



**AGENDA
AIRPORT ADVISORY COMMISSION
REGULAR MEETING
SEPTEMBER 9, 2021
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 August 12, 2021 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 Hangar Construction Project Update
 - 6.3 Noise Abatement Guidelines - Final Draft
 - 6.4 World Skydive Proposal Update
- 7. NEW BUSINESS**
 - 7.1 Airport Capital Plan Overview
 - 7.2 Bendix Commercial Systems Demonstration Facility Use Agreement Review
- 8. AIRPORT DIRECTOR AND STAFF REPORTS**
 - 8.1 Monthly Department 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.

1. **Call to Order:** Chairperson Geib called the meeting to order at 6:00 pm.
2. **Members Present:** Doug Geib, Frank Mayer, Chuck Colcord, Prudence Hostetter, Don Edlin, Hugh Giggy, Tom Piscitello, Dave Broughton, and Nathan Coyle (Staff Assistant)

Members Absent:

Others Present: Commissioner Ross, Steven Sherman, and Brian Echard, Deborah Colton, Jim Malenke, Vince Cavallo, Steven Sherman, James Harkins, Gary Mendleson, and John Bray.

3. **Pledge of Allegiance**
4. **4.1 August 12, 2021 AAC Meeting – Approval of Minutes:** The June 10, 2021 AAC Regular Meeting Minutes were presented for consideration of the AAC

A motion was made by Member Colcord, seconded by Member Edlin, to approve the June 10, 2021 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 provided.
6. **Old Business:**

6.1 Monthly Financial Update

Airport Manager Coyle presented the monthly financial update and stated that there was nothing noteworthy to provide to the group. Member Geib asked for an updated time estimate for the construction of the T-Hanger project, and Member Coyle stated that he would not have a good estimate for a construction timeline until the timeline for delivery of building components could be established. Member Edlin asked why the parking revenue far exceeded budgeted revenue. Mr. Coyle stated he had budgeted this revenue very conservatively for this line item, and that parking during Concours d'Elegance events in May exceeded anticipated revenue.

6.2 Noise Abatement Guidelines

Airport Manager Coyle provided a recap to the AAC of recommendations made during the previous meeting and presented a draft list of noise abatement guidelines. Manager Coyle stated that the guidelines are voluntary and not enforceable. Member Edlin stated that he was concerned about the congestion of traffic in the pattern and expressed interest in guidelines that may help to improve periodic congestion in the traffic pattern.

The AAC received public comment on this topic: Mr.

Gary Mendleson, 3122 Egans Bluff Road Fernandina Beach, stated that he was concerned about aircraft noise and altitude of flight by many of the aircraft operating in the area.

Mr. James Harkins, 1912 Windswept Oak Lane Fernandina Beach, stated that he has lived for 5 years and is concerned about the increased aircraft noise and safety of residents surrounding the airport.

Mr. John Bray, 3701 1st Avenue Fernandina Beach, expressed concern about airport traffic congestion and noise.

Mr. Steven Sherman, 95025 Woodberry Lane Fernandina Beach, thanked the Airport Advisory Commission for their attention to reducing the noise and congestion. Mr. Sherman expressed concern with the impact of practice approaches by the flight schools from Jacksonville. Member Colcord commented that all pilots are required to make practice approaches each month in order to keep currency in compliance to FAA Directives.

Mr. Vince Cavallo, 2895 Breakers Drive Fernandina Beach, expressed concerned about an increase in airport traffic generated from flying schools operating in the local area.

Ms. Deborah Colton, 95343 Spinnaker Drive Fernandina Beach, stated that the voluntary noise abatement procedures are not being followed which she believes is creating a safety issue.

Mr. Jim Malenke, 722 Amelia Circle Fernandina Beach, provided an overview of aircraft climb and decent ratios and variances due to weather conditions. He stated the importance of pilot training and practice approaches.

Member Mayer provided background information regarding the volume of flight training activity and stated that there is a pilot shortage within the industry, and flight instruction agencies are working to train pilots to accommodate the shortage.

