

Regular Meeting Agenda

June 12, 2023

Call to Order – 4:00pm

- **Call to Order**
- **Pledge of Allegiance**
- **Meeting Minutes (05.08.23)**
- **Agenda Approval**
- **Staff Report**
- **Business Partner Updates**
- **Board Committees**
- **Old Business Items**
 - **Volato’s Proposal for FBO & MRO Facility**
 - **Terminal Access Road FDOT Grant**
- **New Business Items**
 - **Airfield Security Improvement Contract Awards**
 - **Land Lease Proposals**
 - **Preliminary FY 2023-24 Budget**

- **Public Comment – General**
- **Member Comments and Reports**
- **Adjournment**



Northeast Florida Regional Airport

Fly Smart!

Staff Reports – Items of Interest & Update of Projects

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, ATC

Staff Reports – Operations

May

Air Traffic Volume -

	2023	<u>(2022)</u>
○ Month:	12,712	(10,832)
○ YTD:	50,756	(50,360)

Fuel Volumes – Gallons

FBO -

	2023	<u>(2022)</u>
Jet A -		
▪ Month:	182,061	(148,130)
▪ YTD:	836,057	(847,473)
100LL -		
▪ Month:	7,906	(8,080)
▪ YTD:	40,076	(40,471)
Self Serve - 100LL		
▪ Month:	17,485	(15,640)
▪ YTD:	80,913	(73,558)

BOARD COMMITTEE Updates –

- **General Counsel Committees – Jeremiah Blocker**

- Ethics Commission Update
- How to Dissolve Committees? By Resolution?
- Workshop Meetings Require:
 - Legal Notice to Public
 - Meeting Minutes

- Jennifer Liotta – Policy Committee
- Dennis Clarke – Audit Committee
Master Plan Committee
- Reba Ludlow – Safety Risk Management Committee



Board Discussion

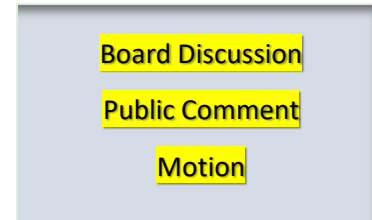
Public Comment

Motion

OLD BUSINESS ITEMS

Volato's Proposal for FBO & MRO Facility Dated April 10, 2023

- Airport Authority's Lease Policy and Procedures & Minimum Commercial Aviation Operating Standards Sections:
 - 6.2.4 – Application of Minimum Operating Standards
 - 8.1 – Proposal Requirements
 - 8.2 – Agenda Item
 - 9.2 – Minimum Commercial Aviation Operating Standards
- Compliance Review Completed
- Nine (9) Deficiency Findings
- **Board Options:**
 - Publicize a "Request for Proposals" for all Interested Parties
 - Provide a Volato a Grace Period to make Corrections
 - Deny the Volato Proposal



OLD BUSINESS ITEMS

Terminal Access Road FDOT Grant

- Current Grant Expires 12/29/2023
- Remaining FDOT Grant Funds \$2M+ at 50/50 Grant Share
- Dedicated “Roadway” Funds Only
- **ONLY Options:**
 - Reduce Scope of Work - Request a Grant Extension (90 Days Prior to 12/29/2023)
 - Install Below Ground Utilities – Approved on May 22nd, 2023
 - Small Access / Parking at Terminal
 - Return Remaining Balance to FDOT for Future Roadway Use
 - No FDOT Guarantee for Future Use

Board Discussion

Public Comment

Motion – Direction to Staff

NEW BUSINESS ITEMS – Airfield Security Improvements Contract Awards

4 Bids Received

* Low Bidder Rejected Due to Incomplete & Missing Required Forms

2nd Low Bidder: Sterling Enterprises LLC – Construction Services - \$1,698,834

Passero Associates – RPR Services - \$99,000

Staff Recommendation: Approve Both Contracts

Board Discussion

Public Comment

Motion

NEW BUSINESS ITEMS – LAND LEASE PROPOSALS

May 2022 – Letter of Interest for Land Development Sent

27 Notified

5-6 Responded Yes

Currently – 2 Proposals Received

3 Additional Proposals Expected

3 Potential Locations

21 Acres – Currently has a ROFR (NGC)

5 Acres – Currently has a ROFR (Atlantic Aviation)

Casa Cola – 28,000sf

Staff Recommendation:

- Adopt the Request for Proposal (RFP) for Land Lease Development as Presented
- Publicize the RFP’s Legal Notice & Place on the Airport’s Website
- Provide RFP to Waiting List and Other Interested Parties

Board Discussion

Public Comment

Motion

NEW BUSINESS ITEMS – PRELIMINARY FT 2023-24 BUDGET

Key Items Affecting Budget Development

Capital Development Program/Grant Opportunities

Additional Staff

Inflation (CPI)

