



**AGENDA
AIRPORT ADVISORY COMMISSION
REGULAR MEETING
FEBRUARY 8, 2024
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 AAC Regular Meeting Minutes from December 14, 2023
- 5. OLD BUSINESS**
 - 5.1 Airport Financial Report
- 6. NEW BUSINESS**
 - 6.1 Jacksonville Class C Airspace Modification Proposal
 - 6.2 Aeronautical Development Proposal - FHB Aircraft Hangars LLC
- 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:** Chair Doug Geib called the meeting to order at 6:00 pm.
2. **Members Present:** Chair Doug Geib, Vice Chair Chuck Colcord, Members Tom Piscitello, Robert Sell, Prudence Hostetter, Tom Lockie, and Hugh Giggy
Members Absent: George Haffey
Staff Present: Sam Carver, Airport Director, Robert Kozakoff, Airport Operations, Dave Broughton, Staff Assistant

3. **Pledge of Allegiance**

4. **Approval of Minutes:** The October 12, 2023, AAC Regular Meeting Minutes were presented for approval to the AAC.

A motion was made by Member Hostetter, seconded by Member Sell, to approve the October 2023 AAC Regular Meeting Minutes. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

5. **Old Business:**

AAC meeting frequency: Director Carver stated that he recommends no change to the AAC meeting frequency and withdraws his request for frequency change. He said that he plans on having a quarterly Airport Newsletter with information on Airport business.

6. **New Business:**

Nathan Coyle, General Manager of Bent Wing FBO, gave a comprehensive presentation on the updates of the Bent Wing FBO/FHB Aircraft Hangars Project which if approved will be located on part of the Ybor Alvarez Sports Complex.

Several members of the AAC asked Mr. Coyle questions about the project and were all answered satisfactorily.

Mr. Coyle asked the AAC to consider making three recommendations for the project to continue to the next steps of the planning process which would then be forwarded to the City Commission.

A motion was made by Member Colcord, seconded by Member Lockie, for City to continue the negotiation of the Bent Wing ground lease for hangar development contingent on FAA release of soccer fields. A vote upon passage was taken by ayes and nays and all being all ayes, carried.

A motion was made by Member Hostetter, seconded by Member Giggy, for City to negotiate a Bent Wing ground lease for non-aviation storage development contingent on FAA approval. A vote upon passage was taken by ayes and nays and all being ayes, carried.

A motion was made by Member Sell, seconded by Member Lockie, recommending the City proceed with Taxiway Delta design with grant money in association with the Bent Wing Hangar Development process. A vote upon passage was taken by ayes and nays and all being ayes, carried.

7. Airport Director and Staff Reports:

Director Sam Carver briefed the AAC on several projects and happenings at the Airport. The Airport budget has over \$862,000 in reserves. The operations so far this year are 52,384, which is more than a 20% increase from last year. The Airport has received a \$180,000 FDOT grant for the purchase of operational equipment such as mowers and blowers. There has been interest from at least seven separate entities inquiring about building box hangars in the Jamestown Road area of the airport. The Airport is working on planning and support of “The Amelia” car event. The airport is getting ready for the FDOT annual inspection of FHB on February 7, 2024.

8. Commission Member Reports/Comments:

Member Hostetter asked if more financial information could be provided to the AAC. Director Carver said that it could be done.

9. Public Comment Regarding Items Not On The Agenda:

None

10. NEXT MEETING DATE: February 8, 2024

11. Adjournment: There being no further business to come before the Airport Advisory Commission, the meeting was adjourned at 7:12 pm.

