

Annual Report

2018



VERO BEACH
REGIONAL AIRPORT
Land near the sand.

July 1, 2019

MEMORANDUM

TO: City Manager and City Council
FROM: Ericson W. