AGENDA
AIRPORT ADVISORY COMMISSION
REGULAR MEETING
JULY 11, 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 June 13, 2019 Regular AAC Meeting

4. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA

5. OLD BUSINESS

5.1 GPS Procedure Development Update

5.2 Airport Architectural Standards Process Update

5.3 Airport Financials

6. NEW BUSINESS

6.1 FY 19/20 Airport Budget Development

6.2 T-Hangar Exclusivity 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.

DRAFT

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: Kent McKee

   Others Present: Nathan Coyle (Staff Assistant) Matthew Drahzal, Melissa Drahzal, Anne Kendel, Don Clark, Andrew Curtin, Candis Whitney, Sam Lane, Robert Kozakoff, and Tracine Anderson.

3. **Approval of Minutes**

   3.1 May 9, 2019 AAC Meeting – Approval of Minutes: Mr. Coyle presented the minutes for consideration of the AAC.

   A motion was made by Member Hostetter, seconded by Member Gill, to approve the May 9, 2019 AAC Regular Meeting 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:** Ms. Tracine Anderson read a public comment provided from Bent Wing Flight Services. The public comment recited by Ms. Anderson is attached to these minutes.

5. **Old Business:**

   5.1 Amelia River Golf Course Process Update

   Airport Manager Coyle provided an updated to AAC members on the proposal for re-development of the Amelia River Golf Course property. Mr. Coyle stated that a workshop would be held with the City Commission on June 18, 2019 at 5 PM in the City Commission Chambers, at which time Mr. Leggett and his development team would provide an overview of the proposal for use of property. Member Edlin asked for clarification as to the process and how/where the AAC provides input or recommendations. Mr. Coyle stated that it was his understanding that in July the City Commission would consider the development proposal and direct staff to either continue discussions and negotiation of a ground lease or direct staff to discontinue discussions on the matter. Mr. Coyle stated that if discussions were to continue then he would anticipate the site plan and draft ground lease would be routed through the AAC for recommendation.

   5.2 Financial Report

   Airport Manager Coyle presented the monthly financial report. There was no discussion on the report.

5.3 Architectural Standards Revision Update

Airport Manager Coyle stated that the draft architectural standards would be presented as an ordinance for first reading to the City Commission during its July 2, 2019 meeting. Mr. Coyle also stated that he had received some feedback from the FAA regarding the idea of specifying a defined location on the ALP for private T-Hangar development, and that he recommended that the group discuss this during its next AAC meeting in July.

5.4 Airport T-Hangar Waiting List Policy – Final Draft Review/Recommendation Request

Airport Manager Coyle presented the final draft of the T-Hangar Waiting List Policy and mentioned that he had made revisions from the previous meeting, specifically to increase allowable days to consider an offer of a hanger from five to ten days. Mr. Coyle stated that this policy would be considered as a resolution for the City Commission and asked for a recommendation from the group.

A motion was made by Member Edlin, seconded by Member Austin, to recommend that the City Commission approve the draft Airport T-Hangar Waiting List Policy as presented to the AAC. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

6. New Business:

6.1 Fuel Farm Rehabilitation Project Design – Work Order Recommendation Request

Mr. Coyle presented a work order from Passero Associates for design and bid phase services to rehabilitate the airport's fuel farm. Mr. Coyle stated that, given the project budget, replacement of the AVGAS and JET-A tank with two JET-A and one AVGAS tank would be the recommended scope of project. Mr. Coyle stated that pricing of tank acquisition and the potential to relocate the AVGAS self-service component were evaluated and that relocation of an AVGAS tank and self-service component would exceed the project budget available. Mr. Coyle also expressed that, in discussion with the FBO, addition of a second JET-A tank would allow more efficient flow of JET-A fuel, specifically during peak operating times at the airport. Finally, Mr. Coyle stated that FDOT has reviewed and concurred with the draft work order from Passero for design/bid services.

