



**AGENDA
AIRPORT ADVISORY COMMISSION
REGULAR MEETING
MAY 9, 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 February 14, 2019 Regular AAC Minutes - No Quorum
 - 3.2 April 11, 2019 Regular AAC Meeting Minutes
- 4. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA**
- 5. OLD BUSINESS**
 - 5.1 Financial Report
 - 5.2 GPS Procedure Development Update
 - 5.3 Observation Deck Educational Component Discussion (Continued)
 - 5.4 Airport Architectural Standards Update
- 6. NEW BUSINESS**
 - 6.1 Amelia River Golf Course Development Update
 - 6.2 Draft Airport Hangar Waiting List Policy Discussion
 - 6.3 Airport Hangar Funding Discussion
- 7. AIRPORT DIRECTOR AND STAFF REPORTS**
 - 7.1 Airport Director 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:** There was not a quorum for this meeting, however discussion of agenda items was held as outlined within these minutes. This discussion started at 6:00 PM.
2. **Members Present:** Prudence Hostetter, Kent McKee, Don Edlin
Members Absent: Chuck Colcord, Tom Piscitello, Don Edlin, Dave Austin, Ward Gill

Others Present: Commissioner Len Kreger, Commissioner Chip Ross, Brian Echard, Kathryn Echard, Blake Swafford, Mike Moon, Robert Kozakoff (Airport Staff), Nathan Coyle (Airport Staff), Steve Leggett.
3. **Public Comment Regarding Items Not On The Agenda:** No public comment was received.
4. **New Business:**

4.1 Introduction of Steve Leggett, Amelia River Resort, LLC/Signature Land Project Update/Overview

Airport Manager Coyle introduced Mr. Steve Leggett who provided an overview of interest in requesting an assignment of the existing ground lease where the Amelia River Golf Course currently resides. Mr. Leggett provided an overview photo showing the parcels in question with uses allowed by zoning and uses contemplated within the airport's master plan, and asked for feedback from AAC members. AAC members stated that their primary interest would be to confirm that proposed use would be compatible adjacent to the airport, specifically without impacting the capability of Runway 4.

Mr. Leggett stated that the group was preparing to meet with the City Commission in coming weeks for a similar conversation and that they would come back to the City once a proposal had been formulated for use of the property.

There was not a quorum for this meeting and no action/recommendations were taken.

4.2 Airport Architectural Standards Discussion

Airport Manager Coyle introduced Blake Swafford and Mike Moon from Hanson Professional Services who had helped in drafting proposed revisions to the airport's architectural standards. Mr. Swafford walked the group through proposed revisions and AAC members discussed individual provisions and recommendations from the document presented to the group.

Mr. Coyle stated that he would include an agenda item in the next AAC meeting for discussion and a recommendation to move forward with amendments.

There was not a quorum for this meeting and no action/recommendations were taken.

5. **Next Meeting Date:** The group discussed potential for cancellation of the March meeting due to Concours d'Elegance. Mr. Jacob Platt from the City's Planning Department mentioned that the City will now only process land development code changes twice per year and that the next revision process would take place in April. To move forward with proposed changes to the airport's architectural standards the revisions would need to be submitted at the end of March. Mr. Coyle stated that he would discuss this further with Mr. Platt following the meeting and propose a meeting for the AAC, if needed in March.
6. **Adjournment:** There being no further business to come before the Airport Advisory Commission, the meeting was adjourned at 7:45 p.m.

Secretary

Chuck Colcord, Chairperson

1. **Call to Order:** Chairperson Chuck Colcord called the meeting to order at 6:00 pm.

2. **Members Present:** Chuck Colcord (Chair), Ward Gill, Dave Austin, and Don Edlin

Members Absent: Tom Piscitello, Prudence Hostetter, and Kent McKee

Others Present: Commissioner Len Kreger, Commissioner Chip Ross, Brian Echard, Kathryn Echard, Robert Kozakoff (Airport Staff), Nathan Coyle (Airport Staff), and David Broughton

3. **Public Comment Regarding Items Not On The Agenda:** No public comment was received.

