

AIRPORT AUTHORITY WORKSHOP 03/25/24 1530

- Ground Lease Policy progress-Chad Roberts
- Mitigation Credits **Required** to build out NE side of Airport
- SGJ Legislative Meeting, overview memo to follow by Friday afternoon.
- Executive Director Search
 - ADK pricing options
 - Locations to list
 - AAAE
 - FAC
 - Airports Council International, North America
 - National Aeronautic Association
- Solano Lease Agreement, document to follow by Friday afternoon.
- AeroSimple Software
- ILS
- CC Fees vs ACH
- Audit update.

Proposal for Executive Search Services

Executive Director

**Northeast Florida
Regional Airport**

by

ADK Consulting and Executive Search

March 14, 2024

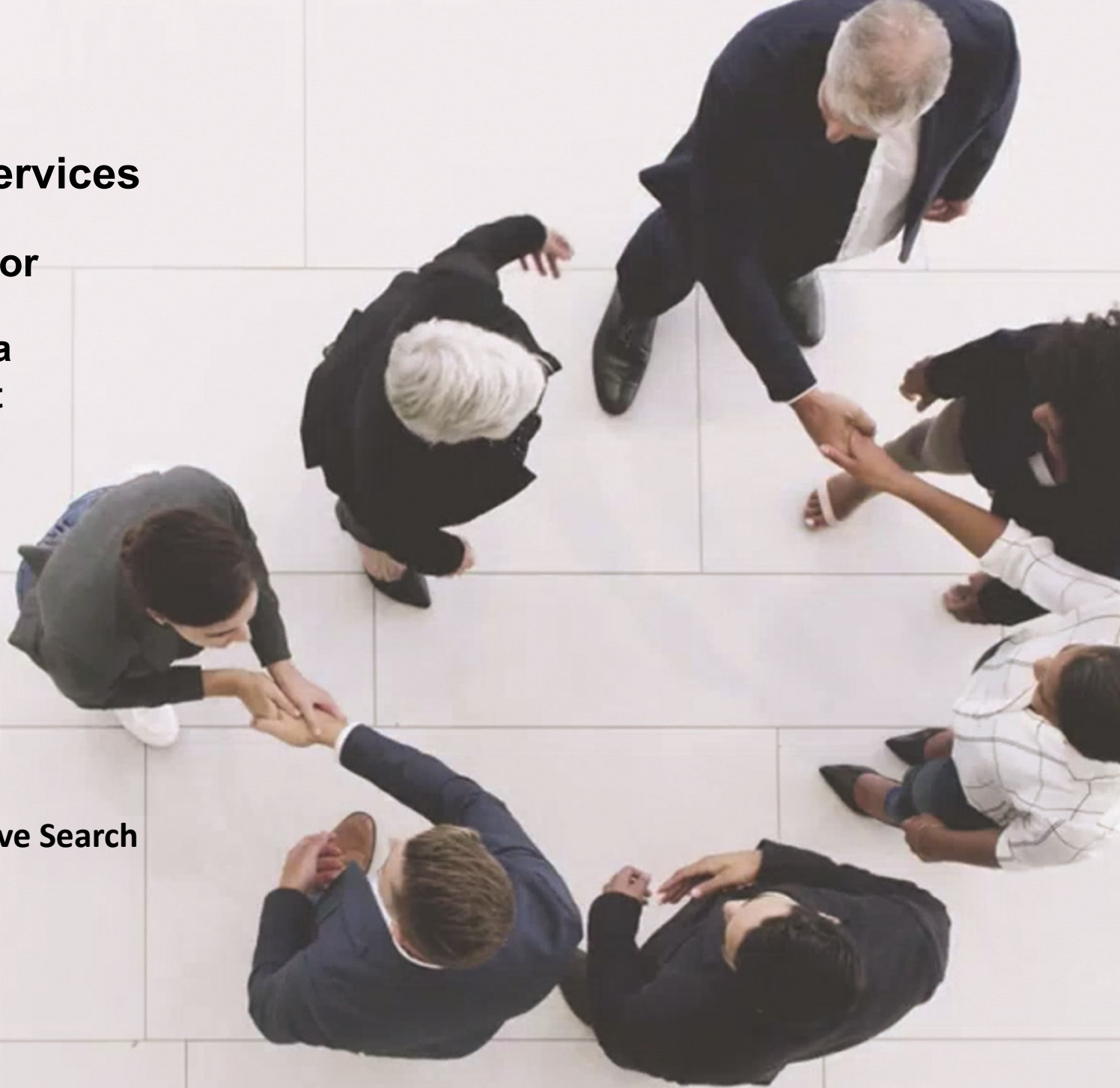


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Proposal for Executive Search Services

Executive Director

Northeast Florida Regional Airport

March 14, 2024

ADK Consulting & Executive Search (ADK) is pleased to offer its Full-Service and HR Assist executive search services to the Northeast Florida Regional Airport in response to a verbal request for an executive search for a new Airport Director.

ADK Consulting & Executive Search

Objectives

The objective of our ADK Team is to assist in filling this position with the best talent and cultural fit available.

We believe that working collaboratively and understanding your organization, the position to be filled, and the needs of the airport are critical to finding the best fit candidates.





Executive Summary

ADK is an industry leader in executive recruiting and organizational development. Our roots date back to our incorporation in 2003 in Jacksonville, FL. Our early success in identifying and providing outstanding leaders not only enhanced our clients' organizations but made a positive impact on their communities and regions. Many of our executive placements are recognized as top leaders in the industry affecting policy, best practices and legislation on the national level.

For more information, please see Introduction to ADK (link)... [Our Expertise Is Finding Leaders](#)

Airport Expertise

Today, ADK is considered the largest talent search firm in the U.S. airport industry, based on the total number of searches performed annually for airports. ADK has placed over 160 C-1 Level Airport Directors / CEOs / Executive Directors. We have worked with over 190 airports throughout the U.S. over the past 20 years providing senior and executive level recruitments, conducting organizational evaluations, and providing compensation studies. To date, we have successfully completed well over 500 senior executive level searches. Our body of work and reputation has allowed us to expand our outreach to work for many organizations affiliated with airports, aviation, cities, counties, and transportation in both the public and the private sector.

