

**JOINT AIRPORT COMMISSION/ UTILITIES COMMISSION MEETING**  
**Thursday, February 25, 2016 – 9:30 a.m.**  
**City Hall, Council Chambers, Vero Beach, Florida**

**AGENDA**

- 1. CALL TO ORDER**
- 2. SOLAR FARM PRESENTATION – Con-Edison Solutions**
- 3. PUBLIC COMMENT**
- 4. ADJOURNMENT**

**\*Please note that upon adjournment the Airport Commission will hold their regularly scheduled meeting.**

**AIRPORT COMMISSION AGENDA**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
  - A) November 5, 2015**
- 3. ELECTION OF OFFICERS**
  - A) Chairman**
  - B) Vice Chairman**
- 4. NEW BUSINESS**
  - A) North Ramp Parcel 3 (former Airport Operations Building)**
  - B) North Ramp Parcel 12 (current Sheriff's Hangar)**
- 5. OLD BUSINESS**
  - A) Update on Airport Master Plan**
- 6. CHAIRMAN'S MATTERS**
- 7. MEMBER'S MATTERS**
- 8. AIRPORT DIRECTOR'S MATTERS**
- 9. NEXT MEETING DATE**

## **10. ADJOURNMENT**

This is a Public Meeting. Should any interested party seek to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, they will need a record of the proceedings, and that, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Anyone who needs a special accommodation for this meeting may contact the City's Americans with Disabilities Act (ADA) Coordinator at 978-4922 at least 48 hours in advance of the meeting.

**VERO BEACH AIRPORT COMMISSION MEETING**  
**Thursday, November 5, 2015 – 9:30 a.m.**  
**City Hall, Council Chambers, Vero Beach, Florida**

**PRESENT:** Chairman, Barbara Drndak; Vice Chairman, Richard Cantner; Members: Arthur Hodge, Melvin Wood, Alternate Member #1, Mary Wood and Alternate Member #2, Carol Jean Jordan (arrived at 9:32 a.m.) **Also Present:** Airport Director, Eric Menger and Deputy City Clerk, Sherri Philo

**Excused Absence:** Louis Vocelle, Jr.

**1. CALL TO ORDER**

Today's meeting was called to order at 9:30 a.m. and the Deputy City Clerk performed the roll call.

**2. APPROVAL OF MINUTES**

**A) September 24, 2015**

**Mr. Wood made a motion to approve the minutes of the September 24, 2015 Airport Commission meeting. Mr. Cantner seconded the motion and it passed unanimously.**

**3. PUBLIC COMMENT**

None

**4. NEW BUSINESS**

None

**5. OLD BUSINESS**

Mr. Hodge referred to the minutes of the September 24, 2015 Airport Commission meeting. He said that Mr. Bruce Watson and Mr. Jay Burklew were asked to submit their ideas and proposals in writing. He asked has Airport staff received anything.

Mr. Eric Menger, Airport Director, reported that staff has not received anything.

Mr. Wood referred to page three of the September 24, 2015 Airport Commission minutes where Citrus Mobile Home Park was discussed. He said that Mrs. Lisa Ross, Airport Lease Administrator, stated that according to the Building Department a mobile home is considered a vehicle. But, according to the Department of Motor Vehicles a mobile home is not considered a vehicle.

Mr. Menger said they need to decide if they want to continue being a residential landlord or if they want have a commercial development on that site. He noted that staff is leaning towards going in the commercial direction.

Mr. Wood felt that they needed to get this squared away before signing any more leases.

Mrs. Drndak said it looks like the Airport Master Plan is keeping the site residential and does not address an alternative. She felt they should discuss this during the presentation of the Airport Master Plan.

**A) Update on Airport Master Plan**

\*Please note that discussion took place throughout the presentation.

Mr. Pete Ricondo, Senior Vice President of Ricondo and Associates, gave a Power Point presentation on the Vero Beach Regional Airport Master Plan (attached to the original minutes).

Mr. Menger referred to the slide *List of Focused Actions*. He asked that item 12 be changed from “*Recycle Asphalt Grinding*” to “*Recycle Construction – Development Byproducts*.”

