

**AIRPORT PLANNING ADVISORY COMMITTEE (APAC) MEETING
FRIDAY, NOVEMBER 18, 2022 2:30 P.M.
CITY HALL, COUNCIL CHAMBERS, VERO BEACH, FLORIDA**

PRESENT: Rodger Pridgeon, Peter Holman, Ed Davidson, Brooke Malone, Helene Caseltine, and Paul Bardwell **Also Present:** City Clerk, Tammy Bursick; City Attorney, John Turner; Airport Director, Todd Scher, and Senior Administrative Assistant, Rita Chartier

1. SWEARING IN OF NEW MEMBERS – CITY CLERK

Mrs. Tammy Bursick, City Clerk, performed the Oath of Office of the Airport Planning Advisory Committee (APAC) members en masse.

2. SUNSHINE LAW BRIEFING – CITY ATTORNEY

Mr. John Turner, City Attorney, welcomed the Committee members and thanked them for volunteering. He explained that as a member of a public body they are subject to the Florida Sunshine Laws and Public Records Laws. He continued with giving a Power Point presentation on the Florida Sunshine Law and Public Records Law (on file in the City Clerk's office). He said they need to remember that for any action to be enforceable it has to be discussed and acted on at a public meeting where the meeting is noticed, minutes are taken, and it is open to the public. The Committee members might not have much to do with the Public Records Laws, but if the members have any records pertaining to public business, either physical or electronically they should turn them over to Mrs. Bursick in the City Clerk's office.

Ms. Susan Zellers, Hanson Professional Services, announced that she will be the Project Manager for the Vero Beach Regional Airport Master Plan. She said this Committee will be asked for input and voting on official actions and their participation is key to developing an Airport Master Plan. She gave a brief outline of what she will present to them today.

3. ELECTION OF OFFICERS

At this time the APAC members introduced themselves.

Ms. Zellers introduced Mr. Jeff Alexander, Hanson Professional Services Senior Planner, and said that he will be working with her throughout the project.

A) Chairman

Mr. Turner opened the floor for nominations for Chairman of the Airport Planning Advisory Committee.

Mrs. Caseltine nominated Mr. Ed Davidson for Chairman of the Airport Planning Advisory Committee.

There were no other nominations.

On a roll call vote the motion passed unanimously with Mrs. Caseltine voting yes, Mrs. Malone yes, Mr. Davidson yes, Mr. Pridgeon yes, Mr. Holman yes, and Mr. Bradwell yes. Mr. Davidson was appointed as Chairman of the Airport Planning Advisory Committee.

B) Vice Chairman

Mr. Davison opened the floor for nominations for Vice Chairman of the Airport Planning Advisory Committee.

Mrs. Caseltine nominated Mrs. Brooke Malone for Vice Chairman of the Airport Planning Advisory Committee.

There were no other nominations.

On a roll call vote the motion passed unanimously with Mrs. Caseltine voting yes, Mr. Davidson yes, Mrs. Malone yes, Mr. Pridgeon yes, Mr. Holman yes, and Mr. Bradwell yes. Mrs. Malone was appointed as Vice Chairman of the Airport Planning Advisory Committee.

4. NEW BUSINESS

A) Airport Staff to go over the mission of the APAC – (Power Point Presentation)

Ms. Zellers stated that the Airport was deeded to the City by the United States Government in 1947. However, the Airport was actually started in 1930, but it was taken over by the United States Navy from 1942 - 1947 as part of a war time effort. She continued by giving a Power Point presentation (on file in the City Clerk's office) and discussed the Airport Master Plan process.

Mrs. Malone asked what does AAM stand for.

Ms. Zellers explained that stands for Advanced Air Mobility.

Mrs. Malone asked Ms. Zellers if she is also responsible for the website.

Ms. Zellers replied yes.

Mrs. Malone asked what is her primary role as the Project Manager.

Ms. Zellers explained that she will manage the schedule and the budget for the project, she will support the production team, and help collect feedback from the Airport staff.

Mrs. Malone asked Ms. Zellers where she is based out of.

Ms. Zellers replied that she is based out of their Indianapolis, Indiana office.

Mr. Davidson asked in the presentation he did not see where Airport management would have the opportunity to provide input in the planning process, so at what point does that take place.

Ms. Zellers explained that they will be working with the Airport staff throughout the process, so that is why they are not part of the APAC. She will provide working papers to the Airport staff and get their feedback prior to presenting it to this Committee.

