



## AIRPORT ADVISORY BOARD MEETING MINUTES

Flagler Executive Airport  
120 Airport Rd.  
Third Floor  
Palm Coast, FL 32164  
April 11, 2019

**MEMBERS PRESENT:** Mr. Gordon Heritage, Mr. Daryl Hickman, Mr. Jim Crehan, Ms. Agnes Lightfoot, Mr. Les Abend and Mr. Wayne Harrison  
**MEMBERS ABSENT:** None  
**STAFF PRESENT:** Mr. Roy Sieger and Ms. Gina Friedman  
**STAFF ABSENT:** None  
**OTHERS PRESENT:** Ernest Shelton (PEA)

1. After the Pledge of Allegiance, Chairman Heritage called the meeting to order at 4:08 p.m.
2. The Chairman asked for approval of the **March 15, 2019** minutes. A motion was made to approve these minutes, which was seconded, motion carried.
3. Project Updates

### **Design General Aviation Terminal - \$598,000** **Project Cost: \$598,000 (FDOT \$478,400, Airport \$119,600)**

The design of the General Aviation Terminal has been temporarily put on hold until a meeting could be set with FDOT to discuss project alternatives and phasing. On April 4, 2019, the Airport Director and the GA Terminal Design Team met with the FDOT District 5 representatives to discuss project alternatives and phasing. The primary issue with the current design is that it impacts property that the airport does not currently own. This property acquisition has been in the Airports Joint Automated Capital Improvement Program (JACIP) for future road realignment and development. We are waiting to see if the FDOT will agreed to assist in funding the property acquisition in order to keep the current site conception as is.

### **Master Storm Water Management Plan** **Project Cost \$211,500 (FAA \$190,350, FDOT 16,920, Airport Enterprise Fund \$4,230)**

The GAI team continues on preparing and refining the drainage basin boundaries, flow paths, and outfall diagrams for the existing conditions map for the basis of the Storm Water Master Plan. They also are developing the post condition basin map. Preparation of the draft report and exhibits has begun as well.

### **Wildlife Hazard Management Plan** **Project Cost \$30,290 (FAA \$27,261, FDOT \$2,423, Airport Enterprise Fund \$606)**

*No change.* We are awaiting comments/approval from the FAA on the Wildlife Hazard Management Plan submittal, which was submitted to the FAA on February 27, 2019.

**Design for the Rehabilitation of Runway 06-24 and Relocation of Electrical Vault**  
**Project Cost: \$639,120.00 (FDOT \$639,120.00)**

*No change.* On February 14, 2019 the Airport Director requested FDOT funding in the amount of \$639,120.00 for the Design and Bidding Services for the Rehabilitation of Runway 06-24 and Relocation of the Electrical Vault. To date the Airport has not received the Public Transportation Grant Agreement (PTGA). Once the PTGA is received, both the PTGA and GAI Work Authorization will be put on the BoCC meeting agenda for consideration and approval.

**Additionally notable information:**

- On March 18, 2019, the Airport Director met with Congressman Michael Waltz. The Director provided the Congressman an overview of the airport and its operations, as well as a tour of the facility. Part of the tour included the Air Traffic Control Tower, where both the Airport Director and Tower Manager expressed the need for a radar and requested the assistance from the Congressman with this issue. The visit was well received and the Congressman agreed to send a letter to the FAA to find out what the delay was in getting our tower radar.
- On March 21, 2019, the Airport Director and the Economic Development Director met with a potential business tenant for the airport.
- On March 24, 2019, the Airport Tenant Lunch Fly-Out was held at the Winter Haven Regional Airport (GIF). We meet for lunch at 12:30 p.m. at the Flightline Café. The next scheduled Lunch Fly-Out is April 28, 2019 at the Deland Municipal Airport (DED).
- On March 29, 2019, the Airport Director met with representatives from Embry-Riddle Aeronautical University. The meeting was to discuss Embry-Riddle installing an ADS-B GBR receiver at the airport. This would allow Embry-Riddle to see all of their aircraft, plus all other aircraft that are ADSB equipped on the ground and in the air that are near the airport. In return, the Embry-Riddle would install a wall mounted monitor in the FBO lobby showing this information as well.
- On April 3, 2019, the Airport Director chaired the CFASPP Statewide Steering Committee at the Lakeland Linder International Airport, during the Sun N Fun International Fly-In Expo.
- On April 4, 2019, the Airport Director travel to Deland, FL to meet with FDOT District 5 representatives to discuss project alternatives and phasing for the Design of the General Aviation Terminal.
- On April 5-7, 2019, the Airport Director attended the Sun-N-Fun International Fly-In Expo at the Lakeland Linder International Airport for business development.
- **SAVE THE DATE!** The Flagler Executive Airport will be hosting the 16<sup>th</sup> Annual Cycle Flagler Ride for Rotary on Sunday, May 5, 2019. The event includes a 24, 44, 75 and 100 miles routes, all of which start and end that the airport.

**4. Fuel Sales:**

Mr. Sieger reported that fuel sales were fantastic, especially Avgas. Avgas jumped about 2,000 gallons and Jet A is normal for this time of year.

Mr. Abend inquired about the profit margin of the fuel sales. Mr. Sieger explained the different profit margin in Avgas and Jet A. Mr. Sieger also explained that the profit margin is less for self-serve we only profit \$0.70 a gallon and our business tenants also receive full service fuel at a discounted rate.

Mr. Harrison said that Jet A sales seem to be unpredictable. Mr. Sieger agreed, it is hard to know how many jets will fly into the airport.

5. ATCT Manager Comments:

The Air Traffic Control Tower Manager was not present at the meeting. Mr. Sieger reported that last month operations were 18,137, which is an amazing number of operations in a month.

Mr. Heritage asked if the ATCT was fully staffed, Mr. Sieger said that they are still down one controller, but there is one inbound.

6. Questions/Comments/New Business:

Mr. Shelton from Phoenix East Aviation talked about the web-based ADSB program that they had installed at their facility. They can now see traffic out 125 miles.

Mr. Abend asked about Kimble's Aviation, he inquired as to when their lease was up. The trucks and RV's are becoming overwhelming. Mr. Sieger told him that the plan was for them to build their own facility on the other side of the airfield. Mr. Harrison mentioned that Kimble's Aviation will block the taxiway when loading their trucks. Mr. Abend and Mr. Harrison both said they are a great tenant, but they seem to be taking up a lot more room.

Mr. Abend asked if the airport had any plans to pressure wash the T-Hangars. Mr. Sieger said that the airport needed to purchase a pressure washer and that it is in the plans.

Mr. Harrison asked if the vehicles down by the fuel farm could be moved. Mr. Sieger said he would have line attendants take care of that.

Mr. Hickman asked if there was a plan to get the PAPI lights up and running. Mr. Sieger said that Runway 11-29 is up and running, as well as Runway 24. Runway 6 needs a new connector box. Once the repairs are complete they would need to be flight checked.

Mr. Hickman asked about the airplanes that aren't tied down on Aero Moto ramp. Several of the tenants are concerned that if there was a windstorm the plane could damage the airports fuel trucks or one of the county vehicles. Mr. Sieger explained that area is leased to Aero Moto and it would be his liability. Mr. Sieger also said that the aircraft are chocked.

7. Sunshine Law Presentation

Sean Moylan, the Assistant County Attorney provided the Airport Advisory Board with a presentation on Florida Sunshine Law, Public Records & Ethics. A copy of the presentation is attached.

8. Tenant Comments:

None

9. Public Comments:

None

10. Adjournment was called for at 5:11 p.m.