

**AIRPORT AUTHORITY
REGULAR MEETING MINUTES
February 4, 2019**

2/4/2019 - Minutes

1. ROLL CALL

Present: Robert Ohlinger, Travis Burns, Clarke Gerard - Chair, Barbara Pelisek, Chuck Clegg, John Lodge

Ex-Officio: Curtis Gibson, City Commission

City Staff: Jared DeLong, Airport Authority; Teresa Allen, Public Services Director; Jennifer Nanek, City Clerk

Guests: Wilbur Mathurin, Hoyle Tanner; Eric Farewell

A quorum was present.

Chair Clarke Gerard called the meeting to order.

2. Approval Of Minutes

The minutes of the Special meeting on January 24, 2019 were reviewed. Robert Ohlinger made a motion to approve the minutes. The motion was seconded by Barbara Pelisek and unanimously approved.

3. COMMUNICATIONS AND PETITIONS

Chuck Clegg distributed a copy of Federal Aviation regulations concerning direction of turns at Airports. Turns should be to the left unless there are indications it should go right. At our Airport they should all be left turns. These turns and what aircraft they apply to was then discussed.

4. Airport Updates - Jared DeLong

TWY Bravo North/South and TWY Alpha East: Jared DeLong introduced Wilbur Mathurin from Hoyle Tanner to give this update.

Wilbur Mathurin reported on the three taxiway construction projects. Taxiway Bravo North will be paved tomorrow. The remaining work includes striping, electrical and sodding. This should be complete in 20 days. Taxiway Alpha South is underway and will be done in May. They are currently doing excavation and a gopher tortoise was relocated. Taxiway Alpha East will begin in May when the other project is complete. This will be complete in August.

Upcoming projects include rehabilitation of the fuel farm apron and a wildlife hazard assessment which is done by a biologist and can take a year. This will include cameras to determine what wildlife is out there. A plan may be needed to mitigate wildlife strikes.

Mr. Mathurin explained that we will soon be doing a Master Plan update. The last update was 2014. There was a question on how the update is paid for. Mr. Mathurin said a grant will pay for it. We will get this in the fall. A question was asked about costs. Mr. Mathurin said it might be \$200,000.

The chair asked a question about a section of taxiway that is being removed. Mr. Mathurin said that this section of taxiway goes against FAA recommendations that's why it will be removed. This can lead to incursions and accidents.

He introduced Evan McDougal. Mr. McDougal shared some of his background. Described revised Master Plan update process. There are new requirements about waste reduction and sustainability. The plan will

look at Facility requirements for the future. Public input is also a requirement. The FAA needs to know what the community wants. There will be ideas discussed from 5 years to 20 years. Nothing can be built unless its on the plan. They will come up with costs on any improvements. The FAA and FDOT will be involved. Currently there is an aeronautical survey going on. This includes an overhead photo to determine where everything is exactly such as runways. Chuck Clegg asked what role the Airport Authority plays. Mr. McDougal said yes they will be a part of the public input process. Teresa Allen said they will have to approve it before it goes to Commission.

A question was asked if its ok for the planning and engineering firm can be the same. Ms. Allen said they went out to bid before and will have to bid out the construction projects. Mr. Mathurin reviewed the process. Ms. Allen said that they abide by FAA requirements step-by-step to maintain grant funding. The chair asked about the timeline. Mr. McDougal said it could take a year. They will begin in the fall. Travis Burns asked if there will be economic impacts that will be part of the plan. Mr. McDougal said there be forecasts for growth for the area. These are available online. A past economic impact FDOT study was discussed along with ways to develop a complete picture. Future possibilities were discussed. The Chair stated that this discussion is a good example as to why the plan needs updating.

Aviation Fuel System - Jared DeLong reported that a new card reader will be installed.

FBO Access - Mr. DeLong reported that this project is in the final engineering and permitting stage. Once this is final he will get a design for the members to review.

Chair asked to keep the ADO and issues with skydiving and PPGs on the agenda each month. He said that the Corporate Hangars issue needs to stay on the agenda. Mr. DeLong reported that George O'Neill is working on prices. Mr. Ohlinger asked if there will be ground leases. Teresa Allen said yes and reported that this is moving forward. Commissioner Curtis Gibson asked if he had to work with SEMCO. Ms. Allen said that its up to Mr. O'Neill who to work with.

There was a discussion about the policy of offering space to those on the waiting list. Mr. DeLong said he is working on a policy and will bring a draft to the Airport Authority for review.

5. FBO REPORT - Jared DeLong

Jared DeLong reviewed the January report which is attached to the minutes. Regarding the information concerning providing net profits this will be added next months finance report.

Robert Ohlinger asked what has impacted the change in Jet A fuel sales. Mr. DeLong said the skydivers are fueling up there. They still import most of their fuel but use ours when they run out. A fuel concession was made for them.

The chair asked about accurate reporting of take-offs and landings. Mr. DeLong explained that there was no way to be accurate so the numbers on the report are conservative estimates. This was discussed. Mr. McDougal shared about some technology that can track them. The chair asked if grants are tied to these numbers. Mr. McDougal said this information can help if accurate but doesn't play a big factor for us. Mr. Mathurin reviewed the information that the FAA looks for. This was discussed.

John Lodge commented on our high fuel prices and said we need to be competitive. This was discussed. A suggestion was made to lower the price .50 cents. Mr. DeLong said we won't have a good profit margin but he will review costs and will do it.

6. CHAIR

6.I. Tenants Meeting/Newsletter

Jared DeLong said he had no report he is still working on a draft

6.II. Airport Authority Purpose

Teresa Allen reviewed the history of the Airport Authority and said the purpose is to provide information and advise the City Commission on Policy and development of the Airport. The different types of Airport Authorities at other airports were discussed.

7. BOARD MEMBER UPDATES

The application of Herb Gillis was discussed. Robert Ohlinger made a motion to recommend that Herb Gillis' appointment to the Airport Authority be approved. The motion was seconded and unanimously approved.

8. ADJOURNMENT

Meeting was adjourned. Next Meeting is March 4, 2019

Chair

ATTEST:

City Clerk