

# **Saint Johns County Airport Authority**

## **Board Meeting Agenda**

Northeast Florida Regional Airport (UST/KSGJ)

Airport Conference Center, Monday, November 18, 2024, 4:00 pm

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- Call to Order and Roll Call
- Pledge of Allegiance
- Minutes Approval
  - 08-26-24 Workshop Meeting
  - 09-09-24 Board Meeting
  - 09-09-24 First Budget Meeting
  - 09-23-24 Second Budget Meeting (Final)
- Agenda approval
- Business Partner Updates
  - Mr. Henry Dean, St. Johns County Commission
  - Mr. Vinny Beyers, Atlantic Aviation
  - Mr. Jose Riera, SAAPA Liaison
  - Mr. Nate McKendrick, Northrup Grumman
  - Mr. Reid Deputy, AOPA

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- **Consent Agenda:**

1. Settlement for Special Legal Action

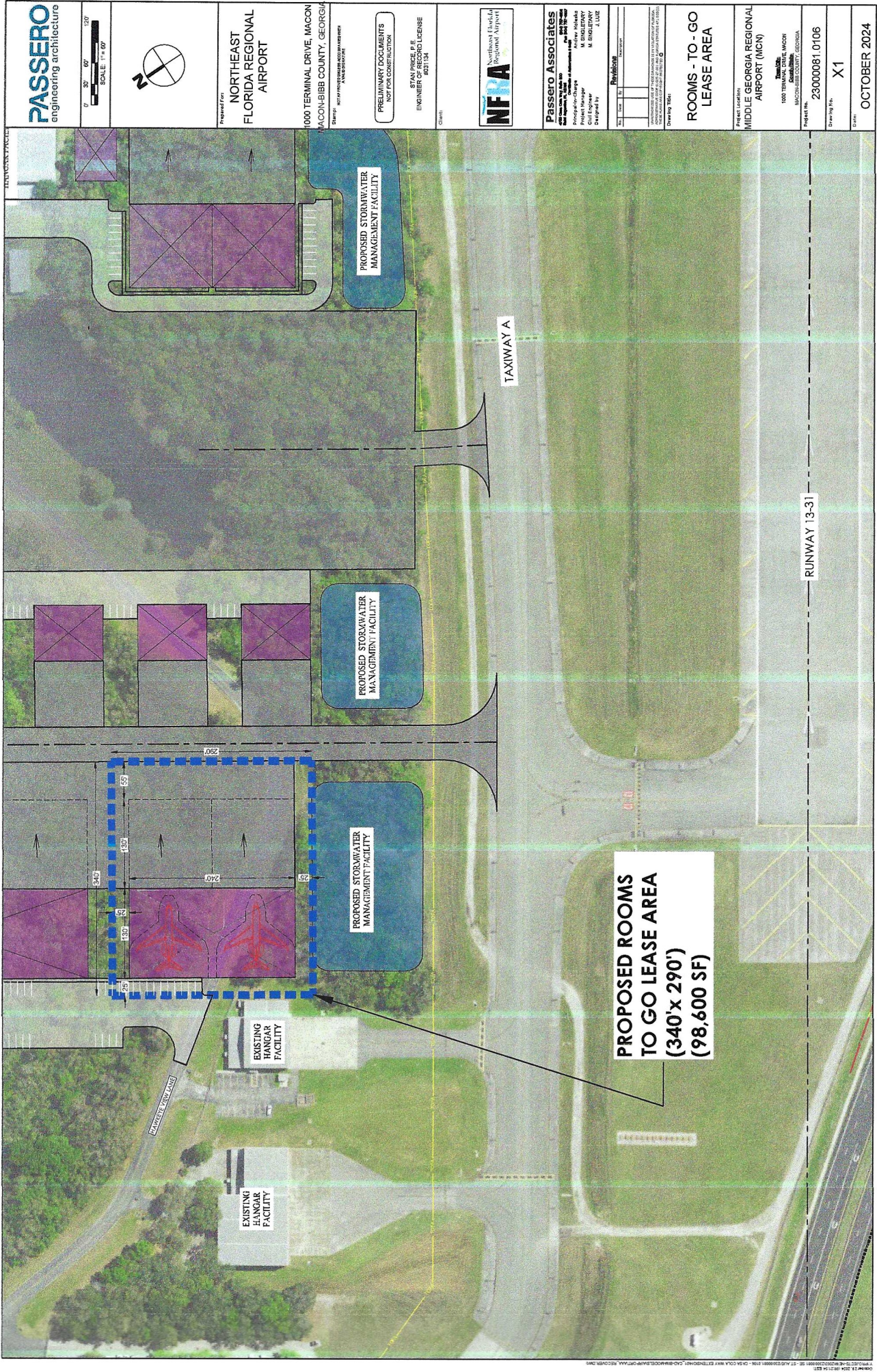
- **Agenda Items:**

1. **Rooms to Go Ground Lease:**

- We are starting to see a trend of desirability in developing the East property. The community and beyond understand that the East property is shovel ready. Rooms to Go has expressed a real interest in development at the airport. This is the first of credible existing clients that not only want to remain at the airport but want to expand here. They want to do that with a hangar facility... and there are more credible clients on the way. What I am asking from the Board today is permission to negotiate, and develop a lease for Rooms to Go, and a finding that such a lease would serve a public use benefit for the airport.

- Board Comments
- Public Comments





**PASSERO**  
engineering architecture

0' 30' 60' 120'  
SCALE: 1" = 500'



Prepared For:  
**NORTHEAST  
FLORIDA REGIONAL  
AIRPORT**

1000 TERMINAL DRIVE, MACON  
MACON-BIBB COUNTY, GEORGIA

Stamp: NOT FOR CONSTRUCTION  
PRELIMINARY DOCUMENTS  
NOT FOR CONSTRUCTION

STAN PRICE, P.E.  
ENGINEER OF RECORD  
LICENSE NO. 134

CHART



**Passero Associates**  
1000 Terminal Drive, Macdonald County, Georgia 31201  
Phone: 706.233.1111  
Fax: 706.233.1112  
Project Manager: M. ENGINEER  
Civil Engineer: M. ENGINEER  
Designed by: A. LUIE

Revisions

No.	Date	Description

DRAWING TITLE

**ROOMS - TO - GO  
LEASE AREA**

Project Location:  
**MIDDLE GEORGIA REGIONAL  
AIRPORT (MGR)**

1000 TERMINAL DRIVE, MACON  