The AAC the discussed the draft noise abatement guidelines and came to consensus with the following additions to the draft guidelines within the AAC packet:

- Request that practice approaches be limited to 5 per visit to the airport.
- Request that prevailing wind runway operations take precedence over crosswind practice approaches.

Mr. Coyle stated that he would bring back to the group a final draft of noise abatement guidelines, and a revised noise abatement website for viewing of the AAC at the next meeting.

6.3 Update on World Skydiving Proposal Update.

Airport Manager Coyle provided an update on the proposal from World Skydiving for operations at the Fernandina Beach Municipal Airport. Mr. Coyle stated that was that the existing lease agreement for skydive operations with Amelia Skydive contained provisions that are problematic in accordance with Federal Grant Assurances. Mr. Coyle also discussed the challenge of having two Skydiving entities blended into an acceptable SOP which addresses both FAA guidelines and safety. AAC member were primarily concerned about the possibility of an additional drop zone and recommended that the existing drop zone remain as the only drop zone authorized for use on the airport. Mr. Coyle stated that he would keep the group informed as the airport moved forward in the discussion further

New Business:

7.1 FAA Grant Agreement (Transient Apron Rehab/Design) Review

Airport Manager Coyle presented a proposed Grant Agreement from the FAA for reimbursement of 100% of costs associated with the design phase for rehabilitation of the transient aircraft parking apron. The recommendation for this agenda item was made during discussion of Item 7.2 below.

7.2 Passero Associates Work Order 2196 (Transient Apron Design Services) Review

Airport Manager Coyle presented a proposed work order from Passero Associates for the design of a project to rehabilitate the transient aircraft parking apron. Mr. Coyle reminded the AAC that the expense for this work order would be reimbursed at 100% under the FAA grant presented in the previous agenda item.

A motion was made by Member Colcord, seconded by Member Hostetter to recommend that the City Commission approve the FAA Grant Agreement for Design of the Transient Aircraft Parking Apron as well as the Passero Associates Work Order for design of the transient aircraft parking apron. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

7.3 FDOT Grant Agreement for Construction of an Airport Fire Station

Airport Manager Coyle presented the FDOT grant that would provide the first-phase of funding for construction of the aviation-portion of a public/airport fire station. Mr. Coyle mentioned that this first-phase of the grant would provide \$75,000 in grant funds to the airport and that a subsequent grant is programmed for the following fiscal year to potentially provide an additional \$500,000 in grant funds for this project. **A Motion was made by Member Colcord, seconded by Member Edlin to recommend that the City Commission approve the FDOT Grant Agreement for construction of an Airport Fire Station. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.4 2022 Concours d'Elegance FAA Safety Plan Review

Airport Manager Coyle briefed on the 2022 Concours d'Elegance FAA safety plan for the upcoming March of 2022 events. Mr. Coyle stated that the plan remained the same as submitted last year, but also mentioned that he had received notice that Russo and Steele would intent to return to the airport in March of 2022. There were no concerns on the draft safety plan expressed from AAC members.

7.5 Russo and Steele Amendment 1 to Agreement

Airport Manager Coyle presented an Amendment to the multi-year agreement with Russo and Steele as had previously been discussed with the AAC and asked for review/recommendation from the AAC. **A motion was made by Member Edlin, seconded by Member Colcord to recommend approval by the City Commission of the First Amendment to the Facility Use Agreement between the City of Fernandina Beach and Russo and Steele. A vote upon passage of the motion was taken by ayes and nays and all being ayes, carried.**

8.1 Monthly Airport Director Report

Airport Manager Coyle briefed on several items. He provided update on the hangar construction project and fuel farm rehabilitation project. Mr. Coyle also discussed a recent meeting that Manager Coyle

conducted with the Balloon Glow Tour which has interest in holding a tethered hot air balloon event at the airport in the future. Finally, Manager Coyle stated that Member Broughton has resigned from the AAC to accept the part-time staff assistant position at the airport.

