



AGENDA
AIRPORT ADVISORY COMMISSION
REGULAR MEETING
JUNE 9, 2022
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/Approve Meeting Minutes - April 14, 2022 Regular AAC Meeting
- 5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA**
- 6. OLD BUSINESS**
 - 6.1 Monthly Financial Report
 - 6.2 Hangar Construction Project Update
- 7. NEW BUSINESS**
 - 7.1 224 Joint Communications Support Squadron Facility Use Agreement
 - 7.2 Driving Dynamics Facility Use Agreement
 - 7.3 FHB Aircraft Hangars LLC - Development Site Plan Review
 - 7.4 Transient Apron Rehabilitation- Bid Results Review/Discussion
- 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, Chuck Colcord, Prudence Hostetter, Hugh Giggy, Tom Piscitello, Bob Sell, Nathan Coyle (Airport Manager), Robert Kozakoff (Airport Operations), Dave Broughton (Staff Assistant)
3. **Pledge of Allegiance**
4. **Approval of Minutes:** February 2022 AAC Regular Meeting Minutes were presented for consideration of the AAC.

A motion was made by Member Colcord, seconded by Member Hostetter to approve the February 10, 2022 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. He stated that the Airport Operating Revenue is strong and was close to record-high for the month of March 2022.

6.2 Airport Hangar Construction Project Update

Airport Manager Coyle stated that tentative completion is still anticipated by July 1, 2022.

7. New Business:

7.1 117th Air National Guard Unit Facility Use Agreement

Manager Coyle stated that he received an updated from 117th Air National Guard Unit that it had lost its funding for the exercise and is no longer requesting use of airport property. This agenda item was therefore not discussed.

7.2 Annual Airport Capital Plan/Programming Updates

Airport Manager Coyle gave the AAC a comprehensive review of the Capital Plan to include recent modifications to programmed funding due to the announcement of the FAA Infrastructure Bill funding that will provide \$159,000 per year in entitlement funds to the airport over the next five years. The group reviewed individual projects and there was consensus support of the 5-year capital plan as presented.

7.3 AAC Vacancy – Review of Applications

Manager Coyle stated that there are 2 applicants for the current AAC vacancy. The two applicants are Mr. Wynn Poe and Mr. Tom Lockie. Mr. Lockie was present at the meeting and answered questions about himself and his aviation background from AAC members. Member Geib recommended that the

group email Mr. Coyle their selection following the meeting. Mr. Coyle stated that he would share the total of these recommendations with the City Commission during its upcoming meeting where appointment for this position would be considered.

7.4 Discussion/Update – Application for Aeronautical Service, World Skydive

Manager Coyle gave a brief overview of the history of skydiving at FHB and the existing skydive operation (Amelia Skydive) and the application for another skydive operator (World Skydive) which has applied to start skydive operations at FHB. Manager Coyle briefed the AAC about how certain FAA rules, (Grant Assurances) have given public use airports guidance in overseeing these operations. Manager Coyle presented the AAC with a proposed drop zone permit for use of the drop zone at the airport.

Mr Mike Doke, representative of World Skydive, introduced himself and provided background on his skydive business, currently operating at Herlong Recreational Airport, and interest in operation at the Fernandina Beach Municipal Airport. Member Piscitello asked if the airport would be coordinating development of a standard operating procedure for skydiving activities at the airport. Mr. Doke stated that Mr. Coyle had requested this and agreed with its value/benefit. Mr. Coyle mentioned that he felt it would be good to have both skydiving agencies participate in the development of SOPs and to share this information with the flying community. Mr. Coyle also stated that the draft drop zone permit requires establishment of an SOP by the skydiving agency.

Mr Ed Booth, Aviation Attorney, provided an overview of grant assurance and liability considerations related to skydive activities, and stated that he would be assisting airport staff with finalization of documents for skydive activity at the airport.

A motion was made by Member Colcord, seconded by Member Hostetter to move forward with approving the drop zone permit for World Skydive. As presented. A vote upon passage was taken by ayes and nays and being all ayes, carried.

8. Airport Director Report

1. Mr. Coyle invited the AAC to the Airport/Public Fire Station groundbreaking event scheduled for April 20, 2022 at 3 PM.
2. Mr. Coyle stated that an invitation for bid has been released for the transient aircraft parking apron rehabilitation project with a bid opening scheduled for May 13th. He also stated that the estimated project start date is 1 November, 2022 pending award of a grant from the FAA.
3. Mr. Coyle stated that the City Commission had approved the ground lease for construction of a private hangar by Landmark Modernization Contractors (Mr. Joe Bittaker) during its April 19th City Commission meeting. Mr. Coyle stated that he would provide updates on this pending construction project as they came available.

9. Commission Member Reports/Comments

1. Member Hostetter inquired on if there was going to be any changes in the route that Southern Timing will want on the 5K Run at FHB in December. Manager Coyle stated that the possible change requests are still in the planning stage.
2. Member Hostetter inquired about the status of the new Airport Sign at the entrance of Airport Road. Manager Coyle stated that a new sign had been ordered and is in production.

Next Meeting Date: June 9, 2022

- 11. Adjournment:** There being no further business to come before the Airport Advisory Commission, the meeting was adjourned at 7:19pm.

Secretary

Doug Geib, Chairperson

AIRPORT 420**AIRPORT
420**

	BUDGET 2021-2022	YTD	Percentage
REVENUES			
33120 FEMA GRANT	-	0.00	N/A
33220 FAA GRANT	365,125	125,925.00	34.5%
33323 FDOT GRANT	627,326	353,044.35	56.3%
33420 FEMA STATE GRANT	-	0.00	0.0%
34704 RENTALS NON-TAXABLE	-	286.00	100.0%
34720 RENTALS	-	2,975.00	100.0%
34970 FUEL SALES	24,800	27,383.20	110.4%
34971 LEASE PAYMENTS - LAND LEASE	52,372	38,441.26	73.4%
34973 LAND LEASE - AMELIA RIVER	205,960	144,797.07	70.3%
34974 LAND LEASE PAYMENTS - NON-TAXABLE	66,571	46,801.28	70.3%
34975 RENT/LEASE PAYMENTS - City Built	350,000	226,823.91	64.8%
34976 8 FLAGS RENT (TAXABLE)	64,080	74,394.06	64.5%
34978 8 FLAGS RENT - NON-TAXABLE	56,712	3,487.64	
34979 TRANSIENT REVENUE	-	7,638.50	100.0%
36110 INTEREST		14,858.48	100.0%
36420 INSURANCE PROCEEDS		0.00	
36800 CAPITAL CONTRIBUTION		0.00	
34972 BUILDING LEASE	-	3,201.58	100.0%
36990 OTHER REVENUE	69,100	47,056.28	68.1%
36991 PARKING REVENUE	2,004	634.24	31.6%
36995 LATE FEES	-	3,298.48	100.0%
36992 GAIN ON SALE OF ASSETS		0.00	0.0%
38101 TRANSFERS IN GENERAL FUND		0.00	
38101 FROM GENERAL FUND FOR FIRE STATION	275,000	183,332.00	66.7%
38910 CASH BALANCE FORWARD	693,302		
38410 LOAN PROCEEDS	3,991,000	4,850,000.00	121.5%
Revenue Total	6,843,352	6,154,378.33	89.9%

