

Saint Johns County Airport Authority

Board Meeting Agenda

Northeast Florida Regional Airport (UST/KSGJ)

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

- Call to Order
- Pledge of Allegiance
- Roll Call
- 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)
 - 10-28-24 Workshop Meeting
- Agenda approval
- Business Partner Updates
 - Ms. Ann Taylor, 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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- **Agenda Items:**

- 1. 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 these assets 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

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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 an 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 is 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 in Exhibit “1” are notional, including the notional locations of roadways, taxiways, taxi lanes, 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

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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 increased 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 wetland mitigation credits.

6. With the Airport Authority’s recently completed land purchase in 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 in developing 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 suggest 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

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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 wetland 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 on the 9th day of December 2024 in Regular Session by the St. Johns County Airport Authority.

WITNESS:

Reba Ludlow, Board Chair

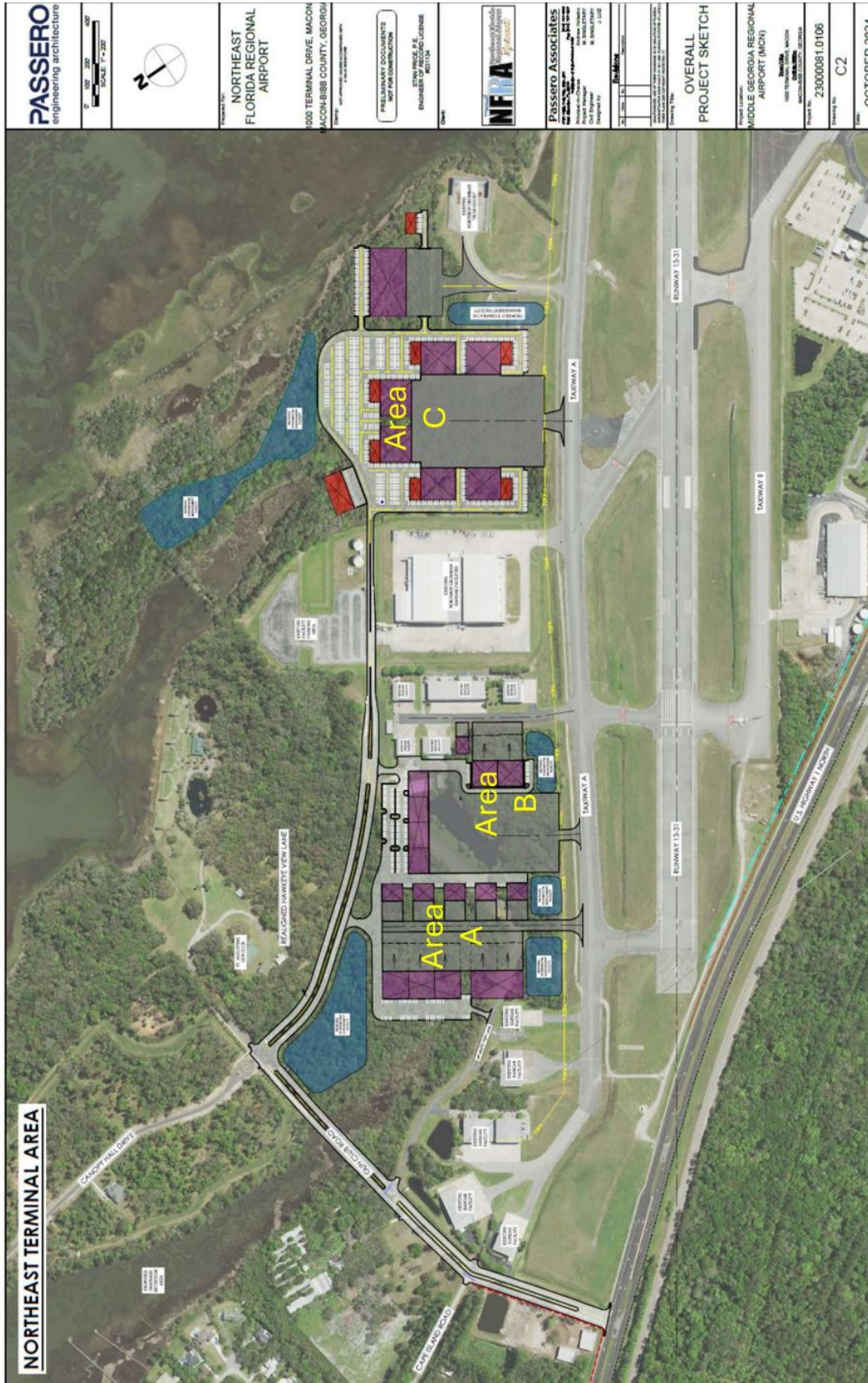
Dennis M. Clarke, Secretary/Treasurer

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2. Hangar Audit Update

The Authority wants to emphasize the importance of conducting a thorough hangar audit. The audit has been completed, and we are actively sending out letters to address the findings. This effort is not just about compliance; it's about accountability and fostering a culture of transparency and fairness here at the airport.

By ensuring proper use and documentation of the airport's hangar spaces, we are demonstrating our commitment to operational excellence and to supporting the needs of our tenants and stakeholders. These steps are crucial as we continue to improve the culture and strengthen relationships within our airport community.