4. **Old Business:**

4.1 Observation Deck – Educational Component Discussion Continued

Airport Manager Coyle mentioned that he had met with Mr. Edlin and Keoki Gray to continue discussion on this matter but that there had not been much progress on this effort. Mr. Coyle stated that perhaps a professional agency could provide options that the group could consider which could be completed in a tasteful manner to complement the observation deck without detracting from its use as an event space. Mr. Edlin mentioned that he would get in contact with a number of individuals who might be interested in helping to move this process along, and attempt to make some progress prior to the next meeting.

4.2 GPS Procedure Development Update

Mr. Coyle mentioned that he had been contacted by the Flight Procedures Office and reviewed existing obstacle survey data which seemed to still be accurate. The Flight Procedures Office stated that they intended to submit the procedure for development. Mr. Coyle stated that the IFP Production chart on the FAA's website was updated to show a December 2019 publication date of a procedure for Rwy 4. Mr. Coyle stated that he would work with Flight Procedures to confirm that this process is moving forward despite his earlier correspondence with the ADO office which had indicated that the obstacle survey would require an update by the airport before development of the procedure could be accomplished.

4.3 Airport Architectural Standards Update

Mr. Coyle mentioned that he had submitted the revised architectural standards for the airport to the City's PAB for discussion, and that he had met with the PAB once but anticipated further discussion during its upcoming May meeting. Mr. Coyle stated that he is still awaiting feedback from the FAA regarding the question(s)/suggestions raised on T-Hangar exclusivity.

Member Edlin stated that he had missed the previous meeting and wanted to know more about the T-Hangar exclusivity discussion. The group discussed options which were reviewed in the previous AAC meeting. Member Edlin then asked why the airport couldn't build hangars immediately. Mr. Coyle stated that the airport's position had been to construct hangars using grant funding from FDOT since this provided the most cost effective method for hangar construction. The group inquired as to the amount of funding available for hangar construction and Mr. Coyle stated that funding from FDOT is available, and that the airport would need to make a decision as to how much money it could match to the FDOT grant. Mr. Brian Echard reminded the group that the FBO had submitted under its RFP submittal to the City a proposal to provide a zero percent loan for use in construction of a bulk hangar at the airport in return for rent credit. Mr. Coyle stated that the airport would also need to make a decision on the type of hangars to construct in future years (T-Hangars vs corporate hangars). Mr. Coyle suggested bringing back some information for the next meeting to discuss this further, and the group agreed that this would be beneficial.

4.4. Airport Financial Report

Mr. Coyle presented the monthly financial report to the AAC. Member Edlin asked why the Amelia River Golf Course payment appeared low. Mr. Coyle stated that the payment was the result of a recurring lease payment and percentage of gross revenue, and that the period revenue submittals could perhaps be resulting in a slower accrual of revenue under this line item.

5. New Business:

5.1 FB Hangar LLC Lease Construction Timeline Extension

Mr. Coyle presented the ground lease for FB Hangar LLC and referenced Paragraph 8 of the lease which states that hangar construction must begin by twelve months from the commencement of the lease agreement. FB Hangar LLC was recently notified by the City that its TRC approval, from 2017, would expire and require re-processing. The lessee therefore requested that the City consider extending the timeline provided for commencing construction under the lease and Mr. Coyle stated that such an extension could be granted from the City Manager per the City Attorney. Mr. Coyle asked the AAC for a recommendation to issue this letter with a five month extension to allow re-processing through TRC and commencement of construction of a hangar by FB Hangar LLC.

A motion was made by Member Edlin, seconded by Member Austin, to recommend that the City Manager provide a letter extending the timeline for commencement of construction of a hangar by months from what is authorized under the executed ground lease between FB Hangar LLC and the City of Fernandina Beach, thereby providing fifteen months to commence hangar construction from the effective date of the ground lease.

5.2 Driving Dynamics Facility Use Agreement Review/Recommendation

An agreement for use of the airport's closed runway for two days in September was presented to the AAC for review/recommendation.