Mrs. Drndak referred to the slide, *Airport Capital Improvement Program Planning Activity Level 1 Projects*. She said if they were to have a commercial terminal that it is more of an intermodal area for buses, trains, airplanes, etc., and be located at the northeast corner near the railroad tracks. She said it is her understanding that the Federal Government likes intermodal facilities and will supply funding for it. She asked Mr. Ricondo if this would be an option.

Mr. Ricondo answered yes.

Mrs. Drndak said it would be good forward thinking if they could incorporate that along with the Airport Terminal building. She said if they were to ever get a train stop here, it would assist in getting people getting to the Airport, to the terminal, and to the buses.

Mr. Menger said one problem with the northeast side is the access to the runway, which would mean that they would have to extend and widen the utility runway. This would require the purchase of the land and there also could be some environmental issues. He suggested that Ricondo and Associates look into this and include in the Airport Master Plan why or why not the area would work.

Mr. Ricondo said from a terminal standpoint, midfield is preferred because of the proximity to both runways.

Mrs. Drndak said that she liked the midfield location if they were going to go with either area because it has easier access to U.S.1.

Ms. Wood said Piper Aircraft owns property at the corner of Aviation Boulevard across from the County Administration Building. She said if the City could work out a deal with Piper to take over the building on that property, that entire area might be very advantageous because it is extremely close to the railroad, to U.S.1, to Aviation Boulevard, and to the runway.

Mrs. Drndak said that would require acquiring the property from Piper.

Mr. Wood said part of the out of the box thinking is that at some point they are going to extend the road via an elevated roadway from Barber Bridge along the canal all the way to Aviation Boulevard.

Mr. Menger suggested that they add in the text of the Airport Master Plan to summarize the areas that have been looked at.

Mrs. Drndak thanked the Commission members for being forward thinking in approaching the FAA about including the Strategic Business Sustainability Plan.

Mr. Craig Fisher, of ConEdison Solutions, introduced himself to the Commission members. He said that he is present today to expand on the potential for solar development at the Airport. He then gave a Power Point presentation on Development of Solar Photovoltaic Systems at the Vero Beach Municipal Airport (attached to the original minutes).

Mr. Wood asked what is the cost for energy produced by a solar farm verses energy produced by natural gas.

Mr. Bryant said if they are looking for a fixed rate for the next 25 years, the expected power purchase rates is somewhere between six point five cents to seven cents per watt.

Mrs. Drndak asked if there was grant money available, could the Airport actually build the system, pay for it, and sell the electricity to the City. She asked is that something that could be looked at.

Mr. Bryant said there are instances where Airport Authorities build the systems and sell them back to the municipal utilities. But, first the Airport Authority has to make the determination that they want to enter into the electric generation business.

Mr. Menger noted that they are not an Airport Authority, that they are a Department of the City of Vero Beach.

Mr. Wood asked have any of these solar farms survived a hurricane.

Mr. Bryant said there were some that survived tornadoes in Texas. He noted that in order for them to receive permitting the structure would have to withstand hurricane force winds.

Mr. Ricondo said that he was not aware of an Airport owning a solar facility. He was curious to find out if there is some type of funding program that other Airports have reached out to.

Mrs. Drndak felt this would be worth looking into. She said it would at least give them another alternative way of looking at it so they could maximize what the Airport could do beyond just renting out the property.

Mr. Bryant said once they have the costs identified they could show different procurement or ownership structures. If they have the numbers and know what the structure looks like and what the cash flow and return is the Airport could then seek grants. He noted that there are loans or equipment leases available at very competitive rates.

Mr. Bob Auwaerter, Utilities Commission member, said that he was speaking on behalf of himself and not for the Commission. He said that he was in favor of renewable power, but would suggest that they get the Utilities Commission involved very quickly. He said when the City redid the Orlando Utilities Commission (OUC) contract there was a take or pay provision that obligated the utility to pay for power even if they don't use it. It was his understanding that Solar Power Purchase Agreements also require a take or pay. He felt they needed to look at the consequences of that in terms of whether the City could take on another obligation given the one they took on with OUC. He asked Mr. Bryant if he had an estimate on what the production would be as to megawatt hours per year.

