AGENDA
AIRPORT ADVISORY COMMISSION
REGULAR MEETING
OCTOBER 8, 2020
6:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

4.1 Review of August 13, 2020 Regular AAC Meeting Minutes

4.2 Review of September 14, 2020 Regular AAC Meeting Minutes

5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA

6. OLD BUSINESS

6.1 Monthly Financial Report

6.2 Runway 4/22 Project Update

7. NEW BUSINESS

7.1 Appointment of AAC Chairperson

7.2 Vintage Aviation Museum Discussion

8. AIRPORT DIRECTOR AND STAFF REPORTS

8.1 Monthly Airport Director Report

9. COMMISSION MEMBER REPORTS/COMMENTS

10. NEXT MEETING DATE

11. 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 Director.

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

2. **Members Present:** Chuck Colcord, Don Edlin, Prudence Hostetter, Doug Geib, Dave Broughton, Tom Piscitello, Ward Gill Nathan Coyle (Staff Liaison), and Commissioner Len Kreger (City Commission Liaison)
Members Absent: Dave Austin

   Others Present:, Commissioner Chip Ross, Mary Stubbs, and Steve Stubbs

3. **Pledge of Allegiance**

4. **4.1 July 9, 2020 AAC Meeting – Approval of Minutes:** The July 9, 2020 AAC Regular Meeting Minutes were presented for consideration of the AAC. Mr. Coyle mentioned that Member Broughton identified that his presence at the meeting was missing from the minutes and that he would make that correction to the minutes.

   A motion was made by Member Hostetter, seconded by Member Geib, to approve the July 9, 2020 AAC Regular Meeting Minutes as amended. 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 to the AAC. Mr. Coyle also provided an update of pending grant revenue that would be accrued to the current fiscal year. Member Piscitello asked for an update on the question to FDOT about eligibility for utilizing white-top pavement for Runway 13/31. Mr. Coyle stated that he had not yet heard back from FDOT on this question, but that he had provided an update to the AAC on the pricing of white-top vs. asphalt pavement.

   6.2 Runway 4/22 Project Update and Schedule

   Airport Manager Coyle provided an update to the group stating that the grant offer and award of bid were approved by the City Commission. Mr. Coyle stated that work would likely start in early September with completion expected in January.

7. **New Business:**

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

   Airport Manager Coyle introduced Mary and Steve Stubbs, the owners of 1st Coast Storage, who provided a short presentation to the AAC about their interest in obtaining ownership of the property under Cessna Lane, North of Airport Road.

Following presentation, Mr. Coyle provided history of parcels adjacent to this roadway and stated that this roadway is airport property with federal obligations, and that the property was also dedicated as a right of way by the City.

Commissioner Kreger stated that vacation of a right-of-way is granted to adjacent parcel owners without any exchange of value for purchase. Mr. Coyle stated that he understood that to be the case in his conversations with Ms. Bach, City Attorney, and also recognizes the FAA's requirement for request to release property from obligations which requires appraisal and purchase of a parcel. Commissioner Kreger recommended deferring to the FAA for input, and Mr. Coyle stated that he would confirm this with the FAA before moving forward in the process.

Member Edlin asked for clarification as to the request for action by the AAC, and Mr. Coyle stated that the request for the AAC is to consider any future use or need for this parcel. Mr. Coyle stated that, from his perspective, he could not see future value or use of the parcel remaining as a roadway, as it could not be developed or likely be used for revenue production.

Member Colcord asked about the City's responsibility for keeping this property as a roadway. Mr. Coyle stated that the City would be required to continue maintaining this section of Cessna Lane.

A motion was made by Member Edlin, seconded by Member Hostetter, to recommend that the City move forward to evaluate a process for release of Cessna Lane, North of Airport Road, to be sold or transferred (as appropriate) to the ownership of the adjacent property owners, Steve and Mary Stubbs. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

7.2 Airport Annual (October 2020) Lease/Rental Agreement CPI Adjustment Discussion

Airport Manager Coyle introduced a discussion and proposal to forego CPI adjustment on airport lease and rental agreements in October of 2020 due to the fiscal impacts of COVID-19. Mr. Coyle stated the airport received a CARES Act grant in the amount of $30,000 from the FAA to offset revenue loss or impacts from COVID-19, and that the rehabilitation of Runway 4/22 would be funded 100% by the FAA. Mr. Coyle stated that the CPI adjustment for July to July, as required by most leases, would be .5% which would yield approximately $8,000 across all leases/rental agreements. Mr. Coyle also stated that he budgeted no CPI adjustment in the proposed 2020/2021 budget. Mr. Coyle asked for input or a recommendation from the AAC on this proposal. Mr. Coyle also stated that the airport had not abated nor deferred any rent at the airport in the current fiscal year, and expressed gratitude to the tenants and operators for continuing to pay rental fees.