A motion was made by Dave Austin, seconded by Member Edlin, to recommend that the City Commission approve the facility use agreement between the City of Fernandina Beach and Driving Dynamics as presented to the AAC at the meeting.

5.3 FDOT Airports Economic Impact Study Results

Mr. Coyle shared the results of an update to FDOT's Airport Economic Impact Studies, which were last accomplished in 2016. Mr. Coyle stated that airport staff and multiple agencies/tenants assisted with the update, and that the information had been shared with the public and City Commission for awareness.

6. Airport Manager and Staff Reports:

Mr. Coyle mentioned that he had been coordinating with painters to tentatively re-stripe Runway 13/31 during the week of 13 May, which would require a 5-day closure of the runway.

Mr. Coyle stated that the bid should be released for demolition of the old FBO office within the coming weeks, and that the tentative bid opening date is May 24th.

7. Commission Member Reports and Comments:

Member Edlin if there had been any updates on the ad valorem tax issue, and Mr. Coyle stated that the documents had been submitted to the Attorney General's office, and that the City is awaiting a response or further correspondence.

8. Next Meeting Date: Thursday May 9, 2019.**9. Adjournment:** There being no further business to come before the Airport Advisory Commission, the meeting was adjourned at 7:37 p.m.

Secretary

Chuck Colcord, Chairperson

AIRPORT 420**AIRPORT
420**

	BUDGET 2018-2019	YTD	Percentage
REVENUES			
33120 FEMA GRANT	-	14,777.93	100.0%
33220 FAA GRANT	293,000	167,642.90	57.2%
33323 FDOT GRANT	87,000	0.00	0.0%
33420 FEMA STATE GRANT	-	2,462.99	100.0%
34970 FUEL SALES	20,000	19,333.44	96.7%
34971 LEASE PAYMENTS - LAND LEASE	68,439	71,943.66	105.1%
34972 LEASE PAYMENTS - BUILDING LEASE		2,283.38	100.0%
34973 LAND LEASE - AMELIA RIVER	205,960	86,562.67	42.0%
34974 LAND LEASE PAYMENTS - NON-TAXABLE	37,105	19,188.50	51.7%
34975 RENT/LEASE PAYMENTS - City Built	321,192	159,749.88	49.7%
34976 8 FLAGS RENT (TAXABLE)	67,017	27,364.76	40.8%
34978 8 FLAGS RENT - NON-TAXABLE	50,266	35,946.61	71.5%
36110 INTEREST			
36420 INSURANCE PROCEEDS		0.00	
36800 CAPITAL CONTRIBUTION		0.00	
38410 LOAN PROCEEDS		0.00	
36990 OTHER REVENUE	95,700	113,157.12	118.2%
36991 PARKING REVENUE	2,004	45.00	2.2%
36995 LATE FEES	-	233.83	100.0%
36992 GAIN ON SALE OF ASSETS			
34720 FACILITY RENTALS	-	2,213.60	100.0%
38101 TRANSFERS IN GENERAL FUND		0.00	
38910 CASH BALANCE FORWARD	40,900	0.00	0.0%
 TOTAL	 <u>1,288,583</u>	 <u>722,906.27</u>	 56.1%

