



AIRPORT ADVISORY BOARD MEETING MINUTES

Flagler Executive Airport
120 Airport Rd.
Third Floor
Palm Coast, FL 32164
March 8, 2018

MEMBERS PRESENT: Mr. Gordon Heritage, Mr. Brian Riehle, Ms. Agnes Lightfoot, Mr. Jim Crehan and Mr. Robert Hanson
MEMBERS ABSENT: Mr. Kurt Schneider
STAFF PRESENT: Mr. Roy Sieger, and Ms. Gina Friedman
STAFF ABSENT: None
OTHERS PRESENT: Harry Dickinson, Martin Stohr and Daryl Hickman

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 **February 8, 2018** 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

Since January 28th, 2018, the Contractor has remobilized on site for 2 days. The first day was to collect additional as-built survey information that was missed over the course of the project. The second instance was to remove a tree/obstruction that was identified by the FAA. This obstruction was identified during the FAA's process of building the new approaches for the new Runway 11-29.

The FAA Flight Check, which was scheduled for March 7th, 2018, was postponed at the last minute due to the flight check team not completing a previous flight check on time. The flight check will be re-scheduled to the week of March 17th, 2018.

Additionally, land and hold short operations for the airport were approved by the Airport and the ATCT. Signs were ordered and the Contractor is awaiting delivery.

Construction Services for the Relocation and Extension Runway 11-29

Representatives from Hoyle Tanner & Associates and GAI coordinated the scheduling of the FAA Flight Check for the PAPIs and the REILs, date was scheduled but has been postponed by the FAA. Prepared and processed monthly contractor pay application. Reviewed contractor submitted as-built survey. Prepared closeout documentation, record drawings, and FAA final financial reporting documents. Prepared final change order with explanation of changes in cost.

Design General Aviation Terminal - \$600,000

Project Cost: \$600,000 (FDOT \$600,000)

On February 7, 2018, the Flagler County Purchasing Department sent out a Request for Qualifications (RFQ) to establish one contract with a professional firm with aviation expertise to perform professional services for the Flagler Executive Airport (Airport). The firm shall be expected to perform airport consulting services including planning, permitting, design, and bidding of a General Aviation Terminal facility project. A non-mandatory pre-proposal meeting was held on February 22, 2018. This meeting gives potential firms the opportunity to ask questions, discuss the project directly with the Airport Director and visit the site. The RSQ proposal is due on March 14, 2018.

The successful firm will perform consulting, design and bidding services for this project. This project will consist of design and bidding services for a General Aviation Terminal facility that will be between 12,000 sq. ft. and 15,000 sq. ft. with associated airside access and aircraft parking, landside access and auto parking, landscaping, lighting, stormwater and utility connections.

Wildlife Hazard Assessment

Project Cost \$115,000 (FAA \$103,500, FDOT \$9,200, Airport Enterprise Fund \$2,300)

No change. The draft Wildlife Hazard Assessment is in the hands of the FAA for review.

Stormwater Master Plan Update

Project Cost \$220,000 (FAA \$198,000, FDOT 17,600, Airport Enterprise Fund \$4,400)

No change. The pre-application for the Stormwater Master Plan Update was submitted to the FAA on November 14, 2017.

Wildlife Hazard Management Plan

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

No change. The pre-application for the Wildlife Hazard Management Plan was submitted to the FAA on November 14, 2017.

