



**AGENDA
AIRPORT ADVISORY COMMISSION
REGULAR MEETING
SEPTEMBER 14, 2020
6:30 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

The Airport Advisory Commission Meeting will be held as a VIRTUAL MEETING with board members and City Staff participating through video conferencing. This virtual meeting will be broadcasted live for members of the public to view on the City of Fernandina Beach website (www.fbfl.us) and Channel 264 (Comcast Only).

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MINUTES**
 - 4.1 August 13, 2020 Regular AAC Meeting Minutes
- 5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA**
- 6. OLD BUSINESS**
 - 6.1 Monthly Financial Report
 - 6.2 Runway 4/22 Rehabilitation Project Update
- 7. NEW BUSINESS**
 - 7.1 Vintage Aviation Museum Discussion
 - 7.2 State FY23 Grant for Hangar Development Discussion Continued
- 8. AIRPORT DIRECTOR AND STAFF REPORTS**
 - 8.1 Monthly Airport Manager Report
- 9. COMMISSION MEMBER REPORTS/COMMENTS**
- 10. NEXT MEETING DATE**
- 11. ADJOURNMENT**

This meeting will be conducted as a virtual meeting with restricted physical access. Written comments emailed to the Airport Director, Nathan Coyle, at ncoyle@fbfl.org must be sent no later than 2 PM on August 13, 2020 and will be read aloud during the meeting. These comments shall have a maximum time allowance of 3 minutes or 400 words. Public comment may also be provided virtually through use of the Zoom Meeting link below, the phone number provided below, or in person at City Hall with strict restrictions to protect health and safety. Individuals wishing to provide live comments during the meeting must dial-in or connect via the Zoom Meeting link or phone number below no later than 6 PM on August 13, 2020, and will be called upon by their individual registered Zoom Meeting ID Account or by the last-4 digits of their respective phone number. When called upon, please provide your name and home address prior to issuance of public comment. Please limit comment to 3 minutes.

Zoom Meeting Link for Public Comment:

<https://zoom.us/j/96249406767>

Or

Zoom Phone Dial-In for Public Comment: + **1 646 558 8656** Meeting ID: **962 4940 6767**

If you must attend in person at City Hall (204 Ash Street), please arrive at City Hall no later than 5:50 PM to be counted and to complete a speaker form. You will be admitted into City Hall when it is your turn to make your public comments and must exit City Hall after your comments are made.

It is recommended that you wear a face mask when entering City Hall for your protection and the protection of others.

1. **Call to Order:** Chairperson Austin called the meeting to order at 6:00 pm.
2. **Members Present:** Chuck Colcord, Dave Austin, Ward Gill, Prudence Hostetter, Don Edlin, Nathan Coyle (Staff Assistant), and Len Kreger (City Commission Liaison)
Members Absent: Dave Austin, Tom Piscitello, and One Vacancy

Others Present: Commissioner Len Kreger, Commissioner Ross, Mary and Steve Stubbs

3. **Pledge of Allegiance**
4. **4.1 June 11, 2020 AAC Meeting – Approval of Minutes:** The June 11, 2020 AAC Regular Meeting Minutes were presented for consideration of the AAC.

A motion was made by Member Colcord, seconded by Member Edlin, to approve the June 11, 2020 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:** No public comment was received.
6. **Old Business:**

6.1 Monthly Financial Update

Airport Manager Coyle presented the monthly financial update and provided a detailed update on FAA and FDOT grant revenue received to date, and grant revenue still anticipated within the current fiscal year. There was no other discussion on the monthly financial update.

6.2 Runway 4/22 Project Update and Schedule

Airport Manager Coyle provided an update to the group stating that the grant offer and award of bid were approved by the City Commission. Mr. Coyle stated that, due to the anticipated operational impact of the Republican National Convention, airport staff requested that contractors push back the proposed start of this project from August to early September which would provide for an estimated mid-January completion. Mr. Coyle stated that he would provide an updated schedule when available from the contractors.

