



**AGENDA
AIRPORT ADVISORY COMMISSION
REGULAR MEETING
MARCH 14, 2019
6:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA**
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**
 - 5.1 Airport Architectural Standards - Final Discussion and Recommendation
 - 5.2 AAC Vacancy - Review of Applicants and Recommendation
- 6. AIRPORT DIRECTOR AND STAFF REPORTS**
- 7. COMMISSION MEMBER REPORTS/COMMENTS**
- 8. NEXT MEETING DATE**
- 9. 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.

Architecture and Building
Design Standards for Development on the Airport
(Included within Land Development Code by Reference)

2/4/2019 Clean Draft

A table of contents will be developed after final formatting.

For purposes of this document the City shall be the City of Fernandina Beach and the airport shall be Fernandina Beach Municipal Airport.

These architecture and building design standards shall be applied to airport construction or improvement on or within Fernandina Beach Municipal Airport property boundary as shown on Figure 2-18 of the Airport Master Plan dated September 2015. These design standards have been incorporated by reference into the Airport Overlay section of the City of Fernandina Beach Land Development Code. The City of Fernandina Beach Land Development Code applies to all tenant and lessee construction on the Airport. These design standards are used by the City's Technical Review Committee (TRC) as its basis for beginning the approval process for any construction on the Airport. All construction must meet current adopted Florida Building Codes, City Building Ordinances, and National Fire Prevention Association (NFPA) requirements. In cases of conflict with other City codes or regulations, the more stringent provisions shall apply unless specifically addressed within the terms of any written agreement with the City.

Approvals Required:

1. No building nor any improvement shall be erected, placed, or altered on any building site at the Airport until the plans for such building or improvement, including site plan, landscape plan, building plans and specifications have been approved by the City.
2. Approval or disapproval of such plans shall be with respect to conformity with these restrictions and other applicable ordinances and requirements of the City and with respect to harmony of external design and land use as it effects property within and adjacent to the Airport.
3. Building plans shall be in conformance with all Federal, State, County and City laws and ordinances, and shall conform to the current Airport Layout Plan.
4. A Form 7460 must be submitted to FAA for review and approval prior to starting construction.

No construction including site improvements shall be undertaken without first receiving all applicable Land Development Orders.

Variances:

The City shall consider and may grant a variance to these covenants, conditions and restrictions. Request for variance must include a full explanation as to why these codes or requirements cannot be fully met.

Occupancy:

No occupancy of any building shall be permitted before the building is completed and a certificate of occupancy is issued.

Setbacks:

1. The City will determine setback distances for construction based on FAA regulations, the Airport layout plan and other airport regulations that may be enacted from time to time.
2. No part or portion of any building shall be erected, constructed, or extended into any setback area.
3. No building construction equipment or materials shall be staged, placed, or operated in a manner that impedes the movement of aircraft along taxilanes or taxiways or encroaches into a safety or object free area without the prior permission of the City.
4. The minimum building setback along the sides of the leasehold shall be 25 feet.
5. Minimum building separation requirements are set forth by the current city adopted version of NFPA 409 standards irrespective of lease line location.
6. Adjoining hangars sharing a common center wall shall be built by the same lessee. Such hangars shall have a minimum 25 foot side building setback on all unattached sides from the parcel property line.

Drainage:

1. A drainage plan shall be submitted indicating predevelopment flow and contours/elevations. Offsite elevations shall be provided as required to establish drainage from adjacent property.
2. Drainage shall not negatively impact adjacent properties and shall flow into the Airport's natural or developed drainage.
3. The elevation of the lot shall not be changed so as to materially affect the drainage pattern of the surrounding lots.
4. Drainage from roofs shall not create erosion or affect adjacent properties. Perimeter roof drainage with gutter and downspouts shall be required.
5. Roof drainage and a soil erosion control plan shall be indicated on plan submittal.

Hangars/Buildings:

1. A primary building is an aircraft hangar with use or uses as allowed in the lease. No other use of the building will be allowed without a lease amendment approved by the City.
2. Stand-alone non hangar buildings are not permitted within the area of the airport-designated as aeronautical use, unless the intended use is for aeronautical activities and that use has been approved by the City.
3. Outbuildings may be permitted as an ancillary to the primary building. An outbuilding must be attached or in near proximity to the primary building. Such outbuildings must be directly related to the operation of the primary building and limited to office(s), storage area, or related work area.
4. For multiple nested hangars with no direct road access, such as T-Hangars, the location of the hangar door designates the front of the building. For stand-alone hangars constructed on a named access road, the front of building shall be the side facing the nearest access road upon which the address is affixed
5. The minimum bulk hangar size allowed shall be 40 x 40 feet (1,600 square feet) and may be private or City construction; t-hangar construction permitted only by City. (Finalize discussion)
6. All hangars must have a concrete finished and sealed floor. The proposed thickness and weight bearing of the floor must be indicated on the site plan for the largest aircraft that could use the hangar.
7. Any hangar constructed, unless an individual hangar or separated hangar units within a structural building and built for non-commercial use only and not exceeding 2,000 square (by-products, as appropriate, into either a sanitary sewer or into a holding tank. (Floor Drains) (Commercial Standard in Minimum Standards Page 6 #8) **FHB Staff is checking**
8. Hangars/buildings shall meet all appropriate fire codes for the proposed use of the building.
9. No residential occupancy is permitted within any building constructed on airport property.

10. Maximum building height is 45 feet. Building heights must be consistent with the most current Airport Layout Plan.
11. Roof pitches shall have a 4:12 slope (rise-run) for building less than 50 feet in width and a minimum of 3:12 slope (rise-run) for buildings of greater than 50 feet in width.
12. Roof materials shall be non-reflective, not create glare, and be of a type, style and color approved by the City.
13. Exterior wall materials must be of a type, style and color approved by the City.
14. Open sided structures may be authorized if approved by the City based upon type, style, structural integrity, and proposed location.
15. No alterations or additions to the exterior or interior of a building shall be accomplished without first obtaining the approval of the City. All permits required shall be obtained prior to work beginning.
16. All antennas, satellite dishes, and similar equipment, shall be indicated on the site plan and shall include the proposed installation location and height.

Signage:

1. All signs must adhere to the requirements specified in the City's Sign Code. All hangar sign plans shall be submitted to the City for review and approval prior to construction or installation. The City may also review and approve sign requests in regards to Airport operational considerations upon consultation with the airport manager.
2. Additional address signage may be required to be displayed if required by City emergency service providers.
3. Signs, lettering, designs, or other graphics shall not be placed, painted or otherwise located on roofs.

Aprons/Pavement:

1. Taxilanes within hangar areas provided by the City are generally designed to accommodate an aircraft with a wing span no greater than 49 feet. Facilities designed for larger wingspan aircraft shall provide direct access to taxiways.
2. Entrance pavement is required from the hangar door to the taxilane or taxiway, shall be at least 20 feet wide, and shall be constructed in accordance with current FAA standards.
3. All required apron/ramp areas shall be constructed to remain outside the taxilane or taxiway object free area except for the entrance pavement required in 2 above.
4. Apron space between the hangar and the adjacent taxilane or taxiway shall be sufficient to support the proposed use and potential future use of the hangar. The design of the apron is subject to review and approval by the City.
5. All airside leasehold pavements must be of sufficient quality and weight bearing capacity for the largest aircraft that could be hangared on the leasehold and shall be designed for a minimum 20 year life using the current FAA standards.
6. Landside pavements shall be designed per the City's Local Development Orders.
7. Any permitted airside vehicle access routes are to be a minimum of 12 feet wide.

Utilities:

1. Extension of Utilities to the proposed facilities shall be the financial responsibility of the Lessee.
2. All plan submittals shall include sufficient detailed information on all utility designs and design loads.
3. Work shall not commence until approval has been received by the City and all permits have been received.
4. Plan submittals shall indicate above ground utilities such as, but not limited to, condensers and transformers.
5. Sewer, gas, water, electric, and communication utilities shall be located underground.

6. The Lessee shall be responsible to restore all areas disturbed during the utility installation including pavement and grass areas.
7. All electrical wiring shall be in conduit and placed underground from the electrical power source to the hangar/building.
8. Septic tanks are not authorized for use on the airport.

Hangar Doors:

1. Types (Bi-fold, Hydraulic single swing, Track Mounted, accordion).
2. Hangar door clear opening shall be:
 - a. Horizontal – equal to or greater than 80% of the width of the side of the hangar where the door is located (I.E. building width of 100 feet, hangar door clear opening shall be a minimum of 80 feet)
 - b. Vertical – For a hangar door width of:
 - i. Less than 40 feet, minimum door height shall be 14 feet
 - ii. 40 feet up to 50 feet, minimum door height shall be 16 feet
 - iii. 50 feet up to 60 feet, minimum door height shall be 20 feet
 - iv. 60 feet up to 70 feet, minimum door height shall be 24 feet
 - v. 70 feet up to 80 feet, minimum door height shall be 26 feet
 - vi. greater than 80 feet, minimum door height shall be 26 feet
3. All hangar doors shall be installed in such a manner as to not obstruct the movement of any aircraft on an adjacent taxiway or taxilane or of another airport tenant outside the leased premises.