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	BUDGET 2018-2019	YTD	Percentage
PERSONNEL SERVICES			
51200 SALARIES	122,210	68,554.60	56.10%
51300 TEMPORARY	-	0.00	
51350 PART TIME	-	0.00	
51400 OVERTIME	-	0.00	
52100 FICA	9,349	4,740.71	50.71%
52200 RETIREMENT	36,594	22,037.76	60.22%
52300 HEALTH	29,701	17,289.09	58.21%
52301 LIFE	605	407.96	67.43%
52350 OPEB COSTS	1,756	1,024.31	58.33%
52400 WORKERS' COMP	2,150	12,554.19	583.92%
52500 UNEMPLOYMENT			
TOTAL	202,365	126,608.62	62.56%
OPERATING EXPENSES			
53100 PROFESSIONAL SERVICES	25,000	24,895.19	99.58%
53200 AUDIT	6,795	3,963.75	58.33%
53400 CONTRACTUAL	47,440	24,990.09	52.68%
53900 AUTO ALLOWANCE		0.00	
53910 HOUSING ALLOWANCE	-	0.00	
54000 TRAINING/TRAVEL	3,000	376.86	12.56%
54100 COMMUNICATIONS	1,920	1,024.68	53.37%
54101 COMMUNICATIONS - CELL	2,000	946.18	47.31%
54103 COMMUNICATIONS - INTERNET	5,750	1,777.50	30.91%
54200 POSTAGE	150	0.00	0.00%
54300 UTILITIES - ELECTRIC	45,000	21,876.96	48.62%
54310 UTILITIES - WATER & SEWER	14,504	6,520.12	44.95%
54500 INSURANCE	45,052	26,280.31	58.33%
54610 R/M GROUNDS	108,000	52,732.48	48.83%
54620 R/M EQUIPMENT	1,500	311.40	20.76%
54630 R/M VEHICLES-LABOR	4,000	4,535.00	113.38%
54640 R/M VEHICLES-MATERIALS	4,000	4,387.03	109.68%
54700 PRINTING	2,350	0.00	0.00%
54800 PROMOTIONAL	2,000	1,730.17	86.51%
54902 BAD DEBT EXPENSE		0.00	
54910 BILLING COST	7,300	4,258.31	58.33%
55100 OFFICE SUPPLIES	6,300	4,209.02	66.81%
55200 OPERATING SUPPLIES	735	410.19	55.81%
55210 UNIFORMS	400	112.50	28.13%
55230 FUEL	8,000	1,981.95	24.77%

AIRPORT 420

AIRPORT 420

	BUDGET 2018-2019	YTD	Percentage
55400 BOOKS/SUBS/DUES	725	605.00	83.45%
TOTAL	<u>341,921</u>	<u>149,504.93</u>	43.72%
CAPITAL OUTLAY			
56200 BUILDINGS	-	0.0	
56300 IMPROVEMENTS	583,950	175,665.2	30.08%
56400 MACH./EQUIP.	-	0.0	
56401 MACH./EQUIP. Non-CAP	1,000	0.0	0.00%
TOTAL	<u>584,950</u>	<u>175,665.2</u>	30.03%
57000 SETTLEMENT EXP		0.0	
57100 PRINCIPAL	77,000	0.0	
57200 INTEREST	37,832	18,932.4	
57300 FINANCING COSTS	-	0.0	
TOTAL	<u>114,832</u>	<u>18,932.4</u>	
DEPARTMENT TOTAL	<u><u>1,288,583</u></u>	<u><u>497,830.9</u></u>	38.63%

DRAFT

GENERAL

Hangars, owned by the City of Fernandina Beach, at the Fernandina Beach Municipal Airport are intended for storage of registered and airworthy aircraft by the registered owner(s). This policy governs the waiting list for access and rental of airport-owned T-Hangars.

Vacant hangars will only be offered to persons on the Hangar Waiting List. In order for a person to be placed on this list, the individual shall complete and file a hangar waiting list application with Airport Management and submit a refundable \$300.00 deposit at the time of application. The date of application will not be complete until payment has been received by airport staff. Applicants may submit multiple waiting list applications if multiple units are desired for storage of aircraft at the airport. Applicants are solely responsible for maintaining a current address and telephone number with airport staff.

POSITION ON THE WAITING LIST

Waiting list position for new applications shall be determined by the date received at the Airport Office at 700 Airport Road, Fernandina Beach FL 32034. A copy of the official dated application will be provided to applicants upon request. Hangar size preference will be documented at the time of entrance to the waiting list. Hangar size preference can be changed at any time by filing a request to Airport Management via mail, e-mail, or by phone.

Positions on the waiting list shall not be transferred, traded, or sold.

Persons removed from the waiting list may restore their names to the bottom of the waiting list by making a new application.