7. **New Business:**

7.1 AAC Member Vacancy Recommendation – Review Submissions

Airport Manager Coyle stated that the existing vacancy for the Airport Advisory Commission had been published for over thirty days and one application had been received to date. Mr. Coyle presented Mr. Douglas Geib's application for review of the AAC. Chairperson Austin commented that Mr. Geib is a great aviation professional and would be a strong addition to the committee. Members of the group agreed that Mr. Geib would be a great addition to the AAC.

A motion was made by Member Colcord, seconded by Member Broughton, to recommend that the City Commission appoint Mr. Douglas Geib to the Airport Advisory Commission to fill the existing vacancy. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

7.2 T-Hangar Draft Site Plans Review

Airport Manager Coyle introduced Mr. Chris Nardone from Passero to provide an overview and update on the draft site plan for development of T-Hangars at the airport. Mr. Nardone showed the six additional hangar units planned for the airport and discussed site and building characteristics with the group. Mr. Coyle stated that updated site plans would be provided as the project moves forward, and that the expected timeline for invitation of bids remains Fall of 2020.

7.3 2021 Concours d'Elegance/Bonhams/Russo and Steele Safety Plan Review

Mr. Coyle presented the draft 2021 safety plan for Concours d'Elegance/Bonhams/Russo and Steele events at the airport which is normally submitted to the FAA in August of each year. Mr. Coyle stated that he had yet heard any remarks related to the impact of COVID-19 on upcoming Concours related events. Member Austin stated that it is wise to continue to plan for the events to occur as they normally do. There were no concerns or recommendations for revision of any safety plan components within the document presented to the AAC.

7.4 224th Joint Communications Support Squadron Facility Use Agreement

Mr. Coyle presented a facility use agreement to the group for use of airport property along the closed runway by the 224th Joint Communications Squadron of the Georgia Air National Guard. Mr. Coyle stated that there would be no impact to airport operations with this use and support provided to the Air National Guard.

A motion was made by Member Hostetter, seconded by Member Edlin, to recommend that the City Commission approve the Facility Use Agreement as presented between the 224th Joint Communications Support Squadron and the City of Fernandina Beach. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

8. Airport Manager and Staff Reports:

Mr. Coyle provided his monthly report to the AAC with specific updates related to the City's design process for a new fire station at the airport and airport planning in partnership with Bent Wing Flight Services related to the upcoming Republican Convention at the end of August.

9. Commission Member Reports and Comments:

No Discussion

10. Next Meeting Date: September 10, 2020

11. Adjournment: There being no further business to come before the Airport Advisory Commission, the meeting was adjourned at 7:40 p.m.

Secretary

Chuck Colcord, Chairperson

AIRPORT 420

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	BUDGET 2019-2020	YTD	Percentage
REVENUES			
33120 FEMA GRANT	-	0.00	100.0%
33220 FAA GRANT	2,143,000	168,373.42	7.9%
33323 FDOT GRANT	505,500	120,485.64	23.8%
33420 FEMA STATE GRANT	-	0.00	0.0%
34704 RENTALS NON-TAXABLE		750.00	100.0%
34720 RENTALS		6,591.54	100.0%
34970 FUEL SALES	24,800	22,393.20	90.3%
34971 LEASE PAYMENTS - LAND LEASE	69,797	84,591.69	121.2%
34973 LAND LEASE - AMELIA RIVER	205,960	194,852.43	94.6%
34974 LAND LEASE PAYMENTS - NON-TAXABLE	37,105	35,545.09	95.8%
34975 RENT/LEASE PAYMENTS - City Built	293,707	269,233.78	91.7%
34976 8 FLAGS RENT (TAXABLE)	67,017	45,847.64	98.2%
34978 8 FLAGS RENT - NON-TAXABLE	50,266	64,357.62	
34979 TRANSIENT REVENUE	-	5,190.00	0.0%
36110 INTEREST		4,488.28	
36420 INSURANCE PROCEEDS		0.00	
36800 CAPITAL CONTRIBUTION		0.00	
38410 LOAN PROCEEDS		0.00	
36990 OTHER REVENUE	112,650	76,429.66	67.8%
36991 PARKING REVENUE	2,004	1,700.00	84.8%
36995 LATE FEES	-	1,288.61	0.0%
36992 GAIN ON SALE OF ASSETS		-7,930.14	
38101 TRANSFERS IN GENERAL FUND		0.00	
38910 CASH BALANCE FORWARD	148,581	0.00	0.0%
Revenue Total	<u>3,659,480</u>	<u>1,094,188.46</u>	29.9%