Secretary

Doug Geib, Chairperson

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12								
ACCOUNTS FOR:	ORIGINAL	TRNFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
420 AIRPORT	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL	
420 33220	FAA GRANT	-1,590,741	0	-1,590,741	-1,194,557.40	.00	-396,183.60	75.1%*
420 33323	FDOT GRANT	-729,584	0	-729,584	-622,474.50	.00	-107,109.50	85.3%*
420 34704	RENTALS NON-TAXABLE	0	0	0	-3,053.00	.00	3,053.00	100.0%
420 34720	RENTALS	0	0	0	-4,815.40	.00	4,815.40	100.0%
420 34970	FUEL FLOW FEES	-28,000	0	-28,000	-37,249.92	.00	9,249.92	133.0%
420 34971	LEASE PAYMENTS-LAND L	-67,645	0	-67,645	-67,862.21	.00	217.21	100.3%
420 34972	BUILDING LEASE	0	0	0	-1,938.74	.00	1,938.74	100.0%
420 34973	LAND LEASE- AMELIA RI	-212,688	0	-212,688	-246,989.80	.00	34,301.80	116.1%
420 34974	LAND LEASE PAYMENTS-N	-73,864	0	-73,864	-73,791.86	.00	-72.14	99.9%*
420 34975	RENT/LEASE PAYMENTS	-379,233	0	-379,233	-389,520.26	.00	10,287.26	102.7%
420 34976	8 FLAGS RENT (TAXABLE	-66,233	0	-66,233	-107,208.78	.00	40,975.78	161.9%*
420 34978	8 FLAGS RENT NON-TAXA	-58,877	0	-58,877	-3,649.20	.00	-55,227.80	6.2%*
420 34979	TRANSIENT REVENUE	0	0	0	-12,715.33	.00	12,715.33	100.0%
420 36110	INTEREST	0	0	0	-29,147.62	.00	29,147.62	100.0%
420 36990	OTHER REVENUE	-66,000	0	-66,000	-72,479.65	.00	6,479.65	109.8%
420 36991	AIRCRAFT PARKING REVE	-4,000	0	-4,000	-3,883.00	.00	-117.00	97.1%*
420 36992	GAIN ON SALE OF ASSET	-20,000	0	-20,000	.00	.00	-20,000.00	.0%*
420 36995	LATE FEES	0	0	0	-1,745.17	.00	1,745.17	100.0%
420 38101	FROM GENERAL FUND	-297,420	0	-297,420	-297,420.00	.00	.00	100.0%
420 38910	CASH BALANCE FORWARD	-3,548,569	-1,054,237	-4,602,806	.00	.00	-4,602,806.00	.0%*
420 51200	SALARIES	155,188	-47	155,141	135,207.32	.00	19,933.68	87.2%
420 51350	PART-TIME	18,234	2,200	20,434	19,724.98	.00	709.02	96.5%
420 52100	FICA	13,266	0	13,266	11,948.33	.00	1,317.67	90.1%
420 52200	RETIREMENT	33,520	0	33,520	29,771.77	.00	3,748.23	88.8%
420 52300	HEALTH INSUR	29,547	0	29,547	18,550.22	.00	10,996.78	62.8%
420 52301	LIFE INSUR	849	0	849	500.16	.00	348.84	58.9%
420 52350	OPEB COSTS	1,756	0	1,756	1,756.00	.00	.00	100.0%
420 52400	WORKERS' COMP	2,689	0	2,689	2,689.00	.00	.00	100.0%
420 53100	PROFESSIONAL SERVICES	25,000	0	25,000	10,754.25	.00	14,245.75	43.0%
420 53200	AUDITING	7,371	0	7,371	7,371.00	.00	.00	100.0%
420 53400	CONTRACTUAL	43,735	-453	43,282	35,805.20	.00	7,476.80	82.7%
420 53910	HOUSING ALLOWANCE	0	5,000	5,000	5,000.00	.00	.00	100.0%
420 54000	TRAINING/TRAVEL	3,210	300	3,510	2,846.57	.00	663.43	81.1%
420 54100	COMM - PHONE/FAX/ALAR	2,988	-300	2,688	2,606.85	.00	81.15	97.0%
420 54101	COMMUNICATIONS-CELLUL	2,000	0	2,000	1,487.13	.00	512.87	74.4%
