



AIRPORT ADVISORY BOARD MEETING MINUTES

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

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

1. After the Pledge of Allegiance, Acting Chair Ms. Lightfoot called the meeting to order at 5:00 p.m.
2. The Chair asked for approval of the **June 6, 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)

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 July 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 reported that fuel sales were not great, when compared to the previous month, which is most likely due to weather. However, the fuel sales are on par for this time of year.

5. ATCT Manager Comments:

Mr. Miesterhans was not present. Mr. Sieger said operations were way down from the previous month, again mostly likely due to the weather.

6. Questions/Comments/New Business:

Mr. Hickman spoke about his KidsFlyCubs charity camp and what a great success it was. During the camp the kids got a tour of the Air Traffic Control Tower. During the tour Mr. Meisterhans mentioned to Mr. Hickman that he would like to have the meeting time moved to 2:00 p.m. instead of 4:00 p.m. The hours that Mr. Meisterhans works he has to hang around and wait for the meeting to start, which is why he doesn't make all the meetings. Mr. Hickman asked to have the topic added to August agenda for discussion.

Mr. Abend asked about the non-tenant permit and if it was enforced by the airport. Mr. Sieger said absolutely. Mr. Abend asked what the liability/responsibility does the airport have if a plane doesn't have its annual or a pilot doesn't have their medical. Mr. Sieger said that is not in the purview of the airport enforce, it is the responsibility of the FAA.

7. Tenant Comments:

Mr. Shelton said all is well at Phoenix East Aviation and they will have the next round of students August 5, 2019.

8. Public Comments:

Ms. Lake thanked Mr. Sieger for the map he emailed her and showing her where her house is in relation to the airport.

9. Adjournment was called for at 4:27 p.m.