Mr. Bryant said the average would be about 1,500 Kwh per KW. He said that is for a system facing dew south at about 20 degrees. Once they up that to 25 degrees it goes up a little more and as they move away from the south it goes down a little.

Mr. Auwaerter felt that the Utility Commission really needed to get involved with this. He suggested having a joint Airport Commission / Utilities Commission meeting.

Mr. Bryant said his initial conversation with the City Manager was that they would bring it before the Utility Commission once they identify a viable project at the Airport. He expected to have a technically viable solution and at that point they would make a presentation to the Utilities Commission.

Mr. George Baczynski, Utilities Commission member, asked that the Utility Commission members receive a copy of Mr. Bryant's Power Point presentation.

Mr. Menger asked the Commission members if they had any other changes to the Airport Master Plan. He reported that once they receive comments from the FAA they would then present it to the City Council. He thought that it should be ready to go before the City Council sometime in January.

Ms. Wood said they did a great job on the Master Plan. She referred to *Exhibit ES-2, Land Cores, Parcel 1 / Airport Commercial Village Core*. She said there is about 10

acres near Runway 4 in the taxiway area that could be used for additional hangars and still have a commercial area along Aviation Boulevard.

Mrs. Drndak thought Mr. Jay Burklew mentioned that someone wanted to build an FBO that would service the Sports Village in that area.

Mr. Menger said they would go back and take another look at that area.

Ms. Wood referred to *Parcel 6 / Airport West Core*. She said they discussed having the solar farm on a portion of this parcel to the west. She felt that they should have the easement completely cover that area and not have any development other than the solar farm if it is viable.

Mrs. Drndak thought having development in that area would be a problem because it was reported to them some time ago by Mrs. Ruth Stanbridge, Indian River County Historian, that when the Military left they dug big pits in the area and dumped equipment in them.

Mrs. Drndak referred to *Exhibit 5-5 / Scheduled Commercial Air Service Airport Terminal Retrofitting Concept*. She suggested that they replace this with the current plan for the terminal building since it is no longer a concept.

Mr. Menger said they would update it with what they are actually doing.

Mrs. Drndak then referred to page 7-5, *Capital Projects to Support Commercial Air Service*. She read the following, “*These projects were excluded from the Airport CIP, but are recommended for consideration if scheduled commercial air service returns to VRB*” and “*these projects would be addressed when commercial air service triggers their consideration, and therefore these projects are not further addressed.*” She said this needs to be updated because they are going to have commercial air service.

Mr. Menger said they would update the text.

Mrs. Drndak said they need to update the sections in the Airport Master Plan where it discusses airline service.

Mrs. Drndak referred to page 7-8, *item PAL 1 / Rehabilitate Utilities in Citrus Park Village Mobile Home Park*. She questioned if they want to commit that funding since they are moving away from having the Park.

Mr. Menger answered no.

Mrs. Drndak asked how they would address this.

Mr. Menger said they would continue forward in parallel paths. If they decide they want to keep the Mobile Home Park they need to keep this in the Master Plan.

**Mr. Wood made a motion to move the Airport Master Plan forward to the City Council with the suggested changes. Mr. Cantner seconded the motion and it passed 5-0 with Ms. Wood voting yes, Mr. Hodge yes, Mr. Wood yes, Mr. Cantner yes and Mrs. Drndak yes.**

**6. CHAIRMAN'S MATTERS**

None

**7. AIRPORT DIRECTOR'S MATTERS**

None

**8. NEXT MEETING DATE**

After a brief discussion, the Commission members agreed not to set a date for their next meeting at this time.

**9. ADJOURNMENT**

Today's meeting adjourned at 12:50 p.m.

/sp

**MEMORANDUM**

**TO:** Airport Commissioners  
**FROM:** Ericson W. Menger, Airport Director  
**DATE:** February 16, 2016  
**SUBJECT:** **AIRPORT COMMISSION MEETING**

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The next meeting of the Airport Commission is scheduled for 9:30 AM on February 25, 2016, at City Hall. This will be a joint meeting with the Utilities Commission to discuss the feasibility of a solar farm at the Airport, followed by the balance of the regular Airport Commission meeting after the Utilities Commission members depart.

