



AIRPORT ADVISORY BOARD MEETING MINUTES

Flagler Executive Airport
120 Airport Rd.
Third Floor
Palm Coast, FL 32164
April 13, 2017

MEMBERS PRESENT: Mr. Gordon Heritage, Mr. James Brown, Mr. Robert Hanson and Ms. Agnes Lightfoot
MEMBERS ABSENT: Mr. Kurt Schneider
STAFF PRESENT: Mr. Roy Sieger, Ms. Sally Sherman and Ms. Gina Friedman
STAFF ABSENT: None
OTHERS PRESENT: Wayne Jackson and Harold Dickson III

1. After the Pledge of Allegiance, Chairman Heritage called the meeting to order at 4:00 pm.
2. The Chairman asked for approval of the **March 9, 2017** 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 construction of the Runway 11-29 Relocation and Extension project is well underway. Since March 8th, the Contractor has cleared and grubbed nearly 30 acres of wooded area, excavated an additional 40,000 cubic yards of dirt, installed 3,300 feet of new drainage pipe, installed 16 new drainage structures and end sections. The subgrade, lime rock and prime coat has been completed for the Rwy 11 blast pad, 1,800 feet of Runway 11-29, and 400 feet of Twy D south of the new Runway 11-29. Additionally, the Contractor has placed over 8,000 feet of electrical conduit, installed over 5,000 feet of electrical cable, and installed the foundations for the Rwy 11 REILs (Runway End Identifications Lights) and Rwy 11 PAPIs.

Two additional gopher tortoise burrows were discovered since March 8th. Both burrows were excavated and no tortoises were found in either excavation.

The existing drainage canal has been completely filled and compacted. Installation of the 10' x 6' Precast Concrete Box Culvert is set to commence next week.

Wildlife Hazard Assessment

No change. The draft Wildlife Hazard Assessment (WHA) has been completed and forwarded to the Airport Director and C&S Companies for review. Once the review is complete and the WHA is finalized, it will be sent to the FAA for review and approval.

East Flagler Mosquito Control Facility

Construction of the new **East Flagler Mosquito Control Facility** is complete. They received their Certificate of Occupancy from Flagler County today, April 13, 2017. Mosquito Control will transition from their old facility on Utility Drive to their new facility during the remainder of April. A ribbon cutting date has not been established yet. Airport Administration will contact the AAB as soon as we know a date.

Additionally notable information:

- On April 4th, the Airport Director conducted an airport presentation tour for the National Association of Watch and Clock Collectors. There were 17 people in attendance.
- On April 5th, the Airport Director attended the CFASPP Statewide Steering Committee held at the Lakeland Linder Regional Airport. This meeting coincided with Sun-N-Fun. Following the CFASPP meeting the Airport Director attended Sun-N-Fun for the remainder of the day on April 5th and the following day marketing the Flagler Executive Airport.
- The Airport Director is on the Comprehensive Review Team for the Florida Aviation System Plan Update 2035. On April 11th, he attended a meeting regarding this study at the FDOT District 5 office in Orlando, FL. Following this meeting the Airport Director meet with FDOT and FAA representatives regarding agency funding for projects for the next three years.
- On April 12th, the Airport Director provided a tour of the airport to the FDOT State Aviation Manager, Aaron Smith and the Aviation Development Administrator, Andy Keith. Mr. Smith hadn't seen the Flagler Executive Airport for quite some time and was impressed with all the changes that have been accomplished. After the tour, the County Administrator and the Deputy County Administrator joined Mr. Smith, Mr. Keith and the Airport Director for lunch.
- The Flagler Executive Airport will be hosting 9th Annual Cycle Flagler Ride for Rotary on April 30th. Cyclist will start and finish at the airport. The event has a 24, 40, 66, and 100 mile tours options.

4. Fuel Sales:

Mr. Sieger said Avgas is down a bit from 7,500 to 6,400. Jet A is still up, a good month for Jet fuel.

5. ATCT Manager Comments:

Mr. Sieger said the operations were up from last month.

6. Questions/Comments/New Business:

Mr. Heritage asked if the AAB would be able to review the Wildlife Hazard Assessment plan. Mr. Sieger said, absolutely. Once I complete my review, I will forward to the AAB for review and comments.

Mr. Brown asked if there is a certain time that the bylaws would be reviewed. Ms. Sherman said that nothing is in place for that. However, they can be reviewed when someone requests it. Mr. Brown suggested that a review should be done every 3-4 years.

Discussion continued about the role of the AAB. Ms. Sherman stated that the airport would follow the Airport Master Plan that has already been approved by the Airport Advisory Board and Board of County Commissioners. One of the roles of the AAB is to receive updates from the Airport Director on the projects that are moving forward in accordance with the Airport Master Plan. Ms. Sherman also mentioned that they are working on a drone ordinance and will be presenting it to the AAB for review and input. Mr. Heritage said he feels that the AAB functions as it should. Mr. Brown stated that the AAB meeting is also an opportunity for tenants to come and air out any issues or problems they may have with the airport. Mr. Sieger feels that there hasn't been any issue to bring to the AAB because he has an open door policy. The airport tenants can come in and discuss any issues at any time. Mr. Heritage asked if the AAB made changes to the bylaws if they had to go to the county attorney, Ms. Sherman said yes it would. Mr. Brown brought up the last thing the Airport Advisory Board sent to the attorney's office is still sitting on his desk, it's been over three years. Mr. Sieger explained that issue was resolved and is working with the County Attorney to make some additional changes the Airport Rules and Regulations. We don't want to keep going back to the BoCC with various changes. Ms. Sherman explained that Mr. Sieger is the staff liaison for airport. If there is an issue Mr. Sieger can bring it to the BoCC and have it added as an agenda item for the BoCC for discussion or a work shop can be done. Ms. Sherman also stated that her job is to make sure that their voice is heard and will go through the processes to do so.

Mr. Brown suggested to look over the bylaws and next meeting discuss any suggested changes. Mr. Heritage agreed.

7. Tenant Comments:

Mr. Dickinson mentioned that it is hard to get information about events at the airport. Ms. Sherman told him that the county is working on being more present on social media. The county and airport now have a Face Book page as well as a Twitter account; this was just done in February. It's a work in progress on getting the information out there, but they are working on it. Mr. Sieger stated that event posters are placed around town, as well as radio advertisements and large event signs in front of the airport adjacent to SR100.

8. Public Comments:

Ms. Sherman invites everyone out to the Centennial Celebration on Saturday April 29, 2017.

9. Adjournment was called for at 4:55