

Regular Meeting Agenda

February 12th 2024, 1630

- Call to Order
- Pledge of Allegiance
- Elections,
 - Chairman request nominations for Chairman and Secretary/Treasure positions
 - Request for motions for specific positions
 - Vote
 - Review position requests for various committee positions
 - Request for motions for specific positions
 - Vote
- Approval Meeting Minutes (January 8th board meeting and 22nd workshop, 2024)
- Agenda Approval
- Business Partner Updates
- Old Business Items
- New Business Items
- *Special report by Executive Director on Security Initiative*
- Staff Report
- Legal counsel report
- Public comments
- Member comments and Reports
- Adjournment

Regular Meeting Agenda

February 12th 2024, 1630

SECURITY

**See Attachment
Security Cover Letter.Docx**

Regular Meeting Agenda

February 12th 2024, 1630

Business Partner Updates

- Mr. Henry Dean, St. Johns County Commissioner
- Mr. Vinny Beyers, Atlantic Aviation, FBO
- Mr. Jose Riera, SAAPA Liaison
- Mr. Nate McKendrick, Northrup Grumman
- Mr. Courtney Pittman, Air Traffic Control Tower
- Mr. Bruce Kreis, AOPA

Regular Meeting Agenda

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- **Old Business Items**
 - **Schedule Policy Committee meeting, Next Workshop?**
 - **Update of engineering request for the planning of the NE AOA infrastructure build out.**
 - **Passaro in process weekly meetings**
 - **Michael Baker in process weekly meetings**
 - **Pond declined.**
 - **Review/approve work orders for proceeding with taxi way F and Casa Cola Extension to US 1; Passero Associates Supplemental Agreement 24-106 – Casa Cola Way/Roadway Extension (Relocation) – Site Investigation and Preliminary Design**
 - **Site investigation includes environmental site review, topographic survey, tree survey, geotechnical site investigation, traffic study analysis, related stormwater facilities and utility source-sizing-connections.**
 - **Preliminary design (to 30% completion) is included.**
 - **Final design and bidding will be included under a separate authorization once final road and utility alignment and location is selected.**
 - **See Project #1 in attached handout for more detailed project description, planned funding, and sketch.**
 - **Passero Associates Supplemental Agreement 24-107 – Taxiway F Extension – Engineering Design & Bidding for new taxiway (extension) and related stormwater facilities.**
 - **See Project #2 in attached handout for project description, planned funding, and sketch.**
- **New Business Items**
 - **Overview of collaboration between St. Johns County and Airport Authority**
 -

Regular Meeting Agenda

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Staff Reports – Items of Interest & Update of Projects

Jaime R Topp

- Meetings with County Economic Development
- Tenant Satisfaction Survey
- CAP relocation.
- Relocation of the Historic Buildings along US1
 - Review letter from Hastings Main Street, Inc., Jena Davis, Chair
- Selection of Appraiser for Compass Point Property
- Will discuss the following at next Workshop meeting
 - Representative event at Airport
 - Compass Point open items
 - Business plan progress

Courtney Pittman

- Waiting List update
- Fence Project

Regular Meeting Agenda

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Airport Operations and Fuel Sales

Regular Meeting Agenda

February 12th 2024, 1630

Public Comments – General

Rules of Decorum

- **May Not Disrupt the Meeting with Personal, Impertinent or Slanderous Remarks or Boisterous Behavior**
- **Please Address the Authority as a Whole, Not Any Individual Member or Staff**
- **Please Refrain From Making any Demand for an Immediate Response From the Authority**

