



## AIRPORT ADVISORY BOARD MEETING MINUTES

Flagler Executive Airport  
120 Airport Rd.  
Third Floor  
Palm Coast, FL 32164  
March 15, 2019

**MEMBERS PRESENT:** Mr. Gordon Heritage, Mr. Daryl Hickman, Mr. Jim Crehan and Mr. Les Abend  
**MEMBERS ABSENT:** Ms. Agnes Lightfoot and Mr. Kurt Schneider  
**STAFF PRESENT:** Mr. Roy Sieger and Ms. Gina Friedman  
**STAFF ABSENT:** None  
**OTHERS PRESENT:** Harry Dickinson and Ernest Shelton (PEA)

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 **January 10, 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 January 7, 2019, 60% plans, Engineer's Report and technical specifications were submitted to the Airport Director for review. A 60% design review meeting was held with the design team to discuss review and comments on January 11, 2019. Attendees included Roy Sieger – FIN, Jack Thompson – GAI, Dan Nickols – GAI, James Moore – KMA, Doug Norman – HTA, Wilbur Mathurin – HTA, Philip Rohm – JLC, Larry Stoff – JLC. Finalized preliminary technical specifications, preliminary drainage design, preliminary utility design, preliminary airfield electrical design, preliminary site lighting, landscape and hardscape plan. The 60% design plans have been submitted to the FDOT as well. The design is currently working on the 90% design plans.

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

The existing conditions basemap, existing airport basin matrix layout, and the proposed basin matrix layout have been completed. The stormwater modeling of the existing airport layout is nearly completed and the stormwater master plan report is currently being prepared.

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

The Airport Director has reviewed the Wildlife Hazard Management Plan and provided comments to ESA. ESA inserted the comments and submitted the plan to the FAA for review on February 27, 2019. We are awaiting comments or approval on the submittal.

**Design for the Rehabilitation of Runway 06-24 and Relocation of Electrical Vault  
Project Cost: \$639,120.00 (FDOT \$639,120.00)**

On January 9, 2019, the County received three (3) responses to RSQ 19-008Q to provide Professional Services for the Rehabilitation of Runway 06-24. Three firms submitted their qualifications, Stone Engineering Group, GAI Consultants and Amherst Consulting Company. The evaluation committee met on January 14, 2019 to rank the firms; despite the ranking all firms were requested to provide a presentation as well. One firm, Amherst Consulting, withdrew from presentations due to unforeseen circumstances. Presentations with the two (2) remaining firms took place on January 25, 2019 with a final evaluation committee immediately following. GAI Consultants, Inc. was determined to be the top ranked firm. The evaluation committee recommended entering into negotiations with GAI Consultants, Inc. to establish a scope of work, schedule and associated fees with the intent to award a contract.

On February 14, 2019 the Airport Director requested FDOT funding 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 has not received the Public Transportation Grant Agreement yet.

**Additionally notable information:**

- On January 18, 2019, the Airport Director and ATCT Manager held a coordination meeting with FireFlight representatives to discuss an event for outside agencies to meet and discuss Wildfire Air Operations.
- On February 1, 2019, FireFlight organized and conducted a Wildfire Air Operations seminar that highlighted Bambi bucket operations, wildfire initial attack tactics and techniques, fire communications and the Florida Forest Service wildfire air operations plan. Attendees were from the following sheriff's offices, St John's, Volusia, Seminole, and Charlotte County. Other attendees were the Florida Forest Service from Tallahassee, Ocala and the Bunnell District, Spidertracks satellite tracking and Flagler County Fire rescue.
- On February 2, 2019, the 8<sup>th</sup> Annual Race of the Runways for Rotary was held. The event was very successful with 227 people participating, everyone had a great experience. The Airport Director received a lot of positive feedback regarding the event.
- On February 4, 2019, FireFlight personnel organized and conducted a Helicopter Air Ambulance orientation for Palm Coast and Flagler County Fire & Rescue. Trauma One from St Augustine and Air One from Volusia County Sheriff's Office participated as well.
- On February 4-6, 2019, the Airport Director traveled to Tallahassee for the Annual Florida Airports Council Board Meeting and Legislative Fly-In. There he and fellow Airport Director's met with Senators and Representatives to discuss aviation issues.
- The Airport Advisory Board was cancelled on February 14, 2019.
- On February 17, 2019, we had our second tenant lunch fly-out. We flew to the Williston Municipal Airport (X60), where we had lunch at the Pyper Kub Café and Restaurant. The restaurant was a bit overwhelmed as we had 23 people altogether.
- On February 21, 2019, the Flagler Executive Airport hosted the East Central Metropolitan Area CFASPP Steering Committee meeting. The Airport Director chaired the meeting. The meeting was very well attended.

