AGENDA
AIRPORT ADVISORY COMMISSION
REGULAR MEETING
OCTOBER 13, 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 Approval of the August 11, 2022 Regular Airport Advisory Commission Meeting Minutes

5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA

6. OLD BUSINESS

6.1 Monthly Financial Report - YTD Snapshot on 30 September

7. NEW BUSINESS

7.1 FHB Aircraft Hangars LLC Phase 3 Development Discussion

8. AIRPORT DIRECTOR AND STAFF REPORTS

8.1 Airport Manager Monthly Report - October 2022

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:** Chairman Geib called the meeting to order at 6:00 pm

2. **Roll Call:** Members Present: Doug Geib, Chuck Colcord, Bob Sell, George Haffey, Hugh Giggy (via Zoom)

   Others Present: Nathan Coyle (Airport Manager), Robert Kozakoff (Airport Operations Manager), and Dave Broughton (Airport Staff).

   Members Absent: Tom Piscitello, Prudence Hostetter, and Tom Lockie

3. **Pledge of Allegiance:**

4. **Approval of Minutes:** The June 9, 2022 Regular AAC Meeting Minutes were presented for review by the Airport Advisory Commission.

   A motion was made by Member Sell and seconded by Member Haffey to approve the June 9, 2022 Regular AAC meeting minutes as presented. A vote upon passage was taken by the ayes and nays and being all ayes, carried.

5. **Public Comment Regarding Items Not On The Agenda:**

   Mr. Steven Sherman, 95035 Woodberry Drive Fernandina Beach, stated that he believes that the flight schools are not following the voluntary Noise Abatement Guidelines. He also said that he was trying to have a conference call at his house but could not hear the other party due to aircraft noise. Mr. Sherman would like the FHB Airport Staff to revisit the flight schools in Jacksonville to stress this. Mr. Sherman also asked if the Army National Guard could provide an Air Traffic Control Tower at FHB full-time. He stated that he believes that the aircraft noise could be reduced when there is a Control Tower operating at FHB.

   Airport Manager Coyle stated that a discussion has been ongoing with the Army National Guard regarding a potential partnership and relocation of the agency's airfield operation battalion, which consists of air traffic controllers. Member Colcord said that he thinks it's a good practice to brief the Jacksonville Flight Schools on a regular basis.

6. **Old Business:**

   6.1 Hangar Construction Project Update

   Airport Manager Coyle stated that the six new T-hangar units have taken longer than anticipated to construct but are nearing completion. He stated that they would be ready for use in September.

6.2 Monthly Financial Report

Airport Manager Coyle briefed the AAC on the monthly financial report. He said that the year-to-date revenue and expenses were as anticipated. There was no further discussion on this agenda item.

7. New Business:

7.1 Run the Runway 5K Facility Use Agreement and Safety Plan Review

Airport Manager Coyle presented the Southern Timing Foundation, Inc. Run the Runway 5K Facility Use Agreement and associated Safety Plan for a Charity 5K running event proposed to occur on the airport on Saturday/December 3, 2022. The group discussed the event and impacts to the airport.

A motion was made by Member Colcord, seconded by Member Sell to recommend that the City Commission approve the Facility Use Agreement for the Southern Timing 5k Inc. to conduct a 5K running event on December 3, 2022 as presented. A vote upon passage was taken by ayes and nays and being all ayes, carried.

7.2 Airport Landing Fee Guidance Review/Discussion

Airport Manager Coyle introduced the topic stating that there had been recent discussion regarding landing fees at the airport following presentation of a proposal from Mr. Steven Sherman to the AAC recommending implementation of landing fees at the airport. Mr. Coyle provided a presentation of FAA guidance regarding the use and implementation of airport rates and charges focusing on guidance related to landing fees at airports. Mr. Coyle stated that the purpose of the discussion must, by FAA regulation, be focused on the proposal from the perspective of generating revenue for funding operations and maintenance of the airport as landing fees should not be used to economically discriminate against any one type of aviation activity at the airport.

Member Geib stated that flight schools cannot be targeted by implementation of landing fees. He also stated that there is no justification for landing fees at FHB as the airport is a currently a self-sustaining enterprise.

Mr. Coyle provided background information on a system used at other uncontrolled airports for implementation and collection of landing fees known as “Vector” and expressed that the fees would need to be enough to first cover the cost of implementation before producing revenue to the airport. Mr. Coyle shared background information from a contract for this service at the Santa Monica Airport which indicated that the fee for Vector was a percentage of landing fee revenue paid to Vector annually, initially in the amount of $75,000 to track and collect landing fees for that airport.

Public Comments:

Mr. Steven Sherman, 95035 Woodberry Drive Fernandina Beach: Mr. Sherman provided a comment to the Airport Advisory Commission recapping the proposal he provided to the group, and stating that he believed landing fees would provide benefit to the airport while making sure that flight schools pay for use of the airport.

Mr. Don Edlin, 1548 Ruskin Ln, Fernandina Beach: Mr. Edlin stated that he opposed the landing fee proposal. He stated that individuals purchasing homes near the airport should recognize the impact of having an airport nearby and not complain about noise.

Mr. Jim Harkins 1942 Springbrook Road Fernandina Beach: Mr. Harkins stated that he supports Mr. Sherman's landing fee proposal. He stated that when he bought his home on Amelia Island the flight schools were not as active as they are today. He also stated that he was "taken aback" and "shocked" at the tenor of the comments in the meeting.

City Commissioner Chip Ross provided comment stating that he had previously lived near the Naval Air Station Patuxent and has experienced constant loud jet aircraft noise. He stated that he feels that the airport noise is not going to go away. He also stated that with the population growth and new building on the island, noise is only going to get worse, not at just the airport, but on the whole island and that there is no way to mitigate the impacts of this growth.

AAC Discussion:

Member Haffey stated that he believed it would be helpful to check with other airports similar to FHB to see how they manage this issue. Mr. Coyle agreed with the value of this recommendation and stated that he has reviewed the way in which other airports manage noise abatement, and also attended recent presentations on noise abatement at the Florida Airports Council Conference in Orlando. He stated that there are multiple smaller/general aviation airports balancing this same issue through use of noise abatement guidelines. Mr. Coyle also stated that many of the steps taken so far with publication of noise abatement guidelines and communication with flight schools is consistent with the actions of other similar airports.

Member Colcord asked if some of the tenant pilots were helping to police excess traffic pattern work by some of the flight schools if it happens. Airport Operations Staff Kozakoff stated that he has participated in this and has observed tenants doing this also. Mr. Coyle confirmed this statement mentioning that he has applauded Mr. Kozakoff for professionally informing pilots of the noise abatement guidelines while operating on the airport.