MACON-BIBB COUNTY, GEORGIA

Project No.: **23000081-0106**

Drawn By: **X1**

Date: **OCTOBER 2024**



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### **3. Executive Director Search**

- Board Comments
- Public Comments

### **4. East Area Development Plan: Resolution 2024-13**

- The need for a pre-established plan to guide the development of the east side of the airport is of critical importance. As stewards of the airport's growth and sustainability, we must take a strategic and structured approach to ensure the land is utilized efficiently, effectively, and in alignment with the airport's long-term goals.

The resolution underscores the seriousness of such planning and solidifies the airport's intention to maximize the value of this asset while balancing operational needs, tenant interests, and community considerations. A thoughtful plan will help prevent haphazard development, mitigate potential conflicts, and streamline decision-making processes for future projects.

Adopting this resolution is a pivotal step in ensuring that the east side of the airport becomes a valuable and well-managed resource that contributes to the airport's success and the broader community's benefit.

- Board Comments
- Public Comments



St. Johns County Airport Authority

Resolution 2024-13

*East Area Development Plan*

**WHEREAS**, The St. Johns County Airport Authority (“Airport Authority”) owns and operates the Northeast Florida Regional Airport as a Public Use Airport. Pursuant to the compliance requirements established by 49 U.S. Code § 47107(16), the Airport Authority periodically updates its published *Airport Master Plan* and associated *Airport Layout Plan* (“ALP”); and

**WHEREAS**, between calendar years 2017 and 2020 the Airport Authority established a Master Plan Advisory Committee (“MPAC”) and undertook the comprehensive process to develop and publish a updated *Airport Master Plan* and associated *Airport Layout Plan*; and

**WHEREAS**, the Federal Aviation Administration (“FAA”) reviewed the updated *Airport Layout Plan* (“ALP”) under the standards established by FAA Advisory Circular (AC) 150/5070-6 *Airport Master Plans* and 150/5300-13A, *Airport Design* and issued its conditional approval of the ALP; and