The testimony for any search organization is the success and repeat business that has been achieved between them and their clients. Repeat clients account for over 80% of our projects since 2003. We are honored that we have performed multiple searches for many of our clients and are the "go to" firm for their ongoing HR solutions.

ADK Team

The ADK Team, with 25 professionals, has decades of experience in executive recruitment, business management, board experience, organizational leadership, and compensation studies, just to name a few. We have the knowledge and expertise to recruit the best fit executives for our clients and continually strive to exceed both client and candidate expectations. The ADK Team is fully committed to providing the highest level of service and results in the recruitment and development of your leadership team. Just ask *any* of our clients.

ADK Executive Leadership Team

Doug Kuelpman

President / Chief Executive Officer

Doug is the founder and co-owner of ADK. He has over fifty years of experience in the aviation industry including twenty-one years in the executive recruiting industry. In 2003, he started ADK Consulting & Executive Search, initially specializing exclusively in airports. Prior to starting ADK, he was with UPS Airlines for eighteen years. As Vice President, he was a member of the initial startup team for the airline. Doug holds a bachelor's degree from the University of Washington, served as an engineering officer in the U.S. Navy, and is a licensed commercial pilot with commercial and instrument ratings.

Annell Kuelpman

Executive Vice President / Chief Operating Officer

Annell is co-owner of ADK. She has over thirty years of recruitment experience and provides leadership for strategic planning initiatives including innovative recruitment processes. Her early career and success in commercial real estate and consulting business led to recruiting, marketing, training and business development for private companies and business development and coaching for individuals. Annell holds a bachelor's degree from the University of Kentucky.

Blake Astran, J.D.

Vice President, Business Operations

Blake has years of executive recruiting experience primarily focusing on public sector clients including aviation, transportation, and local governments. Prior to joining ADK, Blake practiced law in both the public and private sectors, with a concentration on criminal law. Most recently, Blake was a senior associate at Krauthamer & Associates, Inc. He received his bachelor's degree from the University of Florida and Juris Doctorate from Barry University.

Linda Frankl, A.A.E.

Director, Senior Practice Leader

Linda started her aviation career over thirty years ago in operations and security. For over twenty years, she worked for Columbus Regional Airport Authority leading senior departments in operations and strategy. Prior to joining ADK, she was Vice President, Strategy Management. While at Columbus, Linda participated in the research and creation of ACRP's Report 75, Airport Leadership Development Program now being utilized by many airports around the country. She holds a bachelor's degree from Embry-Riddle Aeronautical University.

ADK Team Approach

Every search is assigned a team of professionals and is led by a Senior Project Manager with years of experience working at airports prior to joining ADK. All search managers have proven project management experience in recruiting. Included on the team is an experienced assistant project manager, a SHRM certified HR specialist, a sourcing strategy specialist, an advertising coordinator, and administrative support staff. All members of the entire ADK team have input to every search. See a complete list of our team bios at: [Our ADK Team](#)

Key Elements for Every Search

Our focus is on top performers directing our principal energy and attention to the candidates who show highest potential of a good match for this position. At ADK, we target and identify top performing industry professionals who demonstrate a proven track record of success and best cultural fit for your organization. ADK's recruitment plan below can be tailored or amended to meet the Client's needs and/or expectations.

Communication:

We strongly believe that communication with our clients and candidates is essential to a successful search. Throughout the search, we communicate with our clients and candidates so that we all have the same shared expectations.

Strategy Discussion:

At the start of the search we schedule a "Strategy Discussion" that includes our client (Hiring Manager and/or Executive Sponsor) and those associated with the search as well as our Project Manager and the ADK Team members that will work closely on the search. We will collectively determine the profile of what you are looking for in your new hire, discuss your expectations, express your priorities for the position, and define the exceptional qualities that you want to see in your new hire. ADK works with our clients to gain an understanding of their organizations and the community in which they live and work. This knowledge base continues to grow with every search. The information we gather will help our team build their strategic approach for the search. With the development and posting of a recruitment brochure, we will develop a firm timetable for the search.

Direct Sourcing and Team Approach:

Every search is touched by multiple members of our team working collaboratively on all of our searches. The Senior Project Manager and Project Team who are responsible for your search thoughtfully create a target list of known potential candidates and a list of organizations that will most likely provide the best fit candidates for the position. Our team has an incredibly large network in the industry and first-hand knowledge of key leaders and resources throughout the country. Our role is to make the opportunity known to passive candidates. Personal contact is critical to success in recruiting these candidates.

Unmatched Database:

We have been developing a database of industry professionals since 2003. We electronically contact over 50,000 opt-in subscribers announcing our searches through our widely read e-newsletter. We believe our database is unmatched because we make a concerted effort to keep contact information current and continually add new subscribers through our website and new applicants for our many C-level searches.

Key Elements for Every Search

Our focus is on top performers... (Continued)

Diversity, Equity, and Inclusion:

We are committed to the advancement of the principles of diversity, equity and inclusion. We believe that the most diverse candidate pool starts with our own intentional, thoughtful and targeted personal outreach which is an extremely important role and responsibility of our ADK Team. Our firm belief is that organizations that employ/promote people of different genders, ages, races, cultural backgrounds, languages and national origins offer creativity, problem-solving, engagement, innovation, strategic thinking, better decisions and improved results. Our role and commitment to ourselves and to our clients is to promote an inclusive culture where every individual is valued, respected, and supported and everyone has the opportunity to achieve their potential.

Internal Candidates and External Candidates:

We are your partner in this search irrespective of the source of the candidates. Many of our searches include internal candidates and our client has the opportunity to see how their internal candidates compete on the national level. If candidates are generated internally or if Client receives applications/résumés directly, they should be referred to ADK to be included in the overall candidate pool. All candidates are assessed on their own merits.

