



**AGENDA
AIRPORT ADVISORY COMMISSION
REGULAR MEETING
JUNE 13, 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 Review Meeting Minutes from the May 9, 2019 Regular AAC Meeting.
- 4. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA**
- 5. OLD BUSINESS**
 - 5.1 Amelia River Golf Course Process Update
 - 5.2 Financial Report
 - 5.3 Architectural Standards Revision Update
 - 5.4 Airport T-Hangar Waiting List Policy - Final Draft Review/Recommendation Request
- 6. NEW BUSINESS**
 - 6.1 Fuel Farm Rehabilitation Project Design - Work Order Recommendation Request
 - 6.2 Runway 4/22 Rehabilitation Project Design - Work Order Recommendation Request
 - 6.3 Driving Dynamics - Continuing Agreement Review/Recommendation Request
- 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:** Chairperson Chuck Colcord called the meeting to order at 6:00 pm.
2. **Members Present:** Chuck Colcord (Chair), Ward Gill, Dave Austin, Prudence Hostetter, David Broughton, and Don Edlin
Members Absent: Dave Austin and Kent McKee

Others Present: Commissioner Len Kreger, Commissioner Chip Ross, Commissioner Mike Lednovich, Brian Echard, Kathryn Echard, Robert Kozakoff (Airport Staff), Nathan Coyle (Airport Staff), Jane Krebs, Gail Morgan, Nancy Kingsley, Beverly Egbert, Elizabeth Huben, Joyce Newlin, Elizabeth Wilson, Connie and Andy Elisee, Cameron Moss, Jack Healan, Andy Curtin, George Haffey, Jackie Piersanti, Tom and Kathy Graham, Barbara and Dave Voza, Don Clark, Mary Cillo, Margaret Kirkland, and Skip Rimington

3. Approval of Minutes

3.1 February 14, 2019 AAC Meeting – Approval of Minutes: Mr. Coyle presented these minutes for a meeting that was held in February without a quorum.

A motion was made by Member Edlin, seconded by Member Hostetter, to approve the February 14, 2019 AAC Regular Minutes. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

3.2 April 11, 2019 AAC Meeting - Approval of Minutes: Mr. Coyle presented the minutes from the April 11, 2019 Regular AAC Meeting.

A motion was made by Member Gill, seconded by Member Edlin, to approve the April 11, 2019 AAC Regular 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:** No public comment was received. Airport Manager Coyle stated that public comment regarding proposed development of the Amelia River Golf Course property would be taken under that specific agenda item.

5. Old Business:

5.1 Financial Report

Airport Manager Coyle presented the financial report. There were no questions or discussion related to the financial report from AAC members.

5.2 GPS Procedure Development Update

Mr. Coyle stated that there had been no further updates to the development of a GPS procedure to Runway 4 following the discussion the AAC had during its April 2019 meeting. There were no questions or further discussion.

5.3 Observation Deck Educational Component Discussion (Continued)

Member Edlin stated that he and Mr. Coyle would be attending the Aerospace Science Advisory Board meeting at the Fernandina Beach High School on May 10th to discuss ideas related to an educational component being integrated into the airport's terminal facility. Mr. Coyle stated that he would follow-up at the next meeting with an update from this meeting/conversation.

5.4 Airport Architectural Standards Update

Mr. Coyle mentioned that he had presented the draft architectural standards to the City's Planning Advisory Board and that there would be recommendations for amendment to the draft standards from members of the PAB. Mr. Coyle stated that he would report back to the AAC with amendments to the draft standards for review by the group.

6. New Business:

6.1 Amelia River Golf Course Development Update

Mr. Coyle introduced Mr. Steven Leggett who provided a brief description of a proposal for re-development of the existing Amelia River Golf Course property, which exists on airport property under a ground lease. Mr. Leggett described a proposal which would include a hotel facility, automobile storage facilities, bowling alley/go-kart track, and road course for use by street-legal automobiles.

Following presentation by Mr. Leggett, public comment was taken on the matter as follows:

- Andy Curtin, 1227 South Fletcher Ave, Fernandina Beach – Mr. Curtin requested clarification of what uses or facilities were intended by the developer, and Mr. Leggett responded providing clarification of proposed uses.
- Kevin Leary, 1823 Perimeter Park Road, Fernandina Beach – Stated that there is a large contingent of local residents “fed up” with significant growth on the island. Mr. Leary expressed that there should also be something in writing that would protect the undeveloped parcel on the west-side of the airport.
- Susanne Steffen, 2413 Via Del Ray, Fernandina Beach – Ms. Steffen stated that a race-car school was once proposed at the airport and the proposal was rejected. Ms. Steffen expressed concern with the impact to Amelia Parkway from increased traffic and safety issues caused by congestion.

- Beverly Egbert, 4646 Carlton Dunes Drive, Fernandina Beach – Ms. Egbert expressed concern related to noise from installation of a road track and asked Mr. Leggett for an example of a similar development. Mr. Leggett provided an example of a similar development and stated that the intended use is for factory street-legal vehicles. Ms. Egbert stated that she is completely opposed to the proposal.
- Besty Huben, 4615 Philips Manor Place, Fernandina Beach – Ms. Huben asked about how infractions of use for the property would be enforced, and what the FAA's opinion would be as related to safety for use of the property adjacent to the airport. Ms. Huben also stated that the noise impact for use would need to be quantified, and also asked if any hotel occupancy studies had been conducted to show that the island could support another hotel.
- Margaret Kirkland, 1377 Plantation Point Drive, Fernandina Beach – Ms. Kirkland stated that she has several concerns with the proposal. Ms. Kirkland stated that she would like to see the City place a conservation easement on the parcel west of the airport. Ms. Kirkland stated that she is concerned with noise from the proposed development and from destruction of property and tree canopy along Amelia Parkway.
- George Murphy, 3957 First Avenue, Fernandina Beach – Mr. Murphy stated that his question is for the airport in that the closed runway would be lost, where aircraft are often parked, and that the airport would not be able to install T-Hangars on the parcel. Member Colcord stated he believes that the developer intends to install hangars on that parcel if leased to the developer.
- John Edwards, 4634 Carlton Dunes Drive – Mr. Edwards stated concern for the lack of a business plan as a shortcoming in the presentation from Mr. Leggett, and that the lack of a business plan would lead to unintended consequences. Mr. Edwards believed that the presentation seemed to be a wish list, and expressed concern for noise from the development.
- Gail Morgan, 95100 Willet Way, Fernandina Beach – Ms. Morgan expressed concern with losing the beauty of the golf course on the island, increased traffic on the island, lack of a business plan, and a “bait and switch” tactic being used by the developers.
- Cameron Moss, 3411 Sea Marsh Road, Fernandina Beach – Mr. Moss asked what percentage of land on the proposed development would be paved/developed versus the amount or percentage that would remain undeveloped. Mr. Moss expressed concern with air pollution from cars and drainage issues once pavement has been installed.

Following completion of public comment, Mr. Coyle stated that he believed the next step in the process would be for Mr. Leggett to provide a proposal for consideration of the City along with a draft lease for consideration of the City Commission. Ms. Emily Pierce, legal counsel for Mr. Leggett, stated that she is hopeful that the City Commission would host Mr. Leggett for a work shop to discuss this proposal further during the June 18 City Commission meeting.

6.2 Draft Airport Hangar Waiting List Policy Discussion

Airport Manager Coyle stated that the airport currently has a waiting list for access to its existing 52 hangar units with 55 individuals on the list. Mr. Coyle stated that the airport does not currently have a policy to govern the administration of this list and that he had reviewed policies held by other airports in the drafting of this proposed hangar waiting list policy. Mr. Coyle stated that, per the City Attorney, this policy would be established via a resolution of the City Commission, if approved.

The group discussed the components of the draft hangar waiting list policy.

Member Gill stated that he thought that 5 days is not enough time to allow for response and/or acceptance of a hangar following notification from the airport. All AAC members agreed with Member Gill's comment, and Mr. Coyle stated that he would amend the draft policy to provide 10 days of notice to waiting list members following notification from the airport.

