



**AGENDA
AIRPORT ADVISORY COMMISSION
REGULAR MEETING
JULY 9, 2020
6:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

The 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. APPROVAL OF MINUTES**
 - 4.1 June 11, 2020 Regular Airport Advisory Commission Meeting Minutes
- 5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA**
- 6. OLD BUSINESS**
 - 6.1 Monthly Financial Report
 - 6.2 Runway 4/22 Rehabilitation Schedule Update
- 7. NEW BUSINESS**
 - 7.1 AAC Member Vacancy Recommendation - Review Submission(s)
 - 7.2 T-Hangar Development Draft Site Plans Review
 - 7.3 2021 Concours d'Elegance/Bonhams/Russo and Steele Safety Plan Review
 - 7.4 224th Joint Communications Support Squadron Facility Use Agreement
- 8. AIRPORT DIRECTOR AND STAFF REPORTS**
 - 8.1 Monthly Airport Director Report
- 9. COMMISSION MEMBER REPORTS/COMMENTS**
- 10. NEXT MEETING DATE**

11. ADJOURNMENT

This meeting will be conducted as a virtual meeting with restricted physical access. Written comments emailed to the Airport Director, Nathan Coyle, at ncoyle@fbfl.org must be sent no later than 2 PM on July 9, 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 6 PM on July 9, 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.

Zoom Meeting Link for Public Comment:

Join Zoom Meeting

<https://zoom.us/j/91366705770?pwd=VFIDQ1BDWngrUGxBMWk3S1lPS1Rzdz09>

Utilize Zoom Password: **07092020** (Users must have a functional microphone)

Or

Zoom Phone Dial-In for Public Comment: + **1 646 558 8656** Meeting ID: **913-6670-5770** Password: **07092020**

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.

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations to participate in this program or activity should contact (904) 310-3115 or through the Florida Relay Services at 711 at least 24 hours in advance to request such accommodations. 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 City Attorney's Office (904) 310-3275.

1. **Call to Order:** Chairperson Austin called the meeting to order at 6:00 pm.
2. **Members Present:** Chuck Colcord, Dave Austin, Tom Piscitello, Ward Gill, Prudence Hostetter, Don Edlin, Nathan Coyle (Staff Assistant), and Len Kreger (City Commission Liaison)
Members Absent: David Broughton, and One Vacancy

Others Present: Robert Kozakoff, Brian Echard, Dana Whicker, and Brad Wente (Passero Associates)

3. **Pledge of Allegiance**

4. **4.1 February 13, 2020 AAC Meeting – Approval of Minutes:** The February 13, 2020 AAC meeting minutes were presented for consideration of the AAC.

4.2 May 14, 2020 AAC Meeting – Approval of Minutes: The May 14, 2020 AAC meeting minutes were presented for consideration of the AAC.

A motion was made by Member Hostetter, seconded by Member Colcord, to approve the February 13, 2020 and May 14, 2020 AAC Regular Meeting Minutes. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

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

6. **Old Business:**

- 6.1 **Monthly Financial Update**

Airport Manager Coyle presented the monthly financial update and provided a detailed update on FAA and FDOT grant revenue received to date, and grant revenue still anticipated within the current fiscal year. There was no other discussion on the monthly financial update.

- 6.2 **Runway 4/22 Project Update and Schedule**

Airport Manager Coyle provided an update to the group stating that a grant offer had been received from the FAA for 100% funding of the Runway 4/22 rehabilitation project and that the receipt of this grant offer would allow the airport to press forward with commencement of the project within the month of August which would provide for a December project completion estimate.

Member Edlin asked for clarification related to the design standard being utilized for rehabilitation of Runway 4/22 as the presentation slideshow stated that the project would fund rehabilitation based on the existing design aircraft of the airport, the Gulfstream IV. Mr. Wente, the project engineer, stated that the design would be related to the length, width, and strength of the runway. Mr. Wente stated that the load bearing capacity of the runway would be no less than the current capacity published for Runway 4/22.

Mr. Coyle stated that the City Commission would review the grant offer from the FAA, a work order for construction admin services from Passero, and a recommendation to award the project to low bidder at the June 16, 2020 City Commission meeting. He stated that a specific timeline for construction would be released when available.

6.3 Airport Architectural Standards Minor Revisions

Airport Manager Coyle presented a clean draft of the airport's architectural standards with proposed minor revisions, and reviewed each revision with the group.

Member Piscitello asked if there were any changes from what was presented during the May AAC meeting, and Mr. Coyle stated that no additional changes were made to the intent of the document, however the language was put into final form for review of the group.

A motion was made by Member Edlin, seconded by Member Colcord, to recommend approval of the revised Fernandina Beach Municipal Airport Architectural Standards as presented in the June 11, 2020 AAC meeting packet. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

7. New Business:

7.1 Discuss FDOT Grant Funding for Runway 13/31

Airport Manager Coyle provided an update regarding a response from FDOT on willingness to participate in funding for rehabilitation of Runway 13/31. Mr. Coyle stated that the airport previously swapped funding support from Runway 13/31 to Runway 9/27 when that runway received a white-top pavement application with funding support from FDOT. Mr. Coyle stated that Runway 13/31, in accordance with the pavement management plan, requires rehabilitation and FDOT has tentatively indicated support to provide funding support but the City must recognize that funding for rehabilitation of Runway 9/27 will no longer be available from FDOT. Brad Wentz from Passero Associates provided background regarding the performance of pavement on Runway 9/27 and stated that this runway should last no less than ten years.

Mr. Piscitello asked if FDOT would provide funding support to white-top Runway 13/31 in lieu of utilizing an asphalt application. Mr. Coyle stated that he would inquire with FDOT and provide a response to the group for consideration.

Member Edlin asked if Runway 9/27 would need to be rehabilitated as a white-top runway in the future at a higher cost or could the runway be rehabilitated to asphalt. Mr. Coyle stated that the white-top application is simply a thin concrete layer over existing asphalt. Mr. Wentz confirmed that the runway could be rehabilitated to asphalt in the future if desired by the City.

Member Hostetter asked about the notes in the packet indicating that the airport has tentatively placed Runway 13/31 on the FDOT 5-year requested program for projects. Mr. Coyle stated that he placed this project on the 5-year CIP as a proposed project during the annual programming meeting with FDOT to ensure that it could be programmed if supported by the City.

Member Colcord stated that he supports to transition to funding for Runway 13/31. Member Austin agreed with Mr. Colcord.

A motion was made by Member Edlin, seconded by Member Hostetter, to recommend that the City Commission approve swapping FDOT funding to support Runway 13/31 as discussed in the meeting. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

7.2 Airport Draft Budget Preparation

Airport Manager Coyle presented the proposed budget for the upcoming fiscal year to the AAC. Mr. Coyle reviewed highlights pertaining to revenue, O&M expense, and capital projects planned for the upcoming fiscal year. Following the presentation there were no recommendations for changes/alterations to the budget as presented.

7.3 Review Request from Property Owners to Acquire Cessna Lane Parcel (North of Airport Road)

Mr. Coyle asked if this agenda item could be pushed to a future meeting to allow additional data collection based on information obtained by the airport just prior to the meeting. The group agreed with the request.

8. Airport Manager and Staff Reports:

Mr. Coyle provided his monthly report to the AAC.

9. Commission Member Reports and Comments:

Mr. Austin stated appreciation for use of the virtual meeting and effort of the City to put together and conduct a virtual meeting.

Commissioner Kreger identified that future meetings may require the presence of a quorum in City Hall, and Mr. Coyle stated that he would communicate meeting requirements with the group prior to the July meeting. Commissioner Kreger also identified additional funding that may be available to the City for funds expended in support of the City's response to COVID-19.

10. Next Meeting Date: July 9, 2020

11. Adjournment: There being no further business to come before the Airport Advisory Commission, the meeting was adjourned at 7:08 p.m.