AIRPORT 420

AIRPORT 420

	BUDGET 2019-2020	YTD	Percentage
PERSONNEL SERVICES			
51200 SALARIES	128,570	116,843.03	90.88%
51300 TEMPORARY	-	0.00	
51350 PART TIME	15,809	0.00	0.00%
51400 OVERTIME	-	0.00	
52100 FICA	11,045	8,130.49	73.61%
52200 RETIREMENT	30,806	27,992.66	90.87%
52300 HEALTH	29,687	27,140.70	91.42%
52301 LIFE	713	674.92	94.66%
52350 OPEB COSTS	1,756	1,606.00	91.46%
52400 WORKERS' COMP	3,150	2,893.00	91.84%
52500 UNEMPLOYMENT			
TOTAL	<u>221,536</u>	<u>185,280.80</u>	83.63%
OPERATING EXPENSES			
53100 PROFESSIONAL SERVICES	25,000	12,750.00	51.00%
53200 AUDIT	6,795	6,226.00	91.63%
53400 CONTRACTUAL	54,790	28,327.00	51.70%
53900 AUTO ALLOWANCE		0.00	
53910 HOUSING ALLOWANCE	-	0.00	
54000 TRAINING/TRAVEL	3,000	27.51	0.92%
54100 COMMUNICATIONS	2,203	1,557.47	70.70%
54101 COMMUNICATIONS - CELL	2,000	1,206.87	60.34%
54103 COMMUNICATIONS - INTERNET	5,750	1,855.00	32.26%
54200 POSTAGE	100	43.40	43.40%
54300 UTILITIES - ELECTRIC	40,600	27,568.53	67.90%
54310 UTILITIES - WATER & SEWER	13,400	7,375.88	55.04%
54500 INSURANCE	42,349	38,819.00	91.66%
54610 R/M GROUNDS	93,600	79,839.20	85.30%
54620 R/M EQUIPMENT	1,500	53.96	3.60%
54630 R/M VEHICLES-LABOR	6,000	5,061.25	84.35%
54640 R/M VEHICLES-MATERIALS	6,500	6,015.12	92.54%
54700 PRINTING	1,057	0.00	0.00%
54800 PROMOTIONAL	1,000	0.00	0.00%
54902 BAD DEBT EXPENSE		0.00	
54910 BILLING COST	7,300	6,688.00	91.62%
55100 OFFICE SUPPLIES	2,907	616.53	21.21%
55200 OPERATING SUPPLIES	2,285	447.88	19.60%
55210 UNIFORMS	400	24.00	6.00%
55230 FUEL	6,500	4,780.78	73.55%

AIRPORT 420

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	BUDGET 2019-2020	YTD	Percentage
55400 BOOKS/SUBS/DUES	725	655.00	90.34%
TOTAL	<u>325,761</u>	<u>229,938.38</u>	70.58%
CAPITAL OUTLAY			
56200 BUILDINGS	-	0.0	
56300 IMPROVEMENTS	2,965,585	414,167.8	13.97%
56400 MACH./EQUIP.	30,000	30,172.6	
56401 MACH./EQUIP. Non-CAP	2,393	2,393.0	100.00%
TOTAL	<u>2,997,978</u>	<u>446,733.4</u>	14.90%
57000 SETTLEMENT EXP		0.0	
57100 PRINCIPAL	79,000	0.0	
57200 INTEREST	35,005	17,814.8	
57300 FINANCING COSTS	-	0.0	
TOTAL	<u>114,005</u>	<u>17,814.8</u>	
Expense Total	<u>3,659,280</u>	<u>879,767.4</u>	24.04%

Revenue - Expense (YTD): **\$214,420.60**

Notes:

- Pending Grant Reimbursement from FAA is \$22,000 and FDOT is \$121,000.
- Principal/Interest Payment not yet posted in the amount of \$96,191.