A motion was made by Member Edlin, seconded by Member Geib, to recommend that the City not CPI adjust airport leases and rental agreements in October 2020 as a result of the financial impacts of COVID-19. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

7.3 State Fiscal Year 2023 Hangar Development Project Discussion

Mr. Coyle presented information about the programmed project, in State FY23, to construct hangars at the airport. Mr. Coyle stated that this anticipated grant from FDOT would contain $1M in funding for any type of hangar development desired by the airport. He continued by stating that the airport currently has 71 individuals on its hangar waiting list.

Member Gill stated that it would be difficult to discuss this matter without information pertaining to the cost of development and anticipated revenue for construction of each type of hangar. Mr. Coyle agreed that this information would be helpful, and stated that he would return with this information for the next meeting.

Member Colcord asked for an update on commercial hangar development, and Mr. Coyle stated that Clay Lee recently terminated the ground lease for hangar development for financial purposes. Mr. Coyle stated that Mr. Harry Giltz is still planning to move forward with construction of row hangars for rental, starting with the construction of 3 hangar units.

Member Piscitello stated that it might also be worthwhile to wait for a future meeting when the disposition of Hangar B became clear. Mr. Coyle agreed that this would be helpful, and stated that he would come back with an update on this process at the next meeting.

7.4 Facility Use Agreement Review – Mercedes Benz

Mr. Coyle presented a facility use agreement for use of the closed runway on August 24th. Member Gill asked about the additional indemnification clause added by Mercedes Benz within the addendum. Mr. Coyle stated that this section was negotiated between the City's attorney and legal counsel at Mercedes Benz. Mr. Coyle stated that he would ask for more information about this addendum from the City Attorney and provide a follow-up to the group after the meeting.

A motion was made by Member Edlin, seconded by Member Gill, to recommend that the City Commission approve the Facility Use Agreement as presented between Mercedes Benz and the City of Fernandina Beach, pending clarification by the City Attorney regarding the addendum and indemnification language within the agreement. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

8. Airport Manager and Staff Reports:

Member Colcord asked for an update on the Army National Guard's interest of Hangar B. Mr. Coyle stated that this proposal is awaiting feedback from the Guard Bureau in Washington D.C. but that an update was expected prior to the next AAC meeting in September.

9. Commission Member Reports and Comments:

Member Piscitello thanked airport staff for use of the airport's conference room and assistance with setting up Zoom meetings for the monthly EAA meetings.

10. Next Meeting Date: September 10, 2020

11. Adjournment: There being no further business to come before the Airport Advisory Commission, the meeting was adjourned at 7:17 p.m.

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Secretary Chuck Colcord, Vice-Chairperson

1. **Call to Order:** Chairperson Austin called the meeting to order at 6:03 pm.

2. **Members Present:** Chuck Colcord, Don Edlin, Prudence Hostetter, Doug Geib, Tom Piscitello, Ward Gill, Len Kreger (City Commission Liaison), and Nathan Coyle (Staff Liaison)
   Members Absent: David Broughton

   Others Present:, Commissioner Chip Ross, Robert Kozakoff, Brian Echard (Bent Wing Flight Services)

3. **Pledge of Allegiance**

4. **4.1 August 13, 2020 Regular Meeting – Approval of Minutes:** The August 13, 2020 meeting minutes were presented for review of the AAC. Members Hostetter and Piscitello stated that the section identifying members present and absent was not accurate. Mr. Coyle stated that he would correct these errors and bring back revised minutes for review of the committee at the next meeting.

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 to the AAC. Mr. Coyle stated that year-to-date revenue is approximately $214,000 over year-to-date expense, and also noted the substantial annual debt service payment still anticipated at the end of the fiscal year which will reduce the revenue over expense shown on the monthly report.