The following 2 lease items will also be discussed at the Vero Beach Airport Commission meeting:

**North Ramp Parcel 3 (former Airport Operations Building) – 2 Interested Parties**

This site is the former *Airport Operations Building* located at 2640 Airport North Drive (leased for a short time by Davis Development before they moved to the former LoPresti Hangar site under a new 30-year lease). Existing airport tenant Corporate Air, Inc., and proposed new tenant Treasure Coast Seaplanes, LLC, have each submitted proposals to enter into a long-term lease agreement (30-40 years, including options) for this site, including the existing hangar and associated office space. Staff analysis has determined that these two proposals are essentially revenue-neutral (neither would provide more revenue to the Airport than the other one). Pursuant to Airport Leasing Policy, when multiple proposals are received for the same site, each prospective tenant may present their proposal to the Airport Commission for a ruling as to how staff should proceed.

For your information, staff has reviewed both proposals (attached), discussed them with each party, and recommends acceptance of the proposal from Treasure Coast Seaplanes as the business model which will best benefit the overall public interest of the Airport.

**North Ramp Parcel 12 (current Sheriff's Hangar) – 1 Interested Party**

Harbor Hangar 700, LLC, is requesting a new lease for the existing hangar and property located at 2520 Airport North Drive (Indian River County Sheriff's Hangar) for a term of 10 years with a 10 year option (total 20 years). Harbor Hangar is proposing to make extensive improvements and renovations, both cosmetic and structural, at their own cost. The proposed lease rate is \$1400 per month, which will be adjusted annually by the CPI, and by appraisal at the acceptance and execution of the 10 year option.

The above proposed leases are intended to meet the prospective tenant's needs, while increasing the North Ramp subdivisions' aesthetic desirability and marketability. All proposals are considered by staff to meet the development criteria of the area as depicted in the draft 2015 Airport Master Plan. Staff respectfully requests that the Airport Commission review the proposed leases, discuss any changes that may be necessary, and recommend conceptual approval. Staff will then proceed with lease negotiations and bring a final lease to the City Manager and City Council for approvals.

EWM:lr  
Attachments  
cc: City Manager  
City Attorney  
City Clerk

**LETTER OF INTENT**  
AIRPORT COMMERCIAL REAL PROPERTY

February 15, 2016

**A. Property**

This letter serves to notify **The Airport Director's Office** of the intent of **Treasure Coast Seaplanes, LLC** to lease the hangar and associated office located at **2640 Airport North Drive**.

**B. Lease Term**

The initial lease term will be for a **five (5) year** period beginning April 1, 2016 and terminating March 31, 2021 with **three (3) ten (10)-year renewal options**.

**C./D. Lessee**

**Treasure Coast Seaplanes, LLC**  
1961 Shell Ln.  
Vero Beach, FL 32963

**Sheena Hoover**  
*Owner/Operator*  
1961 Shell Ln.  
Vero Beach, FL 32963

**E. Business Overview**

Phase 1

Treasure Coast Seaplanes will provide Air Tours in the Treasure Coast area using a C-206 amphibious aircraft under FAR Part 91.147 Commercial Air Tour Operator and a FAA Letter of Authorization. Fixed Base Operations will include 100 LL fuel and transient/permanent aircraft storage. Additional operations will include Flight Instruction under FAR Part 61.

Phase 2

Upon opening, Treasure Coast Seaplanes will apply for a Part 135 Certification with the intent of expanding operations to include On-Demand trips to destinations in the South East, Bahamas and Cuba. This phase will include the acquisition of additional aircraft (C-208 Caravan amphibious aircraft).

**F. Special Conditions**

This Letter of Intent is non-binding.

**G. Application**

See attached application.

