



**AGENDA
AIRPORT ADVISORY COMMISSION
REGULAR MEETING
FEBRUARY 13, 2025
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 Regular Airport Advisory Commission Meeting Minutes - November 14, 2024
- 5. OLD BUSINESS**
 - 5.1 Airport Financial Report
 - 5.2 Class C Amendment - Ad Hoc Committee Update
- 6. NEW BUSINESS**
 - 6.1 Airport Projects Update and Discussion
- 7. AIRPORT DIRECTOR AND STAFF REPORTS**
 - 7.1 Airport Manager Monthly 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:** Vice Chair Chuck Colcord called the meeting to order at 6:00 pm.
2. **Members Present:** Vice Chair Chuck Colcord, Members Robert Sell, Prudence Hostetter, Tom Piscitello, Paul Pocock and George Haffey
Members Absent: Chair Doug Geib
Staff Present: Interim Airport Director Nathan Coyle, and Airport Operations Manager Robert Kozakoff

3. **Pledge of Allegiance**

4. **Approval of Minutes:** The June 13, 2024, AAC Regular Meeting Minutes were presented for approval to the AAC.

A motion was made by Member Haffey, seconded by Member Hostetter, to approve the June 13, 2024 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:**

Jacksonville Class C Airspace Modification Proposal Update: The AAC was advised by Director Coyle that the Ad Hoc Committee has made several requests to the FAA for information via FOIA. The Ad Hoc Committee is still waiting for a response from the FAA.

6. **New Business:**

6.1 The Amelia Annual Safety Plan: Director Coyle gave the AAC a comprehensive briefing on the safety plan for the Amelia Car Show which is scheduled in March 2025. Director Coyle stated that the safety plan has been submitted to the FAA for review.

6.2 The Non-Aviation Development Proposal – Mr. Coyle introduced Mr. Chase Edwards, representative of the Paddock Club Amelia Island LLC, who gave a PowerPoint briefing on their proposal for constructing luxury storage garages on a commercial lease on airport property. The area of their request on Jamestown Road. Following the presentation, Director Coyle asked the AAC for a recommendation as the presentation and application would later be presented to the City Commission for consideration.

A motion was made by member Haffey, seconded by member Hostetter to recommend that the City Commission direct staff to continue negotiations and request FAA approval for use of the property as proposed by the Paddock Club Amelia Island LLC in its application. A vote upon passage was taken by ayes and nays and being all ayes, carried.

7. **Airport Director and Staff Reports:**

Director Coyle briefed the AAC on several projects that are in progress and/or scheduled at the airport.

8. **Commission Member and Staff Reports: None**

9. Public Comment Regarding Items Not On The Agenda:

Steve Sherman, 95035 Woodberry Lane, Fernandina Beach Fl, said that he believes the Interim Airport Director being an employee of the FHB FBO is a conflict of interest. He asked if there has been any discussion about landing fees at FHB lately. He stated that the fees could keep aircraft traffic away from the airport and earn fees for FHB.

10. Next Meeting Date: January 9th 2025

11. Adjournment: There being no further business to come before the Airport Advisory Commission, the meeting was adjourned at 6:48pm

David Broughton, Secretary

Doug Geib, Chairperson

REVENUE

ACCOUNT/GL LINE DESCRIPTION	2024-2025 BUDGET	YTD ACTUAL	% USED
FAA GRANT	2,998,234	0.00	0.00
FDOT GRANT	2,968,509	0.00	0.00
RENTALS NON-TAXABLE	800	999.00	124.88
RENTALS	2,500	1,635.00	65.40
FUEL FLOW FEES	40,000	10,176.08	25.44
LEASE PAYMENTS-LAND LEASE	120,810	77,478.04	64.13
BUILDING LEASE	800	1,567.92	195.99
LAND LEASE- AMELIA RIVER	215,197	77,554.58	36.04
LAND LEASE PAYMENTS-NON TAXABL	74,959	26,124.50	34.85
RENT/LEASE PAYMENTS	410,269	139,941.68	34.11
8 FLAGS RENT (TAXABLE)	131,877	0.00	0.00
FUEL FARM RENT	0	1,457.76	N/A
8 FLAGS RENT NON-TAXABLE	5,000	4,476.47	89.53
TRANSIENT REVENUE	10,000	3,545.00	35.45
INTEREST	0	9,067.51	N/A
OTHER REVENUE	38,100	17,026.57	44.69
AIRCRAFT PARKING REVENUE	5,000	2,092.00	41.84
GAIN ON SALE OF ASSET	20,000	0.00	0.00
LATE FEES	0	427.64	N/A
FROM GENERAL FUND	296,475	98,825.00	33.33
CASH BALANCE FORWARD	1,640,695	0.00	0.00