9. Next Meeting Date: September 9, 2021

10. Adjournment: There being no further business to come before the Airport Advisory Commission, the meeting was adjourned at 7:40 p.m.

Secretary

Doug Geib, Chairperson

AIRPORT 420**AIRPORT
420**

	BUDGET 2020-2021	YTD	Percentage
REVENUES			
33120 FEMA GRANT	-	0.00	100.0%
33220 FAA GRANT	2,680,100	2,445,898.00	91.3%
33323 FDOT GRANT	1,042,073	305,446.03	29.3%
33420 FEMA STATE GRANT	-	0.00	0.0%
34704 RENTALS NON-TAXABLE	200	840.00	420.0%
34720 RENTALS	1,200	7,995.75	666.3%
34970 FUEL SALES	24,800	30,442.64	122.8%
34971 LEASE PAYMENTS - LAND LEASE	50,161	65,540.18	130.7%
34973 LAND LEASE - AMELIA RIVER	205,960	195,996.33	95.2%
34974 LAND LEASE PAYMENTS - NON-TAXABLE	42,295	46,762.76	110.6%
34975 RENT/LEASE PAYMENTS - City Built	310,000	270,293.93	87.2%
34976 8 FLAGS RENT (TAXABLE)	67,017	44,162.11	84.6%
34978 8 FLAGS RENT - NON-TAXABLE	50,266	55,093.60	
34979 TRANSIENT REVENUE	-	5,319.78	100.0%
36110 INTEREST		3,705.39	100.0%
36420 INSURANCE PROCEEDS		0.00	
36800 CAPITAL CONTRIBUTION		0.00	
38410 LOAN PROCEEDS		0.00	
36990 OTHER REVENUE	103,089	56,599.43	54.9%
36991 PARKING REVENUE	2,004	6,893.00	344.0%
36995 LATE FEES	-	1,916.02	0.0%
36992 GAIN ON SALE OF ASSETS		1,000.00	100.0%
38101 TRANSFERS IN GENERAL FUND		0.00	
38910 CASH BALANCE FORWARD	734,865	0.00	0.0%
Revenue Total	<u>5,314,030</u>	<u>3,543,904.95</u>	66.7%

AIRPORT 420

AIRPORT 420

	BUDGET 2020-2021	YTD	Percentage
PERSONNEL SERVICES			
51200 SALARIES	135,272	119,937.55	88.66%
51300 TEMPORARY	-	0.00	
51350 PART TIME	15,080	292.40	1.94%
51400 OVERTIME	-	0.00	
52100 FICA	11,502	8,425.99	73.26%
52200 RETIREMENT	29,138	25,834.49	88.66%
52300 HEALTH	28,906	26,191.44	90.61%
52301 LIFE	744	703.12	94.51%
52350 OPEB COSTS	1,756	1,606.00	91.46%
52400 WORKERS' COMP	1,341	1,221.00	91.05%
52500 UNEMPLOYMENT			
TOTAL	223,739	184,211.99	82.33%
OPERATING EXPENSES			
53100 PROFESSIONAL SERVICES	25,000	5,000.00	20.00%
53200 AUDIT	6,795	6,226.00	91.63%
53400 CONTRACTUAL	49,880	32,935.94	66.03%
53900 AUTO ALLOWANCE		0.00	
53910 HOUSING ALLOWANCE	-	0.00	
54000 TRAINING/TRAVEL	3,210	942.00	29.35%
54100 COMMUNICATIONS	2,388	1,995.33	83.56%
54101 COMMUNICATIONS - CELL	2,000	1,020.83	51.04%
54103 COMMUNICATIONS - INTERNET	5,750	2,040.50	35.49%
54200 POSTAGE	100	17.58	17.58%
54300 UTILITIES - ELECTRIC	42,000	17,649.32	42.02%
54310 UTILITIES - WATER & SEWER	13,400	6,704.68	50.03%
54500 INSURANCE	66,499	60,973.00	91.69%
54610 R/M GROUNDS	182,500	59,873.94	32.81%
54620 R/M EQUIPMENT	6,350	5,090.99	80.17%
54630 R/M VEHICLES-LABOR	7,000	2,827.50	40.39%
54640 R/M VEHICLES-MATERIALS	7,000	7,590.55	108.44%
54700 PRINTING	650	0.00	0.00%
54800 PROMOTIONAL	750	0.00	0.00%
54902 BAD DEBT EXPENSE		0.00	
54910 BILLING COST	7,300	6,688.00	91.62%
55100 OFFICE SUPPLIES	4,800	24.88	0.52%
55200 OPERATING SUPPLIES	1,940	1,798.69	92.72%
55210 UNIFORMS	400	43.00	10.75%
55230 FUEL	7,000	5,305.65	75.80%