**WHEREAS**, the Florida Department of Transportation (“FDOT”) reviewed the updated ALP under the standards established by FDOT’s *Guidebook for Airport Master Planning* and issued a determination that the updated ALP was consistent with the FDOT *Guidebook for Airport Master Planning* and are compatible with the *Florida Aviation System Plan (FASP)*; and

**WHEREAS**, the Airport Authority is entering into the operational phase of *executing* the features of the approved ALP in the area between Runway 13/31 and the Tolomato River (the “East Area”); and

**WHEREAS**, by this Resolution the Airport Authority desires to: 1) establish policy and guidance for the execution of the ALP applicable to the East Area; 2) prioritize the resources and opportunities for the execution of the ALP applicable to the East Area; and 3) establish appropriate expectations for potential tenants and users of facilities that may be result from execution of the ALP applicable to the East Area;

**NOW THEREFORE**, be it resolved, as follows:

**East Area Development Plan**

1. Attached to this Resolution as Exhibit “1” is a diagram that correlates to Sheet 7 of the Airport Authority’s current ALP. The specific locations and extent of the proposed facilities depicted on Exhibit “1” are notional, including the notional locations roadways, taxiways, taxilanes, aprons, retention ponds, and hangars.

2. Three Areas are identified on Exhibit “1”: **Area A** is designated and reserved for the development of large corporate aviation hangars; **Area B** is designated and reserved for the future site of a full-service Fixed Base Operator (“FBO”) facility; **Area C** is designated and reserved for the future site of a large scale or heavy industrial Maintenance and Repair Organization facility (“MRO”). The development criteria for each of the Areas are described below.

**Area A**

3. The limited availability of corporate aviation hangar facilities is the most substantial market imbalance that currently exists at the Airport. The Airport Authority is currently accepting statements of interest from owners of corporate aviation aircraft to develop large corporate aviation hangars in **Area A**. Immediate benefits to the long-term fiscal health of the Airport Authority include increased fuel flowage revenue on more frequently utilized and larger business aircraft, increased rental income, and an increase customer base to support additional high-value aeronautical service providers at the Airport.

4. For the purposes of this Resolution and policy, an “owner of corporate aviation aircraft” means a business entity (or group of entities related through common ownership and control) that uses an owned aircraft for purposes distinct from the business entity’s primary business activity.

5. As to the Airport Authority’s resources that it may make available for East Area development, **Area A** will continue to receive the first priority, including resources for engineering design and planning for the re-location of Hawkeye View Lane, East Area infrastructure improvements, and the use of available wet-land mitigation credits.

6. With the Airport Authority’s recently completed land purchase on the East Area, the Interim Executive Director is tasked with commissioning an updated and more detailed conceptual site plan for **Area A** which depicts the arrangement of the maximum number of corporate hangar facilities that could be built within **Area A** and which estimates the total square footage of available corporate hangar space that could be developed in **Area A**.

7. The acting Executive Director is authorized to receive, on a first come, first served basis, qualified statements of interest to develop corporate hangar facilities from owners of corporate aviation aircraft, and to evaluate the proposals utilizing the procedures established by the Airport Authority’s published Lease Policy and Procedures Manual.

8. No single business entity (or a group of entities related by common ownership and control,) may commit to develop more than 15% (fifteen percent) of the total square footage of hangar space estimated to be available for development in **Area A**.

**Area B**

9. The intended use of **Area B** is for the future development of a full-service FBO facility with fuel sales. A well-publicized and competitive bidding process will be utilized for either the development or the operation (or both development and operation) of an FBO facility in **Area B**.



10. Empirical evidence and the recent experience of the Airport Authority suggests that market conditions may not presently exist to sustain a second FBO franchisee until additional corporate aviation aircraft are based at the Airport. For this reason, and to the extent that limited development resources must be allocated, **Area A** will continue to receive the first priority for East Area development resources, including resources for engineering design and planning for the re-location of Hawkeye View Lane, East Area infrastructure improvements, and the use of available wet-land mitigation credits. Notwithstanding this conclusion, it is recognized that certain infrastructure improvements may be more efficiently developed simultaneously for the entire East Area development plan and not limited to **Area A**.