Hangar/Building Characteristics:

1. At least one bathroom facility is required for any stand-alone commercial use hangar or building. The bathroom facility must be constructed to be American Disabilities Act (ADA) compliant as required by local building code.
2. For non-commercial use hangars, bathroom facilities are required when:
 - There is no public use restroom within 400 feet of the proposed hangar development, or
 - The proposed development consists of, or will result in, more than 24 t-hangars in a specific location without access to a public use restroom, or
 - The proposed development will be a single hangar larger than 12,000 SF, or
 - The proposed development will be a divided hangar with more than 25,000 SF of total space.
3. Hangar/building materials shall be a metal building or concrete block or related material. Wood or aluminum buildings are prohibited. The roof may be aluminum coated with a non-glare substance.
4. Hangar/buildings that produce glare or other effects that are hazardous to aircraft operation shall not be permitted.
5. The City shall approve building colors. Color sample(s) shall be provided with the building plan submittals.
6. The location of outside storage areas and the materials required for screening shall be included on the site plan submitted by lessee. All materials used for screening shall be opaque and the same as or similar to the main or primary building or by installation of berms and landscaping acceptable to the City.
7. Hangars shall have a fire suppression system if required by the current city adopted version of NFPA 409.
8. All mechanical equipment shall be housed within the building when possible or screened as defined in 6 above. When roof mounted equipment is required, it must be concealed by parapet walls

sufficient to screen the equipment but no more than 42". Such parapet does not count against building height restriction as long as there is no violation of part 77 surfaces. Plumbing vents are the only non-screened roof penetrations allowed.

9. Any exterior equipment shall be enclosed or screened so as to be an integral part of the architectural design and not in public view.
10. Any hangar or building abutting a part of the Airport Operation Area (AOA) is also considered part of the security fence system. Such hangar or building shall provide the only entrance to the airside operations area unless approved by the City. In addition lessee shall provide a chain link fence without gates separating the airside and the landside with not less than 6 feet chain link with 3 strand barbed wire on top between buildings to the property line to establish a security perimeter. If landscape screening is provided, it shall be located on the landside and no closer than 6 feet from the fence and maintained in a manner to preclude overgrowth onto the security fence.
11. The outside storage of hazardous materials or hazardous waste shall be prohibited as identified in the Airport Rules and Regulations.
12. Adequate lighting sufficient for safety and security is required and shall be installed on the building for both airside and landside areas and in general shall be uniform in style as determined by the City. Light fixtures that face a taxilane or taxiway shall not exceed 0.5 foot-candles at the edge of the taxilane or taxiway. Plan submittal shall include exterior lighting information including location. All lighting shall conform to the current City ordinance and the City's specifications and standards for off-street parking areas.

Landscaping:

1. Landscaping within the Airport Operation Area for non-building and non-pavement areas shall have as a minimum natural ground covering and is limited to grass or very low lying vegetation for unpaved areas. No trees or shrubbery shall be permitted within the Airport Operation Area (within the airport security or perimeter fence.)
2. All gross land area of a development site that is not paved or building shall be landscaped and can include grass or ground cover. The landscaped areas outside the AOA (outside the airport perimeter fence) shall be located on the site in such a manner as to maximize preservation of existing trees with priority given to specimen trees. Such landscaping should not be on the airfield side of any hangar or building construction that is not accessible by the public.
3. Landscaping shall not block sight distance or pose a traffic hazard.
4. All grass, trees, and shrubbery must be kept in good appearance at all times. If the Lessee fails to maintain these areas the City reserves the right to maintain them at an additional cost to the Lessee.

Parking:

1. All parking shall be identified in the site plan.
2. Parking shall not be established or designated along the airside of the building or along the sides of the building.
3. Spaces shall be sized by City code and shall be marked.
4. Commercial use of a hangar must meet City code as to the number and size of ADA parking spaces required.
5. Parking Spaces Required By Facility Type:

Box Hangar (Aircraft Storage Only)	
1 Space per 1,500 square feet of hangar floor space (5 minimum) rounded up to the next space	
Sample: 8,000 sq/ft hangar would require 6 parking spaces	
Box Hangar W/Office or Maintenance Space	
1 Space per 1,500 sq/ft of hangar floor space (5 minimum)	and
1 Space per 200 sq/ft of office space (5 minimum)	and
1 space per 750 sq/ft of maintenance/shop space (5 minimum)	and
Sample: 8,000 sq/ft hangar (6) and 2,000 sq/ft of office (10) would need 16 spaces	
T-Hangar or Shared Wall Box Hangars w/individual unit size not exceeding 40'x40'	
1 space for 50% of units	
GA Terminal/FBO Building	
1 Space per 200 sq/ft of office space (5 minimum)	
Airport Administrative Building	
1 Space per 200 sq/ft of office space (5 minimum)	
MES Building	
1 Space per vehicle bay	and
1 space per 750 sq/ft of maintenance/shop space (5 minimum)	and
Example: a MES building with four bays (4) and 810 sq/ft (5) of shop space would need 9 spaces	

6. All parking areas shall have car stops or curbs placed at least five feet from the closest sidewalk, hangar or building.
7. All parking areas shall be setback at least 10 feet from the lessee's lease lines.

Compliance with Building Codes

The building codes and restrictions for buildings and structures at the Airport shall run with the land and be binding to all parties and all persons on Airport property.

All buildings constructed, erected, or placed upon any lot within the borders of the Airport shall conform to all government zoning and use requirements.

All Building and structures shall comply with all current federal, state and local requirements.

Refuse

No storage of waste, refuse, material, or equipment shall be permitted outside the building. Where necessary, dumpsters should be located at the rear of a structure/site and should be enclosed with an opaque wall. The enclosure should be constructed of a masonry building material that is the same as, or similar to, the primary structure and have gates made of metal.

Advisory Board/Committee Application

This application is intended to provide information that will enable the City Commission to select the most qualified Board/Committee members. Please complete all applicable sections and return the form along with your current résumé to the City Clerk's Office.

City of Fernandina Beach
City Clerk's Office
204 Ash Street
Fernandina Beach, FL 32034
(904) 310-3115

Name	Stanley G Jackson
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Home Mailing Street Address	2811 Atlantic Ave., Condo 201
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City	Fernandina Beach
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Zip Code	32034
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Primary Phone	904-624-4551
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Secondary Phone	803-643-1003
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Please note that board materials are distributed electronically.

Email to receive board materials	Stan@Stanjackson.com
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Employer	Self
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Position Title	Attorney at law
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Business Address	321 Newberry St. SW.
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City	Aiken
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Zip	29801
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Select the board you are applying for:	Airport Advisory Commission
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Additional board that you	Airport Advisory Commission
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are applying for:

Why are you interested in serving on this Board? Please explain.

I have been a private pilot for 50 years. I currently rent a hangar at the Fernandina Airport. At one time in my history, I have been an attorney for many years and have represented the city of Augusta Georgia and am approved for legal representation of the airport commission for the city of Augusta, Georgia.. In the late 1970s, I was the first president of the Central Savannah River pilot association. The CSRA pilot association was instrumental in the preservation of Daniel Field in Augusta Georgia when developers wanted to develop a shopping mall at the location of the Daniel Field Airport. I would like to continue to be involved in airport decision-making in Fernandina Beach Florida which is where I am making my primary residence.

Eligibility

Are you a resident of the City? Yes

Length of time: 4 Years

Do you hold a public office? No

Office name: *Field not completed.*

Are you employed by the City? No

Position: *Field not completed.*

Are you currently serving on a Board? No

Board Name: *Field not completed.*

Potential Conflict of Interest:

Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of No

Fernandina Beach?

Field not completed.

If yes, please provide details:

Major Affiliations:

List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any):

President of the Central Savannah River Pilot Association for one year. Board member of the Aiken County National Bank, compliance committee Chairman, approximately 3 years on the board. Member of the Rotary Club.

Qualifications:

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:

Private pilot - instrument rated. .Attorney licensed in South Carolina and Georgia. Licensed in Florida as an insurance agent, realtor, and securities series 6 representative.

Organization or Commissioner sponsoring nomination (if applicable):

Field not completed.

Educational Background: (Check all that apply)

High School, BS/A, J.D.

Other:

Adjunct or visiting professor of law at the Charleston School of Law; t Augusta University (formerly Medical College of Georgia); and two European law schools. Additionally, I have published a business law book.

Major areas of study:

Business administration and law.

Florida's Public Records Law, Chapter 119, Florida Statutes, states:

"It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any

appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Commission when vacancies occur and are effective for two years from date of completion.

Do you understand the duties and responsibilities of the Board/Committee that you are applying for?

Yes

By submitting this form, I declare the foregoing facts to be true, correct, and complete.

Date 1/23/2019

Applicant's Signature Stan Jackson

Advisory Board/Committee Application

This application is intended to provide information that will enable the City Commission to select the most qualified Board/Committee members. Please complete all applicable sections and return the form along with your current résumé to the City Clerk's Office.