EXPENSE

ACCOUNT/GL LINE DESCRIPTION	2024-2025 I	YTD ACTUAL	% USED
SALARIES	200,301	28,545.28	14.25
PART-TIME	29,667	7,437.61	25.07
FICA	17,577	2,753.81	15.67
RETIREMENT	41,339	5,108.38	12.36
HEALTH INSUR	25,630	4,118.11	16.07
LIFE INSUR	732	88.00	12.02
OPEB COSTS	1,756	585.36	33.33
WORKERS' COMP	1,899	633.00	33.33
PROFESSIONAL SERVICES	625,000	40,500.00	6.48
AUDITING	7,389	2,463.00	33.33
CONTRACTUAL	80,721	12,030.36	14.90
TRAINING/TRAVEL	7,600	-189.00	-2.49
COMM - PHONE/FAX/ALARM	3,169	1,130.77	35.68
COMMUNICATIONS-CELLULAR	1,230	202.04	16.43
COMMUNICATIONS-INTERNET	6,726	3,096.77	46.04
POSTAGE	100	39.84	39.84
UTILITIES ELECTRIC	28,000	8,954.00	31.98
UTILITIES-WATER & WASTEWATER	12,200	2,965.76	24.31
INSURANCE	30,339	10,113.00	33.33
R/M BLDG & GROUNDS	120,000	10,227.83	8.52
R/M FACILITIES	19,500	1,154.68	5.92
R/M EQUIPMENT	3,000	967.40	32.25
R/M VEHICLES-LABOR	5,000	687.50	13.75
R/M VEHICLES-PARTS	6,000	2,068.68	34.48
PRINTING	650	0.00	0.00
PROMOTIONAL	750	0.00	0.00
BILLING COSTS	10,000	3,343.36	33.43
OFFICE SUPPLIES	2,300	0.00	0.00
OPERATING SUPPLIES	265	0.00	0.00
UNIFORMS	500	0.00	0.00
GAS/OIL	12,000	2,294.54	19.12
BOOKS/SUBS/DUES	875	330.00	37.71
BUILDING	0	4,757.99	N/A
IMPROVEMENTS	1,820,000	0.00	0.00
TAXIWAY A REHAB	2,649,598	211,052.14	7.97
HANGAR B APRON REHAB	450,000	540.00	0.12
AIRPORT STORMWATER PIPE RELINI	140,000	330.00	0.24
AIRPORT TAXILANE DESIGN/CONST	250,000	19,000.00	7.60
OTHER IMPROVEMENTS	915,000	0.00	0.00
MACH/EQUIP	620,000	125.00	0.02
PRINCIPAL	306,736	0.00	0.00
INTEREST	104,206	0.00	0.00
RESERVE	651,470	0.00	0.00
Revenue Total	8,959,225	472,394.75	
Expense Total	9,209,225	387,455.21	

Airport Capital Projects FY24-25

- (1) Taxiway A Rehabilitation
 - **Project Scope:** Rehabilitate Taxiway A pavement, lighting, stormwater
 - **Project Timeframe Estimate:** December 2024 – April 2025
 - **Project Cost - Construction:** \$2,649,598
 - **Project Funding:** FAA - \$2,233,234, FDOT - \$233,091, City/Airport - \$83,272.80
 - **Status:** Project started at end of December, anticipated completion is late March/early April, 2025
- (2) Stormwater Pipe Rehabilitation Adjacent Taxiway D
 - **Project Scope:** Line 430 linear feet of stormwater pipe with leaking joints
 - **Project Timeframe Estimate:** January 2025 (1 Week Project)
 - **Project Cost:** \$140,000
 - **Project Funding:** FDOT - \$140,000
 - **Status:** Project started during first week of February with expected completion by 1 March