Applicant Tracking System (ATS):

Candidates submit directly through our website to our secure online applicant tracking system, iCIMS, that is used by companies such as Amazon and Microsoft. At this location, candidates are requested to respond to initial screening questions that give us additional information about their background and qualifications related to the position that are not necessarily obvious in their résumé. Our screening process moves through various phases where our Project Manager advances the candidates to next steps including written responses to essay questions and self-directed video interviews explained in Phase 2 Screening. Top candidates and their screening materials are shared with our client through our dedicated Confidential Client Portal when Client wants to see them.

Notification:

ADK has an outstanding reputation for keeping candidates apprised of their status throughout the search process. After the search, those who seek guidance as to their possible shortcomings are given a courteous and professional response. Many candidates have expressed appreciation over the years for our thoughtful, helpful guidance.

Work Scope

Phase 1: Candidate Pool Development

**Applicable to both
Full Service and HR Assist searches.**

Candidate Pool Development

1.0 Startup and Recruitment Handout Development

ADK will assist Client in the review of the Job Description (JDs) and provide suggestions as appropriate as part of the project startup strategy. Then we will develop a comprehensive and outstanding recruitment brochure that reflects on the position we are filling for Client. Other recommendations will be accepted as well and approved by Client. The brochure allows interested candidates to learn about the position, the company, and the requirements that establishes what is your ideal candidate. The approval of the recruiting handout is the “official kick-off” of the search campaign

1.1 ADK Network and Direct Sourcing

ADK retains staff who are specialists for a reason. We are widely known throughout the aviation industry, have personal knowledge of available talent, and know what the typical requirements are for the positions we are retained to help fill. We use our direct outreach process to actively recruit qualified and diverse candidates for this position.

Many of the most talented candidates we have placed come from our direct sourcing and targeted outreach through personal and direct telephone contacts, our industry leading e-newsletter, and the multiple recruiting licenses we have on LinkedIn. We add additional recruiting platforms to our outreach that are specific to the type of position being filled.

Our role is to make this position known to a wide universe of potential applicants and to cultivate an interest in the vacancy. The quality and diversity of the final list of candidates is totally dependent on the qualifications of the initial candidate pool; hence, the amount of time we spend on candidate pool development is critical to the success of our search process.

1.2 Marketing & Advertisement

In addition to the sourcing mentioned in 1.1 above, we will post electronic recruiting ads with organizations or other mediums utilizing the information developed in our brochure. We also post the open position on our website and multiple times through our e-newsletter list. Our intent is to capture passive candidates through our ADK e-Newsletter that is widely read, and through our team strategy and targeted approach.

Work Scope

Phase 2: Screening

Applicable to both
Full Service and HR Assist searches.

ADK uses a variety of tools to assesses all candidates, internal and external. Through our vetted and thorough screening phases, we assess background and skill sets, level of enthusiasm for the position, cultural and personality fit, reputation, and leadership style. We determine the closest match to background and experience that is relevant to the position.

Level 1 Screening:

2.0 Job Specific Questionnaire:

These questions are the first screening questions that are presented to the candidates at the time they apply. They are quick multiple choice questions that tell us whether the candidate meets the minimum qualifications for the position as developed with Client's input.

2.1 Résumé Review:

Résumés are reviewed by the Project Manager and the Assistant Project Manager.

2.2 Next Steps:

Top candidates meeting the qualifications and expectations are moved to the next stage of ADK's screening process.

Work Scope

Phase 2: Screening

Applicable to both
Full Service and HR Assist searches.

Level 2 Screening

2.3 Client's Application (if required)

If Client has a required application process, candidates will be notified via email and an included link that leads to the Client's application that must be filled out to be considered for this position. Candidates will be notified that this application does not come to ADK.

2.4 Questionnaire

Candidates who meet minimum qualifications will be asked to respond to essay questions at this point. These supplemental responses give us additional insight into the candidates, how they think, an example of their written communication skills, and more information than is typically found in a résumé.

2.5 Video Recordings

We provide a video interview snippet to gain insight into a candidate's presence and demeanor.

2.6 Review of Essay Questionnaires & Video Recordings

The ADK Search Manager and associated team members review all Essay Questions and Recorded Video Interviews.

2.7 Conversations

The Search Manager explores any areas that may need to be clarified through personal conversations with the top candidates.

2.8 Client Consultation

Multiple conversations with Client are anticipated to insure our process and Client's expectations are in sync. ADK provides a selective, well thought out, insightful and intelligent process for the Client. Candidate submittals and screening results are made available in real-time for easy viewing by Client through our Confidential Client Portal. Recommendations are made to Client for next steps in the client screening process. ADK understands that this is a very important and strategic move for the search process and for the Client.

2.9 Deliverables

Client and ADK have agreed on candidates that will be moved forward to Level 3 Screening.

NOTE: For an HR Assist search, at this point of the process, ADK has completed it's search and Client takes over with their normal HR processes that may include additional testing, interviews, reference checks, media checks, final interview logistics, and negotiations. ADK does not guarantee that Client will select a finalist for an HR Assist search. ADK is still due full payment if Client decides not to hire anyone for the position being filled under an HR Assist.

Work Scope

Phase 3: Screening

Applicable to Full-Service searches only.

Level 3 Screening

3.0 In-depth Conversational Interviews

Interviews can be conducted a number of ways. If by Client, a panel from the organization could be convened with the Hiring Manager via Zoom with ADK's participation. Conversely, ADK would perform the interviews and provide an executive summary of those interviews to Client. ADK's in-depth interviews are conducted by one of our SHRM certified HR team members to obtain a better understanding of each candidate's personality, their enthusiasm for the position being filled, communication style, management experience, and leadership style. ADK will assist in the interview process and help set up of the logistics for either choice. ADK will not rank the candidates but will provide comments on strength and weaknesses, as appropriate to move candidates along the process.