AIRPORT 420

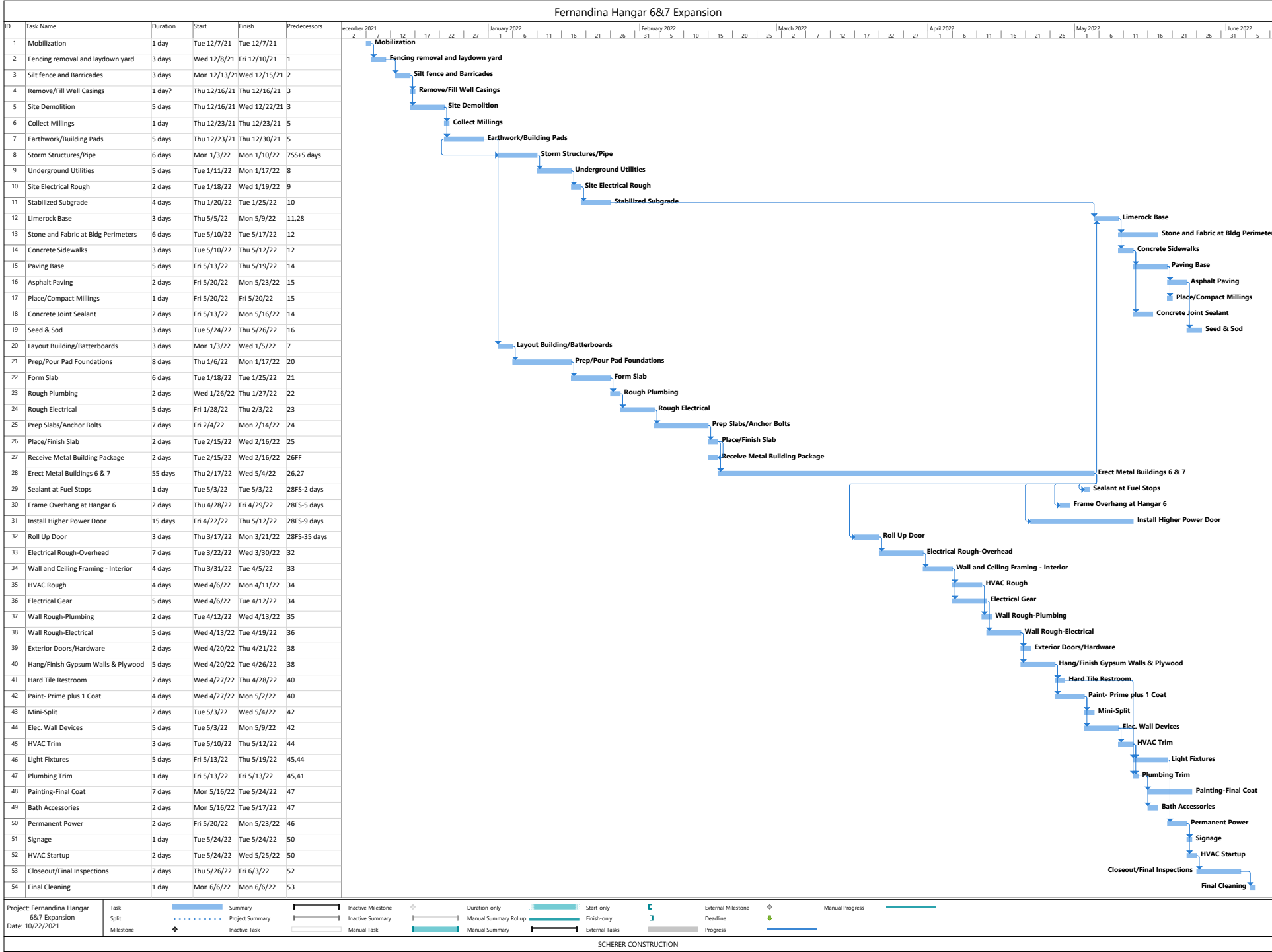
AIRPORT 420

	BUDGET 2021-2022	YTD	Percentage
PERSONNEL SERVICES			
51200 SALARIES	139,064	87,591.69	62.99%
51300 TEMPORARY	-	0.00	
51350 PART TIME	15,080	9,497.41	62.98%
51400 OVERTIME	-	0.00	
52100 FICA	11,792	6,920.87	58.69%
52200 RETIREMENT	29,259	18,429.29	62.99%
52300 HEALTH	28,573	16,473.04	57.65%
52301 LIFE	768	531.10	69.15%
52350 OPEB COSTS	1,756	1,182.65	67.35%
52400 WORKERS' COMP	1,521	1,013.00	66.60%
52500 UNEMPLOYMENT			
TOTAL	227,813	141,639.05	62.17%
OPERATING EXPENSES			
53100 PROFESSIONAL SERVICES	25,000	19,918.58	79.67%
53200 AUDIT	7,371	4,915.00	66.68%
53400 CONTRACTUAL	56,618	22,825.67	40.32%
53900 AUTO ALLOWANCE		0.00	
53910 HOUSING ALLOWANCE	-	0.00	
54000 TRAINING/TRAVEL	3,210	560.00	17.45%
54100 COMMUNICATIONS	2,988	1,258.02	42.10%
54101 COMMUNICATIONS - CELL	2,000	814.93	40.75%
54103 COMMUNICATIONS - INTERNET	5,922	1,484.00	25.06%
54200 POSTAGE	100	11.71	11.71%
54300 UTILITIES - ELECTRIC	34,500	10,923.75	31.66%
54310 UTILITIES - WATER & SEWER	12,200	5,165.16	42.34%
54500 INSURANCE	66,499	44,327.00	66.66%
54610 R/M GROUNDS	222,500	68,458.83	30.77%
54620 R/M EQUIPMENT	1,500	1,495.20	99.68%
54630 R/M VEHICLES-LABOR	6,000	2,332.50	38.88%
54640 R/M VEHICLES-MATERIALS	8,000	1,270.45	15.88%
54700 PRINTING	650	14.25	2.19%
54800 PROMOTIONAL	5,250	4,820.74	91.82%
54902 BAD DEBT EXPENSE		0.00	
54910 BILLING COST	7,300	4,868.00	66.68%
55100 OFFICE SUPPLIES	2,300	-110.28	-4.79%
55200 OPERATING SUPPLIES	1,115	739.42	66.32%
55210 UNIFORMS	400	124.00	31.00%
55230 FUEL	11,000	7,439.29	67.63%

AIRPORT 420

AIRPORT 420

	BUDGET 2021-2022	YTD	Percentage
55400 BOOKS/SUBS/DUES	605	605.00	100.00%
TOTAL	<u>483,028</u>	<u>204,261.22</u>	42.29%
CAPITAL OUTLAY			
56200 BUILDINGS	-	0.00	
56300 IMPROVEMENTS	5,723,441	1,118,022.11	19.53%
56400 MACH./EQUIP.	-	0.00	
56401 MACH./EQUIP. Non-CAP	1,000	0.00	0.00%
TOTAL	<u>5,724,441</u>	<u>1,118,022.11</u>	19.53%
57000 SETTLEMENT EXP		0.00	
57100 PRINCIPAL	204,000	0.00	
57200 INTEREST	135,952	29,037.34	
57300 FINANCING COSTS	50,000	18,199.50	
TOTAL	<u>389,952</u>	<u>47,236.84</u>	
Reserve	-		
	22,698		
Expense Total	<u>6,847,932</u>	<u>1,511,159.2</u>	22.07%



CITY OF FERNANDINA BEACH FACILITIES USE AGREEMENT

This FACILITIES USE AGREEMENT (herein after called the AGREEMENT) is made and entered into this _____ day of _____, 2022 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 224th Joint Communications Support Squadron, Georgia Air National Guard whose address is 1693 Glynco Pkwy, 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 June 11, 2022 through June 24, 2022.
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 \$150.00 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.

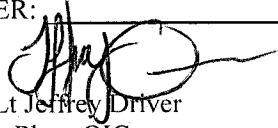
- i. USER shall not rent, sublet, or assign space in the FACILITY premises without the prior written consent of CITY.
- j. USER has priority over the portion of the FACILITY as described during the time agreed upon in this AGREEMENT, and can use specified areas during the time of this AGREEMENT.
- k. 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.
- 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:	224 th Joint Communications Support Squadron	CITY:	City of Fernandina Beach
	1693 Glynco Pkwy		204 Ash Street
	Brunswick, GA 31525		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: 
2d Lt Jeffrey Driver
Its: Plans OIC

CITY OF FERNANDINA BEACH
By: _____
Dale L. Martin
Its: City Manager

Employer ID #

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
117TH AIR CONTROL SQUADRON (ANG)
4320 NORTH PERIMETER ROAD
HUNTER AAF GA 31409-5802

2 May 2022

MEMORANDUM FOR CITY OF FERNANDINA BEACH, FLORIDA

FROM: 224th Joint Communications Support Squadron
1693 Glynco Pkwy
Brunswick, Georgia
31525

SUBJECT: Self Insurance Statement

1. During the period of 13 June – 23 June 2022, 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 the correspondence please contact 2d Lt Jeffrey Driver at (912) 261-5700 or SMSgt Anthony Anders at (912) 261-5751.

DRIVER.JEFFREY.LA
MAR.1381562839
JEFFREY DRIVER, 2d LT, GA ANG
Director of Operations 224 JCSS

Digitally signed by
DRIVER.JEFFREY.LAMAR.1381562
839
Date: 2022.05.02 11:11:08 -04'00'

CITY OF FERNANDINA BEACH FACILITIES USE AGREEMENT

This FACILITIES USE AGREEMENT (herein after called the AGREEMENT) is made and entered into this _____ day of _____, 2022, 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 Driving Dynamics Inc whose address 258 Chapman Road Suite 201 Newark, DE 19702 (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 host an Advanced Corporate Safe Driving Program.

NOW, THEREFORE, the parties agree as follows:

1. USER shall be permitted to use the FACILITY described above for the purpose of hosting an Advanced Corporate Safe Driving Program.
2. USER will set up and use the FACILITY on a continuous basis during this period on **Closed Runway 18/36 on Wednesday / October 19, 2022 & Thursday / October 20, 2022.**
3. USER shall pay CITY the sum of \$1,000.00, plus any applicable sales tax, for use of FACILITY during the period designated, 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: Driving Dynamics, Inc
258 Chapman Road Suite 201
Newark, DE 19702
Attn: Paula Lanouette Logistics Manager

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: Driving Dynamics
By: Paula Lanouette
Its: Logistics Manager

CITY OF FERNANDINA BEACH

By: _____
Dale L. Martin
Its: City Manager

Employer ID #

By: _____
Caroline Best
Its: City Clerk

APPROVED AS TO FORM AND LEGALITY:

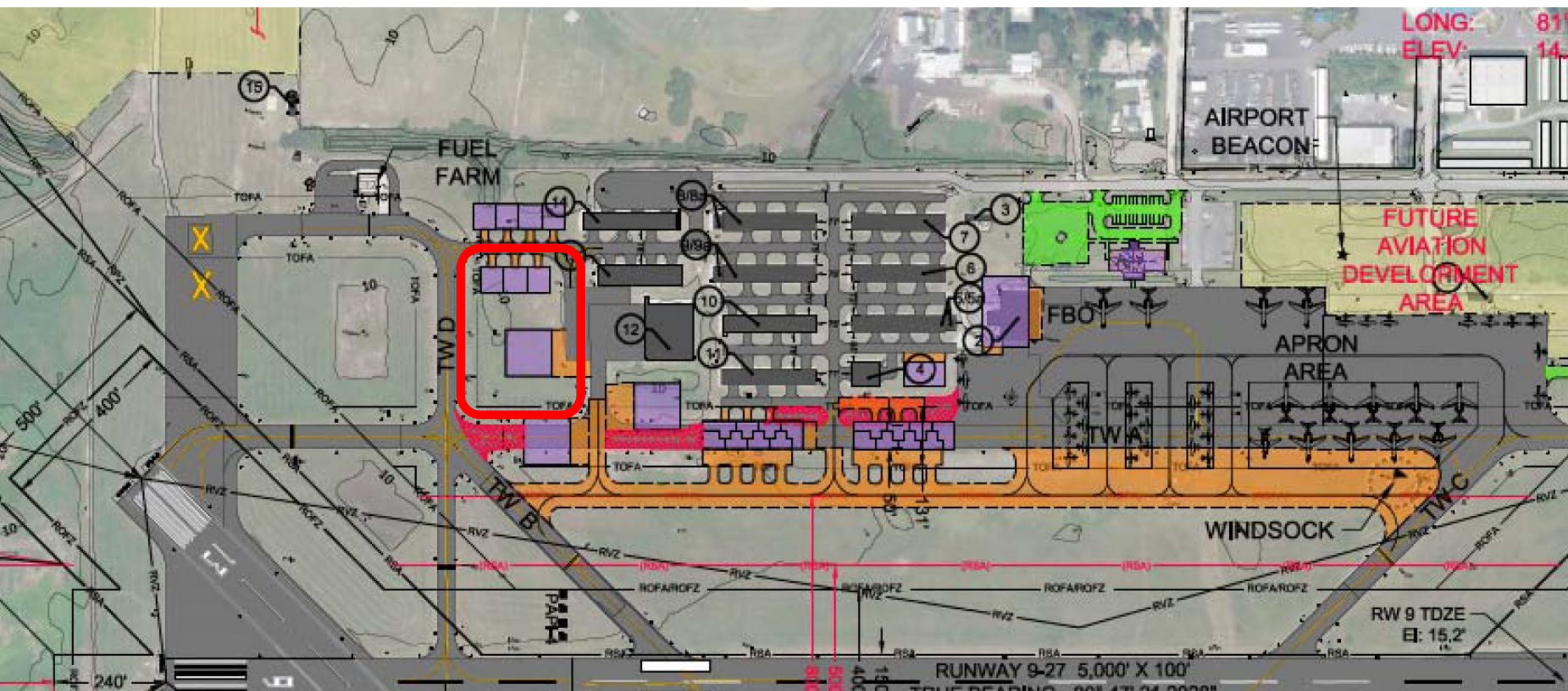
Tammi E. Bach
Its: City Attorney

FHB Aircraft Hangars LLC Phase 2

Site Plan Review Comments – Airport Staff

1. Airport Layout Plan Comments:
 - a. The proposed development is consistent with the ALP which contemplates use of this parcel for hangar development. See attached ALP excerpt.
2. Object Free Area (OFA)/Setback Comments:
 - a. Taxiway A OFA requirement is 65' from taxiway centerline. The proposed development reflects a parking apron 67' from Taxiway A centerline, and therefore **MEETS** this OFA requirement.
 - b. Taxiway D OFA requirement is 65' from taxiway centerline. The proposed development reflects 65' from taxiway centerline to vehicle driveway lane and apron area for Building 3. The proposed site plan **MEETS** this requirement.
 - c. The North Taxilane OFA requires 39' from taxilane centerline to the hangar building or vehicle parking. The proposed development reflects 47' from centerline to the hangar and **MEETS** this requirement.
 - d. Distance from Hangar B Apron Taxiway Stub to Large Box Hangar Parking Apron needs to be confirmed. It appears sufficient (65' from centerline of stub) but should be reviewed.
 - e. There is no distance requirement from the Hangar B apron area to "Building 4". The proposed development reflects an apron that is 29' in length.
3. Drainage Plan not yet submitted, but will be reviewed with the formal TRC submittal documents.
4. Apron Pavements: Standards require apron to be at least 20' wide, and sufficient to support the proposed use. The proposed development reflects aprons with sufficient width to support hangar width/use and **MEETS** this requirement.
5. Hangar Doors: The proposed hangar doors are not yet submitted for review but will be confirmed to meet architectural standard requirements prior to submittal of building permits. Discussions with the lessee indicates a desire to utilize hydraulic lift doors, and to maximize width of the door on each hangar which would likely meet the architectural standard requirements.
6. Utilities:
 - a. Architectural standards require a restroom if a public use restroom does not exist within 400' of a proposed hangar development. The Phase 1 development of this project provided a restroom for use by lessees, and a second bathroom would therefore not be required. The proposed development DOES reflect construction of a second ADA bathroom for use by Phase 2 hangar tenants which **MEETS/EXCEEDS** architectural standard requirements.

7. Exterior lighting plan not yet submitted, but will be reviewed with formal TRC submittal.
8. Automobile Parking:
 - a. The proposed development consists of 23,650 square feet of hangar space with no office space. The architectural standards require 1 vehicle space per 2,000 square feet of hangar space (rounded up), which would be 12 spaces required for this development. The proposed development reflects 13 vehicle parking spaces which **MEETS/EXCEEDS** requirements.
9. NFPA 409 Review still in progress with the Fire Marshal. The total structure square footage is 23,650 square feet. Of note, a fire barrier can be utilized to separate units/hangar areas. If the separated areas are less than 12,000 square feet then sprinkling will not be required.
10. Miscellaneous Design Notes From Review:
 - a. The North Taxilane is ADG I which is limited to wingspan of 49' or less. The proposed hangar width of Building 1 and Building 2 are 50' indicating that use of those hangars would be for aircraft with wingspan at/below 49'.
 - b. Staff recommends that the northern entrance/stub to the Hangar B Apron be converted to vehicle use only and marked as such. This has been discussed in the past and, from what I understand, was the intent of this entrance at one point. This will avoid aircraft "cutting through" this apron which will be used for aircraft staging and taxi out of the apron pad. Access to the Hangar B Apron would then be from Taxiway A.



PROPERTY INFORMATION:

- PID#: 06-2N-28-0000-0001-0000
- ACREAGE: 2.13 AC. (92,598 SF)
- LOCATION: FERNANDINA BEACH, FL
- FLOOD ZONE: X
- ZONING: I-A
- FUTURE LAND USE: INDUSTRIAL
- PROPOSED USE: AIRCRAFT HANGAR
- MAX BUILDING HEIGHT: 45 FT

DEVELOPMENT REQUIREMENTS:

- MAX IMPERVIOUS AREA: 60.0%
- PROPOSED IMPERVIOUS AREA: 60.0%
- MAX FLOOR AREA RATIO (PERCENTAGE): 50.0%
- PROPOSED FLOOR AREA RATIO (PERCENTAGE): 25.5%

SETBACK REQUIREMENTS:

- FRONT: 0 FEET
- REAR: 0 FEET
- SIDES: 0 FEET

UTILITIES:

- WATER: CITY OF FERNANDINA BEACH
- SEWER: CITY OF FERNANDINA BEACH
- POWER: F.P.U.

NEAREST FIRE HYDRANT IS 100 FEET NORTH FROM NORTHERN PROPERTY LINE

LANDSCAPING:

- PROPERTY LOCATED WITHIN THE AIRPORT OPERATIONS AREA (AOA). STANDARDS REQUIRE ONLY GRASS OR LOW-LYING VEGETATION FOR UNPAVED AREAS

PARKING REQUIREMENTS:

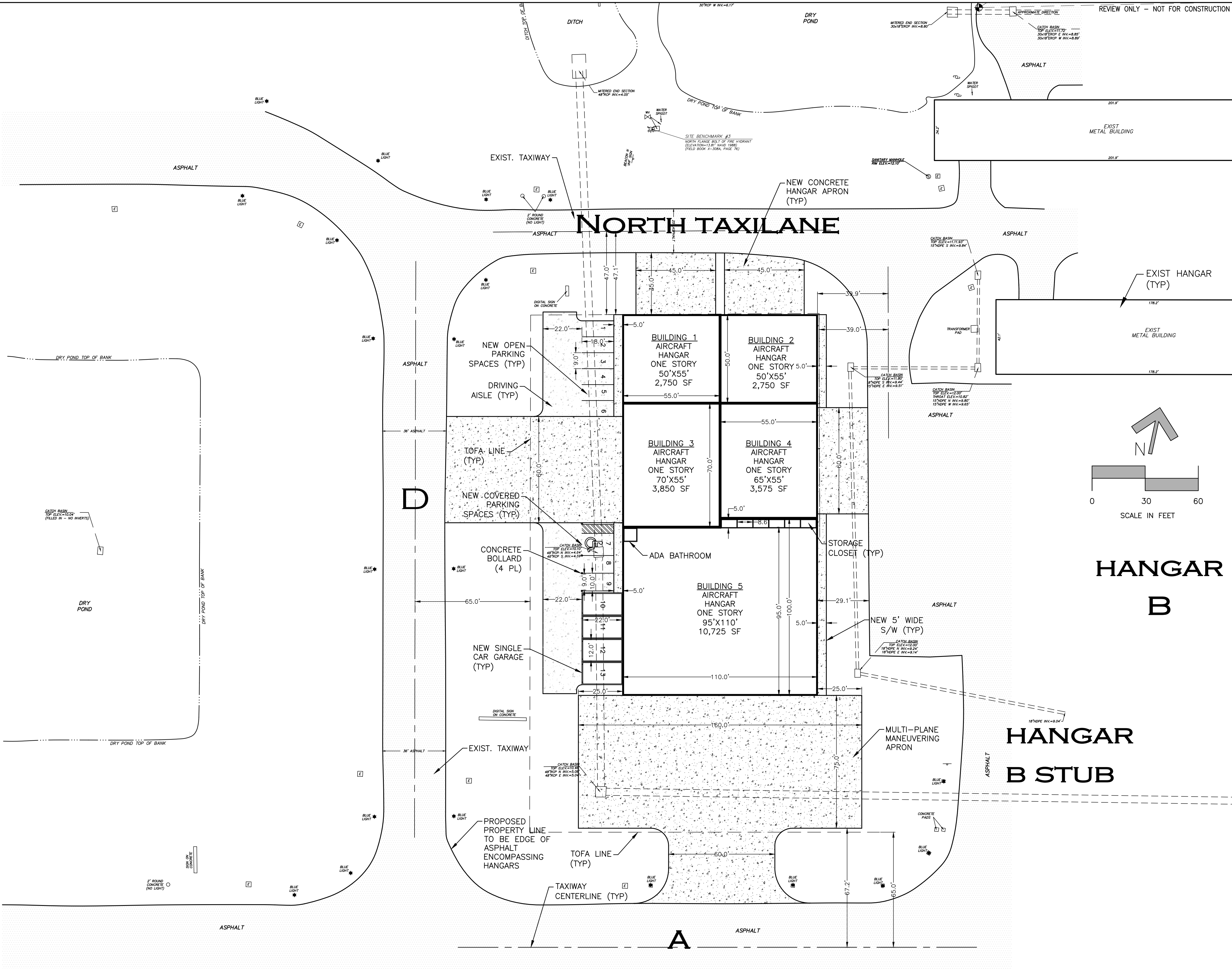
- (1) ONE SPACE PER 2,000 SF OF HANGAR SPACE (MIN. 3 SPOTS REQ'D)
- (1) ONE SPACE PER 300 SF OF OFFICE SPACE

23,650 SF / 2,000 SF = 11.825 SPOTS
MINIMUM 12 PARKING SPOTS REQUIRED

- ADA PARKING SPOT SHOWN IS 12' WIDE BY 18' STALL DEPTH
- TYPICAL PARKING SPOT DIMENSIONS ARE 9' WIDE BY 18' STALL DEPTH

NOTES:

- ROOF RUNOFF TO BE DIRECTED TO NEAREST SWALE OR STRUCTURE
- EXTERIOR HANGAR MATERIAL: METAL SIDING IN NEUTRAL AIRPORT APPROVED COLOR



LEGEND	
	CONCRETE
	ASPHALT

K		
J		
I		
H		
G		
F		
E		
D	AB	05/18/22
C	AB	04/26/22
B	AG	01/25/22
A	AG	01/24/22
No.	By	Date

PRE APP SUBMITTAL
OWNER REVIEW
REVISED PER OWNER & AIRPORT COMMENTS
DEVELOPMENT - OWNER REVIEW
Revision

Scale: 1:30
Project Mgr: AG
Designed by: AG
Drawn by: AB
QA/QC: NG

Gillette & Associates, Inc. 20 South 4th Street Fernandina Beach, FL 32034
Certificate of Authorization No. 9332
DO NOT SCALE THIS DRAWING - DIMENSIONS AND NOTES TAKE PREFERENCE. DRAWING IS REDUCED IF LESS THAN 22" x 34"

G & A
GILLETTE & ASSOCIATES, INC.
20 SOUTH 4TH STREET FERNANDINA BEACH, FL 32034
PHONE: (904) 261-8819

ECHARD & GILTZ BULK HANGAR
FERNANDINA BEACH MUNICIPAL AIRPORT
FERNANDINA BEACH, FLORIDA

NEW BULK HANGAR NORTHWEST AREA

GEOMETRY SITE PLAN

REGISTERED DESIGN PROFESSIONAL	ISSUE DATE: 01/24/22
NOT FOR CONSTRUCTION	Sheet PSP-1
ASA R. GILLETTE, P.E. FLORIDA P.E. NO. 56177	Page X of X
	Project No.