Airport Capital Projects FY24-25

- (3) Airport Equipment Shed Design/Construct
 - **Project Scope:** Install equipment shed to protect airport mowing and operating equipment
 - **Project Timeframe Estimate:** April 2025 Completion
 - **Project Cost:** \$50,000
 - **Project Funding:** FDOT - \$50,000
 - **Status:** Design in progress. Procurement and construction timeline TBD
- (4) Hangar B Aircraft Parking Apron Rehabilitation
 - **Project Scope:** Rehabilitate asphalt parking apron at City-owned Hangar B
 - **Project Timeframe Estimate:** April 2025 – June 2025
 - **Project Cost:** \$450,000
 - **Project Funding:** FDOT - \$450,000
 - **Status:** Bid award on February 18 City Commission agenda; project expected to begin following completion of Twy A Rehabilitation

Airport Capital Projects FY24-25

- (5) Rehabilitate Airport T-hangar taxilanes and Gate 3 Entry Road
 - **Project Scope:** Rehabilitate specific t-hangar taxilane pavement and Gate 3 entry roadway to t-hangar area. This is a bipartisan infrastructure bill-funded project
 - **Project Timeframe Estimate:** Design phase FY24/25; Construct phase FY25/26
 - **Project Cost:** Design Phase - \$79,200
 - **Project Funding - Design:** FAA - \$71,280, FDOT - \$6,336, Airport Fund - \$1,584
 - **Status:** Design commenced in December and is ongoing

- (6) Runway 13/31 Rehabilitation
 - **Project Scope:** Rehabilitate pavement, lighting, and stormwater for Rwy 13/31
 - **Project Timeframe Estimate:** Design Phase FY25/26; Construct Phase FY26/27
 - **Project Estimate:** For Discussion during AAC meeting
 - **Project Funding:** Currently under discussion/review with the FAA and FDOT

Airport Capital Projects FY24-25

- (7) Design/Construct New Hangars and Taxiway D Extension
 - **Project Scope:** Design and construct new hangars for aircraft storage
 - **Project Timeframe Estimate:** Design phase FY24/25; Construct phase FY25/26
 - **Status:** Design Task Order signed for Hangar Design and Taxiway D Extension

- (8) Acquire Airport Rescue/Fire Fighting Vehicle
 - **Project Scope:** Purchase airport rescue/fire fighting vehicle for use at new Station
 - **Project Timeframe Estimate:** Order in FY24/25 and Receive FY25/26
 - **Project Estimate:** \$500,000
 - **Project Funding:** FDOT – \$300,000, City/Airport - \$200,000
 - **Status:** FDOT grant offer received and will be placed on March City Commission agenda

Airport Capital Projects FY24-25

- (9) Airport Emergency Generator Acquisition
 - **Project Scope:** Procure and install emergency generator for airport terminal and fuel farm to support operations during power outages
 - **Project Timeframe Estimate:** Summer 2025
 - **Project Cost:** \$130,000
 - **Project Funding:** FDOT - \$130,000
 - **Status:** Generators ordered and awaiting shipment/install; estimate 12 – 20 months of lead time based on information from the supplier.