Ms. Zellers stated that the APAC members can help raise awareness about this project by sharing information with the community and directing them to the website for information. The website is one (1) of the places they will announce the date of the public workshop. As the Committee reviews the working papers they will be looking for feedback and ideas of things they might have missed. She understands that it takes a while to read though the information, but their feedback is greatly appreciated. The APAC serves as a sounding board for Hanson Professional Services and the Airport staff so they can show they are putting together a plan that benefits the City's Airport as well as the community. She would like the APAC members to take a few minutes to address the strengths of the Airport, things they can build upon, and potential opportunities for improvements. After that she would like them to discuss their overall goals and unconstrained goals if there were no limits to time, money and environmental concerns. They would like to know what the APAC would like to see at the Airport.

Mrs. Caseltine said she would like to see development on the north side of the Airport, which is the area adjacent to the Hill Group and she would like to see it zoned Commercial Industrial.

Mr. Pridgeon stated that during the resurfacing of Runway 12R/30L there was a big strain on what aircrafts could come into the Airport due to the short Runway of 4-22. He would like to see them lengthen Runway 4-22 to allow for other aircrafts to land there.

Mrs. Malone said just because they are experiencing growth and a huge investment opportunity it does not necessarily mean it is making the area better. She was excited to be asked to be part of this group and she believes they have a civic duty to see how this benefits not only the aviation industry, but also the community in general. She said that most people would not make a large investment in their personal lives without first justifying that it was good for them or their business, so she believes that has to apply here as well. The project they undertake needs to make the community proud, it needs to be attractive, it needs a positive return, and it has to be a benefit for future generations. What they do here has to be well thought out and well planned around the aviation business. She is the owner of a small business and is incentivized to be in the area around the Airport. She gathers regularly with other existing and incoming businesses owners and they continue to try to incentivize small businesses to thrive in that area.

Mr. Pridgeon said they have an amazing Airport and Airport staff and they should capitalize on that. He agrees that the future of the Airport is for everyone. The Vero Beach Airport and the community are one (1) of a kind and they need to keep that vision.

Mr. Davidson said he agrees that the Airport staff here is fantastic, because they listen and understand the concerns of the tenants, which is a big strength. Another strength is that the Airport is located in a very vibrant area of Florida, which will be growing over the next 20 years and they need measured and planned growth. He is very pleased this Committee was put together, because planning will be the key to ensuring the Airport does not outgrow its revenue base or its ability to manage.

Ms. Zellers said if there is more input they would gladly accept it. She will definitely put a note that *community and public value* is a goal.

Mrs. Malone stated that if they build a community around the people who live here tourist will come, but if they build it for the tourists they will lose the community. She advocates community engagement and getting input from the younger members of the community. As for aesthetics, what will it look like, how does it feel, and will it have a mixed use of the space. They need to look at lighting, sidewalks, foot traffic, bicycle paths, ways for public transportation, parking expansions, and how it impacts every business that has been incentivized to purchase property along Aviation Boulevard.

Mr. Davidson asked to have *measured growth* listed as a goal.

Mr. Davidson asked who is responsible for responding to the public comments that are gathered on their website.

Ms. Zellers explained that the project website forwards the emails to her email and then a team member will be assisting and managing them. As they get comments they will compile them. They won't individually respond to each email, but if people leave their name and email address they will put them on their mailing list so as things are posted they will be notified. If they get repeated questions, they will develop it as part of their frequently asked questions on their website. At their next meeting they can go over what type of questions they are receiving.

Mr. Davidson said he believes it would be important and useful as Committee members to receive a regular report from Hanson Professional Service on what the public is asking and saying.

Mr. Pridgeon asked how often will they be meeting.

Ms. Zellers replied that there will be three (3) scheduled meetings throughout the process. She said there is a gap between doing the inventory and forecast to doing the terms, so they will post a summary report on the website that will be available to the Committee members and the public. This will provide some background information so when they have their next meeting and hold the public workshop everyone is not coming into it completely blind.

Mr. Pridgeon asked since the APAC is only an Advisory Committee, do they suggest that comments be sent to Ms. Zellers, City Council, the Airport Commission, or who.

Ms. Zellers stated that if they are related to the study, they can be sent to her or to the Airport Director who will forward them to her.

Mrs. Caseltine said if they are developing a wish list and money is no object, how about increasing their marketing budget after everything is in place.

Ms. Zellers said at the end when they do the Executive Summary of the study they can look at it to see if it can be used as a marketing tool, because the Airport is very much an asset to the community.