Authority Members - Comments and Reports

Ms. Michelle Cash-Chapman

- **Aerospace Academy**
- **Executive Director Search**

Mr. Dennis Clarke

Ms. Jennifer Liotta

Ms. Reba Ludlow

- **Transportation Planning Organization**

Mr. Robert Olson

- **Economic Development Council**

Next Meeting

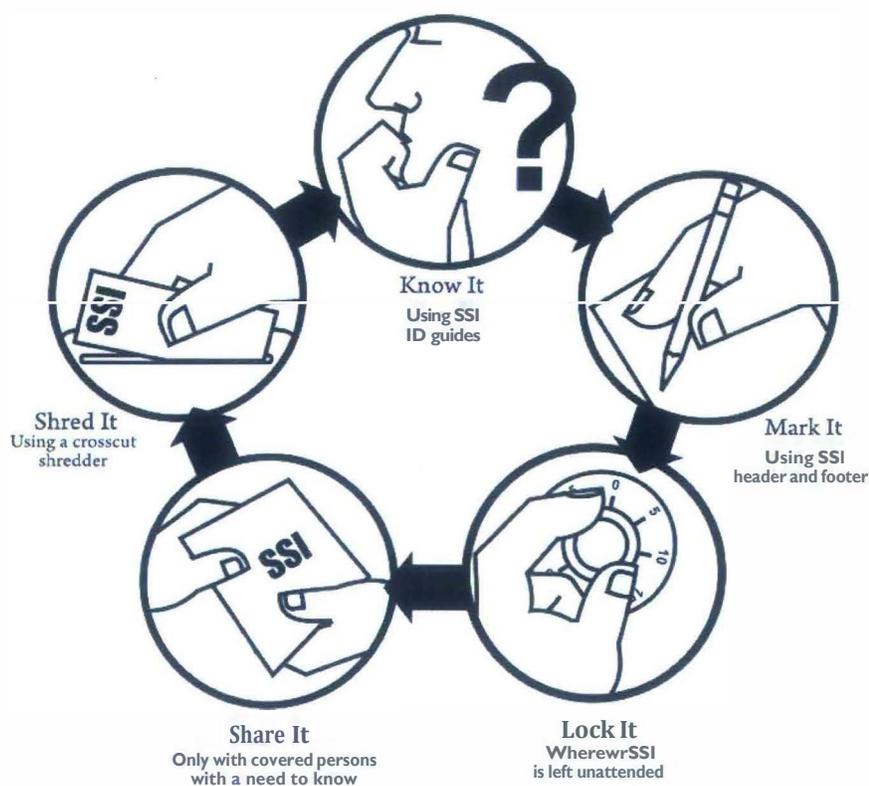
February 26th, 2024 Workshop

Attachments;

DEPARTMENT OF HOMELAND SECURITY

SENSITIVE SECURITY INFORMATION

Cover Sheet



For more information on handling SSI, contact SSI@tsa.dhs.gov.

WARNING: This record contains Sensitive Security Information that is controlled under 49 CFR parts 15 and 1520. No part of this record may be disclosed to persons without a "need to know", as defined in 49 CFR parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. government agencies, public disclosure is governed by 5 U.S.C. 552 and 49 CFR parts 15 and 1520.

PROJECT #1

Integrated Facility Module

Search Facility Contacts Statistics JACIP Pavement



- Projects
- Balances
- Reports
- Training
- FAA Training

Project Details

Bookmarks Go to... **New**

Project: PFL0013096 : Access Road from Conference Center to U.S. 1
FM Number: 435026-2

Last modified by Kyle Coffman on 5/12/2021 11:04:44 AM
Last viewed by Andrew Holesko on 2/6/2024 12:39:21 PM

Project Details Funding Certifications Notes

Project Description Access Road from Conference Center to U.S. 1

Project Category GROUND TRANSPORTATION

Sub Category Construct Access Road (Other)

Master Plan/ALP Page Number

Narrative Construct 700 LF new access road from the Airport South General Aviation area and Conference Center building to U.S. Highway 1 North. Also included is construction of new taxilanes and security fencing.

Justification Construction of this new road will provide direct connectivity from the Conference Center to US 1 and allow for the secured perimeter of the airport to expand west towards US 1 providing additional space to construct aircraft hangars. Over 100 people are currently on the waiting list to lease an aircraft hangar unit.

