

Saint Johns County Airport Authority

Board Meeting Agenda

Northeast Florida Regional Airport (UST/KSGJ)

Airport Conference Center, Monday, February 4, 2025, 4:00 pm

- **Call to Order**
- **Pledge of Allegiance**
- **Roll Call**
- **Minutes Approval**
 - N/A
- **Agenda approval**
- **Business Partner Updates**
 - Ms. Ann Taylor, St. Johns County Commission
 - Mr. Vinny Beyers, Atlantic Aviation
 - Mr. Brent McCammon, SAAPA President
 - Mr. Nate McKendrick, Northrup Grumman
 - Mr. Reid Deputy, AOPA

- **Agenda Items:**

1. Completion of the T-Hangar Audit and Next Steps (20 mins)

Purpose of Item: Information and Lessons Learned

The successful completion of the T-hangar audit marks a significant milestone for the airport's operational and administrative oversight. This audit has provided valuable insights into the current use, occupancy, and condition of the T-hangars, enabling the Airport Authority to better align its management practices with the needs of tenants and the facility's long-term goals.

As part of this process, hangar assessment letters have been sent out to all T-hangar tenants. These letters include key findings from the audit, such as compliance status, maintenance needs, and any noted discrepancies. By providing this information directly to tenants, the Airport Authority seeks

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(T-hangar Audit contd.)

to foster transparency and ensure tenants have a clear understanding of the results and any necessary actions moving forward.

To provide a comprehensive overview of the audit's findings and their implications, the Interim Executive Director will deliver a presentation to the Board and stakeholders. This presentation will cover lessons learned from the audit process, as well as steps to improve procedures, address tenant concerns, and enhance operational efficiency. These lessons will form the foundation for future improvements in managing T-hangar leases and facilities.

In an effort to build stronger relationships with T-hangar tenants and encourage open communication, plans are underway to host a Town Hall meeting. This forum will create an opportunity for tenants to voice their concerns, ask questions, and engage directly with the Airport Authority. Such an open dialogue will not only help foster trust but also ensure that tenant feedback is taken into account when evaluating current policies and procedures.

The Town Hall will also serve as a platform to discuss potential adjustments to the current T-hangar policies. Whether the focus is on lease terms, maintenance responsibilities, or operational guidelines, the input of tenants is vital in shaping policies that balance the needs of both the airport and its users. By collaborating in this way, the Airport Authority can demonstrate its commitment to creating a positive and inclusive environment for all stakeholders.

In conclusion, the completion of the T-hangar audit, coupled with ongoing initiatives such as tenant assessment letters, the Executive Director's presentation, and the upcoming Town Hall meeting, represents a proactive and transparent approach to airport management. These efforts are aimed at strengthening relationships, addressing challenges, and setting the stage for a more efficient and tenant-focused future.

- Board Comments
- Public comments

2. Florida Emergency Response and Preparedness Complex LOI (20 mins)

Purpose of Item: Vote Request and Pursue Next Steps

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**ST. JOHNS COUNTY
and
ST. JOHNS COUNTY AIRPORT AUTHORITY
and
FLORIDA NATIONAL GUARD**

JOINT LETTER OF INTENT

I. BACKGROUND

- a. This Letter of Intent (LOI), effective as of [**Insert Effective Date**], is entered into by and between St. Johns County, Florida (hereinafter "the County") and St. Johns County Airport Authority, owner and operator of the Northeast Florida Regional Airport Authority (hereinafter "the Authority"), and the Florida National Guard.
- b. This LOI concerns a Florida Emergency Response and Preparedness Complex (Complex). The Complex will consist of the All-Hazards Regional Training Facility, Swiftwater Rescue Facility, Unified Command Center, and Emergency Operational Staging Area. This Complex will address a critical component of local, state and federal mission response for emergency incidents and large-scale catastrophic events.

II. PURPOSE

- a. To formalize the collaborative intent of the County, the Authority, and the Florida National Guard to jointly establish and operate the Complex and to coordinate and leverage their respective state, federal and private funding sources.