Mr. Bardwell said speaking from the air traffic control side of things, they have a pretty well laid out Airport, but there are some taxiways they could potentially add to make it safer and more efficient. There are some issues where an aircraft could be waiting for up to 10 minutes for a release and there is no out for any of the aircrafts that get lined up behind it. If they plan on having any commercial airlines here there are ways to elevate that and make it a more efficient system. He said he agrees with the extension Runway 4-22 as well as widening and extending Runway 12L/30R so they can land jets there. If the north side of the Airport expands and utilities are brought to that area there is a lot of land that could potentially be opened up and developed.

Ms. Zellers said they will add *taxiway improvements* in general to their wish list.

Mr. Bardwell said if money was no issue, he would love to see the air traffic control tower relocated out in the middle of Airport like it used to be so they would have unlimited visibility.

Mr. Pridgeon explained that any development along Taxiway E is limited in height because of the visibility of the tower. He asked what was the reason for moving the tower.

Mr. Todd Scher, Airport Director, explained that when the Airport petitioned the Federal Aviation Administration (FAA) about replacing the control tower they did a facility siting study. The FAA picked a site they liked best based on several factors and the Airport had no say in that decision.

Ms. Zellers said they might be looking beyond 20 years for replacing the tower, but in the plan they don't want to preclude the ability of relocating the tower in the future.

Mrs. Malone said in regards to doing the inventory report, she assumes it is collective of everything on the Airport property. She would like to see an assessment of the infrastructure not only above ground but also below, because there are a lot of very old plumbing and electrical lines that need a heavy evaluation.

Ms. Zellers explained that they will be doing an inventory on the utilities based on size and age, but it sounds like the condition may be another consideration.

Mr. Davidson opened public comment and closed public comment with no one wishing to speak.

Mr. Davidson asked Mr. Turner if the APAC is responsible for drafting or submitting reports to City Council or any other body.

Mr. Turner replied that he has been thinking about that and he is not sure if their report will be framed to the Airport Commission or directly to City Council. They will see how things develop.

5. OLD BUSINESS

None

6. MEMBER'S MATTERS

None

7. CHAIRMAN'S MATTERS

None

8. SETTING NEXT MEETING DATE

Mr. Davidson asked when do they have to meet again.

Mr. Turner said usually the City Clerk's office determines how often they want or need to meet. His recommendation would be quarterly.

Mrs. Caseltine asked if they will be waiting on steps to be completed by the FAA.

Ms. Zellers replied that their next meeting should take place when they have the facility requirements and alternatives to review and discuss, but like she said they will receive the working papers and an update on the summary of the inventory as well.

Mr. Davidson said based on his perspective they might want to meet more frequently than quarterly. He asked if any of the Committee members felt that they should meet more than three (3) times.

Mrs. Malone asked if the inventory report will be ready in December.

Ms. Zellers explained that they planned on finishing the inventory report in December and releasing it with the forecast report in February. This information would be published on the website and provided to the APAC, but they did not schedule a meeting for that time.

Mr. Davidson asked if they would suggest having a meeting in March.

Ms. Zellers replied that they could have a meeting in March on that information, otherwise the other triggers they will definitely have meetings on would be the facility requirements and the implementation.

Mrs. Malone asked if she has an agreement with the City on how many times she will meet with the APAC.

Ms. Zellers said they had planned on three (3) in person APAC meetings. If there is a need for one (1) more they can work with staff to accommodate that, because public input is very important to the process.

Mr. Turner said that public input is important, but he does not know if it is necessary to have several public workshops.

Ms. Zellers explained that for their future meetings the Committee will have the working papers in advance so they can read through them and think about their questions and comments before they meet in person. Today's meeting was just an overview of the process and kicking things off.

Mrs. Caseltine asked when will the charrettes be scheduled for public input.

Ms. Zellers replied that they scheduled one (1) public in person workshop for input and the rest of the information will be provided on the website. The website will help the public to understand what facility it is they are working on, what activity is forecast, where there are needs, and what alternatives they have developed.

Mrs. Caseltine said that is eight (8) months after the FAA forecast, so it will be about next summer when they have the public workshop.

Ms. Zellers replied that is correct. Once they receive the FAA forecast concurrence then they can set their next meeting date, the public workshop, and the rest of the schedule. At this point they are waiting on the FAA and they figure it will take them about two (2) months.

Mr. Davidson asked if they need to set a meeting today.

Mr. Turner stated no they do not.

Mr. Davidson made a motion that the APAC Chairman will work with Hanson Professional Services and the City Clerk to determine their next meeting date and then forward that information onto the Committee members. Mr. Bradwell seconded the motion and it passes unanimously.

9. ADJOURNMENT

Today's meeting adjourned at 3:52 p.m.

/rc