A motion was made by Member Edlin, seconded by Member Hostetter, to recommend that the City Commission approve the Work Order 19-88 for design and bid phase services for rehabilitation of the airport's fuel farm. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

6.2 Runway 4/22 Rehabilitation Project Design – Work Order Recommendation Request

Mr. Coyle presented a work order from Passero Associates for design services related to the rehabilitation of Runway 4/22, programmed for execution under design and construction grants from the FAA and FDOT. Mr. Coyle also presented an independent fee estimate executed by AVCON as required by the FAA as a part of the concurrence for services and fees related to the work order.

A motion was made by Member Gill, seconded by Member Austin, to recommend that the City Commission approve the Work Order 19-89 for design of a future project to rehabilitate Runway 4/22 under grants from the FAA and FDOT. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

6.3 Driving Dynamics – Continuing Agreement Review/Recommendation Request

Airport Manager Coyle presented a facility use agreement drafted with the intent to authorize the Airport Director to approve use of the airport's decommissioned runway for rental to Driving Dynamics in provision of driver safety courses on the surface. Mr. Coyle stated that the airport was unable to accommodate use of the surface on a few occasions when there was not enough lead-time to coordinate for approval of individual facility use agreements for approval by the City Commission, which led to the drafting of the proposed agreement.

A motion was made by Member Austin, seconded by Member Edlin, to recommend that the City Commission approve the Continuing Facility Use Agreement between the City of Fernandina Beach and Driving Dynamics, Inc. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

7. Airport Manager and Staff Reports:

Mr. Coyle presented the monthly staff report for questions or comments. There was no discussion or questions from the group.

8. Commission Member Reports and Comments:

Member Piscitello asked 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. Mr. Coyle stated that Ms. Bach had stated that June or July would be the expected response timeline.

Member Edlin asked for an update on the dredge sediment placement on the airport. Mr. Coyle stated that he was still awaiting a schedule for placement of the material on the airport. Member Edlin asked where the material would be placed, and Mr. Coyle stated that it would be placed in the same location on the Northwest parcel of the airport, where it had been placed previously. Mr. Coyle stated that he intends for the mounds that were a result of the last placement project to be flattened and improved as a part of this project to allow airport staff to better maintain that area.

Member Hostetter made mention of an error in the May meeting minutes that were approved earlier in the meeting as the minutes showed an AAC member as present and absent. Mr. Coyle stated that he would make that correction to the minutes before they are finalized.

Member Hostetter asked if the CAP trailer to be removed in the demolition project could be used by the Fire Department. Mr. Coyle stated that he had not considered this but would check with the Fire Department to see if there could be a use.

9. **Next Meeting Date:** Thursday July 11, 2019.

10. **Adjournment:** There being no further business to come before the Airport Advisory Commission, the meeting was adjourned at 7:25 p.m.

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Secretary Chuck Colcord, Chairperson

Attachment:
Public Comment from Bent Wing Flight Services

Greetings from Rome. Kathryn and I are enjoying our first extended vacation since opening the FBO last April. However, we are very disappointed that we are missing this AAC meeting!

As most of you know, we have hired Tracine Anderson to be the General Manager of the FBO. Tracine brings many years of FBO management experience to the Bent Wing management team and is currently relocating to Fernandina Beach. Tracine's oversight of the day to day management is going to allow Kathryn and I to focus more on the continued growth and expansion of FBO services.

As we have discussed in previous AAC meetings, one of my goals is to develop additional hangars at the airport. As part of the City's 2015 RFQ for FBO services, Bent Wing offered to help fund the development of a corporate bulk hangar to be used to accommodate both transient and locally based aircraft fund via a private/public partnership. I strongly believe that in order to increase the fuel flowage at the airport we need to be able to accommodate larger aircraft that desire to be based at KFHB. Not only will this increase fuel revenues for both the City and the FBO, it will also generate additional aviation jobs for the community.