Secretary

David Austin, Chairperson

AIRPORT 420**AIRPORT
420**

	BUDGET 2019-2020	YTD	Percentage
REVENUES			
33120 FEMA GRANT	-	0.00	100.0%
33220 FAA GRANT	2,143,000	144,345.00	6.7%
33323 FDOT GRANT	505,500	16,783.62	3.3%
33420 FEMA STATE GRANT	-	0.00	0.0%
34704 RENTALS NON-TAXABLE		680.00	0.0%
34720 RENTALS		5,413.30	100.0%
34970 FUEL SALES	24,800	17,967.76	72.5%
34971 LEASE PAYMENTS - LAND LEASE	69,797	69,080.36	99.0%
34973 LAND LEASE - AMELIA RIVER	205,960	160,609.92	78.0%
34974 LAND LEASE PAYMENTS - NON-TAXABLE	37,105	29,217.37	78.7%
34975 RENT/LEASE PAYMENTS - City Built	293,707	224,112.39	76.3%
34976 8 FLAGS RENT (TAXABLE)	67,017	36,635.20	54.7%
34978 8 FLAGS RENT - NON-TAXABLE	50,266	48,762.01	97.0%
34979 TRANSIENT REVENUE	-	3,255.00	0.0%
36110 INTEREST		3,466.56	
36420 INSURANCE PROCEEDS		0.00	
36800 CAPITAL CONTRIBUTION		0.00	
38410 LOAN PROCEEDS		0.00	
36990 OTHER REVENUE	112,650	75,731.33	67.2%
36991 PARKING REVENUE	2,004	1,700.00	84.8%
36995 LATE FEES	-	1,288.61	0.0%
36992 GAIN ON SALE OF ASSETS		-7,930.14	
38101 TRANSFERS IN GENERAL FUND		0.00	
38910 CASH BALANCE FORWARD	148,581	0.00	0.0%
Revenue Total	<u>3,659,480</u>	<u>831,118.29</u>	22.7%

AIRPORT 420

AIRPORT 420

	BUDGET 2019-2020	YTD	Percentage
PERSONNEL SERVICES			
51200 SALARIES	128,570	91,829.54	71.42%
51300 TEMPORARY	-	0.00	
51350 PART TIME	15,809	0.00	0.00%
51400 OVERTIME	-	0.00	
52100 FICA	11,045	6,365.81	57.64%
52200 RETIREMENT	30,806	21,999.41	71.41%
52300 HEALTH	29,687	22,306.10	75.14%
52301 LIFE	713	551.78	77.39%
52350 OPEB COSTS	1,756	1,314.00	74.83%
52400 WORKERS' COMP	3,150	2,367.00	75.14%
52500 UNEMPLOYMENT			
TOTAL	221,536	146,733.64	66.23%
OPERATING EXPENSES			
53100 PROFESSIONAL SERVICES	25,000	12,750.00	51.00%
53200 AUDIT	6,795	5,094.00	74.97%
53400 CONTRACTUAL	54,790	26,223.42	47.86%
53900 AUTO ALLOWANCE		0.00	
53910 HOUSING ALLOWANCE	-	0.00	
54000 TRAINING/TRAVEL	3,000	17.51	0.58%
54100 COMMUNICATIONS	2,203	1,252.01	56.83%
54101 COMMUNICATIONS - CELL	2,000	896.03	44.80%
54103 COMMUNICATIONS - INTERNET	5,750	1,484.00	25.81%
54200 POSTAGE	100	36.30	36.30%
54300 UTILITIES - ELECTRIC	40,600	23,507.56	57.90%
54310 UTILITIES - WATER & SEWER	13,400	5,954.26	44.43%
54500 INSURANCE	42,349	31,761.00	75.00%
54610 R/M GROUNDS	93,600	62,487.62	66.76%
54620 R/M EQUIPMENT	1,500	53.96	3.60%
54630 R/M VEHICLES-LABOR	6,000	4,780.00	79.67%
54640 R/M VEHICLES-MATERIALS	6,500	5,825.00	89.62%
54700 PRINTING	1,057	0.00	0.00%
54800 PROMOTIONAL	1,000	0.00	0.00%
54902 BAD DEBT EXPENSE		0.00	
54910 BILLING COST	7,300	5,472.00	74.96%
55100 OFFICE SUPPLIES	2,907	584.45	20.10%
55200 OPERATING SUPPLIES	2,285	395.94	17.33%
55210 UNIFORMS	400	24.00	6.00%
55230 FUEL	6,500	3,649.18	56.14%

AIRPORT 420

AIRPORT 420

	BUDGET 2019-2020	YTD	Percentage
55400 BOOKS/SUBS/DUES	725	655.00	90.34%
TOTAL	<u>325,761</u>	<u>192,903.24</u>	59.22%
CAPITAL OUTLAY			
56200 BUILDINGS	-	0.0	
56300 IMPROVEMENTS	2,965,585	259,289.4	8.74%
56400 MACH./EQUIP.	30,000	30,172.6	
56401 MACH./EQUIP. Non-CAP	2,393	2,393.0	100.00%
TOTAL	<u>2,997,978</u>	<u>291,855.0</u>	9.74%
57000 SETTLEMENT EXP		0.0	
57100 PRINCIPAL	79,000	0.0	
57200 INTEREST	35,005	17,814.8	
57300 FINANCING COSTS	-	0.0	
TOTAL	<u>114,005</u>	<u>17,814.8</u>	
Expense Total	<u><u>3,659,280</u></u>	<u><u>649,306.7</u></u>	17.74%

Nathan Coyle

Subject: FW: Online Form Submittal: Advisory Board/Committee Application

From: noreply@civicplus.com <noreply@civicplus.com>

Sent: Friday, May 15, 2020 5:21 PM

To: Caroline Best <cbest@fbfl.org>; Kim Briley <kelliott@fbfl.org>

Subject: Online Form Submittal: Advisory Board/Committee Application

Advisory Board/Committee Application

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

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

Name	Douglas Geib
Home Mailing Street Address	612 Beech St
City	Fernandina Beach
Zip Code	32034
Primary Phone	9047425318
Secondary Phone	9042613122

Please note that board materials are distributed electronically.

Email to receive board materials	Douglas.geib@fnf.com
Employer	Fidelity National Finance
Position Title	Pilot
Business Address	14601 Whirlwind Ave
City	Jacksonville

Zip	32218
Select the advisory board/committee you are applying for:	Airport Advisory Commission
Additional board that you are applying for:	None
Why are you interested in serving on this Board? Please explain.	I am a life time professional pilot and recreational pilot. I'm interested in preserving and improving the airport. I'm also interested in educating youth about aviation careers.
Eligibility	
Are you a resident of the City?	Yes
Length of time:	23 years
Do you hold a public office?	No
Office name:	<i>Field not completed.</i>
Are you employed by the City?	No
Position:	<i>Field not completed.</i>
Are you currently serving on a Board?	No
Board Name:	<i>Field not completed.</i>
Potential Conflict of Interest:	
Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Fernandina Beach?	No
If yes, please provide details:	<i>Field not completed.</i>
Major Affiliations:	

Field not completed.

List community,
professional, or other
applicable policy-making
Boards on which you have
served.

Note the length of service
and office held (if any):

Qualifications:

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

Field not completed.

Organization or
Commissioner sponsoring
nomination (if applicable):

Field not completed.

Educational Background:
(Check all that apply)

BS/A

Other:

Field not completed.

