



AIRPORT ADVISORY BOARD MEETING MINUTES

Flagler Executive Airport
120 Airport Rd.
Third Floor
Palm Coast, FL 32164
March 8, 2017

MEMBERS PRESENT: Mr. Gordon Heritage, Mr. James Brown, Mr. Robert Hanson and Mr. Kurt Schneider
MEMBERS ABSENT: Ms. Agnes Lightfoot
STAFF PRESENT: Ms. Sally Sherman and Ms. Gina Friedman
STAFF ABSENT: Mr. Roy Sieger
OTHERS PRESENT: Commissioner Charlie Erickson, Mr. Blain Meisterhans

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 **January 12, 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 ground breaking for the **Runway 11-29 Relocation & Extension project** took place on February 6th, 2017.

To date, nearly 250 gopher tortoise burrows have been excavated by ESA, and 70 gopher tortoises have been removed from the project site and relocated to the recipient bank, Drake Ranch Gopher Tortoise Preserve in Dunnellon, FL.

The contractor, Halifax Paving, commenced construction immediately following the ground breaking ceremony. Since that time, the Contractor has cleared nearly 40 acres of trees, removed 6,000 feet of existing drainage pipe (originally installed during WWII), installed over 1,000 feet of new drainage pipe, milled 30,000 square yards of asphalt, excavated over 50,000 cubic yards of dirt, and begun preparing the first 2,500 feet of the new runway for asphalt paving.

Wildlife Hazard Assessment

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.

Mosquito Control Facility

Construction of the new **Mosquito Control Facility** is 95% complete. Mosquito Control and C&S Companies have prepared a punch list of items that need to be addressed. Contractor is performing quality control measures prior to the punch walk on Monday, March 20th. The hydraulic door for the hangar was installed two weeks ago. Contractor is finalizing landscaping elements this month along with verifying the approach for the helipad and performing tree trimming as necessary. Some minor lighting at the exterior awning was delayed due to changing the light fixture, but that should be completed this month also. Gate operator and fencing should also be finalized this month. Project completion is estimated to be mid-April.

Additionally notable information:

- On January 13th, the Airport Director conducted an airport tour for a small group of special needs children from Old Kings Elementary.
- On January 20th, the Airport Director conducted a briefing and one-on-one tours of the airport for the newly elected County Commissioners O'Brien and Sullivan. The tours were conducted separately.
- The Flagler Executive Airport (FIN) hosted the 6th Annual Race of the Runway of Rotary on February 4th. This event has a huge success and continues to grow each year. We had approximately 330 participants registered for the event and raise over \$9,000.00. This year the race was held at night for the first time, it was well received by the participants. All participants received a finisher's medal.
- On February 6th, the BoCC approved a renewal of a Space Use Agreement between Flagler County and AT&T Services, Inc. for office/warehouse space in the Triangle Air facility. The renewal was for 3 years with 3 additional 5 year terms. AT&T leases 6,250 sq. ft. of space and has approximately 110 employees based out of this location.
- The ground breaking ceremony for the Relocation and Extension of Runway 11-29 was held on February 6th. The ceremony was well attended with approximately 50-60 people in attendance. A challenge coin was presented to all those in attendance to commemorate the event. The project is estimated to take one year to complete.
- On February 8th-10th, the Airport Director attended the Florida Airports Council (FAC) State Summit in Tallahassee, FL. This summit provides airport directors from around the state to meet and discuss aviation issues with Senators and House Representatives. The Airport Director is a Board Director of FAC.
- On February 14th, the Airport Director conducted a briefing and one-on-one tour of the airport for the newly appointed County Commissioner Hansen.
- On February 21st, an FDOT representative conducted the annual FDOT Airport Inspection. There were a couple of discrepancies noted and they will be taken care of shortly or in a future project.
- On February 23rd, the Airport Director, along with the County Administrator, the Economic Development Director and Tourism Development Director gave a presentation regarding their departments at the Flagler Chamber's Common Ground Breakfast Series. There were approximately 75-80 people in attendance.
- On March 2nd, the Airport Director chaired the East Central Florida Metro CFASPP meeting held at the Space Florida, Space Life Sciences Lab in Titusville, FL. After the meeting a Space Florida representative provided all those in attendance a tour of the shuttle landing facility and the Atlantis Space Shuttle Museum. The Airport Director is the Chair of the East Central Florida Metro region for the FDOT Continuing Florida Aviation System Planning Process (CFASPP).

- On March 7th, the Airport Director gave a presentation and tour of the airport to Flagler County Citizen's Academy. There were 25 people in attendance for this presentation.

4. Fuel Sales:

Ms. Sherman said that February fuel sales were up for both Jet A and Avgas.

5. ATCT Manager Comments:

Mr. Meisterhan said that operations were down, however it is a short month.

6. Questions/Comments/New Business:

Ms. Sherman informed the board that the Florida Army National Guard is getting ready to go vertical. They will be discussing the water/sewer installation at the March 20th meeting.

Mr. Schneider expressed concerns on how the construction has affected him as a tenant, he was not aware that Runway 11-29 would need to be closed for the entire relocation project. He has estimated that this project is costing him about 20% of gross sales. Mr. Meisterhans explained that the Runway 11-29 was closed for safety reasons. He also went on to say that there were many construction meetings held to determine that the runway did in fact need to be closed. Each week a construction meeting is held. One of the topics discussed is the best solution to getting the airport back to full capability, for all parties involved. Ms. Sherman went on to point out that safety is their greatest concern, she also pointed out the fact that this project has been a long time coming in order to move the airport forward.

Mr. Brown questioned their role as an advisory board, he asked why they just listen to a report that is read by the airport director each month and learn about things after the fact. Mr. Brown feels that the board isn't being utilized to its ability. Ms. Sherman explained the Airport Advisory Board approved the Airport Master Plan and now staff is implementing what was approved. Also, the Advisory Board has been involved in the update of the Airport Master Plan. Mr. Heritage agreed they should be more involved with the BoCC meetings. Ms. Sherman suggested that at the next meeting we should go over the role of the Airport Advisory Board. Mr. Brown said that they should do more than approve minutes, listen to a report and then go home. He brought up that previous board members have walked away for the same reasons. Mr. Heritage would like to see them more involved as a board. Mr. Brown requested to review the bylaws at the next meeting and would like Ms. Sherman and Mr. Sieger both to be there.

Mr. Heritage asked about the new Mosquito Control facility and wanted to know if they would have their own helipad. Mr. Meisterhans confirmed that they would.

Mr. Heritage would also like to know what the discrepancies were on the February 21st annual FDOT Airport Inspection.

7. Tenant Comments:

No comments

8. Public Comments:

Commissioner. Erickson asked about the sales tax on aviation fuel, if the tax comes back to the airport. Ms. Sherman said she will double check and let him know.

9. Adjournment was called for at 4:58