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(LOI cont.)

- b. To outline the respective responsibilities, funding commitments, and operational procedures for the Complex.

III. SCOPE OF COOPERATION

a. Responsibilities of the Authority

- i. Provide a suitable parcel of land for the Complex within the Authority's land boundaries in St. Johns County.

b. Responsibilities of the County.

- i. Design, construct and equip the All-Hazards Regional Training Facility on the provided land.
- ii. Assume primary responsibility for the management of the All-Hazards Regional Training Facility.
- iii. Design, construct and equip the Unified Command Center on the provided land.
- iv. Assume primary responsibility for the management of the Unified Command Center.
- v. Design and construct the Emergency Operational Staging Area on the provided land.
- vi. Assume primary responsibility for the management of the Emergency Operational Staging Area.

c. Responsibilities of the Florida National Guard.

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(LOI cont.)

- i. Design, construct, and equip the Swiftwater Rescue Training Facility on the provided land.
 - ii. Assume primary responsibility for the management of the Swiftwater Rescue Training Facility.
- d. Responsibility of all the Parties:
- i. Communicate and educate all relevant stakeholders concerning the public safety needs and benefits of the Complex.

IV. FUNDING

- a. The Authority, the County and the Florida National Guard shall develop a conceptual funding plan for the Complex.
- b. To date, the County has received \$7.5 million from the State of Florida. The Parties to this LOI will collaboratively seek additional funding sources including state, federal, and private-public partnerships.

V. TERM

- a. This LOI shall be effective for a period of two years from the date it is fully executed by all Parties unless mutually terminated or superseded by a more comprehensive partnership or governance agreement. The goal is for the Parties to draft a more formal agreement which addresses the complex parameters of this partnership, e.g. how to manage the 130 acres of land identified for the complex, the

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(LOI cont.)

- b. supervision and staffing of each facility and the federal authorizations required for the project.

VI. MODIFICATION AND TERMINATION

- a. Either party may request changes to this LOI. Any changes, modifications, revisions, amendments or termination of this LOI shall be mutually agreed upon and in writing by and between the Parties to this LOI.
- b. The intent of this LOI is to provide a starting framework for a more formal agreement between the Parties.
- c. Any Party may unilaterally terminate the LOI at any time with or without cause.

This LOI does not create any formal, binding obligations of the Parties.

VII. GENERAL PROVISIONS

a. Third Party Beneficiary Rights

- i. The Parties do not intend to create in favor of any other individual or entity the status of a third-party beneficiary, and this LOI shall not be construed so as to create such status. The expectations contained in this LOI shall not be assigned and operate only between the parties to this LOI and shall inure solely to the benefit of the parties to this LOI. The provisions of this LOI are intended only to assist the parties in determining and performing their obligations under this LOI.

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(LOI cont.)

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Intent as of the date and year first above written

ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS

By: _____
Print Name: _____
Title: _____
Date: _____

ATTEST:

By: _____
Print Name: _____
Title: _____
Date: _____

ST. JOHNS COUNTY AIRPORT AUTHORITY

By: _____
Print Name: _____
Title: _____
Date: _____

FLORIDA NATIONAL GUARD

By: _____
Print Name: _____
Title: _____
Date: _____

- Board Comments
- Public comments

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3. Request for Authorization to Negotiate the Purchase of 180 Indian Bend Road (15 mins)

Purpose of Item: Vote Request to Negotiate Purchase

The Interim Executive Director and General Counsel respectfully seek the Board's approval to initiate discussions and negotiations for the purchase of the house and land located at 180 Indian Bend Road. This property is of strategic importance to the Airport Authority and aligns with the goals outlined in the Airport Layout Plan (ALP). Acquiring this property is essential for advancing the planned taxiway foxtrot extension project.

