



## **AIRPORT ADVISORY BOARD MEETING MINUTES**

Flagler Executive Airport  
120 Airport Rd.  
Third Floor  
Palm Coast, FL 32164  
September 18, 2019

**MEMBERS PRESENT:** Mr. Daryl Hickman, Ms. Agnes Lightfoot, Mr. Les Abend, Mr. Martin Stohr and Mr. Frank Ayers  
**MEMBERS ABSENT:** Mr. Wayne Harrison  
**STAFF PRESENT:** Mr. Roy Sieger  
**STAFF ABSENT:** Ms. Gina Friedman  
**OTHERS PRESENT:** Ms. Debra Naughton, Recording meeting minutes

1. After the Pledge of Allegiance, Chairman Daryl Hickman called the meeting to order at 2:00 p.m.
2. Chairman Hickman asked for approval of the August 8, 2019 minutes. Ms. Lightfoot made a motion, Mr. Abend second, to approve these minutes, which was seconded, motion carried.

Chairman Hickman asked for approval of the Special Meeting minutes from August 12, 2019. Mr. Abend asked for a correction to the minutes stating he was absent from this meeting. Mr. Ayers made a motion, Mr. Abend second, to approve the minutes with the correction.

3. Chairman Hickman thanked the airport staff for getting the ATIS back up and commented that he noticed pilots were using the temporary run up area. He also thanked them for their help with the BBQ at the tower, which commemorated the 10 year anniversary of the ribbon cutting for the Air Traffic Control Tower. Wayne Harrison (AAB member) and Blaine Meisterhans, Tower Manager, flew and worked finding landmarks and reporting points from an overhead perspective. Mr. Hickman stated he was invited to Kimble's Aviation Logistical Services (KALS) aerial fuel blivet demonstration for Representative Waltz that was hosted at the airport. This included FireFlight and Mosquito Control, picking up fuel containers and dropping water. The demonstration was to show the capabilities of (KALS). On Monday, Les Abend and Daryl Hickman attended the County Commission meeting and during public comment reiterated the request for assistance with getting radar at the airport. Mr. Hickman has not heard anything from the Commissioners in the previous 33 days since the letter was sent, so they wanted to reiterate the request in public.

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

4. Airport Director Comments

## 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 second property appraisal for the 14± acre parcel has been completed. The second appraisal came in at \$250,000. The Airport Director will move forward with price negotiations and the Purchase and Sale Agreement. Once the property is purchased the design of the General Aviation Terminal will begin again.

### **Master Storm Water Management Plan**

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

On August 15, 2019 the GAI team attended a pre-application meeting with St. Johns River Water Management District (SJRWMD). Direction was received on the submittal by the SJRWMD staff and the draft stormwater master plan is being prepped for submittal to the district. Specifically, the stormwater modeling, calculations and exhibits have been completed for the draft master plan submission. The draft report text has been progressed and is nearing completion.

### **Wildlife Hazard Management Plan**

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

On August 21, 2019, the airport staff completed the Wildlife Hazard Management Plan implementation training. This project is now complete and FDOT grant will be closed out. The FAA portion will be closed out when the Master Storm Water Management Plan is completed. The FAA combined these two projects in one grant.

### **Design for the Rehabilitation of Runway 06-24 and Relocation of Electrical Vault**

**Project Cost: \$639,120.00 (FDOT \$639,120.00)**

The geotechnical investigation and the topographic survey have been completed, and the schematic design has been started and progressed. Specifically, the schematic pavement design, geometric pavement layout, drainage design, and electrical design have all been started and prepared for Quality Control review. The schematic Construction Safety and Phasing Plan and schematic design report have also been progressed and are nearing completion.