In addition to the bulk hangar offer, Bent Wing has also offered funding for the development of additional T-hangars. This has been a repeated topic of AAC discussions for the past 6 months and I have been under the impression that the AAC was supportive of both private and/or a public-private partnership to develop T-hangars.

After reviewing the agenda packet for tonight's meeting, I would like to direct your attention to item 5 under the section of Hangars/Buildings in the clean draft of the new architectural standards that are currently being proposed. Item 5 states that the City is the only entity that can build T-hangars. I believe this item is contrary to the desire of the AAC and tenants who wish to have additional T-hangars developed at the airport. Leaving this item in the architectural standards will make it impossible for the FBO to build T-hangars unless we request, and receive, a variance to the architectural standards. I would request that we have additional discussion on this topic before the standards are finalized and adopted by the city commission.

The last item of public comment I would like to make concerns the development proposal for the Amelia River Golf Course. While there are certain aspects of the proposal that I believe would be beneficial to the airport - such as a hotel, meeting space and hangar development - there are aspects of the proposal that I do not believe are consistent with the quality of life that we enjoy on Amelia Island. I oppose the development of a race track, go cart track or any amusement type of activity on airport property that would generate excessive noise and traffic on the Parkway and Buccaneer Trail.

I know that Mr. Coyle is working with an appraiser to get a market value assessment of the land that will be used in the proposed development on airport property, and I would encourage everyone involved in the negotiations to wait on that appraisal. In my opinion, the lease rate that the developer has proposed is far below the market rate that should be paid if the city moves forward with extending the lease. The published non-aeronautical rate that has been used by the city in the past for other airport leases is 35 cents per square foot.

Even If the final development acreage proposed requires 100 acres, my calculations based on the City's own published rates would be over 1.5M dollars in annual lease payments to the airport enterprise fund. I'm sure that there would be discounts based on the amount of acreage used and that the amount of investment dollars would also be taken into consideration, however it is my opinion that the amount of lease payment the developer has offered to the city is far below the rates that have been negotiated with other airport leases. If this lease extension is granted, the Airport should make sure it gets the fair market value and ensure that the airport enterprise fund is compensated for the value of the land being considered. I want to thank Mr. Coyle for pushing forward with a fair market assessment of the land that is being considered in the developers lease.

Thank you for allowing Tracine to deliver my comments. See you at next month's meeting.

Ciao.

Brian

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REVENUES

	BUDGET 2018-2019	YTD	Percentage
33120 FEMA GRANT	-	14,777.93	100.0%
33220 FAA GRANT	293,000	167,642.90	57.2%
33323 FDOT GRANT	87,000	39,923.54	45.9%
33420 FEMA STATE GRANT	-	2,462.99	100.0%
34704 RENTALS NON-TAXABLE		650.00	100.0%
34720 RENTALS		2,557.62	100.0%
34970 FUEL SALES	20,000	25,113.20	125.6%
34971 LEASE PAYMENTS - LAND LEASE	68,439	57,789.00	84.4%
34972 LEASE PAYMENTS - BUILDING LEASE		3,137.84	100.0%
34973 LAND LEASE - AMELIA RIVER	205,960	152,957.96	74.3%
34974 LAND LEASE PAYMENTS - NON-TAXABLE	37,105	25,630.00	69.1%
34975 RENT/LEASE PAYMENTS - City Built	321,192	203,256.30	63.3%
34976 8 FLAGS RENT (TAXABLE)	67,017	36,359.22	54.3%
34978 8 FLAGS RENT - NON-TAXABLE	50,266	46,906.05	93.3%
34979 TRANSIENT REVENUE	-	7,157.51	100.0%
36110 INTEREST			
36420 INSURANCE PROCEEDS		0.00	
36800 CAPITAL CONTRIBUTION		0.00	
38410 LOAN PROCEEDS		0.00	
36990 OTHER REVENUE	95,700	112,262.12	117.3%
36991 PARKING REVENUE	2,004	3,144.80	156.9%
36995 LATE FEES	-	233.83	100.0%
36992 GAIN ON SALE OF ASSETS			
38101 TRANSFERS IN GENERAL FUND		0.00	
38910 CASH BALANCE FORWARD	40,900	0.00	0.0%
TOTAL	1,288,583	901,962.81	70.0%