Alignment with the Airport Layout Plan (ALP):

The Airport Layout Plan is a carefully designed framework that outlines the long-term vision for the airport's growth and development. The purchase of 180 Indian Bend Road supports this vision by securing a critical piece of land necessary to facilitate the construction of the taxiway foxtrot extension. This project is a key infrastructure enhancement that will improve operational capacity, enhance safety, and accommodate future growth.

Importance of the Taxiway Foxtrot Extension Project:

The taxiway foxtrot extension is a pivotal project for the airport's operational efficiency. This extension will:

- Increase the overall capacity of the airport by allowing the future construction of hangars.
- Support long-term growth by providing infrastructure to meet increasing aviation demands.

Request for Approval:

In light of the strategic importance of 180 Indian Bend Road, staff requests the Board's authorization for the Interim Executive Director and General Counsel to commence discussions and negotiations with the property owner.

- Board Comments
- Public Comments

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4. Eastside Development: Areas A, B, and Relocating Hawkeye View Lane

Purpose of Item: Vote Request to Move Forward with Next Step in Preparing Areas (30 Mins)

The Airport Authority is requesting approval to proceed with the next steps in preparing areas A and B and relocating Hawkeye View Lane as part of the strategic development of the east side of the airport. These steps are essential for advancing the airport's long-term growth plans and ensuring the infrastructure is in place to support future projects.

Details of the Request:

1. Clearing and Grading

Preparing the site through clearing and grading is the first step to ensure the land is suitable for future construction and development. This process will optimize the terrain for infrastructure improvements and ensure it meets regulatory and operational standards.

2. Stormwater Management Design

A critical component of this phase includes designing a stormwater management system to mitigate runoff, minimize flooding risks, and comply with environmental regulations. This design will ensure sustainability and protect surrounding areas from potential water-related issues.

3. Wetland Permitting and Design

As part of the project, wetland permits will be secured, and a comprehensive design plan will be developed to address environmental impacts. This ensures compliance with state and federal guidelines while balancing development goals with ecological preservation.

4. Relocation of Hawkeye View Lane

Relocating Hawkeye View Lane is a key element of this project to improve accessibility, optimize the layout of areas A and B, and support future aviation and non-aviation uses. The new roadway alignment will enhance traffic flow and maximize the usability of the site.

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St. Johns County Airport Authority



St. Augustine Airport

East Side Development Areas A, B, & Relocated Hawkeye View Lane (Clearing, Grading, Stormwater, & Wetland Permitting & Design)

Design & Permitting Services

by

Passero Associates, LLC

(PA Project No. 23000081.0110)

Supplemental Agreement 25-110

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S.A. 25-110

PA Project No. 23000081.0110

This Supplemental Agreement No. 25-110 is made this ____ day of _____, 2025, by and between Passero Associates, LLC, dba Passero (“Consultant” or “Passero”) and the St. Johns County Airport Authority (“Authority”) and is hereby incorporated into the Master Consulting Agreement (“Agreement”) between the parties dated October 20, 2023. This Supplemental Agreement supplements the Master Consulting Agreement to the extent the terms and conditions herein differ from those found in the Agreement. All Agreement terms and conditions not modified by this Supplemental Agreement shall be applicable to this Supplemental Agreement.

1 SCOPE OF WORK – Basic Services

Passero Associates will perform permitting and design services to assist the Authority with development of the east side of the Airport accessed via Gun Club Road and Hawkeye View Lane. The project is described below in the Project Description.

A. Project Description

The scope of work involves tasks associated with the Eastside Development Areas A, B, and realigned Hawkeye View Lane roadway. See the attached sketch for illustration of the project area.