AIRPORT 420**AIRPORT
420**

	BUDGET 2020-2021	YTD	Percentage
55400 BOOKS/SUBS/DUES	825	655.00	79.39%
TOTAL	<u>443,537</u>	<u>225,403.38</u>	50.82%
CAPITAL OUTLAY			
56200 BUILDINGS	-	0.0	
56300 IMPROVEMENTS	4,350,967	2,947,202.3	67.74%
56400 MACH./EQUIP.	30,000	25,000.0	
56401 MACH./EQUIP. Non-CAP	1,000	0.0	0.00%
TOTAL	<u>4,381,967</u>	<u>2,972,202.3</u>	67.83%
57000 SETTLEMENT EXP		0.0	
57100 PRINCIPAL	82,000	0.0	
57200 INTEREST	33,322	16,660.9	
57300 FINANCING COSTS	-	0.0	
TOTAL	<u>115,322</u>	<u>16,660.9</u>	
Reserve	154,615		
Expense Total	<u><u>5,319,180</u></u>	<u><u>3,398,478.5</u></u>	63.89%

YTD Revenue - Expense: **\$145,426.46**



Working Together to Create a Quieter Community

The Fernandina Beach Municipal Airport is located near noise sensitive residential communities. The airport strives to mitigate the effects of aircraft noise through pilot education and noise abatement guidelines. The following guidelines are requested unless deviation is required due to ATC instructions/clearances, in-flight emergency, or any other safety of flight concerns as determined solely by the pilot-in-command of the aircraft.

General Noise Abatement Guidelines

- When possible, avoid aircraft operations between the hours of 10:00 PM and 7:00 AM.
- Normal traffic pattern altitude is 1,015' MSL (1,000' AGL).
- When wind conditions permit, consider use of Runway 22 as the calm wind runway.
- During VFR departures, whenever possible, climb straight ahead to a minimum of 800' (AGL) for Runway 4 or over water for all other runways prior to initiating turns.
- Helicopters engaged in extended hover operations are requested to utilize the western side of the airport.
- See next page for multiple/practice approach guidelines.

Fernandina Beach Municipal Airport

Noise Abatement Guidelines



SCAN ME

Access FHB's noise abatement guidelines and more information about the airport online by scanning this QR Code with your Smart Phone.





Practice Approach Voluntary Guidelines

- Minimize overflight of noise sensitive areas, when possible.
- No more than 5 touch & go's/stop & go's without departing the pattern.
- Commence crosswind turns over water, except for Runway 4 ops.
- Climb to 800' AGL before commencing crosswind turns on Runway 4.
- Prevailing wind ops have priority over crosswind training.
- Perform stalls, spins, and other maneuvers over uninhabited terrain.



FHB Airport CIP

Presentation to
Airport
Advisory
Commission
September 9, 2021



Agenda

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- ❑ **Mission and Vision**
- ❑ **Project Needs Identification**
- ❑ **Funding Sources**
- ❑ **Project Years and Funding**
- ❑ **Questions**



Airport Mission/Vision

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- **Mission** – *Fernandina Beach Municipal Airport is a coastal resort, general aviation airport, which is operated, maintained, and preserved for the benefit of the community and airport users.*
- **Vision** – *The Fernandina Beach Municipal Airport is committed to supporting the economic, environmental, and recreational needs of the community through safe and secure operations and fiscal self-sustainment*