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		BUDGET 2018-2019	YTD	Percentage
PERSONNEL SERVICES				
51200	SALARIES	122,210	92,328.60	75.55%
51300	TEMPORARY	-	0.00	
51350	PART TIME	-	0.00	
51400	OVERTIME	-	0.00	
52100	FICA	9,349	6,372.29	68.16%
52200	RETIREMENT	36,594	29,395.81	80.33%
52300	HEALTH	29,701	24,705.83	83.18%
52301	LIFE	605	582.80	96.33%
52350	OPEB COSTS	1,756	1,463.30	83.33%
52400	WORKERS' COMP	2,150	1,791.70	83.33%
52500	UNEMPLOYMENT			
	TOTAL	202,365	156,640.33	77.40%
OPERATING EXPENSES				
53100	PROFESSIONAL SERVICES	25,000	27,590.19	110.36%
53200	AUDIT	6,795	4,530.00	66.67%
53400	CONTRACTUAL	47,440	32,139.89	67.75%
53900	AUTO ALLOWANCE		0.00	
53910	HOUSING ALLOWANCE	-	0.00	
54000	TRAINING/TRAVEL	3,000	1,266.86	42.23%
54100	COMMUNICATIONS	1,920	1,335.64	69.56%
54101	COMMUNICATIONS - CELL	2,000	1,053.47	52.67%
54103	COMMUNICATIONS - INTERNET	5,750	2,148.50	37.37%
54200	POSTAGE	150	7.98	5.32%
54300	UTILITIES - ELECTRIC	45,000	24,577.54	54.62%
54310	UTILITIES - WATER & SEWER	14,504	7,922.83	54.63%
54500	INSURANCE	45,052	37,543.30	83.33%
54610	R/M GROUNDS	108,000	55,939.09	51.80%
54620	R/M EQUIPMENT	1,500	311.40	20.76%
54630	R/M VEHICLES-LABOR	4,000	5,652.50	141.31%
54640	R/M VEHICLES-MATERIALS	4,000	6,253.95	156.35%
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	6,083.30	83.33%
55100	OFFICE SUPPLIES	6,300	4,554.82	72.30%
55200	OPERATING SUPPLIES	735	769.75	104.73%
55210	UNIFORMS	400	112.50	28.13%
55230	FUEL	8,000	3,137.47	39.22%

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	BUDGET 2018-2019	YTD	Percentage
55400 BOOKS/SUBS/DUES	725	655.00	90.34%
TOTAL	341,921	225,316.15	65.90%
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	584,950	225,569.6	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	114,832	18,932.4	
DEPARTMENT TOTAL	1,288,583	626,458.5	48.62%

