Saint Johns County Airport Authority

Workshop Meeting Agenda

Northeast Florida Regional Airport (UST/KSGJ)

Airport Conference Center, Monday, September 23, 2024, 4:00 pm

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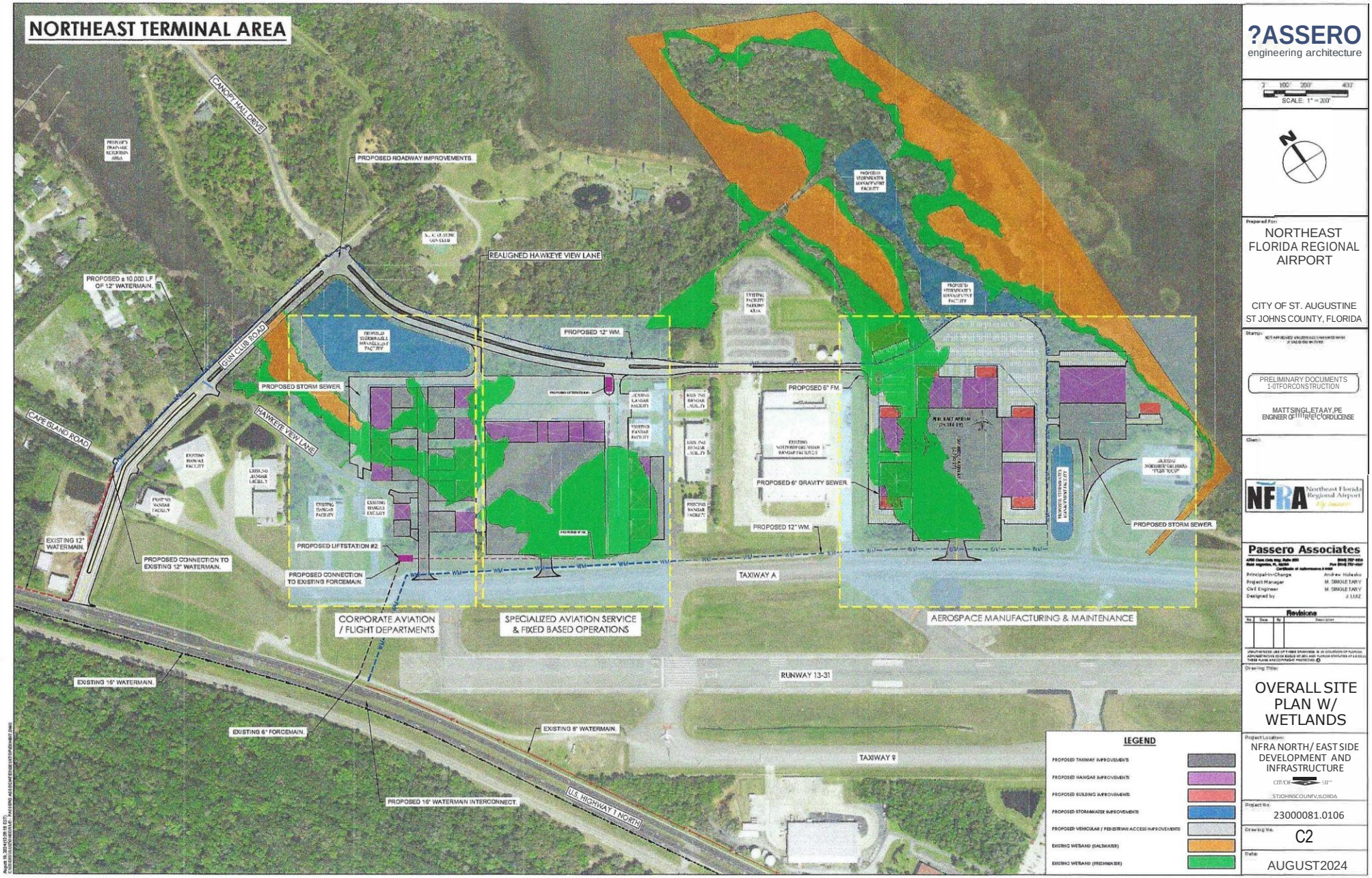
- Call to Order and Roll Call
- Pledge of allegiance
- Minutes Approval
  - 8-26-24 Workshop Meeting
- Agenda Approval
- Items for Discussion:
  - North and South Parcels
  - Simplify i3
  - CFO
  - Airport Facility Manager
- Board member comments
  - Ms. Reba Ludlow, Chair
    - Transportation Planning Organization (TPO)
  - Ms. Michelle Cash Chapman
  - Mr. Dennis Clarke
  - Ms. Jennifer Liotta
  - Mr. Robert Olson
- Next meetings
  - Regular Meeting, Monday, October 14, 2024, 4:00 pm, Airport Conference Center
  - Workshop Meeting, Monday, October 28, 4:00 pm, Airport Conference Center
- Adjournment