City of Fernandina Beach
City Clerk's Office
204 Ash Street
Fernandina Beach, FL 32034
(904) 310-3115

Name	David Broughton
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Home Mailing Street Address	2513 Via Del Rel Rd
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City	Fernandina Beach
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Zip Code	32034
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Primary Phone	904-556-3032
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Secondary Phone	<i>Field not completed.</i>
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Please note that board materials are distributed electronically.

Email to receive board materials	Davidbroughton@comcast.net
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Employer	Retired FAA Jacksonville Air Route Traffic Control Center
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Position Title	Air Traffic Controller/Procedures Specialist
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Business Address	37075 Aviation Lane
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City	Hilliard
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Zip	32046
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Select the board you are applying for:	Airport Advisory Commission
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Additional board that you	None
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are applying for:

Why are you interested in serving on this Board? Please explain.

I have worked in the aviation industry for over 35 years. I believe I have the background and experience to help this commission accomplish its mission.

Eligibility

Are you a resident of the City? Yes

Length of time: 4 1/2 years

Do you hold a public office? No

Office name: *Field not completed.*

Are you employed by the City? No

Position: *Field not completed.*

Are you currently serving on a Board? No

Board Name: *Field not completed.*

Potential Conflict of Interest:

Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Fernandina Beach? No

Field not completed.

If yes, please provide details:

Major Affiliations:

List community, professional, or other applicable policy-making Boards on which you have served.
Note the length of service and office held (if any):

FAA. Served in Airspace and Procedures at Houston Air Traffic Control Center 1988-1990 FAA. Air Traffic Controller Jacksonville Tower and Approach Control Assistant Facility Representative 2 years FAA. Air Traffic Controller Houston Air Traffic Control Center Facility Advisory Board 4 years

Qualifications:

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:

BS Embry Riddle University Professional Aeronautics 1980
USAF Air Traffic Controller 4 years FAA Air Traffic Controller 32 years Houston Air Traffic Control Center Airspace and Procedures

Organization or Commissioner sponsoring nomination (if applicable):

Field not completed.

Educational Background: (Check all that apply)

High School, AA, BS/A

Other:

Field not completed.

Aviation Mgmt.

Major areas of study:

Florida's Public Records Law, Chapter 119, Florida Statutes, states:

"It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

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I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

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Do you understand the duties and responsibilities of the Board/Committee that you are applying for?

Yes

By submitting this form, I declare the foregoing facts to be true, correct, and complete.

Date 1/23/2019

Applicant's Signature DavidBroughton

Advisory Board/Committee Application

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City of Fernandina Beach
City Clerk's Office
204 Ash Street
Fernandina Beach, FL 32034
(904) 310-3115

Name	Michael J. Marden
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Home Mailing Street Address	2717 S Fletcher Ave
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City	Fernandina Beach
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Zip Code	32034
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Primary Phone	9042066815
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Secondary Phone	9044328511
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Please note that board materials are distributed electronically.

Email to receive board materials	ancient-mariner@comcast.net
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Employer	Soverign Corp
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Position Title	Facilities Mgr
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Business Address	3991 Centurion.Way
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City	Fernandina Beach
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Zip	32034
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Select the board you are applying for:	Airport Advisory Commission
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Additional board that you	None
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are applying for:

Field not completed.

Why are you interested in
serving on this Board?
Please explain.

Eligibility

Are you a resident of the City?	Yes
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Length of time:	25 Years
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Do you hold a public office?	No
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Office name:	<i>Field not completed.</i>
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Are you employed by the City?	No
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Position:	<i>Field not completed.</i>
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Are you currently serving on a Board?	No
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Board Name:	<i>Field not completed.</i>
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Potential Conflict of Interest:

Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Fernandina Beach?	No
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Field not completed.

If yes, please provide details:

Major Affiliations:

Field not completed.

List community,
professional, or other
applicable policy-making
Boards on which you
have served.
Note the length of service
and office held (if any):

Qualifications:

Please list any specific
qualifications, education
or experience that would
directly relate to the
Board for which you are
being recommended:

22 years working in the aviation field.

Organization or
Commissioner sponsoring
nomination (if
applicable):

Field not completed.

Educational Background:
(Check all that apply)

High School

Other:

26 years military service

Major areas of study:

Weather Forecasting in the military

Florida's Public Records Law, Chapter 119, Florida Statutes, states:

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I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

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Yes

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Date 1/23/2019

Applicant's Signature Michael J. Marden