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	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2017-2018	BUDGET 2018-2019	Projection 2018-2019	BUDGET 2019-2020	INCR/ DECR
REVENUES							
33120 FEMA GRANT							0.0%
33220 FAA GRANT	77,006	338,713	350,000	293,000	150,000	2,143,000	631.4%
33323 FDOT GRANT	581,781	1,153,299	1,625,000	87,000	81,500	505,500	481.0%
33420 FEMA STATE GRANT							
33440 OTHER GRANT	87,920	780,172	470,000				0.0%
34970 FUEL SALES	35,044	31,211	35,000	20,000	25,000	24,800	24.0%
34971 LEASE PAYMENTS - LAND LEASE	47,136	66,932	37,240	68,439		69,797	2.0%
34972 LEASE PAYMENTS - BUILDING LEASE							
34973 LAND LEASE - AMELIA RIVER	204,808	209,988	199,500	205,960	200,000	205,960	0.0%
34974 LAND LEASE PAYMENTS - NON-TAXABLE	36,265	33,349	33,295	37,105	37,000	37,105	0.0%
34975 RENT/LEASE PAYMENTS - City Built	251,249	272,138	306,503	321,192	310,000	293,707	-8.6%
34976 8 FLAGS RENT (TAXABLE)				67,017	67,000	50,266	-25.0%
34978 8 FLAGS RENT - NON-TAXABLE				50,266	50,266	67,017	33.3%
36110 INTEREST							
36420 INSURANCE PROCEEDS	79,196	133,633					0.0%
36800 CAPITAL CONTRIBUTION		10,101					0.0%
38410 LOAN PROCEEDS		1,000,000	1,000,000				0.0%
36990 OTHER REVENUE	75,205	58,271	90,000	95,700	115,000	112,650	17.7%
36991 PARKING REVENUE				2,004	1,500	2,004	0.0%
36995 LATE FEES	-	2,803					0.0%
36992 GAIN ON SALE OF ASSETS	1,643						
38101 TRANSFERS IN GENERAL FUND							0.0%
38910 CASH BALANCE FORWARD	1,081,817	1,057,251	1,020,700	40,900	253,433	173,581	324.4%
TOTAL	2,559,070	5,147,861	5,167,238	1,288,583	1,290,699	3,685,387	186.0%

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	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2017-2018	BUDGET 2018-2019	Projection 2018-2019	BUDGET 2019-2020	INCR/ DECR
PERSONNEL SERVICES							
51200 SALARIES	90,216	122,281	119,340	122,210	120,857	128,570	5.2%
51300 TEMPORARY			-	-		-	0.0%
51350 PART TIME			-	-		15,809	0.0%
51400 OVERTIME			-	-		-	0.0%
52100 FICA	7,246	8,665	9,130	9,349	9,246	11,045	18.1%
52200 RETIREMENT	37,199	39,100	40,600	36,594	36,594	30,806	-15.8%
52300 HEALTH	10,259	28,281	18,448	29,701	29,701	29,687	0.0%
52301 LIFE	417	593	743	605	605	713	17.9%
52350 OPEB COSTS	785	792	785	1,756	1,756	1,756	0.0%
52400 WORKERS' COMP	1,651	2,067	2,067	2,150	2,150	3,150	46.5%
52500 UNEMPLOYMENT							0.0%
TOTAL	147,773	201,779	191,113	202,365	200,909	221,536	9.5%
OPERATING EXPENSES							
53100 PROFESSIONAL SERVICES	17,750	22,300	40,000	25,000	25,000	25,000	0.0%
53200 AUDIT	6,795	6,795	6,795	6,795	6,795	6,795	0.0%
53400 CONTRACTUAL	23,176	42,270	53,535	47,440	45,000	54,790	15.5%
53900 AUTO ALLOWANCE							0.0%
53910 HOUSING ALLOWANCE	3,250	1,750	2,000	-	-	-	0.0%
54000 TRAINING/TRAVEL	3,773	1,071	3,000	3,000	3,000	3,000	0.0%
54100 COMMUNICATIONS	1,662	1,467	1,922	1,920	1,920	2,203	14.7%
54101 COMMUNICATIONS - CELL	1,001	1,385	2,000	2,000	2,000	2,000	0.0%
54103 COMMUNICATIONS - INTERNET	2,226	2,041	5,750	5,750	5,750	5,750	0.0%
54200 POSTAGE	14	88	100	150	100	100	-33.3%
54300 UTILITIES - ELECTRIC	20,283	22,861	20,000	45,000	42,000	42,000	-6.7%
54310 UTILITIES - WATER & SEWER	8,654	11,768	11,000	14,504	14,000	13,400	-7.6%
54500 INSURANCE	39,145	43,191	47,928	45,052	45,052	42,349	-6.0%
54610 R/M GROUNDS	45,886	269,229	78,000	108,000	108,000	94,000	-13.0%
54620 R/M EQUIPMENT	730	1,286	1,500	1,500	1,500	1,500	0.0%
54630 R/M VEHICLES-LABOR	3,461	2,894	3,500	4,000	4,000	4,000	0.0%
54640 R/M VEHICLES-MATERIALS	3,741	4,842	3,500	4,000	4,000	5,000	25.0%
54700 PRINTING	1,926	217	2,500	2,350	2,350	1,057	-55.0%

