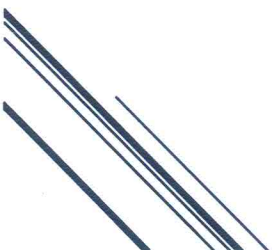


Regular Meeting Agenda

August 22, 2022

Call to Order – 4:00pm

- **Call to Order**
- **Pledge of Allegiance**
- **Meeting Minutes & Financial Report**
- **Agenda Approval**
- **Staff Report**
- **Business Partner Updates**
- **Business Items –**
 - Strategic/Business Plan Update
 - T-Hangar Development Update
 - ARFF Options
 - FY2022-23 Preliminary Staff Budget Presentation
 - Modern Aero Lease Status
- **Public Comment – General**
- **Member Comments and Reports**
- **Adjournment**



Northeast Florida Regional Airport

Fly Smart!

Staff Reports – Items of Interest & Update of Projects

Terminal Entrance Road –

- Phase I – Complete
- Phase II – Design Continues – Out for Bid – Opens 9/22

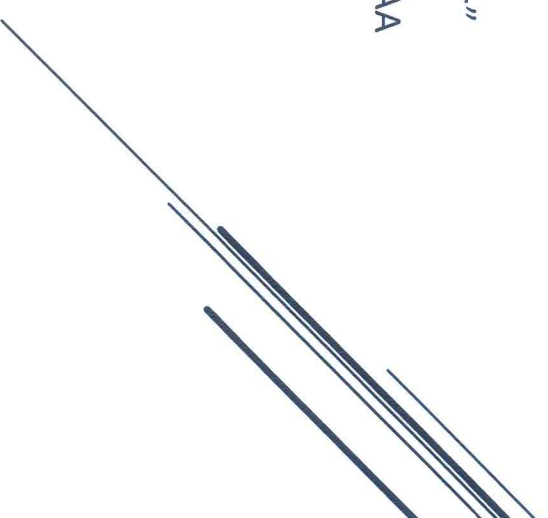
Project Development Schedule –

- Taxiway “B” (Center Section) – Bids Opened 5/12; FAA Award “Summer”
- Fencing & Gates Replace and Upgrade – Bids Opened 5/12; Awaiting FAA

Strategic/Business Plan –

- Agenda Item – FDOT Grant Executed

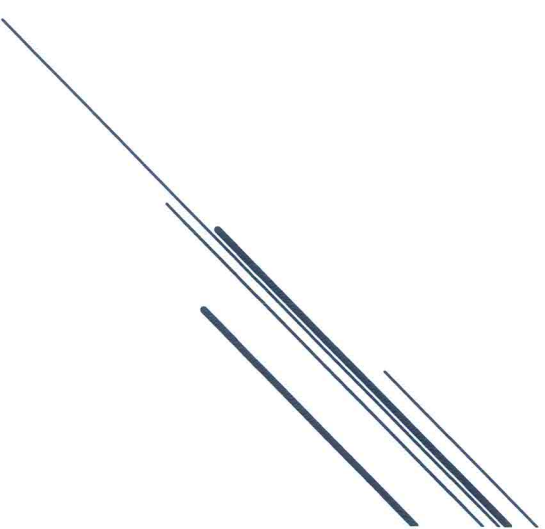
Meeting Details



BUSINESS PARTNER UPDATES –

- Mr. Henry Dean, St. Johns County Commissioner
- Mr. Vinny Beyers, Atlantic Aviation
- Mr. Jose Riera / Mr. Jaime Topp, SAAPA Liaison
- Mr. Nate McKendrick , NGC
- Mr. Courtney Pittman, ATCT
- Mr. Doug Burnett, Airport Attorney