This project includes the following disciplines and tasks:

- Civil Engineering
 - Clearing & Rough Grading design & permitting for Area A and the realigned Hawkeye View Lane roadway.
 - Stormwater management facility (aka stormwater ponds) design and permitting to support development of Areas A, B, and the realigned Hawkeye View Lane roadway.
 - Updated site concept plan to incorporate the stormwater management facility design.
- Environmental
 - Conceptual wetland permitting (state and federal) for Areas A, B, and realigned Hawkeye View Lane; determination of exact wetland mitigation credits needed for the development area.
 - Wetland permitting (state & federal) for filling and use of mitigation credits for Area A and realigned Hawkeye View Lane roadway.
- Survey
 - Topographic and tree survey to support design and permitting tasks; includes Areas A, B, and realigned Hawkeye View Lane roadway.
- Geotechnical
 - Soils investigations and reporting to support design and permitting tasks; includes areas A & B.
- Landscape Architecture
 - Landscape design & permitting to meet St. Johns County Clearing & Grading permitting requirements.

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B. Project Administration

1. Conduct a client kick-off meeting. Confirm project scope and goals.
2. Provide periodic design and permitting progress updates to the Client and incorporate Client input.
 - i. Hold 60% design review meeting with Client prior to submitting permit applications.
 - ii. Hold 100% design review meeting with Client. Discuss bidding and construction phase plan/options.
3. Subconsultant coordination
 - i. Act as liaison between the Authority and all subconsultants.
 - ii. Assist in providing subconsultants with any requested Airport records, data, or graphics needed to complete the work.
 - iii. Review the results of all site investigations and analysis, and seek clarification or correction as needed.

C. Civil Engineering Design (Clearing & Rough Grading - to support future construction)

1. Review requirements of St. Johns County Land Development Code Development Review Manual for Clearing and Grading projects.
2. Review requirements of the St. Johns River Water Management District (SJRWMD) for Clearing and Grading projects.
3. Prepare clearing and rough grading design including:
 - i. Proposed rough grading design elevations based on preliminary recommended building finished floor elevation.
 - ii. Incorporation of geotechnical site preparation requirements and recommendations.
 - iii. Incorporation of Stormwater Management Facility Design
 - iv. Incorporation of wetland buffers and preservation areas, as applicable.
 - v. Erosion & sedimentation control measures.
 - vi. Identification of protected trees proposed for removal.
4. Prepare site design drawings such as existing conditions, demolition/clearing/tree-protection plan, rough grading plan, and details.
5. Prepare final construction plans.
 1. Technical specifications will be provided in the plans.

D. Stormwater Management Facility Design

1. Review requirements of the St. Johns River Water Management District (SJRWMD) for stormwater management facility design.
2. Research existing SJRWMD permits within the project area.
3. Establish percentage of maximum allowable impervious surfaces within the proposed development areas.
4. Design stormwater management facility to meet SJRWMD best management practice design standards.

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E. Permitting

1. St. Johns County
 - i. Development Review Committee (DRC) Pre-Application
 1. Prepare and submit application.
 2. Attend DRC Pre-Application Meeting
 - ii. DRC Clearing and Grading Construction Plan (CGCP)
 1. Prepare and submit DRC CGCP application.
 2. Review and respond to comments. Update design documents and resubmit as required to obtain permit.
2. SJRWMD
 - i. Attend pre-application meeting.
 - ii. Prepare and submit environmental resource permit applications.
 1. Coordinate with environmental subconsultant to include appropriate environmental and wetland documentation.
 - iii. Review and respond to comments. Update design documents and resubmit as required to obtain permit.
 1. Coordinate responses with environmental subconsultant.

2 SCOPE OF WORK – Special Services (Subconsultants to Passero)

A. Environmental

1. Environmental Resource Solutions will provide environmental and wetland mitigation services associated with the following tasks:
 - i. SJRWMD Conceptual environmental resource permit for Eastside Development Areas A, B, & Realigned Hawkeye View roadway. (Cost: 8,500.00)
 - ii. SJRWMD Individual Construction environmental resource permit for Eastside Development Area A & Realigned Hawkeye View roadway. (Cost: \$6,500.00)
 - iii. United States Army Corps of Engineers (USACE) Individual permit for Eastside Development. (Cost: 10,000.00).
2. Total Environmental services cost: \$25,000.00.