**Area C**

11. Under the current East Area development plan, **Area C** is reserved for the development of either a single, contiguous, industrial scale MRO facility or a constellation of smaller MRO facilities.

12. The specific highest and best use of **Area C** is likely to evolve as **Area A** and **Area B** develop. Access to **Area C** will require the modification of the adjacent leasehold (the Northrup Grumman North 40 parcel) and will require the expenditure of a substantial amount of wetland mitigation credits. For these reasons, and absent the emergence of an immediate need for a single, contiguous, industrial scale MRO facility, **Area C** will be developed sequentially after **Area A** and **Area B**.

**Modifications and Approval**

13. For good cause shown, the acting Executive Director may propose a modification or exception to this East Side Development Plan.

14. The development activities contemplated by this East Side Development Plan are subject to review and approval by the FAA and other regulatory agencies and may be modified in response to that review.

15. Chairperson, Reba Ludlow, and Secretary/Treasurer, Dennis Clarke, are authorized to witness and execute this Resolution on behalf of the St. Johns County Airport Authority.

**WITNESSETH:** Adopted the 18<sup>th</sup> day of November, 2024 in Regular Session by the St. Johns County Airport Authority.

**WITNESS:**

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Reba Ludlow, Board Chair

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Dennis M. Clarke, Secretary/Treasurer



[illegible]



# **Saint Johns County Airport Authority**

## **Board Meeting Agenda**

Northeast Florida Regional Airport (UST/KSGJ)

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### **5. Selection a CFO Firm:**

- The importance of securing a reputable and experienced CFO firm for the airport cannot be overstated. A dedicated firm will provide the oversight, assistance in strategic planning, and operational expertise necessary to support the airport's growth and sustainability.

After conducting thorough due diligence, we identified two firms that stood out above the rest due to their expertise, proven track record, and alignment with the airport's needs. While I have a preference based on my evaluation, I believe it is essential for the Board to have the opportunity to review and consider both these candidates. This ensures transparency and allows for a collaborative decision-making process that reflects the best interests of the airport.

- Board Comments
- Public Comments

# **Saint Johns County Airport Authority**

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### **6. Simplify i3:**

- Investing in Simplify i3 will significantly enhance our airport's operational efficiency, tenant, and overall safety. Simplify i3 is a state-of-the-art solution designed to optimize required functions, future improvements, and security processes. This program will improve real-time decision-making through advanced data analytics and automation. We have discussed this software at a previous meeting. We believe that after completing our FAA audit it is now time to move forward with purchasing said software.

- Board Comments
- Public Comments



August 19, 2024

Mr. Courtney Pittman  
Interim Executive Director  
Northeast Florida Regional Airport  
4900 US Highway 1, North  
St. Augustine, FL 32095

**Re: Simplify i3® Airport Data Management Solution for Northeast Florida Regional Airport**

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Dear Mr. Pittman,

EPIC Engineering & Consulting Group, LLC (EPIC) is pleased to submit our proposal for providing the Simplify i3® Airport Data Management Solution for the Northeast Florida Regional Airport (NFRA). The Simplify i3® data management solution will provide NFRA with a robust and scalable platform for managing airport operational and asset datasets. This solution is specifically designed to grow with your business needs and deliver operational efficiencies to NFRA staff.

## Project Scope

Northeast Florida Regional Airport leadership has identified the need for an Airport Digital Transformation platform that supports the data management activities across the airport including Part-139 Inspections, SMS, operational inspections, work orders, projects, training, and lease management. As a part of this scope, EPIC will configure and provide the Simplify i3® Airport Data Management Solution to NFRA for ongoing use. EPIC will provide the following services under the project scope:

### **Task 1: Simplify i3® (Software as a Service) Software Configuration and Training**

As a part of this task, EPIC will provide configuration services to set up the following modules of the Simplify i3® Airport Data Management Solution:

- i. Inspections
  - a. Part-139 Inspections
  - b. Operational inspections
- ii. Service Request including SMS
- iii. Work Orders
- iv. Contacts
- v. Training Management
- vi. Lease Management
- vii. Project Management

After completion of the configuration, EPIC will provide training to end users of the Simplify i3® application. A total of three (3) online training sessions are included in the task budget. This includes one Administrator training and two end user trainings.