   6.2 Runway 4/22 Project Update and Schedule

   Airport Manager Coyle provided an update to the group stating that some work outside of the safety areas for Runway 4/22 would commence in September, and that Runway 4/22 would close for construction in early October. Mr. Coyle stated that he would provide correspondence to tenants once the actual closure date is established, and that he would also issue the appropriate NOTAMs for the closure.

7. **New Business:**

   7.1 Vintage Aviation Museum Discussion

   Airport Manager Coyle stated that Mr. Sean O'Brien requested to reschedule his discussion with the group during the October AAC meeting. Member Geib asked for a quick synopsis of what this discussion would entail, and Mr. Coyle stated that Mr. O'Brien had reached out with interest in seeking a location for establishment of a warbird museum and restoration facility. Mr. Coyle stated that he would add this item to the October AAC meeting agenda.

7.2 State FY23 Hangar Development Project Discussion

Airport Manager Coyle provided a presentation, included as Attachment 1 to these minutes, reviewing the anticipated State FY23 funding for development of hangars and other funding sources that could be leveraged to assist with hangar development during this same project. Following the presentation, the group reviewed and discussed scenarios presented by Mr. Coyle.

Member Austin stated that he supported a scenario leveraging use of funds from the airport, FDOT grant dollars, a loan, and private investment from the FBO to construct T-hangars and a bulk hangar at the airport. Mr. Austin stated that there is significant demand within aviation to warrant the development and that it would create a long-term revenue source for the airport in the future.

All other AAC members voiced support for this same scenario, and a consensus was provided to Mr. Coyle that the airport should further investigate development of T-hangars and a bulk hangar leveraging the funding sources mentioned above during the FY23 State funded project. Mr. Coyle stated that he would work to refine this scenario and the conservative estimates provided in the presentation.

8. Airport Manager and Staff Reports:

Mr. Coyle stated that three FDOT grant agreements were scheduled for review by the City Commission during the September 15th meeting. These agreements include supplemental funding for the airport fuel farm rehabilitation project, supplemental funding for the T-hangar development project, and full project funding to re-stripe Runway 9/27 in the upcoming fiscal year.

Mr. Coyle stated that this would be Chairperson Austin's last meeting with the AAC, and thanked Mr. Austin for his service to the committee.

9. Commission Member Reports and Comments:

Member Piscitello thanked airport staff for use of the airport's conference room and assistance with setting up Zoom meetings for the monthly EAA meetings.

10. Next Meeting Date: October 8, 2020

11. Adjournment: There being no further business to come before the Airport Advisory Commission, the meeting was adjourned at 7:20 p.m.

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Secretary Chuck Colcord, Vice-Chairperson

FHB Hangar Development Project Discussion

Nate Coyle

September 14, 2020

Overview

- Background Details
  - Airport Hangar Inventory
  - Waiting List Considerations
  - Future Financial Considerations
- Hangar Development Funding Sources
- Hangar Development Cost Assumptions
- Hangar Development Scenarios

Background Details

- Airport currently owns/rents 52 individual T/Row hangar units (and 4 bulk hangars)
- Ongoing 2020 hangar project should produce 6 units
- In State FY2023 (July of 2022), FDOT is projecting $1M in grant funds for development of hangars (grant funds also eligible for hangar repairs).
- FHB currently has 72 individuals on its hangar waiting list.
  - On average, 4 hangar units turnover each year (6 units turned over this year), and we refunded 4 deposits (other than units filled) this year for various reasons. One item that influenced refunds this year is the new waiting list/pass-over policy.
  - Significant growth of hangar waiting list occurred in past three years (grew from a consistent 15 – 20 in previous years up to 72).

Background Details

- Hangar Waiting List Considerations
  - The waiting list only identifies aircraft suitable for T/Row hangars (does not identify demand for storage larger aircraft that cannot fit in these hangars).
  - It is likely that some individuals on FHB's waiting list are on waiting lists at more than one airport. Some on the list are more sensitive to pricing as we have noted when offering larger box units, however there has been no issue/delay filling any type of hangar from the list given the strong demand.
  - Southshore CRE (Harry Giltz) still tentatively planning to construct 3 individual row/hangar units at FHB, and may still consider additional units if successful with the first phase (additional leased parcel could possibly accommodate 10 -14 units).
  - With projected funding in FY23, staff does not believe development by Southshore CRE and the airport will result in depleted demand, or a scenario a sufficient waiting list does not exist to backfill vacancies.