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

For purposes of this document the City shall be the City of Fernandina Beach and the airport shall be Fernandina Beach Municipal Airport.

These architecture and building design standards shall be applied to airport construction or improvement on or within Fernandina Beach Municipal Airport property boundary as shown on the most Airport Master Plan adopted by the City of Fernandina Beach and concurred upon by the Federal Aviation Administration. These design standards have been incorporated by reference into the Airport Overlay section of the City of Fernandina Beach Land Development Code. The City of Fernandina Beach Land Development Code applies to all tenant and lessee construction on the Airport. These design standards are used by the City's Technical Review Committee (TRC) as its basis for beginning the approval process for any construction on the Airport. All construction must meet current adopted Florida Building Codes, City Building Ordinances, and National Fire Prevention Association (NFPA) requirements. In cases of conflict with other City codes or regulations, the more stringent provisions shall apply.

Approvals and Submittals Required:

1. No building nor any improvement shall be erected, placed, or altered on any building site at the Airport until the plans for such building or improvement, including site plan, landscape plan, building plans and specifications have been approved by the City.
2. Approval or disapproval of such plans shall be with respect to conformity with these restrictions and other applicable ordinances and requirements of the City and with respect to harmony of external design and land use as it effects property within and adjacent to the Airport.
3. Building plans shall be in conformance with all Federal, State, County and City laws and ordinances, and shall conform to the most recent FAA approved Airport Layout Plan.
4. An FAA Form 7460, *Notice of Proposed Construction*, shall be submitted to FAA for review and shall be approved by the FAA prior to start of construction.
5. No construction, including site improvements, shall be undertaken without first receiving all applicable City Land Development Orders.
6. Submittal requirements for review include a site plan, landscaping plan, and building plan and shall also include the following components listed below and/or any other submittals referenced within these design standards:
 - a. Drainage plan indicating predevelopment flow and contours/elevations of proposed development parcel as well as adjacent parcel(s).
 - b. Roof drainage and a soil erosion control plan shall be indicated on plan submittal.
 - c. For hangar development, a proposed thickness and weight bearing of the hangar floor shall be indicated on the site plan, and shall be of sufficient thickness/weight bearing for the largest aircraft that could use the hangar.
 - d. All antennas, satellite dishes, and similar equipment shall be indicated on the site plan to include proposed location and height.
 - e. Proposed signage shall be indicated on the site plan and shall specify sign placement, height, and design.
 - f. All plan submittals shall include sufficient detailed information on all utility designs and design loads.

- g. The location of any proposed outside storage areas shall be indicated on a site plan with proposed screening materials.
- h. Plan submittals shall include proposed exterior lighting location and light intensity.
- i. A vehicle parking plan shall be identified on the site plan in compliance with requirements outlined further within these design standards.

Variances:

The City, through the Board of Adjustments, shall consider and may grant a variance to these covenants, conditions and restrictions. Request for variance must include a full explanation as to why these codes or requirements cannot be fully met.

Occupancy:

No occupancy of any building shall be permitted before the building is completed and a certificate of occupancy is issued.

Setbacks:

1. The City will determine setback distances for construction based on FAA advisory circulars and/or regulations, the most recent FAA approved Airport Layout Plan and other City regulations that may be enacted from time to time.
2. No part or portion of any building shall be erected, constructed, or extended into any setback area.
3. No building construction equipment or materials shall be staged, placed, or operated in a manner that impedes the movement of aircraft along taxilanes or taxiways or encroaches into a safety or object free areas without the prior permission of the City.
4. The minimum building setback shall be 25 feet from any adjacent ground lease boundary. Minimum building separation requirements shall be complied with as set forth by the current-State of Florida-adopted version of the National Fire Protection Agency (NFPA) 409, *Standard on Aircraft Hangars*, irrespective of ground lease boundary line location.
5. Adjoining hangars sharing a common center wall shall be built by the same lessee.

Drainage:

1. A drainage plan shall be submitted indicating pre-development stormwater flow, contours/elevations of the proposed development site, and elevations of adjacent property or parcels.
2. Drainage shall not negatively impact adjacent properties or leaseholds and shall flow into the airport's natural or developed drainage.
3. The elevation of the lot shall not be changed so as to materially affect the drainage pattern of the surrounding lots.
4. Drainage from roofs shall not create erosion or affect adjacent properties or leaseholds. Perimeter roof drainage with gutter and downspouts shall be required.
5. Roof drainage and a soil erosion control plan shall be indicated on plan submittal.

Hangars/Buildings:

1. Aircraft hangars constructed under these standards shall only be for use or uses authorized under a ground lease from the City. Stand-alone non-hangar buildings within the area of the airport designated as aeronautical use on the most recent FAA approved Airport Layout Plan shall only be used for an aeronautical use approved under a ground lease from the City.
2. Outbuildings may be permitted as an ancillary to the primary building. An outbuilding must be attached or in near proximity to the primary building. Such outbuildings must be directly related to the operation of the primary building and limited to office(s), storage area, or related work area.
3. For multiple nested hangars with no direct road access, such as T-Hangars, the location of the hangar door designates the front of the building. For stand-alone hangars constructed on a named access road, the front of building shall be the side facing the nearest access road upon which the address is affixed.
4. The minimum bulk hangar size allowed shall be 1,600 square feet, unless otherwise approved by the City Manager or designee subject to grant assurances provided to the FAA and FAA regulations, and

may be private or City construction.

5. T-hangars shall only be constructed by the City, unless awarded to an individual or corporation under a competitive selection process conducted by the City.
6. All hangars must have a concrete finished and sealed floor. The proposed thickness and weight bearing of the floor must be indicated on the site plan and be sufficient for the largest aircraft that could use the hangar.
7. Any hangar constructed, unless an individual hangar or separated hangar units within a structural building and built for non-commercial use only and not exceeding 2,000 square feet per unit or individual hangar, requires an oil/water separator to discharge water and oil by-products, as appropriate, into either a sanitary sewer or into a holding tank.
8. Hangars/buildings shall meet all appropriate fire codes for the proposed use of the building.
9. No residential occupancy is permitted within any building constructed on airport property.
10. Maximum building height is 45 feet or an elevation lower than imaginary surfaces outlined in Federal Regulation Title 14 Part 77, *Safe, Efficient Use and Preservation of Navigable Airspace*, at the development site location, whichever is lower.
11. Roof materials shall be non-reflective, not create glare, and be of a type, style and color approved by the City.
12. Open sided structures may be authorized if approved by the City Manager or designee based upon type, style, structural integrity, and proposed location.
13. No alterations or additions to the exterior or interior of a building shall be accomplished without first obtaining all required City permits.
14. All antennas, satellite dishes, and similar equipment, shall be indicated on the site plan and shall include the proposed installation location and height.

Signage:

1. All signs must adhere to the requirements specified in the City's Sign Code. All hangar sign plans and sign proposals shall be submitted to the City for review and approval prior to construction or installation.
2. Additional address signage may be required to be displayed if required by City emergency service providers.
3. Signs, lettering, designs, or other graphics shall not be placed, painted or otherwise located on roofs.

Aprons/Pavement:

1. Taxilanes within hangar areas provided by the City are generally designed to accommodate an aircraft with a wing span no greater than 49 feet. Facilities designed for larger wingspan aircraft shall provide direct access to taxiways, unless otherwise approved by the City Manager or designee subject to grant assurances provided to the FAA and FAA regulations.
2. Entrance pavement is required from the hangar door to the taxilane or taxiway, shall be at least 20 feet wide.
3. All required apron/ramp areas shall be constructed to remain outside the taxilane or taxiway object free area except for the entrance pavement required in 2 above.
4. Apron space between the hangar and the adjacent taxilane or taxiway shall be sufficient to support the proposed use and potential future use of the hangar. The design of the apron is subject to review and approval by the City.
5. All airside leasehold pavements must be of sufficient quality and weight bearing capacity for the largest aircraft that could be hangared on the leasehold and shall be designed for a minimum 20 year life using any applicable current FAA standards. Due to potential for creation of foreign object debris, pervious

- pavements shall not be permitted for use on the airside of airport property.
6. Landside pavements shall be designed per the City's Local Development Orders.
 7. Any permitted airside vehicle access routes are to be a minimum of 12 feet wide.

Utilities:

1. Extension of Utilities to the proposed facilities shall be the financial responsibility of the Lessee.
2. All plan submittals shall include sufficient detailed information on all utility designs and design loads.
3. Work shall not commence until approval has been received by the City and all permits have been received.
4. Plan submittals shall indicate above ground utilities such as, but not limited to, condensers and transformers.
5. Sewer, gas, water, electric, and communication utilities shall be located underground.
6. The Lessee shall be responsible to restore all areas disturbed during the utility installation including pavement and grass areas.
7. All electrical wiring shall be in conduit and placed underground from the electrical power source to the hangar/building.
8. Septic tanks are not authorized for use on the airport.