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engineering architecture

SCALE: 1" = 200'

Prepared For:
NORTHEAST FLORIDA REGIONAL AIRPORT

CITY OF ST. AUGUSTINE
ST JOHNS COUNTY, FLORIDA

Stamp:
PRELIMINARY DOCUMENTS NOT FOR CONSTRUCTION

MATT SINGLETARY, PE
ENGINEER OF RECORD LICENSE

Client:
NFRA Northeast Florida Regional Airport

Passero Associates

Principal-in-Charge	Andrew Holesko
Project Manager	M. SINGLETARY
Civil Engineer	M. SINGLETARY
Designed by	J. LUIZ

Revisions

No.	Date	By	Description

Drawing Title:
OVERALL SITE PLAN W/ WETLANDS

Project Location:
NFRA NORTH/ EAST SIDE DEVELOPMENT AND INFRASTRUCTURE
CITY OF ST. AUGUSTINE
ST JOHNS COUNTY, FLORIDA

Project No.:
23000081.0106

Drawing No.:
C2

Date:
AUGUST 2024

EPIC

Your Work, *Simplified.*®

Simplify i3

NFRA

Northeast Florida Regional Airport

April 23, 2024

Agenda

- **Introductions**
- **Overview of Simplify i3 ®**
- **Demo**
- **Discussion**
- **Next Steps**

Northeast Florida Regional Airport

Fly Smart!

Simplify.tbi

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Functionality Requested by NFRA

These are the key functions you identified...

- Part 139 Inspections
- Safety Management System (SMS)
- Work Orders
- Asset Management
- Lease Management
- Mobile App
- GIS Mapping

Northeast Florida Regional Airport

Fly JHArt!

Simplify i3® supports all your requirements and more ...

Simplify&

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Imagine...

A **Single Window** to access your...

- Inspections
- Service Requests
- Work Orders
- Asset data
- Documents
- Field Notes/Pictures/Videos
- Real Time Sensor Data
- GIS Maps
- Project Financials
- Reports
- KPIs/Dashboards
- Alerts/Notifications...

Imagine

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Simplify i3 Powered by: EPIC Your Work, Simplified

Benefits Delivered by Simplify i3®

- Improve Customer Engagement
- Eliminate Paper
- Consolidate Spreadsheets
- Minimize Duplicate Data Entry
- Preserve Staff Knowledge
- Automate Repetitive Tasks
- Optimize Workflows
- Utilize staff time for high-value work
- Enable organizational resilience
- **Enable Data-Driven Decisions**

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Solution Overview

Existing Data Sources

- CIS
- IoT Devices/SCADA
- Field Data
- GIS
- O&M (Maximo)
- CIP Projects
- Financial Data
- LIMS

Smart Infrastructure Platform

Simplify i3

Cloud Saas Platform

Dashboards, Reports, Analytics

Dashboards:

- Assets
- Service Requests
- Work Orders
- Inspections
- Operations

Report Builder

Maps

Analytics

- KPIs

Capture, Analyze, Integrate, Display

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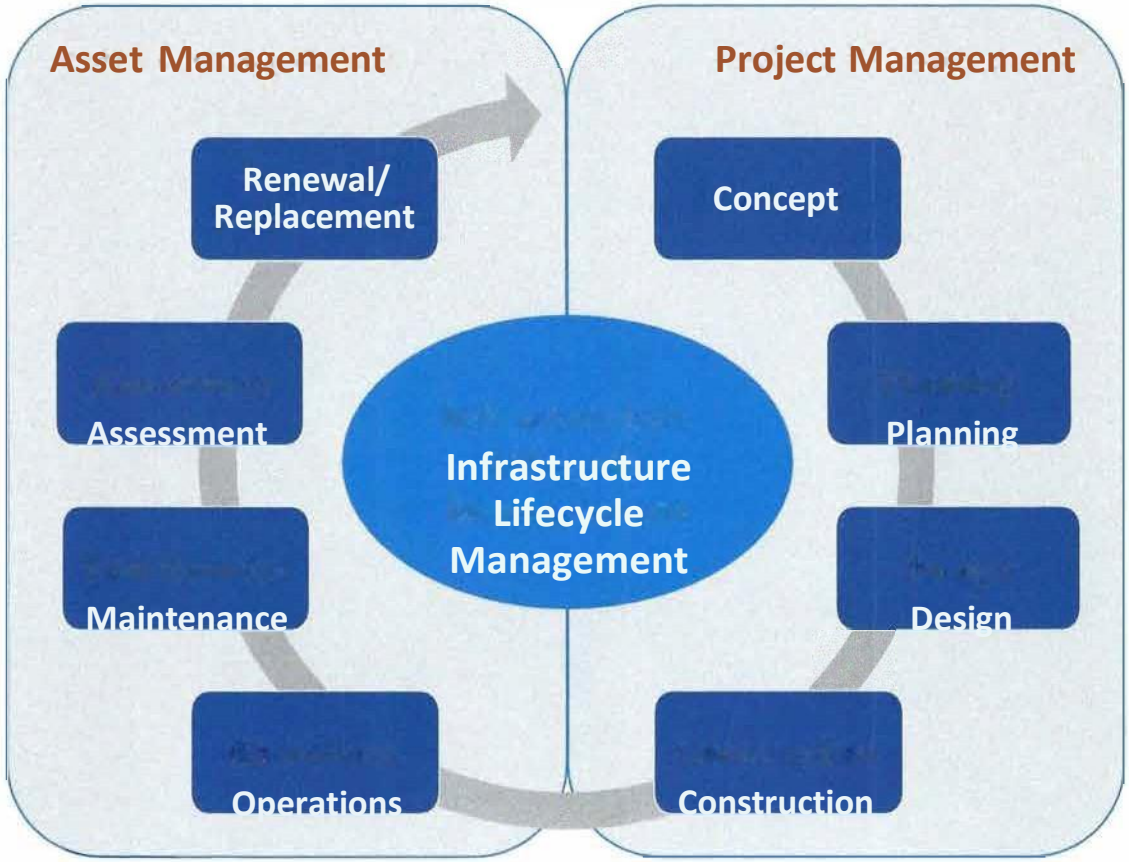
Comprehensive Airport Infrastructure Data Management



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Simplify i3® Building Blocks

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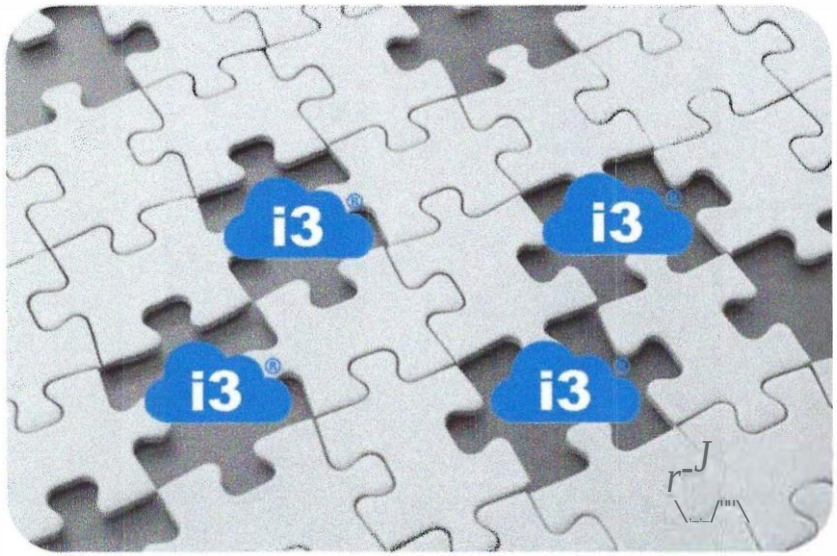
Simplify i3® is built for Collaboration

- Simplify i3 ® 11 fits seamlessly" into your technology footprint
  - Keep what works
  - Improve what makes sense
  - Fill-in the gaps
  - Connect with your existing systems
- We ONLY recommend what helps YOUR organization
- * We can get started QUICKLY and grow as you need
- Crawl, Walk, Run, Fly!



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Simplify i3® is Compliant with FAA SMS Process

+ Training

Identify Safety Hazard(s)

+ Public Portal
+ Inspections
+ Assets Inventory
+ Service Request

Immediate Corrective Action

+ Corrective Work Order

Analysis & Preventive Mitigation

+ Analysis
+ Mitigation Work Order
+ Mitigation Project
+ Mitigation Training

Monitoring & Reporting

+ Review Meetings
+ Dashboards
+ Reports

Simplify4b

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Simplify i3® Supports Comprehensive Asset Management

- Identify Infrastructure in field and office
- Seamlessly link with GIS
- Connect with Enterprise Systems
- Support your diverse data managernent needs
  - Facilities, Utilities, Stormwater (S\NPP) etc.
- Enable proactive maintenance
  - SMS
  - Part-139
  - ADA Compliance
  - FEMA Reporting
  - NPDES compliance