Meeting Details

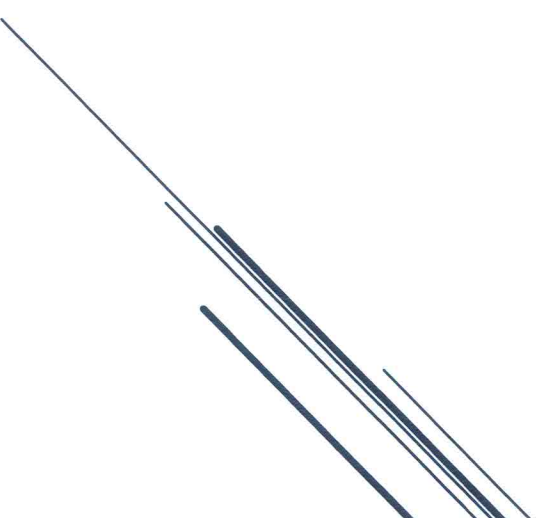


Meeting Details

BUSINESS ITEM – STRATEGIC/BUSINESS PLAN

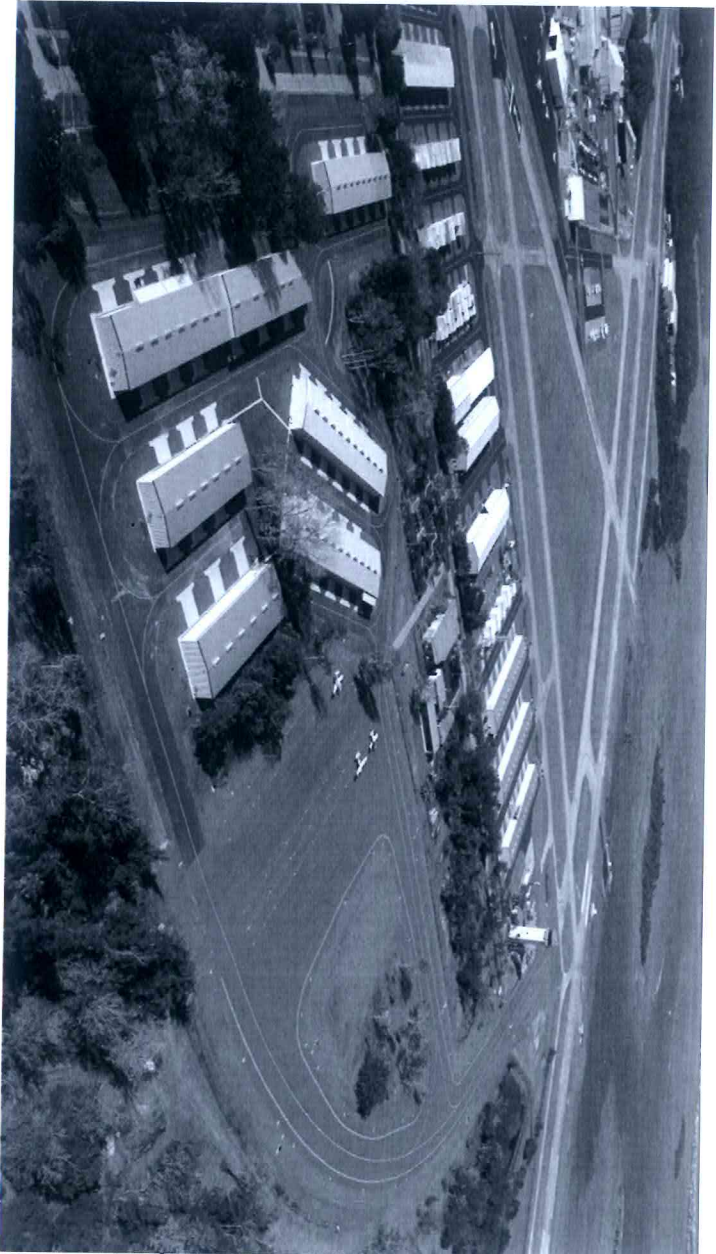
Remy Lucette – Ricondo & Associates

- Project Update
- Review of Major Milestone Events



Meeting Details

BUSINESS ITEM – T-HANGAR DEVELOPMENT UPDATE



T-Hangar Development Areas

**BUSINESS ITEM –
T-HANGAR
DEVELOPMENT UPDATE**

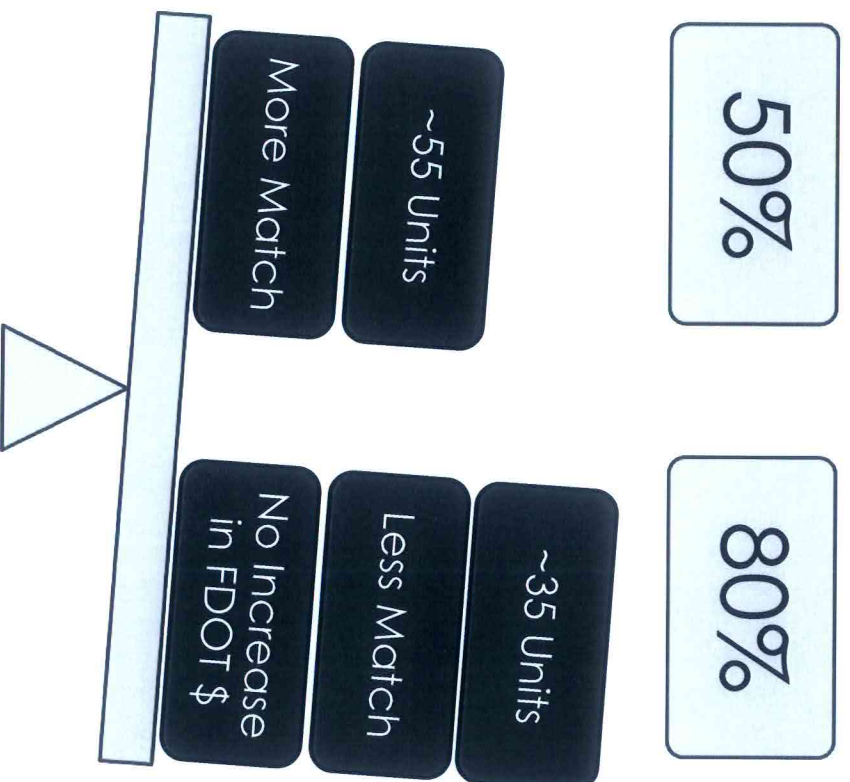
T-Hangar Development
Grant Funding Projections

<u>JACIP Description</u>	<u>State Fiscal Year Ending (June)</u>	<u>EDOT #</u>	<u>EDOT Share</u>	<u>Authority Share</u>	<u>Total Available Funding</u>
Corporate Hangar - Design - Construct -	2023	PFI0012394	\$25,000	\$25,000	\$50,000
	2024		\$1,135,000	\$1,135,000	\$2,270,000
Hangars (South GA Area) -	2025	PFI0013097	\$1,000,000	\$1,000,000	\$2,000,000
South GA Hangar Development -	2028	PFI0014015	\$2,000,000	\$2,000,000	\$4,000,000
Period (FY23-28) Totals -			<u>\$4,160,000</u>	<u>\$4,160,000</u>	<u>\$8,320,000</u>