A motion was made by Member Gill, seconded by Member Edlin, to recommend that the City Commission approve the hangar waiting list policy contingent upon amending the timeframe provided for acceptance of a hangar from 5 days to 10 days. Member Piscitello asked if a final draft could be provided before the recommendation is made. The group agreed and asked Mr. Coyle that the final draft be brought back for review and recommendation. Mr. Coyle stated that he would bring back a final draft of the policy. Member Gill stated that he withdraws his motion for recommended approval until a final draft is provided for review.

6.3 Airport Hangar Funding Discussion

Airport Manager Coyle presented a document, attached to these minutes, with assumptions related to potential future hangar development on the airport. This document included a summary of anticipated grant funding for hangar development, rough cost estimates for present-day hangar construction based on recent hangar projects at other airports, and potential revenue generation produced from hangar development on the airport. Mr. Coyle showed a series of options for use of grant funding, airport enterprise funds, and private match dollars to fund T-Hangars and bulk/corporate hangars on the airport.

The group discussed multiple scenarios for development of T-Hangars and/or corporate hangars.

7. Airport Manager and Staff Reports:

Mr. Coyle presented the monthly staff report to the AAC for questions and comments.

8. Commission Member Reports and Comments:

Member Edlin asked for an update on the discussion with the 2-111th Air Operations Battalion. Mr. Coyle stated that the group would be stopping by in the month of June to look at airport property, and that this would most likely postpone any presentation to the AAC until the agency has sufficient time to review the property for site feasibility purposes.

9. Next Meeting Date: Thursday June 13, 2019.

10. Adjournment: There being no further business to come before the Airport Advisory Commission, the meeting was adjourned at 8:51 p.m.

Secretary

Chuck Colcord, Chairperson

Attachment:

Airport Hangar Funding Assumptions

Assumptions

- Current Hangar Waiting List – 55 individuals.
- Significant additions to the list in 2018, however waiting list applicants have slowed since November of 2018.
- Average annual hangar turnover is 4 – 5 per year (4 – 5 resolved from hangar waiting list)
- Top 10 known individuals have traditionally passed, and have been on the list for a long time

Pending Private Hangar Development

- Giltz hangar development proposal: scaled back to 4 individual shared wall units (with requested option to expand with 3 – 6 more units if successful).
- FB Hangar LLC, two large box hangars for personal use and some hangar storage. May not impact waiting list dependent on type/size of aircraft being stored.
- FBO hangar development (type/size TBD)
- Amelia River Resort Development (Aeronautical Component)

Conservative Demand

- Assume 40 (10 that are known to pass over and 5 additional assume to pass over)
- 8 eliminated from Giltz development
- Assume static demand with turnover and addition of new individuals on list
- How many should be carried on the list

FDOT Grant Funding Availability for Hangar Construction

2020 - \$400,000

2021 - \$620,000

2022 - \$1,500,000

Total: \$2,520,000.00

Cash Flow Projection from Finance (Completed in 2018)

- Estimated \$350K - \$400K in matching funds from Airport

Hangar Construction Pricing (Does not include design/other soft costs)

- T-Hangar: \$125,000 per unit
- Bulk/Corporate Hangar: \$100/sq/ft

Design/Engineering: 10% – 12% of total construction costs

Cost Scenarios:

- At \$2.52M, design/soft costs could be \$302,000 (airport fund dollars perhaps)
- \$2.52M =

- 20 T-Hangars or 16 T-Hangars and \$500,000 renovation of existing T-Hangars
- Perhaps one 10,000 sq/ft bulk hangar and 12 T-Hangars

Private Partnership

- An option offered from FBO is \$720K zero percent loan to rent credit (\$3,240,000 total funds)
 - Scenario could be one 10,000 sq/ft hangar, \$500,000 renovation of existing hangars, 13 new T-Hangars

Airport Revenue Generation (Direct; does not include other revenue benefit such as fuel flowage)

Conservative/Rough Estimate of New T-Hangar Revenue (\$450/Month) – Caveat, I am not an appraiser

- 20 T-Hangars: \$108,000/year
- 16 T-Hangars: \$86,400/year
- 13 T-Hangars: \$70,200/year
- 12 T-Hangars: \$64,800/year

Bulk/Corporate Hangar Rental w/out rent credits Rough Estimate (\$5,500 - \$6,000) – Caveat, I am not an appraiser

- \$66,000/year at \$5,500/month rate

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	22,543.28	112.7%
34971 LEASE PAYMENTS - LAND LEASE	68,439	51,368.00	75.1%
34972 LEASE PAYMENTS - BUILDING LEASE		2,710.61	100.0%
34973 LAND LEASE - AMELIA RIVER	205,960	134,573.90	65.3%
34974 LAND LEASE PAYMENTS - NON-TAXABLE	37,105	22,947.26	61.8%
34975 RENT/LEASE PAYMENTS - City Built	321,192	181,953.09	56.6%
34976 8 FLAGS RENT (TAXABLE)	67,017	31,862.22	47.5%
34978 8 FLAGS RENT - NON-TAXABLE	50,266	41,470.02	82.5%
36110 INTEREST			
36420 INSURANCE PROCEEDS		0.00	
36800 CAPITAL CONTRIBUTION		0.00	
38410 LOAN PROCEEDS		0.00	
36990 OTHER REVENUE	95,700	116,784.63	122.0%
36991 PARKING REVENUE	2,004	3,144.80	156.9%
36995 LATE FEES	-	233.83	100.0%
36992 GAIN ON SALE OF ASSETS			
34720 FACILITY RENTALS	-	2,947.62	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>797,423.08</u>	 61.9%

AIRPORT 420

AIRPORT 420

	BUDGET 2018-2019	YTD	Percentage
PERSONNEL SERVICES			
51200 SALARIES	122,210	78,064.20	63.88%
51300 TEMPORARY	-	0.00	
51350 PART TIME	-	0.00	
51400 OVERTIME	-	0.00	
52100 FICA	9,349	5,393.34	57.69%
52200 RETIREMENT	36,594	24,980.98	68.27%
52300 HEALTH	29,701	19,763.03	66.54%
52301 LIFE	605	466.24	77.06%
52350 OPEB COSTS	1,756	1,316.97	75.00%
52400 WORKERS' COMP	2,150	1,612.53	75.00%
52500 UNEMPLOYMENT			
TOTAL	202,365	131,597.29	65.03%
OPERATING EXPENSES			
53100 PROFESSIONAL SERVICES	25,000	24,895.19	99.58%
53200 AUDIT	6,795	4,530.00	66.67%
53400 CONTRACTUAL	47,440	30,614.99	64.53%
53900 AUTO ALLOWANCE		0.00	
53910 HOUSING ALLOWANCE	-	0.00	
54000 TRAINING/TRAVEL	3,000	821.86	27.40%
54100 COMMUNICATIONS	1,920	1,180.12	61.46%
54101 COMMUNICATIONS - CELL	2,000	946.18	47.31%
54103 COMMUNICATIONS - INTERNET	5,750	1,963.00	34.14%
54200 POSTAGE	150	0.00	0.00%
54300 UTILITIES - ELECTRIC	45,000	21,907.63	48.68%
54310 UTILITIES - WATER & SEWER	14,504	7,922.83	54.63%
54500 INSURANCE	45,052	33,788.97	75.00%
54610 R/M GROUNDS	108,000	53,245.77	49.30%
54620 R/M EQUIPMENT	1,500	311.40	20.76%
54630 R/M VEHICLES-LABOR	4,000	5,250.00	131.25%
54640 R/M VEHICLES-MATERIALS	4,000	4,675.95	116.90%
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	5,474.97	75.00%
55100 OFFICE SUPPLIES	6,300	4,424.13	70.22%
55200 OPERATING SUPPLIES	735	517.90	70.46%
55210 UNIFORMS	400	112.50	28.13%
55230 FUEL	8,000	2,891.40	36.14%

AIRPORT 420

AIRPORT 420

	BUDGET 2018-2019	YTD	Percentage
55400 BOOKS/SUBS/DUES	725	605.00	83.45%
TOTAL	<u>341,921</u>	<u>207,809.96</u>	60.78%
CAPITAL OUTLAY			
56200 BUILDINGS	-	0.0	
56300 IMPROVEMENTS	583,950	225,569.6	38.63%
56400 MACH./EQUIP.	-	0.0	
56401 MACH./EQUIP. Non-CAP	1,000	0.0	0.00%
TOTAL	<u>584,950</u>	<u>225,569.6</u>	38.56%
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>583,909.3</u></u>	45.31%

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. *Editor's Note)

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.

Approvals and Submittals 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 most recent FAA approved Airport Layout Plan.
4. An FAA Form 7460, *Notice of Proposed Construction*, shall be submitted to FAA for review and shall be approved by the FAA prior to start of construction.
5. No construction, including site improvements, shall be undertaken without first receiving all applicable City Land Development Orders.
6. Submittal requirements for review include a site plan, landscaping plan, and building plan and shall also include the following components listed below and/or any other submittals referenced within these design standards:
 - a. Drainage plan indicating predevelopment flow and contours/elevations of proposed development parcel as well as adjacent parcel(s).
 - b. Roof drainage and a soil erosion control plan shall be indicated on plan submittal.
 - c. For hangar development, a proposed thickness and weight bearing of the hangar floor shall be indicated on the site plan, and shall be of sufficient thickness/weight bearing for the largest aircraft that could use the hangar.
 - d. All antennas, satellite dishes, and similar equipment shall be indicated on the site plan to include proposed location and height.

- e. Proposed signage shall be indicated on the site plan and shall specify sign placement, height, and design.
- f. All plan submittals shall include sufficient detailed information on all utility designs and design loads.
- g. The location of any proposed outside storage areas shall be indicated on a site plan with proposed screening materials.
- h. Plan submittals shall include proposed exterior lighting location and light intensity.
- i. A vehicle parking plan shall be identified on the site plan in compliance with requirements outlined further within these design standards.

Variances:

The City, through the Board of Adjustments, 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 advisory circulars and/or regulations, the most recent FAA approved Airport Layout Plan and other City 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 areas without the prior permission of the City.
4. The minimum building setback shall be 25 feet from any adjacent ground lease boundary.
5. Minimum building separation requirements shall be complied with as set forth by the current-State of Florida-adopted version of the National Fire Protection Agency (NFPA) 409, *Standard on Aircraft Hangars*, irrespective of ground lease boundary 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 ground lease boundary line.

Drainage:

1. A drainage plan shall be submitted indicating pre-development stormwater flow, contours/elevations of the proposed development site, and elevations of adjacent property or parcels.
2. Drainage shall not negatively impact adjacent properties or leaseholds 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 or leaseholds. 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. Aircraft hangars constructed under these standards shall only be for use or uses authorized under a ground lease from the City. Stand-alone non-hangar buildings within the area of the airport designated as aeronautical use on the most recent FAA approved Airport Layout Plan shall only be used for an aeronautical use approved under a ground lease from the City.

2. 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.
3. 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
4. The minimum bulk hangar size allowed shall be 1,600 square feet, unless otherwise approved by the City Manager or designee subject to grant assurances provided to the FAA and FAA regulations, and may be private or City construction.
5. T-hangars shall only be constructed by the City.
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 and be sufficient 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 feet per unit or individual hangar, requires an oil/water separator to discharge water and oil by-products, as appropriate, into either a sanitary sewer or into a holding tank.
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 or an elevation lower than imaginary surfaces outlined in Federal Regulation Title 14 Part 77, *Safe, Efficient Use and Preservation of Navigable Airspace*, at the development site location, whichever is lower.
11. Roof materials shall be non-reflective, not create glare, and be of a type, style and color approved by the City.
12. Open sided structures may be authorized if approved by the City Manager or designee based upon type, style, structural integrity, and proposed location.
13. No alterations or additions to the exterior or interior of a building shall be accomplished without first obtaining all required City permits.
14. 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 and sign proposals shall be submitted to the City for review and approval prior to construction or installation.
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, unless otherwise approved by the City Manager or designee subject to grant assurances provided to the FAA and FAA regulations.
2. Entrance pavement is required from the hangar door to the taxilane or taxiway, shall be at least 20

feet wide.

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 any applicable 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/rolling, 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), or equal to or greater than 80% the total width of individual T-Hangar or shared wall hangar units.
 - 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 as measured by linear feet distance from the closest exterior wall of the proposed hangar development to the closest exterior or interior wall of any existing public restroom, 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 buildings are prohibited. The roof may be aluminum if 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. Hangar/building colors shall be neutral tones.
 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, as prescribed in the current current-State of Florida-adopted version of the National Fire Protection Agency (NFPA) 409, *Standard on Aircraft Hangars*.
 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 imaginary surfaces described in Federal Regulation Title 14 Part 77, *Safe, Efficient Use and Preservation of Navigable Airspace*. 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 Manager or designee subject to grant assurances provided to the FAA and FAA regulations.. 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 or remove them at an additional cost to the Lessee.

Automobile Parking:

1. All parking shall be identified in the site plan.
1. Parking shall not be established or designated along the front of a building if the front of the building is on the airside of the airport.
2. Vehicle parking spaces shall be sized and marked in accordance with requirements outlined within the current Fernandina Beach Land Development Code.
3. Commercial use of a hangar must comply with the quantity, sizing, and marking of ADA parking spaces outlined within the current Fernandina Beach Land Development Code.
4. 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 rounded up to the next space	
GA Terminal/FBO Building	
1 Space per 300 sq/ft of office space (5 minimum)	
Airport Administrative Building	
1 Space per 300 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 of shop space would need 9 spaces	

5. All parking areas shall have car stops or curbs placed at least five feet from the closest sidewalk, hangar or building.
6. 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

Where necessary, dumpster enclosures shall be constructed at the rear of a structure/site and should be enclosed with an opaque wall constructed of a material that is the same as, or similar to, the primary building structure and have gates made of metal.

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 (Airport Director or designated representative) 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 Management. 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 UNIT OFFERS

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

- Reply in the affirmative within ten full business days following the date that the call and email was transmitted.
- Have an aircraft registered to the applicant in the hangar within 60 days from the commencement of the hangar rental agreement. Failure to place a registered aircraft in the hangar within 60 days may result in termination of the hangar 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 Management 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 email and telephone, as hangars become available.

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

DRAFT

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 Management by review of the applicant's aircraft 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.

HANGAR UNIT ACCEPTANCE

If the contacted individual is interested in leasing the offered hangar, Airport Management will begin contract negotiations. The hangar waiting list funds will be promptly reimbursed to the waiting list individual that has accepted a hangar unit, 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, the lessee of a hangar unit must provide notice to Airport Management 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.

City of Fernandina Beach



Fernandina Beach Municipal Airport (FHB)

Above Ground Aviation Fuel Farm Improvements Engineering Design & Bid Phase Services

By
Passero Associates, LLC
(Passero Project No. 99000047.0088)

Work Order 19-88

Work Order 19-88
Above Ground Aviation Fuel Farm Improvements
Engineering Design & Bid Phase Services
at Fernandina Beach Municipal Airport (FHB), Florida

Passero Associates, LLC (PA or Consultant) agrees to perform the following services, in accordance with the terms and conditions of this Work Order and the Master Consulting Services Agreement with the City of Fernandina Beach (Client or City), dated February 19, 2019, of which all terms and conditions are incorporated herein by reference:

Project Location: Fernandina Beach Municipal Airport, Fernandina Beach, FL

Project Description: Removal of existing 12,000-gallon Jet A fuel tank and 12,000-gallon AVGAS (100LL) fuel tank including pumps and piping. Replace with (2) new 12,000-gallon Jet A fuel tanks and (1) new AVGAS (100LL) fuel tank, at a size to be determined, with new pumps and piping at existing fuel farm location. Existing QT POD credit reader to be reused for new AVGAS fuel tank at Fernandina Beach Municipal Airport (FHB).

Scope of Basic Services: Engineering Design & Bid Phase Services. (See Attachment A: Scope of Services)

Scope of Special Services: None.

Client Manager / Project Coordinator: Nathan Coyle, ACE, Airport Manager

PA Program Manager: Andrew Holesko, CM, Vice President.

PA Project Manager: Bradley Wentz, P.E.

<u>Basic Services Compensation and Method of Payment:</u>	Design & Bid	Not-to-Exceed:	\$ 40,000.00
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<u>Special Services Compensation and Method of Payment:</u>		Not-to-Exceed:	\$0.00
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<u>Total Project Cost:</u>		Not-to-Exceed:	\$ 40,000.00
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Schedules and Meetings:

1. See attachment for schedules.
2. One design review meeting, mandatory pre-bid meeting and bid open.

Deliverables:

1. Contract Documents, Plans and Specifications.
2. Bid Documents.
3. Bid Tabulation and Recommendation of Award, if applicable.

"Consultant"
Passero Associates, LLC

"Client"
City of Fernandina Beach

BY: _____

BY: _____

Andrew Holesko, Vice President
Typed Name and Title

Dale L. Martin, City Manager
Typed Name and Title

ATTEST:

ATTEST:

BY: _____

BY: _____

Name, Title

Name, Title

Date

Date

**ATTACHMENT “A”
SCOPE OF SERVICES**

Project Title: Above Ground Aviation Fuel Farm Improvements
Airport Name: Fernandina Beach Municipal Airport
Services Provided: Engineering Design & Bid Phase Services
PA Project No: 99000047.0088

PROJECT DESCRIPTION:

Providing engineering design and bid-phase services to upgrade an existing Two-Tank Above Ground Aviation Fuel Farm System to accommodate a third tank at the Fernandina Beach Municipal Airport (FHB). Work associated with this improvement includes: Removal of existing 12,000-gallon Jet A fuel tank and 12,000-gallon AVGAS (100LL) fuel tank including pumps and piping. Both existing 12,000-gallon fuel tanks including pumps and piping to be salvaged. Replace with (2) new 12,000-gallon Jet A fuel tanks and (1) new AVGAS (100LL) fuel tank, at a size to be determined, with new pumps and piping. Upgrade existing electric system to meet current codes including reuse of existing QT POD credit reader to be for AVGAS (100LL). See attached existing Fuel Farm Google Earth Aerial.

Professional services to be provided by Passero Associates, LLC (Consultant) to the City of Fernandina Beach Municipal Airport, (Sponsor) shall include the following Basic Services.

PROJECT MANAGEMENT PHASE:

The CONSULTANT will keep the SPONSOR informed throughout the duration of this design contract related to budget, schedule and task completion. Additionally, maintain and update Funding Agency with specific details required to progress the project. The specific services to be provided or furnished for this Phase of the Project are the following:

1. The construction budget for the Project is approximately \$300,000.00. The CONSULTANT shall evaluate the feasibility of this budget, based upon the CONSULTANT's experience as a design professional, and keep the SPONSOR apprised during each phase of the Project of the results of such evaluation. The CONSULTANT shall advise the SPONSOR as to options available for reducing construction costs to stay within the budget, if it appears likely that contractor bid prices will exceed this budget.
2. Perform Project management duties such as Project planning, invoice preparation, schedule coordination, and coordination of design team.
3. Schedule coordination: CONSULTANT shall provide continued coordination so that Project schedules are met for each phase of work included in this contract. Particular phases of design may be delayed by other review agencies.

4. The design schedule is anticipated to be as follows:

	Time from Contract Execution <u>Receipt of Notice to Proceed (NTP)</u>
Preliminary Design	45 days
Final Design	30 days
Bid Phase	30 days

PRELIMINARY DESIGN PHASE:

The services to be performed during this Phase consist generally of services required to furnish the SPONSOR with a set of Preliminary Plans, and Specifications. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Schedule and conduct a pre-design meeting with the SPONSOR and FDOT to review the scope of services and become familiar with the Project requirements and operational concerns during the Project's construction.
2. Conduct site inspections to Project-related existing physical features and facilities.
2. Establish geometrical layouts and place sufficient information on drawings to layout proposed project components.
4. Develop a draft construction phasing and operations plan that endeavors to limit interference by the Project's construction with airport and tenant operations.
5. Prepare preliminary Contract Drawings (approximately 50% complete) providing sufficient detail for review of design concepts by the SPONSOR and FDOT.
6. Develop general specifications.
7. Develop technical specifications expected to be required for the proposed work. Standard technical specifications shall be used whenever possible, with supplemental specifications developed by the CONSULTANT.
8. Update opinion of probable construction cost to reflect the outcomes of preliminary Project design.
9. Submit sufficient copies of preliminary design documents to the SPONSOR and FDOT for their review and comment.
10. Schedule and conduct a preliminary design review meeting to discuss and resolve any SPONSOR comments.

FINAL DESIGN PHASE:

The services included under this Phase shall generally consist of services required to furnish the SPONSOR with a complete set of Contract Documents for the Project, including Final Plans, Specifications, and opinion of probable construction costs. Services to be performed or furnished during this Phase may include revising the preliminary submittal information to comply with SPONSOR comments and then completion of the final design. Plans and Specifications will be completed; final design will be coordinated with the SPONSOR; and a complete set of bid documents will be furnished to the SPONSOR. A final opinion of probable construction cost will also be prepared and submitted. A final Construction Phasing and Operations Plan will be provided if necessary. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Finalize design and details for the proposed work, as needed.
2. Prepare final Contract Drawings and submit to SPONSOR.
3. Finalize General Provisions and Technical Specifications for all construction materials and installations.
4. Finalize construction phasing and operations plan and include in Specifications and on the Contract Drawings.
5. Prepare final opinion of probable construction costs.
6. Perform final internal quality control review on all design documents.
7. Submit final documents to the SPONSOR and FDOT for final review and comment.
8. Schedule and conduct draft final review meeting with the SPONSOR to discuss and resolve final comments.

BID PHASE:

The Bid Phase is that timeframe between completion of the design process and beginning of actual construction when the SPONSOR publicly advertises and receives bids, awards contracts to the lowest responsible bidder, and executes a construction contract to perform the work with the successful contractor(s). The CONSULTANT shall assist the SPONSOR during this Phase as required. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Assist the SPONSOR in the advertisement of the Project and issuance of bid documents.
2. Receive written questions from potential bidders regarding the Contract Documents and respond in addenda.
3. Schedule and conduct pre-bid conference and prepare meeting minutes of the pre-bid conference, if necessary.
4. Prepare addenda to the bid documents after advertisement and prior to bidding as required upon the SPONSOR's approval.
5. The Consultant will assist the City at the bid opening and review bids received for conformance with the Contract Documents. Consultant will review the Contractors personnel, equipment list, and the Contractor's qualifications. If the Contractor has no past working relationship with the Consultant, City, or FDOT, the Contractor's references will be checked.
6. Prepare final bid tabulation, recommendation/rejection of award letter to the SPONSOR, including a sample notice of award letter. Request concurrence of award from FDOT.

OTHER CONSIDERATIONS:

1. This Scope of Services does not include the following:
 - Topographic survey.
 - Geotechnical investigation.
 - Construction Administration / Resident Engineering / Construction-Observation Phases.
 - Permitting (All permitting shall be the responsibility of the Contractor).
 - Preparation of additional related Design, Construction Plans, and Specifications.

- Wetlands or endangered species impacts are not anticipated. As such, a survey of wetland and endangered species areas is not included.
- Other special services (such as environmental studies, permitting, traffic studies or other special studies, etc.) that may be desired or requested.
- Structural Design for Piles, concrete skids, retaining wall, and Grade Beam Foundation/Slab.
- Develop new or update Spill Prevention Control and Countermeasure Plan.
- Design of new containment area, concrete skids and oil/water separator.

If such services are later determined to be required before the project is complete, they shall be performed as additional services only under a separate written agreement and as approved by the City.

2. The City is responsible for providing complete and thorough data in a timely fashion as requested by Passero, including all necessary data from City archives. Passero is not responsible for data that is not provided for during the course of this Agreement.

End of Attachment A: Scope of Services

Existing Fuel Farm

Fernandina Beach Municipal Airport

Legend

Remove (2EA) 12,000 Gallon Tanks

Replace Pump & Hose Reel

Reuse QT POD Credit Card Reader

Design Bid Documents:

Provide and Install

- 2EA 12,000 Gallon Jet A Tanks
- 1EA (100LL) AVGAS Tank

Google Earth

©2018 Google
©2018 Europa Technologies



100 ft

City of Fernandina Beach



Fernandina Beach Municipal Airport (FHB)

Runway 4-22 Rehabilitation (Pavement, Electrical and Drainage) Engineering Design Phase Services

By
Passero Associates, LLC
(Passero Project No. 99000047.0089)

Work Order 19-89

Work Order 19-88
Runway 4-22 Rehabilitation (Pavement, Electrical and Drainage)
Engineering Design Phase Services
at Fernandina Beach Municipal Airport (FHB), Florida

Passero Associates, LLC (PA or Consultant) agrees to perform the following services, in accordance with the terms and conditions of this Work Order and the Master Consulting Services Agreement with the City of Fernandina Beach (Client or City), dated February 19, 2019, of which all terms and conditions are incorporated herein by reference:

Project Location: Fernandina Beach Municipal Airport, Fernandina Beach, FL

Project Description: Design Services for Runway 4-22 Rehabilitation including pavement, electrical and drainage improvements.