- On February 22, 2019, the Airport Director provided an airport briefing and tour for newly elected Commissioner Mullins and Interim County Administrator Jerry Cameron.
- On March 4, 2019, the Airport Director met with Philip a local Boy Scout to assist him with his Aviation Merit Badge.
- The meeting with Representative Michael Waltz was postponed until March 18, 2019.
- The winners of the 2018 FAA Southern Region Airport Division Safety Awards have been released. It gives me great pleasure to inform you that the Flagler Executive Airport is the recipient of the FAA's 2018 General Aviation Safety Award. The project that was submitted for consideration of this award was the Relocation and Extension of Runway 11-29. This was the single largest project that was undertaken since the airport was originally constructed in 1942. This award is quite an honor as the FAA Southern Region Airports Division oversees airport development, certification and safety in the following areas: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, Tennessee, South Carolina, Puerto Rica and the U.S. Virgin Islands.

We will receive a plaque from the FAA commemorating this award during the 2019 Southern Region Airports Conference. The 2019 Conference is April 22-25 at the Atlanta Marriott Buckhead Hotel & Convention Center in Atlanta, Georgia.

#### 4. Fuel Sales:

Mr. Sieger reported that fuel sales were up for both Avgas as well as Jet A. Avgas gas came in about 2,000 more gallons sold and Jet A was almost up 10,000 gallons from the previous month.

#### 5. ATCT Manager Comments:

Mr. Meisterhans told the AAB that we are on par to hit 200,000 operations this year, he expects to hit 18,000 operations this month. Mr. Meisterhans also commented on how well Phoenix East Aviation has been working with the tower.

Mr. Abend asked Mr. Meisterhans if the tower uses reporting points. Mr. Meisterhans stated that they use mileage instead of reporting points. VFR reporting points aren't really an issue at this point. The discussion then went to radar and Mr. Meisterhans explained that our Air Traffic Control Tower is on FAA 's waterfall list for radar. The FAA continues to work this issue with the Terminal Automation Modernization and Replacement (TAMR) Program Office in Headquarters FAA.

Mr. Abend asked if there had been any near misses reported. Mr. Meisterhans said that part of the problem, people don't always report the incidents. If the tower doesn't see it they can't report it.

Mr. Hickman asked if on Thursdays if there is a way to stop the pilots from Spruce Creek from doing overhead breaks. Mr. Meisterhans said that the overhead breaks allow for the controllers to get the aircraft in quicker. He also said that he plans to stop taking pattern traffic on Thursdays from 11:15 a.m. – 12:30 p.m., which expedite getting the lunch crowd in and out. Mr. Shelton from Phoenix East Aviation is going to try and send some of their operations from their Daytona locations to other airports, since it is so busy here.

#### 6. Questions/Comments/New Business:

Mr. Sieger told the AAB that the new terminal building may have to be built in phases. FIN will have to buy some property to be able to move forward with the current design.

Mr. Abend asked Mr. Sieger about the Wildlife Hazard Management Plan. Mr. Sieger explained that FIN was in the first round of airports required by the FAA to conduct a Wildlife Hazard Assessment. Mr. Sieger went on to say that the Wildlife Hazard Management Plan is the plan which would be implemented to reduce the wildlife hazards identified in the Wildlife Hazard Assessment.

Mr. Abend also asked if the airport has the fuel sales reports from 2002. He would be interested to see the difference. Mr. Sieger said he would have airport staff check if those records were still available.

Mr. Hickman announced that the next Tenant Lunch Fly-Out was scheduled for March 24<sup>th</sup> to the Winter Haven Regional Airport for a 12:30 arrival.

7. Tenant Comments:

None

8. Public Comments:

None

9. Adjournment was called for at 4:49 p.m.