

**AIRPORT AUTHORITY
REGULAR MEETING MINUTES
October 5, 2020**

10/5/2020 - Minutes

1. CALL TO ORDER

Chair called the meeting to order at 3:00 p.m.

2. ROLL CALL

Members Present: Chuck Clegg, Clarke Gerard - Chair, John Lodge, Herb Gillis, Barbara Pelisek

Staff Present: Amanda Raabe, Airport Manager; Jennifer Nanek, City Clerk

Guests: Wilbur Mathurin, Patrick Sparrow, from Hoyle Tanner and Associates and Marisol Elliot from FAA and Wendy Sands from FDOT

A quorum was present.

3. COMMUNICATIONS AND PETITIONS

4. Minutes - September 8, 2020

The minutes of September 8, 2020 were reviewed. Herb Gillis made a motion to approve the minutes. The motion was seconded and unanimously approved.

5. AIRPORT ACTIVITIES MONTHLY REPORT

Ms. Raabe reviewed the report which is attached to these minutes. The VirTower has been installed so next month the numbers will be more accurate.

6. AIRPORT UPDATES

Wilbur Mathurin, Hoyle Tanner and Associates, gave the update.

6.I. Airport Apron Rehabilitation

Mr. Mathurin said the Airport Apron Rehabilitation is ongoing. This is the fuel farm apron. The pavement will be removed and replaced. The design is 90% done. We will apply for FAA funding for this next year.

6.II. Wildlife Hazard Assessment

Wilbur Mathurin said the Wildlife Hazard Assessment is funded by the FAA and is for evaluation of the airfields and potential hazards such as standing water or burrowing owls. This is a year long study. The airport is visited at different times by a specialist observing the area. They have visited several times so far and will write a report on issues affecting the airport. There will be a presentation of the finding to the Airport Authority.

6.III. Airport Master Plan

Mr. Mathurin said this began in July. This document will guide the city and airport for several years. What is our vision for the airport?

6.III.i. Kickoff Meeting Presentation -Hoyle, Tanner, And Associates

Wilbur Mathurin gave a presentation on the Master Plan process. He introduced others that will be involved. Everything needs to be done according to guidelines. We need input in the process. The Airport Authority will provide technical input. This involves a lot of collaboration. The FAA will be our partners in this.

Patrick Sparrow reviewed the next steps from beginning to finish. This needs to be the City's plan. It will be a working living document that can be changed. This is the chance to determine the next twenty years of enhancements at the airport. He shared a copy of the lay out from 2013. There will be various efforts to get public and stakeholder input. Everyone is welcome to be involved as there are many sides to these discussions. Two areas that the FAA and FDOT will approve, the forecast of aviation activity and the airport layout plan drawings. The rest is accepted by the FAA. He shared current pictures of the Airport.

We need to decide what aircraft we need to design for. Regional trends will be considered. Forecasting aviation trends are trickier due to current pandemic. We need to decide facility requirements to be sure the facilities can handle future demand. We need to plan hangar development in the future. Anything on the master plan doesn't have to be built they can be placeholders for future plans. Normally we have a good idea of the schedule of projects for the next five years. By having the plan in place and there are changes in plans or funding becomes available over the years we are ready. There is a public survey link and asked us to share where possible. A great way to get input.

Wilbur Mathurin reviewed what is being looked at currently. Mrs. Raabe is providing relevant information to complete the first milestone. He reviewed the upcoming steps. This will be complete around July as it takes about a year. There will be some public forums and we will need to come up with a format.

Jennifer Nanek, City Clerk, reported that the survey link is on the website and social media.

The Chair said this was a good presentation. He is coming up with a list of others that need to be involved.

Ms. Pelisek said it was a good presentation.

Wendy Sands encouraged the members to put in any possible needs in the future into the plan.

Marisol Elliot said she will share information that may help with forecasting effort.

Chair thanked Patrick for his presentation.

7. BOARD MEMBER UPDATES

Jennifer Nanek reported we have two openings on the Authority as Robert Ohlinger and Travis Burns have stepped down.

8. ADJOURNMENT

The meeting was adjourned. Next meeting is November 2.

Chair

ATTEST:

City Clerk