component to the observation deck of the terminal facility.

5.2 GPS Approach Procedure Development Update

Airport Manager Coyle provided an update on capital projects and funding for the year then stated that he had received estimated pricing for completion of an obstacle survey to support development of a procedure to Runway 4. Mr. Coyle stated that the obstacle survey for Runway 4/22 had been completed previously but that the data was too old to be used in the development of a new procedure to Runway 4. Mr. Coyle stated that perhaps the group could shift funds to complete the work within this fiscal year to move forward.

Member Gill asked if there was any value in considering the potential for an approach lighting system in the future, and if that should be considered prior to the obstacle survey.

Mr. Coyle stated that he was not sure if a new obstacle survey would need to be completed following installation of an approach lighting system.

Member Austin stated that it would be important to know if another obstacle survey would be needed if a lighting system were installed in the future to obtain the potential benefits of reduced minima on the procedure.

A motion was made by Member Hostetter, seconded by Member Edlin, for the City to amend its current fiscal year capital plan and fund completion of an obstacle survey to develop a GPS procedure for Runway 4 while simultaneously researching if an additional obstacle survey would be needed if an approach lighting system were to be installed at a later date. A vote upon passage of the motion was taken by ayes and nays with one nay from Member Austin. Member Austin stated that he would prefer to know if a subsequent obstacle survey would need to be completed following installation of an approach lighting system before moving forward.

Mr. Coyle stated that he would research if future installation of a lighting system would require completion of a new obstacle survey and inform the group of his findings.

5.3 AAC Vice Chairperson Appointment

The group discussed nominations for appointment as the Vice Chairperson for the upcoming year. Member Colcord asked if Member Austin would consider filling the role and Member Austin agreed to accept the position commencing on January 1, 2019 and terminating on December 31, 2019. The group agreed, without objection, that Member Austin would fill this role for the upcoming year.

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 South Shore CRE Hangar Development Site Plan Update Discussion

Airport Manager Coyle introduced this topic stating that he has been communicating with developers on the potential development of hangars at the airport, and that the conceptual site plan identified some potential gaps and/or updates that may be needed in the existing architectural standards for the airport. Mr. Coyle shared a copy of the standards with AAC members and highlighted a number of the items that could require attention and discussion. Mr. Coyle then stated that he would propose the use of a consultant agency to provide recommendations for revision of the airport's architectural standards and that Hanson Professional Services, Inc. could provide this service as Passero Associates is currently representing one of the developers considering construction of hangars on the airport.

Member Austin stated that he thought the use of a consultant would be wise, and asked that any discussion of recommendations be conducted in a workshop forum where the group could focus only on that discussion item. Mr. Coyle stated that he could do that.

The group agreed that the process made good sense and recommended moving the process forward as fast as possible.

6.2 RFQ Single Selection vs. Qualified List Discussion

Airport Manager Coyle stated that this item was placed on the agenda to finalize a discussion of selection to utilize one consultant and the airport as compared to use of a qualified list of consultants. Mr. Coyle stated that the City Commission would consider the matter at an upcoming meeting, most likely in February. Mr. Coyle also stated that Hanson Professional Services, Inc. also applied under a separate RFQ that was released by the City and, as a result of that process, also has a continuing services agreement with the City. Commissioner Kreger provided comment that, with Hanson on a continuing services agreement, the selection of Passero provides good value of the airport for consideration on some projects moving forward, such as the revision and update of airport architectural standards. There was no further discussion on the matter.

6.3 Bonhams Facility Use Agreement Review

Airport Manager Coyle presented a draft Facility Use Agreement with Bonhams & Butterfields Auctioneer Corporation for use of airport property during in conjunction with annual Amelia Island Concours d'Elegance events in March. Mr. Coyle asked the group for a recommendation.

A motion was made by Member Edlin, seconded by Member Austin, for the City Commission to approve the Facility Use Agreement for use of airport property between the City of Fernandina Beach and Butterfields Auctioneer Corporation. 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 presented his monthly department report to the group as included within the agenda packet.

8. Commission Member Reports and Comments:

No Discussion.

9. Next Meeting Date: The group agreed that the January meeting would be scheduled on its regular date of Thursday/January 10, 2019

10. Adjournment: There being no further business to come before the Airport Advisory Commission, the meeting was adjourned at 7:30 p.m.

Secretary

Chuck Colcord, Chairperson

Table ES-2 on the following page presents these results if an approach lighting system is installed on the runway end. The effect of these systems is to reduce the visibility minimums by ¼-mile or ½-mile, depending on the type of approach lighting system installed.

The approach minimums presented in Table ES-1 and ES-2 assume that at least the 20:1 OIS of the visual portion of the final approach segment is clear of penetrations. This applies to both the RNAV (GPS) LNAV and RNAV (GPS) LPV approach procedures. The 34:1 OIS must also be clear if visibility minimums of ½-mile are to be realized with the installation of the medium intensity approach lighting system with runway alignment indicator lights (MALSR) for the RNAV (GPS) LPV procedures.

Table ES-1 INSTRUMENT APPROACH MINIMUMS WITHOUT APPROACH LIGHTING SYSTEM				
	Approach Minimums (HATh – VIS) by Aircraft Approach Category			
RNAV (GPS) Procedure / Runway End	A	B	C	D
LNAV 4	340 – 1	340 – 1	340 – 1	340 – 1
LPV 4	250 - ³ / ₄	250 - ³ / ₄	250 - ³ / ₄	250 - ³ / ₄
LNAV 22	420 – 1	420 – 1	420 – 1½	420 – 1½
LPV 22	250 - ³ / ₄	250 - ³ / ₄	250 - ³ / ₄	250 - ³ / ₄
LNAV 8	340 – 1	340 – 1	340 – 1	340 – 1
LPV 8	250 - ³ / ₄	250 - ³ / ₄	250 - ³ / ₄	250 - ³ / ₄
LNAV 26	360 – 1	360 – 1	360 – 1	360 – 1
LPV 26	250 - ³ / ₄	250 - ³ / ₄	250 - ³ / ₄	250 - ³ / ₄
Circling - All	480 – 1	480 – 1	480 – 1½	580 - 2
These results are applicable to nighttime instrument approaches provided that a clear 20:1 OIS of the visual portion of the final approach segment is achieved.				

Table ES-2 INSTRUMENT APPROACH MINIMUMS WITH APPROACH LIGHTING SYTEM				
Approach Minimums (HATh – VIS) by Aircraft Approach Category				
RNAV (GPS) Procedure / Runway End	A	B	C	D
LNAV 4	340 – $\frac{3}{4}$	340 – $\frac{3}{4}$	340 – $\frac{3}{4}$	340 – $\frac{3}{4}$
LPV 4	250 - $\frac{1}{2}$	250 - $\frac{1}{2}$	250 - $\frac{1}{2}$	250 - $\frac{1}{2}$
LNAV 22	420 – $\frac{3}{4}$	420 – $\frac{3}{4}$	420 – 1	420 – 1
LPV 22	250 - $\frac{1}{2}$	250 - $\frac{1}{2}$	250 - $\frac{1}{2}$	250 - $\frac{1}{2}$
LNAV 8	340 – $\frac{3}{4}$	340 – $\frac{3}{4}$	340 – $\frac{3}{4}$	340 – $\frac{3}{4}$
LPV 8	250 - $\frac{1}{2}$	250 - $\frac{1}{2}$	250 - $\frac{1}{2}$	250 - $\frac{1}{2}$
LNAV 26	360 – $\frac{3}{4}$	360 – $\frac{3}{4}$	360 – $\frac{3}{4}$	360 – $\frac{3}{4}$
LPV 26	250 - $\frac{1}{2}$	250 - $\frac{1}{2}$	250 - $\frac{1}{2}$	250 - $\frac{1}{2}$
Circling - All	480 – 1	480 – 1	480 – 1 $\frac{1}{2}$	580 - 2
These results are applicable to nighttime instrument approaches provided that a clear 20:1 OIS of the visual portion of the final approach segment is achieved. Additionally, the $\frac{1}{2}$-mile visibility is applicable when the 34:1 OIS of the visual portion of the final approach segment is achieved. The omnidirectional approach lighting system (ODALS) complements the RNAV (GPS) LNAV procedure. The medium intensity approach lighting system with runway alignment indicator lights (MASLR) complements the RNAV (GPS) LPV procedure.				

The results of the TERPS feasibility studies demonstrate favorable outcomes for all runway ends. A key proviso is that the 20:1 OIS of the visual portion of the final approach segment be assured clear of obstacles. This will enable the approach procedures to be utilized during nighttime conditions, although this restriction can be avoided through the marking and lighting of the obstacles (trees) or the setting of the VGSI to an angle of at least 3.00° to ensure a clear path. The precision approach path indicator (PAPI) system that is installed on each runway end can be used for this purpose. However, tree topping and/or clearing is the preferred option.

RECOMMENDATIONS

Based on the findings presented in this evaluation of potential instrument approach procedures, it is recommended that the City of Fernandina Beach undertake the following action items in order of priority:

1. Assess the continued need for threshold displacements on Runway 22 and Runway 26. This assessment can be facilitated by the aeronautical (obstacle) surveys listed as Recommendation 3 below. The reduction or elimination of these displacements can yield longer runway lengths for aircraft landings and enhance flight safety.
2. Prioritize the establishment of the instrument approach procedures by runway end. Runway 4 and Runway 8 appear to have the higher and equivalent priorities because they yield the lowest approach minimums and the runways are not encumbered with displaced thresholds for aircraft landings.
3. Conduct aeronautical (obstacle) surveys that comply with the requirements of the FAA in support of a request for the formal design, flight check and publication of the desired instrument approach procedure to each runway end.
4. Implement obstacle mitigation actions to include tree topping and/or clearing as appropriate. Consider the acquisition of land or avigation easements to control obstacle heights.
5. Depending on the outcome of Recommendation 1 and Recommendation 3, fine-tune the TERPS evaluations presented in this report to include re-examination of the visual portion of the final approach segment and the achievable approach minimums.
6. Review the Airport's compliance with landing surface requirements applicable to the achievable approach minimums. Take action to meet those requirements that are not met, or opt to accept higher approach minimums that do meet these requirements.
7. Assess the technical and economic feasibility of installing an approach lighting system (ODALS or MALSR) on one or more runway ends in order to obtain lower visibility approach minimums. The analysis should be premised on the use of a present value, life-cycle benefit/cost analysis that considers the costs to install, operate and maintain the approach lighting system over a 15-year period and the operational and safety benefits that accrue through its establishment. Depending on the outcome, take action to establish the approach lighting system.
8. Meet with the FAA Flight Procedures Office to review the results of the analyses and actions taken or programmed with respect to preparing the runways for new instrument approach procedures. This will facilitate a more favorable response by the FAA to the formal request for the procedure design that will follow.

9. Prepare a formal request to the FAA Flight Procedures Office at the Southern Region Office for the formal design, flight check and publication of those RNAV (GPS) LNAV and RNAV (GPS) LPV procedures that warrant action. This request should be accompanied by the aeronautical surveys conducted in Recommendation 3 and this report, as modified as part of Recommendation 5.

DISCLAIMER

The TERPS analyses conducted reflect an initial assessment of the potential instrument approach minimums achievable for RNAV (GPS) procedures based on readily available data. The results are subject to review by the FAA, which may have access to other information related to the runway end environment and obstacles. Further, the FAA may opt to modify the potential approach and missed approach procedures, fix locations and altitudes. Any published instrument approach procedure is also subject to the conduct of a flight check by the FAA, the results of which may necessitate revisions to the procedure design.

Table K-3 NAVAID and Weather Reporting Equipment Project Requirements

What Can Be Done If Justified	Factors to Consider For Justification and Eligibility	Required Usable Unit of Work and Required Outcome	Work Code*
c. Install Miscellaneous NAVAIDs <i>(Airport Beacon)</i>	(1) The airport rotating beacon equipment must be necessary for visual approaches to the airfield at night. (2) The airport must be open at night and must have runway lights in order to have a justified beacon.	A fully functional airport beacon that meets FAA design standards.	SP OT IN ST OT IN See Table K-2 for the correct work code.
d. Install Miscellaneous NAVAIDs <i>(Wind Cone)</i>	(1) The airport must be open at night and must have runway lights in order to justify a lighted wind cone.	A fully functional wind cone that meets FAA standards.	SP OT IN ST OT IN See Table K-2 for the correct work code.
e. Install Miscellaneous NAVAIDs <i>(Segmented Circle)</i>	(1) Where warranted, segmented circles used for landing direction, traffic pattern indicators or right turn indicators are allowed.	A fully functional segmented circle that meets FAA standards.	SP OT IN ST OT IN See Table K-2 for the correct work code.
f. Install Runway Vertical/Visual Guidance System <i>(Approach Light System (ALS))</i>	(1) The ATO must have designated the runway as an instrument runway. (2) Per APP-500 policy, an ALS is not justified for AIP funding unless the airport will have a reduction in minimums of at least 1/4 mile. (3) APP-500 has conducted a benefit-cost analysis that resulted in a benefit-cost ratio of 1.0 or more. (4) The sponsor cannot transfer the ownership and maintenance of these systems to ATO unless installed as part of a complete ILS that includes an ALS. (5) An ALS is only eligible on a runway that either has a precision approach procedure published	A complete ALS installation with clear approaches that reduces the minimums and meets FAA standards.	SP RW VI ST RW VI See Table K-2 for the correct work code.

Table K-3 NAVAID and Weather Reporting Equipment Project Requirements

What Can Be Done If Justified	Factors to Consider For Justification and Eligibility	Required Usable Unit of Work and Required Outcome	Work Code*
	instrument flight procedure and 300 or more recorded annual instrument approaches or is forecast to have a published instrument flight procedure and 300 or more recorded annual instrument approaches within five years. (6) Eligible ALSs include: (a) Approach Lighting System (ALS). (b) Approach Lighting System with Sequenced Flashing Lights (ALSF). (c) Medium-Intensity Approach Light System and Runway Alignment Indicator Lights (MALSR). (d) Medium-Intensity Approach Light System without Runway Alignment Indicator Lights (MALS). This is rare and requires additional justification because Runway Alignment Indicator Lights are an integral part of most ALS installations. (e) Medium-Intensity Approach Lights System with Sequenced Flashing Lights (MALSF).		
g. Install Runway Vertical/Visual Guidance System (Omni-Directional Approach Lighting System (ODALS))	(1) The ATO must have designated the runway as an instrument runway. (2) The ODALS must result in a reduction of minimums of at least 1/4 mile. (3) An ODALS is only eligible on a runway that either has a published instrument flight procedure and 300 or more recorded annual instrument approaches or is forecast to have a published instrument flight procedure and 300 or more recorded annual instrument approaches within five	A complete ODALS installation with clear approaches that reduces the minimums and meets FAA standards.	SP RW VI ST RW VI See Table K-2 for the correct work code.

Table K-3 NAVAID and Weather Reporting Equipment Project Requirements

What Can Be Done If Justified	Factors to Consider For Justification and Eligibility	Required Usable Unit of Work and Required Outcome	Work Code*
	years. (4) APP-500 has conducted a benefit-cost analysis that resulted in a benefit-cost ratio of 1.0 or more. (5) The airport cannot transfer the ownership of these systems to the ATO.		
h. Install Runway Vertical/Visual Guidance System <i>(Runway End Identification Light System (REILS))</i>	(1) This project will provide visual approaches on runways that are not equipped with an approach light system. (2) Per FAA policy, the ADO can fund REILS at a nonprimary airport only if the REILS are funded using nonprimary entitlement funds only. (3) The airport cannot transfer the ownership of these systems to the ATO.	A fully functional REILS that meet FAA standards.	SP RW VI ST RW VI See Table K-2 for the correct work code.
i. Install Runway Vertical/Visual Guidance System <i>(Visual Glide-Slope Indicator System (PAPI))</i>	(1) The precision approach path indicator (PAPI) is the only eligible visual glide-slope system eligible for an airport holding a 14 CFR part 139 certificate. (2) Although there are some other older types of visual glideslope systems still in use by some airports, the PAPI is the only eligible visual glide-slope system eligible for funding at facilities used by fixed-wing aircraft without the sponsor providing significant justification to the ADO as to why a PAPI cannot be installed. (3) For non-PAPI installations, the sponsor must obtain a Modification of Standards for siting and installation requirements. (4) Per FAA policy, the ADO can only fund a PAPI at a nonprimary airport using nonprimary entitlement funds. (5) Per the current versions of Advisory	A PAPI system that meets FAA standards.	SP RW VI ST RW VI See Table K-2 for the correct work code.

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	BUDGET 2018-2019	YTD	Percentage
REVENUES			
33120 FEMA GRANT			
33220 FAA GRANT	293,000	144,000.00	49.1%
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	6,313.60	31.6%
34971 LEASE PAYMENTS - LAND LEASE	68,439	46,259.66	67.6%
34972 LEASE PAYMENTS - BUILDING LEASE		714.46	0.0%
34973 LAND LEASE - AMELIA RIVER	205,960	21,408.09	10.4%
34974 LAND LEASE PAYMENTS - NON-TAXABLE	37,105	8,180.72	22.0%
34975 RENT/LEASE PAYMENTS - City Built	321,192	68,048.14	21.2%
34976 8 FLAGS RENT (TAXABLE)	67,017	10,066.56	15.0%
34978 8 FLAGS RENT - NON-TAXABLE	50,266	9,374.92	18.7%
36110 INTEREST			
36420 INSURANCE PROCEEDS		0.00	
36800 CAPITAL CONTRIBUTION		0.00	
38410 LOAN PROCEEDS		0.00	
36990 OTHER REVENUE	95,700	18,275.00	19.1%
36991 PARKING REVENUE	2,004	0.00	0.0%
36995 LATE FEES	-	233.83	
36992 GAIN ON SALE OF ASSETS			
 TOTAL	 <u>1,247,683</u>	 <u>56,090.06</u>	 4.5%

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	BUDGET 2018-2019	YTD	Percentage
PERSONNEL SERVICES			
51200 SALARIES	122,210	25,761.40	21.08%
51300 TEMPORARY	-	0.00	
51350 PART TIME	-	0.00	
51400 OVERTIME	-	0.00	
52100 FICA	9,349	1,767.62	18.91%
52200 RETIREMENT	36,594	9,148.50	25.00%
52300 HEALTH	29,701	7,416.74	24.97%
52301 LIFE	605	174.74	28.88%
52350 OPEB COSTS	1,756	438.99	25.00%
52400 WORKERS' COMP	2,150	537.51	25.00%
52500 UNEMPLOYMENT			
TOTAL	202,365	45,245.50	22.36%
OPERATING EXPENSES			
53100 PROFESSIONAL SERVICES	25,000	234.44	0.94%
53200 AUDIT	6,795	1,698.75	25.00%
53400 CONTRACTUAL	47,440	11,367.69	23.96%
53900 AUTO ALLOWANCE		0.00	
53910 HOUSING ALLOWANCE	-	0.00	
54000 TRAINING/TRAVEL	3,000	351.86	11.73%
54100 COMMUNICATIONS	1,920	151.63	7.90%
54101 COMMUNICATIONS - CELL	2,000	365.96	18.30%
54103 COMMUNICATIONS - INTERNET	5,750	1,035.50	18.01%
54200 POSTAGE	150	0.00	0.00%
54300 UTILITIES - ELECTRIC	45,000	5,971.04	13.27%
54310 UTILITIES - WATER & SEWER	14,504	1,184.20	8.16%
54500 INSURANCE	45,052	11,262.99	25.00%
54610 R/M GROUNDS	108,000	10,676.70	9.89%
54620 R/M EQUIPMENT	1,500	0.00	0.00%
54630 R/M VEHICLES-LABOR	4,000	565.00	14.13%
54640 R/M VEHICLES-MATERIALS	4,000	1,575.54	39.39%
54700 PRINTING	2,350	0.00	0.00%
54800 PROMOTIONAL	2,000	687.93	34.40%
54902 BAD DEBT EXPENSE		0.00	
54910 BILLING COST	7,300	1,824.99	25.00%
55100 OFFICE SUPPLIES	6,300	218.30	3.47%
55200 OPERATING SUPPLIES	735	365.87	49.78%
55210 UNIFORMS	400	0.00	0.00%
55230 FUEL	8,000	546.86	6.84%

AIRPORT 420

AIRPORT 420

	BUDGET 2018-2019	YTD	Percentage
55400 BOOKS/SUBS/DUES	725	330.00	45.52%
TOTAL	<u>341,921</u>	<u>50,415.25</u>	14.74%
CAPITAL OUTLAY			
56200 BUILDINGS	-	0.0	
56300 IMPROVEMENTS	583,950	174,682.3	29.91%
56400 MACH./EQUIP.	-	0.0	
56401 MACH./EQUIP. Non-CAP	1,000	0.0	0.00%
TOTAL	<u>584,950</u>	<u>174,682.3</u>	29.86%
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>270,343.1</u></u>	20.98%

MEMORANDUM OF AGREEMENT BETWEEN CITY OF FERNANDINA BEACH AND FLORIDA ARMY NATIONAL GUARD

This MEMORANDUM OF AGREEMENT (hereinafter called the AGREEMENT) is made and entered into this _____ day of February, 2019, 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 2-111th Aviation REGT AOB, FL Army National Guard whose address is 5629 SR 16 W Bldg. 3582, Starke, FL 32091. (hereinafter called "FLARNG").

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

WHEREAS, FLARNG will provide VFR Air Traffic Control Tower operations at the FACILITY during the Amelia Island Concours d'Elegance event for a limited period of time and consistent with the scope as provided in the JACKSONVILLE TOWER AND FERNANDINA BEACH MUNICIPAL TEMPORARY ATC TOWER LETTER OF AGREEMENT (hereinafter "LOA"), which is attached hereto and incorporated herein as **EXHIBIT A**.

NOW, THEREFORE, the parties agree as follows:

1. FLARNG may conduct Tower Air Traffic Control Operations at the FACILITY as provided in the LOA.
2. FLARNG may conduct Tower Air Traffic Control Operations at the FACILITY on a continuous basis during this period 5 March 2019 to 11 March 2019.
3. FLARNG agrees to and shall comply with the following:
 - a. FLARNG shall have competent, responsible, and able supervision on the premises at all times that its service is operational.
 - b. FLARNG shall not interfere with emergency operations of CITY or other authorized users of the FACILITY.
 - c. FLARNG 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.
 - d. 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.
 - e. FLARNG will obtain all required Federal, State, County and City permits including any applicable fees.
 - f. FLARNG shall not undertake any alterations or changes in the construction of the FACILITY premises, without prior written consent of CITY.
 - g. FLARNG 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.
 - h. CITY reserves the right to cancel this AGREEMENT at any time, without cause, by giving FLARNG 30 day written notice of such cancellation.
 - i. FLARNG shall, at all times, abide by Federal, State, and local laws, in the Tower Air Traffic Control Operations at the FACILITY.

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

5. The addresses for giving notices are as follows:

USER: LTC Michael C. Adler
5629 SR 16 W Bldg. 3582
Starke, FL 32091

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: _____

CITY OF FERNANDINA BEACH

By: _____

By: _____

Its: _____

Dale L. Martin

Its: City Manager

Employer ID #

By: _____

Caroline Best

Its: City Clerk

WITNESS:

APPROVED AS TO FORM AND LEGALITY:

Print Name: _____

Tammi E. Bach

Its: City Attorney

**JACKSONVILLE ATC TOWER AND
FERNANDINA BEACH MUNICIPAL TEMPORARY ATC TOWER**

LETTER OF AGREEMENT

EFFECTIVE: March 6, 2019

SUBJECT: Authorization for Separation Services and Interfacility Coordination Procedures

1. PURPOSE. This agreement establishes procedures and responsibilities for providing Air Traffic services between Jacksonville ATC Tower (JAX) and Fernandina Beach Municipal, FL Temporary Non-Federal Control Tower (FHB NFCT). For the purpose of this LOA, FHB NFCT will exist as an operating Control Tower within Class E airspace.

2. CANCELLATION. None.

3. SCOPE. These procedures are applicable to all IFR operations at the Fernandina Beach Municipal Airport, FHB, when the FHB NFCT is operational. This letter automatically terminates at 0500Z, March 13th, 2019 (0000 Local, March 12th, 2019), unless otherwise coordinated.

4. RESPONSIBILITIES. JAX authorizes FHB NFCT to use visual separation between a departure and an arrival in accordance with the FAA JO 7110.65 Air Traffic Control.

A. JAX, during published times, must accept departure clearances and/or release requests from FHB NFCT and inform aircraft calling to contact the tower on frequency 119.95.

B. FHB NFCT, will maintain the following hours of operation:

(1).

Wednesday, 3/6/19	1000-1800L
Thursday, 3/7/19	1000-1800L
Friday, 3/8/19	0900-1700L
Saturday, 3/9/19	0900-1700L
Sunday, 3/10/19	0900-1700L
Monday, 3/11/19	0900-1300L

NOTE: Operating hours may be reduced or extended upon mutual agreement.

FHB NFCT, upon opening, will notify JAX and provide runway in use, weather, and airport status.

C. FHB NFCT, prior to closing, will notify JAX and provide airport status and forward any known IFR traffic.

D. FHB NFCT must ensure that IFR clearances do not extend beyond their hours of operation unless a clearance void time is issued.

5. PROCEDURES.

A. GENERAL.

(1). FHBT will advise JAX of the active runway, weather, equipment outages and applicable field condition reports.

(2). FHBT will advise JAX of any special weather observations.

(3). Runway 13 is designated the calm wind runway (wind less than 5 knots).

B. ARRIVALS:

(1). JAX will:

a. Provide FHBT with arrival information and approach sequence prior to 10 miles from the airport on each IFR aircraft and each aircraft conducting a practice instrument approach via recorded commercial telephone 904-277-6768 as follows:

Aircraft identification.

Type aircraft.

ETA at the airport. (See note below)

Type of instrument approach procedure.

For aircraft executing a visual/contact approach, the position of the aircraft.

Type landing if not a full stop.

NOTE: Arrival information passed without an Estimated Time of Arrival (ETA) indicates the aircraft's ETA at the airport is 10 minutes from the time the information is passed. If information on more than one aircraft is passed at the same time, or if there are inbounds passed but not yet arrived, each aircraft's ETA at the airport is 3 minutes after the preceding aircraft in the approach sequence.

b. Issue a heading of 040°, climb and maintain 2,000 feet and appropriate departure frequency for aircraft executing a planned missed approach, unless alternate departure instructions are issued and coordinated.

c. Instruct aircraft on an instrument approach to other than the advertised runway to circle to the advertised runway.

d. Transfer of communications will be completed no less than 5 miles from FHB.

(2). FHBT will:

a. Not alter the flight path of aircraft cleared for an instrument approach, or visual approach, unless prior coordination has been accomplished.

Note: For the purposes of this paragraph, flight path alterations for visual approach aircraft, which will result in less than 1 flying mile, need not be coordinated.

b. Not terminate a practice approach unless prior coordination has been accomplished.

c. Notify JAX whenever an unplanned missed approach occurs or an aircraft on an instrument approach conducts an unplanned circling approach.

d. Forward IFR arrival times or cancellations when requested by JAX.

C. DEPARTURES:

(1). JAX will:

a. Provide IFR departure clearance information via recorded commercial telephone 904-277-6768 as follows:

Aircraft identification

Aircraft type

Transponder code

Proposed time of departure

Requested altitude

Destination airport

Route of flight, if not as filed

TMU (Traffic Management Unit) EDCT, CFR, or other flow restrictions.

- b. IFR departures, except for planned missed approaches, will be assigned runway heading, climb and maintain 2,000 feet, and advised to expect requested altitude 10 minutes after departure.
- c. Contact Jacksonville ARTCC TMU to obtain a release time for all aircraft involved in TMU, Call for Release (CFR) programs.

(2). FHBT will:

- a. Obtain a release, including departure runway, from JAX for all IFR/SVFR departures via recorded commercial telephone 904-741-0284. If the aircraft has not departed within 3 minutes, the release is void.
- b. Advise JAX when an aircraft involved in a TMU, Call For Release (CFR) program begins taxi for departure. JAX will contact TMU to obtain a release time. **NOTE:** This may result in aircraft having to hold on the airport.
- c. Issue a clearance void time of 10 minutes prior to the close of business to all aircraft receiving an IFR clearance within the last 60 minutes of operation.

(3). If JAX uses the phrase “RELEASED REFERENCE arrival (identification)”, it means specifically: “VISUAL SEPARATION APPROVED BETWEEN THE DEPARTURE AND ARRIVAL, DEPARTURE RELEASED YOUR DISCRETION.” FHBT is authorized to provide visual separation between the arrival and the departure provided other IFR separation is assured before, and after, the application of visual separation. FHBT must also consider the arrival a departure when the aircraft passes the runway threshold and executing climb-out instructions.

D. SAME RUNWAY OPPOSITE DIRECTION OPERATION PROCEDURES (ODO) are not authorized at FHB.

E. SVFR OPERATIONS:

- (1).** FHBT must obtain approval from JAX prior to issuing a SVFR clearance to enter/exit the FHB Class E surface area or conduct local SVFR operations. FHBT will advise JAX when SVFR operations are complete.
- (2).** SVFR operations must remain at or below 1,500 feet MSL in the FHB Class E surface area.
- (3).** FHBT will provide JAX with an hourly SVFR operations count.

F. OPENING/CLOSING PROCEDURES. FHBT is a part time facility and will be open the hours specified by NOTAM.

- (1). Closing.** FHBT will verbally coordinate with JAX prior to closing and provide the status of any inbound IFR traffic or IFR clearances that have been issued. FHBT will notify JAX of the status of the airport and essential components that would have an impact on inbound flights; i.e., NAVAIDs, airport and approach lighting, weather, NOTAMs concerning NAS, and field conditions.
- (2). Opening.** FHBT will advise JAX upon opening each morning. JAX will verbally coordinate the status of any inbound IFR traffic or IFR clearances that have been issued. JAX will relay any known conditions affecting the status of the airport and essential components; i.e., NAVAIDs, weather, NOTAMs concerning NAS, etc.

Aaron Herum
Air Traffic Manager
Jacksonville ATC Tower

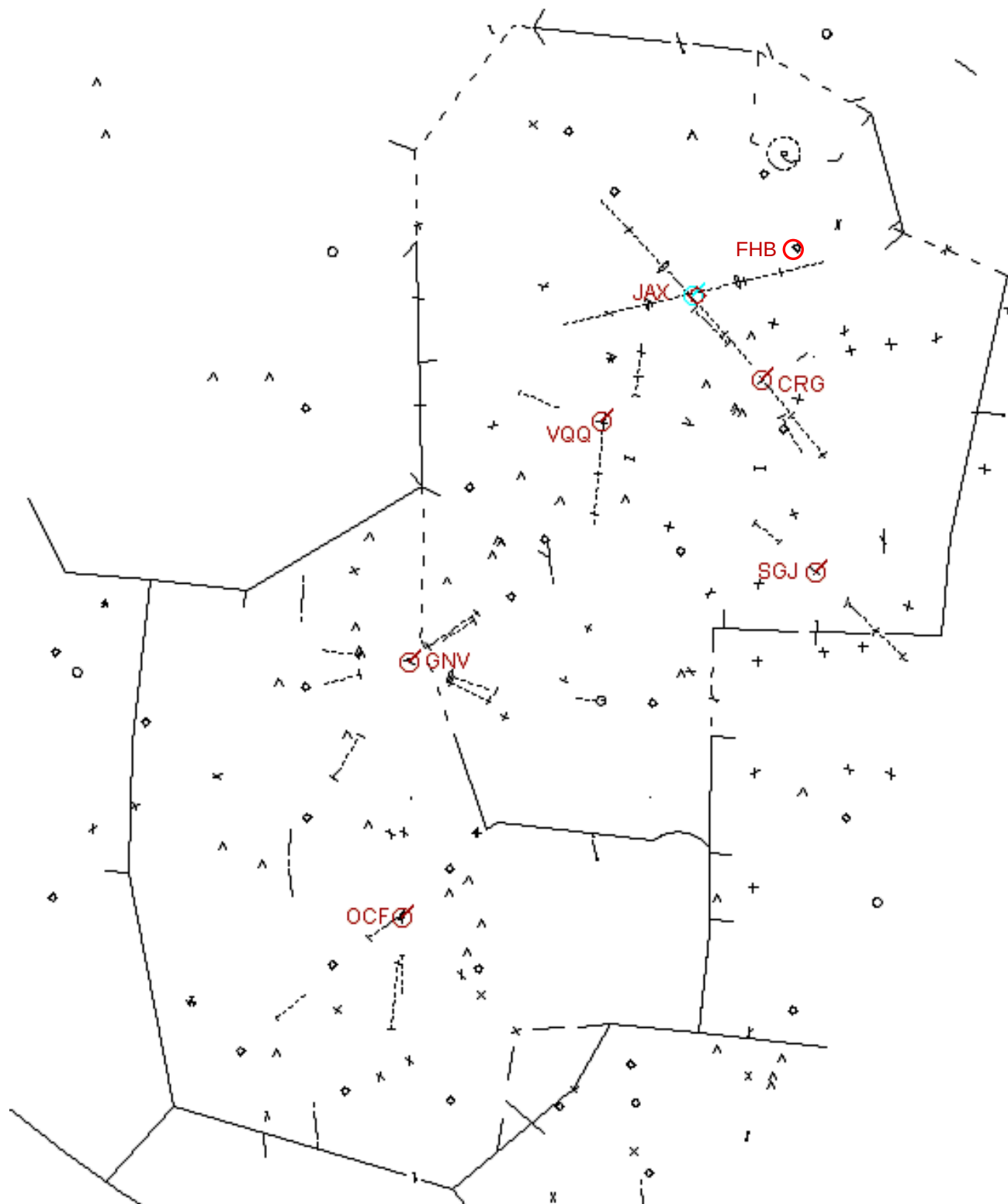
LTC Michael C. Adler
Commander, FL Army National Guard
Fernandina Temporary ATC Tower

**JACKSONVILLE ATC TOWER AND
FERNANDINA BEACH MUNICIPAL TEMPORARY ATC TOWER**

LETTER OF AGREEMENT

EFFECTIVE: XXXXXXXX, 20XX

JACKSONVILLE TRACON AIRSPACE



CITY OF FERNANDINA BEACH FACILITIES USE AGREEMENT

This FACILITIES USE AGREEMENT (herein after called the AGREEMENT) is made and entered into this _____ day of February, 2019, 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 8-10, 2019.

NOW, THEREFORE, the parties agree as follows:

1. USER shall be permitted to use the FACILITY from March 4 -12, 2019 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:

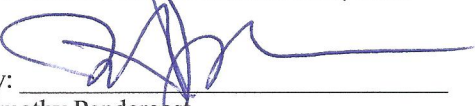
USER: Amelia Island Concours d'Elegance
Foundation, Inc.
3016 Mercury Road South
Jacksonville, FL 32207

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.**

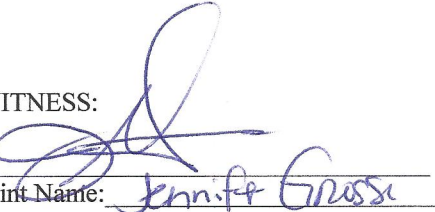
CITY OF FERNANDINA BEACH

By: 
Timothy Pendergast
Its: Director of Operations

By: _____
Dale L. Martin
Its: City Manager

By: _____
Caroline Best
Its: City Clerk

WITNESS:

Print Name: 
Jennifer Grasse

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	

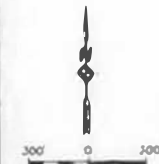
NOTES

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

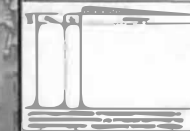
Engineering & Construction



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

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	

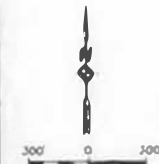
NOTES

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.
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

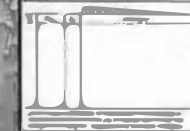
Engineering & Construction



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

Project Name:
2018 Parking Plan

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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

Project Date: 1/1/2018

Project Status: In Progress

Project Manager: [Name]

Project Engineer: [Name]

Project Designer: [Name]

Project Checker: [Name]

Project Approver: [Name]

Project Date: 1/1/2018

Project Status: In Progress

Project Manager: [Name]

Project Engineer: [Name]

Project Designer: [Name]

Project Checker: [Name]

Project Approver: [Name]

CITY OF FERNANDINA BEACH FACILITIES USE AGREEMENT

This FACILITIES USE AGREEMENT (herein after called the AGREEMENT) is made and entered into this _____ day of January, 2019, 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 **Buccaneer Region SCCA** whose address is 1135 Roebling Road, Bloomingdale, GA 31302 (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 conduct autocross driving events.

NOW, THEREFORE, the parties agree as follows:

1. USER shall be permitted to use the FACILITY described above for the purpose of autocross solo driving events in 2019 on 26-January, 23-February, 3-March, 14-April, 8-June, 9-June, 10-August, 15-September, 5-October, 16-November, and 8 December.
2. USER will set up and use the FACILITY on a continuous basis during this period using **the remote pavement area (Closed Runway 18/36) between Runway 9 and Taxiway C**. It is noted that this pavement is not in good condition and USER will be responsible for any damage to its vehicles or personnel.
3. USER shall pay CITY the sum of **\$875 per day** 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 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:

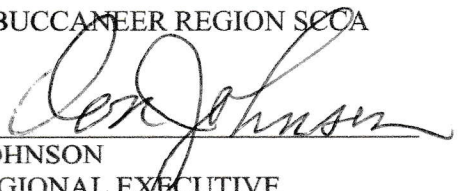
USER: Buccaneer Region SCCA
1135 Roebling Road
Bloomington, GA 31302
ATTN: CORTLAND BAILEY

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: BUCCANEER REGION SCCA

CITY OF FERNANDINA BEACH

By: 
DON JOHNSON
Its: REGIONAL EXECUTIVE

By: _____
Dale L. Martin
Its: City Manager

SCCA MEMBER # 307521-1
Employer ID # 59-1842323

By: _____
Caroline Best
Its: City Clerk

WITNESS:

APPROVED AS TO FORM AND LEGALITY:

Print Name: _____

Tammi E. Bach
Its: City Attorney

CITY OF FERNANDINA BEACH FACILITIES USE AGREEMENT

This FACILITIES USE AGREEMENT (herein after called the AGREEMENT) is made and entered into this 2nd day of Jan. 2019, 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 Nassau Alcohol Crime Drug Abatement Coalition (NACDAC), a Florida not for profit corporation whose address is 671 Airport Road, Fernandina Beach, FL 32034 (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 hold a 5K run on January 26, 2019.

NOW, THEREFORE, the parties agree as follows:

1. USER shall be permitted to use the FACILITY described above for the purpose of holding a 5K Run Rally.
2. USER shall pay CITY the sum of \$100.00 for use of FACILITY during the period designated, which has already been paid in full to the CITY for this event. USER will set up and use the FACILITY on a continuous basis during this period under the direction of Airport Staff and as approved by the Federal Aviation Administration within its approval letter of this event, dated September 13, 2018.
3. USER had previously scheduled this event to occur earlier in 2018 and r, however the event did not occur and therefore no funds are due and payable upon execution of this agreement for the event on January 26, 2019.
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: NACDAC
516 S. 10th Street
Fernandina Beach, FL 32034
904-277-3699

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: NACDAC

CITY OF FERNANDINA BEACH

By: Karrin Clark
Print Name: Karrin Clark
Its: Executive Director

By: _____
Dale L. Martin
Its: City Manager

Employer ID #

By: _____
Caroline Best
Its: City Clerk

WITNESS:

Approved as to Form

Katie Newton
Print Name: Katie Newton

Tammi E. Bach, City Attorney



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/02/2019

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 Lassiter-Ware Insurance of Tampa Bay 1300 N. Westshore Blvd Suite 110 Tampa FL 33607		CONTACT NAME: Lorri Lawler PHONE (A/C, No, Ext): (800) 845-8437 E-MAIL ADDRESS: lorri@lassiter-ware.com FAX (A/C, No): (888) 883-8680	
INSURED Nassau Alcohol Crime Drug Abatement Coalition, Inc. 516 S. 10th Street Suite 211 Fernandina Beach FL 32034		INSURER(S) AFFORDING COVERAGE INSURER A: Florida Insurance Trust INSURER B: OIR Florida Company Code: 27272 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** 18-19 Master**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 ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			FITGL366392018	06/01/2018	06/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Professional Liability \$ 1,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			FITAU366392018	06/01/2018	06/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
A	☒ UMBRELLA LIAB ☐ EXCESS LIAB DED RETENTION \$ OCCUR CLAIMS-MADE			FITXS366392018	06/01/2018	06/01/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☐ N/A		N/A	FITWC366392018	06/01/2018	06/01/2019	PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
A	Professional Liability - Occurrence			FITGL366392018	06/01/2018	06/01/2019	Each Claim \$1,000,000 General Aggregate \$2,000,000

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

City of Fernandina Beach is included as an additional insured with respects to General Liability for the Summer Kick-off Event as required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

City of Fernandina Beach 204 Ash Street 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 
---	--



U.S. Department
of Transportation
**Federal Aviation
Administration**

Airports District Office
8427 SouthPark Circle, Suite 524
Orlando, Florida 32819
407-487-7229

September 13, 2018

Mr. Dale Martin
City Manager
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

**Ben Byrns 5K Runway Rally
Fernandina Beach Municipal Airport (FHB)**

Dear Mr. Martin:

The Federal Aviation Administration's (FAA) Orlando Airports District Office (ADO) has completed its review of the City of Fernandina Beach's request to initiate a partial airport closure in order to host the Ben Byrns 5K Runway Rally at the Fernandina Beach Municipal Airport (FHB) January 26, 2019 (date is inclusive of set-up and take-down). Our review and decision is based on the documentation you provided to our office on July 23, 2018, discussions between the Orlando ADO staff and the airport along with documentation uploaded into the Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) system on August 6, 2018.

Temporary Closure Requested

The City of Fernandina Beach seeks to close Runways 4/22 and 9/27 as well as Taxiway Echo; Taxiway Alpha East of FBO Ramp; Taxiway Charlie North of Taxiway Bravo to host the Ben Byrns 5K Runway Rally on Saturday, January 26, 2019. Event set up will begin on Saturday, January 26, 2019 and post event take-down and clean-up activities will conclude Saturday, January 26, 2019. This closure will permit the Ben Byrns Foundation to conduct the 5K Run Event at the airport. We reviewed how this closure would impact six general areas of concern. A summary of our review follows.

Safety

The City of Fernandina Beach has developed a safety and phasing plan for this event. The plan proposes to close Runways 4/22 and 9/27 for the duration of the event. Taxiway Echo; Taxiway Alpha East of FBO Ramp; Taxiway Charlie North of Taxiway Bravo will also be closed for the duration of the event. Temporary low level barricades will be utilized to restrict access to Runway 13/31, Taxiway Bravo and Apron Areas. Trained personnel will direct spectators to access points and regulate pedestrian movement to avoid aircraft movement areas. The City's airport staff, personnel from the fixed base operator, and event staff will maintain safety and security measures per the safety and phasing plan. A NOTAM will be issued three days prior to the event.

We evaluated the placement of the temporary barricades and determined that the placement proposed will not be a hazard to air navigation.

Impact to Aviation and Aeronautical Users

FHB has three runways and four taxiways. Runway 13/31; Taxiways Bravo and Delta will remain open and fully functional throughout the duration of the event. Tenants on the east side of the airport will have access to the only open runway along with Taxiway Bravo during the event. No tenants at the airport have provided negative feedback related to the 5K event. The sponsor notified the airport tenants via email, FBO interaction and Airport Advisory Board and City Commission meetings. We have determined that this closure will not have an adverse impact to aviation.

Mechanisms to Protect the Airport Infrastructure

- Airport staff will conduct a detailed physical inspection of the 5K course and adjacent area prior to and following the race with the event operator. Any damage can be repaired immediately following the 5K event.

The City of Fernandina Beach is sponsoring the event and is committed to safeguarding all airport infrastructure.

Benefits to the Airport

The annual Ben Byrns 5K Runway Rally is an opportunity for local charities to raise funds for drug and alcohol abuse programs. The event honors the memory of a young aviation enthusiast.

Financial Considerations

FHB will not receive any direct revenue from the 5K event. Limited airport revenue, personnel and airport property will be utilized in support of the event.

The Revenue Use Policy permits airport sponsors to expend airport revenue in support of community activities, participation in community events, or support of community-purpose uses of airport property if such expenditures are directly and substantially related to the operation of the airport. Where the amount of the contribution is minimal, the value of the benefit will not be questioned as long as there is a reasonable connection between the recipient organization and the benefit of local community acceptance for the airport. We believe the City of Fernandina Beach's contribution to the event is limited. Moreover, this event, which is now popular within the local community, will support an aviation-related charity that is important to FHB-based tenants and users.

Mechanisms to Protect the Sponsor's Rights & Powers

The City of Fernandina Beach, as the primary coordinator for the event, believes that careful planning and coordination will serve to protect its rights and power. The City of Fernandina Beach has developed an Airport and Runway Safety Plan specific to this event.

Conditional Approval of the Temporary Closure Request

The Orlando ADO conditionally approves the City of Fernandina Beach's request to close Runways 4/22 and 9/27 as well as Taxiway Echo; Taxiway Alpha East of FBO Ramp; Taxiway Charlie North of Taxiway Bravo from 6 AM to 11 AM January 26, 2019. This approval is conditioned on:

- The City of Fernandina Beach must issue a NOTAM advising pilots of this closure. The NOTAM is published indicating the aprons where the 5K event is taking place will be closed during the event. Additionally a Notice to airmen in the Airport ATIS should state no aircraft surface movement or engine run ups allow in the area designated for the event.
- The City of Fernandina Beach must follow the Airport and Runway Safety Plan reviewed by this office.
- If any damage to FHB's aviation infrastructure occurs during the closure, the Airport Manager must notify this office within 48 hours.
- The use of airport revenue is minimal, consistent with the *Revenue Use Policy*.
- FAA Flight Standards: No objection with submitted plan. Any deviation requires coordination.
- FAA Tech Ops: The proposal as filed has adverse NAS facility/service operational impact(s) which can be mitigated by employing the guidance as provided in the Tech Ops response. Impacted NAS Facility/Service(s) List: AIRPORT-OWNED FHB REIL/04, PAPI/04, PAPI/22, PAPI/09, PAPI/27. MITIGATIONS: The proposal constitutes an Abnormal Airport Environment (AAE) during runway closure and/or threshold displacement/relocation. The following equipment must be turned off throughout the duration of the AAE in order to avoid hazardous safety risks: FHB REIL/04, PAPI/04, PAPI/22, PAPI/09, PAPI/27. Ensure protective measures are in place to prevent damage to NAS facilities/equipment from vehicular/pedestrian traffic. Prior to the event, provide a courtesy notification to the Columbia TSC office. Columbia TSC office POC: Sean Gosnell, Columbia TSC Manager, 803-822-4413, sean.gosnell@faa.gov.

If you have any questions or need any additional information, please do not hesitate to contact me at 407-487-7229, or stephen.wilson@faa.gov.

Sincerely,



Stephen Wilson
Community Planner

cc: ASO-620, Heather Haney

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.

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 will maintain all safety and security measures

i. Communication methods

Only Sponsor's airport staff 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

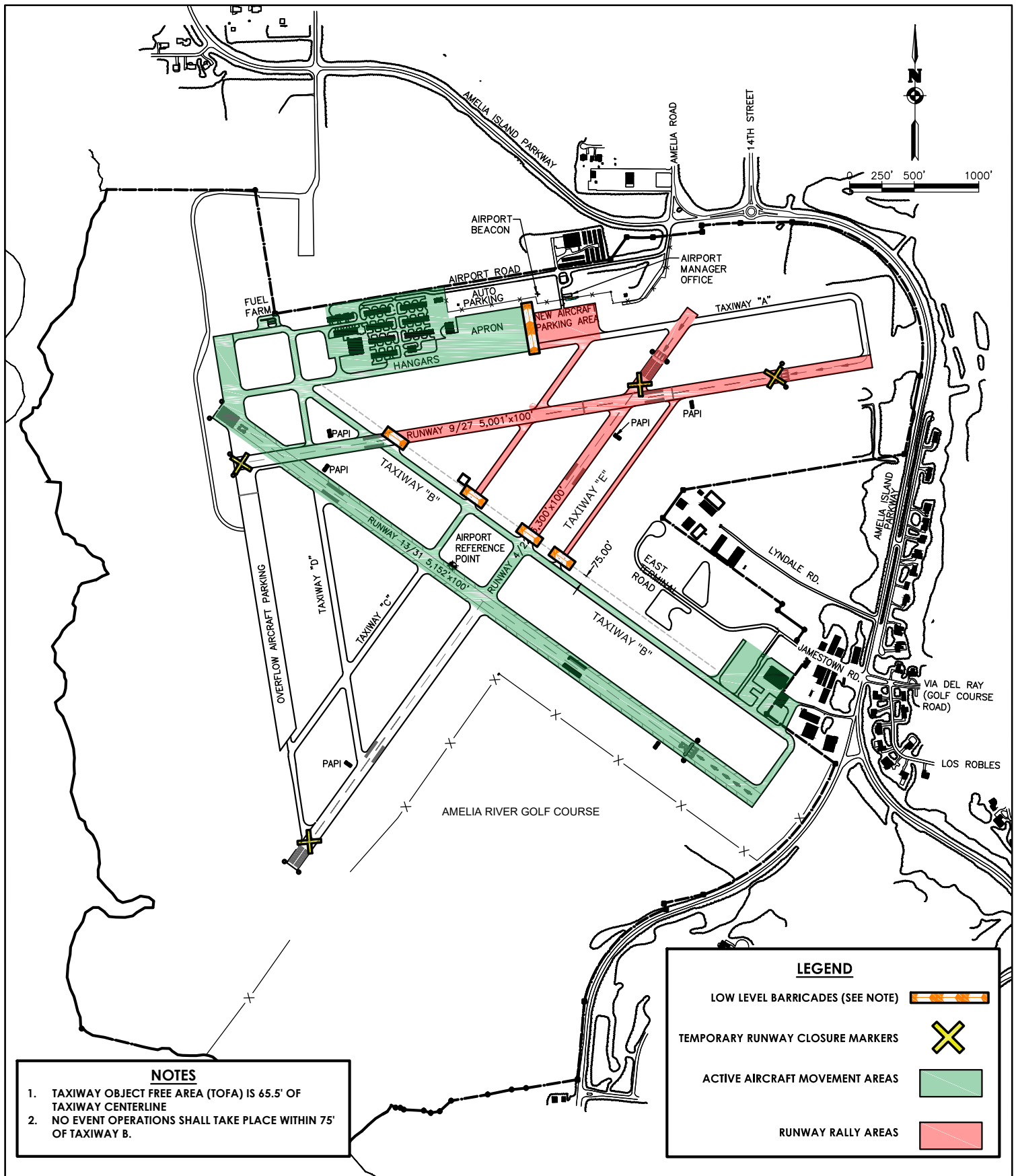
o. Procedures for locating and protecting utilities (airfield lighting lines, etc.) - No utilities will be impacted for this event

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)

DI. 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
- c. Tenants - No tenants have provided negative feedback when this event has been conducted at the airport in previous years.



PA PASSERO ASSOCIATES
engineering architecture

13453 North Main Street-Suite 106
Jacksonville, Florida 32218
(904) 757-6106 FAX: (904) 757-6107
www.passero.com
Certificate of Authorization #3428

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



MEMORANDUM

TO: AIRPORT ADVISORY COMMISSION

FROM: AIRPORT MANAGER

DATE: January 10, 2019

RE: MONTHLY REPORT

- Airport staff submitted a report to the FAA at the end of November for consideration to place dredge spoils on airport property related to the City's marina reconstruction project. This report and associated document included the following items:
 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 proposed benefit/value to the airport for placement of the material.

The professional services rendered to complete these reports were funded by the City's marina department. I received follow-up questions from the FAA in late December regarding clarification of some information within the reports, and expect to provide a response to the FAA by mid-January.

- Following the last AAC meeting, I corresponded with Hanson Professional Services, Inc. and anticipate receipt of a proposal to provide recommendations for updating the airport's architectural standards any day. Based on my conversation, I believe the process to receive recommendations for presentation to the AAC will take roughly thirty days and will include one staff meeting/teleconference with Airport Staff and City Planning Staff. I will discuss scheduling of a February work session with AAC members during the upcoming meeting.
- Passero is currently completing site drawings and assisting in drafting of bid specifications for demolition of Hangar D office space (pre-existing FBO office space). I have corresponded with Passero on multiple occasions regarding this work and believe that the site plan is nearing completion. I will share the plan when received.

- The airport has ordered crackfill material and coordinated rental of a crackfill machine. Expected delivery of material and the machine is early January. Airport staff will be focusing crackfill efforts on Runway 13/31 in an effort to extend the life of the pavement on this runway. Additionally, the intent will be to complete this work prior to re-striping work to be conducted later in the year.
- Airport staff has executed the planned/budgeted grant agreement with FDOT for remarking of Runway 13/31. I conducted an on-site meeting with Hi-Lite Markings, which currently holds a state-wide contract for quantity pricing of materials/labor for marking projects at airports, and am awaiting a proposal for this work. Timing for completion of this work is tentatively in April (following annual non-aeronautical events and crackfilling work to be conducted in January).
- Airport staff is coordinating a project to line/repair a section of storm water pipe along T-Hangar Building 7 (just North of Twy A). A recent analysis completed by Passero indicated failure of this stormwater pipe joints within a 220' section of stormwater pipe and staff has noted erosion of earth/asphalt adjacent to this building. Staff met with contractors and we are currently awaiting a proposal to line/repair this pipe and will coordinate for asphalt repair in conjunction with the repair work.
- The City Attorney met with Ben Phipps and the Department of Revenue (DOR) in Tallahassee in late November to discuss submittal of opinion letters for legal counsel representing the Airport and a separate legal opinion letter from counsel representing the Property Appraiser's office. The City Attorney is now finalizing input on the draft letter for submission from the City to DOR.
- The Ben Byrns 5K event is scheduled to occur on January 26, 2019. Approval of a safety plan for the event was granted by the FAA in September of 2018. I expect the event logistics to be very similar to those of the events conducted in years' past. Appropriate NOTAMs and closure markings will be in place for the event on January 26th.
- The airport has added an online notification form for submittal of UAS notifications when individuals are planning to operate within 5 miles of the airport. My hope is that this online form will provide an easier method for individuals to make notification and will increase compliance with the requirement. The City's communications department will help push the form and requirement out to the public.
- Presentation of a Master Pilot Award to the late-Mr. Richard Kendel is tentatively planned to occur at the airport terminal facility on March 22, 2019 (time TBD). An invitation will be sent prior to the event.