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Simplify i3® Core Principles

- Keep it Simple
- No User Manual Needed - Just a Quick Reference Sheet
- Users get started QUICKLY and learn more as needed
- Information is shared easily among different work groups
- Information is **"inter-connected"**
  - Projects | Assets | Service Requests | Work Orders | Inspections
- **List | Detail | Map | Dashboard**

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Simplify i3® Powered by: EPIC Your Work, Simplified®

Simple, Intuitive Navigation

List

Map

Detail

Dashboard

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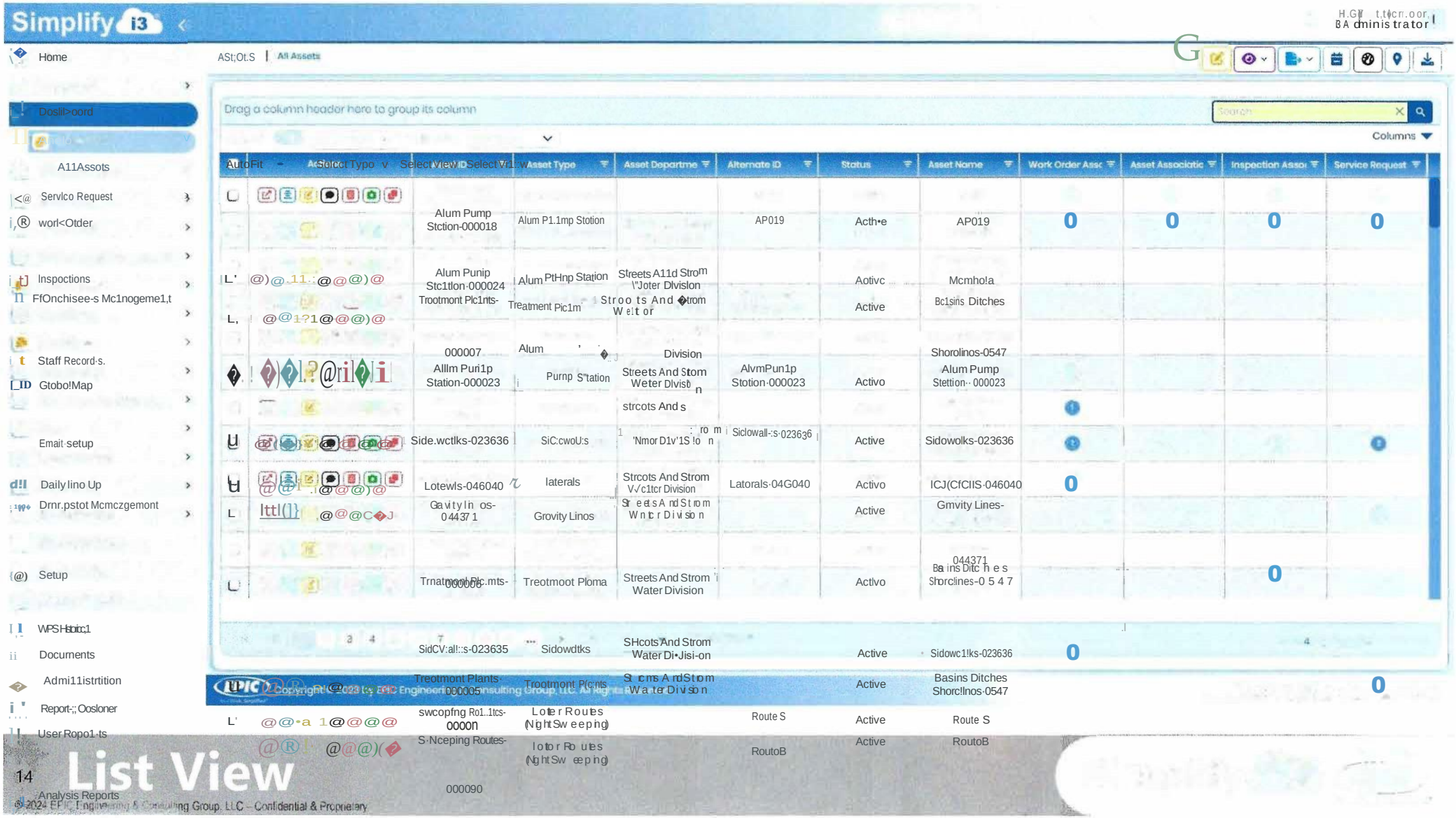
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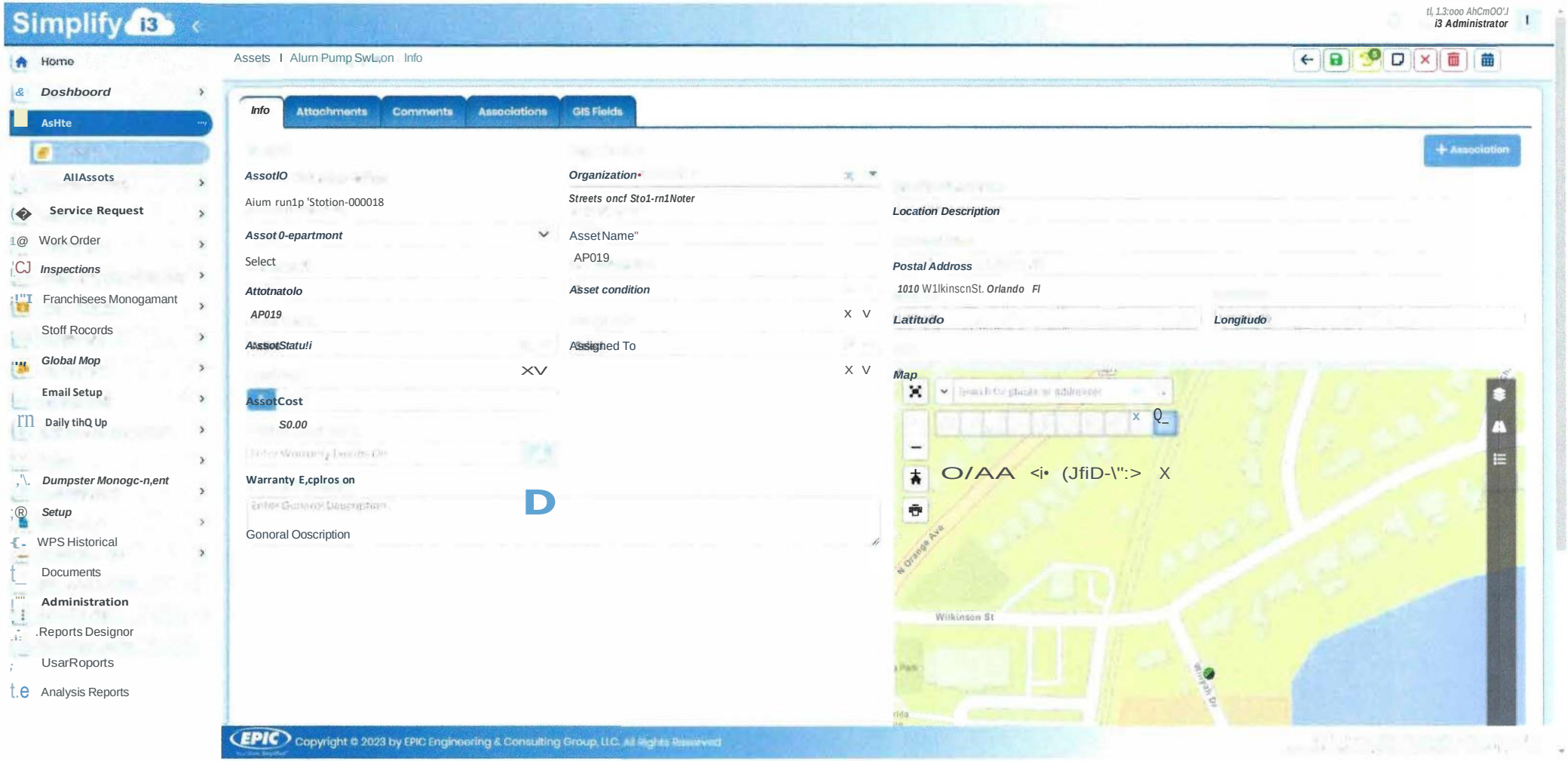