Meeting Details

BUSINESS ITEM –

T-HANGAR DEVELOPMENT UPDATE



T-Hangar Rate Survey August 2022

<u>Airport</u>	<u>Size ~</u>	<u>Hydraulic/</u>		<u>Current</u>	<u>Monthly</u>
		<u>Manual Door</u>	<u>Bi-Fold Door</u>	<u>Waiting List</u>	<u>Rate</u>
Flagler County Airport -	1100	X		125	\$325.00
Palatka Airport -	1100	X		100	\$360.00
Keystone Heights Airport -	1000	X	X	45	\$300.00
Jacksonville Executive -	1300	X	X	120	\$600.00
Herlong Airport	1100	X	X	40	\$386.00
Fernandina Airport -	1300	X	X	85	\$650.00
NE Florida Regional -	1200		X	285	\$400.00
AVERAGE -					114.29 \$431.57

**BUSINESS ITEM -
T-HANGAR
DEVELOPMENT UPDATE**

FACT
Similar Sized "U-Store-It"
Units Run ~\$1500/mo.

New T-Hangar Project(s) Financial Exercise -

	FDOT 50%	FDOT 80%
Approximate Number of Units Proposed -	55	35
Estimated Cost per Unit (~\$130k w/o site...\$200+ w/site) -	\$150,000	\$150,000
Cost of Project (Units X Cost per Unit) -	\$8,320,000	\$5,200,000
FDOT Project Participation of Project Cost -	\$4,160,000	\$4,160,000
Authority Share of Project -	<u>\$4,160,000</u>	<u>\$1,040,000</u>
Total Project Funds Available -	\$8,320,000	\$5,200,000
Years to Recover (Using All T-Hangar Annual Revenue) -	18.2	5.2
Years to Recover (Using All T-Hangar Annual Revenue @75%) -	22.8	6.4

**T-Hangar Rate @
\$400/mo.**

BUSINESS ITEM - T-HANGAR DEVELOPMENT UPDATE

New T-Hangar Project(s) Financial Exercise -

FDOT 50% FDOT 80%

Approximate Number of Units Proposed -	55	35
Estimated Cost per Unit (~\$130k w/o site...\$200+ w/site) -	\$150,000	\$150,000
Cost of Project (Units X Cost per Unit) -	\$8,320,000	\$5,200,000
FDOT Project Participation of Project Cost -	\$4,160,000	\$4,160,000
Authority Share of Project -	\$4,160,000	\$1,040,000
Total Project Funds Available -	\$8,320,000	\$5,200,000
Years to Recover (Using All T-Hangar Annual Revenue) -	11.2	3.2
Years to Recover (Using All T-Hangar Annual Revenue @75%) -	14.0	4.0

T-Hangar Rate @
\$650/mo.

BUSINESS ITEM – T-HANGAR DEVELOPMENT UPDATE

BUSINESS ITEM – ARFF OPTIONS

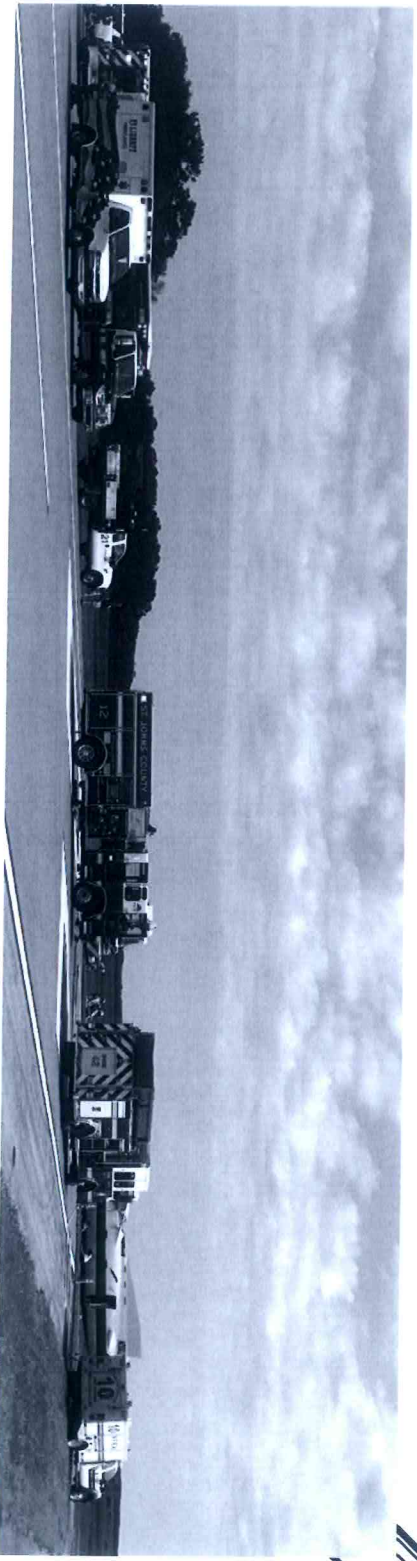
- Basic Methods of Coverage & Estimated \$ (Year 1)
 - SJCFR – 1 Staff...\$
 - SJCFR – 2 Staff...\$730,930
 - Private Contractor – 2 Staff + Chief...\$690,000
 - Airport ARFF Department - 2 Staff + Chief...\$661,000

Meeting Details

BUSINESS ITEM – ARFF OPTIONS

Current Services –

- General Aviation Response...\$0
- Commercial Service...\$120 (minimum) per Arrival/Departure
 - Likely Phase-out Fall 2022



Meeting Details

BUSINESS ITEMS – FY2022-23 BUDGET DEVELOPMENT

Key Items Affecting Budget Development

- Capital Development Program/Grant Opportunities
- Additional Staff
- Inflation (CPI)
- Full-time ARFF

Board Discussion
Public Comment
Direction to Staff

Meeting Details

BUSINESS ITEM –

MODERN AERO LEASE STATUS

- **Lease Form Issues Mostly Resolved**

Remaining Items...

