

# **Saint Johns County Airport Authority**

## **Workshop Meeting Agenda**

Northeast Florida Regional Airport (EST/KSGJ)

Airport Conference Center, Monday, July 22, 2024, 4:00 pm

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- Call to Order and Roll Call
- Pledge of Allegiance
- Agenda approval
- Items for Discussion:
  - Joyce Market Study
  - NFRA Capacity Enhancement
  - Executive Director Search: Job Description
  - Hangar Deposits and Waiting List
  - Hastings Update
  - Capital Reserve
  - CAO
- Next meetings
  - Regular Meeting, Monday, August 12, 2024, 4:00 pm, Airport Conference Center
  - Workshop, Monday, August 26, 2024, 4:00 pm, Airport Conference Center
- Adjournment

# **Proposal for the Appointment of a Chief Administrative Officer (CAO)**

## **Introduction:**

As the Airport continues to evolve, it has become evident that the administrative and operational demands have significantly increased. To effectively manage these challenges and ensure the airport's strategic goals are met, I propose the appointment of a Chief Administrative Officer (CAO) for a short-term period of two years. This proposal outlines the necessity, benefits, and the projected outcomes of such an appointment.

## **Rationale for Appointment:**

### **1. Enhanced Operational Efficiency:**

- The CAO will streamline administrative processes and improve overall efficiency in airport operations.
- With dedicated leadership, we can better coordinate between departments, ensuring seamless operations.

### **2. Regulatory Compliance and Safety:**

- The CAO will ensure that all regulatory requirements are met, and safety protocols are strictly followed.
- They will oversee the implementation of any new regulations and ensure ongoing compliance with federal, state, and local standards.

### **3. Financial Oversight:**

- A CAO with strong financial acumen will help optimize our budget, control costs, and identify new revenue streams.
- They will also enhance transparency and accuracy in financial reporting.

### **4. Stakeholder Engagement and Community Relations:**

- The CAO will act as a liaison between the airport and its stakeholders, including government agencies, and the local community.
- They will lead initiatives to strengthen our relationships and promote the airport's interests.

### **5. Strategic Planning and Execution:**

- The CAO will work closely with and report to the Board to implement strategic initiatives and ensure alignment with our long-term goals.
- They will monitor industry trends and position the airport to capitalize on emerging opportunities.

## **Proposed Duration:**

- The appointment of the CAO will be for a period of two years. This timeframe allows for flexibility in achieving set goals and assessing the long-term need for the position.

## **Key Responsibilities:**

- Oversee daily administrative operations and ensure efficient workflow.
- Maintain compliance with all regulatory requirements and safety standards.
- Develop and manage the airport's budget, optimizing financial performance.
- Foster positive relationships with stakeholders and enhance community engagement.
- Implement strategic plans and monitor their progress.

**Expected Outcomes:**

- Improved operational efficiency and streamlined administrative processes.
- Enhanced compliance with regulatory standards, ensuring safety and minimizing risks.
- Better financial performance through cost control and revenue optimization.
- Strengthened relationships with stakeholders and increased community support.
- Successful implementation of strategic initiatives, positioning the airport for future growth.

**Conclusion:**

The appointment of a Chief Administrative Officer for a short-term period is a strategic move that will address the current administrative and operational challenges faced by the Airport. With the CAO's leadership, we can achieve greater efficiency, compliance, financial stability, and stronger stakeholder relations. I recommend we bring this to vote at the next meeting and appoint Beth Tate to the CAO position as soon as possible.

# NFRA - Capacity Enhancement (July 22, 2024)

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- ▶ Airfield Need: Annual Operations Capacity (ASV)
  - ▶ FAA Guidance (60-80% of ASV)
  - ▶ Demand Capacity Ratio in 2024 (70%)
  - ▶ New Impact (demand) from airports south of NFRA
- ▶ Alternatives and Recommendations
- ▶ Airport (Area) Land
- ▶ Plan of Action / Implementation / Progress

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# Airfield

- ▶ Airfield Need: Annual Operations (ASV)
  - ▶ Annual Service Volume (or ASV) = Practical Annual Capacity, measured in total aircraft Op's
  - ▶ FAA Guidance (at 60% ASV = plan, 80% ASV = act)
    - ▶ ASV Demand/Capacity Ratio in 2024 (now 70%)
  - ▶ Impact (new demand) from airports south of NFRA, implementing landing fees