Major areas of study:

Business Management

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

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

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

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

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

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

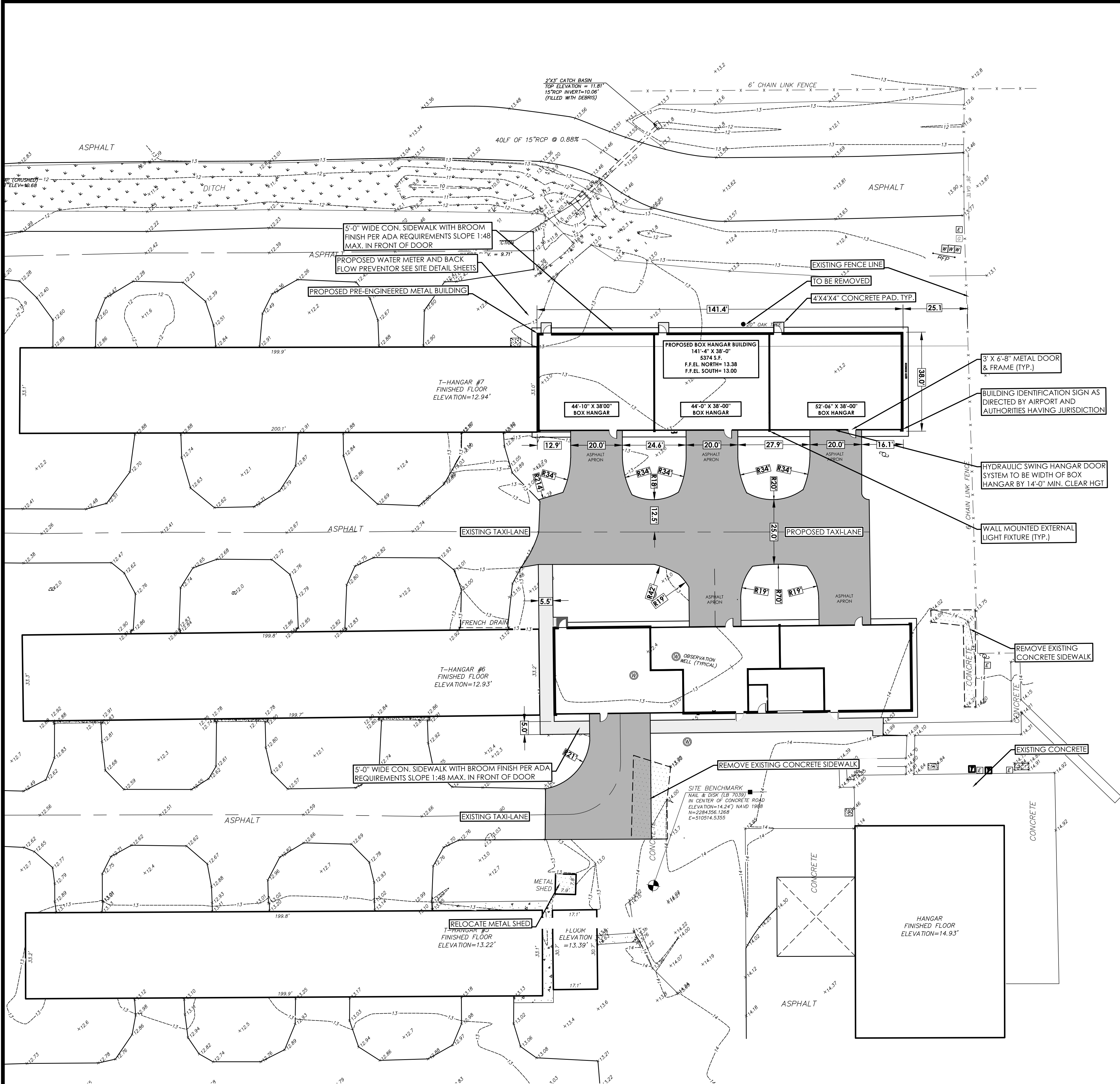
Do you understand the duties and responsibilities of the Board/Committee that you are applying for?	Yes
---	-----

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

Date	15 May 2020
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Applicant's Signature	Douglas J Geib
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Email not displaying correctly? [View it in your browser.](#)



LAND DEVELOPMENT CRITERIA

SUMMARY BLOCK

LAND USE CATEGORY (FUTURE LAND USE):	INDUSTRIAL
ZONING DISTRICT:	1A
TOTAL ACREAGE:	0.91 ACRES
TOTAL SQUARE FOOTAGE:	39,588 S.F.
IMPERVIOUS SURFACE RATIO:	7,213 S.F. IMPERVIOUS SURFACE / 39,588 S.F. TOTAL SITE EQUALS: 64.9% PROPOSED IMPERVIOUS SURFACE - PER LDC PERMISSIBLE MAX. IMPERVIOUS SURFACE RATIO = 75% PER LDC AIRPORT MIN. TOTAL GROSS LANDSCAPE AREA = 20%
FLOOR AREA RATIO:	5,291 S.F. 3 UNIT BOX HANGAR FLOOR AREA EXTENSION PLUS 4,791 S.F.3 UNIT T-HANGAR FLOOR AREA EXTENSION EQUALS 10,082 S.F. / 39,588 S.F. TOTAL SITE EQUALS 25% PROPOSED FLOOR AREA RATIO - PER LDC PERMISSIBLE MAX. FLOOR AREA RATIO = 50%
TOTAL NUMBER OF PARKING SPACES:	PER LDC 0.5 PARKING SPACES PER UNIT THEREFORE 6/2 3 PARKING SPACES REQUIRED 7 PARKING SPACES PROVIDED
TOTAL NUMBER OF PERVIOUS PARKING SPACES:	PER FAA AC 150/5320-6F ASPHALT SURFACING MUST BE FREE FROM LOOSE PARTICLES THAT COULD BECOME FOREIGN OBJECT DEBRIS (FOD) THEREFORE PERVIOUS SURFACING IS NOT ACCEPTABLE SURFACE WITHIN THE SECURED PERIMETER FENCING OF THE AIRFIELD
TOTAL TREES ON SITE CRITERIA:	PER AIRPORT LDC - FOR SAFETY REASONS NO NEW TREES SHALL BE PERMITTED WITHIN THE AIR OPERATIONS AREA.
PLAT BOOK SECTION TOWNSHIP RANGE:	06 - 2N - 28 - 0000 - 0001 -0000

CODE RESEARCH

FBC 2017 & NFPA 409 2016

OCCUPANCY CLASSIFICATION:	GROUP S-1 MODERATE - HAZARD STORAGE
SPECIAL OCCUPANCY REQUIREMENTS:	AIRCRAFT HANGAR (STORAGE ONLY)
TYPE OF CONSTRUCTION:	TYPE II B & TYPE II (000) UNPROTECTED / UN-SPRINKLERED
ALLOWABLE BLDG HGT & AREA PER FBC:	55' HGT 2 STORY 17,500 S.F.
AIRCRAFT HANGAR GROUP PER NFPA:	GROUP III
ALLOWABLE DOOR/BLDG HGT & AREA PER NFPA:	28' ACCESS DR HGT 1 STORY 12,000 S.F.
ALLOWABLE BLDG HGT PER FAA PART 77 FROM RUNWAY 9-27:	86' HGT
ALLOWABLE BLDG HGT PER AIRPORT DEVELOPMENT CODE:	45' HGT
REQUIRED SEPARATION OF OCCUPANCIES PER FBC:	N/A
MAXIMUM FIRE AREA ALLOWABLE PER FBC & NFPA:	12,000 S.F.
FIRE SEPARATION DISTANCE FOR EXTERIOR WALLS PER FBC:	10' < x < 30' = 0 FIRE RATING
MINIMUM BLDG SEPARATION REQUIRED BETW. BLDGS PER NFPA:	50'
MINIMUM BLDG SEPARATION WITH 2 HOUR RATED EXPOSED WALL PER NFPA: 25'	
SEPARATION OF INCIDENTAL ACCESSORY OCCUPANCIES PER FBC:	1 HR FIRE RESISTANT RATING
ROOF COVERINGS SHALL BE LISTED AS PER NFPA:	CLASS C OR BETTER
EXPOSED INTERIOR INSULATION PER FBC:	THERMAL/ACOUSTICAL INSUL CLASS A ONLY
OIL SEPARATOR REQUIRED PER FBC:	SINGLE LEASE SPACE EXCEEDING 2000 S.F.