Airport Manager Coyle asked if it would be feasible to build a team some staff and tenants to help communicate with local pilots and flight schools. Member Haffey and Member Sell volunteered to meet with Mr. Coyle after the meeting to discuss this further.

Member Giggy stated that the noise may be more noticeable in the summer compared to the winter because the higher heat temperatures reduce aircraft climb rates. Member Geib agreed that many of the impacts are seasonal.

A recommendation was made by Member Colcord, seconded by Member Sell to not continue conversations on implementation of landing fees at the Fernandina Beach Municipal Airport. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

7.3 Annual CPI Escalation Discussion

Airport Manager Coyle briefed the AAC on the annual adjustment of lease/rental rates. The CPI calculation formula was discussed, and Mr. Coyle stated that the annual CPI escalation would result in an 8.9% increase in airport ground leases and rental agreements. The group reviewed the financial impact of this escalation on ground lease rates, rental agreements, and the financial impact to the airport. The group discussed an option for capping the CPI adjustment at 1.5%.

Member Sell asked how a 1.5% CPI adjustment would impact the airport budget. Airport Manager Coyle stated that he presented a budget to the City Commission earlier in the year projecting a conservative 1.5% CPI escalation so this amount would not have a negative impact on revenue budgeted for the next fiscal year.

A motion was made by Member Colcord and seconded by Member Haffey to cap the annual CPI adjustment at 1.5% CPI on airport ground leases and rental agreements for the next fiscal year. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

7.4 Airport Advisory Commission Meeting Recurrence Discussion

Airport Manager Coyle introduced the topic stating that the AAC has begun meeting bi-monthly instead of conducting monthly meetings. He stated that this schedule seems to have been working for the group and proposed formalizing this schedule by amending the Airport Advisory Commission Roles and Responsibilities to reflect a bi-monthly meeting recurrence. Pending the AAC's opinion on this matter, Mr. Coyle would draft and submit a revised AAC Roles and Responsibilities document for the City Commission's review. There were no objections for this change from AAC members and the group provided a consensus of support for changing the AAC's meeting schedule to a bi-monthly schedule.

7.5 The Amelia and Bonhams & Butterfields Auction Draft Safety Plan Review/Discussion

Airport Manager Coyle briefed the AAC on the Proposed Safety Plan for 2023 for The Amelia and Bonhams/Butterfields events. It was noted that due to new hangar production, the Army National Guard Control Temporary Tower would likely be relocated near the AWOS in the

Spring of 2023, but that there were no other substantial changes to the safety plan from previous years. No other comments or concerns were voiced.

A motion was made by Member Haffey, seconded by Member Colcord to approve the proposed Safety Plan for The Amelia and Bonhams/Butterfields events at the airport in March of 2023. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

8. AIRPORT DIRECTOR AND STAFF REPORTS

Airport Manager Coyle reminded the group of the upcoming Cirrus Owners Pilots Association Northern Migration to occur from 6 – 9 October. He stated that the airport would be parking 150 – 175 aircraft, and that the Army National Guard would be at the airport to provide temporary tower services.

Mr. Coyle stated that the next Young Eagles Event would be on Saturday/15 October.

Mr. Coyle stated that the rehabilitation of the transient apron would commence in mid-October following the Young Eagles event.

9. Commission Member Reports/Comments

Member Geib inquired as to the traffic count at FHB so far this year compared to last year. Manager Coyle stated that the traffic count for this year was trending toward the same operations count from the previous year, which was 40,000 operations per year.

10. Next Meeting Date: Thursday, October 13, 2022

11. ADJOURNMENT: There being no further business to come before the AAC, the meeting was adjourned at 7:20 pm.

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Secretary	Doug Geib, Chairperson

AIRPORT 420

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REVENUES	BUDGET 2021-2022	YTD	Percentage
33120 FEMA GRANT	-	0.00	N/A
33220 FAA GRANT	365,125	149,048.40	40.8%
33323 FDOT GRANT	627,326	508,384.18	81.0%
33420 FEMA STATE GRANT	-	0.00	0.0%
34704 RENTALS NON-TAXABLE	-	1,190.50	100.0%
34720 RENTALS	-	7,349.24	100.0%
34970 FUEL SALES	24,800	37,785.04	152.4%
34971 LEASE PAYMENTS - LAND LEASE	52,372	59,611.94	113.8%
34973 LAND LEASE - AMELIA RIVER	205,960	226,195.82	109.8%
34974 LAND LEASE PAYMENTS - NON-TAXABLE	66,571	71,530.32	107.4%
34975 RENT/LEASE PAYMENTS - City Built	350,000	338,363.27	96.7%
34976 8 FLAGS RENT (TAXABLE)	64,080	109,595.08	94.8%
34978 8 FLAGS RENT - NON-TAXABLE	56,712	4,892.74	
34979 TRANSIENT REVENUE	-	15,187.62	100.0%
36110 INTEREST		29,109.45	100.0%
36420 INSURANCE PROCEEDS		0.00	
36800 CAPITAL CONTRIBUTION		0.00	
34972 BUILDING LEASE	-	0.00	100.0%
36990 OTHER REVENUE	69,100	51,228.67	74.1%
36991 PARKING REVENUE	2,004	6,548.76	326.8%
36995 LATE FEES	-	3,872.74	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	275,000.00	100.0%
38910 CASH BALANCE FORWARD	693,302		
38410 LOAN PROCEEDS	3,991,000	4,850,000.00	121.5%
Revenue Total	6,843,352	6,744,893.77	98.6%

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		BUDGET 2021-2022	YTD	Percentage
PERSONNEL SERVICES				
51200	SALARIES	139,064	131,000.49	94.20%
51300	TEMPORARY	-	0.00	
51350	PART TIME	15,080	14,442.88	95.78%
51400	OVERTIME	-	0.00	
52100	FICA	11,792	10,381.15	88.04%
52200	RETIREMENT	29,259	27,562.49	94.20%
52300	HEALTH	28,573	25,855.00	90.49%
52301	LIFE	768	798.06	103.91%
52350	OPEB COSTS	1,756	1,766.65	100.61%
52400	WORKERS' COMP	1,521	1,521.00	100.00%
52500	UNEMPLOYMENT			
	TOTAL	227,813	213,327.72	93.64%
OPERATING EXPENSES				
53100	PROFESSIONAL SERVICES	25,000	22,963.58	91.85%
53200	AUDIT	7,371	7,371.00	100.00%
53400	CONTRACTUAL	56,618	27,435.38	48.46%
53900	AUTO ALLOWANCE		0.00	
53910	HOUSING ALLOWANCE	-	0.00	
54000	TRAINING/TRAVEL	3,210	2,439.50	76.00%
54100	COMMUNICATIONS	2,988	2,109.42	70.60%
54101	COMMUNICATIONS - CELL	2,000	1,120.76	56.04%
54103	COMMUNICATIONS - INTERNET	5,922	2,226.00	37.59%
54200	POSTAGE	100	29.46	29.46%
54300	UTILITIES - ELECTRIC	34,500	16,453.02	47.69%
54310	UTILITIES - WATER & SEWER	12,200	8,281.84	67.88%
54500	INSURANCE	66,499	66,499.00	100.00%
54610	R/M GROUNDS	222,500	84,885.19	38.15%
54620	R/M EQUIPMENT	1,500	4,262.92	284.19%
54630	R/M VEHICLES-LABOR	6,000	5,145.00	85.75%
54640	R/M VEHICLES-MATERIALS	8,000	8,695.90	108.70%
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	7,300.00	100.00%
55100	OFFICE SUPPLIES	2,300	-85.94	-3.74%
55200	OPERATING SUPPLIES	1,115	751.42	67.39%
55210	UNIFORMS	400	124.00	31.00%
55230	FUEL	11,000	11,988.39	108.99%