- (10) Airport Stormwater Ditch and Drainage Repairs/Improvements
 - **Project Scope:** Design and construct culvert covering for ditch in RSA to Rwy 13/31 and repair multiple drainage inlet and stormwater pipe failures
 - **Project Timeframe Estimate:** Design complete in Spring of 2025 followed by construction
 - **Project Estimate:** \$500,000
 - **Project Funding:** FDOT – \$500,000
 - **Status:** FDOT grant offer received and placed on February 18 City Commission agenda

Upcoming Projects

- (1) Environmental Assessment for Ybor Alvarez Project
(Commence in Spring/Summer 2025)
- (2) Airport Master Plan Update Project – (Commence in Fall 2025)
 - Request for Qualifications will be published to solicit consultant firm for completion of work



MEMORANDUM

TO: AIRPORT ADVISORY COMMISSION

FROM: AIRPORT MANAGER

DATE: February, 2025

RE: MONTHLY REPORT

- Construction on Taxiway A commenced at the end of December and is progressing on budget and on time. Contractors currently plan to complete repaving of the eastern portion of Taxiway A prior to the Amelia events in March. Following the Amelia, contractors will return to mill/overlay asphalt between Twy C and Twy D. This second phase of the project will take 7 – 10 days. T-hangar tenants will still access the t-hangar area via Twy D during the second phase of this project. Project completion is expected by early April, 2025.
 - During the project, a drainage inlet failure adjacent to Taxiway A was discovered. This failure is leading to a sinkhole in asphalt. FDOT has provided an amended grant expanding the scope of their grant for the project and providing an increase in funds to repair this damage during the Taxiway A project.
- The project to rehabilitate the asphalt parking apron at Hangar B was released for bids in December. A bid submittal was received and is on the February 18th City Commission agenda for award. This project is funded by a 100% FDOT grant in the amount of \$450,000, and the total project cost is estimated to be roughly \$400,000 (inclusive of design, construction, and CEI services). Allowable contract time for this project is 21 days and it will commence near the end of the Twy A rehabilitation project. The project will impact users of the Hangar B apron area.
- A Bipartisan Infrastructure Bill (BIL) Grant has been accepted by the City/Airport for design of a project to rehabilitate taxiways and the public roadway entrance from Gate 3 to the t-hangar area. The design for this work has commenced and is ongoing. The construction phase grant is expected to be received from the FAA following bidding of the project within the next year.
- The project to clean and line 430 linear feet of stormwater pipe along Twy D has commenced, and completion is expected by 1 March. This project will repair leaking joints and extend the life of this stormwater pipe. The project was funded by a \$140,000, 100%, FDOT grant and is expected to be below the grant amount.

- FHB Aircraft Hangars 3 LLC received building permits and has commenced construction of the new 5-unit row hangar building along the southern portion of Taxiway B. Representatives report that this project will likely be complete in/around March. No impact to operations on Twy B are expected during this project.
- FDOT recently contacted the airport and requested proposals of a safety/infrastructure project for use of additional funding that was made available. In review of infrastructure needs and discussion with our engineering team, FHB proposed a project to cover the open ditch that exists within the runway safety area south of Runway 13/31 and to prioritize repair/replacement of failing drainage pipes and inlets on the airport that are leading to sinkholes and pavement damage. FDOT awarded a 100% grant in the maximum amount of \$500,000 to complete this work.
- Since the prior AAC meeting, staff has conducted multiple capital planning meetings with the FAA and FDOT. Staff will provide a synopsis of these discussions during the AAC meeting.
- Airport staff is preparing for support of the upcoming Amelia auto events in early March. In review of the traffic volume from 2024, there were roughly 260 arrivals and departures at the airport over the course of the event week.
- Airport staff met with one prospective tenant interested in constructing a box hangar on property along Twy B during the month of January. If discussions continue, more information and a proposed site plan will be brought back to the AAC for review.
- Airport and engineering staff met with the FAA to discuss and finalize a scope of environmental assessment services for Ybor Alvarez in January. Staff will be preparing a City Commission agenda item with a task order for this work in the near future.
- The Cirrus Owners/Pilots Association (COPA) has selected Amelia Island again for its annual migration event in October of 2025, which will take place at the Omni Plantation. The island and airport hosted this event in 2022 and we are looking forward to another successful and enjoyable event in 2025.
- FDOT, with FAA representatives, will be on-site on February 13th to conduct the annual airport inspection. Staff will provide an update to the AAC following the inspection.