3.1 Executive Summaries

If ADK performs the interviews, our Project Manager will provide Executive Summaries on the top candidates that will include the information we have developed during the search.

3.2 Internet Media

We research and review any information regarding candidates found in a general internet search of public media information to screen for adverse information that may affect employment. Due to a broad scope of client policies, interpretations, and various legal requirements throughout the country, we do not include social media checks such as Facebook, Instagram, Twitter, or YouTube in our search. We research and investigate the candidates using various media search engines looking for any questionable items/red flags that need to be considered so there are no surprises.

3.3 References

Verifiable references are generally performed after the selection of the final list of candidates upon request of Client. Professional references give us a great deal of supporting information about the candidates. We look for consistency in remarks and gain insight into how the person is perceived by others in a working environment. These may provide areas to be explored during the final interviews.

3.4 Client Consultation

Consultation with Client and recommendations for final interviews.

Work Scope

Phase 4

**Applicable to Full-Service
searches only.**

Final Interviews & Negotiations

4.0 Assessments

ADK has certified assessors with years of experience in utilizing a variety of assessments. We can conduct a research-validated assessment that offers personal insights into the candidates' motivations and communication styles. Assessments should not be over-weighted in the overall analysis but are simply one more tool in the toolbox. An additional fee will be incurred if assessments are requested by Client. ADK can discuss appropriate assessments for the position with the Client upon request.

4.1 Background Checks

At Client's request, ADK can perform background checks through our third party provider (ISP). Checks include criminal, credit, education, and motor vehicle checks. An additional fee will be incurred if background checks are requested.

4.2 Final Interviews

ADK has years of experience in assisting and conducting final interviews for our clients. We can collaborate with the Client to assist in the final interview process commensurate with Client's established processes and preferences. We can assist in helping to plan, prepare the hiring manager for the interviews, handle the logistics for the candidates, and provide specific targeted questions to be used by Client, as needed and requested.

4.4 Negotiations and Close-out

Negotiations and hiring assistance are natural for us. While some clients prefer to do their own negotiations, we always offer assistance upon request from our clients for all of our searches. This service is as simple as consulting on terms of the offer to providing full negotiations through an acceptance of an offer between the Client and the selected candidate.

Compensation

ADK Professional Fees are for **RETAINED SERVICES**

The professional fee for a **Full-Service Search** performed under this contract is **\$43,989.00**.

Included:

- Visits to Client location upon request (travel expenses are additional)
- Phase 1: Candidate Pool Development
- Phase 2: Screening Levels 1 and 2
- Phase 3: Screening Level 3
- Phase 4: Interviews and Negotiations
- Consultation and communication with Client throughout process
- Placement Guarantee as outlined on Page 16

Installments for **Full-Service Searches** are:

Installment 1: One-third billed immediately and due upon recruitment handout posting.

Installment 2: One-third due 30 days after recruitment handout posting.

Installment 3: One-third due after contract completion of this search, plus any travel expenses incurred by ADK for travel requested by Client. ***See contract completion Page 15.***

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The professional fee for an **HR Assist Search** performed under this contract is **\$24,915.00**.

Included:

- Phase 1: Candidate Pool Development
- Phase 2: Screening Level 1
- Phase 2: Screening Level 2
- Consultation and communication with Client throughout Phase 2
- Consultation and recommendations for Short List after Phase 2

Installments for **HR Assist Searches** are:

Installment 1: 40% of the professional fee upon recruitment brochure posting.

Installment 2: 40% of the professional fee 30 days after recruitment brochure posting.

Installment 3: 20% of the professional fee due upon contract completion plus any expenses, if applicable. ***See contract completion Page 15.***

This pricing structure is valid for 90 days from the date of this proposal. Optional add-on services are offered for additional fees if requested.

Terms: Net 30 days. Late fees accrue on payments that are over 30 days late at 1.5% per month.

Compensation (Continued)

Travel Expenses:

The professional fees above do not include any travel related expenses. With client's approval, ADK's Search Manager will travel to client's location as part of the search process. Client will be invoiced for applicable travel expenses at cost. For an HR Assist search, an additional fee would be incurred for the Search Manager's time.

Options:

If Client desires that ADK perform additional services, we will provide a quote to you for any additions to the Work Scope you may need or bill on a time and material basis at our rate of \$175.00 per hour. Additional searches performed under the same contract may qualify for a discount. Contact ADK for more information.

Background checks are optional. Background checks are performed by our 3rd party provider, ISP Pro Mesa. Checks include criminal, credit, education, and motor vehicle checks. Checks normally take 3-5 business days to complete after receipt of consent from candidate. Background checks can be provided at \$300.00 per candidate upon request from Client.

Additional Recruitments:

Any additional staff placements by Client that occurs within 12 months of a placement whereby the candidate was identified in this specific recruitment process, shall incur an additional fee of \$6,000.00 for HR Assist searches and \$10,000.00 for full-service searches.

Compensation Parameters:

- We do not add *any* overhead fees to the fees described above.
- This is not a contingency search. ADK's fees are consistent with the standards of the retained search profession.
- ADK is due full payment of the professional fee above regardless of the source of the candidate chosen by Client to fill the position.
- Out-of-pocket expenses, as approved and requested by Client in writing, for ADK travel, lodging, and search committee meeting expenses are billed separately at cost.
- There is no charge for video recordings.
- We do not charge an additional fee for administrative and clerical support, teleconferencing, office copies, and computer/telephone usage.
- We do charge, at cost, for reproduction, binding, and courier services if requested by Client.
- All deliverables are provided to Client at no cost electronically.
- Reimbursement of candidate travel expenses *is the responsibility of Client*.

FAQs

➔ What does Contract Completion mean?