**Treasure Coast Seaplanes  
2640 Airport North Dr. – Renovations**

**Office**

- Front and rear entrance repair
- Paint – interior and exterior
- Flooring – new carpet and tile

**Hangar**

- As required, per contractor inspection

**Fuel**

- Above ground fuel tank (100 LL)

**Tie Downs**

**From:** [corpair1@aol.com](mailto:corpair1@aol.com)  
**To:** [Ross, Lisa](#)  
**Subject:** Re: 2640 airport dr north ramp  
**Date:** Friday, February 12, 2016 5:09:50 PM

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Lisa,  
I am going to reduce the size of my Avgas fuel farm at its present location.  
This will allow me to add a larger jet fuel capacity.  
I will put a small self serve pump at north ramp.  
Rodger

Sent from my iPad

> On Feb 12, 2016, at 3:47 PM, "Ross, Lisa" <LRoss@covb.org> wrote:  
>  
> Rodger,  
>  
> Are you keeping the Avgas fuel tank you currently have on your existing leased property on the west ramp; with the hopes of having a second Avgas fuel tank on the north ramp?  
>  
> Lisa  
>  
> -----Original Message-----  
> From: corpair1@aol.com [<mailto:corpair1@aol.com>]  
> Sent: Friday, February 12, 2016 1:23 PM  
> To: Ross, Lisa  
> Subject: 2640 airport dr north ramp  
>  
> Hello Lisa,  
>  
> I am interested in leasing the property at 2640 airport dr on the north ramp of the Vero Beach airport.  
>  
> My plan is to enter a 30 year lease in conjunction with my present lease.  
> I am presently over max capacity in my hangars and need immediate space to accommodate my customers.  
> I am presently in the Phase 1 portion of my expansion which includes a FBO reception/ office building and ramp area on airport west to add to my existing hangars and offices.  
> Corporate Air will be investing \$1.7 million in phase 1 scheduled to be completed by November of 2016. Phase 2 will begin immediately afterwards with 2 more hangars at a price of \$1.3 million added to my existing hangar/office complex of \$1.7million.  
> The total value of Corporate Air improvements will be \$4.7 million.  
> My initial plan for 2640 airport dr on the north ramp will be to remove interior hangar structure. Make necessary repairs to hangar and paint floors.  
> Replace office air conditioning unit, remodel interior of office , paint interior and exterior. We would use this for hangar tenants office space.  
> When an if this hangar is determined to be not economically feasible to repair will be demolished and replace with new hangar.  
> We will be adding a self service Avgas fuel tank on this property for tenants of the north ramp, this will save in aircraft taxiing over to other self service tanks.  
> Adding this self serve tank will have another advantage and will allow our present fuel farm to increase its size of a much need jet fuel capacity.  
>  
> Thank you in your help in this much needed space. I feel that the airport and tenant will benefit from this new lease plan.  
>  
> Rodger Pridgeon

> Corporate Air Inc

>

>

> Sent from my iPad

>

>

> Please Note: Florida has a very broad Public Records Law. Most written communications to or from State and Local Officials and agencies regarding State or Local business are public records available to the public and media upon request. Your email communications, including your email address, may therefore be subject to public disclosure.

>

Vero Beach Airport

Ericson W. Menger, Director

February 10, 2016

Letter of Intent.

Dear Eric--

The airport has leased a lot with a building to the Indian River County Sheriff's Office for some 29 years. The Sheriff's Office is in the process of moving their facilities to the Northwest corner of the airport property to consolidate their facilities with their other Sheriff's Offices. My understanding of their lease with the Airport is that they are only allowed to terminate their lease at the five year renewing cycles, the next of which is April 1, 2017.

In discussions with Martha Asher, Director of Support Services, they believe that the ground breaking for building their new facilities could be as early as spring, 2016. This is one full year early on their commitment of their lease with you on their current property.

My original offer, dated February 8, 2015, was to assume the Sheriff's Office lease, allowing them to vacate, without an early departure penalty, from the property, whenever they are in a position to move to their new facilities. I will stand by, and take possession of the lease in a timely manner, offering uninterrupted revenue for the Airport, while the Sheriff's Office does not have to keep paying on their old facilities which they are out of.