DOT Description NE FL REG APT DESIGN AND CONSTRUCT ACCESS ROAD US1 TO CONFERENCE CENTER PFL0013096

DOT Comments

FAA Description #1

FAA Description #2

Cares Act Funding

Sketch [View Sketch](#)

Airport Project ID	
Airport Priority for State Funds	
Airport Priority for Federal Funds	
Operational Year	2025
FDOT Item Segment	435026 - 2
FDOT Work Mix	8205
FDOT Project Manager	
FAA Eligible	No
FAA Project Manager	

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Documents

Select a Folder General Documents [Add File](#) | [Add Folder](#)

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Integrated Facility Module

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Project Details Funding Certifications Notes

Notify FDOT

Airport Requested Funding Federal Planned Funding State Allocated Funding

Year Type Amount [Add](#)

Last modified by Andrew Holesko on 3/8/2021 1:37:48 PM
Federal Fiscal Year October 1 - September 30
State Fiscal Year July 1 - June 30

	Year	Type	Amount
	2024	STA	\$1,025,000
	2024	LF	\$256,250

Airport Requested Funding Summary

Year	BIL	Discretionary	Passenger Entitlements	Cargo Entitlements	GA	FAA Total	State Total	PFC	Local	Local Total	Year Total
2024	\$0	\$0	\$0	\$0	\$0	\$0	\$1,025,000	\$0	\$256,250	\$256,250	\$1,281,250
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$1,025,000	\$0	\$256,250	\$256,250	\$1,281,250
						0.00%	80.00%			20.00%	

State Allocated Funding Summary

Year	BIL	FAA Funding	MAP	Federal Total	DDR	DU	DS	DPTO	DIS	GMR	State Total	Local Total	Year Total
2025	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,025,000	\$0	\$0	\$1,025,000	\$256,250	\$1,281,250
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,025,000	\$0	\$0	\$1,025,000	\$256,250	\$1,281,250
				0.00%							80.00%	20.00%	

Documents

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PROJECT #2

Northeast Florida Regional Airport

Logout | Support | Version 2.1.13

Integrated Facility Module

Search

Facility

Contacts

Statistics

JACIP

Pavement



- Projects
- Balances
- Reports
- Training
- FAA Training

Project Details

Bookmarks Go to... **New**

Project: PFL0014675 : Taxiway F Extension
FM Number: -

Last modified by Andrew Holesko on 1/17/2024 12:43:27 PM
Last viewed by Andrew Holesko on 2/6/2024 11:01:53 AM

Project Details Funding Certifications Notes

Project Description Taxiway F Extension
Project Category TAXIWAY
Sub Category Extend Taxiway (Capacity)
 Taxiway:

Does the project include lighting?

Master Plan/ALP Page Number

Narrative Design and Construct 600 LF x 35 feet wide taxiway and associated site improvements including fencing and stormwater management facilities. This request includes FAA BIL AIG funds for FY 24 allocation-\$844,000.

Justification Construction of this taxiway will expand the South General Aviation area further west towards U.S. 1 and allow for the secured perimeter of the airport to expand west towards US 1 providing additional space to construct aircraft hangars. Over 100 people are currently on the waiting list to lease an aircraft hangar unit.

DOT Description

DOT Comments

FAA Description #1

FAA Description #2

Cares Act Funding

Sketch [View Sketch](#)

[Edit](#) [Delete](#)

Airport Project ID	
Airport Priority for State Funds	
Airport Priority for Federal Funds	
Operational Year	2026
FDOT Item Segment	-
FDOT Work Mix	8207
FDOT Project Manager	
FAA Eligible	No
FAA Project Manager	

Documents

Select a Folder **General Documents** [Add File](#) | [Add Folder](#)

No Documents



Integrated Facility Module

Search Facility Contacts Statistics JACIP Pavement

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Project Details

Bookmarks Go to...

Project: PFL0014675 : Taxiway F Extension
FM Number: -

Last modified by Andrew Holesko on 1/17/2024 12:43:27 PM
Last viewed by Andrew Holesko on 2/6/2024 11:01:53 AM

Project Details Funding Certifications Notes

Notify FDOT

Airport Requested Funding Federal Planned Funding State Allocated Funding

Year Type Amount [Add](#)

Last modified by Andrew Holesko on 1/17/2024 12:42:32 PM
Federal Fiscal Year October 1 - September 30
State Fiscal Year July 1 - June 30

	Year	Type	Amount
	2025	BIL	\$844,000
	2025	STA	\$75,022
	2025	LF	\$18,756

Airport Requested Funding Summary

Year	BIL	Discretionary	Passenger Entitlements	Cargo Entitlements	GA	FAA Total	State Total	PFC	Local	Local Total	Year Total
2025	\$844,000	\$0	\$0	\$0	\$0	\$844,000	\$75,022	\$0	\$18,756	\$18,756	\$937,778
Totals	\$844,000	\$0	\$0	\$0	\$0	\$844,000	\$75,022	\$0	\$18,756	\$18,756	\$937,778
						90.00%	8.00%			2.00%	