HANGAR OFFERS

Hangar offers shall be made chronologically (oldest date/time to the most recent). The offer and copy of these policies shall be made by phone and via email from Airport Management. To accept the offer, the applicant must:

- Reply in the affirmative within five full business days following the date that the call and email was transmitted.
- Have an aircraft registered to the applicant in the hangar within the prescribed time limits within the hangar rental agreement following commencement of the agreement. Failure to place a registered aircraft in the hangar within the prescribed time limits may result in termination of the rental agreement.

When the top position on the list has been vacated (by acceptance of a hangar or following removal), the next individual on the list will be notified by airport staff via email and phone of their position at the top of the list.

PASS-OVER POLICY

Every effort shall be made to contact the top position of the waiting list by certified mail and telephone, as hangars become available.

DRAFT

A “decline” or “not interested” response, non-contact, or failure to respond within five business days will be considered a pass-over.

Each hangar applicant is permitted one pass-over. Following a second pass-over, applicants will be moved to the bottom of the waiting list.

A second offer will be made to a passed-over applicant only after filling the original T-Hangar vacancy.

An applicant’s rejection of a hangar offer based on insufficient space for the owned aircraft, as validated by airport staff with a registration number, or for a hangar which does not match the hangar-size preference on the waiting list will not be considered a pass-over.

ACCEPTANCE

If the contacted individual is interested in leasing the offered hangar, the airport will begin contract negotiations. The hangar waiting list funds will be promptly reimbursed to the waiting list individual that has accepted a hangar, and that position on the list will be eliminated.

HANGAR RELOCATION/TRANSFERS

Existing hangar tenants will be provided first preference at transferring to another hangar. To identify an interest in transferring hangars, lessee of the hangar must provide notice to airport staff with a request to transfer to another unit in addition to the details (type/size/location) of the hangar that the individual is interested in transferring to.

Fernandina Beach Municipal Airport Hangar Request/Deposit Form

I wish to be added to the Fernandina Beach Municipal Airport Hangar Waiting List. Attached is my \$300 deposit* for the hangar size preference indicated.

Print Name: _____

Street/Mailing Address: _____

City: _____

Telephone: Home _____ Work _____

Email: _____

Signature: _____

Date: _____

***** Hangar Size Preference *****

T-Hangar _____ (initial here)

44x40 Bulk Hangar _____ (initial here)

***** City Use *****

Date Received _____ Amount Received _____

Approved By: _____

Please return to: Fernandina Beach Municipal Airport
700 Airport Road
Fernandina Beach, FL 32034

* Please note that this deposit will be cashed; however, it is fully refundable should you desire to be removed from the waiting list or upon occupancy of a hangar.



Delaware Coastal Airport T-Hangar Waiting List Policy

T-hangars are intended for the storage of a registered aircraft by the registered owner(s).

Vacant T-hangars will only be offered to persons on the T-Hangar Waiting List. In order for a person to appear on the T-Hangar Waiting List they shall complete and file a hangar application with Airport management. Applicants are solely responsible for maintaining a current address and telephone number on the application.

POSITION ON THE T-HANGAR WAITING LIST

Waiting List position for new applications shall be determined by the date received at the Airport Office. A copy of the official date-stamped Application will be provided on request.

Positions on the hangar waiting list shall not be transferred, traded, or sold.

Persons removed from the Hangar Waiting List may restore their names to the bottom of the Waiting List by making a new application.

HANGAR OFFERS

Hangar offers shall be made chronologically (oldest date/time to the most recent). The offer and a copy of these policies shall be made in a certified letter from Airport Management. To accept the offer, the applicant must:

- Reply in the affirmative within three business days of the date that the certified letter was delivered.
- Aircraft Acquisition: Have an aircraft registered to the applicant in the hangar within 60 days from the commencement date of the hangar lease agreement.
- Provide the following within 30 days of notification:
 - o A copy of the registration for the aircraft to be stored, listing the applicant as the registered owner or a part owner of the aircraft. For aircraft registered to a business (corporation, LLC, etc), applicant must show proof of association with the business.
 - o A pilot's certificate or student pilot's certificate.
 - o Proof that they are at least 18 years of age (if requested).