As you are aware, I have been working with Lisa Ross to put together a new lease that will benefit all parties. The new lease will be for ten years, followed by another ten year lease. The first ten years will be at a fixed rate of \$1400 per month, plus CPI adjustments yearly plus sales tax. I will be responsible for property tax and maintenance of the building as per contract. I will be putting in approximately \$37,000 to bring the building back up to proper standards. Bid letter attached.

The second ten year rate will be determined by an appraisal as outlined in the lease which your office uses.

As directed by my attorney, I will be putting the building in a LLC with my other hangars. The name for all of the documents should be: Harbor Hangar 700, LLC, an Illinois limited liability company.

Thank you, Dan McElroy

3554 Ocean Dr. 703N

Vero Beach, FL 32963

812-371-0008

# Thompson's Remodeling

R. Todd  
Thompson



State Licensed  
Insured

## & Home Repair, Inc. **PROPOSAL / CONTRACT**

January 29, 2016

Mr. Dan McElroy

RE: Aviation Hangar Repairs

Please accept this correspondence as our proposal to complete work at project site:

**2520 Airport North Dr. H12 Vero Beach, FL 32960**

### **Proposed Scope of Work**

#### **Metal Building Repairs:**

- Replace metal wall panels from corner to corner on the north wall of the building.
- Reuse the salvageable metals panels from the north side in various locations around building.
- Replace the angle metal on top and bottom of the north side of building as needed.
- Replace the angle metal on the bottom and right angle metal on the east side of building as needed.
- Replace the valance metal the east side of building.
- Reconstruct metal framing around windows and entry door as needed
- Replace gutter and downspouts on the north and south side of building.
- Tighten loose screws/fasteners on all sides of building
- Lubricate and adjust sliding hanger doors.
- Provide and install 1 9/0 x 7/6 Commercial rollup door system with motorized and manual operation, located on the east side of building

#### **Painting and miscellaneous repairs:**

- Pressure wash the interior and exterior of the building.
- Prep all rusted fasteners and and rusty metal with a rust prohibiting sealer
- Paint the exterior of the building only using a commercial series paint product
- Relocate or cap off sprinkler lines that are attached to the building

**Total price \$37,150.00**

Note: There is no roof work included in this proposal.

P.O. Box 9307 Vero Beach, FL 32981-3430

Office: (772) 314-6078 • Fax: (772) 314-4759

[remodeler00@gmail.com](mailto:remodeler00@gmail.com)

Contractor Lic. # CC0015163899 • Electrical Lic. # BR 10014597

Roofing Lic. # 1000102530 • Plumbing Lic. # 1001468394

2/11/2012

Rent Estimate

Dan & Ellinor McElroy (812) 371-0008 W 165 x 200 L SF  
 Lease will be in name of Harbor Hangar, LLC 33,000.00  
 10 Year lease with 10 Year Option

Dan will replace skins and doors, paint exterior and landscape

Description	SQF	Rate	Annual Rent	Monthly Rent
Buidable SF	33,000.00	\$ 0.24	\$ 7,920.00	\$ 660.00
Utility Easement SF		\$ 0.12	\$ -	\$ -
BRL SF		\$ 0.12	\$ -	\$ -
Office	1,000.00	\$ 1.88	\$ 1,880.00	\$ 156.67
Hangar	4,000.00	\$ 1.75	\$ 7,000.00	\$ 583.33
			<b>\$ 16,800.00</b>	<b>\$ 1,400.00</b>

Note: Actual Square Footage with be determined by an updated Attachment A.

Sheriffs

Description	SQF	Rate	Annual Rent	Monthly Rent
Buidable SF	49,848.00	\$ 0.197	\$ 9,820.06	\$ 818.34
Utility Easement SF	14,569.00	\$ 0.069	\$ 1,005.26	\$ 83.77
BRL SF		\$ 0.12	\$ -	\$ -
Office	1,000.00	\$ 0.80	\$ 800.00	\$ 66.67
Hangar	4,000.00	\$ 0.80	\$ 3,200.00	\$ 266.67
			<b>\$ 14,825.32</b>	<b>\$ 1,235.44</b>