



## AIRPORT ADVISORY BOARD MEETING MINUTES

Flagler Executive Airport  
120 Airport Rd.  
Third Floor  
Palm Coast, FL 32164  
October 9, 2019

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

1. After the Pledge of Allegiance, Chairman Hickman called the meeting to order at 4:00 p.m.
2. Chairman Hickman asked for approval of the **September 18, 2019** minutes. A motion was made to approve these minutes, which was seconded, motion carried.

Chairman Hickman told the AAB that he attended the ATC / Airport Manager / Pilot Forum sponsored by Daytona Beach FAA Safety Team (FAASTeam) Voluntary Noise Abatement Procedure and handed out a few of the pamphlets.

Chairman Hickman gave the floor to Mr. Sieger for project updates and fuel sales.

### 3. Project Updates

**Design General Aviation Terminal - \$598,000**  
**Project Cost: \$598,000 (FDOT \$478,400, Airport \$119,600)**

The design of the General Aviation Terminal is still temporarily on hold. However, the property owner as agreed to sell the 14± acre parcel for the appraised price of \$250,000. The Airport Director had a property survey completed and is in the process of drafting the Purchase and Sale Agreement. The Airport Director plans to bring the Agreement to the BoCC in November for consideration.

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

Additional edits, updates, and refinements have been made to the drainage models, maps, exhibits, and stormwater master plan report based on feedback received from the St. Johns Water Management District (SJRWMD) at the pre-application meeting. The draft deliverable is being prepped for delivery to SJRWMD and will be submitted after the final quality control reviews have been completed.

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

The schematic design for the Rehabilitation of Runway 06-24 has been completed. A schematic design review meeting was held with the Airport Director on October 7, 2019, to discuss the major components of the project. The review comments received from the Airport Director were incorporated in to the schematic design and the schematic design report was delivered to FDOT. The FAA was notified as well.

**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 October 3, 2019, the Airport Director chaired the FDOT East Central Metropolitan Area CFASPP Steering Committee at the Deland Municipal Airport.
- On October 7, 2019, the Airport Director received the STARS cost estimate from the PIM Team Manager. The FAA has developed a cost estimate to provide a STARS radar display at the FIN ATCT. The estimate is based on the information gathered during the site visits on August 6, 2019, to the FIN ATCT and the DAB TRACON. The cost estimate is \$1,045,000. The Airport Director has forwarded this information to Congressman Waltz's Office.
- On October 8, 2019, the Airport Director met with representatives from the Flagler County Sheriff's Office to discuss security and traffic control for Freedom Fest.
- **SAVE THE DATE! Freedom Fest, November 16, 2019!** Airport staff have been preparing and coordinating the event over the past month. It shaping up to be another great event to celebrate the freedom's we have.

4. Fuel Sales:

Mr. Sieger stated that Avgas stayed about the same and Jet A was down a little bit.

5. ATCT Manager Comments:

Mr. Miesterhans said that operations were up, but still slow due to weather.

6. Questions/Comments/New Business:

Mr. Harrison asked about funding for the Airport. Mr. Sieger explained that FAA projects are typically funded at 90%, with additional funding from FDOT at 8%, and the Airport (Local Share) 2%. FDOT projects are currently 100% since we are a REDI county, but when that changes FDOT projects are funded either at 80/20 or 50/50.

Mr. Meisterhans discussed the STARS program and said that there is no funding for FIN at this point. Mr. Hickman asked if the airport had the money for radar how long would it take to install. Mr. Sieger said that the FAA said it would take about 2 years. Mr. Harrison finds that to be unacceptable. Mr. Sieger expressed his frustration on why it hasn't been budgeted by the FAA, and that was a question Mr. Sieger asked Congressman Waltz.

Mr. Sieger had the AAB members gather around a table so he could show them the design plans for Runway 06-24.

Mr. Abend asked to have standardized tower policy and consistency among the controllers, particular pattern attitude. Mr. Meisterhans said that is something he can work on.

Mr. Harrison suggested to the AAB to review the airport master plan that is on the county website. The AAB in general wants a better understanding on how projects are implemented at the airport and how they take priority. Mr. Harrison requested a special meeting to review the Airport Master Plan. After much discussion it was determined that instead of a special meeting that it would be an agenda item on the December 11, 2019 Airport Advisory Board Meeting.

7. Tenant Comments:

None.

8. Public Comments:

None.

9. Adjournment was called for at 3:18 p.m.