Contract completion means a job offer has been communicated to and accepted by the selected finalist for a Full Service search. ***For an HR Assist search, ADK does not provide a guarantee that Client will select a finalist for this search. ADK is still due full payment if Client decides not to hire anyone for the position being filled under an HR Assist search. Client will be billed for an HR Assist search after Phase 2.9 is complete of this proposal on Page 10 .***

➔ Do you have a Placement Guarantee?

Yes, for **Full-Service** searches only. We stand behind our full-service searches with a powerful, but remarkably simple, guarantee. Should a candidate leave (except for health related issues) or be terminated for cause¹ (with supporting documentation such as a termination letter) within the first year after they begin their new position, we will conduct another search to replace the individual at:

- No charge if departure is within the first 4 months;
- 30% of the professional fee paid for the initial search within 5-8 months of start date; or
- 60% of the professional fee paid for the initial search within 9-12 months of start date.
- Any travel related expenses approved by Client under the guarantee, would be additional.

¹For cause: Generally considered as intentional acts of fraud, embezzlement, theft, or material violation of law that occurs within the course of employment; intentional damage to organization assets; intentional disclosure of organization confidential information; intentional breach of organization policies; willful conduct injurious to the organization, monetary or otherwise; and/or willful breach of employee's obligations.

➔ Who will be my point of contact and the person responsible for my search?

The Primary Search Manager for overall project oversight and direct responsibility for the search process will be designated, in writing, at the time of a notice to proceed on the contract is received. Doug Kuelpman, President & CEO, will be your contact for contracting, financial relationships, and issues that may present themselves extending beyond the Project Manager level. Client has the right to approve any proposed placement or replacement of the Primary Search Manager upon request.

FAQs

➞ How long will it take to complete the contract?

The posting of the recruitment brochure is the “official kick-off” of the search for the timeline. The time to develop the brochure depends on how quickly the client furnishes the necessary information. Once the brochure is posted, a firm timetable can be provided by ADK for the various phases of the Scope of Work. Variables to be considered for the search schedule include the type of search selected, the process for Client to confirm and approve the recommended candidates, the establishment of the final interview dates, and the actual interview process itself. Holidays, vacations and conference schedules need to be considered as well. Relocation time for the selected candidate also needs to be considered. It is difficult to provide a firm timeline before we have the opportunity to discuss the various process items with our client.

A typical timeline for our searches is:

- **HR Assist:** 1.5 - 2 months from brochure posting to completion of Phase 2 - Screening Level 2.9.
- **Full Service:** A typical timeline for our full-service searches is 3.0 - 3.5 months from brochure posting to final list. *Does not include Client time for selection, negotiations, or candidate relocation.*

➞ When does the search “officially” begin?

At the receipt of a Notice to Proceed (NTP). A typical NTP would be in the form of a Purchase Order referencing this proposal, a Task Order, a simple Professional Services Agreement (PSA) for execution (ADK has one client can use), or a PSA supplied by Client. Any of these will be our “Notice to Proceed”.

➞ What are best practices to attract and maintain a strong candidate pool?

Understanding the desired ideal candidate background, level of enthusiasm and traits that fit the culture of the organization are key to develop thoughtful strategies for outreach to develop a strong candidate. Keeping candidates updated on their status on a timely basis is extremely important to maintain the candidate pool. Candidates appreciate being informed and treated with respect and not being left in the dark. They often have other options that we are not aware of and keeping them apprised helps them make better decisions and have a more positive attitude about ADK and our client. Our Clients’ reputations are as important as our own.

Company Address Contact Information

Business Address:

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PO Box 330906
Atlantic Beach, FL 32233

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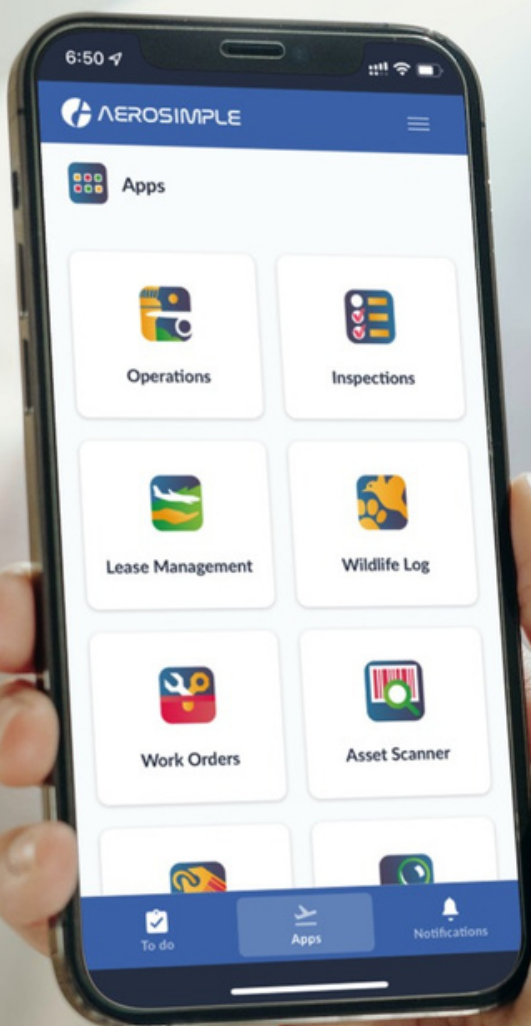
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*Thank you for your consideration!
We look forward to hearing from you.*



All-in-one Airport Management Platform

St. Johns County Airport Authority



Overview & Goals

Aerosimple is pleased to submit this proposal to **St. Johns County Airport Authority** for digitizing and automating day-to-day operational documentation in compliance with FAA Part 139 regulations for their managed airport: **Northeast Florida Regional Airport (UST)**. This software is designed to make airport operations simple, transparent, and secure for all the key stakeholders.

Physical documentation of daily airfield inspections and airport regulatory paperwork tends to be a mundane, inefficient, and time-consuming process for airport staff. It also creates a disconnect between airport management and operations staff over a lack of data visibility.