Subsequent to the configuration and deployment of the NFRA Simplify i3® solution, EPIC will provide Post Go Live support to the NFRA staff to facilitate effective use of the solution.

### **Task 2: Annual Subscription for Simplify i3® (Software as a Service) for the Northeast Florida Regional Airport**

EPIC will provide secure online access to the Simplify i3® Airport Data Management Solution (Software as a Service) for the authorized NFRA staff for a period of 5 years from the notice to proceed. The subscription fee is payable by NFRA on an annual basis.

The subscription includes the following items:

- a. Access for up to 20 named users for the following modules:
  - i. Inspections
    - i. Part-139 Inspections
    - ii. Operational inspections
  - ii. Service Request including SMS
  - iii. Work Orders
  - iv. Contacts
  - v. Training Management
  - vi. Lease Management
  - vii. Dashboards
  - viii. User Reports
  - ix. Project Management
- b. System reference documentation
- c. Technical support services: EPIC will provide technical support to NFRA staff to resolve application and other programmatic issues that affect the use of Simplify i3® by NFRA staff. EPIC will provide user training on an as needed basis via web meetings.
- d. Enhancements: EPIC continuously enhances the Simplify i3® application to add new functionality to support our customer requirements. The applicable enhancements made to the Simplify i3® modules licensed by NFRA will be made available to NFRA at no additional cost over the duration of the subscription.
  - Custom enhancements that are specifically requested by NFRA will be evaluated on a case-by-case basis and EPIC will provide a scope and fee estimate to NFRA project manager for review and approval.



## Project Budget

EPIC will provide the services listed in this proposal for the following fees.

- Task 1: Simplify i3 (Software as a Service) one-time software configuration and training: \$20,000
- Task 2: Annual SaaS subscription fee for the Simplify i3® Airport Data Management solution: \$27,000\* per year, renewed annually. The annual SaaS subscription fee will include a 4% increase each year.
- The SaaS fee schedule is shown below:

Year	Subscription Fee (GIS Licenses provided by EPIC)	Subscription Fee (GIS Licenses provided by NFRA)
Year 1	\$ 27,000.00	\$ 25,000.00
Year 2	\$ 28,080.00	\$ 26,000.00
Year 3	\$ 29,203.20	\$ 27,040.00
Year 4	\$ 30,371.33	\$ 28,121.60
Year 5	\$ 31,586.18	\$ 29,246.46

## Project Schedule

EPIC will provide the services described in this proposal in within a period of 3 months from project kickoff meeting date. The planning level schedule is shown below.

Task # and Description	Month 1				Month 2				Month 3			
	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
Task 1.1 - Project scope and vision validation, coordination, and communication with GIF team												
Task 1.2 - Documentation of data collection, storage, and reporting requirements												
Task 1.3 - Complete configuration												
Task 1.4 - End User and Administration Training												
Task 2.0 - Simplify i3® (Software as a Service)Go Live for GIF												

EPIC greatly values our partnership with the Northeast Florida Regional Airport. We are excited to be part of this important project for your organization that will bring business efficiency and value to the NFRA data management activities. Please feel free to contact me with any questions.

Sincerely,



Prasad Chittaluru, Ph.D., P.E, PMP, GISP  
Principal, EPIC Engineering & Consulting Group, LLC

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### **7. Solano Hangar Update:**