# Alternatives

- ▶ Alternatives and Recommendations

- ▶ Existing Airfield

- ▶ Runway 13-31, Taxiway System, flight procedures

- ▶ ALP: New/proposed runway west of US1

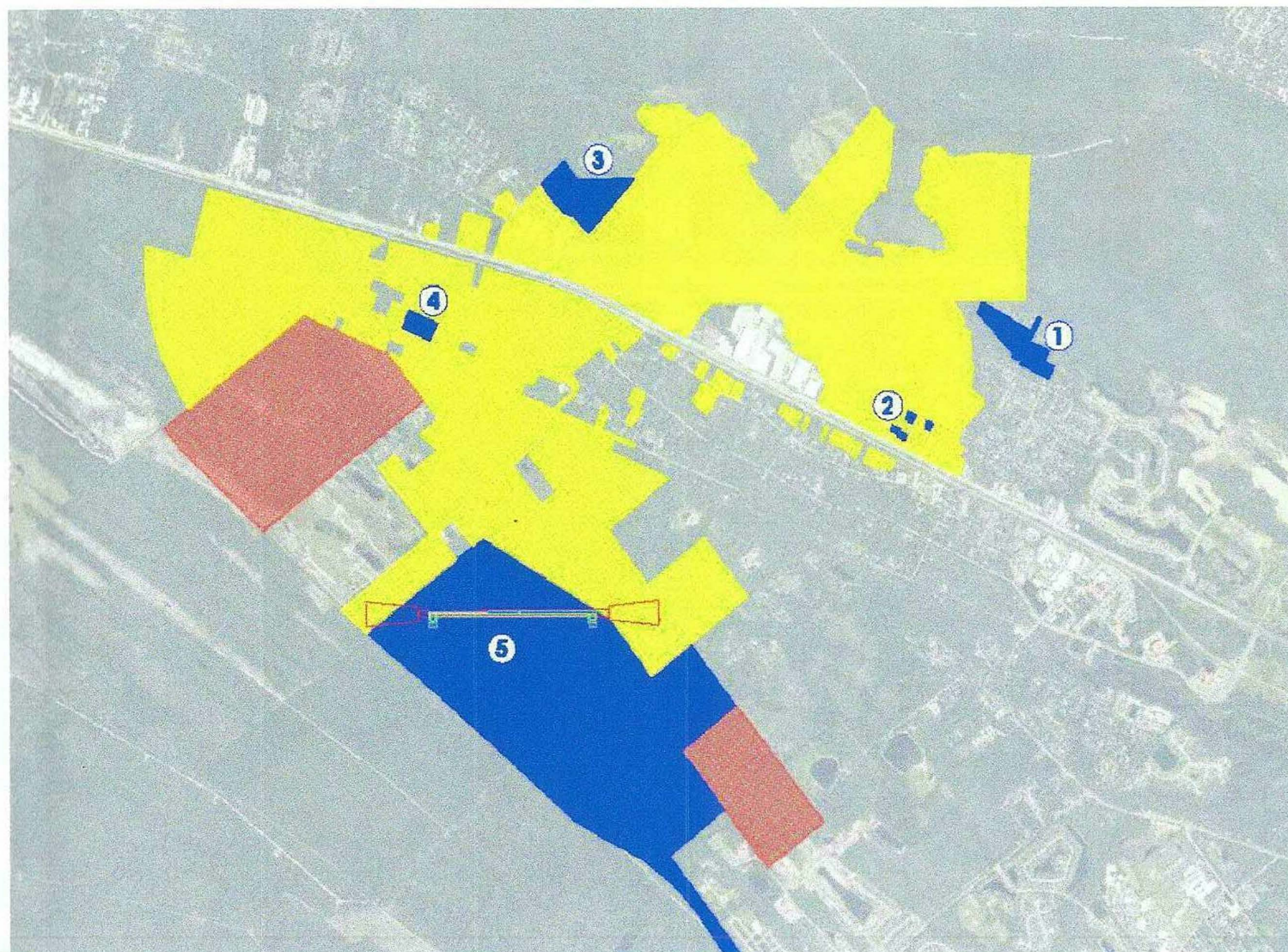
- ▶ Independent operations from current airfield



# Land

- ▶ Airport (Area) Land Considerations
- ▶ Opportunities for development (such as Gun Club Property)
- ▶ Opportunities for Land Use Compatibility (continuous)
- ▶ Excess land, rare consideration, but possible