TOTAL BOX HANGAR ADDITION BUILDING SQUARE FOOTAGE (NORTH HANGARS):	11,998 S.F.
TOTAL EXISTING T-HANGAR BUILDING SQUARE FOOTAGE:	6,624 S.F.
TOTAL PROPOSED HANGAR BUILDING #7 ADDITION:	5,374 S.F.
TOTAL BOX HANGAR ADDITION BUILDING SQUARE FOOTAGE (SOUTH HANGARS):	11,561 S.F.
TOTAL EXISTING T-HANGAR BUILDING SQUARE FOOTAGE:	6,654 S.F.
TOTAL PROPOSED HANGAR BUILDING #7 ADDITION:	4,907 S.F.
MAXIMUM BOX HANGAR SINGLE LEASE SPACE UNIT:	+/- 1,995 S.F.
TOTAL BOX HANGAR BUILDING HEIGHT:	+/- 19'-6" HGT 1 STORY
TOTAL T-HANGAR BUILDING SQUARE FOOTAGE:	1,244 S.F.
MAXIMUM T-HANGAR SINGLE LEASE SPACE UNIT:	+/- 1,466 S.F.
TOTAL T-HANGAR BUILDING HEIGHT	+/- 18'3" HGT 1STORY
NEAREST BUILDING	x > +/- 45'-0"

WINDLOADS DESIGN

ULTIMATE DESIGN WIND SPEEDS, ASCE 7, VALT FOR RISK CATEGORY II BUILDINGS	130 MPH
BASIC WIND SPEED:	"C"
EXPOSURE CATEGORY:	1.0
WIND IMPORTANCE FACTOR:	ENCLOSED
BUILDING CATEGORY:	
WIND BORNE DEBRIS REGION REQUIREMENTS ARE APPLICABLE	
REFER TO STRUCTURAL DRAWINGS	

1

PROPOSED SITE PLAN

IF THERE IS A DISCREPANCY BETWEEN ARCHITECTURAL AND ENGINEERING SPECIFICATIONS OR DRAWINGS, THEN ENGINEERING SHALL BE FOLLOWED UNLESS ARCHITECTURAL DESIGN IS AFFECTED; THEN CONTACT ENGINEER IN ANY CASE OF DISCREPANCY, CONTACT ARCHITECT FOR DIRECTION.

PA

PASSERO ASSOCIATES
engineering architecture



20' 0 20'

PRELIMINARY
DRAFT

Stamp:



City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

Passero Associates

4730 Casa Cola Way, Suite 200
St. Augustine, FL 32095

Program Manager: Christopher Nardone, A.I.A.
Project Architect: Christopher Nardone, A.I.A.
Project Manager: Christopher Nardone, A.I.A.

No.	Date	By	Description

UNAUTHORIZED ALTERATIONS OR ADDITIONS TO THIS DRAWING IS IN VIOLATION OF STATE EDUCATION LAW ARTICLE 145 SECTION 7209 AND ARTICLE 147 SECTION 7307, THESE PLANS ARE COPYRIGHT PROTECTED, ©

PROPOSED SITE PLAN

HANGARS #6 & #7 ADDITION

700 Airport Rd.
Fernandina Beach Municipal Airport
Town/City: Fernandina
County: Nassau Beach State: Florida

Project No.:
99000047.0091

Drawing No.:
C-100

Date:
July 1, 2020



Ground Operations Plan: Safety and Phasing Plan (2021 only)

for

**Russo and Steele, Bonhams and
Amelia Island Concours d'Elegance Events**



Prepared by

City of Fernandina Beach



Safety and Phasing Plan (2021 only)

Amelia Island Concours d'Elegance, Bonhams Auction, and Russo and Steele Auction at Fernandina Beach Municipal Airport (FHB)

Events: **Amelia Island Concours d'Elegance (automotive event) and
Bonhams (automobile auction event) and Russo and Steele (automobile auction
event) at The Golf Club of Amelia Island & Fernandina Beach Municipal Airport
(FHB)**

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11. Layout/Safety Plan (Attachment)	See Attachment 1



Events: **Amelia Island Concours d'Elegance, Bonhams Auction, and Russo and Steele Auction**
The Golf Club of Amelia Island & Fernandina Beach Municipal Airport (FHB)

1. Preface

Airport Operators and Sponsor: **City of Fernandina Beach at
Fernandina Beach Municipal Airport (FHB)**

Event Operators: **The Amelia Island Concours d'Elegance
Foundation (automobile event), Bonhams
(automobile auction house), and Russo and
Steele (automobile auction house)**

This proposed plan provides the sponsor (City of Fernandina) and the event operators (Concours d'Elegance, Bonhams, and Russo and Steele) with a general safety plan for the Amelia Island Concours d'Elegance Foundation (Concours d'Elegance), Bonhams auction, and Russo and Steele auction for 2021. This plan ensures that: proper Notice to Airmen (NOTAM) are issued; tenants/users of the Fernandina Beach Municipal Airport (Airport) are accommodated; Runway 9/27 is properly marked as closed; the runway lighting for the closed runway is turned off, and; security is provided to exclude event participants from the active part of the airfield. This one-year plan relates to unique airport/site conditions associated with the proposed event in 2021.

The safety plans include:

- (1) Automobile/spectator event parking at Bailey Road (North) Parking area on the Airport for the Concours d'Elegance that is held at the Ritz Carlton, Amelia Island;
- (2) Runway 9/27 (East) Parking area for spectators and ADA required parking for the Bonhams' auction site;
- (3) Bonhams auction tent on the Golf Club of Amelia Island (RPZ for RWY 27);
- (4) Russo and Steele auction tent to be placed on the approach end of RWY 27 with auction vehicles using the approach end of RWY 27 and Twy A, East of Rwy 4/22;
- (5) Parking along TWY E for the automobile haulers (trailers) for the Concours d'Elegance held at the Ritz Carlton, Amelia Island.

This 1-year plan relates to unique airport/site conditions associated with the three simultaneous events in 2021 only.

This document will be readily available to personnel engaged in the event work, including Airport Operations, FBO Staff, the event operators, event workers and volunteers.



Definitions

Movement vs. Non-Movement Areas:

Movement areas are defined as runways, taxiways and other areas of an airport used for taxiing, air taxiing, takeoff, and landing aircraft, exclusive of loading aprons and aircraft parking areas. Non-movement areas are inside the airport security fence where aircraft and ground vehicles are not controlled by airport operations.

It is important to note that the non-movement area includes pavement traversed by aircraft. Runways or taxiways temporarily closed to aircraft become non-movement areas throughout the closure duration.

Runway and Taxiway Safety Areas:

Safety areas are a defined surface surrounding the runway or taxiway environment prepared or suitable for reducing the risk of damage to airplanes in the event of an aircraft unintentionally exiting the runway or taxiway pavement. Safety areas must be kept clear of any objects except objects on frangible couplings whose location is fixed by function. Occupancy of a safety area by any event activity requires closure of that runway or taxiway until the safety area can be cleared.

2. Overview

a) Airport Description: Airport Type - General Aviation

- Runways and lengths RW 4/22 - 5,301 FT X 100 FT
 RW 9/27 - 5,000 FT X 100 FT
 RW 13/31 - 5,152 FT X 100 FT

b) Event Descriptions: The Amelia Island Concours d'Elegance Foundation, Inc. (Concours d'Elegance) is a public charity. Concours d'Elegance is among the top automotive events in the world. The event draws nearly 250 rare vehicles from collections around the world to the Golf Club of Amelia Island and The Ritz-Carton, Amelia Island. Since 1996, the Concours d'Elegance has donated over \$2.5 million to Community Hospice of Northeast Florida, Spina Bifida of Jacksonville, The Navy-Marine Corps Relief Society, Shop with Cops, Micah's Place, and other deserving charities from Florida's First Coast. ¹

Bonhams, one of the world's premier auction houses, will host an automobile auction to take place at the City's municipal golf course, Fernandina Beach Golf Club, which is located across the Parkway from Fernandina Municipal Airport (FHB) Runway 9/27.² The auction support involves three parking areas (Bailey Road, Jamestown Road, and East Parking).

¹ <https://www.ameliaconcours.org>

² <https://www.bonhams.com>



Russo and Steele, an auction agency specializing in European sports cars, American muscle cars, and hot rods/customs, will host an automobile auction on the approach end of Runway 27 and on Twy A, East of Rwy 4/22. The proposed placement of the auction tent for this event is the approach end of Runway 27. This tent will be secured with barricades and no holes or damage will be incurred to airport pavement. The tent placement is further described below:

1. The approximate lat/long placement of this tent is: NW Corner at +30.615460, -81.452941; NE Corner at +30.615709, -81.452415; SW Corner at +30.615386, -81.452904; SE Corner at +30.615464, -81.452364.
 2. The maximum height at the peak/center of the tent is 34' AGL.
 3. Standard 100 watt LED lighting will be used inside the tent with downward facing stadium halogen lighting at the entry point of the tent. Portable light towers, 14' in height and downward facing, will be placed strategically across the site and at site ingress/egress points.
- c) Proposed Dates/Duration: Preparation (set-up) for the Bonhams event will begin on Monday, February 22, 2021. Preparation (set-up) for the Russo and Steele events will begin on Monday, February 22, 2021 on the approach end of Runway 27.
- The actual events will begin at 8:00 AM on Wednesday, March 3, 2021 and run to 8:00 PM Sunday, March 7, 2021. Event teardown will last approximately 48 hours after completion of events on March 7, 2021.
- Post-event clean-up and inspection will end at 9 AM on Wednesday, March 10, 2021.
- d) The exhibit depicting event area of impacts (on ALP) - See Attachment1 for Phasing Layout Plan, instead of full ALP for clarity.

