



**AGENDA
AIRPORT ADVISORY COMMISSION
REGULAR MEETING
APRIL 13, 2023
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 Regular AAC Meeting Minutes - December 8, 2022
- 5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA**
- 6. OLD BUSINESS**
 - 6.1 Monthly Airport Financial Report
- 7. STAFF REPORTS**
 - 7.1 Airport Manager Search Update
- 8. COMMISSION MEMBER REPORTS/COMMENTS**
- 9. NEXT MEETING DATE**
- 10. 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:** Vice Chair Colcord called the meeting to order at 6:00 pm.
2. **Members Present:** Chuck Colcord, Prudence Hostetter, Tom Lockie, Bob Sell, Hugh Giggy, Tom Piscitello, George Haffey, Nathan Coyle (Airport Manager), Robert Kozakoff (Airport Operations) and Dave Broughton (Staff Assistant)

Members Absent: Doug Geib

Others Present: Commissioner Chip Ross, Margaret Kirkland, James Harkins, and Steve Sherman.

3. **Pledge of Allegiance**
4. **Approval of Minutes:** The October 13, 2022, Regular Meeting Minutes were presented for approval.

A motion was made by Member Sell, seconded by Member Hostetter, to approve the October 13, 2022, AAC Regular Meeting Minutes as presented. 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:**

Margaret Kirkland, 1377 Plantation Point Drive, Fernandina Beach – Ms. Kirkland stated she has concerns about building on airport property as it might hasten the flooding, storm surge, sea level rise on the island. Trees and vegetation provide a buffer for the island from further damage and airport noise.

James Harkins, 1942 Springbrook Rd, Fernandina Beach – Mr. Harkins stated his position on the proposed hangar and storage areas. He doesn't object to hangar construction, but is against luxury storage space for wealthy people who have considerably expensive toys and who are able to afford to trick the units out with poker tables, big screen TV's, etc. He believes that those are inappropriate uses and are terrible optics for Fernandina Beach and the airport.

Steve Sherman, 95035 Woodberry Lane, Fernandina Beach – Mr. Sherman stated he believes air traffic is up at FHB and might pose a safety issue. He inquired as to whether the airport would need an environmental impact statement for the proposed airport construction. He also asked if the airport was following the guidelines from the September 2022 FAA Advisory Circular in reference to airport property expansion.

Airport Manager Coyle stated that the airport is required to comply with all the required regulations for construction on airport property. He also stated that FHB is not expanding but is only considering building on existing airport property.

6. **Old Business:**

6.1 Transient Aircraft Parking Apron Rehabilitation – Project Update

Airport Manager Coyle stated the apron was paved the week prior to the meeting, the stormwater pipe lining was completed, and that tiedowns would be reinstalled the week of December 12th. In

approximately 2-3 weeks, the striping and marking of the apron should be finished. The apron rehabilitation should be completed in January.

6.2 Monthly Airport Financial Report

Manager Coyle stated that the Airport's balance is ahead of last year's budget and that the income from the new hangars has helped. There was no further discussion.

7. New Business:

7.1 Airport Property Rezoning Request

Airport Manager Coyle gave a brief history of the City of Fernandina Beach Airport. He stated that the airport is federally obligated to prioritize aeronautical use and provided information from Federal Aviation Administration (FAA) Order 5190.6 B, *The Airport Compliance Manual*. He explained that airport property has two general uses, which are aeronautical use and non-aeronautical use to generate revenue. However, there is an exemption for community use benefit at less than fair market value. If a portion of airport land is not producing fair market value, it cannot preclude aeronautical reuse. The current zoning of the reference property was incorrectly zoned recreational, which would seemingly prohibit its primary obligation for aeronautical use. The proposed rezoning would reflect the property as "Airport Industrial" on the zoning map and future land use map. Mr. Coyle stated that the proposed amendment would also seek to add recreational use as an allowable use under Airport Industrial Zoning to allow continued recreational use of the property.