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	BUDGET 2021-2022	YTD	Percentage
55400 BOOKS/SUBS/DUES	605	605.00	100.00%
TOTAL	483,028	285,435.83	59.09%
CAPITAL OUTLAY			
56200 BUILDINGS	-	0.00	
56300 IMPROVEMENTS	5,723,441	1,866,428.86	32.61%
56400 MACH./EQUIP.	-	0.00	
56401 MACH./EQUIP. Non-CAP	1,000	3,800.00	380.00%
TOTAL	5,724,441	1,870,228.86	32.67%
57000 SETTLEMENT EXP		0.00	
57100 PRINCIPAL	204,000	240,816.60	
57200 INTEREST	135,952	90,722.47	
57300 FINANCING COSTS	50,000	18,199.50	
TOTAL	389,952	349,738.57	
Reserve	22,698		
Expense Total	6,847,932	2,718,731.0	39.70%

Notes:

- Revenue

  YTD Revenue (30 September): $6,744,893,77
  YTD FAA/FDOT Grant, Fire Station Loan, Fire Station Transfers: $5,782,432.58
  Remaining YTD Airport Revenue: $962,461.19

- Expense

  YTD Total Expense (30 September): $2,718,731.00
  YTD Capital Improvements & Grant Related: $1,866,428.86
  YTD Debt Service for Fire Station: $234,738.57
  Remaining Airport Expense (With Annual $115K Airport Debt Service): $617,563.57

FHB Aircraft Hangars LLC – Phase 3 Development Discussion

1. FHB Aircraft Hangars LLC has an existing ground lease with FHB on which it has constructed one 3-unit box hangar building rented to tenants for aircraft storage (referred to as Phase 1 of development under its ground lease). Earlier this year, the AAC and City reviewed a site plan for Phase 2 of development authorized under the ground lease with FHB Aircraft Hangars LLC and the entity is in final stages of permitting to begin construction on these hangars. Phase 2 of development consists of 4 medium-sized box hangar units and one large (12,000 sq/ft) box hangar for a total of 25,600 square feet of hangar space.

2. FHB Aircraft Hangars LLC wishes to submit an application for new aeronautical and non-aeronautical ground leases to construct the following:
    a. A non-aviation auto/RV/boat storage facility on airport property.
    b. 30 T-hangar units for rental to conduct aircraft storage.

3. Considerations/Discussion Items for Airport Advisory Commission
    a. The airport, via its architectural standards have carried an exclusive right to provide T-hangar storage which has prevented entities other than the airport sponsor from constructing T/nested configuration hangars. A copy of these standards are attached with the relevant section highlighted.

    b. The proposers will present options for potential construction of aviation and non-aviation facilities. An excerpt of the Airport Layout Plan and Master Plan sections pertaining to property core uses is attached, and will be reviewed/discussed after the presentation.

4. Representatives from FHB Aircraft Hangars LLC will provide a presentation for this proposal during the meeting. Additionally, airport staff will bring additional documents to the meeting to assist with discussion. A few helpful discussion items are listed below:
    a. Following completion of 6 new hangar units at FHB this year, 10 individuals were removed from the hangar waiting list leaving 78 individuals currently on the airport's hangar waiting list. The construction cost of this project, including all site work, was $1.1 million dollars. The FBO maintains a separate hangar waiting list with individuals that are not on the City's hangar waiting list.

    b. With the 6 newly completed hangar units, FHB currently rents 58 T/Row hangar units.

    c. Within the airport's 5-year CIP there is one project planned for construction of new hangars. This project has FDOT grant-funding allocated for a total allowable cost of $1.8 million dollars (with a 50% matching requirement from the airport). The airport can exceed this allowable project cost but is responsible for 100% of expenses over the allowable project cost of the grant. A programming estimate for construction only is $150,000 per hangar unit. This does not include design/administration/permitting.

d. Of the existing 11 T-hangar buildings owned by the airport (includes two new buildings constructed this year), 3 of the buildings are now over 30 years old and will require rehabilitation (replacement of doors and roof components) at some point. FDOT grant funding can be used for this purpose, and a future grant project for hangar funding may need to be allocated to rehabilitation of these aging buildings in lieu of constructing new hangars.

e. Revenue from T-hangar rentals in the current fiscal year is approximately 35% of operating revenue for airport fund.

Attachment 1

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 beequal 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.

<u>Landscaping:</u>

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.