Runway 13/31 and RWY 4/22 will remain **fully functional** throughout the duration of the events.

Runway 9/27 will be **completely closed** throughout the duration of this event. Runway 9/27 will be utilized for aircraft parking, placement of the Russo and Steele auction tent and associated vehicles, and for the placement of an event tent provided by Bonhams to be placed on Golf Club of Amelia Island in the RPZ for RWY 9/27.

Taxiway E will be **closed** between TWY B and RWY 9/27 throughout the duration of the event for the storage of automobile trailers for the Concours d'Elegance. This activity will be under the supervision of the Friends of Fernandina Aviation (FOFA).

Taxiway A, between RWY 4/22 and RWY 9/27, will be **closed** for the duration of the event for placement of Russo and Steele auction vehicles.



Taxiway D, North of Taxiway A, will be **closed** from the evening of Friday March 5, 2021 until the evening of Sunday March 7, 2021.

- e) As in 2020, the 2-111th Regiment, Airfield Operations Battalion, Florida Army National Guard, plans to provide local Airport advisory services at the Airport during the Concours d'Elegance weekend.

This aviation support has **not** been confirmed as this plan is being written.

The aviation support is proposed to include Instrument Flight Rules (IFR) Clearance Delivery, and IFR arrival down time reports in support of the Federal Aviation Administration (FAA), Air Traffic Services (ATS) and general aviation use relating to the Airport.

3. Set-up & Teardown Event Schedules

Monday February 22, 2021

- Barricade East of Rwy 22 across TWY A, to and across the approach end of RWY 27, to exclude participants from the active airfield.
- NOTAM TWY A, between RWY 4/22 and RWY 9/27, closed.
- NOTAM RWY 9/27 closed.
- Place light X's at both ends of RWY 9/27.
- RWY 9/27 runway lighting are turned off and issue NOTAMs related to lighting outage(s) for closed runway.
- Barricade approach end of RWY 27, east of RWY 4/22.
- Bonhams setup begins. Only staff required for setup of tent authorized on-site, and personnel operating in this area will be monitored by airport staff.
- Russo and Steele setup begins with installation of physical barricades and equipment on the approach end of RWY 9/27 and on TWY A, East of RWY 4/22.

Sunday February 28, 2021

- NOTAM close TWY E between TWY B south of RWY 9/27.
- Barricade TWY E.
- Barricade TWY E to TWY B.
- Barricade TWY E, South of RWY 9/27.

Monday March 1, 2021

- Bonhams tent construction continues
- String rope for pedestrian crossing from the RWY 9/27 (East Parking) to the Bonham auction tent site at the Golf Club of Amelia Island.
- Complete rope stringing for the RWY 9/27 (East Parking).

Wednesday March 3, 2021 thru Saturday March 6, 2021

- Trailers arrive on Jamestown Road to park along TWY E.



- Russo and Steele Auction held Wednesday March 3rd, Thursday March 4th and Friday March 5th, 2021.
- Bonham's Auction held March 3rd and March 4th; Bonhams teardown begins Saturday March 6, 2021.
- NOTAM TWY D, North of TWY A, closed on Friday March 5, 2021
- String rope for Bailey Road (north) parking area and barricade along TWY A and across TWY D (North of TWY A) and closed RWY 18/36 on Friday March 5, 2021.
- Concours d'Elegance parking using Bailey Road (north parking) area used for event on Saturday March 6, 2021 and Sunday March 7, 2021.
- Security and security staffing are responsible for redirecting and regulating pedestrian and any automobile parking away from runways, taxiways, and all safety areas.
- Airfield inspection each morning before the event and each evening after the event.
- Teardown begins for Russo and Steele on Saturday March 6, 2021.

Sunday, March 7, 2021

- Concours parking using Bailey Road (north parking) area used for event
- Bonhams tent is fully dismantled.
- Escort trailers off TWY E.
- Remove ropes along the Bailey Road (North) Parking area and Runway 9/27 (East) Parking area after completion of Concours d'Elegance event in the evening of Sunday March 7, 2021.
- Remove barricades along TWY A, across TWY D, and across closed RWY 18/36
- Inspect and complete FOD check on TWY D (north of TWY A).
- Cancel TWY D, north of TWY A, closure NOTAM.

Tuesday, March 9, 2021

- Tents and all other equipment are removed by 5 PM on Tuesday March 9, 2021.

Wednesday, March 10, 2021

- Remove barricades on RWY 9/27 and along TWY A between RWY 4/22 and RWY 9/27.
- Inspect and complete FOD check on RWY 9/27 and TWY A between RWY 4/22 and RWY 9/27.
- Turn on runway lights
- Cancel NOTAM for closure of RWY 9/27, NOTAM(s) for associated lighting outages on RWY 9/27, and NOTAM for closure of TWY A, between RWY 4/22 and RWY 9/27.
- Remove barricades along TWY E; Inspect and complete FOD check on TWY E; Cancel TWY E closure NOTAM.



4. Airport Operations

a) Areas Impacted

The staging area for the Concours d'Elegance automobile trailer parking will be located on TWY E. The trailers will enter the Airport at the Jamestown Road entrance to TWY E. There is an extension from Jamestown Road to Taxiway E which allows for this direct access. All airfield operational areas impacted by the event shall be closed throughout the duration of the scheduled event, including set-up and tear down phases of the event. The event operators for the Runway 9/27 (East) parking as well as Russo and Steele auction events shall be required to place barricades and provide security staffing where event operation borders airport operational areas. Safety and security will direct pedestrian and automobile parking away from runways, taxiways, and all safety areas to areas identified for this purpose. Runway 9/27 will be NOTAM'd closed with lights turned off for the duration of this event. TWY A, between RWY 4/22 and RWY 9/27, will be NOTAM'd closed. TWY D, North of TWY A, will be closed for the duration outlined above.

b) Maintenance of Airport Operations

Appropriate notifications will be issued by the City of Fernandina Beach (Sponsor), airport staff with coordination assistance by the FBO and the event operators.

c) Damage Assessment and Repairs

Sponsors' staff and airport staff will conduct a detailed physical inspection of the airport area, prior to and following the event, with the event operators.

The event operators will completely (and immediately) fund the cost to repair any damage caused by the event, within 48 hours of the event.

It is anticipated that any damage will be repaired immediately (within 48 hours), at a direct cost to the event operators (not the city).

5. Safety Plan and Areas of Concern

a) Runway(s) Affected

Temporary runway closure markers, lighted "Xs" will be utilized to identify the closure of RWY 9/27.

Runway	Aircraft Approach Category* A, B, C, or D	Airplane Design Group* I, II, III, or IV	RSA Width in Feet Divided by 2*	Lengths	Status During Event
4/22	D	II	250 feet	5,301'x100'	Active
9/27	D	II	250 feet	5,000'x100'	Closed
13/31	D	II	250 feet	5,152'x100'	Active

*See AC 150/5300-13a, *Airport Design*, to complete the chart for a specific runway.



b) Taxiway(s) Affected

Taxiway E will be closed during the event. Barricades will be placed across Taxiway E northwest edge to prevent the trailers from pulling across the taxiway edge while the trucks are straighten the trailers prior to backing them into parking on the TWY E. Barricades will be placed along Taxiway B and south of RWY 9/27 to identify the portions of the closed taxiway.

Taxiway A, between RWY 4/22 and RWY 9/27, will be closed during the event. Barricades will be placed across TWY A, East of the approach end of RWY 22, and along the northern and eastern edges of TWY A, between RWY 4/22 and RWY 9/27.

