



*** AMENDED AGENDA
AIRPORT ADVISORY COMMISSION
REGULAR MEETING
APRIL 11, 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 February 8, 2024
- 5. OLD BUSINESS**
 - 5.1 Jacksonville Class C Airspace Modification Proposal Update
- 6. NEW BUSINESS**
 - 6.1 Vector Airport Systems, Presentation: Airport Landing Fees
- 7. AIRPORT DIRECTOR AND STAFF REPORTS**
 - 7.1 *Airport Financial Report
- 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 Geib, Vice Chair Chuck Colcord, Prudence Hostetter, Tom Piscitello, Bob Sell, Hugh Giggy, and Tom Lockie, **Staff Present:** Airport Director Sam Carver, Airport Operations Robert Kozakoff, and Staff Assistant Dave Broughton
3. **Pledge of Allegiance**
4. **Approval of Minutes:** The December 14, 2023, AAC meeting minutes were presented for approval.

A motion was made by Member Hostetter, seconded by Member Colcord, to approve the December 14, 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:**

Director Carver discussed the Airport Budget with the AAC.

6. **New Business:**

6.1 Jacksonville Class C Airspace Modification Proposal: Jacksonville Approach Control (TRACON) has proposed extending their Class C airspace to include airspace which overlies The Fernandina Beach Airport (FHB). The area of contention for users of FHB is the floor of the proposal would be 1200MSL. Many of the users of FHB believe that the proposal would complicate the use of FHB by compressing air traffic to lower altitudes over the island compared to what is used at present. Jacksonville Aviation Authority (JAA) has scheduled a meeting to discuss the proposal and to form an Ad Hoc committee on February 28, 2024. Several users of FHB plan on attending. Expect updates on this subject at the next AAC meeting.

6.2 Bent Wing/FHB Aircraft Hangars Project Update: Nathan Coyle, Executive Manager of Bent Wing Flight Services, gave a briefing for their proposed hangar development on the Jamestown Road area, east side, of the airport.

Chairman Geib asked about the size of the proposed hangars and the distance from the taxiway which gives access to the proposed hangars. Mr. Coyle stated the wingspan for accommodation is 49 feet or less. Member Sell asked how many aircraft this project would accommodate. Mr. Coyle stated that at least 6 aircraft. Member Sell also asked if the aircraft could be fueled by a fuel truck or would they have to taxi to the FBO or self-service. Mr. Coyle stated that a fuel truck would be able to service the aircraft. Director Carver stated that this project is aligned with the FHB Airport Master Plan.

A motion was made by Member Colcord, seconded by Member Giggy, to move forward with the recommendation to develop the Jamestown Road area as proposed by FHB Aircraft Hangars, LLC. A vote upon passage was taken by ayes and nays and all being ayes, carried.

7. Airport Director and Staff Reports

Airport Director Carver stated that the traffic count for the airport for the year 2023 was 57,150. This is an increase of over 10,000 operations compared to the year 2022. Director Carver gave an update on the Ybor Alvarez Sports Complex and the Federal/State Grant process that is associated with it.

Commissioner Ross, 210 North 3rd Street, briefed the AAC on the previous grants that were issued to the City that were applied to improvements to the Ybor Alvarez Sports Complex in years past.

Director Carver stated that the airport, FHB, has passed the FDOT inspection. He also stated that he is in negotiation with the FDOT to fund/grant an ARF (airport rescue and firefighting vehicle) at the new fire station at the airport. The new John Deere tractor, bush hog and zero turn are on property. The airport support/preparations for “The Amelia” have already started. The event is from February 27th thru March 4th. Another event is the “Run the Runway 5K” which supports a nonprofit organization on May 5th. Director Carver has also helped create another event called “Wheels and Wings” which is scheduled for August 17th at the airport on National Aviation Day. This event will open a part of the airport for the public to observe aircraft and cars, food trucks and other events. More information on this will be given as it becomes available. Director Carver also gave updates on the Airport Drainage, Hangar B and Taxiway A rehab projects and timelines.

8. Commission Member Reports/Comments

None

9. Public Comment Regarding Items Not On The Agenda

None

10. Next Meeting Date: April 11th, 2024

11. Adjournment: There being no further business to come before the Airport Advisory Commission, the meeting was adjourned at 6:38 p.m.

Secretary

Doug Geib, Chairperson

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
420 AIRPORT							
420 33220 FAA GRANT	-169,200	0	-169,200	-29,619.50	.00	-139,580.50	17.5%*
420 33323 FDOT GRANT	-1,640,000	-50,000	-1,690,000	-2,904.92	.00	-1,687,095.08	.2%*
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	-5,935.49	.00	5,935.49	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	1,458.00	57,496.12	28.1%

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	1,492.50	.00	4,507.50	24.9%	
420 54640 R/M VEHICLES-PARTS	8,000	0	8,000	554.47	.00	7,445.53	6.9%	
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	325,958.33	-409,710.39	304.9%*	
420 56300 IMPROVEMENTS	148,506	-100	148,406	.00	97,037.89	51,368.11	65.4%	
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	15,895.53	760,779.74	-776,675.27	100.0%	
TOTAL AIRPORT	0	0	0	15,895.53	760,779.74	-776,675.27	100.0%	
TOTAL REVENUES	-4,968,947	-50,000	-5,018,947	-460,121.92	.00	-4,558,825.08		
TOTAL EXPENSES	4,968,947	50,000	5,018,947	476,017.45	760,779.74	3,782,149.81		

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	15,895.53	760,779.74	-776,675.27	100.0%

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