Member Hostetter asked if the FAA had voiced any concerns on the matter. Mr. Coyle referenced an informal complaint made to the FAA in 2013 where the FAA reviewed uses of airport property. At the time, the City of Fernandina Beach was paying the airport enterprise fund for use of Ybor Alvarez Field in an amount less than fair market value. The FAA, at the time, reminded the City that the community use benefit could not preclude reuse of the property.

Commissioner Chip Ross stated that this is not actually rezoning the property, it is correctly zoning the property.

A motion was made by Member Hostetter, seconded by Member Lockie, to recommend to the City Commission to change the future land use map and zoning map to reflect Industrial Airport (I-A) use of property currently zoned as Recreational Use (Ybor Alvarez Athletic Complex) and to add recreational use as a permissible use within Industrial-Airport zoning in the LDC. A vote upon passage was taken by ayes and nays and all being ayes, carried.

7.2 2-111 AOB Temporary Tower Services Agreement – The Amelia (car show)

Airport Manager Coyle briefed on the draft Memorandum of Agreement between the City and the 2-111th Aviation REGT AOB, FL Army National Guard for provision of temporary air traffic control services during the annual "The Amelia" car event in 2023. The package also includes a draft Letter of Agreement with Jacksonville Radar Approach Control. He stated that the only

notable change is the location of the Tower, as it will be located near AWOS due to land development at the airport.

A motion was made by Member Lockie, seconded by Member Giggy, to approve the 2-111th Aviation REGT Memorandum of Agreement. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

8. AIRPORT DIRECTOR AND STAFF REPORTS

8.1 Monthly Airport Director Report

Airport Manager Coyle reported that the “Run the Runway 5K” occurred Saturday, October 9th, and was a successful event. Mr. Coyle stated the Fire Station construction is on schedule for completion in Spring 2023. Mr. Bittaker is in the process of TRC approval for private hangar construction as previously reviewed by the AAC.

9. Next Meeting Date: February 9, 2023

10. Adjournment: There being no further business to come before the Airport Advisory Commission, the meeting was adjourned at 6:35 p.m.

Secretary

Doug Geib, Chairperson

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	BUDGET 2022-2023	YTD	Percentage
REVENUES			
33120 FEMA GRANT	-	0.00	N/A
33220 FAA GRANT	1,590,741	1,155,156.19	72.6%
33323 FDOT GRANT	729,584	490,720.55	67.3%
33420 FEMA STATE GRANT	-	0.00	0.0%
34704 RENTALS NON-TAXABLE	-	840.00	N/A
34720 RENTALS	-	2,305.51	N/A
34970 FUEL SALES	28,000	13,977.04	49.9%
34971 LEASE PAYMENTS - LAND LEASE	67,645	30,778.02	45.5%
34973 LAND LEASE - AMELIA RIVER	212,688	115,777.60	54.4%
34974 LAND LEASE PAYMENTS - NON-TAXABLE	73,864	36,754.04	49.8%
34975 RENT/LEASE PAYMENTS - City Built	379,233	193,221.09	51.0%
34976 8 FLAGS RENT (TAXABLE)	66,233	53,395.98	44.1%
34978 8 FLAGS RENT - NON-TAXABLE	58,877	1,824.60	
34979 TRANSIENT REVENUE	-	6,865.33	N/A
36110 INTEREST		14,829.99	N/A
36420 INSURANCE PROCEEDS		0.00	
36800 CAPITAL CONTRIBUTION		0.00	
34972 BUILDING LEASE	-	906.06	N/A
36990 OTHER REVENUE	66,000	28,562.97	43.3%
36991 PARKING REVENUE	4,000	3,883.00	97.1%
36995 LATE FEES	-	1,011.50	100.0%
36992 GAIN ON SALE OF ASSETS	20,000	0.00	0.0%
38101 TRANSFERS IN GENERAL FUND		148,710.00	
38101 FROM GENERAL FUND FOR FIRE STATION	297,420	148,710.00	50.0%
38910 CASH BALANCE FORWARD	3,548,569		
38410 LOAN PROCEEDS	-	-	
Revenue Total	7,142,854	2,448,229.47	34.3%

Note: Cash balance forward is a carry-forward for completion of the fire station project.