Taxiway D, North of TWY A, will be closed during this event to provide parking within the Bailey Road (North) Parking area. Barricades will be placed across TWY D, North of TWY A, to contain vehicle parking in this location.

c) Other Airport Operating Areas Affected

As mentioned above, barricades will be placed across the approach end of RWY 27 and TWY A, east of RWY 4/22. A physical barrier will be extended between TWY A and the approach end of RWY 9/27 as shown at Attachment 1. Additionally, barricades will be placed the north side of TWY A (outside of the TOFA for TWY A) across TWY D and across the deactivated/closed RWY 18/36. Finally, barricades will be placed across TWY A, east of RWY 4/22. Unauthorized pedestrians or vehicles are not allowed at **ANYTIME** to cross active runways, runway safety areas, and aircraft movement areas.

d) Special Emergency Response

Sponsor and event operator will coordinate with local authorities for these services.

6. Protection of Runway and Taxiway Safety Areas

- Runway and Taxiway Safety Areas – Event operators and volunteers will be strategically placed to prevent crossing on open runways, runway safety areas, and aircraft movement areas. Trained personnel (flagmen/safety/security) will be placed along TWY A (Bailey Road), TWY E (Trailer Parking), on TWY E at TWY B (Trailer Parking), on TWY E south of RWY 9/27 (Trailer Parking), and along the closure border of TWY A and the approach end of RWY 27.
- Spectators/Participants will be informed prior to beginning of the event. Photos/Diagrams/Barriers depicting the event boundaries will be in place.
- Object Free Areas- Trained personnel (flagmen/safety/security) will be strategically placed to prevent incursions at Runway 13/31 and Runway 4/22. Spectators/Participants will be informed prior to beginning of the event. Photos/Diagrams/Barriers depicting the event boundaries will be in place.
- Object Free Zones- Trained personnel (flagmen/safety/security) will be strategically placed to prevent incursions at Runway 13/31 and Runway 4/22. Spectators/Participants will be briefed prior to beginning of the event. Photos/Diagrams/Barriers depicting the event boundaries will be in place.



- **Threshold Criteria-** Trained personnel (flagmen/safety/security) will be strategically placed at closed Runway 9/27. Spectators/Participants will be briefed prior to beginning of the event. Photos/Diagrams/Barriers depicting the event boundaries will be in place.

7. Navigation Aid (NAVAID) Protection

RWY 9/27 lighting will be turned off. Other NAVAID equipment will not be impacted during the course of these events.

8. Pedestrian Access

- a) **Separating Event Vehicles/Pedestrians from Airport Movement Areas:** Trained personnel (flagmen/safety/security) will be strategically placed to prevent incursions at the following access points: Runway 13/31 and TWY A; the approach end of closed RWY 9/27, along TWY A and RWY 9/27, and along TWY E; the approach end of RWY 22 along TWY A. Spectators/Participants will be briefed prior to entry to the event. Barriers will be in place, and photos/diagrams will be posted to depict event boundaries.
- b) **Procedures and Equipment to Delineate Closed Areas from Airport Operational Areas:**
 - Runways and Taxiways in accordance with AC 150/5340-1, Standards for Airport Markings: Lighted "X"s will be used on Runway 9/27 to identify the runway as closed.
 - Temporary lighting (to be analyzed for impacts to pilots by FAA): No temporary lighting will be used.
- c) **Barricades:** Barricades will be utilized for taxiway access closures, the RWY 9/27 closure, the TWY E closure, the TWY A closure, the TWY D (north of TWY A) closure, and entry point from the Bailey (North) parking to TWY A.
- d) **Required compliance of event personnel with all airport safety and security measures:** Sponsor's airport staff, FBO personnel and operators' staff will maintain safety and security measures.
- e) **Radio Communications:**
Only Sponsor's airport staff, FBO personnel and trained event operators' staff will maintain communications with air and ground personnel.
- f) **Event vehicle identification:** Event vehicles will be equipped with flashing amber beacons.
- g) **Emergency response plan:** Sponsor and event operators will coordinate with local authorities for these services.



- h) Foreign object debris (FOD) control provisions: Trained personnel will manage FOD control during the event. The Sponsor's airport staff will conduct post-event inspection prior to re-opening airfield areas.
- i) HAZMAT management (if necessary): Not expected to be necessary for this event. Event operators to coordinate with local fire and emergency officials during planning and operation of the event.
- j) Airport inspection requirements: Sponsor's airport staff will conduct post-event inspection prior to re-opening closed areas. (*See AC 150/5320-12C, Chapter 4*)
- k) Procedures for locating and protecting utilities (airfield lighting lines, etc.): Safety and Security staffing will assist to protect these assets.
- l) Notices to Airmen (NOTAMs): The City/Airport Manager or his assigned official will issue appropriate NOTAMs three days prior to the event and cancel the NOTAMs afterwards.
- m) Tenant Advisory: Sponsor has notified tenants about the event via email, FBO interaction and public forums (Airport Advisory Board and City Commission Meeting). There were no objections or complaints from tenants or airport users following last year's event.

9. Responsibilities

- a) Airport Management: Sponsor's airport staff, FBO staff and event operators' staff will monitor and direct on-airfield activities.
- b) Event Operators: Event operators will be responsible to recruit and train volunteers from the local aviation community (FBO, EAA, CAP) to work on-site for the event.
- c) Tenants: Tenants in the North terminal area will use caution during this event. Tenants will be able to access parking aprons, hangars, Runway 13/31, and Runway 4/22. No other operational/mitigation plan will be necessary during the event.

10. Airport Revenue

- a) The event operators will provide a direct payment to the City for the area of the airport used in 2021. The direct payment to the Airport Department of the City will be **\$83,000.00.**
- b) The operators also will be fully responsible to provide comprehensive insurance for the event.
- c) The operators also will be fully responsible for immediate repairs of any damage caused by the event, within 48 hours of completion of the event (*see AC 150/5320-12C, Chapter 4*).



- d) The operators also will be responsible to provide a maintenance bond, to be held by the City until final inspection and repairs (if any) to the airport are complete.

11. Airport Safety Plan Layout (Attachment 1)

1. BAILEY ROAD
(NORTH) PARKING

4. ASSEMBLY AREA
(OUTSIDE SECURITY FENCE)

3. JAMESTOWN ROAD
(TRAILER) PARKING

6. AUCTION
TENT AREA

2. RUNWAY 9-27
(EAST) PARKING

5. BONHAMS AUCTION
(APPROX. LOCATION)

LEGEND

RUNWAY PROTECTION ZONE (RPZ)

RUNWAY SAFETY AREA (RSA)

RUNWAY OBJECT FREE AREA (ROFA)

TAXIWAY SAFETY AREA (TSA)

TAXIWAY OBJECT FREE AREA (TOFA)

BARRICADES (BARRICADE, FENCING, SIMILAR)

FLAGMAN/SAFETY/SECURITY

TEMPORARY RUNWAY CLOSURE MARKERS

RPZ

RSA

ROFA

TSA

TOFA

NOTES

1. PARKING AREAS SHALL NOT CREATE ANY OBSTRUCTIONS TO FAR PART 77 SURFACES.

2. EVENT OPERATOR SHALL BE REQUIRED TO PLACE BARRICADES & SECURITY STAFFING WHERE EVENT OPERATION BORDERS AIRPORT OPERATIONAL AREAS.

3. SAFETY AND SECURITY STAFFING SHALL BE RESPONSIBLE IN REDIRECTING AND REGULATING PEDESTRIAN & AUTOMOBILE MOVEMENT AWAY FROM ACTIVE RUNWAYS, TAXIWAYS, AND ALL SAFETY AREAS.

PEDESTRIANS WILL NOT BE PERMITTED AT ANYTIME TO CROSS ACTIVE RUNWAYS, RUNWAY SAFETY AREAS, AND ANY AIRCRAFT MOVEMENT AREAS.