420 54103	COMMUNICATIONS-INTERN	5,922	0	5,922	2,226.00	.00	3,696.00	37.6%
420 54200	POSTAGE	100	0	100	4.78	.00	95.22	4.8%
420 54300	UTILITIES ELECTRIC	27,000	500	27,500	27,499.18	.00	.82	100.0%
420 54310	UTILITIES-WATER & WAS	12,200	0	12,200	10,217.48	.00	1,982.52	83.7%
420 54500	INSURANCE	87,791	0	87,791	87,791.00	.00	.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
420 AIRPORT		APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL
420 54610 R/M BLDG & GROUNDS		129,000	-8,910	120,090	118,706.14	5,650.00	-4,266.14	103.6%*
420 54611 R/M FACILITIES		40,500	0	40,500	30,941.18	.00	9,558.82	76.4%
420 54620 R/M EQUIPMENT		3,000	1,700	4,700	4,569.23	.00	130.77	97.2%
420 54630 R/M VEHICLES-LABOR		6,000	0	6,000	2,632.50	.00	3,367.50	43.9%
420 54640 R/M VEHICLES-PARTS		7,500	0	7,500	6,753.27	.00	746.73	90.0%
420 54700 PRINTING		650	0	650	441.11	.00	208.89	67.9%
420 54800 PROMOTIONAL		750	0	750	130.59	.00	619.41	17.4%
420 54910 BILLING COSTS		7,300	0	7,300	7,300.00	.00	.00	100.0%
420 55100 OFFICE SUPPLIES		2,300	0	2,300	52.12	.00	2,247.88	2.3%
420 55200 OPERATING SUPPLIES		2,180	0	2,180	1,559.64	.00	620.36	71.5%
420 55210 UNIFORMS		400	0	400	.00	.00	400.00	.0%
420 55230 GAS/OIL		15,000	0	15,000	8,159.26	.00	6,840.74	54.4%
420 55400 BOOKS/SUBS/DUES		525	0	525	330.00	.00	195.00	62.9%
420 56200 19051 BUILDING		3,262,250	844,279	4,106,529	2,702,563.25	608,921.47	795,044.28	80.6%
420 56300 IMPROVEMENTS		0	0	0	.00	97,037.89	-97,037.89	100.0%*
420 56300 21035 IMPROVEMENTS		0	1,592,490	1,592,490	1,327,286.88	.00	265,203.12	83.3%
420 56300 23002 IMPROVEMENTS		1,592,490	-1,592,490	0	.00	.00	.00	.0%
420 56300 23029 IMPROVEMENTS		175,000	0	175,000	.00	.00	175,000.00	.0%
420 56300 23030 IMPROVEMENTS		25,000	0	25,000	24,337.76	.00	662.24	97.4%
420 56300 23031 IMPROVEMENTS		140,000	0	140,000	.00	.00	140,000.00	.0%
420 56300 23032 IMPROVEMENTS		45,000	0	45,000	7,865.17	.00	37,134.83	17.5%
420 56400 MACH/EQUIP		150,000	0	150,000	.00	.00	150,000.00	.0%
420 56401 EQUIP-NON CAPITAL		1,000	0	1,000	.00	.00	1,000.00	.0%
420 57100 PRINCIPAL		293,733	10	293,743	293,656.00	.00	87.00	100.0%
420 57200 INTEREST		118,212	0	118,212	116,696.09	.00	1,515.91	98.7%
420 59990 RESERVE		652,698	209,958	862,656	.00	.00	862,656.00	.0%
TOTAL AIRPORT		0	0	0	1,897,235.57	711,609.36	-2,608,844.93	100.0%
TOTAL AIRPORT		0	0	0	1,897,235.57	711,609.36	-2,608,844.93	100.0%
TOTAL REVENUES		-7,142,854	-1,054,237	-8,197,091	-3,170,501.84	.00	-5,026,589.16	
TOTAL EXPENSES		7,142,854	1,054,237	8,197,091	5,067,737.41	711,609.36	2,417,744.23	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12							
	ORIGINAL APPROP	TRNFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	1,897,235.57	711,609.36	-2,608,844.93	100.0%
** END OF REPORT - Generated by Sam Carver **							

