



**AGENDA
AIRPORT ADVISORY COMMISSION
REGULAR MEETING
DECEMBER 14, 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 October 12, 2023 AAC Minutes
- 5. OLD BUSINESS**
 - 5.1 AAC Meeting Frequency
- 6. NEW BUSINESS**
 - 6.1 Bent Wing/FHB Aircraft Hangars Project Update
- 7. AIRPORT DIRECTOR AND STAFF REPORTS**
- 8. COMMISSION MEMBER REPORTS/COMMENTS**
- 9. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA**
- 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:** Member Hostetter called the meeting to order at 6:00 pm.
2. **Members Present:** Prudence Hostetter, Tom Piscitello, Bob Sell, Hugh Giggy, Tom Lockie, and George Haffey. Vice Chair Chuck Colcord arrived at 6:20pm.

Members Absent: Chair Geib

Staff Present: Airport Director Sam Carver, Airport Operations Robert Kozakoff, and Staff Assistant Dave Broughton

3. **Pledge of Allegiance**
4. **Approval of Minutes:** The August 10, 2023, AAC meeting minutes were presented for approval.

A motion was made by Member Sell, seconded by Member Haffey, to approve the August 10, 2023, 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:** Nathan Coyle, Executive Director and General Manager of Bent Wing FBO, introduced himself to the AAC.

6. **Old Business:**

None

7. **New Business:**

- 7.1 **Memorandum: Conduct of a Public Servant if there is a conflict:**

Airport Director Carver discussed the possible situations where a member of the AAC might have a conflict with items which the AAC is contemplating recommendations.

- 7.2 **AAC Meeting Frequency:**

Airport Director Carver presented the idea of scheduling future AAC meetings to quarterly instead of every other month. He stated that he has been approached by other city staff members who were in favor of this proposal. He said it would save COFB money.

Member Hostetter asked about the process for notices for special meetings. Members Lockie and Giggy said that they would like to have monthly updates of airport activity and news updates to the AAC if this were to be implemented. Director Carver stated that he is planning on having a monthly airport newsletter regardless of any changes to the AAC meeting frequency.

A motion was made by Member Lockie, seconded by Member Haffey to approve the Airport Director's request for Quarterly AAC Meetings.

Jim Harkins, 1942 Springbrook Road, was concerned about a timeline for public notifications for special meetings.

The AAC continued to discuss in more detail the logistics of Quarterly AAC meetings vs the current AAC meeting schedule.

Commissioner Ross, 210 North 3rd Street, stated that no other committee has asked to meet just quarterly. He also gave several reasons why meetings every other month is better than quarterly.

Member Haffey recommended that this item discussion should be tabled until the December AAC meeting. Member Lockie agreed.

The AAC agreed to table this item until the December 2023 AAC Meeting.

8. Airport Manager and Staff Reports:

Airport Director Carver briefed the AAC on the following: The current traffic count which is up over 10% from last year. The Airport Budget is in good shape. He recently visited four flight schools in Jacksonville to remind them of the FHB Noise Abatement Procedures. The airport has a volunteer named Larry Troiano who works in the office on Wednesdays and Fridays. The Taxiway A and Hangar B rehab projects updates. Also, the Young Eagles event at the Airport this Saturday 10/14 has 60 youth scheduled for aircraft rides. The Airport has 2 food trucks scheduled in support of this event.

Director Carver stated that he would like a volunteer from the AAC to help in scoring for a proposed RFQ engineering project. This should be discussed in the December AAC meeting.

9. Commission Member Reports and Comments:

None

10. Next Meeting Date: December 14, 2023

11. Adjournment: There being no further business to come before the Airport Advisory Commission, the meeting was adjourned at 6:27 p.m.

Secretary

Doug Geib, Chairperson