Hangar Doors:

1. Types (Bi-fold, Hydraulic single swing, Track Mounted/rolling, accordion).
2. Hangar door clear opening shall be equal to or greater than 80% of the width of the side of the hangar where the door is located (I.E. building width of 100 feet, hangar door clear opening shall be a minimum of 80 feet), or equal to or greater than 80% the total width of individual T-Hangar or shared wall hangar units. All hangar doors must have a minimum 12-foot clear door height and the height of door shall be proportionate to the width and height of the hangar contingent upon approval by the City Manager or designee subject to grant assurances provided to the FAA and FAA regulations.
3. All hangar doors shall be installed in such a manner as to not obstruct the movement of any aircraft on an adjacent taxiway or taxilane or of another airport tenant outside the leased premises.

Hangar/Building Characteristics:

1. At least one bathroom facility is required for any stand-alone commercial use hangar or building. The bathroom facility must be constructed to be American Disabilities Act (ADA) compliant as required by local building code.
2. For non-commercial use hangars, bathroom facilities are required when:
 - There is no public use restroom within 400 feet of the proposed hangar development as measured by linear feet distance from the closest exterior wall of the proposed hangar development to the closest exterior or interior wall of any existing public restroom, or
 - The proposed development consists of, or will result in, more than 24 t-hangars in a specific location without access to a public use restroom, or
 - The proposed development will be a single hangar larger than 12,000 SF, or
 - The proposed development will be a divided hangar with more than 25,000 SF of total space.
3. Hangar/building materials shall be a metal building or concrete block or related material. Wood buildings are prohibited. The roof may be aluminum if coated with a non-glare substance.
4. Hangar/buildings that produce glare or other effects that are hazardous to aircraft operation shall not be permitted.
5. Hangar/building colors shall be neutral tones.

6. The location of outside storage areas and the materials required for screening shall be included on the site plan submitted by lessee. All materials used for screening shall be opaque and the same as or similar to the main or primary building, or by installation of berms and landscaping acceptable to the City.
7. Hangars shall have a fire suppression system, if required, as prescribed in the current current-State of Florida-adopted version of the National Fire Protection Agency (NFPA) 409, *Standard on Aircraft Hangars*.
8. All mechanical equipment shall be housed within the building when possible or screened as defined in 6 above. When roof mounted equipment is required, it must be concealed by parapet walls sufficient to screen the equipment but no more than 42". Such parapet does not count against building height restriction as long as there is no violation of imaginary surfaces described in Federal Regulation Title 14 Part 77, *Safe, Efficient Use and Preservation of Navigable Airspace*. Plumbing vents are the only non-screened roof penetrations allowed.
9. Any exterior equipment shall be enclosed or screened so as to be an integral part of the architectural design and not in public view.
10. Any hangar or building abutting a part of the Airport Operation Area (AOA) is also considered part of the security fence system. Such hangar or building shall provide the only entrance to the airside operations area unless approved by the City Manager or designee subject to grant assurances provided to the FAA and FAA regulations. In addition lessee shall provide a chain link fence without gates separating the airside and the landside with not less than 6 feet chain link with 3 strand barbed wire on top between buildings to the property line to establish a security perimeter. If landscape screening is provided, it shall be located on the landside and no closer than 6 feet from the fence and maintained in a manner to preclude overgrowth onto the security fence.
11. The outside storage of hazardous materials or hazardous waste shall be prohibited as identified in the Airport Rules and Regulations.
12. Adequate lighting sufficient for safety and security is required and shall be installed on the building for both airside and landside areas and in general shall be uniform in style as determined by the City. Light fixtures that face a taxilane or taxiway shall not exceed 0.5 foot-candles at the edge of the taxilane or taxiway. Plan submittal shall include exterior lighting information including location. All lighting shall conform to the current City ordinance and the City's specifications and standards for off-street parking areas.

Landscaping:

1. Landscaping within the Airport Operation Area for non-building and non-pavement areas shall have as a minimum natural ground covering and is limited to grass or very low lying vegetation for unpaved areas. No trees or shrubbery shall be permitted within the Airport Operation Area (within the airport security or perimeter fence.)
2. All gross land area of a development site that is not paved or building shall be landscaped and can include grass or ground cover. The landscaped areas outside the AOA (outside the airport perimeter fence) shall be located on the site in such a manner as to maximize preservation of existing trees with priority given to specimen trees. Such landscaping should not be on the airfield side of any hangar or building construction that is not accessible by the public.
3. Landscaping shall not block sight distance or pose a traffic hazard.
4. All grass, trees, and shrubbery must be kept in good appearance at all times. If the Lessee fails to maintain these areas the City reserves the right to maintain or remove them at an additional cost to the

Lessee.

Automobile Parking:

1. All parking shall be identified in the site plan.
1. Parking shall not be established or designated along the front of a building if the front of the building is on the airside of the airport.
2. Vehicle parking spaces shall be sized and marked in accordance with requirements outlined within the current Fernandina Beach Land Development Code.
3. Commercial use of a hangar must comply with the quantity, sizing, and marking of ADA parking spaces outlined within the current Fernandina Beach Land Development Code.
4. Parking Spaces Required By Facility Type:

Box Hangar (Aircraft Storage Only)	
1 Space per 2,000 square feet of hangar floor space (3 minimum) rounded up to the next space	
Sample: 8,000 sq/ft hangar would require 4 parking spaces	
Box Hangar W/Office or Maintenance Space	
1 Space per 2,000 sq/ft of hangar floor space (3 minimum)	and
1 Space per 300 sq/ft of office space	and
1 space per 1,000 sq/ft of maintenance/shop space	and
Sample: 8,000 sq/ft hangar (4) and 2,000 sq/ft of office (7) would need 11 spaces	
T-Hangar or Shared Wall Box Hangars	
1 space for 50% of units rounded up to the next space	
GA Terminal/FBO Building	
1 Space per 300 sq/ft of office space (3 minimum)	
Airport Administrative Building	
1 Space per 300 sq/ft of office space (3 minimum)	
MES Building	
1 Space per vehicle bay	and
1 space per 750 sq/ft of maintenance/shop space (3 minimum)	and
Example: a MES building with four bays (4) and 810 sq/ft of shop space would need 9 spaces	

5. All parking areas shall have car stops or curbs placed at least five feet from the closest sidewalk, hangar or building.
6. All parking areas shall be setback at least 10 feet from the lessee's lease lines.

Compliance with Building Codes

The building codes and restrictions for buildings and structures at the Airport shall run with the land and be binding to all parties and all persons on Airport property.

All buildings constructed, erected, or placed upon any lot within the borders of the Airport shall conform to all government zoning and use requirements.

All Building and structures shall comply with all current federal, state and local requirements.

Refuse

Where necessary, dumpster enclosures shall be constructed at the rear of a structure/site and should be enclosed with an opaque wall constructed of a material that is the same as, or similar to, the primary building structure and have gates made of metal.

Transient Aircraft Parking Apron Staff Notes

An Invitation to Bid for rehabilitation of a portion of the airport's transient aircraft parking apron was released on April 13, 2022. Bid opening conducted on May 13, 2022.

1. Two bids were received as reported on the enclosed bid tally. Contingent upon receipt of the FAA grant, staff recommends submitting a recommendation to award the project to CGC Inc of Jacksonville FL for the Base Bid and Bid Alternate 1B. Bid Alternate 1B specifies use of P-404 asphalt, which is a fuel-resistance surface utilized in areas subjected to fuel spills. The area on the plans specified for placement of P-404 asphalt is the jet parking area where higher volume jet-fueling operations often occur (indicated in dark grey shading).

2. Staff recommends award of construction administration and inspection services to Passero Associates as outlined in Draft Work Order 22-100R. In accordance with FAA AC 150/5100-14E (Chapter 2.13) an independent fee estimate (IFE) was solicited from AVCON Inc. for use in confirming fees for proposed scope of work are reasonable. The IFE and proposed work order are included with this report.