PA

PASSERO ASSOCIATES

Engineering Architecture

www.passero.com

N

300' 0 300'

Property Owner:
City of Fernandina Beach
Fernandina Beach Municipal Airport
700 Airport Road
Fernandina Beach, Florida 32034

Tenant / Client:

Passero Associates

13453 N. Main Street Jacksonville, FL 32218 (904) 757-6106 Fax: (904) 757-6107
Certificate of Authorization # 3428
Principal-in-Charge Andrew M. Holesko, C.M.
Project Architect
Email:
Project Engineer

Revisions

No.	Date	By	Description

UNAUTHORIZED ALTERATIONS OR ADDITIONS TO THIS DRAWING IS IN VIOLATION OF STATE EDUCATION LAW ARTICLE 145 SECTION 7209 AND ARTICLE 347 SECTION 7007. THESE PLANS ARE COPYRIGHT PROTECTED ©

Attachment 1

Town/City: Fernandina Beach
County: Nassau State: Florida

Project No.
99047.0066P1

Drawing No.
1

Date
2021 Event

**CITY OF FERNANDINA BEACH
FACILITIES USE AGREEMENT**

This FACILITIES USE AGREEMENT (herein after called the AGREEMENT) is made and entered into this 21 day of July, 2020, 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 the 224 Joint Communications Support Squadron, Georgia Air National Guard whose address is 1693 Glynco Parkway, Brunswick, GA 31525 (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 to conduct its Annual Field Training Event on airport property shown at Exhibit A to this agreement. USER shall have use of this property to place and utilize its equipment for training purposes on the dates specified below.

NOW, THEREFORE, the parties agree as follows:

1. USER shall be permitted to use the FACILITY described above during the period August 3, 2020 through August 14, 2020.
2. USER will set up and use the FACILITY on a continuous basis during this period in the grass field adjacent to Closed Runway 18/36 (between Rwy 9/27 and Twy C) titled as Area 1 of the property description at Exhibit A.
3. USER shall pay CITY the sum of \$250.00 for use of FACILITY during the period designated, payable with returning this signed AGREEMENT. USER shall participate in a foreign object debris (FOD) walk on an airport pavement surface with airport staff for not more than one hour during the time period described above.
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 day-notice of such cancellation.
- l. USER shall maintain liability insurance, 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, as required 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: 224 JCSS
1693 Glynco Parkway
Brunswick, GA 31525

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: _____

By: _____
James Wombolt, MSgt
Its: Logistics Planner

101 _____
Employer ID #

CITY OF FERNANDINA BEACH

By: _____
Dale L. Martin
Its: City Manager

By: _____
Caroline Best
Its: City Clerk

Approved as to Form and Legality:

Tammi E. Bach, City Attorney

Exhibit A – Property Use Description (Area 1)





**DEPARTMENT OF THE AIR FORCE
224TH JOINT COMMUNICATION SUPPORT SQUADRON (AMC)
1693 GLYNCO PARKWAY
BRUNSWICK, GA 31525-6806**

01 July 2020

MEMORANDUM FOR CITY OF FERNANDINA BEACH, FLORIDA

FROM: 224 Joint Communications Support Squadron
1693 Glynco Parkway
Brunswick, GA 31525

SUBJECT: Self Insurance Statement

1. During the period of 3-14 August 2020, the 224 JCSS will perform Annual Field Training at the Fernandina Beach Municipal Airport, FL. The purpose of this letter is to provide you the necessary documentation establishing that the United States Military, including the Air National Guard, is a self-insured entity.
2. If at any time a member of the 224 JCSS becomes injured or ill for any reason during the course of their military duties at the Fernandina Beach Airport, the United States Air Force and the Georgia Air National Guard will be responsible for all claims. The City of Fernandina Beach will be relieved of financial responsibility resulting in personnel injury or illness and equipment damage. The United States Air Force and Georgia Air National Guard will bear the responsibility to process and administer any such circumstances.
3. If you have any questions or concerns regarding this correspondence please contact Major Thomas Naldrett at (912) 261-5700 or MSgt James Wombolt at (912) 261-5702.

James M. Wombolt, MSgt, GA ANG
Plans and Logistics NCOIC



MEMORANDUM

TO: AIRPORT ADVISORY COMMISSION

FROM: AIRPORT MANAGER

DATE: July 9, 2020

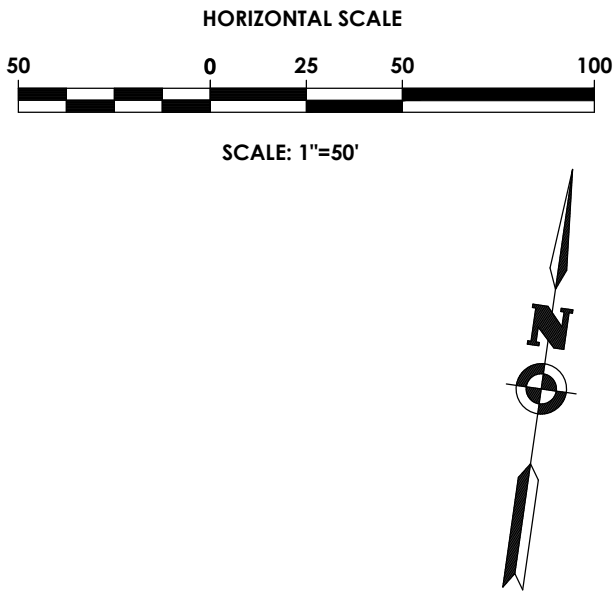
RE: MONTHLY REPORT

- The new Water Plant/Airport solar array has been online for more than a month, and the airport received its first terminal facility electric invoice for a full month of coverage from the month of June 2020. Electricity usage on a per day average was reduced by approximately 47% and the invoice for June power usage for June of 2020 in comparison to June of 2019 was reduced by roughly 45% (\$1,743 to \$792 respectively).
- New fuel tanks for rehabilitation of the airport fuel farm have been ordered. Estimated delivery and installation of the new tanks and components (electrical/plumbing/self-serve pump) remains mid-October 2020.
- Airport staff is coordinating final contract documents with CGC, Inc. for rehabilitation of Runway 4/22. Staff has asked that the project start-date follow the Republican Convention in Jacksonville which is scheduled for 24 August through 27 August. It is anticipated that the airport will receive a high volume of aircraft activity during that timeframe. Therefore, the estimated project timeframe will be September through January. Once the start-date has been solidified, I will provide a project timeline to the group.
- As mentioned above, the RNC is scheduled for 24 – 27 August. The airport will work closely with Bent Wing Flight Services for support of this event. There will likely be a NOTAM issued to reflect that the airport will be PPR-required for transient aircraft during that timeframe, as the early indication is that FHB will receive a high volume of transient aircraft parking at the field during the event.
- Staff is working with Passero Associates on the design of new T-Hangars at the airport, and there will be a discussion item on the July AAC meeting to review and receive initial comments on the design work completed to-date for this project. I have discussed this project with the appraiser, Andrew Magenheimer, who conducted the aeronautical appraisal for the airport in 2018 and will be receiving a proposal for service to provide recommended rates on the new

units prior to completion of construction. The appraiser will utilize building plans to review current comparable rates in providing this recommendation to ensure rates are available upon completion of construction.

- A draft budget has been submitted for processing with the City Commission. This budget is the same draft budget discussed with the AAC during the June AAC meeting.
- There is currently a vacancy for a voting member position on the Airport Advisory Commission. The vacancy has been published for more than thirty days and one submittal has been received, to date. This submittal will be on the July AAC agenda for consideration/recommendation.
- Southshore CRE, Inc. recently entered a ground lease with the airport to initially construct three row hangar units on the airport for rental. It is anticipated that construction of these hangars may start in approximately two – three months. Airport staff will work with the lessee and contractors on access/construction impacts as required for this project.
- The airport's conference room is available for rental/use for groups of ten individuals or less. Airport staff can assist with setting up for Zoom meetings displayed on the conference room television, if desired by users of the conference room. The airport has had the room professionally cleaned following recent uses to ensure that the conference room remains clean/disinfected.
- The airport has submitted appropriate documentation and received \$30,000 in funding under the recent CARES Act grant issued through the FAA which was established to offset revenue loss by providing funding to assist with eligible operational expenses of the airport. As previously mentioned, the airport used these funds for cover budgeted operational expenditures within the current fiscal year.
- A safety plan for the 2021 Concours d'Elegance, Bonhams Auction, and Russo & Steele auction events will be on the agenda for review of the AAC during the July meeting. This safety plan is normally submitted in August of each year to the FAA in preparation for the events in March.