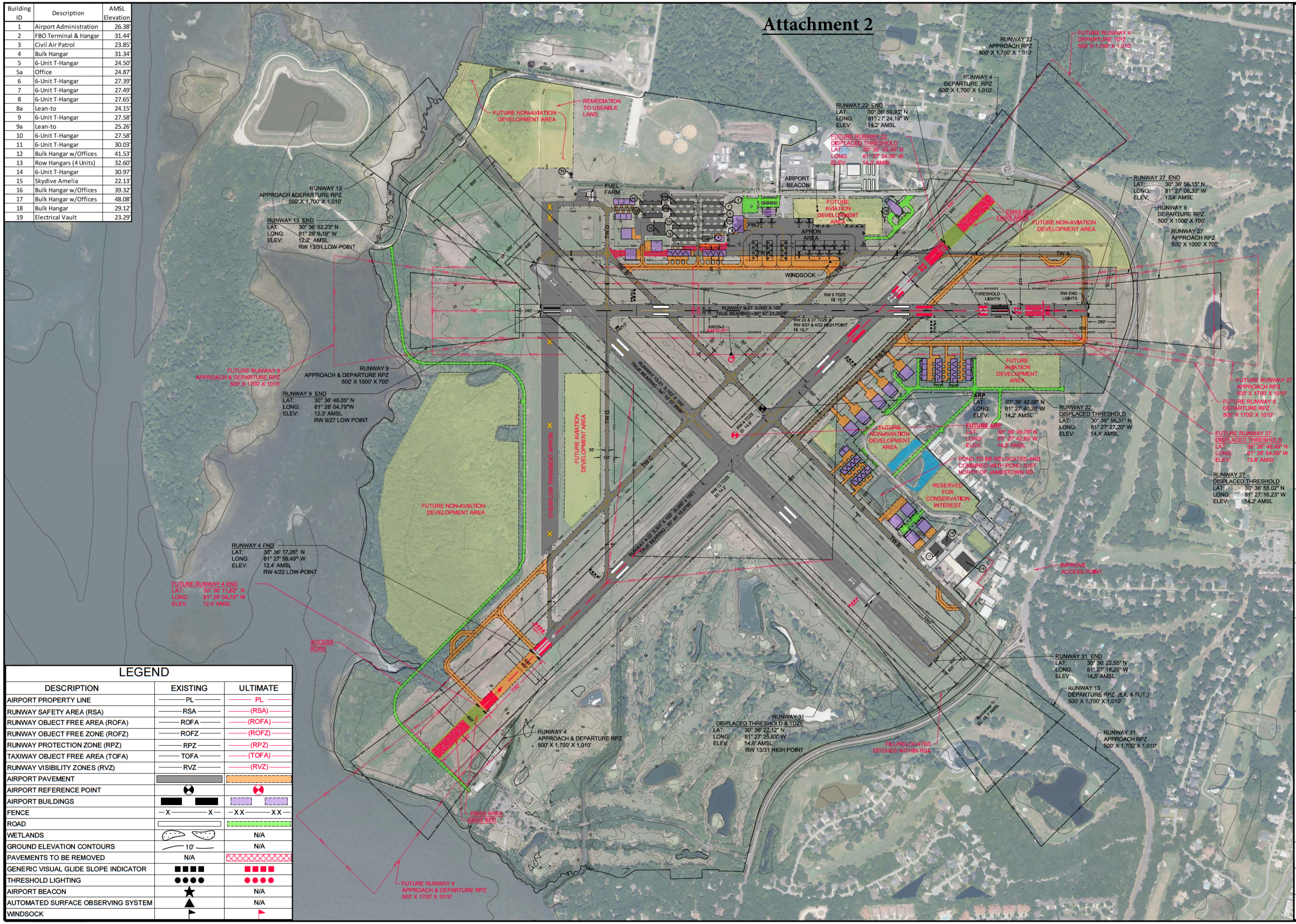
All Building and structures shall comply with all current federal, state and local requirements.

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.

Attachment 2

Building ID	Description	AMSL Elevation
1	Airport Administration	26.38'
2	FBO Terminal & Hangar	31.44'
3	Civil Air Patrol	23.85'
4	Bulk Hangar	31.34'
5	6-Unit T-Hangar	24.50'
5a	Office	24.87'
6	6-Unit T-Hangar	27.39'
7	6-Unit T-Hangar	27.49'
8	6-Unit T-Hangar	27.65'
8a	Lean-to	24.15'
9	6-Unit T-Hangar	27.58'
9a	Lean-to	25.26'
10	6-Unit T-Hangar	27.58'
11	6-Unit T-Hangar	30.03'
12	Bulk Hangar w/Offices	41.53'
13	Row Hangars (4 Units)	32.60'
14	6-Unit T-Hangar	30.97'
15	Skydive Amelia	22.13'
16	Bulk Hangar w/Offices	39.32'
17	Bulk Hangar w/Offices	48.08'
18	Bulk Hangar	29.12'
19	Electrical Vault	23.29'



LEGEND

DESCRIPTION	EXISTING	ULTIMATE
AIRPORT PROPERTY LINE	PL	PL
RUNWAY SAFETY AREA (RSA)	RSA	(RSA)
RUNWAY OBJECT FREE AREA (ROFA)	ROFA	(ROFA)
RUNWAY OBJECT FREE ZONE (ROFZ)	ROFZ	(ROFZ)
RUNWAY PROTECTION ZONE (RPZ)	RPZ	(RPZ)
TAXIWAY OBJECT FREE AREA (TOFA)	TOFA	(TOFA)
RUNWAY VISIBILITY ZONES (RVZ)	RVZ	(RVZ)
AIRPORT PAVEMENT		
AIRPORT REFERENCE POINT		
AIRPORT BUILDINGS		
FENCE	X X	XX XX
ROAD		
WETLANDS		N/A
GROUND ELEVATION CONTOURS	10'	N/A
PAVEMENTS TO BE REMOVED	N/A	
GENERIC VISUAL GLIDE SLOPE INDICATOR	■■■■	■■■■
THRESHOLD LIGHTING	●●●●	●●●●
AIRPORT BEACON	★	N/A
AUTOMATED SURFACE OBSERVING SYSTEM	▲	N/A
WINDSOCK		

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Principal-in-Charge	Andrew M. Holesko
Project Manager	Zach E. Nelson
Designed by	Zach E. Nelson

Revisions

No.	Date	By	Description
1			

Airport Layout Plan

A L P

Fernandina Beach Municipal Airport

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

Project No. 99047.59

Drawing No. 4A OF 18

Date September 2015

7.2. Airport Property and On-Airport Land Use Cores

With an understanding of the future airfield layout and its spatial requirements consideration can be given to the development of airport property not committed to airfield infrastructure. As a means to determine the highest and best use of these areas existing airport property was reviewed in detail and divided into eight core development areas based on existing use and/or plausible future use. These core development areas were presented to the TAC via a web survey focused on discerning the committee's collective opinion as to both the plausibility and type of development for each. These core development areas are identified in **Figure 7-4** and are discussed in the following sections with **Figures 7-5** through **7-12** providing a more detailed view of each.

7.2.1. Overall Development Potential

As a means to gauge the plausibility for development of the identified core areas an electronic survey was disseminated to the technical advisory committee organized for this study effort in advance of the third committee meeting. This survey graphically identified each of the core development areas shown in Figure 7-4 and asked respondents two questions about each: what is the probability of development and what type of development they envisioned over the 20-year planning period. Overall development probability scores from this survey are detailed in **Table 7-2**. Survey responses regarding the type of development envisioned was used in technical advisory committee meeting #3 and #4 as a means to guide discussion and build consensus on what types of development is most appropriate to show on the Airport Layout Plan (ALP) given the forecast of aeronautical demands and the economic development initiatives of the City.

Table 7-2. Development Probability via TAC

Development Core	*Development Probability Scores from Survey*				
	Not Probable	*Somewhat Improbable*	*Neutral*	*Somewhat Probable*	*Very Probable*
1	*0%*	*0%*	*14.29%*	*0%*	*85.71%*
2	*14.29%*	*28.57%*	*28.57%*	*14.29%*	*14.29%*
3	*0%*	*0%*	*0%*	*14.29%*	*85.71%*
4	*42.86%*	*28.57%*	*28.57%*	*0%*	*0%*
5	*57.14%*	*14.29%*	*0%*	*28.57%*	*20%*
6	*14.29%*	*42.86%*	*14.29%*	*14.29%*	*14.29%*
7	*28.57%*	*57.14%*	*14.29%*	*0%*	*0%*
8	*14.29%*	*0%*	*28.57%*	*42.86%*	*14.29%*

Source: SurveyMoneky Core Development Area Survey to TAC Members.

7.2.2. Core Development Area One

Core Development Area One includes approximately 38 acres of south of Airport road and outside of the TOFA boundaries of the airfield. Additionally, this core includes the existing parachute drop zone area located north of the Runway 13 end. This area is envisioned to continue to promote and support aeronautical use developments such as t-hangars and the future airport welcome center and operations building. Some apron frontage space may also be available for a limited number of conventional/corporate style hangars.

This area is depicted in **Figure 7-5**.

7.2.3. Core Development Area Two

Core Development Area Two includes a small 8.6 acre parcel bounded by the Runway 4-22 ROFA and RSA, the Taxiway Alpha TOFA and the Airport property boundary. While this area has both high visibility from Amelia Island Parkway and convenient airfield access, concerns were raised by the TAC regarding the feasibility of providing ingress/egress routes from and development here and impacts that may have on the traffic flow on Amelia Island Parkway. As such the TAC group suggest that any development within Core Two should have a very limited impact on Amelia Island Parkway. One such option could include a solar array project provided the photovoltaic panels could be installed in such a way so as to not create a glare impact on pilots utilizing the local airspace.

This area is depicted in **Figure 7-6**.

7.2.4. Core Development Area Three

Core Development Area Three includes approximately 49 acres of airfield fronting property on the Airport's east side. This area is bordered by the Runway 9-27 ROFA, Runway 4-22 ROFA, the runway visibility zone (RVZ), and the Airport property line. The majority of this area is identified to be best suited for aviation related development, however, portions of the property north and east of Jamestown Road will not have airfield access and are best suited for non-aviation developments. Additionally connector roadways could be developed between Jamestown road to both Via Del Mar Road and Lynndale Road.

This area is depicted in **Figure 7-7**.

7.2.5. Core Development Area Four

Core Development Area consist of 163 acres of land on the Airport's south side bounded by the Runway 4-22 and Runway 13-31 ROFA and the Airport property line. This area is entirely leased and developed as the Amelia River Golf Course and not considered for any additional development as part of this planning effort.

This area is depicted in **Figure 7-8**.

7.2.6. Core Development Area Five

Core Development Area Five includes roughly 96 acres of land on the airports west side and removed from the airfield environment. This land is currently not accessible, however, the access road currently being developed for Crane Island could be extended to the south, remaining outside of the Runway 9-27 ROFA and RSA, to provide access. Portions of this land abut the river system and the southernmost, just north of the Runway 4 RPZ, section is preserved through a conservation easement. At this time this land area is under long-term lease to an airport non-aeronautical user and if, or when, development occurs it will most likely be privately funded. While this area does have significant potential for a variety of airport compatible non-aviation uses, the general consensus from the TAC was to not specify future development for this area but rather label the area as being reserved for future non-aviation development.

This area is depicted in **Figure 7-9**.

7.2.7. Core Development Area Six

Core Development Area Six is adjacent to Core Five and the airfield environment. This area consist of approximately 33 acres and would be ideal for aviation related development should the western properties ever be provided roadway access. Similar you Core Development Area Five, the TAC group desired to simply label this area as available for future aviation related development and not show any prescriptive development detail on the airport layout plan.

This area is depicted in **Figure 7-10**.

7.2.8. Core Development Area Seven

Core Development Area Seven includes two small parcels located along the Bailey Road extension on either side of the Runway 13-31 runway protection zone (RPZ). The northern most parcel is approximately 3.5 acres and the southernmost is just over 8 acres. These areas were identified by the TAC to have limited value overall, however, some plausible non-aviation developments did come to mind, such as a marina facility or even possibly a storage facility to support the future crane island development.

This area is depicted in **Figure 7-11**.

