



AIRPORT ADVISORY BOARD MEETING MINUTES

Flagler Executive Airport
120 Airport Rd.
Third Floor
Palm Coast, FL 32164
January 8, 2020

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

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 **December 11, 2019** minutes. Mr. Harrison requested to have changes made to the Airport Master Plan section, with the changes a motion was made to approve these minutes, which was seconded, motion carried.

Mr. Harrison also suggested adding the request Chairman Hickman has made to the Airport Director in regards to the noise complaints made by the public. Mr. Harrison would like the minutes to reflect that the Chairman of the Airport Advisory Board has been following up with the Airport Director in regards to this ongoing noise complaint issue.

Chairman Hickman announced that the Flagler County BoCC will be having workshop regarding Airport Citizen Noise Concerns meeting is being held February 3, 2019 at 1:00 p.m. at the Government Service Building.

Chairman Hickman also stated that he will not be able to attend the March meeting. The Chairman also pointed out that looking ahead he doesn't foresee any conflict with upcoming meeting this year.

Chairman Hickman asked for the guest to introduce herself. Ms. Kim Carney introduced herself to the board, candidate for County Commissioner.

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)

No Change. 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)

The preliminary design has continued, and the schematic airfield electrical vault drawings were submitted and approved by the Airport Director. The electrical and architectural sub-consultants, Hiller's and KMH, continued the electrical design and the preliminary 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 progressed. The preliminary design plans, specs, design report, and draft construction safety and phasing plans were also progressed. Both AT&T and FP&L have reached out and refined their plans for relocation/re-installation of their utility services that cross the airfield. These refined plans will be presented to the Airport Director with the submission of 60% design plans in early February.

Mr. Harrison asked if there would be any down time during the moving of the electrical vault and Mr. Sieger said no.

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 December 12, 2019, the Flagler Executive Airport staff hosted the Annual Tenant Christmas Gathering. The party was well attended by airport tenants, the Airport Advisory Board and County Commissioners.

→ On December 16, 2019, the Airport Director brought forward two agenda items for BoCC consideration, Space Use Agreement for Enterprise Leasing Company of Florida, LLC and First Amendment to Space Use Agreement for Delta Engineering, Inc.; both items were approved.

→ On December 16, 2019, at the Board of County Commissioners meeting, there were few people from the neighborhood's that are adjacent to airport expressing their concerns regarding aircraft noise. The following day I met with the County Administrator regarding this subject. It was decided that we would have a BoCC Workshop to facilitate discussion on this issue. This workshop will be held on **Monday, February 3, 2020 at 1:00 p.m.** in the Government Services Complex, Board Chambers (please see the attached Public Notice).

→ On December 18, 2019, the Airport Director met with Allison McCuddy, FDOT 5th District Freight and Logistic Manager to discuss the funding plan for the Construction of Runway 06-24 and Relocation of Electrical Vault project.

→ **SAVE THE DATE!** February 1, 2020, for the 9th Annual Race of the Runways for Rotary. This is a 5K run/walk that will start at 6:00 p.m. If you would like to participate in the event, register at www.flaglerbeachrotary.org.

4. Fuel Sales:

Mr. Sieger stated that AvGas sales went down a little, but Jet A jumped up. All in all it was a good month.

5. ATCT Manager Comments:

Mr. Miesterhans said everything was good. Chairman Hickman asked if he was fully staffed, Mr. Meisterhans said he was down two controllers and waiting on medical testing on one, who should be able to start soon.

Mr. Harrison asked about the upcoming meeting with Mr. Ken Burns with Embry Riddle. Mr. Meisterhans stated that the meeting was tomorrow January 9th at 10:00 a.m. Mr. Meisterhans also has reached out to Elizabeth Doucette (Program Manager for Implementation for TAMR/STARS). She is the one that allocates where the radar equipment goes once it has been approved. Mr. Ayers told the AAB and Mr. Meisterhans that he has spoken with his colleagues at Embry Riddle in regards to the issue with radar at the Flagler Executive Airport. Mr. Ayers feels that it is important that Mr. Meisterhans has as much data as he can put together to be able to get Embry Riddle on board with assisting in reaching out to Governor Scott to help obtain radar.

Mr. Harrison asked if the question has ever been asked, as to who would pay for the radar. In short the answer is no, however Mr. Meisterhans stated that it was quoted to be around \$1.1M and could be a reimbursable project. Mr. Meisterhans said that FIN meets all the requirements for the FAA to pay for it, but they have not committed to do so. Mr. Harrison asked if we had the money today, could we get

radar. Mr. Meisterhans said no, that it is much more involved than that. Mr. Ayers also explained how the government process would work.

There was much discussion on how to obtain radar, and what is needed to be able to move forward. There is a lot of frustration in conversation. This has been an ongoing issue that dates back several years. The AAB would like to be able to start moving forward with more answers than questions. As of right now no one has any idea where FIN is on the list to get radar.

6. Elect New Chair and Vice Chair:

Chairman Hickman turned the floor over to Mr. Sieger for the vote. Mr. Stohr nominated Mr. Hickman to remain as Chairman, Mr. Harrison seconded. Mr. Sieger called for a vote, and passed unanimously. Mr. Sieger turned the floor back over to Chairman Hickman.

Mr. Harrison nominated Mr. Abend to remain on as Vice Chair, Chairman Hickman seconded. Mr. Abend was appointed to Vice Chair by acclamation.

7. Questions/Comments/New Business::

Mr. Harrison requested more information on the Airport Master Plan and would like to revisit the plan next meeting when all AAB members are present.

Mr. Harrison also requested for the meeting minutes to be sent out to the AAB a week in advance to give them more time to review them.

Mr. Harrison would like a review of issues brought to the AAB in 2019. Chairman Hickman said he would review all the meeting minutes from 2019 and get with Mr. Sieger and update the AAB at the February meeting.

Mr. Harrison expressed his concern again in regards to the aircraft tie down policies and read the AAB an email that he had sent to the Chairman, see attached email. His concern is for general safety as well as the airport liability. Mr. Harrison asked if the airport has a policy for overnight parking requiring them to tie down their aircraft the answer is no. Mr. Sieger stated that the ramp has tie downs and it is up to the pilot to secure their aircraft. Mr. Harrison has requested to have provisions put in place to have aircraft tied down. Mr. Harrison feels that the airport dodged a bullet last month when the tornados came through Flagler County. Chairman Hickman agreed that the airport should have a policy in place to protect the airport liability. Mr. Stohr suggested getting with Sheltair in Daytona and see what policies they have in place.

Chairman Hickman stated that he has made some observations on the strengths AAB members and assigned duties certain responsibilities to them. The Chairman has made a draft list, see attached, and passed it out to the AAB. He has requested them to review, and will discuss at the February meeting.

8. Tenant Comments:

None

9. Public Comments:

None.

10. Adjournment was called for at 3:06 p.m.