3. Contingent upon approval and receipt of an FAA grant, the estimated project cost and funding breakout is therefore:

Contractor (CGC Inc): \$1,337,187.00

CA/QA (Passero Associates): \$159,200

IFE (AVCON): \$2,500

Bid Advertisement/Paper of Record: \$321.50

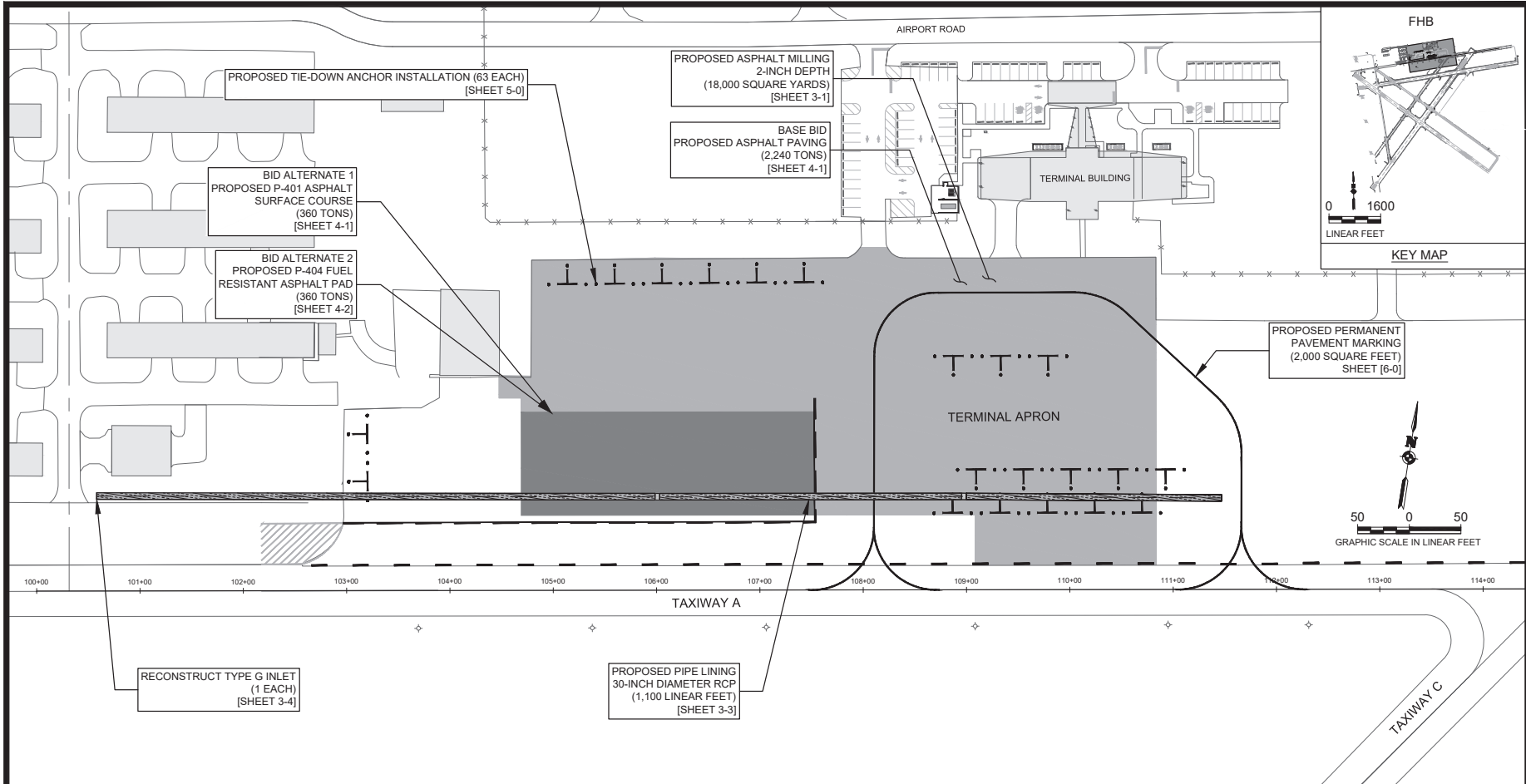
Total: \$1,499,208.00

FAA Share (90%): \$1,349,287.65

FDOT Share (~6%): \$94,000.00

Airport Share (~4%): \$55,920.35

3. Contingent upon approvals, project start date is 1 November with a contract time of 105 calendar days.



SUBMITTAL TITLE:
BID SET
ENGINEER OF RECORD:

BRADLEY J. WENTE
(FL PE71837)

OWNER:
FERNANDINA BEACH
MUNICIPALITY



700 AIRPORT ROAD
FERNANDINA BEACH, FLORIDA
32095

PASSERO ASSOCIATES
4730 CASA COLA WAY, SUITE 200
ST. AUGUSTINE, FL 32095
TELEPHONE: (904) 757-6106

PROJECT MANAGER: BRADLEY J. WENTE, P.E.

PREPARED BY: HARRISON A. KORB, E.I.

WWW.PASSERO.COM

REVISIONS

NO. DATE BY DESCRIPTION OF REVISION

These documents ARE COPY RIGHT PROTECTED
and have been specifically prepared on behalf of the
Project's Owner under the supervision of the Engineer
of Record, as sealed by these Drawings. Any
reproduction or reuse of these drawings, either
electronically or otherwise, without written
authorization of the Engineer of Record is strictly
prohibited.

LOCATION:
FERNANDINA BEACH
MUNICIPAL AIRPORT
(FHB)

CITY: FERNANDINA BEACH
STATE: FLORIDA COUNTRY: U.S.A.

PROJECT TITLE:
TERMINAL APRON
REHABILITATION

PROJECT NUMBER:
99000047.0100

DATE: APRIL 2022

DRAWING TITLE:

**PROJECT
OVERALL PLAN**

DRAWING NUMBER:

1-3

GENERAL SCOPE OF WORK:

1. INSTALL CONSTRUCTION ENTRANCE AT THE SITE.
2. REMOVE EXISTING TIE DOWN ANCHORS.
3. PROFILE MILLING OF EXISTING TERMINAL APRON ACROSS AREA SHOWN.
4. REMOVE EXISTING PAVEMENT MARKING.
5. RECONSTRUCT DRAINAGE INLET.
6. INSTALL PIPE LINER IN 30-INCH DIAMETER REINFORCED CONCRETE PIPE.
7. INSTALL BITUMINOUS TACK COAT.
8. INSTALL ASPHALT OVERLAY ON EXISTING TERMINAL APRON.
9. INSTALL PROPOSED TIE-DOWN ANCHORS.
10. INSTALL PROPOSED TEMPORARY PAVEMENT MARKINGS.
11. INSTALL PROPOSED PAVEMENT MARKINGS.
12. RESTORE SITE TO PRE-CONSTRUCTION CONDITION.

LEGEND

- PROPOSED PAVEMENT MARKING
- PROPOSED AIRCRAFT TIE DOWN PAVEMENT MARKING, INCLUDING TIE-DOWN ANCHORS
- PROPOSED P-401 PAVEMENT
- PROPOSED P-404 PAVEMENT
- PROPOSED PIPE LINING
- EXISTING INLET TO BE RECONSTRUCTED

CITY OF FERNANDINA BEACH ITB OPENING TALLY

ITB 22-19 May 13, 2022

Bid Name: Terminal Airport Rehabilitation Project
Attended by: Nathan Coyle, Brad Wente, and Wanda Weak
Vendors Attending: Jonny Barton, Katie Hinson

DATE/TIME REC'D	COMPANY NAME/LOCATION	BASE BID	BID ALTERNATE NO. 1A	BID ALTERNATE NO. 1B	BID ADDITIVE NO. 1	TOTAL (BASEBID + BID ANTERNATE 1A)	TOTAL (BASEBID + BID ANTERNATE 1B)	TOTAL (BASE BID + BID ALTERNATE 1A + BID ADDITIVE NO. 1)	TOTAL (BASE BID + BID ALTERNATE 1B + BID ADDITIVE NO. 1)	ADDENDUMS NO. 1 AND NO. 2	EXHIBITS A- H
05/13/2022 1:40PM	J.D. HINSON, COMPANY, JACKSONVILLE, FL	\$ 1,646,596.48	\$ 108,638.20	\$ 168,245.00	\$ 114,459.50	\$ 1,755,234.68	\$ 1,814,841.48	\$ 1,869,694.18	\$ 1,929,300.98	YES	YES
5/13/2022 1:47PM	CGC, INC., JACKSONVILLE, FL	\$ 1,189,747.00	\$ 95,380.00	\$ 147,440.00	\$ 64,417.00	\$ 1,285,127.00	\$ 1,337,187.00	\$ 1,349,544.00	\$ 1,401,604.00	YES	YES
	ENGINEER'S OPINION OF PROBABLE COST	\$ 1,203,551.00	\$ 54,000.00	\$ 95,400.00	\$ 50,000.00	\$ 1,257,551.00	\$ 1,298,951.00	\$ 1,307,551.00	\$ 1,348,951.00	N/A	N/A

This is a preliminary summary of the submittals as they were opened and announced at the bid opening. Contractor/Vendor should not assume award until after final/review/recommendation for award



May 18, 2022

Hilary Maull, P.E.
Orlando Airports District Office
8427 SouthPark Circle, Suite 524
Orlando, FL 32819

RE: Fernandina Beach Municipal Airport
Review of Draft Passero Associates Work Order 20-100R
Transient Aircraft Parking Apron Grant Administration, Construction Administration, and
Resident Observation Services

Ms. Maull,

The City of Fernandina Beach has reviewed Passero Associates' proposed scope and cost for the Transient Aircraft Parking Apron Rehabilitation Project Grant Administration, Construction Administration, and Resident Observation Services within Draft Work Order 22-100R enclosed with this grant application. Additionally, I have coordinated for receipt of an independent fee estimate (IFE) from AVCON, Inc., which can be found attached to this letter. AVCON, Inc. did not submit under the Fernandina Beach Municipal Airport's most recent competitive consultant selection process, and has strong experience with similar projects in Florida, which is why I requested their assistance for completion of this task.

The IFE from AVCON, Inc. provides a total estimated cost for similar services in the amount of \$196,000.00 and, following negotiation with Passero Associates, this IFE compares to the total proposed cost from Passero Associates in the amount of \$159,200.00 for similar service. There are a few notable differences in the IFE from AVCON Inc. as listed below:

1. Passero Associates has elected to not assess a fee for Per Diem expenses. AVCON Inc. identified a fee of \$5,940.00 on the IFE.
2. During negotiation, it was identified that Passero Associates listed completion of topographic survey validation as a contractor requirement within the construction nproject. AVCON Inc. reflected a cost of \$2,500.00 for this service which can be disregarded.
3. AVCON Inc. has estimated specialty services (QA testing) at \$30,000.00. Passero Associates has received an actual estimate for this work in the amount of \$20,000. Therefore, I believe the \$10,000 difference in QA services can be disregarded.

By reducing the AVCON Inc. IFE by \$18,400.00 in disregarded differences listed above, the adjusted AVCON Inc. IFE cost would be \$177,560 providing an approximate 10% difference in total cost for comparable services.

After review of the IFE provided by AVCON, Inc. and comparison to Passero Associates proposed Work Order 22-100R as outlined above, I believe that the scope and fee proposed by Passero Associates provides a reasonable and acceptable level of effort and cost to successfully support completion of this project at Fernandina Beach, pending your review and concurrence.



City of Fernandina Beach

Nathan Coyle

Office of the Airport Manager

ncoyle@fbfl.org

If you have any questions on my review of the draft work order attached to this letter, please contact me by phone at 904-310-3436 or via email at ncoyle@fbfl.org.

Respectfully,

Nathan Coyle
Airport Manager

1 Attachment:

1. AVCON, Inc. IFE Spreadsheet for Transient Aircraft Parking Apron Rehabilitation Project Grant Administration, Construction Administration, and Resident Observation Services



AVCON, INC.
Engineers & Planners

8001 Belfort Parkway, Suite 200
Jacksonville, Florida 32256
Phone: (904) 701-0313
Fax: (904) 701-0314
www.avconinc.com

April 18, 2022

Mr. Nathan Coyle, ACE
Airport Director
City of Fernandina Beach Municipal Airport
700 Airport Road
Fernandina Beach, Florida 32034

VIA Email: ncoyale@fbfl.org

**Reference: Independent Fee Estimate for
Rehabilitation of Transient Apron
Consultant Construction Phase Services
Fernandina Municipal Airport**

Dear Mr. Coyle:

In accordance with our letter agreement, and the Scope of Work for Bidding, Construction Administration, Resident Project Representation, and Construction Materials Testing (CMT) Services, and the detailed labor and compensation spreadsheet furnished by you, **AVCON, INC.** is pleased to provide our Independent Fee Estimate (IFE) for the above-noted project at the City of Fernandina Beach Municipal Airport (FHB). Based on our experience with similar projects, and our IFE analysis, we have determined the Construction Phase Services fee including supporting sub-consultants for Survey, and CMT to be **\$196,000 (Rounded)**. A copy of our detailed analysis based on project specific tasks is attached.