Project Needs

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- Master Plan/ALP
 - ▣ Chp 9 and Technical Drawings
- Funding Sources
 - ▣ Airport (source)
 - ▣ FAA (source)
 - ▣ FDOT (source)
 - ▣ Other (sources)
- Pavement Management Program (FDOT)
- The JACIP



Funding Sources

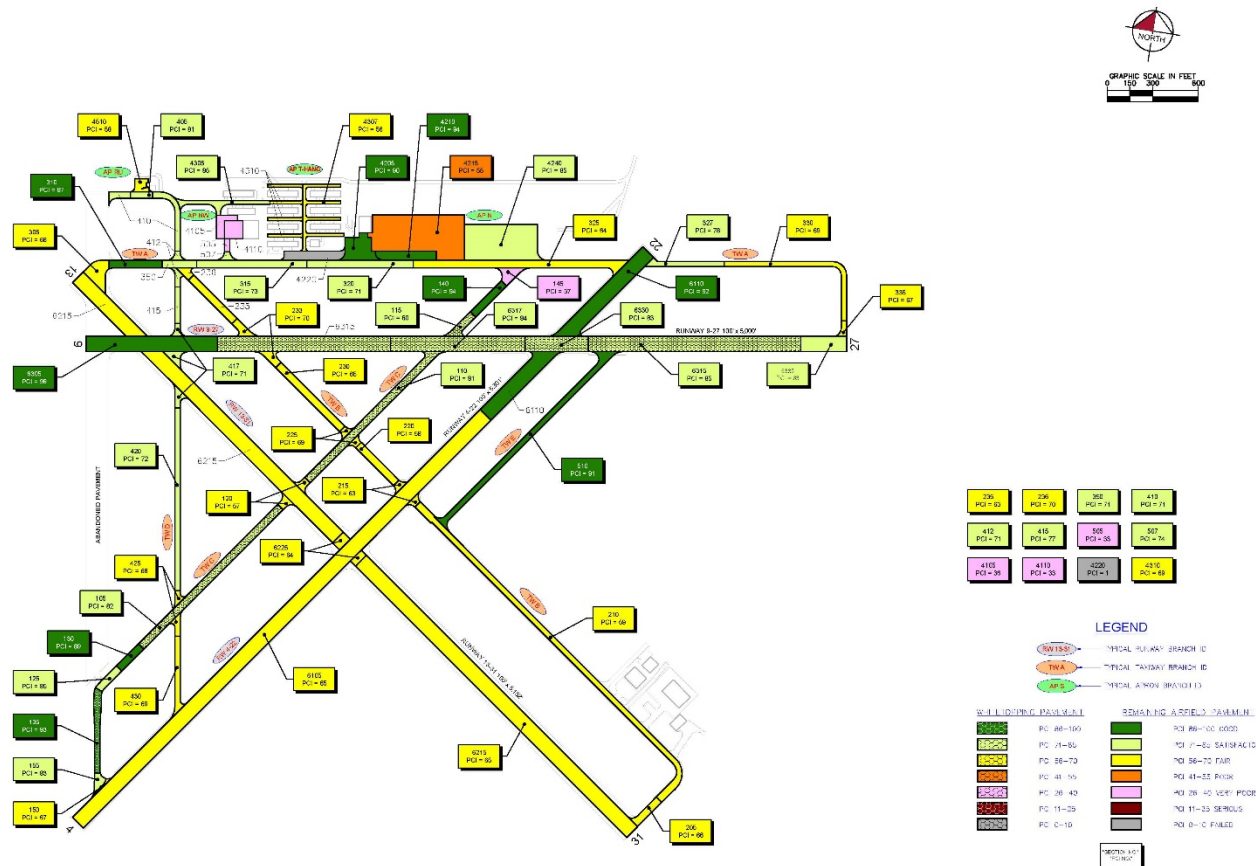
5

- ▣ Airport
 - Enterprise Fund (source)
 - 5-20-50% of Capital Improvements
- ▣ FAA
 - Airport Improvement Program (or AIP)
 - 90% funding, minimum \$150K / year
- ▣ FDOT
 - Aviation Capital Program (\$200M+)
 - 5-50-80-100% funding
- ▣ Other (sources)
 - FL – DEO (Terminal), other

Pavement Management Program

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Online PMP: [ArcGIS Web Application \(fdot.gov\)](https://fdot.gov/arcgis-web-application)



Note: This snapshot is from the 2019 Pavement Management Plan and does not reflect projects completed after 2019 (Runway 4/22).