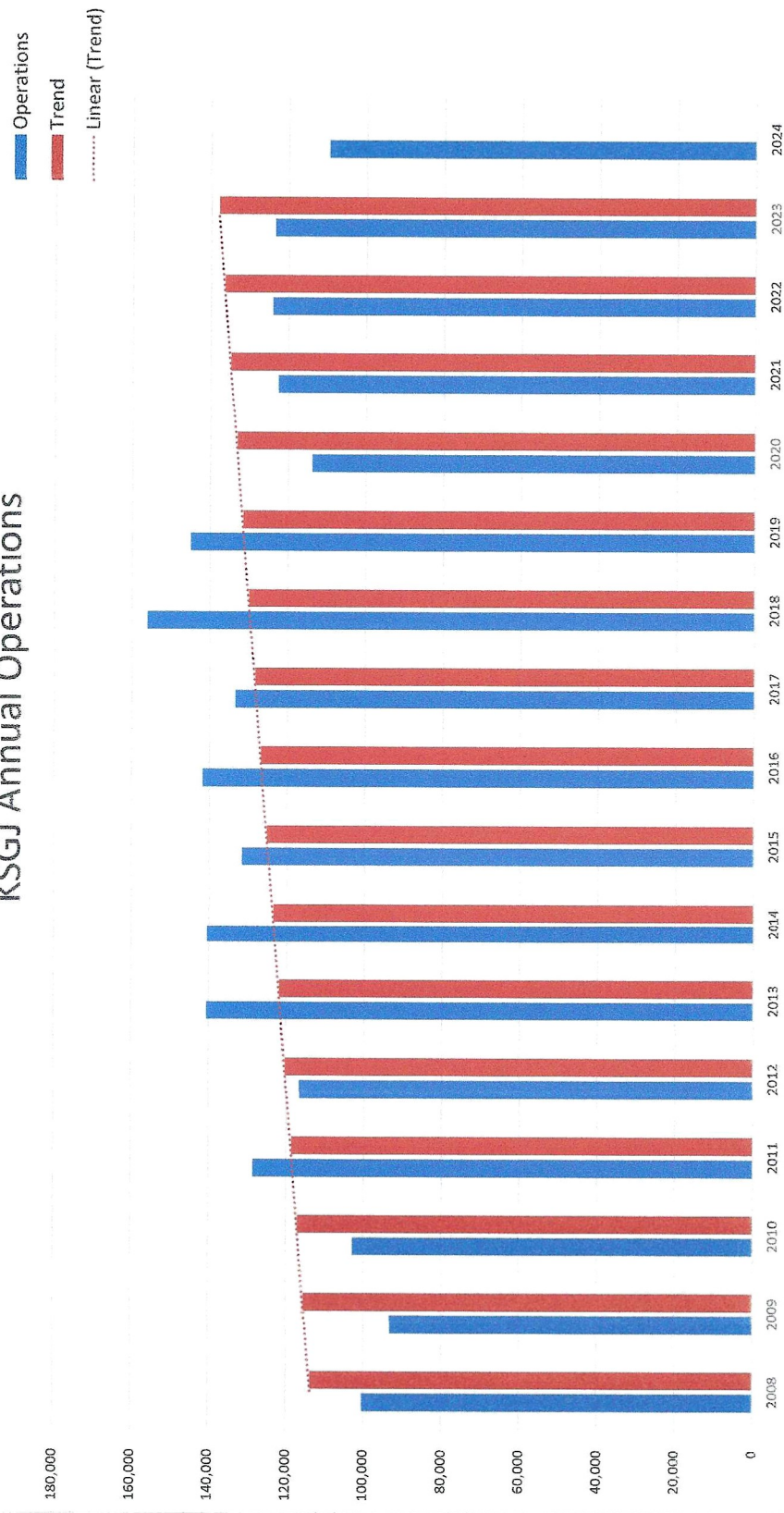
- Board Comments
- Public Comments

### **• Staff Reports**

- Mr. Courtney K. Pittman, Interim Executive Director
  - FAA Audit
  - DiMarie Timeline
  - Operations and Fuel Sales