Assumptions

No Required Ad Valorem Tax Assessment

Save the Dates

September 11th@ 5:01pm 1st Public Budget Hearing

September 18th@ 5:01pm Final Public Budget Hearing

Board Discussion

Public Comment

Motion

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



Authority Members

Comments and Reports

Ms. Michelle Cash-Chapman

- Aerospace Academy

Mr. Dennis Clarke

Ms. Jennifer Liotta

Ms. Reba Ludlow

- TPO

Mr. Robert Olson

- EDC

Proposed Meeting Dates

Regular Meetings – 2nd & 4th Monday

June 26th

July 10th

July 24th

August 14th

August 28th

All Meetings Begin at 4pm Except as Otherwise Noted

FY 23-24 Budget Meetings

September 11th @ 5:01pm – 1st Public Budget Hearing

September 18th @ 5:01pm – Final Public Budget Hearing

ADJOURNMENT

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

Form 725-000-02
STRATEGIC
DEVELOPMENT
OGC 02/20

EXHIBIT A

Project Description and Responsibilities

A. Project Description (description of Agency's project to provide context, description of project components funded via this Agreement (if not the entire project)): **NFRA DESIGN & CONSTRUCT EAST TERMINAL ACCESS ROAD**

B. Project Location (limits, city, county, map): Northeast Florida Regional Airport/Saint Augustine, FL/Saint Johns

C. Project Scope (allowable costs: describe project components, improvement type/service type, approximate timeline, project schedule, project size): As required by 215.971, F.S., this scope of work includes but is not limited to consultant and design fees, survey and geotechnical costs, permitting, construction inspection and material testing costs, mobilization and demobilization, maintenance of traffic, erosion control, demolition, excavation/embankment, surface preparation, pavement, drainage, markings, signage, lighting and communications systems (conduits, fixtures, etc.), landscaping, fencing, access control, and security systems, including all materials, equipment, labor, and incidentals required to complete the East Terminal Access Road project at Northeast Florida Regional Airport. The Sponsor will comply with Aviation Program Assurances.

D. Deliverable(s): Design & construct access road improvements, pavement, and re-alignment of East Terminal access road from US1 to the new Terminal building.

The project scope identifies the ultimate project deliverables. Deliverables for requisition, payment and invoice purposes will be the incremental progress made toward completion of project scope elements. Supporting documentation will be quantifiable, measurable, and verifiable, to allow for a determination of the amount of incremental progress that has been made, and provide evidence that the payment requested is commensurate with the accomplished incremental progress and costs incurred by the Agency.

E. Unallowable Costs (including but not limited to): Travel

F. Transit Operating Grant Requirements (Transit Only):

Transit Operating Grants billed as an operational subsidy will require an expenditure detail report from the Agency that matches the invoice period. The expenditure detail, along with the progress report, will be the required deliverables for Transit Operating Grants.





May 25, 2023

Mr. Kevin Harvey, Executive Director
St. Johns County Airport Authority
4796 U.S. 1 North
St. Augustine, FL 32095

Reference: **Recommendation of Award**
Airfield Security Improvements
Northeast Florida Regional Airport (SGJ)
FAA AIP No. TBD
FDOT FM # 445288-2
PA Project Number 23000081.102R

Dear Mr. Harvey

Passero Associates has reviewed the four (4) bids that were received and publicly opened on May 11, 2023, at 2:00PM EDT for the Airfield Security Improvements project at the Northeast Florida Regional Airport (SGJ). This letter serves as Passero Associates' recommendation to award the construction contract to Sterling Enterprises, L.L.C., of Lake Helen, Florida, contingent upon concurrence by the Airport Authority's legal counsel.

Please note that the low bidder (McConnie Fence Co.) proposal has been rejected since it is deemed to be nonresponsive and irregular due to incomplete and missing forms from the Bid Form section of the Contract Documents. The missing and incomplete forms include the Statement of Surety's Intent, EEO Experience Certification, Subcontractor's and Suppliers, DBE Utilization Forms & DBE Good Faith Documentation, Certification of Bidder Regarding Tax Delinquency, and Statement of Bidder's Qualifications.