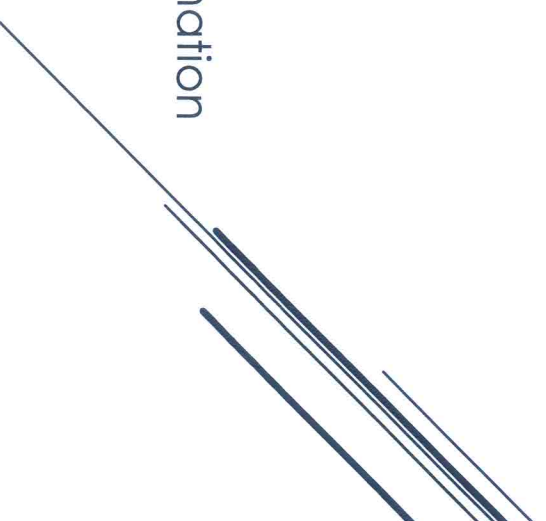
- 30-day Termination Clause
- Personal Guarantee

- **Timeline to Completion**

- As Early as September 2022

- **Obstacle to Completion**

- Provision & Review of Business Information



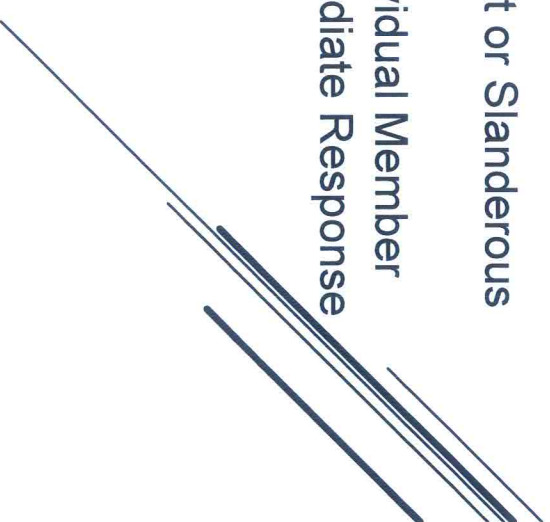
Public Comments

General

- Three (3) Minutes per Speaker
- Address Matters that Reasonably May Need Attention of the Authority

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
- Please Refrain From Making any Demand for an Immediate Response From the Authority



Authority Members

Comments and Reports

Ms. Reba Ludlow

- Aerospace Academy
- TPO
- Safety Review Committee Report

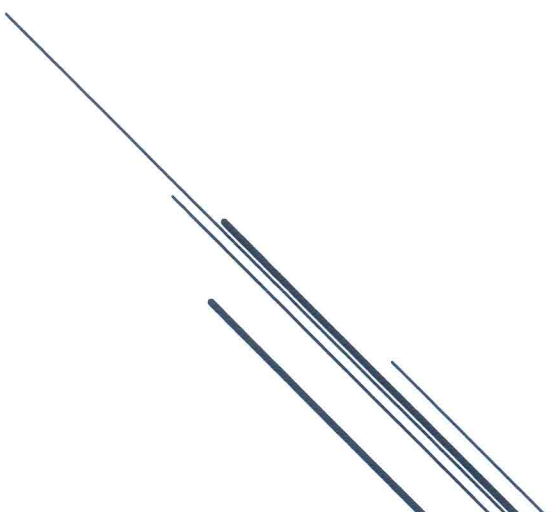
Mr. Robert Olson

Ms. Suzanne Green

- EDC

Mr. Justin Mirgeaux

Mr. Bruce Maguire



Wrap-up Items

PROPOSED MEETING DATES

September 12th

- 1st Budget Public Hearing - @ 5:01pm

September 19th -

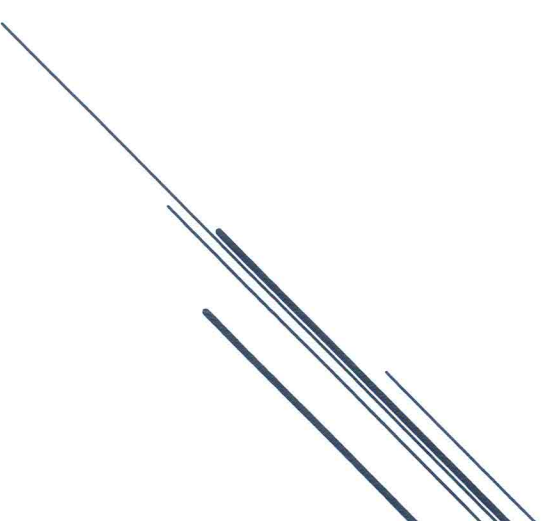
- Regular Meeting – 4:00pm
- Final Budget Public Hearing - @ 5:01pm

Regular Meetings –

- October 17th
- November 14th
- December 12th

**All Meetings Begin at 4pm Except as Otherwise Noted*

ADJOURNMENT





AUGUST 2022

Northeast Florida Regional Airport

Strategic Airport Business Plan

Prepared for:

St Johns County Airport Authority

Prepared by:

RICONDO

Ricondo & Associates, Inc. (Ricondo) prepared this document for the stated purposes as expressly set forth herein and for the sole use of St Johns County Airport Authority and its intended recipients. The techniques and methodologies used in preparing this document are consistent with industry practices at the time of preparation and this Report should be read in its entirety for an understanding of the analysis, assumptions, and opinions presented. Ricondo & Associates, Inc. is not registered as a municipal advisor under Section 15B of the Securities Exchange Act of 1934 and does not provide financial advisory services within the meaning of such act.