Detail View

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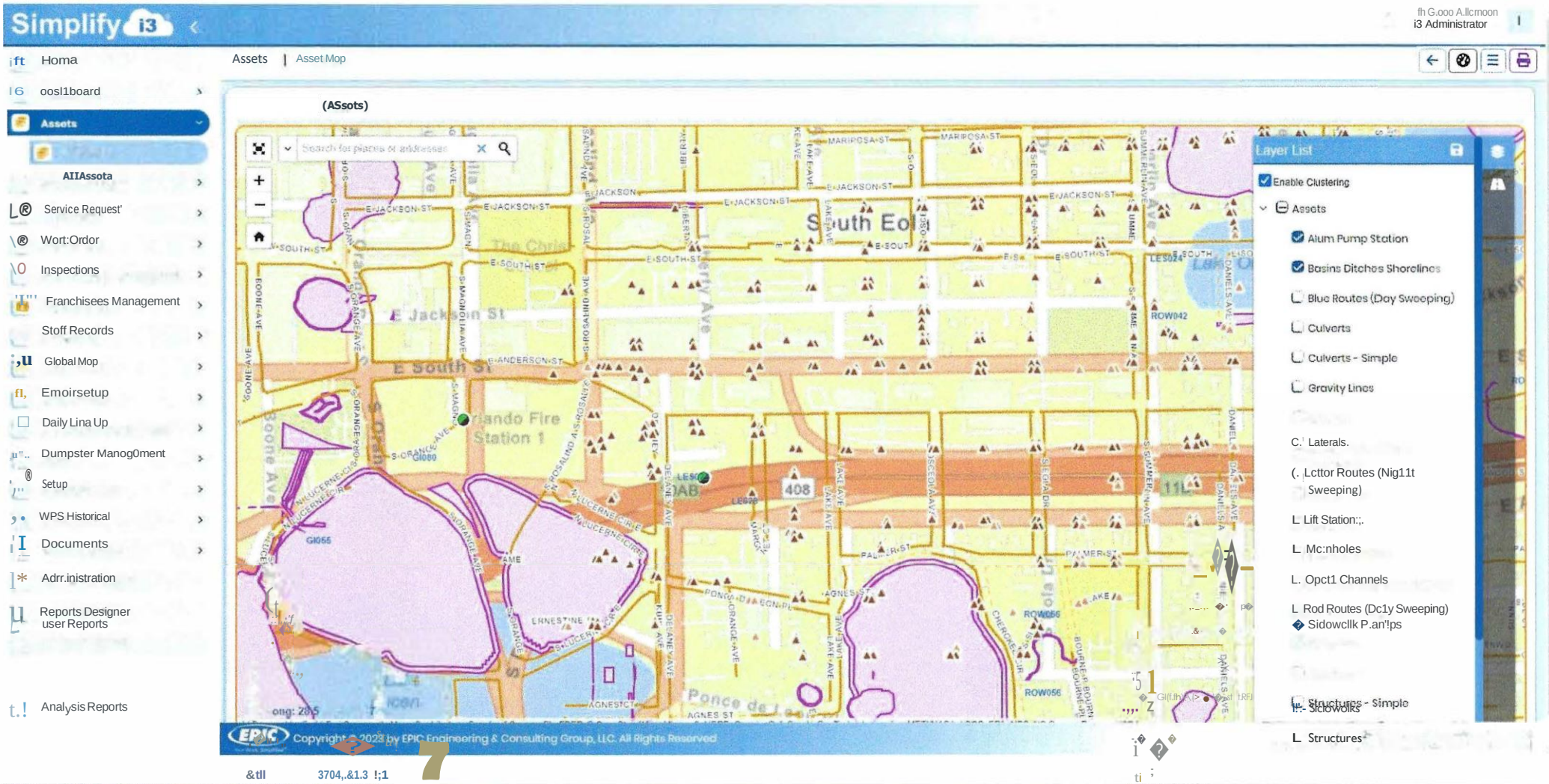