B. Land Survey

1. Southeastern Surveying and Mapping Corp. (SESM) will provide topographic and tree survey within Eastside Development Areas A, B, and the realigned Hawkeye View Land Roadway area. (Cost: Tree Survey - \$25,500.00, Topographic Survey - \$47,000.00)

C. Geotechnical Site Investigation

1. A geotechnical soils investigation will be conducted within the proposed stormwater management facility areas.
2. A geotechnical report will be provided with design and construction recommendations.

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3. A hydrologic drawdown analysis will be provided to assess the impacts of the proposed stormwater management facilities on existing wetlands to remain.
4. Cost – Not to Exceed \$20,000.00

D. Landscape Architecture

1. Marquis Latimer and Halback, Inc., (MLH) will provide landscape architecture services required by St. Johns County for Clearing & Grading projects.
2. This scope of work does not include historic tree preservation and associated arborists reports. Should this become necessary, then an additional fee may be required.
3. Cost – Not to Exceed \$10,000.00

3 SCHEDULE

After receiving the Notice-To-Proceed (NTP) from the Authority, the Consultant will immediately be available to work on the project, in accordance with the proposed project, as assigned by the Authority.

After NTP, the following schedule milestones are expected:

- 60% Design will be completed by Passero staff within 3-4 months.
- Final design, St. Johns County and SJRWMD permits within 6-8 months.
- USACE permit within 9-12 months. Note: timeframe depends on USACE staff review and response times.

4 ESTIMATE OF COSTS

Passero will complete the above tasks for a Not-To-Exceed fee of **\$197,500.00 (one hundred ninety-seven thousand five hundred dollars and zero cents)**, broken down further as follows:

1. \$70,000 – Project Administration, Engineering Design, & Permitting (Passero)
2. \$25,000 – Environmental Services (Environmental Resource Solutions)
3. \$72,500 – Land Survey (SESM)
4. \$20,000 – Geotechnical Engineering
5. \$10,000 – Landscape Architecture (MLH)

\$197,500 – Total

5 DELIVERABLES

1. Design documents and permits for Clearing & Rough Grading of Eastside Development Areas A and realigned Hawkeye View Lane roadway.
2. Design documents and permits for stormwater management facilities serving Eastside Development Areas A, B, & realigned Hawkeye View Lane roadway.

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6 MEETINGS AND PRESENTATIONS

1. Meetings and Presentations: As needed and requested by the Authority.

7 SPECIAL TERMS AND CONDITIONS

The compensation itemized above may be renegotiated to reflect a change in Project Scope at the request of the Authority or Passero. Additional compensation may be due Passero if rework is necessary or if delays occur which result in additional expense to Passero. Such additional compensation will be negotiated between the Authority and Passero.

8 OTHER

The Authority is responsible for providing complete and thorough data in a timely fashion as requested by Passero, including all necessary data from Airport archives. Passero is not responsible for data that is not provided in the course of this Agreement.

9 EXCLUSIONS

1. Final design and construction documents for hangar facilities are not included.
2. Utility design and construction documents are not included.
3. Roadway design and construction documents are not included.
4. No services associated with development of Eastside Development Area C are included.

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S.A. 25-110

PA Project No. 23000081.0110

IN WITNESS WHEREOF, Consultant and the Authority have caused this Supplemental Agreement to be executed by their duly authorized representatives as of the date first written above.

FOR:
Passero Associates, LLC

FOR:
St. Johns County Airport Authority

By: _____
Signature

By: _____
Signature

Bradley J. Wentz, P.E.