BIDDER'S LIST SUMMARY

Company Name	Base Bid Amount
McConnie Fence Co.	\$1,663,850.00
Sterling Enterprises, L.L.C	\$1,698,834.00
A-1 American Fence	\$1,865,392.00
US Fence & Gate	\$2,746,120.00

Passero Associates performed a review of Sterling Enterprises responsibility by researching the following:

- A detailed analysis of the proposal submitted by Sterling Enterprises, L.L.C, revealed no irregularities. The proposal appears to be fair and reasonable.
- Sterling Enterprises, L.L.C., is a registered Florida Limited Liability Company, EIN Number 20-0745205
- Sterling Enterprises, L.L.C., did not appear on the U.S. System for Award Management's (SAM) List of Debarred, Suspended, or Voluntarily Excluded Firms Ineligible for Federal Aid.
- Sterling Enterprises, L.L.C., did not appear on the U.S. Department of Labor's H-1B Debarred/Disqualified List of Employers or on the Willful Violators List.
- The Office of Safety and Health Administration (OSHA) for safety violations did not report any cases within the past five (5) years associated with Sterling Enterprises, L.L.C.
- Sterling Enterprises, L.L.C. has been a licensed business within the State of Florida since 2004 and has successful experience with similar projects.

A Bid Tabulation showing the bids received is enclosed for your review. The low bidder proposal has been rejected as explained above. Sterling Enterprises, Inc., is the next lowest bidder with a total Base Bid amount of \$1,698,834.00. The contractor construction budget programmed for the project is \$2,500,000.00.

Based on all this information considered, Passero recommends that the Base Bid be awarded to Sterling Enterprises, L.L.C., in the total amount of One Million Six Hundred Ninety-Eight Thousand Eight Hundred Thirty-Four Dollars and Zero Cents (\$1,698,834.00), contingent upon concurrence by the Airport Authority's legal counsel and FAA funding.

Please note that Bid Additive No. 1 (Infrastructure at Gate 1-S) is not eligible for FAA funding and therefore not included as part of this recommendation of award. This recommendation of award is focused specifically on items to be included with the FAA grant application. It is recommended that the Airport Authority seek additional FDOT funding for Bid Additive No. 1 while awaiting an FAA grant offer. Should additional FDOT funding become available, then the Authority could consider including Bid Additive No. 1 in the Contract Award to Sterling Enterprises.

A copy of the updated Contract Agreement and Notice of Award for the Base Bid are enclosed for your use and review.

We have also enclosed for your consideration and approval, the Passero Associates, LLC Work Order 23-102R for Construction Administration, Periodic Construction Observation, Grants



Administration Services, & DBE Update in the amount of ninety-nine thousand dollars and zero cents. (\$99,000.00).

If you have any questions or require additional information, please contact me.

Respectfully Submitted,



Matt Singletary, P.E.
Project Manager

attach: Bid Tabulation
Contract Agreement & Notice of Award
PA Work Order 23-102R

cc: Andrew Holesko, Passero Associates
Brad Wentz, Passero Associates



Request for Proposal Land Lease Development

1. **INTENT OF SOLICITATION:** The St. Johns County Airport Authority is attempting to qualify entities interested in developing land and construction for Commercial Aviation Businesses or large Aircraft Storage purposes. The specific details of the proposed venture are subject to future negotiations between the selected Proposer(s) and the Airport Authority.
2. **TIME AND DATE DUE:** The St. Johns County Airport Authority will receive Request for Proposal until **12:00pm** on _____, for a Land Lease to develop facilities for Commercial Aviation Businesses or large Aircraft Storage purposes.
3. **SUBMITTAL MARKING & DELIVERY REQUIREMENTS:** One (1) copy and one (1) digital copy of the Request for Proposal shall be submitted in one (1) package, clearly marked on the exterior "Request for Proposal for Land Lease Development".

Proposals received after the stated time and date will not be considered. It shall be the sole responsibility of the applicant to have their proposal delivered for receipt on or before the above stated time and date to:

St. Johns County Airport Authority
4796 US 1 N
St. Augustine, FL 32095

Regardless of delivery method, the proposer shall be responsible for its timely delivery to the offices of the Airport Authority. Proposals delayed by mail beyond the due date and time shall not be considered. Arrangements can be made for return of proposals at the proposer's request and expense.

4. **CLARIFICATION:** All inquiries, suggestions or requests concerning the selection procedure shall be made through the Executive Director or designee for the Authority. Questions relevant to airport plans, development and project specifics will not be entertained. The Authority shall not be responsible for oral interpretations given by any Authority member, employee, or representative, except through the Executive Director or designee. The issuance of a written statement is the only official method whereby interpretations, clarification or additional information will be given. All inquiries & responses will be made available to all known proposers. To assure all communications are available, proposers are encouraged to contact the Airport Administration Office via email ckh@SGJ-Airport.com to indicate their intent to propose. Feel free to visit our website "FLYNF.COM" for additional information pertaining to the airport.