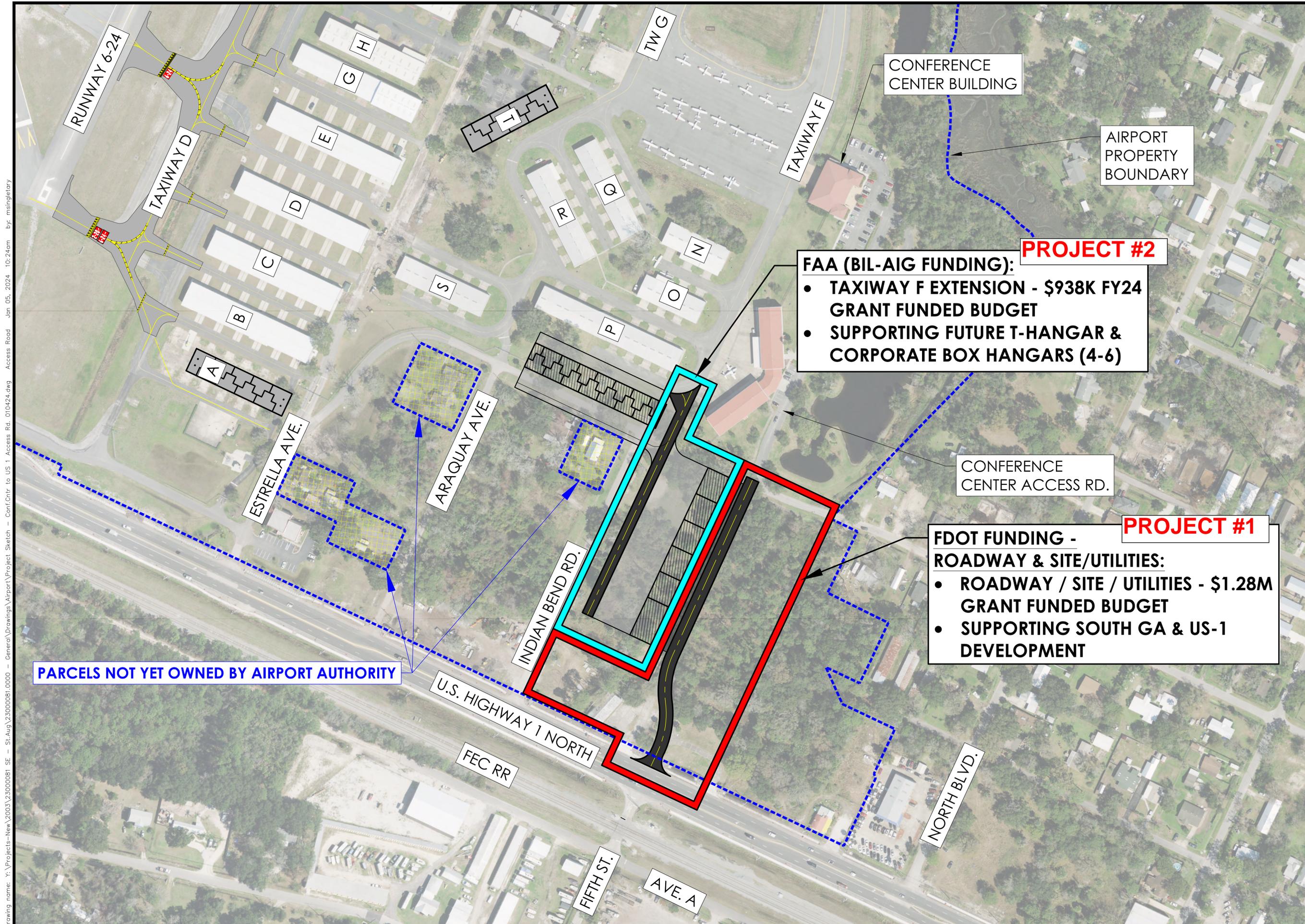
State Allocated Funding Summary

No Funding

Documents

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CONFERENCE CENTER BUILDING

AIRPORT PROPERTY BOUNDARY

PROJECT #2

FAA (BIL-AIG FUNDING):

- TAXIWAY F EXTENSION - \$938K FY24 GRANT FUNDED BUDGET
- SUPPORTING FUTURE T-HANGAR & CORPORATE BOX HANGARS (4-6)

CONFERENCE CENTER ACCESS RD.