Background Details

- Airport Future Financial Considerations
  - Current 5-Year CIP (including programmed hangar development) is ~$14.5M
    - Funding is a mix between FAA grants, FDOT grants, <u>airport matching funds</u>, and capital projects ineligible for grant funding (<u>sole airport expense</u>).
    - Just as a note, FHB has done well to set up its revenue capability over the years, but remains a GA airport with three active runways and significant infrastructure maintenance rehabilitation needs (ie annual cashflow needs).
  - Current airport debt service for terminal facility (and older debt refinanced in 2018 as a 15-yr loan) expires in 2032. Average annual debt payment is ~$115K.
  - FDOT recently indicated support to participate in rehabilitation of Runway 13/31. Programing project estimate is $3.7M. With FDOT participation, the airport's match for this project could still be <u>$740K</u>.
- Anticipated New/Future Revenue
  - 6 New T/Row-hangar units: $30K - $40K per year (contingent upon FMV rental rate)
  - FBO Rent Credit Expiration: Rent credits from Terminal Facility participation, estimated to expire in 2023 and will produce ~$55K per year in new annual revenue.

Hangar Development Funding Sources

- FY23 FDOT Grant: $1M (50% Match).
- Airport Fund Reserves (50% Match and Beyond).
- FBO Offer from 2015 RFP: ~$720K in a zero percent loan or other partnership if City desires releasing an RFP (still need City Attorney opinion on logistics/process).
- New Debt Issuance (will create annual debt obligation). I used a very conservative interest rate assumption for all terms on the following slides.

- My Initial Thoughts for Discussion:
  - Develop hangars leveraging all funding sources to provide hangars for waiting list individuals.
  - Perhaps consider close to an annual net-zero impact for duration of debt service. Do not neglect the **additional maintenance expense new hangars (and existing hangars) will require.**
  - Seek the shortest debt service feasible to allow new annual revenue impact after debt has expired.
  - The purpose of this recommendation is an attempt to maintain existing cash flow or better to meet capital/FAA and FDOT grant expenses for maintenance of the airport, while attempting to accommodate demand which will also set the airport up for future revenue growth after expiration of debt.
  - Secondary Impacts include fuel flowage/benefit to commercial operators/etc. and are also important considerations.

Hangar Development Cost Assumptions

- T-Hangars
  - $120,000 per T/Row Hangar Unit (Includes site work/door/pavement, and anticipates a restroom).
  - 12 T-Hangars: $1.44M (Construction Only).
  - 18 T-Hangars: $2.16M (Construction Only).
  - Soft Cost Estimate (Design and CA/CEI): $245K or $367K respectively.
- Bulk Hangar
  - $100 Per Square Foot (Includes site work/door etc).
  - 12K Square Foot Hangar/2K Square Foot Office: $1.4M (Construction Only).
  - Soft Cost Estimate: $238K.
- Contingency: 10% (added in all scenarios)

Scenarios (T/Row Hangars Only)

- 12 T/Row Hangars (Total Cost $1.8M)
    - Possible Funding: FDOT: $1M Airport Fund; $300K Loan; $500K.
  - **10** Year Loan (4%): Average Annual Debt Payment is $60,000.
  - New Annual Revenue at $450/Unit: $64,800.
  - Annual Net: $4,800 initially; full revenue after 10 years.

- 18 T/Row Hangars (Total Cost $2.8M)
    - Possible Funding: FDOT: $1M; Airport Fund: $300K; Loan: $1.5M.
  - **15** Year Loan (4%): Average Annual Debt Payment is $132,000.
  - New Revenue at $450/Unit: $97,200 or $129,600 if $600/Unit (**depends on hangar type/characteristics and FMV).
  - Annual Net: $-34,800 or -$2,400 respectively; full revenue after 15 years.
  - New hangars (6 units) produced in 2021 could help offset the annual net.

Scenarios (T/Row and Bulk Hangar via Loan)

- 12 T/Row Hangars & Bulk utilizing Loan Only; (Total Cost $3.7M)
    - Possible Funding: FDOT: $1M; Airport Fund: $500K**; Loan: $2.2M.
  - **15** Year Loan (4%): Average Annual Debt Payment is $194,220.
  - New Revenue at $450/Unit & $5/Square Foot: $134,800 or $148,900 at $600/Unit (I used a conservative figure for bulk hangar rental…requires review to establish FMV…hangar design will influence bulk hangar rental rate).
  - Annual Net: $-59,420 or -$45,320 respectively; full revenue after 15 years
  - 2021 hangar revenue ($30-$40K) and FBO lease payment following rent credit revenue expiration needed to offset annual payment.

