



AIRPORT ADVISORY BOARD MEETING MINUTES

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

MEMBERS PRESENT: Mr. Daryl Hickman, Mr. Wayne Harrison, Mr. Martin Stohr, Mr. Frank Ayers, Ms. Agnes Lightfoot and Mr. Les Abend
MEMBERS ABSENT: None
STAFF PRESENT: Mr. Roy Sieger and Mr. Pete Celestino
STAFF ABSENT: Ms. Gina Friedman
OTHERS PRESENT: Blain Meisterhans, Ernest Shelton, Jack Thompson and Dave Faust

1. After the Pledge of Allegiance, Chairman Hickman called the meeting to order at 2:00 p.m.
2. Chairman Hickman asked for approval of the **November 13, 2019** minutes. A motion was made to approve these minutes, which was seconded, motion carried.

Chairman Hickman informed Board members that he had a meeting with Commissioner Sullivan regarding role of the Advisory Board. Chairman Hickman also stated that if a Board member was late to a meeting the alternate (if present) would sit in place of that member for the remainder of the meeting.

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. The Airport Director has drafted the Purchase and Sale Agreement and forwarded it to legal counsel for review. Legal counsel has requested a separate agreement to clarify the scope of the drainage easement that benefits Airport Commons, LLC. Once all the parties approve the separate agreement, the Purchase and Sale Agreement will put on the BoCC agenda for consideration.

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

We are currently waiting for SJRWMD to complete their preliminary review of the draft Storm Water Master Plan (SWMP) report and supporting documents. The district has reached out with a few small questions and clarifications over the course of the last month; however, we are still awaiting receipt of their full review comments. Once received, revisions will be made and the final SWMP Report will be submitted to the district for conceptual permit approval.

Design for the Rehabilitation of Runway 06-24 and Relocation of Electrical Vault

Project Cost: \$639,120.00 (FDOT \$639,120.00)

Work on the preliminary design continues. The electrical and architectural sub-consultants, Hiller's and KMH, started the electrical design and the architectural design of the new airfield electrical vault. The preliminary 3D grading design, pavement design, drainage design, lighting/signage/marketing layout, and preliminary utility designs were significantly progressed. The preliminary design plans, specs, design report, and draft construction safety and phasing plans were also progressed. Site meetings and phone meetings have been conducted with representatives of both AT&T and FP&L regarding the relocation of existing utility lines that cross the airfield and the project area. Both utilities are exploring options and preferred solutions for our project, and we expect to have plans/guidance in place prior to the preliminary design submittal in early 2020.

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.

Mr. Sieger provided the Airport Advisory Board a presentation on the Airport Master Plan. The presentation included the process, the various components, and the implementation of the Airport Master Plan. A copy of the presentation is attached.

In reference to the minutes of the December 11th meeting, the minutes need to reflect that the airport Director, at the request of the AAB, presented an overview of the Flagler Executive Airport Master Plan and the comments therein reflected observations from the AAB members about the directors presentation. The context of the comments and observations is important to those reading the minutes.

The following additional observations were also made:

- 1) The data on which the Master Plan was formulated dates back to 2015 and had not been updated. The Director said the data would be updated for the next Master Plan.
- 2) It was observed that there was very little commercial information in the Master Plan and Mr. Harrison was informed the Master Plan generally does not contain a commercial data and the airport does not have a Business Plan. Mr. Harrison said the airport should have a business plan on which to execute commercial activity.
- 3) Mr. Harrison questioned the priority in building a General Aviation Terminal for \$5.7 Million while there was a net reduction of hangar space since 7 clear span hangars on the airport were no longer storing planes and some were not used for aviation purposes. Furthermore, there has been as substantial and growing waiting list of persons wanting hangars since the last hangars were constructed. The Director said the GA terminal had already been approved.
- 4) The Director was also questioned about the leases on the airport and what system was in place to evaluate the commercial viability of each lease. The Director said he was solely responsible for each lease.
- 5) Mr Harrison said that Flagler Executive was the least utilized airport between New Smyrna and Jacksonville and Flagler Executive and residents were storing aircraft at other airports because hangar space is unavailable and hangars should be a priority.

Additionally notable information:

- On November 16, 2019, the Flagler Executive Airport hosted **Freedom Fest 2019**. Freedom Fest is an event to salute our veterans, both past and present. Freedom Fest featured concerts, static military aircraft and vehicles, a car show, warbird flyby's and plenty of food and beverage vendors. We also had a spectacular fireworks display to close the event. Despite the cold weather, we had record attendance. The Sheriff's office estimated approximately 10,000 people attended the event. Unfortunately, less than half of the number of aircraft that were scheduled to be here were unable to make it due to a low ceiling, but we still had some great aircraft on the ramp, B-25, TBM, T-6, UC-12G, H-60, CH-47, and a T-28, just to name a few.
- On November 28-29, 2019, the Airport Administration Office was closed for the Thanksgiving holiday. The FBO was only closed on Thanksgiving Day.
- On December 4, 2019, the Airport Director met with Embry-Riddle staff to discuss relocating the ADSB repeater equipment as it was interfering with ATCT radios.
- On December 12, 2019, the Flagler Executive Airport staff will be hosting the Annual Tenant Christmas Gathering. We will have plenty of food and tasty treats! Hope to see you there.
- On December 16, 2019, the Airport Director will be bringing forward two agenda items for BoCC consideration:
 1. Space Use Agreement for Enterprise Leasing Company of Florida, LLC
 2. First Amendment to Delta Engineering, Inc.

4. Fuel Sales:

Mr. Sieger stated that AvGas sales were up and that Jet A dropped a bit.

5. ATCT Manager Comments:

Mr. Miesterhans reported that operation numbers were up. Mr. Meisterhans also said that he spoke with the Chief Flight Instructor from Embry-Riddle Aeronautical University asking him to arrange a meeting with the President of the Embry-Riddle Aeronautical University. The meeting is to request his assistance in contacting Senator Scott explaining the need for radar. Mr. Meisterhans also stated that he would be getting a new controller in January.

6. Questions/Comments/New Business:

Mr. Hickman suggests airport projects come before Advisory Board before going before the BOCC. He is concerned about the reduction in available hangars. He also asked that PEA use the proper run up areas.

Mr. Harrison would like to implement a business plan for the airport. He would like to see T-hangars as a priority. He also asked what the airport is doing to attract commercial business? Mr. Sieger stated that he attends in NBAA Conference when they are in Orlando. He also works with the Economic Development Office when leads are generated for Enterprise Florida. Mr. Sieger stated the problem is that companies/businesses don't want to construct buildings, they want to lease. The airport currently doesn't have any empty hangar facilities. Mr. Harrison thanked Mr. Sieger for the the Airport Master Plan presentation, it gave him a better understanding of how the plan is implemented.

Mr. Ayers would like to see a priority list for projects. Mr. Sieger said he could provide that as he does a 5 year capital project outlook and it is updated annually with FAA and FDOT representatives.

Mr. Abend suggests better communication between Mr. Sieger and Airport Advisory Board.

Ms. Lightfoot would like to brainstorm ideas brought up by Airport Advisory Board members.

Mr. Stohr told members that he planned to meet with Rebecca Harper from the FAA ADO to learn more about how airports operate. He also asked if PEA pays a ramp fee for their aircraft. Mr. Sieger stated that they do not because they purchase fuel at least three times a day for each aircraft on the ramp.

7. Tenant Comments:

None.

8. Public Comments:

David Faust asks for relief from low flying planes over his neighborhood.

9. Adjournment was called for at 4:11 p.m.