



AIRPORT ADVISORY BOARD MEETING MINUTES

Flagler Executive Airport
120 Airport Rd.
Third Floor
Palm Coast, FL 32164
August 8, 2019

MEMBERS PRESENT: Mr. Daryl Hickman, Mr. Wayne Harrison , Mr. Martin Stohr, Mr. Frank Ayers and Mr. Les Abend
MEMBERS ABSENT: Ms. Agnes Lightfoot
STAFF PRESENT: Mr. Roy Sieger and Ms. Gina Friedman
STAFF ABSENT: None
OTHERS PRESENT: Ernest Shelton (PEA), Blain Meisterhans

1. After the Pledge of Allegiance, Acting Chairman Daryl Hickman called the meeting to order at 4:00 p.m.
2. Acting Chairman, Daryl Hickman asked for approval of the **July 11, 2019** minutes. A motion was made to approve these minutes, which was seconded, motion carried.

Acting Chairman Hickman introduced and welcomed the new AAB members, Mr. Frank Ayers and Mr. Martin Stohr. Acting Chairman Hickman told the AAB about the ATCT BBQ that is being held on August 11th as well as Freedom Fest, which will be held on November 16th.

A new Chairman and Vice Chairman needed to be elected. Mr. Les Abend nominated Mr. Daryl Hickman as Chairman and Mr. Daryl Hickman nominated Mr. Les Abend as Vice-Chairman, both were seconded by Mr. Wayne Harrison and passed unanimously.

Chairman Hickman gave the floor to Mr. Sieger for project updates and fuel sales.

3. Project Updates

Design General Aviation Terminal - \$598,000

Project Cost: \$598,000 (FDOT \$478,400, Airport \$119,600)

No Change. The design of the General Aviation Terminal is still temporarily on hold. A second property appraisal is being ordered for the 14± acre parcel as the property owner has requested a second appraisal to provide additional support for opinion of value. The second appraisal will have a more robust discussion relating to values of wetlands. Once the second appraisal is received, we will move forward with negotiations.

Master Storm Water Management Plan

Project Cost \$211,500 (FAA \$190,350, FDOT 16,920, Airport Enterprise Fund \$4,230)

Work continues on the storm water master plan report, which includes the St. Johns River Water Management District being contacted regarding a pre-application meeting, the proposed stormwater model

was further progressed, and site inspections were completed to verify outfall structures, control structures, pond conditions, surface gradients, and existing elevations of various drainage features at the airport.

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)

On February 10, 2019, the Airport Director received the FDOT PTGA 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. The Airport Director completed all the necessary documents to have the PTGA put on the July 15th BoCC meeting agenda for consideration and approval. The GAI contract is currently under review at the County's Legal Department. Once it is approved to form by the attorney it will be sent to the BoCC Chair for signature.

Construction of a General Aviation Terminal Facility

Project Cost: \$5,700,000 (FDOT \$4,560,000, Airport \$1,140,000)

No change. On June 3, 2019, the BoCC approved an FDOT Public Transportation Grant Agreement (PTGA) in the amount of \$3,326,600 that will fund 80% of the costs for Phase I of the Construction of a General Aviation Terminal Facility. This is the initial PTGA, which will be supplemented in FDOT's FY2020, which begins July 1, 2019. The additional FDOT funding will be requested once the design is completed and bids have been received. The total construction costs are estimated to be approximately \$5,700,000.

Design of a Corporate Hangar

Project Cost: \$120,000 (FDOT \$60,000, Private \$60,000)

No change. On June 3, 2019 the BoCC approved an FDOT Public Transportation Grant Agreement in the amount of \$60,000.00 that will fund 50% of the costs for the Design and Bidding Phase Services for a Corporate Hangar. The remaining \$60,000 will be paid by a private company. The total cost of this phase of the project will not exceed \$120,000. The project will consist of a 100X100 hangar, office/work space, an aircraft apron and associated vehicle parking. This facility will be the future home of an aviation related business with approximately 15 employees.

A Space Use Agreement is forthcoming, the Airport Director is in final negotiations with the company owner. The reason the Airport Director brought the FDOT PTGA prior to the execution of the Space Use Agreement is the funds need to be allocated prior to the end of FDOT fiscal year, which is June 30, 2019. FDOT will also be funding 50% of the construction of the corporate hangar with an additional PTGA in an amount not to exceed \$540,000. The company will fund the matching dollars to FDOT's funding plus all costs exceeding \$1.2 million dollars. The Airport Enterprise Fund will not be responsible to pay any monies if the Space Use Agreement is not executed.

Additionally notable information:

- On June 7, the Airport Director provided Mr. Matthew Morton (new Palm Coast City Manager) with an overview and tour of the Airport.
- The Airport Director was on personal leave from June 12th to July 5th, therefore the notable comments are shorter than normal.

- On July 15, 2019, the Flagler County Board of County Commissioners will confirm Mr. P. Wayne Harrison as a regular Airport Advisory Board member. Additionally, the BoCC will appoint two candidates to the AAB, one as a regular member and the other as an alternate member. The two candidates are Mr. Frank Ayers and Mr. Martin Stohr, both are pilots and T-Hangar tenants of the airport. Initially, there was only one open seat, but Mr. Crehan resigned from the AAB as he is moving out of state.

4. Fuel Sales:

Mr. Sieger stated that Jet A was up to 9,740 gallons and Avgas is down slightly.

5. ATCT Manager Comments:

Mr. Miesterhans said that operations were down, but that is expected with all the rain we have been having.

6. Questions/Comments/New Business:

Mr. Harrison asked when the new corporate hangar would be complete, Mr. Sieger stated sometime next year, possibly August.

Mr. Ayers asked about the new terminal building and when it would be complete, Mr. Sieger said November 2020.

Mr. Harrison made a motion that the AAB write a letter to the BoCC letting them know about the dangers of not having radar. Mr. Les Abend seconded the motion and it was approved unanimously. A second motion was made to hold a special meeting on August 12th to draft the letter, this passed unanimously as well.

Mr. Hickman asked about the times for the touch and go's and proposed that they don't start before 7:30 a.m. from Monday through Sunday. Mr. Sieger stated that they could put that out there to all the flight schools, however it is a voluntary noise abatement procedure, it's only a recommendation and up to the flight schools and pilots if they want to comply.

Mr. Hickman wants clarification on the role of the Airport Advisory Board, stating that it is difficult for the AAB to assist or lend comments if items are brought to the AAB after the decision has been made. Mr. Sieger explained that the projects at the airport follow the Airport Master Plan, which has been approved by the BoCC and presented to the previous members of the AAB. Mr. Harrison asked if they could review the Airport Master Plan. Mr. Sieger said absolutely, that it is posted on the county website.

Mr. Hickman asked about the run-up area. Mr. Sieger said that he would get a diagram of the new run-up area and send it to all the flight schools and to all the T-hangar tenants.

A new day and time was proposed by the AAB and passed unanimously moving the monthly board meeting from the second Thursday at 4:00 p.m. to the second Wednesday at 2:00 p.m.

7. Tenant Comments:

Mr. Shelton asked if we had heard anything from the lawyer in regards to the noise in the Z-section. Mr. Sieger said he hadn't heard from the lawyer, but was told Barbara Lake was going to contact Commissioner Mullins.

Mr. Shelton asked Mr. Sieger about the signage regarding noise abatement procedures for the airfield. Mr. Sieger said that he was trying to come up with a frangible mount for the signage.

8. Public Comments:

None.

9. Adjournment was called for at 5:36 p.m.