Aerosimple modernizes the process with electronic reporting of inspections from mobile and tablet devices, allowing the airport staff to review information in real-time. The availability of instant data makes the system completely transparent and supports making critical decisions quickly.

Aerosimple offers several improvements for **Northeast Florida Regional Airport (UST)** including the ability to:

- ✓ Design and create unlimited customized inspections for airside, landside and terminal operations.
- ✓ Manage Airfield and Non-Airfield Work Orders.
- ✓ Manage and track Airfield Assets, Equipment and Inventory.
- ✓ Design and manage unlimited forms.
- ✓ Track and manage tenants in a centralized database with information including Lease Terms, Fees, Documents and Based Aircraft.
- ✓ Digitally report and track unwanted foreign material and debris.
- ✓ Share Airfield Condition Reports, NOTAMs and other critical airport updated with stakeholders.
- ✓ Log and track Wildlife issues and Operations logs.

Overview & Goals

Our team follows an agile set of practices that intends to improve the effectiveness of the software on a continual basis. We develop and release new features every week which remains highly influenced by the evolving needs of the aviation industry.

Northeast Florida Regional Airport (UST) will continually use the latest version of Aerosimple software on the Web and Mobile app.

We have a knowledge-sharing platform that allows airports to collaborate and share best practices with other airports. **Northeast Florida Regional Airport (UST)** can particularly benefit from using some of these templates shared by other airports.

I look forward to discussing how **St. Johns County Airport Authority** can implement Aerosimple and streamline the day-to-day operations of **Northeast Florida Regional Airport (UST)**.

Sincerely,



Vishu Rao
Founder and CEO

Background/Introduction

Ensuring the safety and security of airfields is serious business. Several operational inspection checklists must accurately be reported to meet stringent regulations for FAA Part 139 Certification. Yet, performing routine airfield inspections with pen and ink on paper reports can be a mundane task with the potential for errors at any stage of the process. With this type of system, data security depends on physical storage of hard copy and electronic files that are stored in file cabinets and on computers that may be exposed to unforeseen security breaches.

Lack of automated notifications and reminders regarding an expired insurance or a certificate could lead to delayed follow-ups and outdated documentation.

Our team has over 125 years of combined experience working with airports and understand the problems encountered by airports of all sizes. That's why we created Aerosimple to digitize and streamline information collection and data visualization which is very important for airports to be more efficient and competitive.

With over 65 airports added in just 36 months, we are one of the fastest growing technology companies, 100% dedicated for supporting the airports industry.



Key Focus Areas

Aerosimple makes airport operations and management simple, easily connecting operators and regulators to ultimately make airports safer.

01

Safety

Aerosimple helps airports digitize several mundane reporting processes ultimately designed to improve the safety of the airport.



02

Security

Aerosimple establishes a secure collaboration platform where information can be stored and accessed by various stakeholders at the airport.



Compliance

Aerosimple automates the tedious parts of airfield inspections so airports can meet requirements without massive overhead costs.



03

Efficiency

Aerosimple's tracking and documentation features make it possible for operations managers to keep up with requirements on a daily basis.



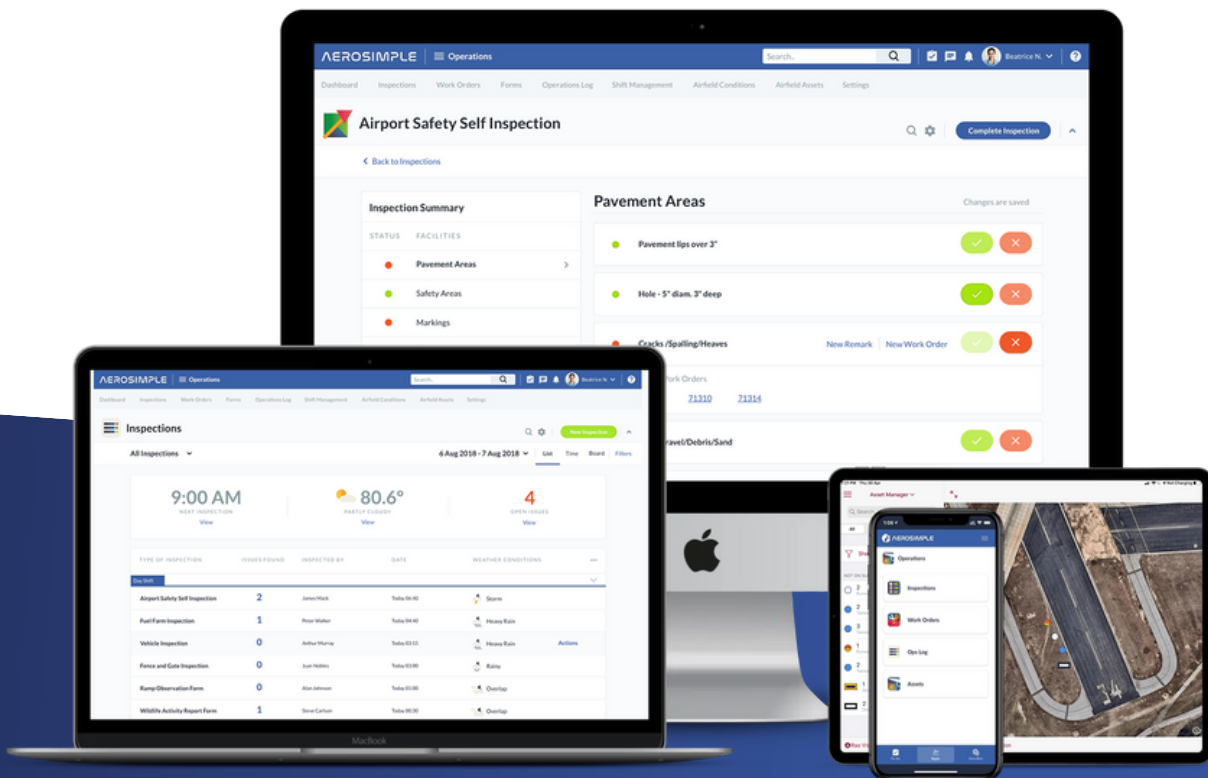
04

Our Platform/Technology

Aerosimple is built with the latest innovations in web and mobile technologies. Our software is accessible from any computer using a web browser. For usage on the field, we built two different mobile apps.