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
420 AIRPORT							
420 33220 FAA GRANT	-169,200	0	-169,200	-200.00	.00	-169,000.00	.1%
420 33323 FOOT GRANT	-1,640,000	-50,000	-1,690,000	-2,522.08	.00	-1,687,477.92	.1%
420 34704 RENTALS NON-TAXABLE	-800	0	-800	-70.00	.00	-730.00	8.8%
420 34720 RENTALS	-2,500	0	-2,500	-2,712.00	.00	212.00	108.5%
420 34970 FUEL FLOW FEES	-34,000	0	-34,000	-10,055.84	.00	-23,944.16	29.6%
420 34971 LEASE PAYMENTS-LAND L	-86,715	0	-86,715	-27,593.24	.00	-59,121.76	31.8%
420 34972 BUILDING LEASE	-800	0	-800	-613.76	.00	-186.24	76.7%
420 34973 LAND LEASE- AMELIA RI	-212,697	0	-212,697	-74,531.55	.00	-138,165.45	35.0%
420 34974 LAND LEASE PAYMENTS-N	-73,864	0	-73,864	-25,258.72	.00	-48,605.28	34.2%
420 34975 RENT/LEASE PAYMENTS	-396,933	0	-396,933	-133,541.86	.00	-263,391.14	33.6%
420 34976 8 FLAGS RENT (TAXABLE	-115,126	0	-115,126	-37,427.80	.00	-77,698.20	32.5%
420 34978 8 FLAGS RENT NON-TAXA	-5,000	0	-5,000	-2,387.73	.00	-2,612.27	47.8%
420 34979 TRANSIENT REVENUE	-5,000	0	-5,000	-3,650.00	.00	-1,350.00	73.0%
420 36110 INTEREST	0	0	0	-4,456.87	.00	4,456.87	100.0%
420 36990 OTHER REVENUE	-70,000	0	-70,000	-4,524.06	.00	-65,475.94	6.5%
420 36991 AIRCRAFT PARKING REVE	-4,000	0	-4,000	.00	.00	-4,000.00	.0%
420 36992 GAIN ON SALE OF ASSET	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
420 36995 LATE FEES	0	0	0	-369.09	.00	369.09	100.0%
420 38101 FROM GENERAL FUND	-296,779	0	-296,779	-98,926.36	.00	-197,852.64	33.3%
420 38910 CASH BALANCE FORWARD	-1,835,533	0	-1,835,533	.00	.00	-1,835,533.00	.0%
420 51200 SALARIES	183,400	0	183,400	58,277.08	.00	125,122.92	31.8%
420 51350 PART-TIME	28,652	0	28,652	6,111.86	.00	22,540.14	21.3%
420 52100 FICA	16,513	0	16,513	4,954.52	.00	11,558.48	30.0%
420 52200 RETIREMENT	37,196	0	37,196	12,470.47	.00	24,725.53	33.5%
420 52300 HEALTH INSUR	20,298	0	20,298	6,593.64	.00	13,704.36	32.5%
420 52301 LIFE INSUR	235	0	235	240.32	.00	-5.32	102.3%
420 52350 OPEB COSTS	1,756	0	1,756	585.36	.00	1,170.64	33.3%
420 52400 WORKERS' COMP	1,815	0	1,815	605.00	.00	1,210.00	33.3%
420 53100 PROFESSIONAL SERVICES	25,000	0	25,000	.00	.00	25,000.00	.0%
420 53200 AUDITING	7,389	0	7,389	2,463.00	.00	4,926.00	33.3%
420 53400 CONTRACTUAL	48,450	0	48,450	12,895.89	.00	35,554.11	26.6%
420 54000 TRAINING/TRAVEL	3,000	0	3,000	.00	.00	3,000.00	.0%
420 54100 COMM - PHONE/FAX/ALAR	3,096	0	3,096	1,055.34	.00	2,040.66	34.1%
420 54101 COMMUNICATIONS-CELLUL	1,260	0	1,260	421.82	.00	838.18	33.5%