### **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 August 12, 2019, a special Airport Advisory Board meeting was held to review a letter from the AAB to the Flagler County Board of County Commissioners requesting their assistance in obtaining a STARS radar system for the Air Traffic Control Tower. The AAB came to a consensus on the content of the letter during the meeting. The letter was finalized and hand delivered by the Airport Director to County Administration for distribution to the County Commissioners.
- On August 28, 2019, the Airport Director attended an FDOT Disaster Preparedness Coordination Meeting. The meeting was to discuss how to properly update the Florida Aviation Database (FAD) during a disaster. It was pertinent as we had Hurricane Dorian headed our way.
- On August 29, 2019, the Kimble's Aviation Logistical Services (KALS) organized an Emergency Fuel and Aviation Disaster Recovery Services Roundtable with Congressman Waltz. The demonstration portion included a helicopter sling load of a fuel blivet deliver and hot refueling, with the assistance of helicopters from FireFlight and Mosquito Control. The demonstration was well received and again timely as Hurricane Dorian was headed our way. The AAB Chairman Hickman was is in attendance for the demonstration.
- From August 28-31, 2019, the staff of Flagler Executive Airport was preparing for Hurricane Dorian. We were able to find hangar space for the majority of the aircraft on the ramp and others flew out. The Airport Director sent out several emails to the Airport Tenants updating everyone on the status of the airport, both pre and post hurricane. There was no damage to report from the hurricane, we certainly dodged a bullet. We prepared for the worst and hoped for the best.
- FP&L requested to utilize the Flagler Executive Airport as a staging site for utility and vegetation crews. From August 30<sup>th</sup> through September 5<sup>th</sup>, the FP&L Emergency Response Team was on-site, followed by over 1000 vehicles coming and going over that

time span. We had men, utility and vegetation vehicles, and equipment staged from the intersection of Twy A and Twy E to the fuel farm. They were poised and ready to get our community back up and running as quickly as possible. Approximately 2,300 people loss power in Flagler County and it was restored by the end of the day.

- From September 10 -15, 2019, the Airport Director attended the Reno Air Races in Reno, NV. The trip was conducted for business development and to promote the Flagler Executive Airport.

Mr. Abend asked if FP&L pay a fee to stage at the airport?

Mr. Sieger responded “No, we do it because in the event we take a massive hit. We want them here to get our community back up and running as quickly as possible. We don’t pay anything, as a matter of fact they will they come back and anything that they break, for instance they ran over three taxiway lights and we charged them to fix them. They paid to have an EPA crew come in and make sure all of the oil stains are properly cleaned up. They did some power washing and brought in sod to fix rutting they made. During Hurricane Matthew they messed up the ramp so bad, that they paid to reseal the ramp, which cost them \$56,000. FP&L has been a great partner with Flagler County and we have a Memorandum of Understanding with them.

### Fuel Sales

Jet A is down a couple thousand gallons; Avgas down 1,500 gallons- bad weather is most likely the cause of the down turn

#### 5. Air Traffic Control Tower Manager comment

Blaine not available today. Mr. Sieger said there 10,726 operations – bad weather is most likely the cause of the down turn

Blaine told Mr. Sieger they are down another controller due to medical reasons.

#### 6. Airport Advisory Board-Questions/Comments/New Business

Mr. Abend asked if there has been anymore discussion regarding T-hangars?

Mr. Sieger said he has it in his JACAP to build hangers in 2021.

Mr. Abend asked what are the plans for remodeling or repairing existing B-N-C rows?

Mr. Sieger said requests for repairs are being made on a requested basis.

Mr. Abend asked about the possibility of different aviation type businesses?

Mr. Sieger said he currently does go out and promote the airport and looks for different types of businesses. He also works with Helga VanEckert from Economic Development with leads from aviation related business wanting to re-locate to Florida. The problem, across the aviation industry right now, is nobody wants to build anything. Everybody wants to rent and we currently do not have anything available.

Mr. Abend asked about aircraft operation strategy during construction of Runway 6-24.

Mr. Sieger answered that the airport files a Construction Safety Phasing Plan (CSPP), which is reviewed by the FAA. The FAA approves the CSPP prior to construction of the project.

Mr. Ayers opened conversation regarding future meeting dates and times.

Mr. Ayers Motion, Mr. Hickman second, to amend the by-laws to move future meetings to the second Wednesday of every month to 2:00p.m.

Mr. Hickman stated a tenant from Ormond said an email was sent out that there's the potential of changing their tower hours, they are now 8:00 a.m. to 6:00 p.m., and they want to go 7:00 a.m. to 9:00 p.m. The talk is if the tower stays open to 9:00 p.m. that Embry-Riddle will start operating there more in the evening which would draw them from Flagler.

Mr. Sieger reminded the Board that Flagler Executive Airport is also in the process of doing that as well, moving our tower hours to 7:00 a.m. to 9:00 p.m.

7. Tenant Comments

Mr. Abend asked about plans for any maintenance that is done periodically regarding dirt and debris in his hangar.

Mr. Sieger said he would come and look at his hangar to get a better understanding what the issue is.

8. Public Comments

No one came forward

Mr. Ayers Motion, Ms. Lightfoot second, Motion to adjourn 2:53 p.m.