# KSGJ Annual Operations



Operations & Fuel Sales

Month	Operations			Jet A Gallons			100LL Gallons			Self LL Gallons		
	This YR	Last YR	Change	This YR	Last YR	Change	This YR	Last YR	Change	This YR	Last YR	Change
Sep-22	7,958	9,127	-12.8%	134,318	118,008	13.8%	7,866	8,092	-2.8%	12,666	15,372	-17.6%
Oct-22	12,470	10,739	16.1%	150,066	158,095	-5.1%	8,166	8,131	0.4%	16,991	17,401	-2.4%
Nov-22	9,069	11,900	-23.8%	111,109	170,678	-34.9%	15,641	7,947	96.8%	14,623	16,442	-11.1%
Dec-22	10,142	10,572	-4.1%	166,262	147,829	12.5%	16,366	16,125	1.5%	14,385	16,465	-12.6%
Jan-23	8,295	9,104	-8.9%	165,888	140,242	18.3%	8,174	8,211	-0.5%	18,146	13,438	35.0%
Feb-23	8,875	8,667	2.4%	139,248	175,530	-20.7%	8,148	7,953	2.5%	14,958	11,646	28.4%
Mar-23	9,118	10,378	-12.1%	182,496	188,643	-3.3%	7,916	8,110	-2.4%	13,731	17,503	-21.6%
Apr-23	11,756	11,399	3.1%	166,364	194,928	-14.7%	7,932	8,117	-2.3%	15,524	14,990	3.6%
May-23	12,712	10,832	17.4%	182,061	148,130	22.9%	7,906	8,080	-2.2%	16,965	18,073	-6.1%
Jun-23	10,360	11,054	-6.3%	126,451	168,472	-24.9%	7,816	8,058	-3.0%	14,807	14,612	1.3%
Jul-23	10,502	10,961	-4.2%	141,884	149,869	-5.3%	7,884	7,587	3.9%	15,532	14,735	5.4%
Aug-23	11,480	11,990	-4.3%	145,590	173,456	-16.1%	5,123	7,848	-34.7%	18,582	14,464	28.5%
Sep-23	9,305	7,958	16.9%	126,176	134,318	-6.1%	7,796	7,866	-0.9%	10,998	12,619	-12.8%
Oct-23	12,015	12,470	-3.6%	178,498	150,066	18.9%	9,970	8,166	22.1%	13,298	16,991	-21.7%
Nov-23	9,832	9,069	8.4%	168,518	111,109	51.7%	8,766	15,641	-44.0%	13,075	14,623	-10.6%
Dec-23	9,257	10,142	-8.7%	153,420	166,262	-7.7%	8,581	16,366	-47.6%	13,914	14,385	-3.3%
Jan-24	11,610	8,295	40.0%	151,364	165,888	-8.8%	8,192	8,174	0.2%	16,499	18,146	-9.1%
Feb-24	11,845	8,875	33.5%	159,028	139,248	14.2%	7,941	8,148	-2.5%	20,488	14,958	37.0%
Mar-24	11,066	9,118	21.4%	187,510	182,496	2.7%	8,294	7,916	4.8%	20,717	13,731	50.9%
Apr-24	11,817	11,756	0.5%	176,151	166,364	5.9%	7,929	7,932	0.0%	27,590	15,524	77.7%
May-24	11,458	12,712	-9.9%	170,693	182,061	-6.2%	10,599	7,906	34.1%	18,489	16,965	9.0%
Jun-24	10,857	10,360	4.8%	142,616	126,451	12.8%	6,784	7,816	-13.2%	17,654	14,807	19.2%
Jul-24	12,250	10,502	16.6%	168,059	141,884	18.4%	8,971	7,884	13.8%	16,683	15,532	7.4%
Aug-24	10,134	11,480	-11.7%	121,230	145,590	-16.7%	6,885	5,123	34.4%	15,560	18,582	-16.3%
Sep-24	8,485	9,305	-8.8%	147,734	126,176	17.1%	6,626	7,796	-15.0%	11,965	10,998	8.8%
Oct-24	10,013	12,015	-16.7%	142,007	178,498	-20.4%	7,984	9,970	-19.9%	15,442	13,298	16.1%
Nov-24		9,832			168,518			8,766				
FYTD	99,757	92,797	86.3%	1,487,798	1,389,945	85.2%	77,056	108,868	-29.2%	161,724	140,130	140.3%



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- Mr. Jeremiah Blocker/Lisa Miles, General Counsel
- Mr. Chad Roberts, Aviation Attorney

- **Board member comments and reports**

Ms. Reba Ludlow, Chair

Ms. Michelle Cash-Chapman

Mr. Dennis Clarke

Mrs. Jennifer Liotta

Mr. Robert Olson

- **Public Comments – General**

- Three minutes per speaker at the discretion of the Chair
- Address matters that reasonably may need the attention of the Authority
- No personal, impertinent, or slanderous remarks or boisterous behavior
- Address Authority as a body, not individual members or staff
- Refrain from making a demand for an immediate response from the Authority

- **Next meeting:**

- Regular Meeting, Monday, December 9, 2024, 4:00 pm, Airport Conference Center

- **Adjournment**