420 54103 COMMUNICATIONS-INTERN	6,100	0	6,100	556.50	.00	5,543.50	9.1%
420 54200 POSTAGE	100	0	100	.00	.00	100.00	.0%
420 54300 UTILITIES ELECTRIC	28,000	0	28,000	8,615.00	.00	19,385.00	30.8%
420 54310 UTILITIES-WATER & WAS	12,200	0	12,200	2,812.38	.00	9,387.62	23.1%
420 54500 INSURANCE	29,160	0	29,160	9,720.00	.00	19,440.00	33.3%
420 54610 R/M BLDG & GROUNDS	95,000	-15,000	80,000	21,045.88	-4,192.00	63,146.12	21.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
420 AIRPORT	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL	
420 54611 R/M FACILITIES	0	15,000	15,000	730.41	.00	14,269.59	4.9%	
420 54620 R/M EQUIPMENT	3,000	0	3,000	845.46	.00	2,154.54	28.2%	
420 54630 R/M VEHICLES-LABOR	6,000	0	6,000	195.00	.00	5,805.00	3.3%	
420 54640 R/M VEHICLES-PARTS	8,000	0	8,000	351.83	.00	7,648.17	4.4%	
420 54700 PRINTING	650	0	650	149.26	.00	500.74	23.0%	
420 54800 PROMOTIONAL	750	0	750	.00	.00	750.00	.0%	
420 54910 BILLING COSTS	7,300	0	7,300	2,433.36	.00	4,866.64	33.3%	
420 55100 OFFICE SUPPLIES	2,300	0	2,300	89.98	.00	2,210.02	3.9%	
420 55200 OPERATING SUPPLIES	2,180	0	2,180	97.19	.00	2,082.81	4.5%	
420 55210 UNIFORMS	500	0	500	.00	.00	500.00	.0%	
420 55230 GAS/OIL	12,000	0	12,000	2,815.44	.00	9,184.56	23.5%	
420 55400 BOOKS/SUBS/DUES	575	0	575	330.00	.00	245.00	57.4%	
420 56200 19051 BUILDING	200,000	0	200,000	283,752.06	-282,963.14	199,211.08	.4%	
420 56300 IMPROVEMENTS	148,506	-100	148,406	.00	.00	148,406.00	.0%	
420 56300 23002 IMPROVEMENTS	1,820,000	0	1,820,000	.00	.00	1,820,000.00	.0%	
420 56300 23032 IMPROVEMENTS	45,000	0	45,000	.00	.00	45,000.00	.0%	
420 56300 24024 TAXIWAY A REHAB	188,000	100	188,100	32,910.56	155,189.44	.00	100.0%	
420 56300 24025 HANGAR B APRON R	450,000	0	450,000	.00	.00	450,000.00	.0%	
420 56300 24026 AIRPORT STORMWAT	140,000	0	140,000	.00	.00	140,000.00	.0%	
420 56400 MACH/EQUIP	150,000	50,000	200,000	392.70	181,136.08	18,471.22	90.8%	
420 57100 PRINCIPAL	300,775	0	300,775	.00	.00	300,775.00	.0%	
420 57200 INTEREST	111,011	0	111,011	.00	.00	111,011.00	.0%	
420 59990 RESERVE	823,780	0	823,780	.00	.00	823,780.00	.0%	
TOTAL AIRPORT	0	0	0	45,676.35	49,170.38	-94,846.73	100.0%	
TOTAL AIRPORT	0	0	0	45,676.35	49,170.38	-94,846.73	100.0%	
TOTAL REVENUES	-4,968,947	-50,000	-5,018,947	-428,840.96	.00	-4,590,106.04		
TOTAL EXPENSES	4,968,947	50,000	5,018,947	474,517.31	49,170.38	4,495,259.31		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	45,676.35	49,170.38	-94,846.73	100.0%