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Map View

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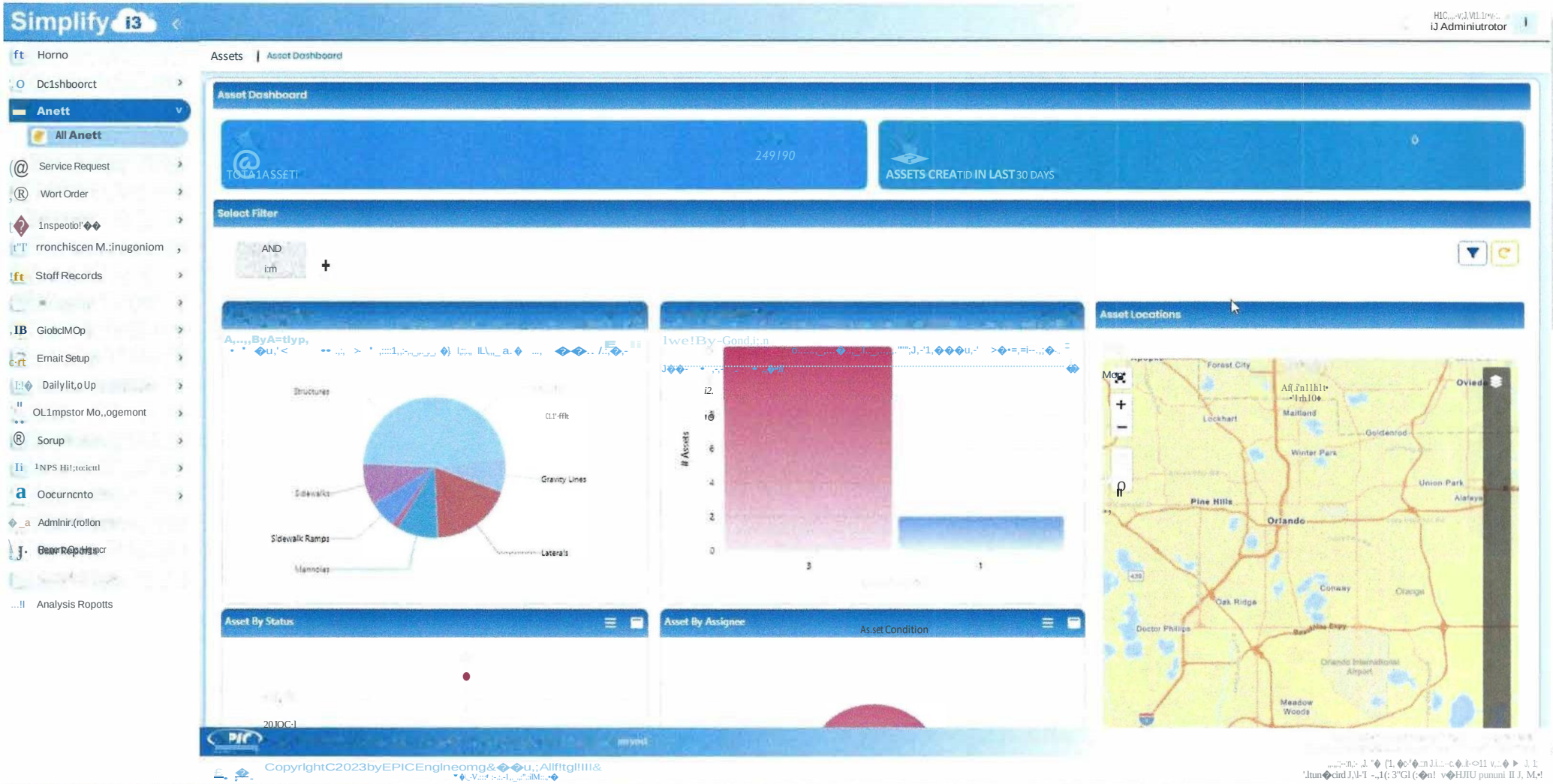

Dashboards

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Your Work, *Simplifi.Jd*

It's Your Data and you Own it, 100%

- Northeast Florida Regional Airport owns 100% of the data
- Microsoft Azure Government Cloud integration ensures data backup and security
- Code can be placed in escrow*
- Data backups can be downloaded monthly for additional data protection*

** additional costs associated with these services*

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Simplify i3®
Demonstration

NFRA
Northeast Florida
Regional Airport
Fly Smart!

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Discussion

NFRA

Northeast Florida Regional Airport

Simplifyibi

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Pricing

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Regional Airport

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Pricing

Part 139	$ 7,500.00	
SMS	$ 5,000.00	
Work Orders	$ 2,500.00	
Asset Management	$ 2,500.00	
Lease Management	$ 2,500.00	
Mobile App	$ -	Included
Esri GIS Mapping	$ 2,000..00	We can use the City Esri licenses if available
Vear One Subscription	$22,000.00	
lone-time Setup and Training	$10,000.00	

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Thank You!

Northeast Florida
Regional Airport

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Saint Johns County Airport Authority

Workshop Meeting Agenda

Northeast Florida Regional Airport (UST/KSGJ)

Airport Conference Center, Monday, September 23, 2024, 4:00 pm

Chief Financial Officer Job Description

The Chief Financial Officer will be responsible for providing leadership and advice to the Executive Director and the Board of Directors to ensure the financial health of the Authority, guiding the efficient utilization of resources, and contributing to the strategic direction of the airport.

The CFO will work closely with the Executive Director, the Board of Directors, and key stakeholders to develop financial strategies, manage budgets, and provide financial leadership.

Duties include:

- Develop and execute financial strategies to support the Airport's mission and goals.
- Oversee financial planning, budgeting, forecasting, cost of service analyses, and audit preparation.
- Manage financial reporting, ensuring accuracy and compliance with relevant regulations.
- Oversee accounting system, administrative policies, procedures, workflows, and electronic and physical filing systems.
- Manage vendor contracts and relationships.
- Administer FAA and FLDOT grants.
- Lead financial risk management and asset management efforts.
- Evaluate investment opportunities with the Authority's Financial Advisor and recommend strategies for financial growth.
- Collaborate with internal and external stakeholders on financial matters.
- Supervise a dedicated finance and procurement team, fostering professional growth and development.