5. **LEGAL NAME:** Proposals shall clearly indicate the legal name, address and telephone number of the proposer (company, firm, partnership or individual).
6. **PROPOSAL EXPENSES:** All expenses related to making submittals to the Authority are to be borne by the proposer.
7. **RESERVED RIGHTS:** The Authority reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the Authority depending on available competition and timely needs of the Authority. The Authority shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest and its decision shall be final. Also, the Authority reserves the right to make such investigations as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information the Authority deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to: current financial statements by an independent CPA; verification of availability of equipment and personnel; and past performance records. Proposer will be notified individually of the requirement to provide additional information should it be desired by the Authority.
8. **APPLICABLE LAWS:** All applicable laws and regulations of the State of Florida and Policies and Procedures of the St. Johns County Airport Authority will apply to any resulting agreement.
9. **COLLUSION:** By offering a submission to this request, the proposer certifies the proposer has not divulged to, discussed or compared his proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatever. Also, proposer certifies, and in the case of a joint proposal, each party thereto certifies as to his own organization, that in connection with this proposal:
 - a. Any prices and or cost data submitted have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and or cost data with any other proposer or with any competitor;
 - b. Any prices and or cost data quoted for this proposal have been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the scheduled opening directly or indirectly to any other proposer or to any competitor;
 - c. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
 - d. The only person or persons interested in this bid as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this bid or in the contract to be entered into;
 - e. No person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee accepting bona fide employees or established commercial agencies maintained by the Proposer for the purpose of doing business; and
 - f. **Lobbying:** All firms and their agents who intend to or have submitted responses to this solicitation are hereby placed on formal notice that any form of contact and/or lobbying of Airport Authority Employees or Board Members with the intent to direct

and/or manipulate the selection process may result in the immediate disqualification of such firm, by the Authority, from further consideration.

10. **CONTRACT:** Any lease agreement resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the Authority and shall contain, as a minimum, applicable provisions of the request for proposal, and the proposer's submission to the proposal. Any variance whatsoever from the proposal, as submitted, that the proposer may request be included in the contract, shall be at the sole discretion of the Authority. The Authority reserves the right to reject any agreement which does not conform to the requirements and stipulations of this document as well as any Authority requirements for lease agreements.
11. **INDEMNIFY:** After notification of award, the successful proposer shall indemnify and save harmless the Authority from and against all claims, suits, actions, damages or causes or action arising during the terms of the resulting agreement for any personal injury, loss of life or damage to the property sustained by reason or as a result of the performance of the services or work for which the resulting agreement was entered into, or his agents, employees, invites, and all other persons, and from and against any orders, judgments or decrees which may be entered thereto, and from and against all costs, attorney's fees, expenses and liabilities incurred in or by reason of the defense of any such claim, suit or action, and the investigation thereof. Nothing in the resulting agreement shall be deemed to affect the rights, privileges and immunities of the Authority as set for in Florida Statute **768.28**.
12. **PROPOSAL REQUIREMENTS:** All Proposals shall be subject to the Airport's Rules & Regulations, Lease Policy & Procedures and Minimum Commercial Aviation Operating Standards for compliance. (Website: www.flynf.com/p54-Policy-Documents) Each proposal shall be strictly limited to 30 pages (exclusive of cover(s) and actual letter). Proposals in excess of 30 pages will not be considered and at the Proposers' expense and option, may be returned. Each proposal shall include information or evidence of the following minimum requirements.
 - A. Business Plan: Detailed description of the proposed operations.
 - B. Approximate Leasehold Size.
 - C. Preliminary Plans and Specifications for intended operations.
 - D. Estimated date for commencement for intended development operations.
 - E. List of current or proposed assets that will be used in operations.
 - F. Current Financial Statement and Credit Report for all Person(s) who holds a controlling interest, directly or indirectly, as prepared or certified by a Certified Public Accountant.
 - G. Name, Address, Telephone Number and Email Address of the Officers, Directors, Owners and Shareholders having a ten (10%) percent or greater ownership interest in the Applicant.
 - H. Name, Address, Telephone Number and Email Address of the Officers, Directors, Owners and Shareholders having ten (10%) percent or greater holding a controlling interest in any activity (business) presently located or operating within the Airport.
 - I. Copies of all licenses, certifications and permits processed for key employees performing the proposed services.
 - J. Description of past and present experience of Proposer(s). Resumes welcomed.
 - K. An agreement to provide a bond or suitable guarantee of adequate funds to be used to cover expenses for development and cover any type of lease default.

- L. Written authorization for the FAA, Aviation or Aeronautics Commissions, Administrators and Department of all States in which the Proposer has engaged in Aviation Business to release information in their files relating to the Proposer or its Operation.
- M. Copy(ies) of insurance company letter of intent of liability coverage for the proposed operation(s).
- N. Amenities and Methods used to attract new businesses. Marketing Plan
- O. Confirm compliance with the Airport's Security Program.

13. **EVALUATION PROCESS:** The Airport's Executive Director will review all RFP's and provide qualified Proposers to the Airport Authority for further consideration.