** END OF REPORT - Generated by Sam Carver **

December 28, 2023

RE: Ad Hoc Committee Meeting - Proposed Modification of Jacksonville International Airport (JAX) Class C Airspace

Ad Hoc Committee Meeting Invitee:

The Federal Aviation Administration (FAA) Jacksonville International Air Traffic Control Tower has submitted a proposed modification of JAX Class C Airspace. You are formally invited to attend the initial ad hoc committee meeting regarding the proposed airspace change. The meeting will be held on **February 28, 2024, from 6 – 8:00 pm, at the Jacksonville International Airport Administrative Offices, Second Floor Training Room.** Due to limited meeting space, attendance is limited to **two (2) people per organization**. Additional information, including directions to the meeting and a graphic of the proposed airspace modification are attached. If you are unable to attend in person, but would like to participate virtually, there will be opportunity to join via Webex.

Per FAA Order 7400.2P, Chapter 14-2-3(b), the FAA has requested the Jacksonville Aviation Authority to coordinate the formation of the ad hoc committee. The sole intent of the committee is to give users the opportunity to provide input to the FAA regarding the proposed airspace modification. At the ad hoc committee meeting, you can expect the following from FAA representatives:

- A review of the FAA's requirements for modifying Class C Airspace,
- A review of the FAA's policy for establishing ad hoc committees and the intended purpose of ad hoc committees, and
- A briefing of the proposed airspace modification, and why an airspace change is needed.

Once the initial FAA briefing is complete, the FAA's role on the committee will be limited to the role of technical advisor or subject matter expert only. The FAA is not a voting member of the group and is not responsible for the operation of the committee or the development of recommendations. For your consideration, it is expected that at the initial meeting, the committee will elect a chairperson(s) to lead the committee's efforts through completion of their work. Once completed, the chairperson(s) will ensure that a written report is prepared summarizing the committee's efforts and documenting its recommendations for FAA consideration.

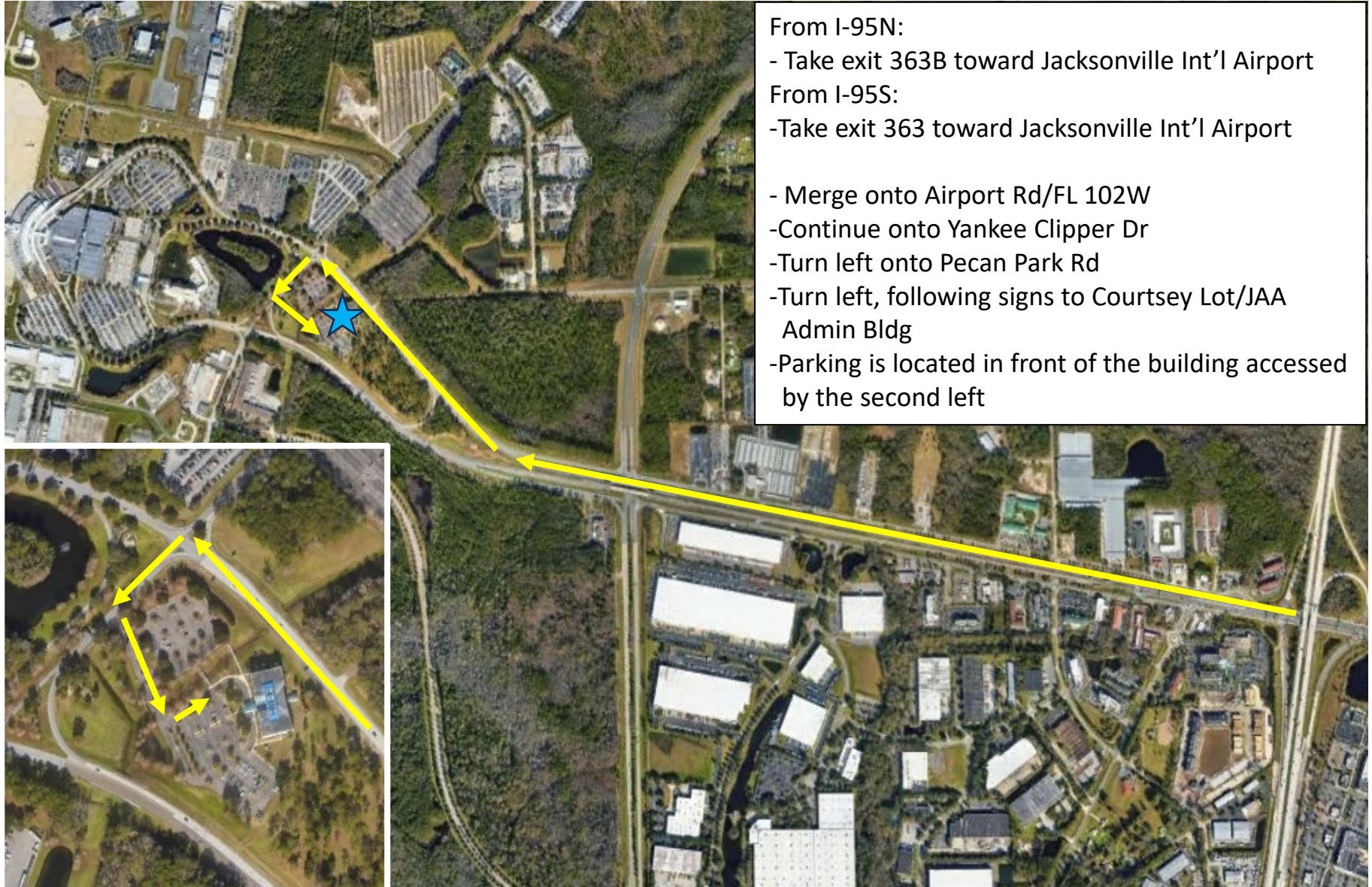
If you, or your designee, plan to participate, please RSVP by emailing lauren.scott@flyjacksonville.com by February 16, 2024. Please note in the RSVP if you will attend in-person or virtually. A Webex meeting invite will be sent to those that choose to attend virtually. Thank you in advance for your anticipated participation. Please feel free to share this invitation with others that may be interested in the proposed airspace changes.