Whenever the top position on the Hangar Waiting List is vacated, a Certified Letter will be sent to the next three people on the waiting list notifying them of their position on the list.

PASS-OVER POLICIES

Every effort shall be made to contact the top position of the Waiting List by Certified Mail and telephone, as hangars become available.

A "not interested" response, non-contact, or failure to respond within three business days will be considered a Pass-Over.

Each Hangar applicant is permitted one "Pass-Over". Applicants will be removed from the T-Hangar Waiting List upon the second Pass-Over.

A Certified Letter will be sent advising the applicant of the "Pass Over".

A second offer will be made to a passed-over applicant only after filling the original T-hangar vacancy.

An applicant's rejection of a hangar offer based on insufficient space for the owned aircraft will not be considered a pass-over. For example, a twin engine aircraft owner offered a single engine-only capable hangar. The applicant will not lose position on the list in these cases. Pass Overs of adequately sized hangars will be handled using the above procedures.

PURCHASE OF AN AIRCRAFT STORED IN A T-HANGAR

Purchaser(s) of an aircraft already stored in a Sussex County T-hangar will be offered the opportunity to remain in the T-Hangar if the current tenant will not meet the above Hangar Offer requirements (i.e. aircraft ownership within 30 days of aircraft sale). Hangar Offer requirements above will be met by new owner. A new occupancy agreement will be executed with the new owner(s).

Purchaser(s) of an aircraft already stored in a Sussex County T-Hangar that reject a hangar offer will not be put on the hangar waiting list unless a new application is submitted. In this case, they will be placed at the bottom of the list.

REPLACEMENT OF AIRCRAFT LISTED ON AGREEMENT

In the event a T-hangar tenant wishes to replace the aircraft listed on the lease with another aircraft (for example, tenant buys a different aircraft), the current agreement will be terminated and a new agreement will be written with the current tenant.



HANGAR WAIT LIST POLICY AND PROCEDURE

Mojave Air and Space Port maintains a waiting list for those who wish to lease box hangar or t-hangar space from Mojave Air and Space Port. Vacant space is offered to applicants on the waiting list.

This policy is designed to provide a simple and fair process for aircraft owners to be placed on the waiting list. It is mandatory to be on the waiting list in order to lease a box hangar or t-hangar. Airport policy is to process the waiting lists by the date the request was submitted, and hangars will be assigned in that order.

T-Hangar/Box Hangar Request Procedure:

All parties interested in a hangar must fill out an application, providing airport administration with current telephone numbers and an e-mail address. It is the responsibility of the applicant to keep this information current with the airport administration. If a specific hangar or location is desired it **MUST** be included in the initial request.

Position on the waiting list will be determined by the date and time of the request.

Positions on the waiting list may not be sold, gifted, or transferred.

Current tenants who wish to lease additional hangars must be in good financial standing with the airport before signing a new lease.

The airport reserves the right to give priority to current tenants, or make changes according to the discretion of the board.

Notices of Availability/Acceptance:

When a hangar becomes available, the individuals at the top of the appropriate waiting list will receive notification of availability. Offers shall be made chronologically (oldest to newest). The offer will be made by e-mail and by phone.

Individuals must respond to the offer made within three (3) business days. A "pass" response or failure to respond in 3 business days will be considered a decline.

If the individual is interested in leasing the hangar offered, the airport will begin contract negotiations upon receipt of a valid credit check.

Declination/Pass Procedure:

An airport representative will attempt to contact individuals on the list by two different means. No response will be considered a declination.

Each applicant is permitted one (1) refusal or pass-over.

Upon the second refusal applicant will be moved to the bottom of the list. Subsequent refusals will result in removal from the waiting list. Individuals will be contacted prior to removal from the waiting list.

Anybody removed from the waiting list may restore their name to the bottom of the list by contacting airport administration.



Ocala International Airport City-Owned T-Hangar Waiting List Policies and Procedures

T-Hangar Policies

1. Vacant hangars will be offered to individuals on the hangar waiting list. For a person to appear on the hangar waiting list **they shall:**

A. Complete and file a hangar request application with Airport Administration. Applicants are solely responsible for maintaining a current address, e-mail, and telephone number on their application.