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	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2017-2018	BUDGET 2018-2019	Projection 2018-2019	BUDGET 2019-2020	INCR/ DECR
54800 PROMOTIONAL	2,532	2,721	1,500	2,000	2,000	1,000	-50.0%
54900 MISCELLANEOUS	-	-	-	-	30,000	30,000	0.0%
54902 BAD DEBT EXPENSE	5,281						0.0%
54910 BILLING COST	7,000	7,000	7,000	7,300	7,300	7,300	0.0%
55100 OFFICE SUPPLIES	53	40	300	6,300	6,300	7,300	15.9%
55200 OPERATING SUPPLIES	3,526	1,945	4,810	735	735	2,285	210.9%
55210 UNIFORMS	182	22	300	400	400	400	0.0%
55230 FUEL	7,107	7,487	8,500	8,000	8,000	5,000	-37.5%
55400 BOOKS/SUBS/DUES	605	655	725	725	725	525	-27.6%
TOTAL	209,759	455,325	306,165	341,921	365,927	356,754	4.3%
CAPITAL OUTLAY							
56200 BUILDINGS		4,239,984	3,845,000	-		-	0.0%
56300 IMPROVEMENTS	1,048,875	53,407	225,000	583,950	435,450	2,850,250	388.1%
56400 MACH./EQUIP.	18,292	4,829	-	-		30,000	0.0%
56401 MACH./EQUIP. Non-CAP			5,500	1,000		1,000	0.0%
TOTAL	1,067,167	4,298,220	4,075,500	584,950	435,450	2,881,250	392.6%
57000 SETTLEMENT EXP							0.0%
57100 PRINCIPAL	60,000	72,000	198,000	77,000	77,000	79,000	2.6%
57200 INTEREST	17,120	37,091	52,266	37,832	37,832	35,605	-5.9%
57300 FINANCING COSTS		39,972	36,000	-		-	0.0%
TOTAL	77,120	149,063	286,266	114,832	114,832	114,605	-0.2%
59100 TRANS TO G F / Repay GF Loan			-	-		-	0.0%
59900 CONTINGENCY				-		-	0.0%
59990 RESERVE	1,057,251	43,474	308,194	44,515	173,581	111,242	149.9%
	1,057,251	43,474	308,194	44,515	173,581	111,242	149.9%
DEPARTMENT TOTAL	2,559,070	5,147,861	5,167,238	1,288,583	1,290,699	3,685,387	186.0%

City of Fernandina Beach

Five Year Capital Plan

Annual Budget 2019- 2020

Priority A:
1. Capital Improvements needed to protect public health and safety.
2. Capital Improvements needed to fulfill a State or Federal mandate.
3. Capital Improvements needed to fulfill a legal or regulatory requirement.
4. Capital improvements needed to complete an ongoing project.
5. Capital improvements that are shovel ready (funding, permits, etc. are in place).
6. Capital improvements needed to correct existing deficiencies or maintenance issues.

Priority B:
1. Capital Improvements needed to meet or maintain adopted level of service standards.
2. Capital improvements needed to implement adopted plans or studies.
3. Capital improvements that are eligible for grant funding.
4. Capital improvements that will promote economic development.
5. Capital improvements that will reduce operating and/or maintenance costs.

Priority C:
1. Capital Improvements that will increase efficient use of existing public facilities where the economic benefit that results from the improvement exceeds the economic cost of making the improvement.
2. Capital Improvements that will promote redevelopment and/or infill development.