Sincerely,



Lauren Scott, AAE, ACE
Sr Manager of Aviation Planning

Directions to JAA Administration Building 14201 Pecan Park Road Jacksonville, FL 32218



From I-95N:

- Take exit 363B toward Jacksonville Int'l Airport

From I-95S:

- Take exit 363 toward Jacksonville Int'l Airport

- Merge onto Airport Rd/FL 102W

- Continue onto Yankee Clipper Dr

- Turn left onto Pecan Park Rd

- Turn left, following signs to Courtsey Lot/JAA Admin Bldg

- Parking is located in front of the building accessed by the second left



January 12, 2024
Mr. Sam Carver, Airport Director
Fernandina Beach Municipal Airport
700 Airport Rd
Fernandina Beach, FL 32034

Mr. Carver,

Please find enclosed an application for an airport commercial lease for aeronautical development on land at the Fernandina Beach Municipal Airport.

FHB Aircraft Hangars, LLC proposes to build a shared wall hangar with 6 box hangar units on approximately 1 acre of aeronautical designated land along Jamestown Rd. The proposed site is consistent with the Airport Master Plan and will be well received from those on the hangar waitlist who want something larger than a t-hangar.

A conceptual site plan and a draft land lease are attached to this letter. The land lease document and aeronautical lease rate are the same as what has been established in previous ground leases at the airport.

We respectfully request that this application be brought up for review and recommendation at the next Airport Advisory Commission and then forwarded to the City Commission for approval as laid out in the FHB minimum standards for commercial development.

If you have any questions, please do not hesitate to contact me or Nathan Coyle for additional information.

Best regards,

Brian Echard

Brian Echard
FHB Aircraft Hangars, LLC
Managing Member of FHB Aircraft Hangars, LLC
904.849.4321

Cc:

Nathan Coyle, General Manager Bent Wing Flight Services
Harry Giltz, FHB Aircraft Hangars, LLC
Charlie George, Interim City Manager

Application for Airport Commercial Lease or Airport Operating Permit Aeronautical or Non-Aeronautical

This submission is to assist the City of Fernandina Beach to make a meaningful assessment of the costs and the benefits of committing airport land or improvements to a potential lessee. Also helps to determine if the commercial activity proposed is consistent with the Master Plan, the Airport Layout Plan, the Airport Business Plan, other plans associated with the airport, and/or are deemed in the best interests of the City. Required information for commercial activity lease shall include:

1. The legal name of the entity submitting this application and its business name (if different):

[FHB Aircraft Hangars, LLC](#)

2. The address and telephone number of the entity and primary contact person:

[Brian Echard, 680 Airport Rd, Fernandina Beach, FL 32024](#)

[Contact Phone Number: 904-849-4321](#)

3. The names, addresses, phone numbers and short resume all owners of five (5) per cent or more equity interest, management control, or debt in the entity:

[**Brian Echard, 680 Airport Rd, Fernandina Beach, FL 32034 Phone Number: 904-849-4321**](#)

