

**MINUTES OF THE AIRPORT ADVISORY BOARD MEETING**  
HELD WEDNESDAY, FEBRUARY 21, 2007 AT 2:00 P.M.  
DEBERRY ROOM, 200 CANAL ST., NEW SMYRNA BEACH, FLORIDA

Mr. Perry called the meeting to order with the following answering present to roll call:

Robert Perry, Chairman  
Linda Crevasse  
Stuart Madson  
John Paul Kellat  
Richard Snyder  
Herb Gardner, Alternate Member

Also present was: Rhonda Walker, Asst. Public Works Director & Amy Thomas, Admin. Asst II

**APPROVAL OF MINUTES**

The October 19<sup>th</sup>, 2006 minutes were approved as written.

**OLD BUSINESS**

1. Airport Noise Study Grant Proposal:
  - a. Mrs. Walker reported on the noise conference she attended in January.
  - b. Mr. Perry questioned if a noise study would accomplish anything. Mrs. Walker responded that if a noise study was completed and there were DNL noise contours in excess of 65 DNL off the Airport property then the FAA would support noise abatement procedures at the Airport.
  - c. The estimated cost of \$150,000 to complete a Noise Study would be shared by- FAA- 95%, FDOT- 2 ½ %, and the City- 2 ½ %.
  
2. Airport Staff Level (part-time):
  - a. Board members suggested that the Airport Manager become a full-time position and shouldn't be shared with Public Works Department.
  - b. Discussion followed about hiring full or part-time administrative help in the event the City Commission is not in favor of converting the current Airport Manager/Asst. Public Works Director into a fulltime Airport Manager.

**MOTION made by Mr. Kellat to recommend changing the current Airport Manager to a full-time position or hire additional administrative staff. SECONDED by Mr. Madson.**

**ALL IN FAVOR**

**MOTION CARRIED: 5-0**

3. Budget for 2006/2007-Lightning Strikes and other projects:
  - a. Mrs. Walker reported on the costs for the repairs due to the direct lightning strike the Air Traffic Control Tower took. Mrs. Walker informed the Board that the City would be submitting a claim to the insurance company for the repairs that were made.

- b. Mr. Perry questioned if there were funds budgeted to cover the repairs. Mrs. Walker stated that the funds were not budgeted and that the lightning strike occurred in September and the repairs were made in October during the new fiscal year.
    - c. Purchase of the ARFF truck was paid for with Airport funds and was not a budgeted item for this year, so the funds were transferred from the Repair of Buildings account.
    - d. Mrs. Walker explained that the City was in the process of selling the property at the intersection of Industrial Park Ave and Turnbull Bay Road to Volusia County School Board for the expansion of the bus station site. The adjoining property is being leased to the Waste Pro on a temporary month-to-month basis. She stated the proceeds from the sell or lease of these Airport properties will be directed to the Airport Special Fund and is accounted for by the Finance Department.
4. Fuel Flowage Fee Verification Status:
  - a. Mrs. Walker stated that she has created a form that the Finance Department will include with each Fixed Base Operators (FBO) monthly bill in order to verify their fuel flowage fees.
  - b. The FBO will be required to submit an annual report on purchases from their fuel supplier so that the City can compare the fees due against the fees collected.
  - c. All lease account CPI adjustments have been taken care of except two, which Mrs. Walker is currently working on. CPI adjustments are determined according to the lease contract and whether the fee is a percentage or flat fee.
5. Status of Albatross/Caribou Aircraft:
  - a. Mr. Perry inquired about the four planes that are still sitting at the Airport. Mrs. Walker explained that the City Attorney is currently working on an Abandonment Letter for the Caribou. Discussion occurred about a man from the Titusville War Museum who may possibly be interested in taking possession of it.
  - b. The accounts for the Albatross planes have been brought up to date.
  - c. Mr. Gardner questioned if the state ever checks to make sure the Airport is compensated for planes that are stored. Mrs. Walker stated that the FAA is aware the Airport does not have leases on the four planes. Mr. Perry stated he would really like to see the Airport get rid of the planes because they are the first things you see when passing the Airport.
6. City Fuel Farm Progress:
  - a. Mrs. Walker reported that no progress has been made on the City fuel farm.
  - b. The first location option is no longer available and the next best location would be where the NDB sits.
  - c. Mr. Perry stated he would like to see something happen soon with the fuel farm.
7. Noise Abatement Committee Matters:
  - a. Once the Noise Study is underway the Board would like to see the Noise Abatement Committee become more active.

## NEW BUSINESS

1. Proposal to Build Private Hangars on Leased Airport Land:
  - a. There was discussion as to whether or not the City should build new hangars. Mrs. Walker stated that when the City builds new hangars that FDOT grants (if awarded) pay 75% and the City would be responsible for the other 25%.
  - b. The Board discussed that it would be worthwhile if the tenant's leases were at fair market value.
  - c. Most of the leases not at current market value were grand fathered in with the exception of the new lease on Vintage Props and Jets, Epic Aviation and Mosquito Control.
  - d. Mr. Gardner questioned if the City has the demand to build more hangars. Mrs. Walker reported that there are approximately 60-70 people on the waiting list.
  - e. Mrs. Crevasse stated that in the past the City has not been in favor of selling or leasing Airport land and buildings.
2. Clearing up Airport Land Leases-back Rent, Cost of Living Increase, etc.:
  - a. Mrs. Walker stated that cleaning up of land leases, back rent and cost of living increase was pretty much covered under the budget 2006-2007 discussions.
  - b. She explained that the City, by law, could only back bill up to four years for the CPI adjustments that should have been made over the term of the leases.
3. Fourwinds Hangar Roof:
  - a. Mr. Perry inquired about the repairs for the roof that was damaged on the Fourwinds hangar. He questioned if it was in the works to be repaired and if it was covered by insurance. Mrs. Walker explained that she was in contact with the contractor who replaced the roof and that the contractor had contacted the manufacture because in the specifications the roof and skylights should have held up to the sustained wind speed.
  - b. Mrs. Walker explained that the City would pay for the roof repair and then submit the insurance claim.
4. Airport Manager Comments:
  - a. Mrs. Walker discussed that she wanted the Board Members to receive the Florida Airports Council Airmail but the annual subscription would cost an additional \$120.00 annually per board member. Mrs. Walker stated that in lieu of a subscription she would provide copies of the bi-monthly Airmail to the Board Members.
5. AAB Members/Public Input:
  - a. Board members expressed that they thought the AAB should have a joint meeting with the City Commission to get their feel on what they would like to see happen as far as growth with the Airport.
  - b. Mr. Perry thought it would be a good idea to possibly have a representative from SheltAir attend the meeting also.
  - c. The members also would like to bring to the Commission the recommendation of making Mrs. Walker a full-time Airport Manager.

6. Chairman Nominations:

Mr. Perry stated that he would like the Board to start thinking of nominations for Chairman. He expressed that he would like to move on to other things when his term is up in October.

7. Next Meeting Date:

April 18<sup>th</sup>, 2007 at 2:00 pm, possible joint meeting with City Commission in lieu of regular AAB meeting. The date and time may possibly change. Mr. Perry will contact SheltAir and arrange for a representative to attend.

**MEETING ADJOURNED AT 3:03 P.M.**

Cc: Mayor and Commission (5)  
Members of Press (2)  
Airport Businesses (12)  
John Hagood, City Manager  
Khalid Resheidat, Public Works Director  
Rhonda Walker, Asst. Public Works Director  
David Webster, ATCT Manager