Additionally notable information:

- On February 8th, the Airport Director provided a presentation and tour of the airport to the Flagler Beach United Methodist Church Men's Club. They were 18 people in attendance.
- On February 8th, Pete Celestino provided a vehicle tour of the airport to a group from The Windsor of Palm Coast. They were 14 people in attendance.
- On February 9th, the Airport Director attended the Specialty Committee Retreat hosted by Florida Airports Council (FAC) to discuss the future Specialty Conferences.
- On February 13th-14th, the Airport Director was in Tallahassee meeting with Representatives and Senators regarding the aviation fuel tax reduction. During this trip Mr. Sieger also addressed the Ways and Means Committee where he went on record to adamantly oppose the reduction of the aviation fuel tax.
- On February 15th, the Airport Director chaired the East Central Florida Metropolitan Area CFASPP meeting at the Executive Airport in Orlando, FL. At the meeting Mr. Sieger presented Kevin McNamara, the Airport Director for the Executive Airport and former Chair of the CFASPP region a plaque for his leadership and guidance for the past 10 years.

- The Flagler Executive Airport (FIN) hosted the 7th Annual Race of the Runway of Rotary on February 17th. This event was a huge success. We had approximately 225 participants registered for the event. The race was held at night for the seconded time, and continues to be well received by the participants. All participants received a finisher's medal and pizza.
- On February 20th, the Deputy County Administrator and the Airport Director attended the East Flagler Mosquito Control Board meeting. On their agenda was the Agreement between Flagler County and Mosquito Control for the County to purchase the old Mosquito Control hangar. At this meeting we found out that the Agreement was being reviewed by outside counsel. However, the Mosquito Control Board approved the Chair to execute the Agreement once the outside counsel approved the Agreement and the Mosquito Control lawyer was satisfied as well. The review of the Agreement is complete and both parties are moving forward in the execution process of the document.
- On February 22nd, the Pre-Proposal meeting was held for RSQ #18-037Q, Professional Services for General Aviation Terminal Facility.

4. Fuel Sales:

Mr. Sieger reported that Avgas jumped up this month and Jet A is up as well.

5. ATCT Manager Comments:

Mr. Sieger reported that operations are up and the tower is currently down two controllers. He expects to operations to continue to climb due to no construction projects on the Airport Operating Area (AOA).

6. Questions/Comments/New Business:

Mr. Heritage asked about the time line for picking a consultant for the design of the terminal building, Mr. Sieger said he would like to be done prior to April. Ms. Lightfoot inquired about the purchase of the old Mosquito Control hangar. Mr. Sieger explained the purchase of the hangar was done through a reduction in their new ground lease until such time the \$101,000 is paid in full. Mr. Sieger announced to the AAB that he hired Chris Labor to be our full time maintenance as well as custodian.

Mr. Sieger elaborated on his trip to Tallahassee where he went to meet with representatives and senators regarding the aviation fuel tax reduction. Mr. Sieger said he and about ten other fellow Airport Director's from across the state of Florida spent the day in meetings with members of the Ways and Means Committee to explain how the reduction in the aviation fuel tax would affect General Aviation airports. Mr. Sieger also addressed the Ways and Means Committee where he went on record to adamantly oppose the reduction of the aviation fuel tax. He summarized how these funds are utilized for capital projects, which enhance airport infrastructure, provide economic development opportunities and jobs and most importantly making airports safe and efficient. Commercial service airports receive the loins share of the state funding and rightfully so. The airlines receive the direct benefit from these projects, but yet they don't want to pay the tax. GA airports rely heavily on these funds and will suffer most from this reduction.

Mr. Dickerson asked what else goes into the airport trust fund? Mr. Sieger explained that all fuels are taxed and all of those monies go into the General Trust Fund. 15% of the trust fund is divided between railroads, seaports, airports and spaceports. However, all monies collected by the aviation fuel tax go back to airports for capital projects.

Mr. Bob Hanson announced to the board that he would be stepping down from his role on the Airport Advisory Board.

Mr. Heritage nominated Mr. Reihle to remain as Vice Chair all were in favor. Mr. Reihle nominated Mr. Heritage to remain as Chair, all were in favor.

7. Tenant Comments:

Mr. Stohr asked if the new FBO was going to be tailored to corporate traffic. Mr. Sieger said yes, corporate and general aviation.

8. Public Comments:

None

9. Adjournment was called for at 4:54 p.m.