Scenarios (T/Row & Bulk Hangar; Loan and FBO Funds)

- 12 T/Row & Bulk Hangar Using Loan & FBO Offer (Total Cost: $3.7M)
    - Possible Funding: FDOT: $1M; Airport Fund: $500K**; Loan: $1.5M; FBO: $700K (rent credit distributed across 20 years).
    - The bulk hangar under the FBO funding option would be for long-term lease to the FBO for use.
- **15** Year Loan (4%): Average Annual Debt Payment is $132,420.
- New Revenue at $450/Unit & $5/Square Foot w/rent credit: $99,800 or $113,900 at $600/Unit (I used a conservative figure for bulk hangar rental…requires review to establish FMV…hangar design will influence bulk hangar rental rate).
- Annual Net: $-32,620 or -$18,500 respectively; full revenue after 15 years
- New FY20/21 hangar revenue needed to offset annual payment.

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	BUDGET 2019-2020	YTD	Percentage
REVENUES			
33120 FEMA GRANT	-	0.00	100.0%
33220 FAA GRANT	2,143,000	168,373.42	7.9%
33323 FDOT GRANT	505,500	127,259.49	25.2%
33420 FEMA STATE GRANT	-	0.00	0.0%
34704 RENTALS NON-TAXABLE		750.00	100.0%
34720 RENTALS		6,591.54	100.0%
34970 FUEL SALES	24,800	23,025.68	92.8%
34971 LEASE PAYMENTS - LAND LEASE	69,797	91,103.44	130.5%
34973 LAND LEASE - AMELIA RIVER	205,960	213,505.78	103.7%
34974 LAND LEASE PAYMENTS - NON-TAXABLE	37,105	38,708.95	104.3%
34975 RENT/LEASE PAYMENTS - City Built	293,707	290,401.63	98.9%
34976 8 FLAGS RENT (TAXABLE)	67,017	45,847.64	98.2%
34978 8 FLAGS RENT - NON-TAXABLE	50,266	68,963.84	
34979 TRANSIENT REVENUE	-	6,243.87	0.0%
36110 INTEREST		4,969.27	
36420 INSURANCE PROCEEDS		0.00	
36800 CAPITAL CONTRIBUTION		0.00	
38410 LOAN PROCEEDS		0.00	
36990 OTHER REVENUE	112,650	76,549.66	68.0%
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	3,659,480	1,157,352.68	31.6%

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		BUDGET 2019-2020	YTD	Percentage
PERSONNEL SERVICES				
51200	SALARIES	128,570	126,848.43	98.66%
51300	TEMPORARY	-	0.00	
51350	PART TIME	15,809	0.00	0.00%
51400	OVERTIME	-	0.00	
52100	FICA	11,045	8,833.90	79.98%
52200	RETIREMENT	30,806	30,389.96	98.65%
52300	HEALTH	29,687	29,619.72	99.77%
52301	LIFE	713	736.49	103.29%
52350	OPEB COSTS	1,756	1,756.00	100.00%
52400	WORKERS' COMP	3,150	3,150.00	100.00%
52500	UNEMPLOYMENT			
	TOTAL	221,536	201,334.50	90.88%
OPERATING EXPENSES				
53100	PROFESSIONAL SERVICES	25,000	12,750.00	51.00%
53200	AUDIT	6,795	6,795.00	100.00%
53400	CONTRACTUAL	54,790	30,164.09	55.05%
53900	AUTO ALLOWANCE		0.00	
53910	HOUSING ALLOWANCE	-	0.00	
54000	TRAINING/TRAVEL	3,000	27.51	0.92%
54100	COMMUNICATIONS	2,203	1,719.11	78.03%
54101	COMMUNICATIONS - CELL	2,000	1,308.84	65.44%
54103	COMMUNICATIONS - INTERNET	5,750	2,040.50	35.49%
54200	POSTAGE	100	68.00	68.00%
54300	UTILITIES - ELECTRIC	40,600	29,370.33	72.34%
54310	UTILITIES - WATER & SEWER	13,400	8,092.24	60.39%
54500	INSURANCE	42,349	42,349.00	100.00%
54610	R/M GROUNDS	93,600	83,890.87	89.63%
54620	R/M EQUIPMENT	1,500	53.96	3.60%
54630	R/M VEHICLES-LABOR	6,000	5,286.25	88.10%
54640	R/M VEHICLES-MATERIALS	6,500	6,060.67	93.24%
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	7,300.00	100.00%
55100	OFFICE SUPPLIES	2,907	616.53	21.21%
55200	OPERATING SUPPLIES	2,285	1,939.28	84.87%
55210	UNIFORMS	400	24.00	6.00%
55230	FUEL	6,500	5,278.59	81.21%

