



## AIRPORT ADVISORY BOARD MEETING MINUTES

Flagler Executive Airport  
120 Airport Rd.  
Third Floor  
Palm Coast, FL 32164  
January 10, 2019

**MEMBERS PRESENT:** Mr. Gordon Heritage, Ms. Agnes Lightfoot, Mr. Kurt Schneider, and Mr. Daryl Hickman  
**MEMBERS ABSENT:** Mr. Jim Crehan  
**STAFF PRESENT:** Mr. Roy Sieger and Ms. Gina Friedman  
**STAFF ABSENT:** None  
**OTHERS PRESENT:** Harry Dickinson and Jim Long

1. After the Pledge of Allegiance, Chairman Heritage called the meeting to order at 4:00 p.m.
2. The Chairman asked for approval of the **December 13, 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)**

On December 14, 2018, the Airport Director and GA terminal design team had a pre-application meeting with the Chief Building Official and the Fire Marshall to discuss the project and the permitting requirements. 60% design plans have been submitted to the Airport Director for review. A 60% design review meeting is scheduled with the design team to discuss build elevations on January 11, 2019. HTA continues to finalize grading and drainage design, as well as continue utility coordination. The Airport Director will be scheduling a workshop with the Board of County Commissioners to discuss this project, date to be determined.

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

GAI Consultants has completed substantial records and permit research for the Master Storm Water Management Plan. The information gathered has aided in preparing the existing conditions basemap for the project as well as for delineating the basin boundaries for the updated existing drainage basin matrix. The project is progressing as scheduled.

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

ESA has compiled the necessary elements for the Wildlife Hazard Management Plan and is in the process of finalizing the draft submittal to the Airport Director for review.

**Design for the Rehabilitation of Runway 06-24 and Relocation of Electrical Vault**  
**Project Cost: TBD**

On December 12, 2018, the Flagler County Purchasing Department issued RSQ 19-008Q for the Design for the Rehabilitation of Runway 06-24 and Relocation of the Electrical Vault. All submissions were due on January 9, 2019. Three firms submitted their qualifications, Stone Engineering Group, GAI Consultants and Amherst Consulting Company. The evaluation committee is scheduled to meet on January 14, 2019 to evaluate the submissions. This project will be funded by the FDOT.

**Additionally notable information:**

- On December 19, 2018, the County Administrator, Deputy County Administrator and the Airport Director meet with the owners and management of the Highjackers Restaurant and their attorney to discuss lease options as their current lease will be expiring in the next couple of years.
- On December 20, 2018, the Airport hosted a Christmas Gathering for all airport tenants at the FBO. We had approximately 30-35 people who joined us for holiday treats and refreshments, to include some members our Airport Advisory Board and County Administration.
- On January 3, 2019, Commissioner Donald O'Brien, Chair of the Flagler County Board of County Commissioners gave the Airport Director a letter from Brian Riehle stating that he is resigning from the Airport Advisory Board.
- On January 12, 2019 at 11:30, we will have our first tenant lunch fly-out at the Lost Lagoon Wings and Grill (across for Air Gate Aviation), located at the New Smyrna Beach Airport. We should name Fly for Lunch Bunch!
- **SAVE THE DATE** for February 2, 2019, for the 8<sup>th</sup> Annual Race of the Runways for Rotary. This is a 5K run/walk that will start at 6:00 p.m.

4. Fuel Sales:

Mr. Sieger reported that Avgas was up two thousand gallons from the previous month and Jet A went down. However, jet fuel sales are on par for where they were the previous year.

5. ATCT Manager Comments:

Mr. Meisterhans told the AAB that it was a slow month, but operations are picking up, yesterday they had 850 operations. Mr. Meisterhans expects operations to continue to go up. He has hired a new controller.

Mr. Meisterhans addressed the meeting minutes from December 13<sup>th</sup> meeting. He told the AAB that controllers do not give preferential treatment to anyone unless it's an emergency. The tower could have 6-7 aircraft in the pattern at once. Mr. Meisterhans went on to explain how the controllers navigate the aircraft that are in the pattern. Mr. Meihasterns stressed to Mr. Schneider that the tower doesn't play favorites, it is based on who calls in first; first come first serve.

Mr. Meihasterns let the AAB know that he has been working diligently to bring radar to the tower, he wants radar and is in touch with the FAA practically every week.

6. Questions/Comments/New Business:

Mr. Sieger told the AAB that he had received notification from the Chair of the BoCC that Vice Chair Mr. Brian Riehle had submitted resignation letter. Mr. Sieger said that he had contacted Mr. Riehle in hopes to change his mind, but to no avail.

Mr. Heritage complimented Mr. Sieger on his comments when he was a guest on the WNZF Friday morning radio broadcast, stating that he thought that Mr. Sieger did a fantastic job talking about the airport.

Mr. Sieger let the AAB know that Representative Michael Waltz is scheduled to get a tour of the airport on January 23, 2019. Mr. Sieger said that he plans on explaining the importance of having radar at the airport and that we need his help to get it. Mr. Sieger also told the AAB that he wants to have a workshop with the County Commissioners to bring them up to speed with the ongoing projects at the airport, especially since the County had a recent change in administration.

Mr. Sieger showed the AAB some of the drawings for the new General Aviation Terminal.

Mr. Schneider asked Mr. Meisterhans if having a meeting with all the flight schools at the airport would be helpful. Mr. Meisterhans agreed that having a meeting with all the flight schools would be beneficial.

Mr. Hickman reminded the AAB that we needed to elect a new Chair. Mr. Hickman nominated Gordon Heritage to remain as Chair. Mr. Heritage was elected as Chair and Jim Crahen was elected as Vice Chair, after also being nominated by Mr. Hickman.

7. Tenant Comments:

None

8. Public Comments:

Mr. Dickenson asked about the opening on the Airport Advisory Board and how would that work since the AAB has an alternate. Mr. Sieger explained that the alternate would become an AAB member and the opening would be advertised for the alternate position.

Mr. Dickinson asked Mr. Sieger about Operation Raincheck. Mr. Sieger said he hasn't had a chance to discuss it with anyone yet, however he said he would talk to the pilots on Sunday at the fly out. Mr. Heritage suggested a public notice.

9. Adjournment was called for at 4:58 p.m.