



AGENDA
AIRPORT ADVISORY COMMISSION
VIRTUAL REGULAR MEETING
MAY 14, 2020
6:00 PM

The Regular Airport Advisory Commission Meeting will be held as a **VIRTUAL MEETING** with board members and City staff participating through video conferencing. This virtual meeting will be broadcasted live for members of the public to view on the City of Fernandina Beach website (www.fbfl.us) and Channel 264 (Comcast only).

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

Written comments emailed to the Airport Manager (ncoyale@fbfl.org) must be sent no later than 2 PM on May 14, 2020, and will be read aloud during the meeting. These comments shall have a maximum time allowance of 3 minutes or 400 words.

Public comment may also be provided virtually through use of the Zoom Meeting link below, the phone number provided below, or in person at City Hall with strict restrictions to protect health and safety.

Individuals wishing to provide live comments during the meeting must dial-in or connect via the Zoom Meeting link or phone number below no later than 5:50 PM on May 14, 2020, and will be called upon by their individual registered Zoom Meeting ID Account or by the last-4 digits of their respective phone number. When called upon, please provide your name and home address prior to issuance of public comment. Please limit comment to 3 minutes. If you must attend in person at City Hall (204 Ash Street), please arrive at City Hall no later than 5:50 PM to be counted and to complete a speaker form. You will be admitted into City Hall when it is your turn to make your public comments and must exit City Hall after your comments are made. It is recommended that you wear a face mask when entering City Hall for your protection and the protection of others.

Zoom Meeting Link for Public Comment: **(Users must have a functional microphone):**
<https://zoom.us/j/93319729168?pwd=K3hoZkhaMzlWZiqiZo5xalBzY3k4UTo9>

Or

Zoom Phone Dial-In for Public Comment: **+1 646-558-8656**

5. OLD BUSINESS

6. NEW BUSINESS

6.1 Runway 4/22 Rehabilitation Project Update

6.2 Architectural Standards Discussion

7. AIRPORT DIRECTOR AND STAFF REPORTS

7.1 Airport Manager Monthly Department 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.

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

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~~ the most current FAA approved Airport Master Plan. 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~~y.y-~~.
- 4. 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.
- 5. 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.~~
- 5.

Comment [NC1]: Discuss this provision; recommend removal.

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, unless awarded under a competitive selection process conducted 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.

Comment [NC2]: For Discussion

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. **Due to potential for creation of foreign object debris, impervious pavements shall not be permitted for use on the airside.**
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.

Comment [NC3]: For Discussion.

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.

Comment [NC4]: Discuss this section.

Comment [NC5]: If this section is modified, recommend adding a phrase that no hangar door be less than 12 feet in height.

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 ^{2,000} square feet of hangar floor space (5 ³ minimum) rounded up to the next space	
Sample: 8,000 sq/ft hangar would require 4 parking spaces	
Box Hangar W/Office or Maintenance Space	
1 Space per 1,500 ^{2,000} sq/ft of hangar floor space (5 ³ minimum)	and
1 Space per 3,200 ⁰ sq/ft of office space (5 ³ minimum)	and
1 space per 750 ^{1,000} sq/ft of maintenance/shop space (5 ³ minimum)	and
Sample: 8,000 sq/ft hangar (4) and 2,000 sq/ft of office (7) would need 11 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 ³ minimum)	
Airport Administrative Building	
1 Space per 300 sq/ft of office space (5 ³ minimum)	
MES Building	
1 Space per vehicle bay	and
1 space per 750 sq/ft of maintenance/shop space (3 ⁵ minimum)	and
Example: a MES building with four bays (4) and 810 sq/ft of shop space would need 9 spaces	

Comment [NC6]: After review of larger hangar developments, recommend subsequent review to perhaps lessen parking requirements.

Comment [NC7]: 3K sq/ft hangar would be 3 spaces, 5K would be 3, 8K would be 4, 12K would be 6

Comment [NC8]: 10K sq/ft hangar with 2K sq/ft office (Hangar B) would be 12 spaces.

Comment [NC9]: Recommend Removal.

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.



MEMORANDUM

TO: AIRPORT ADVISORY COMMISSION

FROM: AIRPORT MANAGER

DATE: May 14, 2020

RE: MONTHLY REPORT

- The City Utility Department has completed installation of solar panels under the recent ground lease on airport property. The airport's portion of solar panels are operational and were connected to the airport terminal facility on May 6th. I will report back to the group with realized power reduction/savings over the next few months. In addition to power savings for the terminal facility, excess energy produced by the panels will be sold back to FPU and those funds will be shared between the Utility Department and Airport Department.
- A contract has been signed and notice to proceed issued to RC Development, Inc for rehabilitation of the airport's fuel farm. Submittals have been received and processed for ordering of the fuel tanks, which are expected to arrive for installation in October of 2020.
- Bids for rehabilitation of Runway 4/22 will be opened on May 8, 2020. I will report the results of this invitation to bid back to the group during the May 14th AAC meeting. I will also discuss timeline for construction with the group. Construction timeline is tentatively late summer/early Fall 2020.
- A work order for design services to construct new T-Hangar units was approved by the City Commission during the May 5th Commission Meeting. I expect that design work will be completed over the course of the summer with bidding and construction to occur early in the next fiscal year.
- I have developed a draft budget for the upcoming fiscal year, and hope to discuss the draft budget with the AAC during the June AAC meeting. In addition to routine O&M revenue/expenses, I believe the major highlights/projects for the next fiscal year may include:
 - Runway 4/22 Rehabilitation
 - Construction of new T-Hangar Units

- o Completion of the Fuel Farm Rehabilitation Project
 - o Potential Re-striping of Runway 9/27 (contingent upon FDOT grant funding that may be released if FAA funds 100% of Runway 4/22 rehabilitation under CARES Act).
 - o Replacement of One Lighted Closure X
 - o Design Phase for Rehabilitation of Transient Aircraft Parking Apron
- The 2-111 Bn from the Florida National Guard was scheduled to meet with the AAC during the April meeting, however that introduction/discussion has been tabled. I hope that we will be able to host the group in the June AAC meeting, but will provide an update to the group when available.
- The airport has coordinated with the Buccaneer Region SCCA to host its next scheduled Jax Solo auto event on the airport's closed runway on May 17th. The airport has worked with the agency to develop social distancing measures that will be enforced by Buccaneer Region SCCA during the event. Airport staff will be on-site for the event to monitor and assist, as needed.
- Member Kent McKee resigned from the AAC in the month of April due to relocation of his primary residence outside of City limits. A vacancy for this position has been listed on the City Board and Committee website. I will keep the vacancy advertised for a month and bring back applications for review/recommendation at a future meeting.
- COVID-19 Impacts:
 - o The City of Fernandina Beach has authorized a temporary waiver of minimum standards to the Fixed Base Operator which will allow the FBO to reduce its scheduled operating hours and on-duty staff due to impacts from COVID-19, recent executive orders issued by the State (and other communities), and a significant reduction in air traffic volume at the airport. This temporary waiver will remain in place until activity recovers at the airport. For users of the airport, self-service AVGAS will still be available, and full-service JET fuel will be available after prior coordination with the FBO. Full-service AVGAS may be unavailable at times.
 - o The airport continues to provide executive order-directed information to individuals arriving at the airport, and collection of the names and addresses of individuals arriving at the airport and disembarking from locations with community spread.