INTRODUCTION

The St. Johns County Airport Authority (the Authority) manages Northeast Florida Regional Airport (NFRA), in St. Augustine, Florida. As aviation demand continues to grow at NFRA, the Authority requested that Ricondo & Associates, Inc. (the Consultant) prepare a Strategic Business Plan (the Plan) to identify future airport capital investment priorities and serve as a decision-making tool for airport management and the Board.

The Authority updated the Airport Master Plan for NFRA in June 2020, providing the foundation of the capital improvement program (CIP) for the next 20 years. As business and operational environments continue to evolve rapidly at NFRA and in the surrounding area, the Plan will provide an opportunity to incorporate the most recent trends and define development priorities at NFRA and focus areas for the Authority.

This scope of work includes the following tasks:

- Stakeholder Engagement
- Managerial and Environment Assessment
- Mission, Vision and Values Confirmation and Refinement
- Benchmarking and Airport Development Scenarios
- Strategic Initiatives and Objectives
- Action Plan
- Project Coordination and Documentation

The process to prepare the Plan update will be guided by:

- The Guidebook for Strategic Planning published by the Airport Cooperative Research Program
- The Guidebook for Development General Aviation Airport Business Plans published by the Airport Cooperative Research Program

1. STAKEHOLDER ENGAGEMENT

Internal and external stakeholder engagement is essential to ensure that the Plan is relevant to the Authority. Internal stakeholders may include Board members, Airport staff, lessees, Airport users. External stakeholders may include other business partners, community organizations representatives as well as local, regional and federal agencies. Stakeholders for this project will be defined early in the process in collaboration with Airport staff. The Consultant will establish an engagement plan to guide their participation and expectations through the process. The Consultant will identify the most relevant engagement tools for each stakeholder groups, which may include:

- Electronic survey
- Briefings
- Workshops

■ Interviews

During the initiation of the project, stakeholder groups will be established in collaboration with Authority staff. For budgeting purposes, the Consultant assumes a total of 3 stakeholder engagement sessions and 5 Strategic Planning Team meetings:

- Kickoff Meeting with Strategic Planning Team (SPT)
- Strategic Planning Team Meetings (x4)
- Stakeholder Groups:
 - Airport GA Users and Tenants (x1)
 - Airport Corporate Lessees (x1)
 - External Panel (x1)

For budgeting purposes, it is assumed that 2 meetings with the Strategic Planning Team will be held person and 2 will be virtual. Other meetings are expected to be held in person.

The Consultant also anticipates that the meetings with stakeholder groups may be held sequentially over a 2-day period.

2. MANAGERIAL AND ENVIRONMENT ASSESSMENT

The Consultant will assess the organizational, operational and business environments at NFRA. Relevant data needed to conduct the analyses will be collected, including but not limited to:

1. Airport Facilities and Leaseholds: to the extent possible, leaseholds will be collected electronically, and will include existing and proposed improvements on the parcels, leasehold terms. Using the available data, a detailed existing conditions exhibit will be prepared.
2. Socio-economic and Business Environment Data: in collaboration with the Authority staff, the Consultant will acquire recent data regarding existing and projected socio-economic developments, employment, income levels, development trends, real estate, aviation trends and other factors that may influence aviation activity at NFRA.
3. Financial Data: the preparation of the Plan will include considerations for financial sustainability. Data collection may include rates and charges, lease agreements, most recent CIP, funding assistance (past and projected), aeronautical and non-aeronautical revenue sources, budget cost control measures, airport financial statements as well as applicable information pertaining to state and local financial support.

Information collected will be saved and provided to the Authority along with the final deliverables.

The Consultant will use the information collected above, as well as independent research, to scan the operating environment of the Authority. Specifically, the Consultant will review revenue-generating activities and sort them in categories, to be determined in collaboration with Authority staff. These categories will be reviewed to identify internal and external factors that may influence their revenues. In collaboration with the Airport staff, other areas will be scanned. These areas may include management structure and practices, operational processes.

This task will conclude with the preparation of a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis by the Strategic Planning Team and the Consultant using data collected and knowledge of the Authority and local industry. The SWOT analysis is a powerful tool to assess potential uncertainties that could affect the future of the organization.

A progress update will be presented to the Authority Board to receive input and/or validate the findings of this task, including but not limited to the key elements of the operating and business environment of the Authority, the applicable influencing factors and the SWOT analysis.

3. MISSION, VISION AND VALUES CONFIRMATION AND REFINEMENT

After gaining understanding of recent trends at NFRA and of the operating environment, the current Mission Statement, Vision and Values of NFRA will be refined and/or confirmed.

Developing a mission statement will define the organization's purpose and reason for existence, from the perspective of the organization's customers. The mission statement will generally be tailored to the unique characteristics of the organization it is describing and is typically articulated around three questions:

1. "What do we do?" – serves to determine the reason for existence of the organization and what it needs to accomplish.
2. "How do we do it" – serves to identify the method and means the organization uses to fulfill its purposes.
3. "For whom do we do it" – serves to identify the target market of the organization.