Our Aerosimple Navigator App is available on iOS and Android to provide a superior experience for the operations staff in the truck. This app works 100% offline without any cellular network and has built-in real-time route tracking features.

Our Aerosimple Mobile app is available on both iOS and Android phones for users to access information from anywhere.



State of the Art Web and Mobile Platform

COMPUTERS

Web Browser

TRUCKS

Navigator App

ON THE GO

iOS and Android App





Ops Basic/Part 139 Solution



Inspections

Robust platform to create and manage customized inspection forms and checklists.



Forms

Drag and drop form builder enabling airports to digitize forms and automate data collection process.



Work Orders/CMMS

Schedule, track, and manage maintenance tasks providing an overview of the status of every work request and identify potential issues before they become critical.



Training Management

An all-encompassing integrated training and learning management system that helps in tracking all compliance and qualification based periodic training.



Asset Management

GIS enabled Asset database for better insights into recurring maintenance issues, track inventory, conduct inspections, and monitor associated maintenance costs.



Document Management

Store, organize, and manage digital documents enabling users to easily access and share the documents, track revisions, and version history.



Shift Management

Digitizing the process of scheduling, tracking, and managing the tasks and schedules of airport staff, ensuring that all airport operations are adequately staffed and supported.



Wildlife

Track wildlife incidents, species and direction of travel and integrate it with the FAA bird strike database.



Operations Log

Improve accuracy, efficiency, and accessibility of operations data by automating log entries from Inspections, Work Orders and any IOT devices.



Airfield Condition Reporting

Seamlessly share airfield condition reports, NOTAMs, and critical airport updates with stakeholders from your website.



Phonebook

Create a centralized repository to store details like name, email ID and phone numbers and categorize the contacts based on the nature of their work.



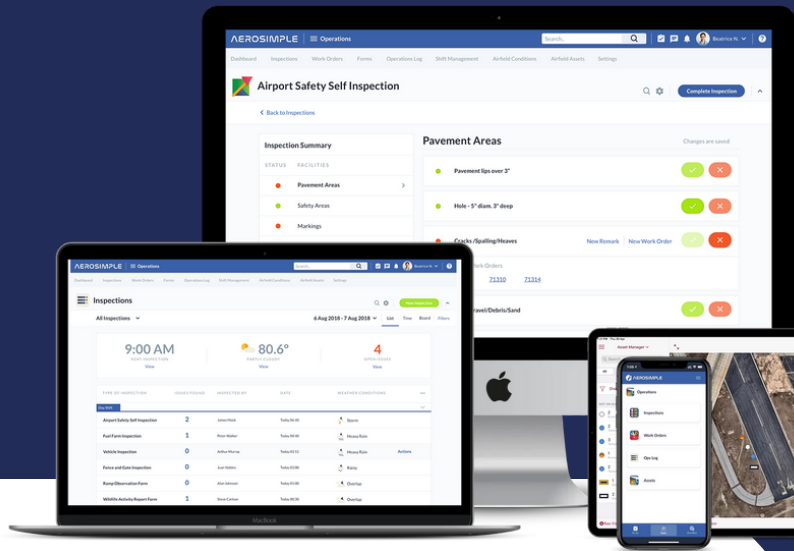
FOD Log

Improve the airfield safety by digitally reporting and tracking unwanted foreign material and debris.



Ops Advanced

Includes all the modules from Ops Basic and additionally offers the following modules



Flows

Streamline complex business processes by creating automated decision trees and workflows to manage and route tasks, approvals, and data.



Learning Management (LMS)

An all-encompassing integrated training and learning management system that helps in tracking all compliance and qualification based periodic training.



Badge Management

Digitize new badge application and renewal processes, signatory approvals, and tracking of background checks including CHRC, and STA enrollments.



Comm Log

An invaluable tool for Operations staff that helps in defining and tracking task start and end times, ensuring precise and efficient task management.



Position Management

Effortlessly assign positions to specific locations, and the associated checklists, forms, and tasks are automatically linked, streamlining workflows like never before.



Noise Management

Track all the noise complaints from a single location, along with the ability to pinpoint the sightings on a map.



Navigator App

State-of-the art app that provides real-time route tracking, offline capability enabling the operations staff to carry out their tasks with greater accuracy, efficiency, and flexibility.



Permit Management (ADP and AVP)

Automate the Permit application process, and get access to a centralized and secure repository for permit information and tracking the movements of vehicles, drivers, and personnel on the airside.



Work Orders/CMMS Solution

Included with Ops Baisc & Advanced



Airfield Work Orders

A user-friendly platform for easily submitting, tracking, and managing Work Orders specific to airfield operations.



Non-Airfield Work Orders

Easily submit, track, and manage Work Orders for a wide range of non-airfield activities, such as building maintenance, equipment repairs, landscaping, and more.



Preventative Maintenance

Schedule work orders in advance, assign them to specific personnel, set deadlines, and track progress in order to prevent or reduce the likelihood of equipment failures or malfunctions.



Asset Management

GIS enabled Asset database for better insights into recurring maintenance issues, track inventory, conduct inspections, and monitor associated maintenance costs.