Qualifications:

Bachelor's degree in finance, accounting, or related field (MBA/CPA/CMA preferred).

- Proven experience as a financial executive, preferably in the aviation industry.
- Strong financial and strategic planning skills.
- Excellent leadership, communication, and interpersonal abilities.
- Proficiency in financial software and tools.
- Knowledge of relevant industry regulations and best practices.

Salary: $120,000 to $240,000.

Saint Johns County Airport Authority

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Airport Facility Manager Job Description

Under administrative direction, is responsible for the management of the Airport Facilities Division, including facility asset management, budgeting resources, building conversions and maintenance, HVAC, and warehouse oversight. Working conditions are primarily inside an office environment. Exercises direct supervision over assigned staff.

This position is an "unclassified" position and has no disciplinary appeal rights to the Municipal Civil Service Commission. This position is likewise subject to at-will employment status and can be terminated at any time for any reason.

Duties include:

- Manages the implementation of new technological systems.
- Formulates and manages the operational performance, sets operational and financial goals, and assists in the development of the budget.
- Manages the implementation and oversees the operation of quality controls and service delivery plans associated with building operations.
- Manages the implementation and operation of an inventory control system.
- Negotiates contracts with vendors and service providers.
- Manages the implementation and operation of a work order tracking system.
- Manages the implementation and oversees the operation of quality controls associated with building maintenance and asset management.
- Oversees building construction projects to ensure delivery on time, within a pre-established budget, and of superior quality.
- Manages the implementation and operation of a building preventive maintenance program.
- Performs related duties and fulfills responsibilities as required.

Qualifications:

- Bachelor's Degree from an accredited college or university.
- Six (6} years of experience in the management of public or private facilities, including two (2) years of supervisory responsibility.

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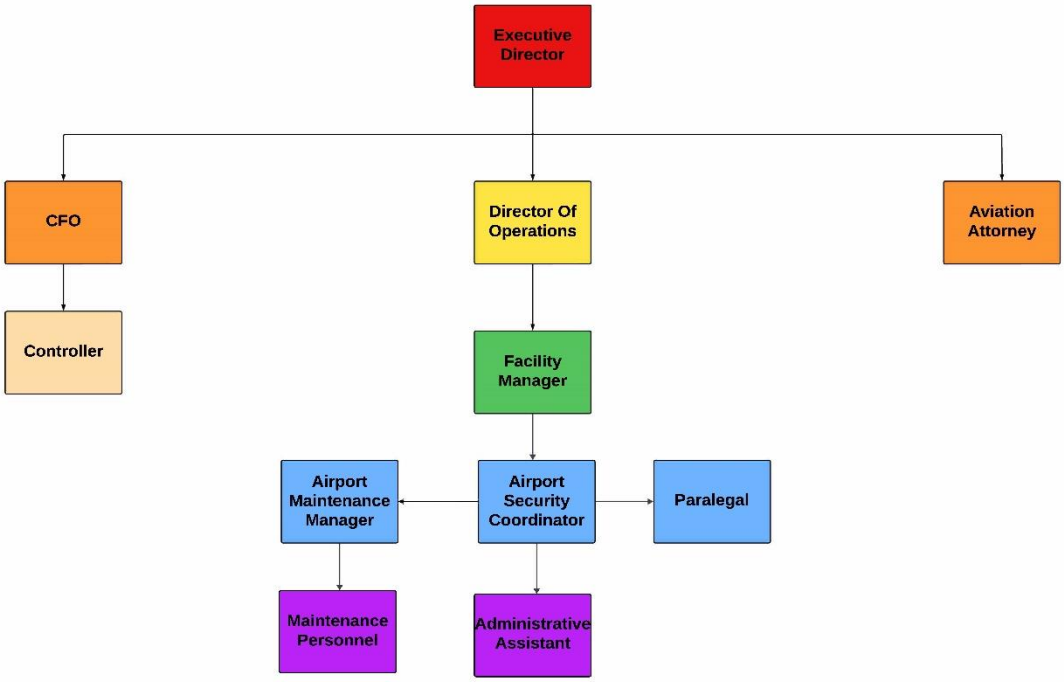
PREFERRED QUALIFICATIONS:

- Ten (10) + years of experience in a management role with an airport of equal size and complex operations like or larger than St Augustine Airport.
- Experience implementing and/or utilizing a CMMS (Computerized Maintenance Management System) to manage maintenance work, resource workload assignment, preventative maintenance scheduling, asset tracking, job planning, and related impacts to make informed management decisions.
- Five (5) + years of management experience for multiple disciplines and trade professionals at an airport of similar complexity or larger than St Augustine Airport.

Salary: $80,000 - $100,000.

Proposed Organizational Chart