Name (Typed or Printed)

Courtney Pittman

Name (Typed or Printed)

Southeast Services Director

Title

Interim Executive Director

Title

Date

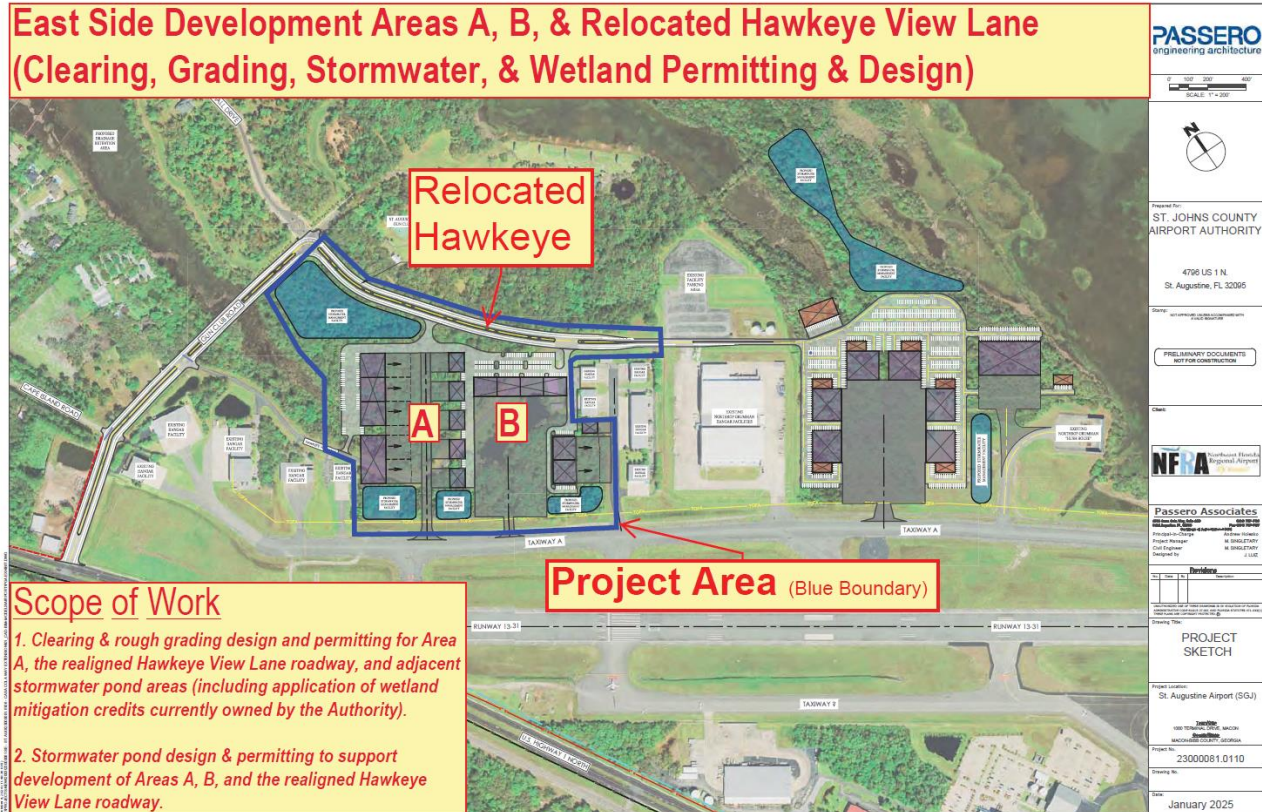
Date

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- Board Comments
- Public Comments

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- Staff Reports
 - Mr. Courtney Pittman, Interim Executive Director
 - Airfield Emergencies
 - Mr. Jeremiah Blocker, General Counsel
 - Mr. Chad Roberts, Aviation Attorney

- Board member Comments and Reports
 - Ms. Reba Ludlow (Chair)
 - Ms. Michelle Cash Chapman
 - Mr. Dennis Clarke
 - Ms. Jennifer Liotta
 - Mr. Len Tucker

- 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

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- Next meeting
 - Policy Meeting, Monday, February 24, 2025, 10:00 am, Airport Conference Center
 - Regular Meeting, Tuesday, March 10, 2025, 4:00 pm, Airport Conference Center
- Adjournment

*For any questions regarding these agenda items, Board Members or members of the public are encouraged to reach out to the Interim Executive Director.