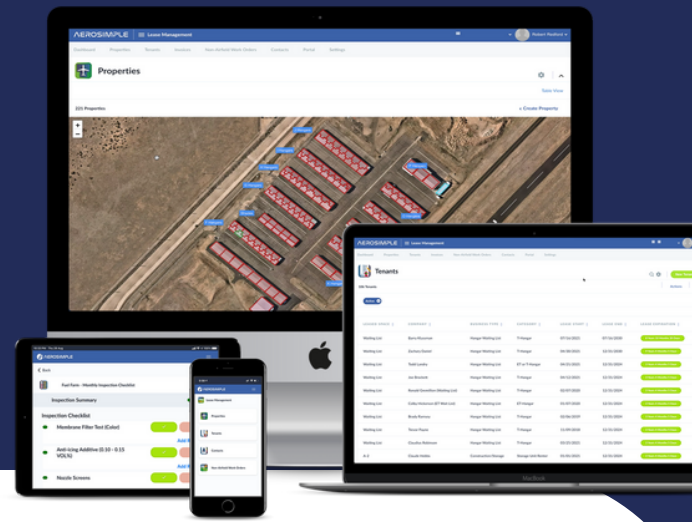


Inventory Tracking

Schedule, track, and manage maintenance tasks providing an overview of the status of every work request and identify potential issues before they become critical.



Lease Management Solution



BASIC SOLUTION



Tenants

Systematically store and find contact information such as names, telephone numbers, email addresses of tenants at one place.



Property Mapping

A comprehensive digital mapping tool that provides an aerial map view with hands-on information of all your airport properties, lands and hangars.



Tenant Portals

Designed to improve collaboration and information sharing between the Tenants and the airport management.



Contacts

The ultimate solution for efficient and secure access to all tenant contact details at one single location.



Non-Airfield Work Orders

Easily submit, track, and manage Work Orders for a wide range of non-airfield activities, such as building maintenance, equipment repairs, landscaping, and more.



Based Aircrafts

Access and track information of all the based aircraft, including the make/model and aircraft type from one single location.

ADVANCED SOLUTION

Includes the modules from Lease Basic and additionally offers the following modules



Hangar Inspections

Digitize the daily hangar inspection forms and free yourself from paperwork.



GASB87

Automate the process of calculating and reporting lease information in accordance with GASB 87 requirements, and get access to a centralized repository for all lease data.



Invoicing

Track all the paid, pending and overdue tenant invoice details from a single location for efficient record keeping.



Online Payments

Tenants can conveniently and securely make payments from the portal.



Transient Form

Empowering airport staff members to effortlessly capture vital data related to transient aircraft parking and landing, all within a single form.



Add-Ons



Safety Management System

Digitize safety reporting, risk assessments, risk acceptance, incident investigations, and safety performance monitoring.



FBO Management

Tracking and managing various FBO activities including fuel and service requests is now at your fingertips.



Business Intelligence

State of the art business intelligence toolset that can track key performance indicators (KPIs) to identify trends, monitor performance, and respond quickly to any deviations from established goals.



Airport Rescue & Fire Fighting (ARFF)

Centralize all ARFF operations and data including SCBA inspections, vehicle maintenance records, and ARFF training certifications.



Simple Pricing

Airports pay a fixed annual subscription with no hidden costs that include:

- ✓ UNLIMITED users
- ✓ UNLIMITED usage/data storage
- ✓ UNLIMITED user training and onboarding sessions conducted remotely via Zoom
- ✓ ZERO implementation cost
- ✓ Concurrent usage - A user can be logged in on the web and mobile at the same time

RECURRING ANNUAL FEE (PACKAGES)

Part 139/Ops + Lease - Advanced	\$ 12,000
Work Orders/CMMS Solution	Included with all OPS packages

ADD-ONS (ANNUAL FEE)

Safety Management System	\$ 3,000
FBO Management	\$ 10,000
Business Intelligence	\$ 5,000
ARFF	\$ 3,000
TOTAL	\$TBD

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DEFENSE CONTRACT MANAGEMENT AGENCY
AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS COMMAND – ST. AUGUSTINE
5000 U.S. 1 NORTH
ST. AUGUSTINE, FL 32095

DCMAA-AS-FY24-012
20 March 2024

**MEMORANDUM FOR EXECUTIVE DIRECTOR, ST. AUGUSTINE ST JOHNS COUNTY
AIRPORT AUTHORITY**

SUBJECT: CRITICALITY OF ILS TO OPERATIONS AT SGJ AIRPORT

The Defense Contract Management Agency (DCMA) is responsible for government oversight of contractor operations in support of Department of Defense contracts. The United States Navy has contracted with Northrop Grumman to purchase E-2D Advanced Hawkeye aircraft, which are only produced at one location in the world – the Northeast Florida Regional Airport (SGJ). It is my understanding that the Instrument Landing System (ILS) at SGJ has been unmonitored for an extended period of time due to a lightning strike. Additionally, aircrew have informed me that the glideslope and Distance Measuring Equipment (DME) have been unreliable for an extended period of time, ostensibly due to parts availability for the system.

The E-2D, while equipped with Global Positioning System (GPS) navigation, is not certified for GPS approaches. Therefore, when referencing weather minimums for filing and flight execution purposes, E-2D aircrew are limited to ILS or Precision Approach Radar (PAR) approaches as the only acceptable precision approaches, and the only published non-precision approach at SGJ that the E-2D is certified to fly is the localizer approach.

Since SGJ does not have a PAR approach and the ILS is currently in an unmonitored status, there are currently no approaches at SGJ that the E-2D can utilize in order to execute flight operations in support of product acceptance and contract delivery of E-2D aircraft. This limits both Northrop Grumman and DCMA's ability to execute Production and Contract Acceptance flights. Additionally, the lack of a precision approach at the airport could preclude aircraft recovery at SGJ when weather is better than precision minimums but worse than non-precision minimums. Since E-2D acceptance flights are typically 4+ hours, it is fairly common for the weather to be different at the end of the flight than at the beginning. This situation would require the aircraft to divert, impacting production cost and schedule.

It is my understanding that the St. Augustine St Johns County Airport Authority is working to repair the current ILS as well as replace it with a more sustainable ILS system. Please let me know if there is anything I can do to support or expedite these efforts.

C. E. Wells
Commander, USN
Commanding Officer