Vintage Aviation Museum Discussion

Mr. Sean O'Brien, President of the Vintage Aviation Museum, out of Salem Oregon will introduce himself to the AAC via Zoom and discuss his interest in seeking a warbird aviation museum at an airport in North Florida.

State FY23 Grant for Hangar Development at FHB Discussion Continued

During this discussion, staff will provide a presentation outlining estimated programming costs for construction of T-hangars/Row Hangars and Bulk/Box hangars along with approximate revenue projections for each type of hangar development. This presentation will provide different development scenarios utilizing multiple sources of funding for review by the AAC.

No recommendation by staff will be requested from the AAC during this discussion as this information will be a part of a continuing conversation to provide information to the AAC on the matter before a recommendation is requested.



MEMORANDUM

TO: AIRPORT ADVISORY COMMISSION

FROM: AIRPORT MANAGER

DATE: September 14, 2020

RE: MONTHLY REPORT

- At the September 15, 2020 City Commission meeting, three Florida Department of Transportation (FDOT) grants will be presented for review of the City Commission. These grants are for projects already discussed with the AAC, or projects that are ongoing, and include:
 1. A supplemental grant increasing funding, as planned, for the airport's fuel farm project providing for a total reimbursable project cost of \$531,968 with a 20% match requirement from the airport. This project is ongoing.
 2. A supplemental grant increasing funding, as planned, for the airport's T-Hangar project providing for a total reimbursable project cost of \$1.258M with a 50% match requirement from the airport. This project is ongoing.
 3. A grant agreement to remark Runway 9/27 with a total reimbursable project cost of \$100,000 and a 20% match requirement from the airport fund. This project is budgeted and will be scheduled to occur in the Spring/Summer of 2021.
- New fuel tanks for rehabilitation of the airport fuel farm are still under construction. Estimated delivery and installation of the new tanks and components (electrical/plumbing/self-serve pump) remains mid-October 2020.
- The contract for Runway 4/22 rehabilitation work has been executed. Staff is coordinating the commencement of work with contractors. Contractors will begin within lining of stormwater pipes adjacent to Runway 4/22 in September, which can be done without closing Runway 4/22 as the contractors will be working outside of safety areas for the runway. Runway 4/22 will close upon completion of stormwater pipe lining in early October (exact date TBD).

- Preliminary T-Hangar plans were presented within the City's Pre-TRC process for review by City staff members. No significant comments were received. The plans will be presented to TRC soon, and bidding is still expected to be completed in the Fall with project commencement to follow shortly after.
- The annual FAA Safety Plan for Concours/Bonhams/Russo & Steele events has been submitted for review by the FAA. I will inform the AAC when a response is received from the FAA. There were no changes to the plan, which was approved by the FAA for the past two years.
- As previously mentioned, the airport has been working with the Army National Guard (air traffic control and airfield management unit) on interest in utilizing Hangar B at the airport for establishing a presence. A proposal was provided to the Guard Bureau for review of use, and some of the requirements for security and set-back distance could not be accommodated. The Army National Guard met with City staff on 27 August and is looking at other facilities in close proximity to the airport which might be able to serve the same purpose. The airport will be publishing a listing for the Hangar B vacancy to seek other interest in use of the hangar.
- Following the AAC's recommendation to move forward with exploring release of Cessna Lane, North of Airport Road, as proposed by the owners of 1st Coast Storage, airport staff reached out to the FAA to confirm steps in the process for moving forward. I have history of events on the adjacent parcels and original deed information to the FAA for review and am awaiting a response before moving forward in the process with the property owners. I will inform the AAC of the FAA's response, once received.
- The Cirrus Owners/Pilot's Association Annual Migration to Amelia Island, which was scheduled to occur in October of 2020 has been cancelled, and rescheduled to occur on 7 – 10 October of 2022.
- The airport's conference room remains available for rental/use for groups of ten individuals or less. Airport staff can assist with setting up for Zoom meetings displayed on the conference room television, if desired by users of the conference room. The airport has had the room professionally cleaned following recent uses to ensure that the conference room remains clean/disinfected.