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	BUDGET 2019-2020	YTD	Percentage
55400 BOOKS/SUBS/DUES	725	655.00	90.34%
TOTAL	325,761	245,789.77	75.45%
CAPITAL OUTLAY			
56200 BUILDINGS	-	0.0	
56300 IMPROVEMENTS	2,965,585	437,056.0	14.74%
56400 MACH./EQUIP.	30,000	30,172.6	
56401 MACH./EQUIP. Non-CAP	2,393	2,393.0	100.00%
TOTAL	2,997,978	469,621.6	15.66%
57000 SETTLEMENT EXP		0.0	
57100 PRINCIPAL	79,000	79,000.0	
57200 INTEREST	35,005	35,617.2	
57300 FINANCING COSTS	-	0.0	
TOTAL	114,005	114,617.2	
Expense Total	3,659,280	1,031,363.0	28.18%

Revenue - Expense (30 Sep): $125,989
**Includes Grant Accruals

ORDINANCE 2014-05

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA REPEALING ORDINANCE 671; INCORPORATING HEREIN AND AMENDING RESOLUTION 2011-45 REGARDING THE AIRPORT ADVISORY COMMISSION (AAC) BY ADDING ONE (1) NON-VOTING MEMBER; REQUESTING PERIODIC INFORMATION FROM THE CITY MANAGER; PROVIDING FOR SEVERABILITY; REPEALING ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission initially created the Airport Advisory Commission (AAC) in 1984 via Ordinance 671; and

WHEREAS, the City Commission incorporated the roles and responsibilities of the AAC into City Code in 1984 and later into a newly created Land Development Code in 2006; however, Ordinance 671 was never formally repealed; and

WHEREAS, in March 2011, the City Commission decided that the roles and responsibilities of the AAC should be removed from the provisions of the Land Development Code since it does not oversee or rule on land development issues throughout the City; and

WHEREAS, the City Commission recreated the AAC via Resolution 2011-45 and clarified its roles and responsibilities as a standing committee serving as an advisory body to the City Commission; and

WHEREAS, the AAC has reviewed Resolution 2011-45 and recommends it be amended and incorporated into this Ordinance.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby repeals, in its entirety, Ordinance 671 adopted July 17, 1984.

SECTION 2. The City Commission incorporates herein and amends Resolution 2011-45 regarding the Airport Advisory Commission, which is officially designated as a standing committee and an advisory board to the City Commission, and is responsible for adhering to the following:

a) The AAC shall consist of seven (7) members appointed by the City Commission and may include one (1) non-voting member appointed by the City Commission;
b) All members shall reside within the City limits; and a member who moves outside of the City shall be removed immediately;
c) Each member of the AAC serves at the pleasure of the City Commission;
d) The term of office for all board members shall be three (3) years effective with October 1 of year appointed unless appointed to fill a vacancy then appointment continues for the term of the vacancy;
e) Members shall attend all regular and called meetings. Any member who has been absent without being excused for three (3) regular meetings in one (1) fiscal year shall be subject to removal;
f) The AAC shall have a chair and a vice-chair to conduct each meeting, but the non-voting member shall not serve as chair or vice-chair, the Airport Manager or his/her designee shall attend each meeting;
g) The chair and vice-chair shall serve one (1) year terms;
h) For the purpose of transacting business at any meeting, a majority of AAC members shall constitute a quorum;

i) A member who is seeking re-appointment shall continue to be a voting member for two (2) months beyond the existing term, if necessary, to allow for the finalization of the re-appointment by the City Commission;