Scope of Basic Services: Engineering Design Services. (See Attachment A: Scope of Services)

Scope of Special Services: Topographic Survey, Geotechnical Investigation and RCP Assessment Report (Televising)

Client Manager / Project Coordinator: Nathan Coyle, ACE, Airport Manager

PA Program Manager: Andrew Holesko, CM, Vice President.

PA Project Manager: Bradley Wenthe, P.E.

<u>Basic Services Compensation and Method of Payment:</u>	Design & Bid	Not-to-Exceed:	\$ 130,010.00
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<u>Special Services Compensation and Method of Payment:</u>		Not-to-Exceed:	\$34,950.00
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<u>Total Project Cost:</u>		Not-to-Exceed:	\$ 165,000.00
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Schedules and Meetings: See Attachment A – Scope of Work

Deliverables: See Attachment A – Scope of Work
1. Contract Documents, Plans and Specifications for Preliminary, Pre-Final and Final (Bid) Documents.
2. Bid Tabulation and Recommendation of Award, if applicable.

"Consultant"
Passero Associates, LLC

"Client"
City of Fernandina Beach

BY: _____

BY: _____

Andrew Holesko, Vice President
Typed Name and Title

Dale L. Martin, City Manager
Typed Name and Title

ATTEST:

ATTEST:

BY: _____

BY: _____

Bradley J. Wenthe SE Regional Director
Name, Title

Name, Title

Date

Date

Attachment A - Scope of Work
Runway 4-22 Rehabilitation (Design Phase)
Fernandina Beach Municipal Airport, Fernandina Beach, Florida

I. Project Description

Runway 4-22 is 5,300 linear feet by 100-foot-wide asphalt-paved runway with paved shoulders. The project will involve the engineering design, data gathering and creation of bid contract documents for the Runway 4-22 rehabilitation. Project elements consist of:

1. Runway pavement rehabilitation of southwest 3,800-foot portion and all taxiway and runway intersection connections necessary to provide smooth transitional surfaces.
2. Removal and replacement of the edge lighting system, mandatory and directional runway signs, and associated infrastructure such as base cans, conduit and cable.
3. Drainage improvements to replace failed reinforced concrete pipe and install drainage facilities for the efficient flow of stormwater.

See attached Project Sketch for proposed project.

II. Basic Services

Passero Associates, LLC (Consultant) will provide the following basic services to assist the City of Fernandina Beach (City) with the Design Phase of the Runway 4-22 Rehabilitation Project. Project services shall be designed in accordance with applicable FAA standards including but are not necessarily not limited to:

Advisory Circular 150/5300-13A Change 1, Airport Design
Advisory Circular 150/5320-5D, Airport Drainage Design
Advisory Circular 150/5320-6F, Airport Pavement Design and Evaluation
Advisory Circular 150/5370-2G, Operational Safety on Airports During Construction
Advisory Circular 150/5370-10H, Standards for Specifying Construction of Airports

A. Joint Automated Capital Improvement Program (JACIP) and FAA Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) Assistance

The Consultant shall assist the City in the update to the Airport JACIP in the following areas:

1. Coordinate the Engineer's opinion of probable costs for design and construction with existing input in the JACIP
2. Update the JPM with Engineer's certifications of plans and specifications.
3. Upload plans and specifications into JPM.
4. Create "Non-Rule making Airport" (NRA) case on FAA OE/AAA site for FAA review of the project construction.

B. Grant Administration and Project Management Phase:

The Consultant shall aid the City by acting as its liaison and Project coordinator with FAA and FDOT during the Project's design. In addition, the Consultant shall assist the City in the preparation of paperwork required to secure funds for the Project. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Preparation of grant application packages; coordination of their execution by the City; and submission to the funding agencies.

2. During the Design Phase, to aid the City by acting as its liaison and Project coordinator with the funding agencies.
3. The construction budget for the Project is approximately \$2,300,000. The Consultant shall evaluate and validate the proposed construction budget and advise City at each phase of the Project. The Consultant shall advise the City as to options available for reducing construction costs to maintain the budget, if it appears likely that contractor bid prices will exceed this budget.
4. Perform Project management duties such as Project planning, invoice preparation, schedule coordination, coordination of design team and internal cost control.
5. Schedule coordination: Consultant shall provide continued coordination so that Project schedules are met for each phase of work included in this contract. Phases of design are dependent upon timely document.
6. The design schedule is anticipated to be

Receipt of Notice to Proceed (NTP)

Schematic Design (includes Field Data Collection)	90 days
Pre-Final Design	60 days
Final Design	60 days

C. Schematic Design Phase:

The Consultant will evaluate pavement rehabilitation and phasing alternatives through contacts with local authorities, review of the pre-application, field investigations, and a practical design approach. The Project's design will take advantage of local knowledge and experience and will utilize expertise from recent construction Projects to design a cost-effective Project. The specific services to be provided are the following:

1. Schedule and conduct a pre-design meeting with the City, FAA, and FDOT to review the scope, airport operational constraints related to Airport users and impact of pavement closures. Prepare and distribute meeting minutes.
2. Acquire and review record documents (such as plans, specifications, reports, and studies).
3. Perform a preliminary Project site inspection to familiarize the design team with the Project areas.
4. Acquire topographic field survey of the project area, perform a subsurface soils investigation including pavement coring, and televise select reinforced concrete pipe in the vicinity of Runway 4-22 to determine pipe condition and suitability of liner system and prepare report summarizing results.
5. Acquire the necessary soils and existing pavement investigation data, including borings, pavement cores, and test pits, as well as field and laboratory tests, to identify existing pavement conditions and subsurface soil characteristics.
6. Perform a preliminary environmental review, including review of the previous Master Plan. Complete appropriate NEPA forms and submit to the FAA, as required. A CATEx is assumed to be the appropriate documentation.
7. Develop pavement design in accordance with FAA Advisory Circular 150/5320-6, latest edition.
8. Develop schematic designs, including preliminary vertical alignment and horizontal geometric layouts.
9. Develop schematic construction safety phasing plans to support the above referenced pavement designs, including preliminary pavement horizontal geometric layouts, as needed.

D. Pre-Final (60%) Design Phase

The services to be performed during this Phase consist generally of services required to furnish the City with a set of Pre-Final Plans, Contract Document, Technical Specifications, and Engineer's Report.

The specific services to be provided or furnished for this Phase of the Project are the following:

1. Conduct site inspections to verify topographic survey, inventory pavement distresses, inventory visual aid features, and other Project-related existing physical features and facilities.
2. Finalize horizontal pavement geometrical layouts and place enough information on drawings to layout proposed pavements in field during construction, as needed.
3. Develop a design to develop pavement centerline profiles, typical sections, and other grading details for the proposed work, as needed.
4. Develop airfield lighting layouts.
5. Develop airfield marking layouts.
6. Evaluate the existing airfield drainage between Runway 4-22 and Taxiway C for any system upgrade that may be required. Develop preliminary drainage layouts.
7. Develop a draft storm water pollution prevention plan that encompasses all phases of the Project.
8. Prepare Contract Drawings (approximately 60% complete) providing enough detail for review of design concepts by the City, FAA, and FDOT.
9. Develop general provisions and overall City contract documents, as necessary.
10. Develop technical specifications expected to be required for the proposed work. Standard technical specifications shall be used whenever possible, with supplemental specifications developed by the Consultant.
11. Prepare a detailed opinion of probable construction cost to reflect the outcomes of Project design.
12. Perform an internal quality control review on all design documents.
13. Submit copies of pre-final design documents to the City, FAA, and FDOT for their review and comment.
14. Schedule and conduct a pre-final design review meeting to discuss and resolve any City comments and perform airfield site visit to verify pre-final design.