Answering these questions, through discussions and research, will help the Authority clearly establish and define its business definition.

Once a mission statement has been defined, a vision for the future of the Airport will be established. This consists of a brief description of the goals of the organization and of the ideal position that the organization aims at achieving in the long-term future. It supplements the mission statement, which looks at the existing condition of the organization by establishing what the future conditions should be. Future conditions should include:

1. Market position,
2. Business activities,
3. Capabilities of the organization or the airport.

The Consultant will organize a facilitated workshop with Authority staff and the Board to identify the Vision, Mission and Values for the NFRA.

4. BENCHMARKING AND AIRPORT DEVELOPMENT SCENARIOS

To facilitate and guide the formulation of strategic and business initiatives and objectives, the Consultant will define up to (2) development scenarios. Development scenarios provides a framework ("what may happen", "what would be the result") to project future conditions at the Airport assuming varying assumptions (e.g., opportunities, initiatives). These scenarios will allow to test potential strategies and assess Authority priorities.

For each scenario, the following parameters may be evaluated:

- Capital projects
- Organizational/human resources strategies
- Financial decisions
- Operational decisions

To further support and guide the development of the scenarios, a benchmark analysis of comparable airports will be conducted. Up to five (3) comparable airports will be researched and studied for this purpose. The Consultant will identify a list of candidate airports that share key features with NFRA, including but not limited to land constraints, management organization and staffing, aviation activity, non-aeronautical revenues. Characteristics of the Airports and respective managing organizations will be assessed, including but not limited to:

- Aircraft activities
- Revenue generating activities and facilities
- Organizational structure
- Rates and charges
- Customer satisfaction (as available)

The findings will be documented in a PowerPoint presentation and presented to the Board for input and validation.

5. STRATEGIC INITIATIVES AND OBJECTIVES

Strategic initiatives represent major actions necessary to accomplish the objectives. They will be defined to identify actions or investments the Authority should consider meeting its strategic objectives and achieve its vision. These may also include policy choices affecting the Airport's role, mission, product or service offerings, level of service, user characteristics, financial profile, operating processes, or management practices.

The Consultant will engage the Strategic Planning Team and the Board through a workshop to maximize their contributions. The Consultant will prepare workshop materials and engage a facilitator to assist with this effort.

Following the finalization of the strategic initiatives and objectives, an action plan (part of the Strategic Airport Business Plan) will be prepared to guide the implementation and monitoring of the Plan.

6. ACTION PLAN

The action plan is a key element of the Plan that specifies who will do what and when to achieve the objectives identified under Task 5. The steps identified in the Plan provide a clear and measurable basis for developing budgets, schedules, trigger points and other mechanisms for controlling the implementation of a strategy.

The action plan will be prepared in collaboration with the Strategic Planning Team. The key elements of the action plan will be identified during a workshop with the SPT and will define, for each objective:

- Necessary decisions
- Completion timeline
- Responsible Authority staff
- Resources required (people, time, materials)
- Frequency of progress reporting

The Consultant will review the elements of the action plan to identify duplication or conflict between actions, opportunities to combine actions, or possibly synergies.

Once validated by the Strategic Planning Team, the Action Plan will be submitted and presented to the Board for feedback and validation.

7. PROJECT COORDINATION

Throughout the preparation of the Plan, and in addition to the stakeholder engagement outlined in the scope of work, the Consultant will communicate with the Authority's point of contact for the study, every two weeks, either during in-person meetings, conference calls or work progress update by email.

This scheduled coordination will serve to discuss the needs of the study, facilitate its progress and ensure it remains on schedule. The study will be launched during a kickoff meeting to be conducted with Authority staff and/or Board members.

8. DELIVERABLES

Deliverables for this study will include a compilation of materials prepared for meetings/workshops as well as a final Plan document (format to be determined as the study advances) The draft version of the report will be distributed to the Authority for review. After all comments are addressed, the Consultant will finalize the deliverables and submit to the Authority for approval.

The Consultant will prepare and present one executive briefing to the Board that highlights the key aspects of the Strategic Business Plan and the next steps for the Authority.

DELIVERABLES

Deliverables for this project include:

- Data collected
- Meetings and workshop(s) materials
- Airport Strategic Business Plan
 - Draft (electronic)
 - Final (electronic in PDF format and 10 hard copies)
- Airport Strategic Business Plan Powerpoint Executive Briefing (electronic)

BUDGET AND SCHEDULE

The budget for this project is **\$224,754.00**. A detailed budget table is provided as **Attachment 1**.

The schedule for the project is planned to be 12 months from Notice to Proceed.



ATTACHMENT 1

Project Budget Spreadsheet

GENERAL CONSULTING SERVICES
LABOR AND FEE ESTIMATE
COMPANY:

STRATEGIC AIRPORT BUSINESS PLAN
RICONDO

REVISED PROPOSAL ON:

8/15/2022

Contract Hourly Rates		\$389.00		\$324.00		\$265.00		\$239.00		\$184.00		\$148.00		COST				
Task No.	Task Name	Officer		Director		Managing Consultant/Manager		Senior Consultant		Consultant		Technical Specialist		Total Hours	Total Ricondo Labor Cost	Total Ricondo Expenses	Passero	Total Cost
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost					
1	Stakeholder Engagement																	
1.1	Meetings (8)	4.00	1,556.00	16.00	5,344.00	32.00	8,480.00	-	-	36.00	6,624.00	4.00	592.00	92.00	22,596.00	4,000.00	-	26,596.00
1.2	Online Survey (1)	2.00	778.00	4.00	1,336.00	4.00	1,060.00	-	-	12.00	2,208.00	4.00	592.00	26.00	5,974.00	-	-	5,974.00
	Subtotal - Task 1	6.00	2,334.00	20.00	6,680.00	36.00	9,540.00	-	-	48.00	8,832.00	8.00	1,184.00	118.00	28,570.00	4,000.00	-	32,570.00
2	Managerial and Environment Assessment																	
2.1	Data Collection	-	-	8.00	2,672.00	16.00	4,240.00	-	-	16.00	2,944.00	-	-	40.00	9,856.00	-	-	9,856.00
2.2	Environment Assessment	2.00	778.00	16.00	5,344.00	40.00	10,600.00	-	-	16.00	2,944.00	-	-	74.00	19,666.00	-	-	19,666.00
2.3	Task Findings to the Board	-	-	2.00	668.00	2.00	530.00	-	-	4.00	736.00	-	-	8.00	1,934.00	500.00	-	2,434.00
	Subtotal - Task 2	2.00	778.00	26.00	8,684.00	58.00	15,370.00	-	-	36.00	6,624.00	-	-	122.00	31,456.00	500.00	-	31,956.00
3	Mission, Vision and Values Review																	
3.1	Trends review and environment analysis	2.00	778.00	16.00	5,344.00	24.00	6,360.00	-	-	24.00	4,416.00	-	-	66.00	16,896.00	-	-	16,896.00
3.2	Board Workshop (facilitated)	-	-	8.00	2,672.00	8.00	2,120.00	-	-	8.00	1,472.00	-	-	24.00	6,264.00	4,000.00	-	10,264.00
	Subtotal - Task 3	2.00	778.00	24.00	8,016.00	32.00	8,480.00	-	-	32.00	5,888.00	-	-	90.00	23,160.00	4,000.00	-	27,160.00
4	Benchmarking and Development Scenarios																	
4.1	Benchmarking	1.00	389.00	2.00	668.00	8.00	2,120.00	-	-	16.00	2,944.00	4.00	592.00	31.00	6,713.00	-	-	6,713.00
4.2	Scenarios Planning	2.00	778.00	8.00	2,672.00	24.00	6,360.00	-	-	12.00	2,208.00	-	-	46.00	12,018.00	-	-	12,018.00
4.3	Scenarios Analysis and Updates	1.00	389.00	4.00	1,336.00	26.00	6,890.00	-	-	16.00	2,944.00	8.00	1,184.00	55.00	12,743.00	-	-	12,743.00
4.4	Task Findings to the Board	-	-	2.00	668.00	2.00	530.00	-	-	4.00	736.00	-	-	8.00	1,934.00	500.00	-	2,434.00
	Subtotal - Task 4	4.00	1,556.00	16.00	5,344.00	60.00	15,900.00	-	-	48.00	8,832.00	12.00	1,776.00	140.00	33,408.00	500.00	-	33,908.00
5	Strategic Initiatives and Objectives																	
5.1	Strategic Initiatives	2.00	778.00	16.00	5,344.00	24.00	6,360.00	-	-	-	-	-	-	42.00	12,482.00	-	-	12,482.00
5.2	Strategic Objectives	2.00	778.00	16.00	5,344.00	24.00	6,360.00	-	-	-	-	-	-	42.00	12,482.00	-	-	12,482.00
5.3	Board Workshop (facilitated)	-	-	8.00	2,672.00	8.00	2,120.00	-	-	16.00	2,944.00	-	-	-	-	4,000.00	-	4,000.00
	Subtotal - Task 5	4.00	1,556.00	40.00	13,360.00	56.00	14,840.00	-	-	16.00	2,944.00	-	-	84.00	24,964.00	4,000.00	-	28,964.00
6	Action Plan																	
6.1	Action Plan Formulation	-	-	4.00	1,336.00	16.00	4,240.00	-	-	24.00	4,416.00	-	-	44.00	9,992.00	-	-	9,992.00
6.2	Strategic Planning Team Workshop	-	-	4.00	1,336.00	4.00	1,060.00	-	-	8.00	1,472.00	-	-	16.00	3,868.00	1,000.00	-	4,868.00
6.3	Actions Review and Validation	2.00	778.00	4.00	1,336.00	16.00	4,240.00	-	-	12.00	2,208.00	-	-	34.00	8,562.00	-	-	8,562.00
6.4	Task Findings to the Board	-	-	2.00	668.00	2.00	530.00	-	-	4.00	736.00	-	-	8.00	1,934.00	500.00	-	2,434.00
	Subtotal - Task 6	2.00	778.00	14.00	4,676.00	38.00	10,070.00	-	-	48.00	8,832.00	-	-	102.00	24,356.00	1,500.00	-	25,856.00
7	Project Coordination																	
7.1	Ongoing Coordination	4.00	1,556.00	16.00	5,344.00	48.00	12,720.00	-	-	-	-	-	-	68.00	19,620.00	-	-	19,620.00
	Subtotal - Task 7	4.00	1,556.00	16.00	5,344.00	48.00	12,720.00	-	-	-	-	-	-	68.00	19,620.00	-	-	19,620.00

GENERAL CONSULTING SERVICES
LABOR AND FEE ESTIMATE:
COMPANY:

STRATEGIC AIRPORT BUSINESS PLAN
RICONDO

REVISED PROPOSAL ON:

8/15/2022

Contract Hourly Rates		\$389.00		\$334.00		\$265.00		\$230.00		\$184.00		\$148.00		COST				
Title		Officer		Director		Managing Consultant/Manager		Senior Consultant		Consultant		Technical Specialist		Total Hours	Total Ricondo Labor Cost	Total Ricondo Expenses	Passero	Total Cost
Task No.	Task Name	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Costs	Hours	Cost	Hours	Cost					
8	Deliverables																	
8.1	Technical Report	4.00	1,556.00	12.00	4,008.00	24.00	6,360.00	-	-	40.00	7,360.00	16.00	2,368.00	96.00	21,652.00	1,000.00	-	22,652.00
8.2	Task Findings to the Board	-	-	2.00	668.00	2.00	530.00	-	-	2.00	368.00	-	-	6.00	1,566.00	500.00	-	2,066.00
Subtotal - Task 7		4.00	1,556.00	14.00	4,676.00	26.00	6,890.00	-	-	42.00	7,728.00	16.00	2,368.00	102.00	23,218.00	1,500.00	-	24,718.00
TOTAL BUDGET		28.00	10,892.00	170.00	56,780.00	354.00	93,810.00	-	-	270.00	49,680.00	36.00	5,328.00	826.00	208,754.00	16,000.00	-	224,754.00



Airport Fire Fighting Options and Cost Estimates

St. Johns County Fire Rescue

- ◆ Provide 6 personnel to meet FAA FAR Part 139 requirements, consisting of no less than two persons each shift for 24 hour a day coverage.

Estimate Provided by **St. Johns County**

○ 3 - Lieutenant salaries w/benefits	\$120,257 x3 = \$360,772
○ 3 - Engineers salaries w/benefits	\$103,386 x3 = \$310,158
○ Ancillary costs for outfitting, training, etc.	<u>\$ 60,000</u>
Total	\$730,930

Private Contractor - PRO-TEC FIRE SERVICES

- ◆ Provide personnel to meet FAA FAR Part 139 requirements, consisting of no less than two persons each shift for 24 hour a day coverage.

Estimate Provided by **Pro-Tec Fire Service**

Estimate to Provide ARFF Services

Pro-Tec Fire Services is extending the following ARFF services estimate for Northeast Florida Regional Airport, which represents a total full-time staff of seven (7) including one (1) Fire Chief working a 40- hour administrative work week, three (3) Captains and three (3) Firefighters each working a 24-hour shift (48/96) for 24/7/365 coverage. As always, this estimate can be adjusted based on the level of staffing and services required.

Year 1 Annual Firm Fixed Price: **\$690,000.00**

Pricing Assumptions:**Contractor to provide:**

- Regulatory expertise and documentation • Staffing (Index B)
 - One (1) Fire Chief working a 40-hour administrative work week
 - Three (3) Captains each working a 24-hour shift (48/96) for 24/7/265 coverage
 - Three (3) Firefighters each working a 24-hour shift (48/96) for 24/7/365 coverage
- Benefits: Health, dental, life and 401k
- Payroll taxes and work comp insurance
- All certifications, training, and annual live fire as required by FAR 139 • Liability insurance coverage (\$5 million)
- Uniforms
- Physicals
- Station: Cell phones, internet, supplies, Emergency Reporting software • Periodic quality/performance audits

Airport to provide:

- Fully furnished ARFF station
- Personal Protective Equipment (PPE) for all staff
- Self-Contained Breathing Apparatus
- ARFF vehicles and all related operating expenses (maintenance, foam, retardant, etc)
- All other gear, tools, radios, and supplies required to meet FAR 139

Assumptions:

- Staff will be trained to a minimum of Emergency Medical Technician (EMT).
- Start-up: 60 days following contract execution

Pricing includes the cost of OT associated with vacation, sick leave, time off to cover vacancies as required

Contract Terms:

Pro-Tec recommends the following:

- Firm-Fixed Price
- Three-year contract duration
- Mutually agreed renewals annually following initial contract duration
- First three years fixed rates at the following to cover incremental cost increases:
 - Year1-\$690,000.00
 - Year2-\$714,000.00
 - Year3-\$743,000.00

- Rates negotiated annually thereafter with renewal
- Contractor to invoice monthly at 1/12 annual rate (ex: \$690,000.00/12 = \$57,500.00 per month)
- Terms net 30

Establish A Full Time Northeast Florida Regional Airport Fire Department

- ◆ Provide 6 personnel to meet FAA FAR Part 139 requirements, consisting of no less than two persons each shift for 24 hour a day coverage.

Estimated Base Salary w/Benefits

○ 1 - Fire Chief		\$135,000
○ 2 - Lieutenants	\$101,250 x2 =	\$202,500
○ 3 - Firefighter	\$ 87,750 x3 =	\$263,250
○ Ancillary costs for outfitting, training, etc.		<u>\$ 60,000</u>
	Total	\$660,750

Current General Aviation Emergency Response

- ◆ SJCFR response to Airport emergencies. \$0

Current Commercial Service ARFF Contracted Costs

- ◆ 4 - Contracted off-duty SJCFR personnel that meet FAA FAR Part 139 requirements. Minimum 1 person on duty during commercial service activities.

Direct Costs

- 3-Hour Minimum - \$40 per hour
- Annual Live-Fire Training - \$465 per firefighter

ARFF Facility

- ◆ Upgrades needed to ARFF station:
 - Gender separate sleeping quarters (Partitioning)
 - Kitchen upgrade
 - Crash phone alert system