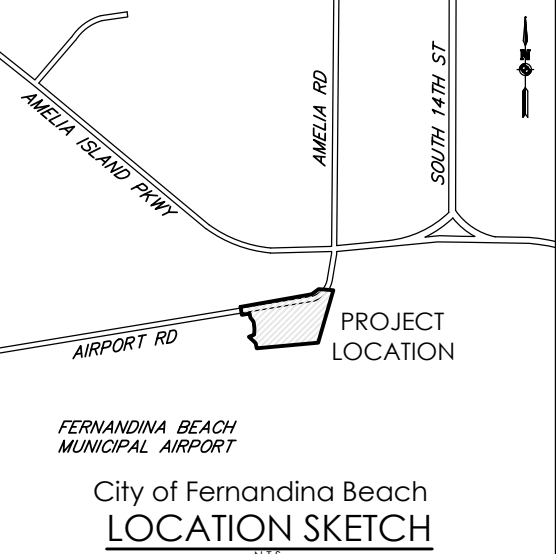
SITE DEVELOPMENT PLANS FOR
AIRPORT ROAD FIRE HOUSE
CITY OF FERNANDINA BEACH, NASSAU COUNTY, FLORIDA
P.N. 99000047.0086



PA
PASSERO ASSOCIATES
engineering architecture

DRAWING INDEX

- C101 COVER
C102 EXISTING CONDITIONS AND DEMOLITION PLAN
C103 SITE PLAN
C105 UTILITY PLAN
C106 STORM UTILITY PLAN
C107 GRADING & EROSION CONTROL PLAN
C108 PROFILES
C109 LANDSCAPING & LIGHTING
C201 NOTES
C202 DETAILS
C203 DETAILS
C204 DETAILS



Client:
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PRELIMINARY
DRAFT

Revisions			
No.	Date	By	Description
1			

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COVER
AIRPORT ROAD
FIRE HOUSE

Town/City: FERNANDINA BEACH
County: NASSAU State: FLORIDA

Project No.
99000047.0086

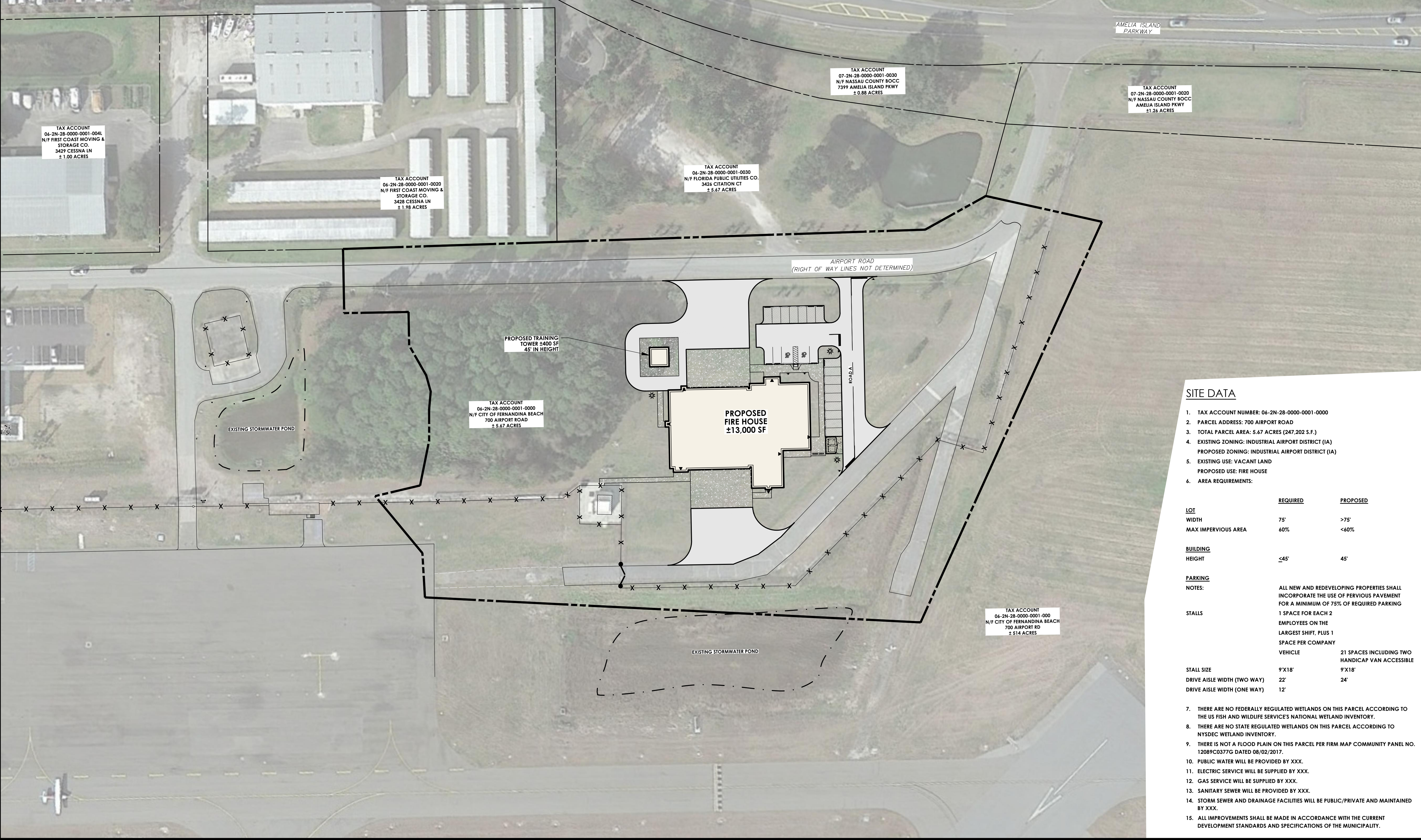
Drawing No.
C 101

Sheet No.
1

Scale:
1" = 50'

Date
JUNE 2020

NOT FOR CONSTRUCTION



SITE DATA

- TAX ACCOUNT NUMBER: 06-2N-28-0000-0001-0000
- PARCEL ADDRESS: 700 AIRPORT ROAD
- TOTAL PARCEL AREA: 5.67 ACRES (247,202 S.F.)
- EXISTING ZONING: INDUSTRIAL AIRPORT DISTRICT (IA)
PROPOSED ZONING: INDUSTRIAL AIRPORT DISTRICT (IA)
- EXISTING USE: VACANT LAND
PROPOSED USE: FIRE HOUSE
- AREA REQUIREMENTS:

LOT	REQUIRED		PROPOSED	
	WIDTH	75'	>75'	
BUILDING	MAX IMPERVIOUS AREA	60%	<60%	
	HEIGHT	<45'	45'	
PARKING				
NOTES:				
STALLS				
STALL SIZE				
DRIVE AISLE WIDTH (TWO WAY)				
DRIVE AISLE WIDTH (ONE WAY)				

- THERE ARE NO FEDERALLY REGULATED WETLANDS ON THIS PARCEL ACCORDING TO THE US FISH AND WILDLIFE SERVICE'S NATIONAL WETLAND INVENTORY.
- THERE ARE NO STATE REGULATED WETLANDS ON THIS PARCEL ACCORDING TO NYSDEC WETLAND INVENTORY.
- THERE IS NOT A FLOOD PLAIN ON THIS PARCEL PER FIRM MAP COMMUNITY PANEL NO. 12089C0377G DATED 08/02/2017.
- PUBLIC WATER WILL BE PROVIDED BY XXX.
- ELECTRIC SERVICE WILL BE SUPPLIED BY XXX.
- GAS SERVICE WILL BE SUPPLIED BY XXX.
- SANITARY SEWER WILL BE PROVIDED BY XXX.
- STORM SEWER AND DRAINAGE FACILITIES WILL BE PUBLIC/PRIVATE AND MAINTAINED BY XXX.
- ALL IMPROVEMENTS SHALL BE MADE IN ACCORDANCE WITH THE CURRENT DEVELOPMENT STANDARDS AND SPECIFICATIONS OF THE MUNICIPALITY.