



AIRPORT ADVISORY BOARD MEETING MINUTES

Flagler Executive Airport
120 Airport Rd.
Third Floor
Palm Coast, FL 32164
August 9, 2018

MEMBERS PRESENT: Mr. Gordon Heritage, Jim Crehan and Mr. Daryl Hickman
MEMBERS ABSENT: Mr. Brian Riehle, Ms. Agnes Lightfoot and Mr. Kurt Schneider
STAFF PRESENT: Mr. Roy Sieger and Ms. Gina Friedman
STAFF ABSENT: None
OTHERS PRESENT: Harold Dickinson, Ken Ali and Wayne Jackson

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 **July 12, 2018** 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 July 16th the BoCC approved the FDOT Public Transportation Grant Agreement (PTGA) and Hoyle, Tanner Associates design contract. The Airport has received the executed PTGA back from the FDOT. The Airport Director has issued the Notice to Proceed to HTA with a commencement date of August 13, 2018. HTA will have six months to design the new General Aviation Terminal facility.

Master Plan Update-Phase II (Stormwater)
Project Cost \$220,000 (FAA \$198,000, FDOT 17,600, Airport Enterprise Fund \$4,400)

No Change. The second phase of the Airport Master Plan is an update to the 2003 Stormwater Master Plan used for strategic planning and expedited approval of development on the airport. The FAA and FDOT applications for funding will be submitted this month for the update of the plan and a new Conceptual Environmental Resource Permit from SJRWMD. The project will take approximately 1 year to complete.

Wildlife Hazard Management Plan
Project Cost \$30,000 (FAA \$27,000, FDOT \$2,400, Airport Enterprise Fund \$600)

No Change. The Wildlife Hazard Management Plan is the implementation plan required by the FAA after the Wildlife Hazard Assessment was reviewed and approved earlier this year. The plan will identify operations and facility improvements necessary to reduce the opportunities for wildlife/aircraft incidents. The FAA and FDOT applications for funding will be submitted this month for the WHMP. The project will take approximately 6 months to complete.

Additionally notable information:

- On July 13th, the Airport Director met with a representative from Raintree Environmental Services to go over the Scope of Work regarding the CCTV/Videoring of the airport's sanitary lines.
- From July 14th-18th, the Airport Director attended the Florida Airports Council 49th Annual Conference & Exposition in Miami, FL. At the conference the he Chaired CFASPP Statewide Steering Committee meeting and was appointed to continue as the Chair of this committee for the next two years. The Steering Committee manages and gives statewide policy direction to the Continuing Florida Aviation System Planning Process, guides the nine Regional CFASPP Steering Committees, resolves issues of conflict among the various CFASPP Steering Committee, and makes aviation system policy recommendations to the Florida Department of Transportation and the Federal Aviation Administration.

Mr. Sieger also serves on the Board of Directors for the Florida Airports Council.

- On July 16th, the BoCC approved Aviation Consulting Services contracts for Hoyle, Tanner & Associates and GAI. The County and the firms have entered into contracts for a three (3) year term, with the option of two (2) additional two (2) year renewals.
- On July 23rd, the Airport Director attended to the FY2018-2019 Budget Workshop of the Flagler County Board of County Commissioners. The Commissioners only had a few questions, but they also expressed how pleased they are with how well the airport is operated.
- On August 1st, Raintree Environmental Services performed the CCTV and cleaning of the airport sanitary lines. We had to have it done to see if any of the sanitary lines are having water infiltration. Our sanitation water has been higher than our water usage.

4. Fuel Sales:

Mr. Sieger reported that both Avgas and Jet A sales were up from the previous month. The airport sold about 6,000 gallons of Avgas and 9,000 gallons of Jet A.

5. ATCT Manager Comments:

The ATCT Manager, Mr. Blain Meisterhans was not present as ATCT is still down two controllers. Mr. Sieger reported that we are averaging about 600 operations per day.

6. Questions/Comments/New Business:

Mr. Heritage asked about the road work article in the newspaper. Mr. Sieger explained the County made a portion of Aviation Drive a public access road in order to utilize gas tax funds to pay for intersection improvements to SR100 and Aviation Drive. He further explained that the intersection improvements are needed to accommodate the increase of vehicular traffic for the Airport Commons development as well the future development of the Airport. In regards to the CCTV and cleaning of the airport sanitary line, Mr. Heritage inquired to how many miles of sewer lines does the airport have. Mr. Sieger said the airport has about 2.5 miles of sewer lines, however only approximately $\frac{3}{4}$ of mile on the north side of the airport needed to be inspected. Mr. Sieger informed the AAB that AT&T has recently installed fiber to the ATCT, which puts us that much closer to getting radar at the airport.

7. Tenant Comments:

None

8. Public Comments:

None

9. Adjournment was called for at 4:22 p.m.