E. Final Design Phase

The services included under this Phase shall generally consist of services required to furnish the City with a complete set of Contract Documents for the Project, including Final Plans, Specifications, Engineer's Design Report, and opinion of probable construction costs. Services to be performed or furnished during this Phase may include revising the preliminary submittal information to comply with City comments and then completion of the final design. Plans and Specifications will be completed; final design will be coordinated with the City; and a complete set of bid documents will be furnished to the City. A final opinion of probable construction cost and the final Design Report will also be prepared and submitted. A final Construction Safety Phasing Plan (CSPP) and Construction Management Plan will be provided as well.

The specific services to be provided or furnished for this Phase of the Project are the following:

1. Finalize the grading and drainage system design.
2. Prepare final construction plans, supplemental documents such and construction phasing plans.
3. Prepare final quantity takeoffs for the bid schedule. This will include items shown on the drawings and/or described in the technical specifications.

4. Prepare a final probable construction cost utilizing the quantity takeoff and bid items previously developed.
5. Prepare final contract agreements and technical specifications.
6. Submit advance final documents to the City, FAA, and FDOT for final review and comment. The design team and the City will conduct a final design review meeting to discuss contents, costs and other comments.
7. Reproduce copies of the bid documents which include plans, specifications, and construction phasing plans, soil boring logs and typical cross sections. These documents will be supplied to the City.

After final comments are provided by the City, FAA and FDOT, Passero will develop a complete BID Set of contracts plans and specifications.

III. Special Services

1. Special services associates with this project are performing
 - a. Topographic survey
 - b. Geotechnical investigation
 - c. Drainage Pipe Assessment, to include televising existing stormwater drainage pipe.
2. This Phase of the Project does not include any other special services. However, if during the later stages of the design phase of this project, other special services are needed, such services shall be performed by the Consultant for additional compensation and only as requested and agreed to by the Consultant and City, and approved, in writing, by the City.

IV. Meetings, Presentations and Deliverables

1. Passero Associates will prepare for and attend the following meetings:
 - ◇ Project Design Kick-off Meeting
 - ◇ Project 60% Design Review Meeting with City, FAA, FDOT.
 - ◇ Project 100% Design Review Meeting with City, FAA, FDOT (if requested)
2. Passero Associates will provide the following deliverables to the City, FAA and FDOT:
 - ◇ FAA AIP Grant Pre-application and Application for signatures.
 - ◇ Preliminary Plans and Outline Specifications, Cost Estimate.
 - ◇ Pre-Final Plans and Specifications, Cost Estimate & Engineer's Report.
 - ◇ Final (Bid Set) Plans and Specifications, Cost Estimate & Final Engineer's Report.
 - ◇ Construction Safety Phasing Plan.
 - ◇ Construction Management Plan.

V. Exclusions

The following items are not included in this Work Order, but are anticipated to be included in a future authorization:

- ◇ Design of Relocation of PAPIs and extensive vault modifications, .
- ◇ Bidding Phase and Recommendation of Award Services
- ◇ Construction Administration
- ◇ Resident Project Representation or Construction Observation services.

End of Scope of Services



300' 0 300'



Client:
City of Fernandina Beach
700 Airport Rd.
Fernandina Beach, Florida, 32034

Passero Associates
10000 NW 10th Ave., Suite 200
Fort Lauderdale, FL 33324
Principal: Christopher A. Passero, C.E.
Project Manager: Bradley J. Bessie, P.E.
Designed by: Brian C. Bradley, E.I.

REVISIONS

NO. DATE BY

1 01/15/2019 BJB

2 05/01/2019 BJB

3 05/01/2019 BJB

4 05/01/2019 BJB

5 05/01/2019 BJB

6 05/01/2019 BJB

7 05/01/2019 BJB

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21 05/01/2019 BJB

22 05/01/2019 BJB

23 05/01/2019 BJB

24 05/01/2019 BJB

25 05/01/2019 BJB

SITE PLAN

Fernandina Beach
Municipal Airport

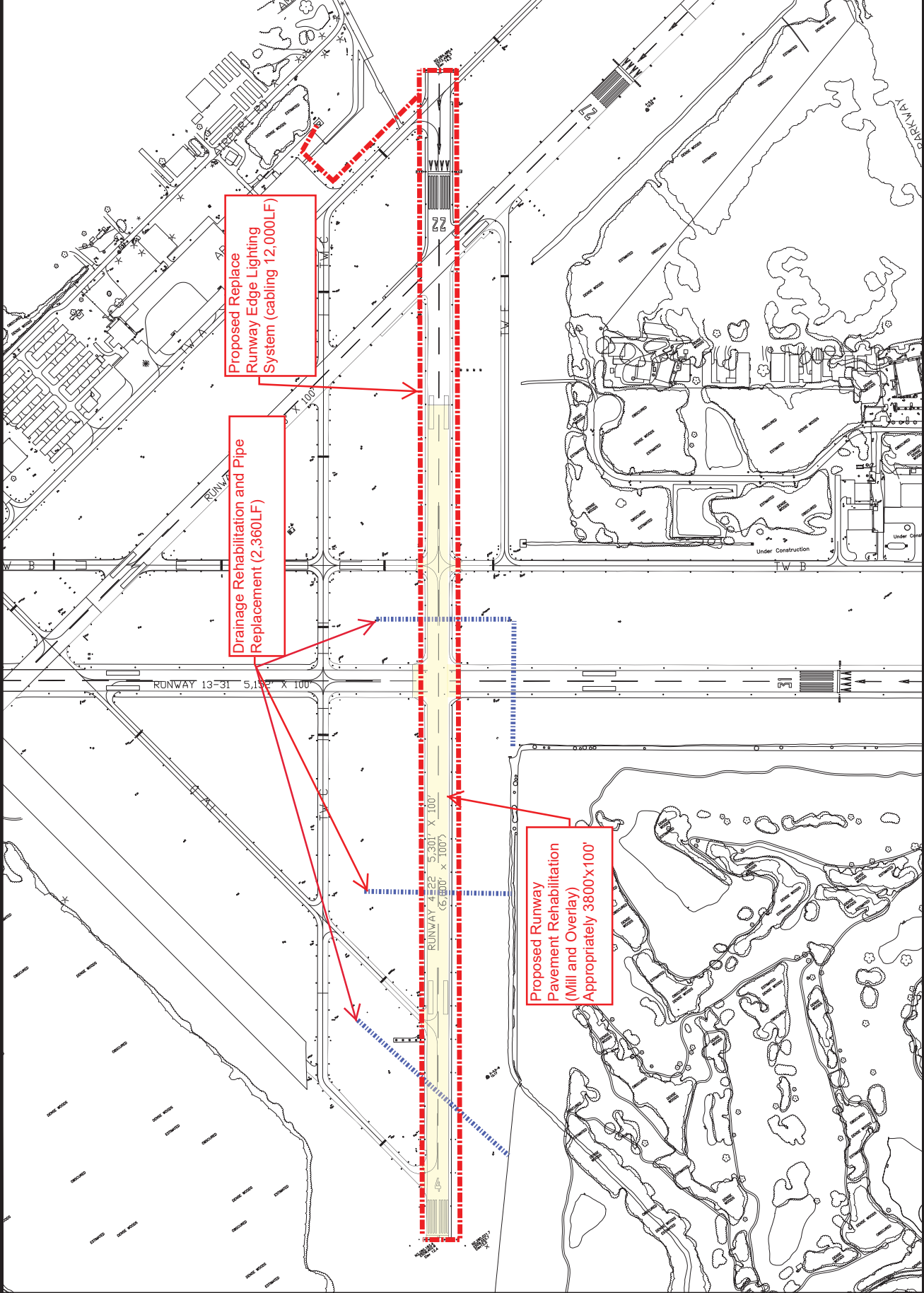
County: Nassau

State: Florida

Project No.: 990000047.0089

Drawing No.:

Date: May 2019



Schedule B
Passero Associates, LLC
Consultant Services Fees and Costs

Airport: FHB							
Project: Runway 4-22 Rehabilitation							
PA Project No: 99000047.0089							
Date: 5-17-2019							
Prepared By: BJW							
Project Phases	Project Tasks	Employee Classifications				Task Totals	Phase Totals
		Project Mgr.	Senior Engineer	Engineer	Grants Admin. Asst.		
A. JACIP	JACIP Coordination	2	2		4	315.00	315.00
B. Grant Administration & Project Management	Project Planning & Funding Agencies Coordination	1	1		8	277.50	3,500.50
	Preliminary Construction Budget	4		2	8	508.00	
	Grant Pre-Application Coordination & Submission	2	2		8	395.00	
	General Project Management	32				2,320.00	
C. Schematic Design (30%)	Start-up & Initial Site Inspection	8	8	12		1,288.00	11,377.00
	Data Collection & Sub Coordination	12	8	28		2,042.00	
	Develop Schematic Plans (Geom, Pave, Lighting)	16	48	120		6,800.00	
	Internal QA/QC	6				435.00	
	Review Meeting with City, FAA, FDOT	8		8		812.00	
D. PreFinal Design (60%)	Pre-Final Design Development						15,605.00
	Develop Construction Phasing and Operation Plan	4	12	16		1,294.00	
	Finalize Horizontal / Vertical Profiles	2	8	12		853.00	
	Pre-Final Plans (assume 50 sheets)		40	160		6,440.00	
	Update Engineer's Report	4	12	16	8	1,454.00	
	Opinion Cost Update and Design Report	8	12	24		1,816.00	
	Develop Construction Safety Phasing Plan	2	12	12		1,033.00	
	Develop Construction Management Plan	2	12	12		1,033.00	
	Internal QA/QC	12				870.00	
	Review Meeting with City, FAA, FDOT	8		8		812.00	
E. Final Design (100%)	Finalize Contract Plans (assume 50 sheets)	8	24	80		3,980.00	10,880.00
	Finalize Technical Specs	8	24		12	1,900.00	
	Finalize Contract Documents	4	1	16	16	1,119.00	
	Finalize Qty Takeoff	1	8	16		896.50	
	Finalize Opinion Cost and project reports	1	2	4		278.50	
	Finalize Construction Safety Phasing Plan	1	2	4		278.50	
	Finalize Construction Management Plan	1	2	4		278.50	
	Internal QA/QC	4	2		2	420.00	
	Final Review Meeting with City, FAA, FDOT	8		8	1	832.00	
	Finalize and Submit Bid Documents	2	8	8	8	897.00	
	Total Hours:	171	250	570	75		1,066
	Hourly Rate (2019):	72.50	45.00	29.00	20.00		
	Direct Salary Cost:	12,397.50	11,250.00	16,530.00	1,500.00		\$ 41,677.50
		Summary of All Fees and Costs:					
		Total Hours: 1,066					
		Total Direct Salary Costs: 41,678					
		Overhead (168% of Direct Labor Costs): 70,018					
		Total Labor Cost: 111,696					
		Fixed Fee (15% of Total Labor Cost): 16,754					
		Subtotal: 128,450					
		Total Direct Non-salary Expenses: 36,600					
		Total Cost (Labor, OH, Fixed Fee & Expenses): 165,050					
		SAY: \$ 165,000					
Travel: Number of Trips		8					
Travel: Mileage per Trip		125					
Travel: Cost per Mile		\$ 0.58					
Total Travel Costs:		\$ 575.00					
Per Diem: Number of Days		0					
Per Diem Rate		\$ -					
Total Per Diem Costs:		\$ -					
Fee for Geotechnical Investigation:		\$ 5,200.00					
Fee for Topo Survey:		\$ 19,800.00					
Fee for Pipe Inspection:		\$ 9,950.00					
Total Subconsultant Costs:		\$ 34,950.00					
Reproduction (copies, presentations, boards, plans)		\$ 925.00					
Miscellaneous Expenses		\$ 150.00					
Total Direct Non-salary Expenses		\$ 36,600.00					



AVCON, INC.
Engineers & Planners

8001 Belfort Parkway, Suite 200
Jacksonville, Florida 32256
Phone: (904) 701-0313
Fax: (904) 701-0314
www.avconinc.com

May 31, 2019

Mr. Nathan Coyle, ACE
Airport Director
City of Fernandina Beach Municipal Airport
700 Airport Road
Fernandina Beach, Florida 32034

VIA Email: ncoyle@fbfl.org

Reference: Independent Fee Estimate for Engineering Design Services
Work Order 19-89 Rehabilitation of Runway 4 - 22

Dear Mr. Coyle:

In accordance with our letter agreement, and the Scope of Work and detailed labor and compensation spreadsheet furnished by you, **AVCON, INC.** is pleased to provide our Independent Fee Estimate (IFE) for the above-noted project at the City of Fernandina Beach Municipal Airport (FHB). Based on our design experience with similar projects, and our IFE analysis, we have determined the design fee including supporting sub-consultants for Geotechnical Investigations, Survey, and Stormwater Pipe CCTV video to be **\$161,000 (Rounded)**. A copy of our detailed analysis based on project specific tasks is attached.

We appreciate this opportunity to serve you, and we look forward to supporting FHB with this and any future assignments. Should you have any questions regarding this matter, please do not hesitate to contact us. I can be reached on my mobile number at 407-467-0961, or email at rhpalms@avconinc.com.

Sincerely,

AVCON, INC.

A handwritten signature in blue ink that reads "Robert H. Palm". The signature is fluid and cursive, with the first name "Robert" and last name "Palm" clearly legible.

Robert H. Palm, P.E.
Senior Project Manager

Attachment

FERNANDINA BEACH MUNICIPAL AIRPORT
RUNWAY 4 - 22 REHABILITATION DESIGN IFE

Date	
Project	Runway 4/22 Rehab
Estimated Construction Cost	\$2,339,272.08
Estimated Service Duration	

FHB Runway 4-22 Rehabilitation Design - Independent Fee Estimate

Project Phases	Project Tasks	Employee Classifications						Justification or Objective
		Project	Senior	Engineer	Grants Admin.	Independent Estimate	Difference	
		Mgr.	Engineer		Asst.			
A. JACIP	JACIP Coordination	4	2	4	6			
B. Grant Administration & Project Management	Project Planning & Funding Agencies Coordination	4	2	4	6			
	Preliminary Construction Budget	2	4	8	2			
	Grant Pre-Application Coordination & Submission	4	2	4	4			
	General Project Management	36	0	4	8			
	Subtotal Hours	50	10	24	26			
Hourly Rate		\$ 57.27	\$ 49.62	\$ 41.66	\$ 23.98	Subtotal		
Subtotal Raw Labor		\$ 2,863.50	\$ 496.20	\$ 999.84	\$ 623.48	\$ 4,983.02		
C. Schematic Design (30%)	Start-up & Initial Site Inspection	8	8	8	0			
	Data Collection & Sub Coordination	8	8	12	0			
	Develop Schematic Plans (Geom, Pave, Lighting)	4	8	20	0			
	Internal QA/QC	8	8	0	0			
	Review Meeting with City, FAA, FDOT	4	4	0	0			
Subtotal Hours	32	36	40	0				
Hourly Rate		\$ 57.27	\$ 49.62	\$ 41.66	\$ 23.98	Subtotal		
Subtotal Direct Labor		\$ 1,832.64	\$ 1,786.32	\$ 1,666.40	\$ -	\$ 5,285.36		
D. PreFinal Design (60%)	Pre-Final Design Development	4	12	16	0			
	Develop Construction Phasing and Operation Plan	2	8	12	0			
	Finalize Horizontal / Vertical Profiles	0	4	12	0			
	Pre-Final Plans (assume 50 sheets)	4	36	120	0			
	Update Engineer's Report	2	8	16	4			
	Opinion Cost Update and Design Report	2	4	8	0			
	Develop Construction Safety Phasing Plan	4	8	12	0			
	Develop Construction Management Plan	4	8	12	2			
	Internal QA/QC	8	4	0	0			
	Review Meeting with City, FAA, FDOT	6	6	0	2			
Subtotal Hours	36	98	208	8				
Hourly Rate		\$ 57.27	\$ 49.62	\$ 41.66	\$ 23.98	Subtotal		
Subtotal Direct Labor		\$ 2,061.72	\$ 4,862.76	\$ 8,665.28	\$ 191.84	\$ 15,781.60		
E. Final Design (100%)	Finalize Contract Plans (assume 50 sheets)	12	48	140	0			
	Finalize Technical Specs	8	12	16	4			
	Finalize Contract	4	4	0	8			
	Finalize Qty Takeoff	0	4	8	0			
	Finalize Opinion Cost and project reports	0	2	6	4			
	Finalize Construction Safety Phasing Plan	3	4	6	0			
	Finalize Construction Management Plan	3	4	6	0			
	Internal QA/QC	8	8	0	0			
	Final Review Meeting with City, FAA, FDOT	6	6	0	2			
	Finalize and Submit Bid	4	6	6	4			
	Subtotal Hours	48	98	188	22			
Hourly Rate		\$ 57.27	\$ 49.62	\$ 41.66	\$ 23.98	Subtotal		
Subtotal Direct Labor		\$ 2,748.96	\$ 4,862.76	\$ 7,832.08	\$ 527.56	\$ 15,971.36		