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	BUDGET 2022-2023	YTD	Percentage
PERSONNEL SERVICES			
51200 SALARIES	155,188	61,473.25	39.61%
51300 TEMPORARY	-	0.00	
51350 PART TIME	18,234	9,109.29	49.96%
51400 OVERTIME	-	0.00	
52100 FICA	13,266	5,087.67	38.35%
52200 RETIREMENT	33,520	13,278.21	39.61%
52300 HEALTH	29,547	11,610.92	39.30%
52301 LIFE	849	267.84	31.55%
52350 OPEB COSTS	1,756	880.00	50.11%
52400 WORKERS' COMP	2,689	1,345.00	50.02%
52500 UNEMPLOYMENT			
TOTAL	255,049	103,052.18	40.40%
OPERATING EXPENSES			
53100 PROFESSIONAL SERVICES	25,000	10,754.25	43.02%
53200 AUDIT	7,371	3,687.00	50.02%
53400 CONTRACTUAL	43,735	22,311.01	51.01%
53900 AUTO ALLOWANCE		0.00	
53910 HOUSING ALLOWANCE	-	0.00	
54000 TRAINING/TRAVEL	3,210	0.00	0.00%
54100 COMMUNICATIONS	2,988	866.97	29.02%
54101 COMMUNICATIONS - CELL	2,000	508.70	25.44%
54103 COMMUNICATIONS - INTERNET	5,922	927.50	15.66%
54200 POSTAGE	100	0.00	0.00%
54300 UTILITIES - ELECTRIC	27,000	5,280.20	19.56%
54310 UTILITIES - WATER & SEWER	12,200	4,139.53	33.93%
54500 INSURANCE	87,791	43,130.80	49.13%
54610 R/M GROUNDS	169,500	47,382.90	27.95%
54620 R/M EQUIPMENT	3,000	2,103.61	70.12%
54630 R/M VEHICLES-LABOR	6,000	1,297.50	21.63%
54640 R/M VEHICLES-MATERIALS	7,500	1,870.90	24.95%
54700 PRINTING	650	380.00	58.46%
54800 PROMOTIONAL	750	130.59	17.41%
54902 BAD DEBT EXPENSE		0.00	
54910 BILLING COST	7,300	3,652.00	50.03%
55100 OFFICE SUPPLIES	2,300	0.00	0.00%
55200 OPERATING SUPPLIES	2,180	69.82	3.20%
55210 UNIFORMS	400	0.00	0.00%
55230 FUEL	15,000	3,451.50	23.01%

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	BUDGET 2022-2023	YTD	Percentage
55400 BOOKS/SUBS/DUES	525	330.00	62.86%
TOTAL	<u>432,422</u>	<u>152,274.78</u>	35.21%
CAPITAL OUTLAY			
56200 BUILDINGS	3,262,250	1,499,214.79	
56300 IMPROVEMENTS	1,977,490	1,327,286.88	67.12%
56400 MACH./EQUIP.	150,000	0.00	
56401 MACH./EQUIP. Non-CAP	1,000	0.00	0.00%
TOTAL	<u>5,390,740</u>	<u>2,826,501.67</u>	52.43%
57000 SETTLEMENT EXP		0.00	
57100 PRINCIPAL	293,733	0.00	
57200 INTEREST	118,212	58,248.19	
57300 FINANCING COSTS	-	0.00	
TOTAL	<u>411,945</u>	<u>58,248.19</u>	
Reserve	<u>652,698</u>		
Expense Total	<u>7,142,854</u>	<u>3,140,076.8</u>	43.96%