Priority D:
1. Capital Improvements needed to accommodate projected new development, that are consistent with the FLUM, and which represent a logical extension of public facilities.
2. Capital Improvements needed to serve developments that were approved prior to the adoption of this Fernandina Beach Comprehensive Plan.

Priority E:
1. Capital Improvements that will further the plans of the St. Johns River Water Management District and other State agencies that may provide public facilities within the City.

Project Title / Justification	Funding Source			Cost	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Priorities (Per Comp Plan Policy 8.01.02)				
	Enterprise		*Other							A	B	C	D	E
Airport Fund (420)														
North Terminal Apron Rehab (201400019)	5% [11]		5%[6], 90%[7]	1,259,000		89,000	1,170,000							
Install Taxiway E Lighting/Signage	10%		5%[6], 90%[7]	660,000			660,000							
T-Hangars/Bulk Hangars (North Area)	20%[11]		80%[6]	882,000	138,000	744,000								
Construct Corporate Hangar and Apron	20%[11]		80%[6]	1,875,000				1,875,000						
Fuel Farm (North Area)	20%[11]		80%[6]	343,750	343,750									
Rwy 4/22 Pavement & Lighting Rehab	5%[11]		5%[6], 90%[7]	2,368,500	2,368,500									
Twy A, B, C, D Rehab w/lighting	5%		5%[6], 90%[7]	1,826,600				166,600	1,660,000					
Airport Vehicle Replacement	100%[11]			30,000	30,000									
Wildlife Hazard Assessment	10%		90%[7]	100,000					100,000					
TOTAL				9,344,850	2,880,250	833,000	1,830,000	2,041,600	1,760,000					

Funding Sources

1. County	5. FIND	9. Impact Fees	13. FBIP
2. FRDAP	6. FDOT	10. Assessments	14. Fines
3. State	7. FAA	11. Enterprise	15. Unclaimed Prop
4. Federal	8. Loan	12. Utility Bond	

MEMORANDUM

TO: AIRPORT ADVISORY COMMISSION

FROM: AIRPORT MANAGER

DATE: July 11, 2019

RE: MONTHLY REPORT

- The City Commission conducted a first reading of an ordinance to amend the airport's architectural standards during the July 2, 2019 meeting. The standards were unanimously approved at first reading, and the second reading/approval will be considered at the August 6, 2019 City Commission Meeting. T-Hangar exclusivity held by the airport will be discussed with the Airport Advisory Commission during the July 11th AAC meeting.

- A recommendation to award low bidder for demolition of the previous FBO office space, and removal of the CAP trailer, will be presented to the City Commission during the July 16 City Commission meeting. Staff will then coordinate a timeline for the work with contractors and inform the AAC.

- 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. City Attorney Bach had initially stated that she anticipated a response in mid-to-late summer. The City reached out during the first week of July for an update from the AGO's office on the matter.

- At its July 2, 2019 meeting, the City Commission approved a work order for Passero Associates to complete design and bid phase services to rehabilitate the airport's fuel farm under an FDOT grant. I expect this design work to commence immediately, and anticipate a subsequent grant offer for acquisition/construction to be issued to the airport from FDOT in the coming weeks.

- 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. Staff is still awaiting a timeline for placement of the material on the airport.

- The next discussion related to the proposal for redevelopment of the Amelia River Golf Course property will be conducted during the July 16th City Commission meeting. It is my understanding that, at this meeting, the City Commission will direct staff to continue discussion/negotiation of a ground lease or direct staff to cease discussions on this proposal.

- 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.

- The Passero Work Order for design of a project to rehabilitate Runway 4/22 will be presented to the City Commission during the August 6th City Commission meeting. A grant application has been submitted to the FAA for this design project and I am awaiting a grant offer. I also anticipate a matching grant offer from FDOT for this project to be received in the month of August.