Aviation Advisory Committee (AAC)
June 19, 2013
Milton, Florida

The Aviation Advisory Committee met on the above date with the following members present: Mike Harris (District 2), Brian Watkins (District 3), Chip Mapoles (District 5), and Jeff Fanto (Eglin Air Force Base). County staff present: County Administrator (Hunter Walker), County Engineer (Roger Blaylock), County Assistant Engineer (Michael Schmidt), and Administrative Services Manager (Tammy Simmons).

Watkins called the meeting to order at 5:00 p.m. ***The minutes of the April 17, 2013, meeting was approved unanimously.***

Proposed Airport Minimum Standards – Hatch Mott McDonald

Peter Prince Field (2R4)
Minimum Standards for Airport Aeronautical
Commercial Activities
June 19, 2013
Presentation presented by Hatch Mott MacDonald – Heath Jenkins, Civil Engineer and Jonathan Ignacio, Principal Aviation Project Manager Associate

1. Overview
    a. Why do we need Minimum Standards - It's a means to minimize potential for violations
        i. Peter Prince, 2R4, is a Federal Grants Recipient, FAA has requirements that they look for:
            1. Santa Rosa County signs Grant Assurances which includes:
                a. Non-discriminatory in the activities at the airport and to make sure the money that they are applying for from the Federal grant is used in an appropriate manner.
                b. Non-exclusive rights – no exclusions
        ii. Provides a level playing field for companies/individuals wishing to provide aeronautical services – everyone that comes to the airport knows the minimum standards that other operators doing business would have to meet, it provides a better service for everyone all around.
        iii. To ensure a safe, efficient and adequate level of operations and services – it sets that minimum level of service that you would look for from activities that are going to take place on the airport.
        iv. Protects airport users from unlicensed and unauthorized products and services – companies coming in will meet minimum standards and will provide the service in a quality and safe manner.
        v. Promotes the orderly development of airport lands. – makes sure airport lands are developed in a minimum standard so that the county is getting the best use of the airport.
    b. FAA's Role:
        i. Sets Policy and guidelines Advisory Circular ((AC) 150/5190-7).
            1. Does not approve the Sponsor's Minimum Standards; however, encourages review for comments – from the FBO's, the advisory board, and the public to make sure that these are not heavy handed.
        ii. FAA does not enforce it; the Sponsor does
        iii. FAA is the final authority in determining what constitutes a compromise to safety.
2. Project Status
    a. Gap Analysis completed and presented to AAC
        i. March 20, 2013
        ii. April 17, 2013
            1. Gap Analysis Results
                a. T Hangar Use – (Storage of non-Aeronautical items) that are being used or stored in the t-hangars.
                b. Update procedure/process not clearly defined as time goes by was not as clearly addressed as it needed to be
                c. Vehicle entry to AOA appears not constrained – AOA operation and vehicle access on runways and taxiways was not clear cut as it needed to be.
                d. Banner towing designated area not identified
                e. Aircraft Storage SASO – hangar standards to be enhanced
                f. Runway Incursion prevention to be reinforced – along with the vehicle entry to the AOA was not defined as far as what enforcement action would be applied to runway incursions.
                g. Enforcement – to be enhanced
    b. Meeting with FBO's
        i. MAP – May 9, 2013
        ii. AMS – May 10, 2013
    c. Red Line Updated Draft
        i. Issued on May 28, 2013
            1. Red Line Draft highlights
                a. Minimum Standards

i. 4.2 – Subleasing Requirements

1. (1) - The Operator must first obtain conceptual approval from the County for the sublease and the type of business and service to be offered by the sub lessee Operator.
2. (2) - The Subleases Operator must meet all of the Minimum Standards established by the County for the categories of services to be furnished.
3. (3) - The sub lessee Operator shall enter into an Agreement with the County.

ii. 5.1 – General Operational Requirements.

1. (2) – Any party or airport service provider granted the right to operate at the airport must do so from a suitable facility within the airport premises, built specifically for the nature of the intended business. No service shall be rendered from mobile trailers or on leased T-hangars.

iii. 6. – Minimum standards for specific services

1. (P) Deletion of aerial advertising/banner towing from the initial draft because the majority of discussions indicated illumination of this operations as part of the minimum standards, the concern here is safety. If the desire is for aerial advertising/banner towing then an area for this activity will need to be reflected on the Airport Layout Plan to ensure that the safety requirement for that kinds of operation is met.

iv. 6.1 – Minimum Standards-Fixed Based Operator (FBO)

1. (2) - The prospective FBO operator must have demonstrated at least two (2) years of experience in owning and operating a fixed based operation or comparable facility at a similar or larger sized airport and be authorized to conduct business in the State of Florida.

v. 6.2. – Minimum Standards – Specialty Aviation Service Operations (SASO)

1. Prospective SASOs, in addition to any requirements provided in these standards and the current Airport Rules and Regulations, shall meet the following minimum qualifications and requirements for each of the following services, all of which shall be conducted from an office located on the airport.

vi. 8.3 – Waiver of minimum standards

1. This would only be available during an emergency, fire prevention and/or firefighting operations and/or medical or rescue services.

vii. 9 – Construction and Site Development Standards

1. Any improvements to be introduced shall be property of the County at the end of the lease contract.

b. Airport Rules and Regulations

i. 1.3 – Administration of the Airport Rules and Regulations (AR&R)

1. County Engineer is authorized to make such rules and regulations as are necessary to execute the functions vested in him by the Santa Rosa Board of County Commissioners, which regulations shall conform to and be consistent with the laws of the United States, State of Florida and the County of Santa Rosa. Watkins questioned this statement, "does this mean he can change these items?" Ignacio stated this document can be updated, and we have identified in the document that it is to be reviewed every year and there are certain circumstances that would require the county to look at it again and introduce some changes, an example would be if a new service is being introduced into the airport. Watkins stated this says "The policymaking activities of these AR&R reside with the Board of County Commissioners of Santa Rosa County" which is correct but in this case if these rules and regulations say a vehicle could drive across the center of the runway, and the Airport Manager finds it as an unsafe situation, could he change the rule to say "you got to go around"? Walker stated this allows him the discretion on how to enforce these rules. Walker stated one of our issues is

going to be our whole enforcement piece of this.