- Board Comments
- Public Comments

3. Renaming Northeast Florida Regional Airport to St. Augustine Airport

The proposal to rename Northeast Florida Regional Airport to St. Augustine Airport is not merely about changing a name—it's about aligning our airport with the identity and prestige of a world-renowned destination. St. Augustine is celebrated for its rich history, cultural charm, and appeal as a high-end travel destination. By embracing this name change, we position our airport as the natural gateway to a city beloved by private and corporate travelers alike.

Enhanced Brand Alignment with Destination Appeal

A name like St. Augustine Airport immediately resonates with travelers seeking unique, culturally rich destinations. It connects us to the city's reputation for exclusivity and charm, attracting corporate clients, private travelers, and those drawn to the allure of history and sophistication.

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Clarity and Ease for Private Travelers

For those navigating the complexities of air travel, clarity is paramount. "St. Augustine Airport" provides an unmistakable sense of place, eliminating confusion and making it easier for travelers to identify the airport as their direct access point to our vibrant city.

Improved Brand Perception and Marketing Potential

St. Augustine is a globally recognized name. Tying the airport to this brand enhances its appeal and prestige, positioning it as a preferred entry point for high-net-worth individuals, luxury travelers, and corporate executives who value seamless access to elite experiences.

Support for Local Tourism and Business Growth

A name change of this magnitude benefits more than travelers—it drives economic development. By fostering partnerships with luxury hotels, boutique accommodations, and high-end local businesses, we strengthen our tourism sector and position St. Augustine as a premier destination for executive retreats, corporate events, and luxury getaways.

Strengthened Community Connection

Finally, renaming the airport to reflect St. Augustine not only enhances our external image but also deepens our connection to the local community. It aligns the airport's identity with the pride and cultural heritage of St. Augustine, ensuring it remains a valuable asset for residents and businesses alike.

This initiative will attract not only travelers but also media attention, enhancing our reputation in the private aviation and luxury travel sectors. It will bring more visibility to the city, more visitors to our businesses, and more growth to our community.

To achieve this vision, we need the support of key stakeholders—our local business and tourism leaders, elected officials, residents, and private aviation clients. Together, we can ensure the new name reflects both our past and our ambitions for the future.

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Renaming the airport to St. Augustine Airport isn't just a change in signage. It's a strategic step forward—an investment in the identity, growth, and future of our community.

Action Needed

The Airport Authority is asking permission from the Board of Directors to proceed with taking steps to change the name of the airport.

- Board Comments
- Public Comments

4. Executive Director Search

- Board Comments
- Public Comments

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- Staff Reports
 - Mr. Courtney Pittman, Interim Executive Director
 - 2025 Draft Board and Workshop Meeting Schedule
 - Mitigation Credits Needed for Future Projects
 - Eastside Development – South Parcel 4.89 credits
 - Eastside Development – Middle and North Parcels 7.5 credits
 - South GA parcels along US-1 1.75 credits
 - (*Current number available – 4.89 credits)
 - Operations and Fuel sales
 - Mr. Jeremiah Blocker, General Counsel
 - Mr. Chad Roberts, Aviation Attorney
- Board member Comments and Reports
 - Ms. Reba Ludlow, Chair
 - Transportation Planning Organization (TPO)
 - Ms. Michelle Cash Chapman
 - Mr. Dennis Clarke
 - Ms. Jennifer Liotta
 - Mr. Robert Olson
 - Economic Development Council

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- 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 meetings
 - Regular Meeting, Monday, January 13, 2024, 4:00 pm, Airport Conference Center
- Adjournment

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ST. AUGUSTINE/ST JOHNS COUNTY AIRPORT AUTHORITY

Proposed

2025 Board & Workshop Meetings

January

- Board Meeting – 1/13
- Workshop – (As Needed)

February

- Board Meeting – 2/10
- Workshop – (As Needed)

March

- Board Meeting – 3/10
- Workshop – (As Needed)

April

- Board Meeting – 4/14
- Workshop – (As Needed)

May

- Board Meeting – 5/12
- Workshop – (As Needed)

June

- Board Meeting – 6/9
- Workshop – (As Needed)

July

- Board Meeting – 7/14
- Workshop – (As Needed)

August

- Board Meeting – 8/11
- Workshop – (As Needed)

September

- Board Meeting – 9/8
- Workshop – (As Needed)

October

- Board Meeting – 10/13
- Workshop – (As Needed)

November

- Board Meeting – 11/10
- Workshop – (As Needed)

December

- Board Meeting – 12/8
- Workshop – (As Needed)

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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
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	14,425	9,832	46.7%	163,301	168,518	-3.1%	9,213	8,766	5.1%	15,246	13,075	16.6%
Dec-24		9,257			153,420			8,581	-100.0%		13,914	
Jan-25		11,610			151,364			8,192	-100.0%		16,499	
Feb-25		11,845			159,028			7,941	-100.0%		20,488	
Mar-25		11,066			187,510			8,294	-100.0%		20,717	
Apr-25												
May-24												
Jun-24												
Jul-24												
Aug-24												
Sep-24												
FYTD	24,438	65,625	30.1%	305,308	998,338	-23.5%	17,197	51,744	-66.8%	161,724	140,130	140.3%