[Brian is the owner/operator of the FBO \(Bent Wing Flight Services, LLC\) at KFHB which owns 50% of FHB Aircraft Hangars, LLC. FHB Aircraft Hangars has an aeronautical land lease with the City of Fernandina Airport and owns aircraft hangars at the Airport. FHB Aircraft Hangars is currently building additional bulk aircraft hangars at FHB. Bent Wing is the management company that oversees all leases between FHB Aircraft Hangars and individual tenants.](#)

[**Harry Giltz, III, 4835 Munson Street, Canton, OH 44718 Phone Number: 330-418-2086**](#)

[Harry is the co-manager of FHB Aircraft Hangars, LLC and is also affiliated with SouthShore CRE, LLC which owns the other 50% of FHB Aircraft Hangars 3. Harry's expertise is in the development and construction of commercial, residential, and aeronautical properties. Harry oversees the construction side of FHB Aircraft Hangars, LLC.](#)

4. A comprehensive listing of all activities proposed to be offered, along with copies of all applicable Federal, State, or local operating certificates and licenses held:

[FHB Aircraft Hangars, LLC is proposing a new Phase 3\(A\) construction project on aeronautical land at the Fernandina Beach Municipal Airport. The project will consist of aircraft hangar storage with access from Jamestown Road on the east side of the airport.](#)

5. Evidence of past experience and technical ability to perform and/or develop the proposed services and facilities:

[FHB Aircraft Hangars, LLC completed construction of 5,400 square feet of aircraft storage units in 2021 and 27,000 in additional hangar development in 2023. To date, FHB Aircraft Hangars LLC has invested approximately \\$4 Million in improvements at the Fernandina Beach Municipal Airport.](#)

6. Amount of land to lease: [Estimated land lease is 40,000 square feet](#)
Building space to lease or facilities to construct: [6 shared wall box hangar units](#)
Will there be any subleasing of building space: [Yes](#)

7. The estimated cost of any structure or facilities to be constructed or furnished, proposed specifications, and the means and method of financing such construction.
[Estimated cost of total project is approximately \\$1.5M. A conceptual drawing of the proposed construction is included with this proposal.](#)

[Financing – FHB Aircraft Hangars, LLC has a credit line and a working relationship with 1st Port City Bank in Fernandina Beach, which partially financed previous aircraft hangar units along with cash equity contributions from Brian Echard and Harry Giltz, III.](#)

8. The dates for commencement and completion of proposed development or the proposed date for commencement of the intended activities and proposed term for conducting same:
[Commencement date of construction is proposed for July of 2024 with completion in December 2024.](#)

9. The equipment, any special tooling required, vehicles, and inventory proposed to be utilized in connection with the intended activities:
[Standard construction equipment and vehicles will be utilized to construct the improvements. No special tooling or inventory will be required.](#)

10. Will there be any hazardous materials located on site:
If yes describe:
[No](#)

11. The number of persons to be employed, including the names and qualifications of each management/supervisory person, and specifications as to whether the employees will be full- time, part-time, or seasonal: [Existing staff of Bent Wing Flight Services will manage the property. Nathan Coyle is the General Manager of Bent Wing and will be the tenant point of contact to handle all matters pertaining to the hangar facility.](#)

12. Periods (days and hours) of proposed operation: [Operating Hours will be 7AM – 7PM, Seven Days a week.](#)

13. The number of aircraft to be utilized in connection with the proposed activities and the make, model, passenger seating capacity, cargo capacity, aircraft registration number, and copies of applicable operating certificates for each aircraft: [Not Applicable.](#)

14. Amounts and types of insurance coverage to be maintained (no less than required under Minimum Standards): [Property insurance sufficient to cover the property will be obtained. Tenant’s will also](#)

be required to have property insurance on aircraft or any other item that is stored on the property.

15. For proposed agreements for lease of unimproved or improved Airport areas, a layout (to scale) of the size, configuration, and location of the property proposed for occupancy and a preliminary drawing(s) of the building(s) and improvements to be constructed, together with the identification of vehicle parking areas (See Ground Leasehold Development Process): [See Attached Conceptual Drawing](#).
16. For proposed agreements to lease existing structures or improvements, a description of the size, location, and proposed utilization of office, hangar, tie-downs, and vehicle parking areas to be utilized (See Ground Leasehold Development Process): [Not Applicable](#).