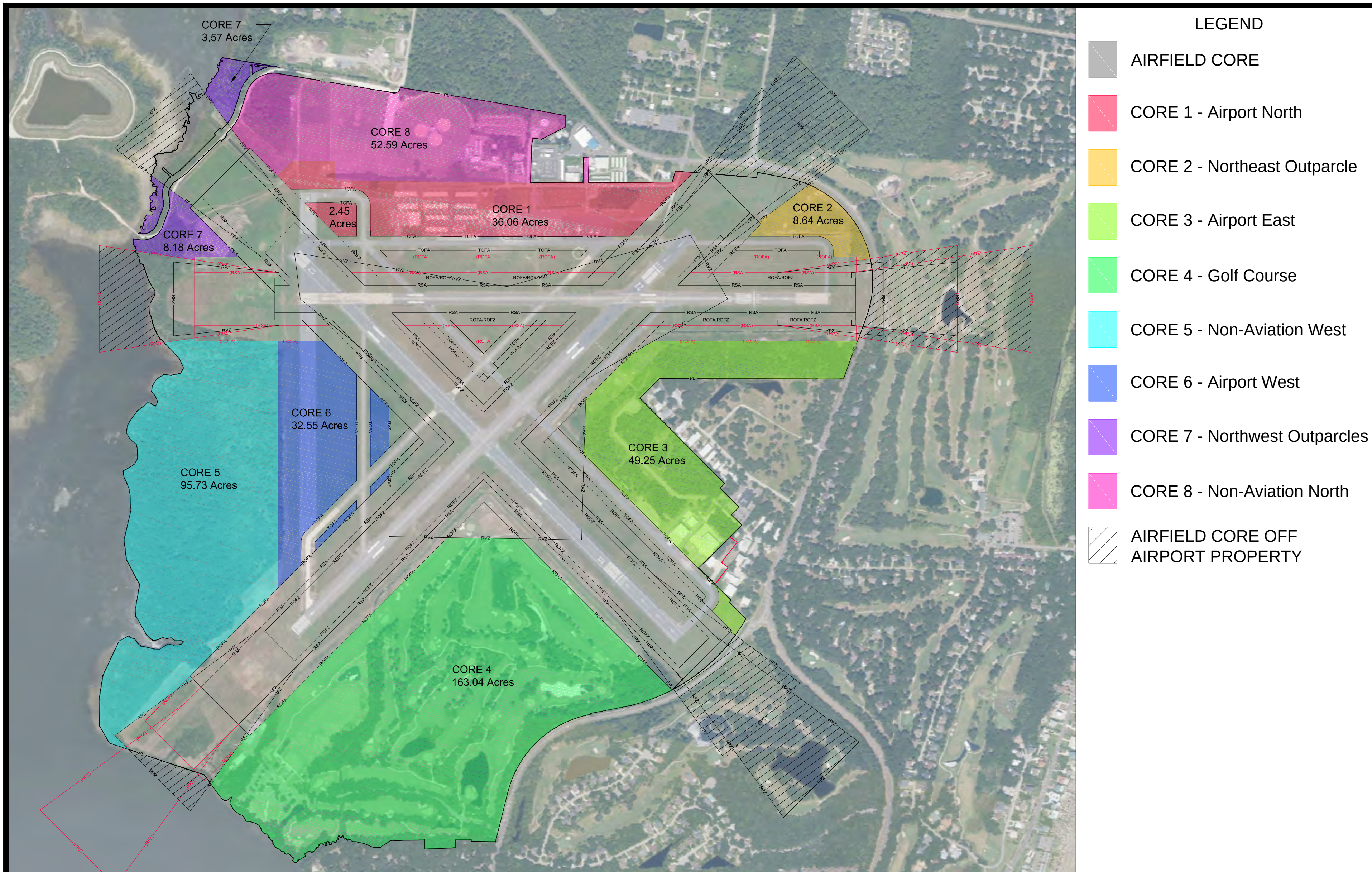
7.2.9. Core Development Area Eight

Core development Area Eight includes approximately 53 acres of land located north of Core One and within the Airport property boundary. While the majority of this land is currently developed by the Ybor Alvarez Sports Complex, Nassau County Humane Society, and Florida Public Utilities, open and available land does exist on the west side of this core. The TAC group identified this properties to be best suited for light industrial, office/research, and aviation business uses.

This area is depicted in **Figure 7-12**.

7.3. Summary

From TAC review, discussion and guidance developed in the preceding sections, the following chapter presents the formal airport layout plan (ALP) drawing set which details the 20-year development vision for the Airport. Although the ALP looks fairly detailed and prescriptive there is flexibility built into the plan, and while future development may not mirror precisely what is shown, the ALP set will serve as a valuable tool to the City to justify and garner funding support for airport development projects, but also to work with prospective tenants to locate at FHB, and express to FAA and FDOT the Airport's ability to meet design standards.



PASSERO ASSOCIATES

Fernandina Beach Municipal Airport
Fernandina Beach, Florida

On-Airport Land Use
Core Development Areas

Figure
7-4

Chapter 17: Self-sustainability

17.1. Introduction. This chapter provides guidance on the requirement that the airport remain as self-sustaining as possible under the circumstances. It is the responsibility of the FAA airports district offices (ADOs) and regional airports divisions to provide guidance to airport sponsors regarding the sponsor's requirement to be as self-sustaining as possible and to ensure that the airport maintains a rate and fee schedule that conforms to the grant assurances and is consistent with the FAA's *Policy Regarding Airport Rates and Charges*, 61 Fed. Reg. 31994 June 21, 1996, and as amended at 73 Fed. Reg. 40430 July 14, 2008) (*Rates and Charges Policy*).

Airports must maintain a fee and rental structure that makes the airport as financially self-sustaining as possible under airport-specific circumstances. Absent an agreement with aeronautical users, the federal obligation to make the airport as self-sustaining as possible does not permit the airport to establish fees for the use of the airfield that exceed the airport's airfield costs. Aeronautical users include general aviation from single-engine operators to corporate flight departments and commercial air carriers. (Photos: FAA)

17.2. Legislative History. Congress set forth the requirement for airports to be as self-sustaining as possible in two acts:

a. Section 511(a)(9) of the Airport and Airway Improvement Act of 1982 (AAIA) requires airports to be as self-sustaining as possible under the circumstances at that airport. (See 49 United States Code (U.S.C.) § 47107(a)(13) and Grant Assurance 24, *Fee and Rental Structure*.)

b. Section 112(a) of the Federal Aviation Administration Authorization Act of 1994 (1994 Authorization Act) amended 49 U.S.C. § 47107(l)[61] to require FAA's *Policy and Procedures Concerning the Use of Airport Revenue*, 64 Fed. Reg. 7696 February 16, 1999, (*Revenue Use Policy*) to take into account whether sponsors – when entering into new or revised agreements otherwise establishing rates, charges,

[61] The referenced section is the small letter "L" (not the number "1").

and fees – have undertaken reasonable efforts to be self-sustaining in accordance with 49 U.S.C. § 47107(a)(13).

17.3. Applicability. The self-sustaining requirement, Grant Assurance 24, *Fee and Rental Structure*, applies to both publicly and privately owned airports that are obligated under an Airport Improvement Program (AIP) grant.

17.4. Related FAA Policies. The FAA has included the self-sustaining rule in two policies:

a. FAA's *Policy Regarding Airport Rates and Charges*, 61 Fed. Reg. 31994 June 21, 1996 (*Rates and Charges Policy*).

b. FAA's *Policy and Procedures Concerning the Use of Airport Revenue*, 64 Fed. Reg. 7696 February 16, 1999 (Revenue Use Policy).

A sponsor may charge aviation museums and aeronautical secondary and post secondary education programs conducted by accredited education institutions operating aircraft reduced rental rates to the extent that civil aviation receives reasonable tangible or intangible benefits from such use. However, attention must be paid to whether an aviation museum or post secondary school operates actual aircraft. This is important since a "flying" museum is an aeronautical activity, while one that does not operate aircraft may not be classified as one. (Photo: FAA)

17.5. Self-sustaining Principle. Airports must maintain a fee and rental structure that makes the airport as financially self-sustaining as possible under the particular circumstances at that airport. The requirement recognizes that individual airports will differ in their ability to be fully self-sustaining, given differences in conditions at each airport. The purpose of the self-sustaining rule is to maintain the utility of the federal investment in the airport.

17.6. Airport Circumstances. At some airports, market conditions may not permit a sponsor to establish fees that are sufficiently high to recover aeronautical costs and sufficiently low to attract and retain commercial aeronautical services.

In such circumstances, a sponsor's decision to charge rates that are below those needed to achieve self-sustainability in order to assure that services are provided to the public is not inherently inconsistent with the federal obligation to make the airport as self-sustaining as possible given its particular circumstances.

17.7. Long-term Approach. If market conditions or demand for air service do not permit the airport to be financially self-sustaining, the sponsor should establish long-term goals and targets to make the airport as financially self-sustaining as possible.