B. Pay hangar deposit fee.

1). All persons on the existing hangar waiting list shall make a \$225 hangar deposit.

2). The hangar deposit shall be applied to the first month's hangar rent. The \$225 deposit will be refunded if an applicant removes their name from the hangar waiting list.

Note: A copy of the hangar request application will be sent to all persons on the current hangar waiting list as of August 1, 2018. Individuals on the existing hangar waiting list will be required to complete this application form, and return it with the \$225 deposit within 5 working days of delivery. Failure to return the application, or to pay the deposit, may result in removal from the hangar waiting list.

C. Stipulate the hangar size(s) desired. Hangar size preference can be changed at any time by filing a request with Airport Administration via mail, e-mail or phone.

2. Position on the hangar waiting list. Individuals on the waiting list as of August 1, 2018 will retain their existing place on the list. Waiting list position for new applications shall be determined by the date on the hangar application when received at the Airport Office. A copy of the official processed/accepted application will be provided to the applicant as a receipt.

3. Positions on the hangar waiting list shall not be transferred, traded or sold.

4. Hangar offers shall be made chronologically (oldest date/time to the most recent). When a hangar matching an applicant's size preference becomes available, an offer notification will be made by Airport Administration. To accept the offer, the **applicant must:**

A. Reply in the affirmative within 5 days of the date when positive notification was made with the applicant (weekends and holidays excepted).



T-Hangar Policies (continued)

B. Aircraft acquisition: Have an aircraft registered to the applicant in the hangar within One Hundred Eighty (180) days from the date Airport Administration received the applicant's acceptance and hangar rental payment. Failure to have an airworthy aircraft registered to the applicant in the hangar within 180 days of acquiring the hangar may result in:

- 1). Termination of rental agreement and removal from the hangar,
- 2). Forfeiture of first and last month's rental payments, and
- 3). Applicants removal from the hangar waiting list.

5. Persons removed from the hangar waiting list may restore their names to the bottom of the waiting list by filling out a new application and paying the hangar deposit again.

6. Whenever the top position on the hangar waiting list is vacated, the next individual on the waiting list is to be notified of their position on the list.

7. Airport Administration Staff shall make every effort to contact the person in the top position of the hangar waiting list either by mail, e-mail, fax, or telephone when a hangar becomes available.

8. Non-contact, failure to respond or a "not interested" response, to the hangar offer notification after 5 workdays (weekends and holidays excepted) shall be considered a "Pass-Over," and the next individual on the list will be contacted. Contact attempt status will be documented on the wait list.

9. Each hangar waiting list applicant is permitted two refusals, or "Pass-Overs," for the size(s) of hangar listed on their application without losing their current place on the list. After the third "pass-over," the applicant's name will be moved to the bottom of the list.

10. Once an applicant has accepted an offer and entered into a hangar lease agreement, they may place their name on the bottom of the list for a hangar of a different size without paying the deposit fee.

City of Ocala, a Florida Municipal Corporation

A blue ink signature of Matthew Grow, written over a horizontal line.

Matthew Grow, Airport Director

T-Hangar Waiting List Policies and Procedures
adopted on **August 1, 2018.**

5/2/2019

AIRPORT SPONSOR REQUESTED FUNDING -
CAPITAL IMPROVEMENT PLAN SUMMARY

Airport:	Fernandina Beach Municipal Airport	Local ID:	FHB	NPIAS No.:	12-0022
Sponsor:	City of Fernandina Beach	Sponsor ID:	FHB	Site No.:	03186.*A

		Fed Priority	Sponsor	Sponsor Year	Federal	Sponsor Requested Funding Breakdown	
						State	Local
2020							
Install T-Hangars							
UPIN:	PFL0004309	FDOT Item No.:	434909 1	2020	\$0	\$400,000	\$100,000 \$500,000
2021							
Install T-Hangars							
UPIN:	PFL0004309	FDOT Item No.:	434909 1	2021	\$0	\$620,000	\$180,000 \$900,000
2022							
Bulk Hangars in North Area							
UPIN:	PFL0007380	FDOT Item No.:	440024 1	2022	\$0	\$1,500,000	\$375,000 \$1,875,000



