Saint Johns County Airport Authority

Board Meeting Agenda

Northeast Florida Regional Airport (UST/KSGJ)

Airport Conference Center, Monday, February 24, 2025, 10:00 am

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- **Call to Order**
- **Pledge of Allegiance**
- **Roll Call**
- **Minutes Approval**
  - N/A
- **Agenda approval**
- **Business Partner Updates**
  - Ms. Ann Taylor, St. Johns County Commission
  - Mr. Vinny Beyers, Atlantic Aviation
  - Mr. Brent McCammon, SAAPA Liaison
  - Mr. Nate McKendrick, Northrop Grumman
  - Mr. Reid Deputy, AOPA

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- **Agenda Items:**

1. **Legal Counsel Review (15 mins)**

   Purpose of Item: Discussion and Vote

   - Board Comments
   - Public comments

2. **Executive Director (15 mins)**

   Purpose of Item: Discussion and Vote

The Board of Directors is requested to discuss and vote on the next steps in the search process.

- Board Comments
- Public comments

3. **Proposed Amendment to Lease Document – Section 3: Permitted Uses (20 mins)**

   Purpose of Item: Vote Request

A revision to the existing lease agreement has been proposed, specifically in Section 3: Permitted Uses. The proposed addition states:

"Incidental storage of non-aeronautical items as defined by FAA regulation is also permitted."

The Airport Authority requests that the Board of Directors review this proposed amendment and determine its approval through a formal vote. This decision will help

clarify permitted uses within leased facilities and maintain consistency with FAA standards.

> SECTION 3. PERMITTED USES – Hangar use shall be limited to the following aeronautical uses: 1. Storage of Aircraft; 2: Final assembly of aircraft under construction; 3. Non-commercial construction of amateur-built or kit-built aircraft; 4. Maintenance, repair, or refurbishment of aircraft, but not the indefinite storage of nonoperational aircraft; 5. Storage of aircraft handling equipment, e.g. towbars, glider tow equipment, workbenches, and tools and materials used in the servicing, maintenance, repair or outfitting of aircraft: **Incidental storage of non-aeronautical items as defined by the FAA regulations is also permitted.** No other use is permitted**.** No commercial aviation activity shall be conducted utilizing the Premises. Tenant shall promptly provide Landlord with a copy of the title or lease demonstrating Tenant's ownership or rights as a Lessee of the aircraft stored at the Premises at the time the aircraft is located on the Premises.

- Board Comments
- Public comments

4. **Update T-Hangar Lease Policy** (1 Hour)
   Purpose of Item: Update and Vote

The T-Hangar Lease Policy plays a vital role in ensuring fair and efficient management of airport hangar facilities. As operational needs evolve, it is essential to review and update the policy to align with best practices, regulatory requirements, and tenant expectations.

The Board of Directors is requested to discuss potential updates to the policy, including lease terms, renewal procedures, waitlist management, and compliance with FAA guidelines. This discussion will help refine the policy to enhance

transparency, maximize hangar utilization and support the long-term operational goals of the airport.

Board input and direction will guide the next steps in implementing necessary revisions to ensure the policy remains effective and equitable for all stakeholders.

- Board Comments
- Public Comments

5. **Casa Cola Roadway Extension and Taxiway F Extension (Final Design, Permitting, and Bidding)**
   Purpose of Item: Information for Future Vote (20 Mins)

The Casa Cola Roadway Extension and Taxiway F Extension projects are advancing toward their final stages of development. These critical infrastructure improvements were previously discussed at a Board meeting in late 2024, during which direction was sought regarding layout options for Casa Cola Way. As the projects move forward, it is essential to finalize the design, permitting, and bidding process to ensure timely and efficient execution in 2025.

To facilitate informed decision-making, Passero will reengage with the Board to provide updates and address any outstanding considerations. As part of this effort, Passero will deliver a detailed presentation outlining the proposed plans, project scope, and key milestones. This presentation will offer an opportunity for discussion and feedback to refine the project approach and ensure alignment with strategic objectives.

The final design, permitting, and bidding phases are crucial steps in advancing these projects to completion. Continued collaboration and engagement will be essential in ensuring that the Casa Cola Roadway Extension and Taxiway F Extension meet operational needs and long-term development goals.

- Board Comments
- Public Comments

- Staff Reports
  - Mr. Courtney Pittman, Interim Executive Director
  - Mr. Jeremiah Blocker, General Counsel
  - Mr. Chad Roberts, Aviation Attorney

- Board Member Comments and Reports
  - Ms. Reba Ludlow (Chair)
  - Ms. Michelle Cash Chapman
  - Mr. Dennis Clarke
  - Ms. Jennifer Liotta
  - Mr. Len Tucker

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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 meeting
  - Regular Meeting, Tuesday, March 10, 2025, 4:00 pm, Airport Conference Center
- Adjournment

*For any questions regarding these agenda items, Board Members or members of the public are encouraged to reach out to the Interim Executive Director.