The JACIP

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- Joint-Automated-Capital-Improvement-Program (JACIP)
- All FAA and FDOT project requests, reviews and programming
- FDOT PM (implementation) tool



Airport CIP (2021 - 2026)

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□ 2021:

- Runway 4/22 Rehab (Complete)
- Fuel Farm Rehab (Complete)
- Rwy 9/27 Re-stripe (Complete)
- Hangar Construction (Ongoing), (FDOT)
- Fire Station (Awaiting Commission Action), (City/FDOT)

□ 2022:

- Transient Apron Design-Phase (FAA 100%)
- Fire Station Construction (Pending Commission Action), (FDOT)

□ 2023:

- Transient Apron Construct-Phase (FAA and FDOT)
- Hangar Development (FDOT '23)

Airport CIP (2021 - 2026)

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- 2024:
 - ▣ Taxiway A Rehab Design Phase (FAA and FDOT)
 - ▣ Hangar B Apron/T-Hangars Taxilane Rehab (FDOT '24)
 - ▣ Airport Tractor Replacement (Airport Funds, possibly shift funds from Fire Vehicle Purchase depending on anticipated truck cost)
- 2025:
 - ▣ Twy A Construction Phase (FAA and FDOT);
 - ▣ Runway 13/31 Design/Construct (FDOT'25 and Multi-Year Reimbursement),
 - ▣ Airport Fire Vehicle Purchase (FDOT '25)
- 2026:
 - ▣ Runway 13/31 Construction Phase (FDOT Multi-Year Reimbursement)
 - ▣ Taxiway B Rehab Design (FAA)



Questions

CITY OF FERNANDINA BEACH FACILITIES USE AGREEMENT

This FACILITIES USE AGREEMENT (herein after called the AGREEMENT) is made and entered into this day of _____, 2021 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 Bendix Commercial Vehicle Systems LLC, whose address is 901 Cleveland Street, Elyria, Ohio 44035 (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 demonstrate safety systems and braking systems on commercial/heavy duty trucks.

NOW, THEREFORE, the parties agree as follows:

1. USER shall be permitted to use the FACILITY described above for the purpose of demonstrating safety and braking systems on commercial/heavy duty trucks during the period of November 13, 14, 15, and 16, 2021 during the hours of 7 AM until 6 PM each day.
2. USER will set up and use the FACILITY on a continuous basis during the period defined above on the Fernandina Beach Municipal Airport Closed Runway 18/36 between Runway 9/27 and Taxiway C.
3. USER shall pay CITY the sum of \$1,250.00 per day, or a total of \$5,000.00, for use of the FACILITY during the period designated in Section 1, payable with returning this signed AGREEMENT.
4. As condition to USER's right to use the facilities herein, USER agrees to and shall comply with the following:
 - a. USER shall not exclude any person from its services because of race, sex, age, religion, disability, national origin or other prohibited discrimination.
 - b. USER shall have competent, responsible, and able supervision on the premises at all times that its service is operational.
 - c. USER shall not interfere with emergency operations of CITY or other authorized users of the FACILITY.
 - d. USER shall keep premises in a clean and sanitary condition, and be responsible for cleanup on a daily basis and removal of temporary structures at the site upon completion of the event and returning property to same condition as when received.
 - e. CITY shall have the right, acting through its agents or employees, to enter upon the premise at reasonable hours and times for the purpose of making inspections.
 - f. USER will obtain all required Federal, State, County and City permits including any applicable fees.
 - g. USER shall not undertake any alterations or changes in the construction of the facility premises, without prior written consent of CITY.
 - h. USER agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of USER, its officers, employees, agents, and representatives. USER's liability hereunder shall include all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of USER against the CITY and USER hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the

foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

- i. USER shall not rent, sublet, or assign space in the FACILITY premises without the prior written consent of CITY.
 - j. USER has priority over the portion of the FACILITY as described during the time agreed upon in this AGREEMENT, and can use specified areas during the time of this AGREEMENT.
 - k. CITY reserves the right to cancel this AGREEMENT at any time, without cause, by giving USER 30 days notice of such cancellation.
 - l. USER shall maintain liability insurance, 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.
 - n. USER shall, at all times, enforce and follow current Centers for Disease Control and Prevention (CDC), local, State, and Federal COVID-19 policies and guidelines and physical distancing practices during execution of this event.
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: Bendix Commercial Vehicle Systems
901 Cleveland Street
Elyria, OH 44035

CITY: City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034
Attn: Airport Manager

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this day and year first above written.

USER: Bendix Commercial Vehicle Systems LLC

OWNER: City of Fernandina Beach

By: _____
John Kemer
Its: Logistics Manager

By: _____
Dale L. Martin
Its: City Manager

WITNESS: _____
Print Name:

By: _____
Caroline Best
Its: City Clerk

Approved as to Form

Tammi E. Bach, City Attorney



MEMORANDUM

TO: AIRPORT ADVISORY COMMISSION

FROM: AIRPORT MANAGER

DATE: September 9, 2021

RE: MONTHLY REPORT

- On April 20th, the City Commission awarded construction of six new hangar units to Scherer Construction of North Florida. The construction contract has been executed and a Notice to Proceed has been issued. The steel and building components have been ordered, but a timeline for delivery of materials has not yet been established. Site work will commence following delivery of building components.
- The airport's fuel farm rehabilitation project is now fully complete. A final pay application, with retainage, has been processed. Staff will coordinate for reimbursements from FDOT over the next month to close-out the grant associated with this project.
- The FAA grant and associated Passero Work Order for design of the transient aircraft parking apron rehabilitation project was approved by the City Commission during the 17 August meeting. Staff is coordinating a schedule with Passero to begin field services related to the design (survey, geotechnical, stormwater investigation). A proposed design/layout will be presented to the AAC before the design for this project is finalized.
- During the 2 February City Commission meeting, the City Commission provided direction to City staff to move forward with assuming the in-house responsibility for collection and disposal of yard debris within the City limits. The City, at one time, utilized the dirt mound adjacent to Ybor Alvarez to stage yard debris, and has requested use of this property again for this purpose. A draft lease for this proposed use has been provided to the FAA for review, and the airport is awaiting a response. Estimated lease revenue for this lease is \$31,000 per year to the airport fund. The FAA has indicated that review of such proposals/leases is taking longer than normal due to implementation of new legislation regarding use of non-aeronautical properties at airports.
- An additional grant program providing relief funds to airports has been announced. \$32,000 will be offered to FHB under this program. This grant program will be similar to the CARES

and CRSSA funds, which can be used to offset operational expenses of the airport. Once a grant offer is received, it will be provided to the City Commission for consideration.

- The airport recently received a proposal from World Skydive to open a second skydive operation at the airport. This proposal was shared with the FAA Orlando ADO for feedback along with the airport's minimum standards and existing ground lease/drop zone permit. World Skydive is currently considering use of space within Hangar A (Fernandina Aircraft Maintenance) as a sublease, which would result in a request for a drop zone permit at the airport. Staff has developed a draft drop zone permit that will be shared with the AAC. This permit is not yet ready for coordination as the language is being reviewed with World Skydive.
- A bid opening for the new Public/Airport Fire Station was conducted on August 26th. City Staff is currently reviewing the bids received prior to providing a recommendation to the City Commission for consideration.
- The airport recently advertised its vacancy for a part-time staff assistant. Following interviews, an offer was extended and accepted by David Broughton. We are excited to have Mr. Broughton join the airport team!