MEMORANDUM

TO: AIRPORT ADVISORY COMMISSION

FROM: AIRPORT MANAGER

DATE: May 9, 2019

RE: MONTHLY REPORT

- The City's Planning Board will review proposed revisions to the airport's architectural standards during its May 8th meeting. I will be present to assist the discussion and will report back to the AAC with comments for discussion as applicable. I am still awaiting feedback from the FAA on options regarding the discussion of T-Hangar exclusivity at the airport, and will provide more information to the AAC as it becomes available.
- Asbestos/lead testing from the old FBO office came back without evidence of contamination. I have therefore pressed forward with release of a bid invitation for demolition of the old FBO office space with a bid additive for removal of the CAP trailer which resides North of the hangar/office space. The bid opening is scheduled for May 24th.
- Striping of Runway 13/31 has been pushed back one week to the week of 20 May. The runway will be closed for five days (Monday through Friday) that week to complete the work. NOTAMs will be published three days prior to the event. There may be other short impacts to Rwy 9/27 and Rwy 4/22 as painters cross runway intersections or when they are working within safety areas to those runways. Airport staff will coordinate those impacts with painters when the work commences.
- The City and County Property Appraiser have submitted a joint request for consideration by the Attorney General regarding application of ad valorem taxes to airport-owned hangars rented for aircraft storage. We are now awaiting response from the Attorney General's office. The City Attorney has advised me that we should expect a response this summer (perhaps by July). I will keep the AAC advised of any responses that we receive.

- The Malibu/M-Class Owners & Pilots Association (MMOPA) will be holding its annual convention in Fernandina Beach from May 29th through June 2nd. Event coordinators have been in discussion with the FBO and I am to understand that we may expect 50 – 75 aircraft arriving and parked at the field during that week. We will look forward to welcoming the group to Fernandina Beach.
- I have been in discussion with the FAA regarding placement of dried dredge sediments on airport property and anticipate a response in the next few days regarding this proposal from the City. I met with dredging contractors and marina officials on May 1st to discuss a safety plan for access and placement of material as proposed to the FAA. Contingent upon receipt of concurrence from the FAA, this work could begin in June or July, and total timeline for placement of the material is approximately 30 days.
- The Commander of the 2-111th Air Operations Battalion met with Mr. Martin and I in April for a brief conversation regarding potential interest in a discussion for relocation of the unit to the Fernandina Beach Municipal Airport. The 2-111th is an air operations battalion which provides primarily air traffic control services. This is the same unit which provides temporary air traffic control services from the mobile tower at the airport each year during the week of Concours d'Elegance. There are a number of civilian airports which have relationships with military air traffic control units. In those relationships, the airports receive air traffic control service while the military unit is able to further the proficiency/training of their controllers. Any facility presence on the airport would most likely be accommodated under a land lease with the agency. Mr. Martin and I recommended that the group meet with the AAC in its June meeting if there is interest in pursuing the conversation further. I am to understand that the staff from the 2-111th is evaluating location feasibility before determining if there is any interest in continuing the conversation.
- The FDOT pavement inspection team will be at the airport on May 6th and May 7th evaluating airport pavements as a part of its Statewide Airfield Pavement Management Program Inspection. Staff and inspectors will be on airport runways and taxiways during the course of the day, however the group will give way and work with traffic to complete the work. No closures are expected.
- The airport has been finalizing discussions with the FBO for proposal of an addendum to the FBO ground lease and agreement. This addendum will revise the original ground lease area, as was contemplated to occur in the original lease, and cover rental/use of the new terminal facility. The addendum will be passed through the AAC for review prior to City Commission consideration.
- Airport staff has begun developing its draft budget for the upcoming budget cycle. This budget will be shared with the AAC during the course of this summer.
- The AAC will welcome Mr. David Broughton to the commission as its newest member during its May 9th AAC meeting.