We appreciate this opportunity to serve you, and we look forward to supporting FHB with this and any future assignments. Should you have any questions regarding this matter, please do not hesitate to contact us. I can be reached on my mobile number at 407-467-0961, or email at rhpalme@avconinc.com.

Sincerely,

AVCON, INC.

A handwritten signature in blue ink that reads "Robert H. Palm". The signature is fluid and cursive, with the first name "Robert" and last name "Palm" clearly legible.

Robert H. Palm, P.E.
Senior Project Manager

Attachment

APRIL 18, 2022

Project: Terminal Apron - Bid and Construction Phase

	Project Tasks:		Employee Classifications						Direct Salary Task Totals
			Principal / Partner	Sr. Project Manager	Project Engineer	Staff Engineer	Grants Adminstr.	Sr. Owner Rep.	
	A	Grant Administration and Project Management Phase							
	A1	Grant Administration	0	12	6	12	16	0	\$ 2,044.00
	A2	Prepare and Submit OE/AAA Airspace Case	0	2	12	8	2	0	\$ 1,128.00
	A3	Project Management (Bidding to Final Closeout)	8	32	0	0	0	0	\$ 3,040.00
	B	BIDDING PHASE							
	B1	Plan Holder Coordination	0	12	8	8	0	0	\$ 1,612.00
	B2	Prepare and Attend Pre-Bid Meeting	0	4	12	0	0	0	\$ 948.00
	B3	Create and Publish Addendum	0	4	12	0	0	0	\$ 948.00
	B4	Attend Bid Opening	0	4	0	0	0	0	\$ 300.00
	B5	Prepare Bid Tabulation & Attachments	0	2	6	0	0	0	\$ 474.00
	B6	Recommendation of Award & NTP Letter	0	2	0	0	2	0	\$ 200.00
	C	CONSTRUCTION ADMINISTRATION							
	C1	Bi-Monthly Progress Meeting (assume 3 total)	0	24	48	0	0	0	\$ 4,392.00
	C2	Shop Drawing Review / RFI Response	0	8	40	8	0	0	\$ 3,040.00
	C3	Alternative Construction Methods	0	2	4	0	0	0	\$ 366.00
	C4	Clarifications/Supplemental Drawings	0	4	8	12	0	0	\$ 1,152.00
	C5	Review Pay Application / Change Orders	0	4	16	0	0	0	\$ 1,164.00
	C6	Pre/Final Walk-through Inspections	0	8	8	0	0	0	\$ 1,032.00
	D	RESIDENT OBSERVATION (FULL TIME)							
	D1	Project Start up & Closeout (2 weeks total)	0					80	\$ 3,280.00
	D2	Full Time (75 CD* @ 8 hrs/CD)	0					600	\$ 24,600.00
		* assumes 5 days/work week for duration of 105 day contract = 75 days							
		Total Hours:	8	124	180	48	20	680	1,060
		Hourly Rate (2022):	\$ 80.00	\$ 75.00	\$ 54.00	\$ 35.00	\$ 25.00	\$ 41.00	
		Total Labor Cost:	\$ 640.00	\$ 9,300.00	\$ 9,720.00	\$ 1,680.00	\$ 500.00	\$ 27,880.00	\$ 49,720.00

Direct Non-salary Expenses:	
Travel: Number of Trips (15+75)	90
Travel: Mileage per Round Trip (St Aug to FHB)	130
Travel: Cost per Mile	\$ 0.585
Total Travel Costs:	\$ 6,844.50
Per Diem: Number of Days	90
Per Diem Rate	\$ 66.00
Total Per Diem Costs:	\$ 5,940.00
Reproduction / Mailing	\$ 2,500.00
Specialty Service - (Topo Survey Validation)	\$ 2,500.00
Specialty Service - (QA Material Testing)	\$ 30,000.00
Miscellaneous Expenses	\$ -
Total Direct Non-salary Expenses	\$ 47,784.50

Total Hours:		1,060
Total Direct Salary Costs:		\$ 49,720.00
Overhead (% of Direct Labor Costs):	164.50%	\$ 81,789.40
Total Labor Cost:		\$ 131,509.40
Fixed Fee (% of Total Labor Costs):	12.0%	\$ 15,781.13
Subtotal:		\$ 147,290.53
Total Direct Non-salary Expenses:		\$ 47,784.50
Total (Labor, OH, Fixed Fee & Expenses):		\$ 195,075.03
SAY:		\$ 196,000.00

City of Fernandina Beach



Fernandina Beach Municipal Airport (FHB)

Rehabilitate Transient Apron

By
Passero Associates, LLC
(Passero Project No. 99000047.100R)

Work Order 22-100R

Work Order 22-100R
Rehabilitate Transient Apron
at Fernandina Beach Municipal Airport (FHB), Florida

Passero Associates, LLC (PA or Consultant) agrees to perform the following services, in accordance with the terms and conditions of this Work Order and the Master Consulting Services Agreement with the City of Fernandina Beach (Client or City), dated February 19, 2019, of which all terms and conditions are incorporated herein by reference:

Project Location: Fernandina Beach Municipal Airport, Fernandina Beach, FL

Project Description: Professional services for the rehabilitate transient apron construction project involves programming, grant administration, bidding, construction administration and full-time construction observation and quality assurance material testing services.

Scope of Basic Services: Grant Administration & Project Management, Bid Phase, Construction Administration and Resident Observation. (See Attachment A: Scope of Services)

Scope of Special Services: Quality Assurance Material Testing

Client Manager / Project Coordinator: Nathan Coyle, ACE, Airport Manager

PA Program Manager: Andrew Holesko, CM

PA Project Manager: Bradley Wenthe, P.E.

<u>Basic Services Compensation and Method of Payment:</u>	Not-to-Exceed:	\$ 139,200.00
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<u>Special Services Compensation and Method of Payment:</u>	Not-to-Exceed:	\$20,000.00
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<u>Total Project Cost:</u>	Not-to-Exceed:	\$ 159,200.00
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Schedules and Meetings: See Attachment A – Scope of Work

1. Pre-Bid Meeting
2. Bid opening
3. Pre-Construction Meeting
4. Construction Progress Meeting
5. Substantial Completion Meeting
6. Final Walk-Through Meeting

Deliverables: See Attachment A – VI. Deliverables

"Consultant"
Passero Associates, LLC

BY: _____

Bradley J. Wenthe, Vice President

Typed Name and Title

ATTEST:

BY: _____

Angela Witt, Grants/Contracts Administrator

Name, Title

Date

"Client"
City of Fernandina Beach

BY: _____

Dale L. Martin, City Manager

Typed Name and Title

ATTEST:

BY: _____

Name, Title

Date

Schedule A - Scope of Work

Fernandina Beach Municipal Airport, Fernandina Beach, Florida Rehabilitate Transient Apron

Grant Administration, Bidding, Construction Administration, Resident Project Representative and Quality Assurance Material Testing

I. Project Description

Professional services for the rehabilitate transient apron construction project involves programming, grant administration, bidding, construction administration and full-time construction observation and quality assurance material testing services. Base Bid project elements include cold milling, P-401 paving of approximately 18,000 square yards of existing bituminous apron pavement, removal and installation of new aircraft tie down anchors, existing reinforced concrete pipe lining, replacement of an existing storm inlet, new pavement marking, and site restoration. Bid Alternate 1B includes P-404 Fuel Resistant Asphalt Pavement in the corporate aircraft parking location.

The construction cost is estimated to be between \$1.2 to \$1.35 million dollars depending upon the Bid Alternatives awarded. The construction contract time is 105 calendar days.

II. Basic Services

Passero Associates, LLC (Consultant) will provide the following basic services to assist the City of Fernandina Beach (City) with the grant administration, project management, public advertisement and bidding, construction, and closeout phase of the Rehabilitate Transient Apron project.

A. Grant Administration and Project Management Phase:

The Consultant shall assist the City with FAA and FDOT during the bid, award, and construction phase. The Consultant shall prepare the required paperwork to secure funds for the Project. The specific services to be provided or furnished for this Phase are the following:

1. Consultant shall prepare the FAA grant application package and coordinate its execution by the City and submission to FAA.
2. Consultant shall coordinate the Engineer's opinion of probable costs for design and construction with existing input in the JACIP
3. Consultant shall sign, stamp, and upload the Engineer's certifications of plans and specifications to JACIP.
4. Consultant shall upload plans and specifications into JPM.
5. Consultant shall create "Non-Rule making Airport" (NRA) case on FAA OE/AAA site for FAA review of the project construction.
6. Consultant shall provide continued coordination so that Project schedules are met for each phase of work included in this contract. Phases of design are dependent upon timely document.

B. Bid Phase (This service was not included in Design Phase)

1. Consultant will assist the City prepare the legal advertisement of the project. The bid schedule and bid documents will be posted on the City's Procurement website. The Plan Rooms specified in the advertisement will be provided with electronic copies of these documents.
2. Questions from potential bidders will be directed to the City's Procurement department and answered by addendum.
3. Consultant and City will schedule and hold a pre-bid conference at least ten (10) days prior to the scheduled bid opening. The meeting's attendance log will be published on the City's Procurement website. Minutes of the pre-bid conference, conducted by the Consultant, will be prepared by Consultant, and published via Addendum on City's Procurement website.
4. Consultant will review the bids received for conformance with the contract documents. Consultant will review the contractor's personnel, equipment lists, and references to verify the contractor's qualifications and financial responsibility.
5. Consultant will prepare a bid tabulation for the City and make a recommendation of award or rejection of bids, as appropriate, to the City.
7. Consultant will prepare conformed copies of the construction Contract and Notice of Award form, and coordinate contractor execution of both documents.
8. Consultant will review the contractor-executed documents with the City prior to execution by the City. After the contracts have been executed by the City, the Consultant will assist the City in distributing copies of the contracts to the contractor and FAA, as needed.
9. Consultant will coordinate the transmittal of the Notice to Proceed to the contractor, if requested by the City.