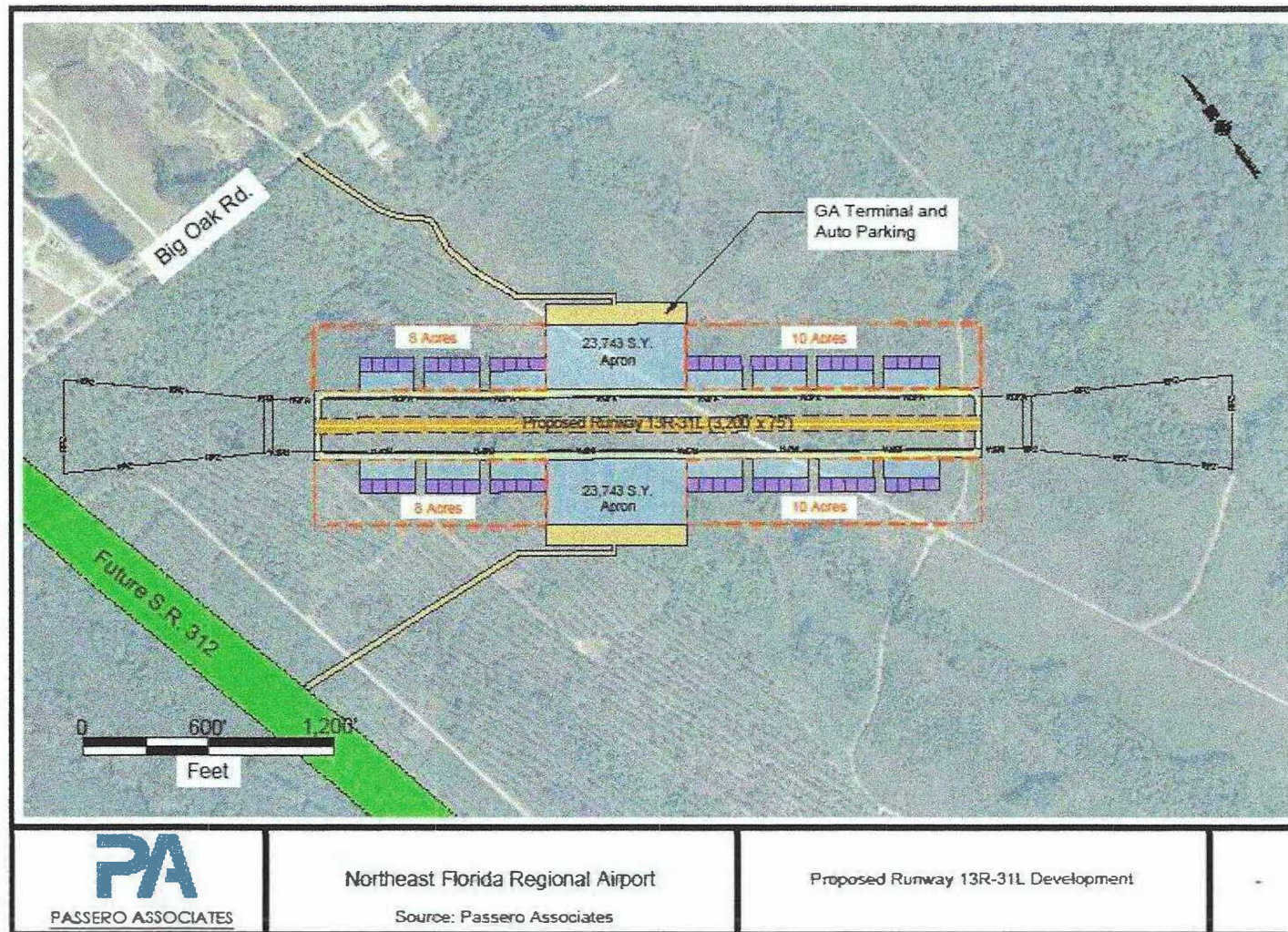
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# Action Plan

- ▶ Plan of Action/Implementation/Progress
  - ▶ Capacity Study (needed for FAA & FDOT)
  - ▶ Interest-Ability to secure needed Land
  - ▶ Environmental Study / Feasibility / Funding Plan
  - ▶ Design-Permit-Construct Phases
- ▶ Timeframe Total: 3-5-7+ years



# NFRA - Capacity Enhancement (July 22, 2024)

## ▶ Next Logical Steps

- ▶ Conduct Capacity Study - Funded by FDOT
- ▶ Determine approach to needed land
- ▶ Discussions with Project Partners (continuous)
- ▶ Other-Additional (based on Authority interest)
- ▶ Open Discussion