FERNANDINA BEACH MUNICIPAL AIRPORT
RUNWAY 4 - 22 REHABILITATION DESIGN IFE

						Grand Total Hours		
Grand Total Hours		166	242	460	56	924		
		\$ 57.27	\$ 49.62	\$ 41.66	\$ 23.98	Grand Total Direct Labor		
Hourly Rate								
Grand Total Direct Labor		\$ 9,506.82	\$ 12,008.04	\$ 19,163.60	\$ 1,342.88	\$ 42,021.34		
Travel: Number of Trips		Travel: Number of Trips		8				
Travel: Mileage per Trip		Travel: Mileage per Trip		240				
Travel: Cost per Mile		Travel: Cost per Mile		\$ 0.58				
Total Travel Costs:		Total Travel Costs:		\$ 1113.60				
Per Diem: Number of Days		Per Diem: Number of Days		0				
Per Diem Rate		Per Diem Rate		N/A				
Total Per Diem Costs:		Total Per Diem Costs:		0				
Fee for Geotechnical Investigation:		Fee for Geotechnical Investigation:		\$ 3,500.00				
Fee for Topo Survey:		Fee for Topo Survey:		\$ 16,000.00				
Fee for Pipe Inspection:		Fee for Pipe Inspection:		\$ 9,000.00				
Total Subconsultant Costs:		Total Subconsultant Costs:		\$ 28,500.00				
Reproduction (copies, presentations, boards, plans)		Reproduction (copies, presentations,		\$ 1500.00				
Miscellaneous Expenses		Miscellaneous Expenses		N/A				
Subtotal:				\$ 1500.00				
Total Direct Non-salary Expenses		Total Direct Non-salary Expenses		\$ 31,113.60				
Summary of All Fees and Costs:		Summary of All Estimate Fees and Costs:						
Total Hours:		Total Hours:		924				
Total Direct Salary Costs:		Total Direct Salary Costs:		\$42,021				
Overhead (168% of Direct Labor Costs):		Overhead (168% of Direct Labor Costs):		\$70,596				
Total Labor Cost:		Total Labor Cost:		\$112,617				
ed Fee (15% of Total Labor Cost):		ed Fee (15% of Total Labor Cost):		\$16,893				
Subtotal:		Subtotal:		\$129,510				
Total Direct Non-salary Expenses:		Total Direct Non-salary Expenses:		\$31,114				
Total Cost (Labor, OH, Fixed Fee & Expenses):		Total Cost (Labor, OH, Fixed Fee & Expenses):		\$160,623				

CITY OF FERNANDINA BEACH FACILITIES USE AGREEMENT

This FACILITIES USE AGREEMENT (herein after called the AGREEMENT) is made and entered into this _____ day of July, 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 Driving Dynamics, Inc. whose address is 258 Chapman Road, Suite 201, Newark, DE 19702 (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 Defensive Driver Safety Training Classes.

NOW, THEREFORE, the parties agree as follows:

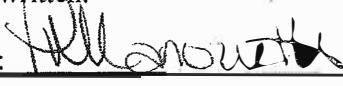
1. USER shall be permitted to use the FACILITY described above for the purpose of conducting its driver training classes during the period of July 2, 2019 through July 2, 2020 subject to the following:
 - a. The requested date(s) of use must be approved in writing by the Fernandina Beach Municipal Airport Director at least 5 business days prior to the requested event dates.
 - b. Use of the FACILITY on approved dates will be between the hours of 8 AM and 5 PM EST. Setup on the FACILITY may occur outside of these hours at the discretion of the Fernandina Beach Municipal Airport Director, however driver training will only be conducted within the hours of 8 AM until 5 PM.
2. USER will set up and use the FACILITY for days approved by the CITY on the remote parking pavement area between Runway 9/27 and Taxiway C (Closed Runway 18/36).
3. USER shall pay CITY the sum of \$925.00 per day for use of FACILITY during the period designated, payable prior to each approved use of the FACILITY. Any use of airport facilities outside of the closed runway area, such as the airport conference room, will be assessed a fee at the then current rate for use of such facility, and may require a separate 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 that covers the event dates for approved use of the FACILITY, 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 to provide coverage on all days of approved for use 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: Paula Lanouette, Logistics Manager
258 Chapman Road, Suite 201
Newark, DE 19702

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: Paula Lanouette
Driving Dynamics
Its: Logistics Manager

By: _____
Dale L. Martin
Its: City Manager

101 _____
Employer ID #

By: _____
Caroline Best
Its: City Clerk

Approved as to Form and Legality:

Tammi E. Bach, City Attorney



MEMORANDUM

TO: AIRPORT ADVISORY COMMISSION

FROM: AIRPORT MANAGER

DATE: June 13, 2019

RE: MONTHLY REPORT

-
- The City's Planning Board will again review proposed revisions to the airport's architectural standards during its June 12th meeting. I will be present to assist the discussion and will report back to the AAC with comments for discussion, if applicable. I received some comments from the PAB and have included the most recent rendition of draft standards to the agenda for the upcoming AAC meeting.
 - The bid opening for demolition of office space at the old FBO building/hangar will take place on Friday/June 7th at 2 PM in the City Commission Chambers. I will report back to the AAC with the outcome of the bid opening during the next meeting.
 - Striping of Runway 13/31 has been completed. Final project cost was \$49,904.42 and I will be coordinating for grant reimbursement, in the amount of \$40,000, from FDOT in the coming weeks to close out the project.
 - I am still awaiting feedback or the outcome of review by the Attorney General regarding application of ad valorem taxes to City-owned hangars rented for aircraft storage. Once a response is received, I will forward it on to the AAC and airport tenants.
 - Bonhams and Butterfields Auctioneer Corporation has executed an agreement with the City of Fernandina Beach (Golf Course) to continue holding its event at the golf course during the years of 2021 – 2024. I anticipate, based on this information, that the airport will have a continued relationship for parking of vehicles in the field East of Runway 9/27 in support of the event during these years.
 - The airport received concurrence from the FAA to place dredge sediment on airport property on May 17th. I anticipate that the transfer of sediment to airport property will begin in mid-to-late June and that the process will take roughly 3 – 4 weeks. Airport staff

has conducted a pre-construction meeting with dredging contractors and have established the footprint for placement of material as well as parameters for access/control of the process to place material on the airport.

- As previously mentioned, 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. The organization is currently conducting site feasibility work to determine if there is interest in having this discussion with the City regarding potential relocation to the airport. I will be meeting with representatives from this agency on June 12th to look at airport property (inside and outside the fence). Initially, it was anticipated that the agency would visit with the AAC during the June meeting, however this has been postponed until site feasibility work is completed. I will report back to the AAC with any updates as they are received.
- The FDOT pavement inspection team conducted an inspection of airport pavements on May 6th and May 7th. Once a report is generated by FDOT, I will share it with the AAC.
- Developers will return to the City Commission for continued discussion regarding the Amelia River Golf Course property during the Tuesday/June 18th meeting. This discussion will be held during a workshop with the City Commission at 5 PM. I have been working with an appraiser to conduct a valuation of the Amelia River Golf Course property, as well as the undeveloped property West of closed Runway 18/36, and will look to have that work completed within the coming weeks. The outcome of this work will provide a recommended fee simple market value as well as an estimated fair market rent value of the properties.
- 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.
- I will present work orders from Passero for the design of the Runway 4/22 rehabilitation project and fuel farm rehabilitation project during the upcoming AAC meeting for review/recommendation by the AAC before presenting to the City Commission.
- 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.