C. Construction Administration Phase

The Consultant will provide construction administration services for the construction duration plus pre-construction and project closeout to assist the City during the construction phase of the project. The following services shall be included:

1. Consultant shall assist the City in managing the technical and administrative components of the project.
2. Consultant shall provide consultation and advice to the City during construction, including the holding of a pre-construction conference, attendance at construction coordination meetings and other meetings required during construction. Prepare, review, and distribute minutes of these meetings, if applicable.
3. Consultant shall review contractor submittals, such as construction schedules and phasing schedules, shop drawings, product data, catalog cuts, and samples, for conformance with the construction contract requirements. Consultant shall maintain a submittals log.
4. Consultant shall review, with the City, alternative construction methods proposed by the contractor, as applicable.
5. Consultant shall review and process supplemental drawings and change orders necessary to properly execute the work within the intended scope and to accommodate changed field conditions.

6. Consultant shall interpret the technical requirements of the bid documents for the City.
7. Consultant shall review and furnish the City one reproducible set of the record drawings (to be completed by the contractor) for the completed project.
8. Consultant shall participate in the pre-final and final inspections of the completed project with City and Airport personnel, the FAA, and the contractor.

D. Resident Observation Phase

The Consultant will provide construction observation services eight (8) hours per day Monday through Friday for a 105-day construction contract time. Additionally, pre-construction (5 calendar days) and project closeout (5 calendar days) time is included to assist the city during the initial and closeout portion of the project.

This Phase is field-based, and the Consultant shall provide construction observation support by an engineer, resident project representative or supporting professional staff. The following services shall be included:

1. Consultant shall provide full-time observation and monitoring. Full-time observation and monitoring are defined as one resident project representative during day-time work shifts, working 8 hours per day.
2. During critical work phases, such as during the paving operation or night-time work, the Consultant may supplement full-time construction observation.
3. Consultant shall provide project updates to the City and airport staff, as requested throughout the life of the project.
4. Consultant shall report regularly to the City pertaining to the construction progress and, based on on-site observations, its compliance to the project plans and specifications.
5. Maintain a project record in accordance with the requirements of the FAA for aviation capital improvement projects.
6. Prepare and submit reports of construction activity observed as required by the City and FAA.
7. Prepare, review, and approve monthly and final payments to the contractor.
8. Coordinate all Quality Assurance testing.
9. Compile all testing results, reports and records required for project and grant closeout, as applicable.

III. Special Services – Quality Assurance Material Testing

- A. The Consultant shall conduct Quality Assurance (QA) material testing for earthwork, limerock base, and P-401 (or P-404) bituminous paving, subcontracting for outside field, laboratory and/or shop tests of construction materials, as required by the plans and specifications.

IV. Clarification of Responsibility

The Client acknowledges that the Contractor, in accordance with the Contract Documents, is solely responsible for the completion of the Project in a quality and timely manner. Passero Associates' (Consultant's) construction-phase work tasks for the Project are limited to those specified in this Scope of Work.

The Client acknowledges that at no time will Passero Associates' responsibilities include supervision or direction of the actual work by the Contractor or its employees, subcontractors, or suppliers.

The Client acknowledges that the Contractor is aware that neither the approval of contractor shop drawings nor the presence of Passero field representatives nor the observation of the work by Passero representatives shall excuse the Contractor in any way from defects discovered in the Work.

The Client acknowledges that the Contractor is responsible for project site safety. Passero staff will not control, direct or be responsible for construction means, methods, techniques, sequences (other than specified in the Construction Phasing Plan) or procedures in connection with the Contractor's work.

V. Meetings, Presentations and Deliverables

Passero Associates will prepare for and attend the following meetings:

1. Pre-Bid Meeting
2. Bid Opening
3. Pre-Construction Meeting
4. Construction Progress Meeting
5. Substantial Completion Meeting
6. Final Walk-Through Meeting

VI. Deliverables

1. Pre-Bid Meeting Presentation
2. Bid Addenda
3. Bid Tabulation and Recommendation of Award
4. Contractor Pay Application Assistance (and necessary support for DBE participation, certified payrolls, etc.)
5. Continuing project coordination, administration, and progress meetings.
6. Monthly project status updates (as requested).
7. Preparation and distribution of As-Built (Records) Drawings and Airport Layout Plan revisions.
8. Project Test Report and Grant Closeout Documents.

End of Scope of Services

Airport:	Fernandina Municipal Airport
Project:	Terminal Apron - Bid and Construction Phase Services
PA Project No:	99000047.100R
Prepared By:	B. Wentz
	5/12/2022

	Project Tasks:		Employee Classifications						Direct Salary Task Totals
			Principal / Partner	Sr. Project Manager	Project Engineer	Staff Engineer	Grants Adminstr.	Sr. Owner Rep.	
	A	Grant Administration and Project Management Phase							
	A1	Grant Assistance	4	4	2		16		\$ 1,225.50
	A2	Prepare and Submit OE/AAA Airspace Case		2		4			\$ 300.00
	A3	Project Management (Bid to Const. Closeout)		24			8		\$ 2,244.00
	B	BIDDING PHASE							
	B1	Bid Outreach and Plan Holder Coordination		2	2		8		\$ 491.50
	B2	Prepare and Attend Pre-Bid Meeting		8		2	1		\$ 770.50
	B3	Create and Publish Addendum		2	4	4	4		\$ 637.00
	B4	Attend Bid Opening			4	4			\$ 365.00
	B5	Prepare Bid Tabulation & Attachments		2	2	4	2		\$ 468.50
	B6	Recommendation of Award & NTP Letter		4	2	2	8		\$ 726.50
	C	CONSTRUCTION ADMINISTRATION							
	C1	Bi-Monthly Progress Meeting (assume 3 total)			24				\$ 1,410.00
	C2	Shop Drawing Review / RFI Response		2	12	16	2		\$ 1,446.00
	C3	Alternative Construction Methods		2	2	6			\$ 482.50
	C4	Clarifications/Supplemental Drawings		2	8	24	2		\$ 1,471.00
	C5	Review Pay Application / Change Orders		2	16	16			\$ 1,630.00
	C6	Pre/Final Walk-through Inspections			16		2		\$ 991.00
	D	RESIDENT OBSERVATION (FULL TIME)							
	D1	Project Start up & Closeout (2 weeks total)						80	\$ 3,400.00
	D2	Full Time (75 CD* @ 8 hrs/CD)						600	\$ 25,500.00
		* 5 work days per week for 105 day contract duration = 75 days							



April 22, 2022

Mr. Brad Wentz
Passero Associates
4730 Casa Cola Way, Suite 200
St. Augustine, FL 32095

ECS Proposal No. 35:19158

Reference: Proposal to Provide Construction Material Testing
Fernandina Beach Municipal Airport – Terminal Apron Rehabilitation
Fernandina Beach, Nassau County, FL

Dear Mr. Wentz:

Thank you for allowing ECS Florida, LLC the opportunity to submit this proposal to provide Construction Materials Testing (CMT) services. We understand we will be retained to provide quality assurance testing services for fill, underground utilities, subgrade, base, concrete/masonry testing, asphalt paving observation and asphalt plant observations at the request of the client's representative(s) and/or contractor(s). We will require a 24-hour advance notice for all testing and inspection services.

Based on our experience with similar projects, we estimate the fee to complete our services to be: **\$20,000.00**.

Our invoices will be based on testing as it is completed per the unit rates attached to this proposal. Our services are proposed on a time and materials basis and will vary depending on the needs of this project. Compensation for our services will be based upon the actual time spent and tests performed in accordance with the attached condensed unit rate fee schedule. Our work will be performed in accordance with our General Conditions, a copy of which is attached and made a part of this proposal. A returned copy of the attached authorization sheet, date and signed by a responsible signatory, will formally authorize the testing services identified in this proposal.

LIMITATIONS

We will perform engineering and CMT services in general accordance with applicable standards of the industry in the Northeast Florida area. Our representatives will not direct the contractor or his subcontractors in performance of the work. We accept no responsibility for job site safety, which is the sole responsibility of the contractor, other than our personnel.

CLOSURE

ECS Florida, LLC endeavors to achieve sustainable growth through client-focused partnerships, and we sincerely look forward to continue developing our professional relationship with your company. Should you have any questions regarding this proposed fee estimate please contact our office.

Respectfully submitted,
ECS FLORIDA, LLC

Devin B. Bilyeu
Project Manager

Chance A. Leonard
CMT Department Manager



MEMORANDUM

TO: AIRPORT ADVISORY COMMISSION

FROM: AIRPORT MANAGER

DATE: June 9, 2022

RE: MONTHLY REPORT

- On April 20th, 2021 the City Commission awarded construction of six new hangar units to Scherer Construction of North Florida. Building materials/steel arrived in mid-February and building erection commenced during the first week of March. Estimated completion is 1 July, 2022.
- The design work for rehabilitation of a portion of the transient aircraft parking apron is complete. Bids for this project were opened on May 13th and will be reviewed by the AAC during the 9 June City Commission meeting. The proposed start-date, contingent upon bid submittals and FAA grant funding, is 1 November with a 105-day contract time. The design for this project has previously been reviewed by the Airport Advisory Commission.
- The public/airport fire station project has been awarded by the City Commission. The awarded contractor is Blackwater Construction Services LLC. A notice to proceed has been issued and a tentative timeline for completion is March of 2023.
- During the February AAC meeting, the AAC reviewed a proposed design and ground lease for construction of a private 3,500 square foot hangar on airport property adjacent to the “Quonset hut” hangar. The City Commission approved the ground lease for this proposed hangar construction during its April 19 City Commission meeting. Mr. Bittaker is completing final design work for submittal of building permits and will be moving forward with the construction project in the coming months
- As previously mentioned, the airport will be hosting arriving aircraft for participants attending the Cirrus Owner/Pilot Association (COPA) Annual Migration in early October. I have confirmed that the Army National Guard will return with its temporary tower to provide services during this event. A proposed agreement with the ANG will be routed for review/approval in the coming weeks.
- A pre-application to the Technical Review Committee has been made by FHB Hangars LLC to construct hangars on the airport. FHB Aircraft Hangars LLC has an existing ground lease with two separate parcels. Three small box hangar units have been constructed on one of the leased parcels

and the proposed development is intended to be constructed on the additional parcel leased by FHB Aircraft Hangars LLC. These hangars will be constructed and leased for aircraft storage. The proposed site plan will be reviewed during the June AAC meeting.

- During the month of May, 2022, there were a total of 4,179 aircraft operations (landings/takeoffs) at FHB reported using ADS-B and transponders. The breakdown for use of runways during this month is as follows:
 - Runway 27: 8%
 - Runway 9: 14%
 - Runway 13: 42%
 - Runway 31: 7%
 - Runway 4: 12%
 - Runway 22: 17%