PROJECT #1

FDOT FUNDING - ROADWAY & SITE/UTILITIES:

- ROADWAY / SITE / UTILITIES - \$1.28M GRANT FUNDED BUDGET
- SUPPORTING SOUTH GA & US-1 DEVELOPMENT

PARCELS NOT YET OWNED BY AIRPORT AUTHORITY



CONCEPTUAL

Stamp:

Client:
St. Augustine-St. Johns County Airport Authority
4796 US 1 North
St. Augustine, Florida 32095



Passero Associates
4730 Casa Cola Way, Suite 200 St. Augustine, FL 32095
(904) 757-6106 Fax: (904) 757-6107
Certificate of Authorization # 3428
Principal-in-Charge: Andrew Holesko
Project Manager: Matt Singletary

Revisions

No.	Date	By	Description

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PROJECT SKETCH

ACCESS RD. CONFERENCE CENTER TO US 1 & TAXIWAY F EXTENSION

Northeast Florida Regional Airport
Town/City: St. Augustine
County: St. Johns State: Florida

Project No.
2300081.0000

Drawing No.
SK-1

Date
January 2024

Drawing name: Y:\Projects-New\2003\23000081_SE - St.Aug\23000081.0000 - General\Drawings\Airport\Project_Sketch - Conf.Ctr. to US 1 Access Rd. 010424.dwg Access Road Jan 05, 2024 10:24am by: mairsingletary

St. Augustine St. Johns County Airport Authority

Hangar Tenant Satisfaction Survey 02.07.2024

This survey will be used to gain knowledge and make improvements through feedback from our tenant's experience and level of satisfaction, at our airport.

1. In the past year, have you experienced any type of mechanical issue with your hangar (electrical, doors, added amenities, etc.)?

- Yes
- No

If so, please explain:

2. In the past year, have you had any issues with rust, leaks, paint, broken structure?

- Yes
- No

If so, please explain:

3. What can we do, as an Airport Authority, to improve your experience?



HASTINGS MAIN STREET, INC.
105 S. Ponce de Leon Blvd., St. Augustine, FL 32084-4213
HastingsMainSt@gmail.com www.HastingsFl.org

February 5, 2024

Re: Hastings Main Street
Acquisition of Train Depots

Mr. Jaime Topp, Executive Director
Northeast Florida Regional Airport / St. Johns County Airport Authority
4796 US Hwy 1 N
St. Augustine, FL 32095

Dear Mr. Topp:

Thank you and your staff for meeting with myself and representatives of our Main Street Board on February 2, 2024 to discuss acquisition, transport and timing for relocation of the large and small train depot facilities now situated at 4704 US-1, St. Augustine, FL 32095. These two historic structures will blend nicely in their new surroundings of Hastings. At our community meeting this past Saturday, the announcement was very well received and the excitement is brewing. Everyone is grateful to you for the consideration.

In order to formalize our agreement we understand a formal action of the Airport Authority Board is required along with a legal agreement on transfer of assets with terms. Please keep us apprised of these needed measures. We are working rapidly to secure quotes and funding to facilitate the transfer within a six to nine month window of time. Identified properties receiving the depots may be the county owned parcel upon which Old Hastings Jail resides and a nearby FDOT owned parcel along the Palatka – St. Augustine Trail where the original Hastings freight and passenger depots once resided.

Contact parties for Hastings Main Street, Inc. are as follows:

Jena Dennis, Chair (signing authority and logistics) 904-806-4274 gerealtyteam@gmail.com
Sallie O'Hara, Executive Director (communications and coordination) 904-540-0402 tarahillspecialies@gmail.com
105 N. Ponce de Leon Blvd.
St. Augustine, FL 32084

Thank you immensely for this opportunity and support to preserve a vital piece of history and infuse Hastings with a positive push towards its revitalization. We look forward to our next steps and invite you to join us for our upcoming events.

Grow with us,

Jena Dennis, Chair
Hastings Main Street, Inc.