

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**
 - **RFQ for Engineering Services**
- **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

Voltaire Aviation Contracts

Eastside Development Project

ATCT BIL Grant for New Equipment

Wings & Wheels Event – June 17th

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

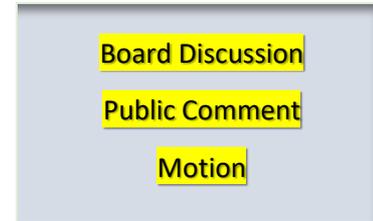
Public Comment

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 - **Exclusive use for Atlantic Aviation**
 - Return Remaining Balance to FDOT for Future Roadway Use
 - No FDOT Guarantee for Future Use

Board Discussion

Public Comment

Motion – Direction to Staff

OLD BUSINESS ITEMS – Engineering Services RFQ

RFQ for Engineering Services Approved On May 22nd Authority Meeting

Advertised on June 1st

Placed RFQ on Airport's Website

Bids Due on June 30th

Selection Criteria Discussion – Jennifer Liotta

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

- Direction to Staff Requested

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

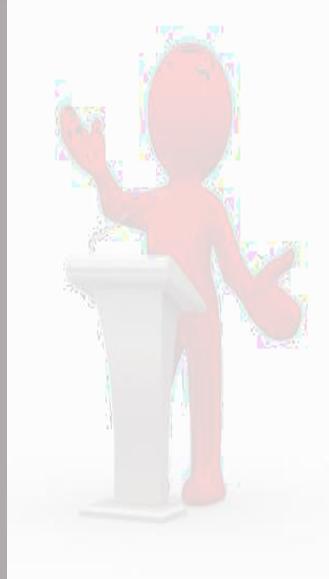
Public Comments

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 – Kevin Harvey Out On Vacation

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 Wente, Passero Associates