17.8. New Agreements. Sponsors are encouraged to undertake reasonable efforts to make their particular airports as self-sustaining as possible when entering into new or revised agreements or when otherwise establishing rates, charges, and fees.

17.9. Revenue Surpluses. Some airports may have sufficient market power to charge fees that exceed total airport costs. In establishing new fees and generating revenues from all sources, sponsors should not seek to create revenue surpluses that exceed the amounts to be used for airport system purposes and for other purposes for which airport revenue may be spent under 49 U.S.C. § 47107(b)(1).

Reasonable reserves and other funds to facilitate financing and to cover contingencies are not considered revenue surpluses. The sponsor must use any surplus funds accumulated in accordance with the *Revenue Use Policy*.

Additionally, the progressive accumulation of substantial amounts of surplus aeronautical revenue could warrant an FAA inquiry into whether the aeronautical fees are consistent with the sponsor's obligation to make the airport available on fair and reasonable terms.

The FAA will not ordinarily investigate the reasonableness of a general aviation airport's fees absent evidence of a progressive accumulation of surplus aeronautical revenues.

17.10. Rates Charged for Aeronautical Use.

Charges for aeronautical uses of the airport must be reasonable. For aeronautical users, the FAA considers charges that reflect the cost of the services or facilities satisfies the self-sustaining requirement. Accordingly, the FAA does not consider the self-sustaining obligation to require the sponsor to charge fair market value rates to aeronautical users.

As explained in more detail in chapter 18 of this Order, *Airport Rates and Charges*, fees for the use of the airfield generally may not exceed the airport's capital and operating costs of providing the airfield. Aeronautical fees for landside or non-movement area airfield facilities (*e.g.*, hangars and aviation offices) may be at a fair market rate, but are not required to be higher than a level that reflects the cost of services and facilities. In other words, those charges can be somewhere between cost and fair market value. In part, this is because hangars and aviation offices are exclusively used by the leaseholders while airfield facilities are used in common by all aeronautical users.

The FAA will not ordinarily investigate the reasonableness of a general aviation airport's fees absent evidence of a progressive accumulation of surplus aeronautical revenues.

At some airports, market conditions may not permit a sponsor to establish fees that are sufficiently high to recover aeronautical cost (such as the hangar/fixed-base operator (FBO) facility seen here) and sufficiently low to attract and retain commercial aeronautical services. In such circumstances, a sponsor's decision to charge rates that are below those needed to achieve self-sustainability in order to assure that services are provided to the public is not inherently inconsistent with the obligation to make the airport as self-sustaining as possible given its particular circumstances. (Photo: FAA)

17.11. Nonaeronautical Rates. Rates charged for nonaeronautical use (*e.g.*, concessions) of the airport must be based on fair market value (*e.g.*, lease of land at fair market rent subject to the specific exceptions listed in this chapter).

If market rent for nonaeronautical uses results in a surplus, that surplus can be used to subsidize aeronautical costs of the airport. It is to the benefit of aviation and the traveling public that aeronautical users be able to use the airport at rates and charges below the cost of providing the aviation facilities and services if these are effectively subsidized by nonaeronautical revenues. See, for example, *Bombardier Aerospace, et al. v. City of Santa Monica,* FAA Docket No. 16-03-11, January 3, 2004, (available online) where the FAA noted that it promotes the practice of using nonaviation revenues to subsidize aeronautical activities since it reduces the economic impact on aviation users and the aviation public.

17.12. Fair Market Value. Fair market fees for use of the airport are required for nonaeronautical use of the airport and are optional for non-airfield aeronautical use. Fair market pricing of airport facilities can be determined by reference to negotiated fees charged for similar uses of the airport or by appraisal of comparable properties. However, in view of the various restrictions on use of property on an airport (*i.e.*, limits on the use of airport property, height restrictions, etc.), appraisers will need to account for such restrictions when comparing on-airport with off-airport commercial nonaeronautical properties in making fair market value determinations.

17.13. Exceptions to the Self-sustaining Rule: General. While the general rule requires market rates for nonaeronautical uses of the airport, several limited exceptions to the general rule have been defined by congressional direction and agency policy based on longstanding airport practices and public benefit. These limited exceptions include (a) property for community purposes and (b) not-for-profit aviation organizations, (c) transit projects and systems, and (d) military aeronautical units, all of which are discussed in the following paragraphs.

17.14. Property for Community Purposes. A sponsor may make airport property available for community purposes at less than fair market value on a limited basis provided all of the following conditions exist: (a) the property is not needed for an aeronautical purpose, (b) the property is not producing airport revenue and there are no near-term prospects for producing revenue, (c) allowing the community purpose will not impact the aeronautical use of the airport, (d) allowing the community purpose will maintain or enhance positive community relations in support of the airport, (e) the proposed community use of the property is consistent with the Airport Layout Plan (ALP), and (f) the proposed community use of the property is consistent with other requirements, such as certain surplus and nonsurplus property federal obligations requiring the production of revenue by all airport parcels.

17.15. Exception for Community Use. The following are the circumstances where the FAA will consider community use to be consistent with the self-sustaining requirement. Agreements for community use of airport land should incorporate the following requirements as conditions of use.

a. Acceptance. The local community must use the land in a way that enhances the community's acceptance of the airport; the use may not adversely affect the airport's capacity, security, safety, or operations. Acceptable uses include public parks and recreation facilities, including bike or jogging paths.

When the use does not directly support the airport's operations, a sponsor may not provide land at less than fair market value rent. Accordingly, the airport must generally be reimbursed at fair market rent for airport land used for road maintenance or equipment-storage yards or for use by police, fire, or other government departments.

b. Minimal Revenue Potential. At the time it contemplates allowing community use, the sponsor may only consider land that has minimal revenue-producing potential. The sponsor may not reasonably expect that an aeronautical tenant will need the land or that the airport will need the land for airport operations for the foreseeable future (*i.e.*, master plan cycle). When a sponsor finds that the land may earn more than minimal revenue, but still below fair market value, the sponsor may still permit community use of

The FAA acknowledges that many airports provide facilities to military units with aeronautical missions at nominal lease rates. The FAA does not consider this practice inconsistent with the requirement for a self-sustaining airport rate structure. Military units with aeronautical missions may include the Air National Guard, aviation units of the Army National Guard, U.S. Coast Guard, the U.S. Air Force Reserve, Civil Air Patrol, and Naval Reserve air units operating aircraft at the airport. (Photo: Top, FEMA; Bottom, USAF) the land at less than fair market value rent provided the rental rate approximates the revenue that the airport could otherwise earn.

c. Reclaiming Land. The community use does not preclude reuse of the property for airport purposes. If the sponsor determines that the land has greater value than the community's continued use, the sponsor may reclaim the land for the higher value use.

d. No Airport Revenue. The sponsor generally may not use airport revenue to support the capital or operating costs associated with the community use.

