



AIRPORT ADVISORY BOARD MEETING MINUTES

Flagler Executive Airport
120 Airport Rd.
Third Floor
Palm Coast, FL 32164
May 10, 2018

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

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 **March 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 March 8th, 2018, the Contractor has remobilized on site for 2 days. The first day was to install concrete foundations for two land and hold short unlit guidance signs, as well as to paint runway hold bars for the land and hold short operations. The second day was a follow up visit to the site to install the land and hold short unlit guidance signs on the recently placed concrete foundations.

The FAA Flight Check is currently scheduled for tomorrow, May 11th, 2018. The REILs, PAPIs and Runway Edge Lights will be flown and inspected by the FAA. Pending approval by the FAA, the project will be complete and the closeout process will be completed over the course of the coming weeks.

Separately, (and from all prior indications) the FAA still plans to publish the approaches for the new runway sometime in July 2018.

Construction Services for the Relocation and Extension Runway 11-29

Representatives from Hoyle Tanner & Associates and GAI continue to coordinate the scheduling of the FAA Flight Check for the PAPIs and the REILs. Prepared and processed monthly contractor pay application. Continue to 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

The Purchasing Department received three submissions for RSQ #18-037Q, Professional Services for General Aviation Terminal Facility. On March 22nd, the first evaluation committee meeting was held to rank the firms based on their submissions. All firms were required to do a presentation as well to the evaluation committee members. On March 29th, the evaluation committee met to hear the presentations. After the presentations the evaluation committee voted and Hoyle, Tanner & Associates was selected unanimously.

Hoyle, Tanner & Associates 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

The Airport Director received a letter dated March 21st from the FAA stating that they have reviewed the Wildlife Hazard Assessment for FIN and have determined that the document meets the FAA's current guidance and regulatory requirements for WHAs. Due to level of aeronautical activity at FIN, the FAA recommends that the airport develop a Wildlife Hazard Management Plan (WHMP) to reduce the wildlife strike hazard at the airport.

Stormwater Master Plan Update

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

Wildlife Hazard Management Plan

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

Additional notable information:

- On March 13th, the Airport Director provided a presentation and tour of the airport to Citizen's Academy. They were 27 people in attendance.
- On March 22nd, the Airport Director gave an airport brief at the Chamber of Commerce Common Grounds Breakfast meeting along with Craig Coffey, the County Administrator, Matt Dunn, the Tourism Development Director, and Helga VanEckert, the Economic Development Director speaking on their departments. The meeting was well attended, with approximately 100 people in attendance.
- The Purchasing Department received three submissions for RSQ #18-037Q, Professional Services for General Aviation Terminal Facility. On March 22nd, the first evaluation committee meeting was held to rank the firms based on their submissions. All firms will be required to do a presentation as well to the evaluation committee members.
- On March 27th and 28th, the Airport Director participated in the pilot for FDOT's Florida Aviation Professionals Academy (FAPA) in Orlando.
- On March 29th, the evaluation committee for RSQ #18-037Q, Professional Services for General Aviation Terminal Facility met to hear three presentations. After the presentations the evaluation committee voted and Hoyle, Tanner & Associates was selected unanimously.

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- On April 2nd-4th, the Airport Director attended the FAA Workshop in Atlanta, GA.
- On April 5th, the ATCT Manager, Blain Meisterhans, held a Runway Safety Action Team meeting. All airport tenants were encouraged to attend. At the meeting the new Land and Hold Short (LAHSO) procedures were introduced.
- On April 11th, the Airport Director chaired the CFASPP Statewide meeting at the Lakeland Linder Regional Airport, Lakeland, FL. This meeting is held during Sun-N-Fun. Mr. Sieger stayed the remainder of the week (April 13th) at the airshow for business development.
- The Airport Advisory Board scheduled for April 12th was cancelled.
- On April 16th, the BoCC approved the Agreement between Flagler County and East Flagler Mosquito Control District which terminates their original ground lease and amends their current ground lease. This agreement also addresses the County's purchase of the old EFMCD hangar.
- The Flagler Executive Airport (FIN) hosted the 15th Anniversary of Cycle Flagler Ride for Rotary of the Runway of Rotary on May 10th. There were approximately 160 cyclists who participated in the event, which the numbers were down from the previous years due to weather. Nonetheless the event was a great success and everyone had a great time despite the rain.
- On May 7th, the BoCC approved a Space Use Agreement between the County and Kimble's Aviation Logistical Services, Inc. to lease a 4,200 sq. ft. hangar, with the associated apron and parking lot located at 17 Old Moody Boulevard (previously occupied by Fire Flight). The hangar space will be utilized for operations associated with the maintenance and storage of fuel trucks and fueling equipment utilized for refueling aircraft and related services.

Kimble's Aviation Logistical Services, Inc. is a new company to Flagler County. They specialize in providing rapid deployment of aircraft refueling trucks, refueling equipment and personnel at moment's notice to areas that have been affected by a natural disaster. They were instrumental in the recovery efforts in Key West, FL and Puerto Rico after Hurricane Irma and Marie. They are also a sub-contractor to the Boeing Corporation in which they directly support Air Force One and other assets at Andrews Air Force Base.

4. Fuel Sales:

Mr. Sieger reported that Jet A jumped way up, and Avgas went down a few hundred gallons.

5. ATCT Manager Comments:

Mr. Sieger reported that operations are up in March as well as April.

6. Questions/Comments/New Business:

Mr. Hickman asked how the operations were counted after the tower closes. Mr. Sieger said that operations are not counted after the tower closes. However, the airport has been selected by the FDOT to be a test bed for their Operations Counting project. FDOT will be testing three technologies over the course of five days. These technologies will allow non-towered airports and when air traffic control towers are closed to collect data on traffic operations. Mr. Hickman asked if there was any new news on the radar. Mr. Sieger reported that he discussed that in his meeting with the FAA in Atlanta, he is hopeful that we are back on track.

Mr. Heritage asked about the business development at the entrance of the airport named Airport Commons and why the City of Palm Coast was up-in-arms about the development. Mr. Sieger explained that the developer is looking to build retail space and possibly a fast food restaurant. The developer wanted to utilize water and sanitary services from the airport vice the City of Palm Coast to avoid the high cost of connecting to the City's system and there is some disagreement in regards the language in the Utility Settlement Agreement between Flagler County and City of Palm Coast. Mr. Sieger went on to say that the County is diligently working with the City to resolution these issues.

7. Tenant Comments:

None

8. Public Comments:

Mr. Henderson stated that he had been working with Mr. Sieger on the low flying aircraft in the K section. His house is located at the approach end of Runway 6. Mr. Hickman offered to take him flying so he can see what the traffic pattern looks like and how it relates to his house.

9. Adjournment was called for at 4:47 p.m.