j) The AAC meetings are open to the public and its members are subject to the Florida Sunshine Law and Public Records Act;

k) All meetings will be conducted in accordance with parliamentary procedures as set forth and explained in the latest revised edition of Robert's Rules of Order, which shall serve as a guide for the rules of procedure of the meetings;

l) Minutes of its proceedings, indicating the attendance of each member and decision of each member, shall be kept, signed by the chair and filed with the City Clerk;

m) Members shall serve without compensation;

n) The AAC shall request/expect/receive information from the Airport Manager which is necessary in order to carry out specific roles and responsibilities in section (o) below;

o) The AAC shall provide advice and make recommendations to the City Commission as follows:

1. Make recommendations regarding planning for the physical development and betterment of the Airport;
2. Make recommendations on the operation of the Airport and for the improvement of the operation;
3. Make recommendations regarding the sale or lease of City-owned property located on or adjacent to the Airport and land use of property adjacent to the Airport or land use of nearby property that could reasonably affect or prevent safe operations at the Airport;
4. Make recommendations regarding the requested use or proposed grant of concessions on the Airport property;
5. Make recommendations regarding policies, such as Airport Rules and Regulations and Airport Minimum Standards, and rates to be charged for the use of Airport property, including hangar rent, Airport use fees, landing fees, parking fees, and other charges to the general public for the use of the Airport; and
6. Perform all acts requested by the City Commission to advise and assist in the continued operation and betterment of the Airport.

SECTION 3. SEVERABILITY. If any section, subsection, sentence, clause, phrase of this Ordinance, or the particular application thereof, shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses and phrases under application shall not be affected thereby.

SECTION 4. Ordinances in conflict herewith are hereby repealed to the extent of such conflict

SECTION 5. This Ordinance shall take effect immediately after its final adoption.

ADOPTED this 18th day of March, 2014.

ATTEST:

Caroline Best

Caroline Best
City Clerk

CITY OF FERNANDINA BEACH

Edward E. Boner
Mayor – Commissioner

APPROVED AS TO FORM & LEGALITY:

Tammi E. Bach
City Attorney

Mr. Sean O'Brien will introduce himself to the AAC and discuss his potential interest in seeking a location to establish a warbird museum and restoration facility. Mr. O'Brien will join the group via Zoom as he currently located out of state.

MEMORANDUM

TO: AIRPORT ADVISORY COMMISSION

FROM: AIRPORT MANAGER

DATE: October 8, 2020

RE: MONTHLY REPORT

- Runway 4/22 will close on 5 October. NOTAMs for this closure have been published. There will be other brief closures of Runway 13/31 and Runway 9/27 during the course of the project, and these closures will be announced as the timeline moves forward.

- The contractor for the airport fuel farm rehabilitation project has notified the airport that the construction of new tanks for the airport is behind schedule. Many schedules have been impacted by COVID through the course of this year. Staff is awaiting a new estimated arrival date for the tanks, at which time work will commence on-site to rehabilitate the fuel farm. Once a new estimated arrival date is reviewed/coordinated staff will inform the AAC of the new date for commencement of this work.

- I anticipate receipt of final design and plan specifications for new hangars to be received from Passero Associates within the next 3 weeks. Once received, I will provide a reference copy to the AAC, and will build the invitation to bid. I plan to release the invitation to bid in the month of October. The construction phase of this project was approved in the new fiscal year budget. As a reminder, the design proposes construction of six individual T-hangar/row hangar units.

- I have finalized a draft RFP for release to request submittals/interest in Hangar B, and plan to coordinate the RFP with the City's procurement office in early October for release by mid-October. This RFP will seek applicants interested in leasing/renting Hangar B for aeronautical purpose.

- The FDOT grant for re-striping Runway 9/27 has been approved by the City Commission. The airport will look to utilize the statewide airport marking contractor for use in this project. The State is currently soliciting for a new statewide marking contract as the existing contract expires in December of 2020. A new contract is expected to be in place in early January. Based on this information, I will plan to schedule this striping work to occur in late Spring or Summer. This work will likely require a one week closure of Runway 9/27 for completion of the work.

- Mr. David Austin has resigned from the AAC following completion of his term of appointment. A voting member vacancy for this position has been advertised on the City of Fernandina Beach website. The AAC will discuss appointment of a new chairperson during the October meeting.