NOTE: As explained in chapter 22 of this Order, *Releases from Federal Obligations*, airport sponsors considering requests to use airport land for recreational purposes who are planning future airport development projects should assess potential applicability of section 4(f) of the Department of Transportation Act of 1966 (49 United States Code (U.S.C.) § 303).[62] [63]

17.16. Exception for Not-for-Profit Aviation Organizations.

a. Reduced Rent. A sponsor may charge reduced rental rates to aviation museums and aeronautical secondary and post secondary education programs conducted by accredited education institutions to the extent that civil aviation receives reasonable tangible or intangible benefits from such use. A sponsor may also charge reduced rental rates to Civil Air Patrol units operating aircraft at the airport.

b. In-Kind Services. The FAA expects sponsors to charge police or fire fighting units that operate aircraft at the airport reasonable fees for their aeronautical use. However, the airport may offset the value of any services that the units provide to the airport against the applicable airport fees.

17.17. Exception for Transit Projects. When the airport sponsor owns a transit system and its use is for the transportation of airport passengers, property, employees, and visitors, the sponsor may make its property available at less than fair market value rent for public transit terminals, right-of-way, and related facilities without violating the *Revenue Use Policy* or self-sustaining requirements. In such circumstances, the FAA would consider a lease of nominal value to be consistent with the self-sustaining requirement.

17.18. Exception for Private Transit Systems. Airports generally charge private ground transportation providers fair market value rental rates. However, a sponsor may, without violating the *Revenue Use Policy* or self-sustaining requirements, charge private operators less than fair market value rent when the service is extremely limited and where the private transit service –

[62] Department of Transportation (DOT) Section 4(f) property refers to publicly owned land of a public park, recreation area, wildlife or waterfowl refuge, or historic site of national, state, or local significance. It also applies to those portions of federally designated Wild and Scenic Rivers that are otherwise eligible as historic sites or that are publicly owned and function as – or are designated in a management plan as – a significant park, recreation area, or wildlife and waterfowl refuge. (See 49 U.S.C. § 303.)

[63] See 23 CFR § 774.11(g) and FHWA and FTA Final Rule; Parks, Recreation Areas, Wildlife and Waterfowl Refuges, and Historic Sites, 73 F.R. 13368-01, March 12, 2008 (Interpreting DOT Section 4(f) not to apply to temporary use of airport property.)

such as bus, rail, or ferry – provides the primary source of public transportation to the airport.

17.19. Exception for Military Aeronautical Units. The FAA acknowledges that many airports provide facilities to military units with aeronautical missions at nominal lease rates. The FAA does not consider this practice inconsistent with the requirement for a self-sustaining airport rate structure. Military units with aeronautical missions may include the Air National Guard, aviation units of the Army National Guard, the U.S. Air Force Reserve, U.S. Coast Guard, Civil Air Patrol (CAP) and Naval Reserve air units operating aircraft at the airport. The search and rescue (SAR) and disaster relief roles played by Coast Guard, the U.S. Air Force Auxiliary, and the Civil Air Patrol are also recognized as a prime aeronautical role. These units generally provide services that directly benefit airport operators and safety.

This exception does not apply to military units with no aeronautical mission on the airport.

17.20 through 17.24 reserved.

MEMORANDUM

TO: AIRPORT ADVISORY COMMISSION

FROM: AIRPORT MANAGER

DATE: October 13, 2022

RE: MONTHLY REPORT

- Construction of six new hangar units at the airport is now substantially complete. All units have been occupied/rented. Ten individuals were removed from the waiting list in the process of filling these units leaving 78 individuals remaining on the hangar waiting list.

- The City Commission has accepted FAA/FDOT grants in support of a project to rehabilitation a portion of the transient aircraft parking apron. The City Commission has also awarded this project to CGC Inc. This project will commence in mid-October and will take approximately 105 calendar days for completion. During the project, all transient parking will be conducted on the City's Eastern/Public parking apron. There will also be a short 5-7 day closure of Taxiway A between "Hangar D" and Taxiway C for the period of time when asphalt is milled and replaced within the Taxiway A object free area (OFA).

- The construction of a new public/airport fire station has commenced. At this time, the estimated project completion is anticipated in Spring of 2023. Staff will provide further updates to the AAC when they become available.

- The City Commission approved a grant from FDOT to design and construct new hangars with a total allowable project cost of $1.8M, with a 50% matching requirement from the airport. Discussions for design of this project will commence with the AAC this Fall. I have budgeted the design phase for this project to commence in the upcoming fiscal year, which begins on 1 October.

- FHB Aircraft Hangars LLC submitted design plans to the City's Technical Review Committee in September. Following completion of the TRC process, the entity will submit for building permits with the City. A notice of proposed construction has been submitted to the FAA as well, and is pending review and response. As a reminder, the AAC reviewed this site plan and recommended acceptance during its June meeting. FHB Aircraft Hangars LLC is hopeful for a Winter 2022 project-start date.

- FHB Aircraft Hangars LLC will provide a presentation and proposal to the Airport Advisory Commission during the October meeting for a potential Phase 3 development at the airport inclusive of non-aviation and aviation development on airport property.

- The AAC also previously reviewed a site-plan for Landmark Modernization Contractors (Joe Bittaker) to construct a single 3,500 square/foot hangar adjacent to the "Quonset Hut". This development proposal is also in coordination with the City's TRC and Building Permit process. A notice for proposed construction for this project was also submitted to the FAA for review and is awaiting response. I will provide an updated timeline of construction when it becomes available.

- The FDOT Statewide Airfield Pavement Managed Program provides pavement condition reports for associated airports every three years. The last pavement condition report for FHB was provided through this program in 2019. Consultants visited the airport in July to provide revised assessments of pavement conditions and an updated pavement condition report is expected in January of 2023. This revised report will be shared with the AAC when received.

- FHB was selected by FDOT as one of 30 airports in FL for Phase 1 of its Advanced Air Mobility (AAM) Study reviewing compatibility of future AAM operations within the State of Florida. The Conceptual Considerations report was received and distributed to AAC members in September. I will provide a few notes about this report during the October AAC meeting.

- The EAA is planning its next Young Eagles Day with a tentative event date of Saturday/15 October. Airport staff is coordinating to have food trucks on-site for this event as well.

- During the month of September, 2022, there were a total of 3,572 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: 10%
- Runway 9: 18%
- Runway 13: 22%
- Runway 31: 11%
- Runway 4: 24%
- Runway 22: 15%