



AIRPORT ADVISORY BOARD MEETING MINUTES

Flagler Executive Airport
120 Airport Rd.
Third Floor
Palm Coast, FL 32164
June 14, 2018

MEMBERS PRESENT: Mr. Gordon Heritage, Mr. Brian Riehle, Ms. Agnes Lightfoot, Mr. Kurt Schneider, Jim Crehan and Mr. Daryl Hickman
MEMBERS ABSENT: None
STAFF PRESENT: Mr. Roy Sieger, and Ms. Gina Friedman
STAFF ABSENT: None
OTHERS PRESENT: Harold Dickinson and Wayne Jackson

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 **July 12, 2018** minutes. A motion was made to approve these minutes, which was seconded, motion carried.
3. Project Updates

Construction for Runway 11-29 Relocation and Extension

The project closeout packages have been submitted to FAA and FDOT, with final payment being approved by FAA this week.

Design General Aviation Terminal - \$598,000

The Scope of Work for the Design of a General Aviation Terminal has been submitted to and approved by the FDOT. FDOT has issued a Public Transportation Grant Agreement (PTGA) to Flagler County. The FDOT design grant and Hoyle, Tanner Associates design contract is on the BoCC agenda for consideration on their July 16, 2018 meeting.

After execution of the grant and contracts has occurred, data collection will begin including survey, geotech, utility coordination and research design alternatives with the Airport Director. The consultant will have six months to design the new General Aviation Terminal facility.

Master Plan Update-Phase II (Stormwater)

The second phase of the Airport Master Plan is an update to the 2003 Stormwater Master Plan used for strategic planning and expedited approval of development on the airport. The FAA and FDOT applications for funding will be submitted this month for the update of the plan and a new Conceptual Environmental Resource Permit from SJRWMD. The project will take approximately 1 year to complete.

Wildlife Hazard Management Plan

The Wildlife Hazard Management Plan is the implementation plan required by the FAA after the Wildlife Hazard Assessment was reviewed and approved earlier this year. The plan will identify operations and facility improvements necessary to reduce the opportunities for wildlife/aircraft incidents. The FAA and FDOT applications for funding will be submitted this month for the WHMP. The project will take approximately 6 months to complete.

Additionally notable information:

- On June 6th, a Request for Statement of Qualifications (RSQ) was advertised in the *Flagler News Tribune* as well as publicly broadcast on www.publicpurchase.com. RSQ 18-026Q requested proposals from qualified firms to furnish Aviation Consulting Services - Professional Services for Architectural, Engineering, and Planning Services capable of providing various Airport projects as depicted in the RSQ.

Responses to the RSQ were due on June 28, 2018, by 3:00 p.m. The County Purchasing Department received two (2) responses.

On July 3rd, the evaluation committee reviewed the proposals conformity to specifications as well as to the terms and conditions outlined in the RSQ documents. The Evaluation Committee recommended award to Hoyle, Tanner & Associates, Inc. and GAI Consultants, Inc. who demonstrated through the RSQ process to be responsive and responsible firms.

The Aviation Consulting Services contracts for Hoyle, Tanner & Associates and GAI are on the BoCC agenda for consideration on their July 16, 2018 meeting. If approved the County and the firms will enter into a contract for the duration of a three (3) year term, with the option of two (2) additional two (2) year renewals.

- On June 21st, the Airport Director met with representatives from Kimley-Horn. Kimley-Horn is a consultant group hired by the FDOT to conduct an Economic Impact Study for all of the public use airport's in Florida. The meeting consisted of interviewing the Airport Director and the business tenants for the airport.
- On July 10th, the Airport Director meet with representatives from the City of Palm Coast to discuss their drone program. The Airport Director explained the rules and regulations regarding flying a drone within 5 miles of the airport.

4. Fuel Sales:

Mr. Sieger reported that Jet A sales were up, but AvGas sales were down due to self-serve pumps being inoperative because of a separation in the fuel line. A fuel company has been contacted to make the necessary repairs.

5. ATCT Manager Comments:

Mr. Meisterhans reported that he is still two controllers down. He has a couple that he has interviewed and waiting on the FAA background checks. He also stated that operations were up and will continue to go up because Embry Riddle has 1,500 students registered for the incoming year. Traffic is also increasing from new flight schools from neighboring airports, some are even coming down from Jacksonville.

Mr. Meisterhans also updated the AAB on the status of getting radar. He said that they have been put on the list and making progress.

6. Questions/Comments/New Business:

Mr. Heritage asked Mr. Meisterhans if he thought the runway closure in Daytona will impact us. Mr. Meisterhans said absolutely, as Daytona will not allow touch and go's during construction.

Mr. Sieger informed the AAB about the plane crash at Spruce Creek Fly-In on July 5th. The plane had been at the Flagler Executive Airport earlier that day for lunch and had received fuel. Mr. Sieger said that we did not know the cause of the crash, so he erred on the side of caution and shut down the sale of fuel to do all the required testing. The fuel testing came back clean and the cause of the crash was not fuel related. The crash was a result of a landing gear issue

Mr. Sieger also stated that Paul Culver Construction has started the renovation on the new Phoenix East Aviation facility. And that the progression is moving along rather quickly.

7. Tenant Comments:

None

8. Public Comments:

Mr. Dickinson asked about the ATIS only reporting 7 miles' visibility, when it is actually 10 miles. Mr. Meisterhans explained that is a Robinson Aviation (RVA) protocol and that they cannot report visibility better than 7 miles. Mr. Schneider added that as a pilot you are only worried about 5 miles.

9. Adjournment was called for at 4:38 p.m.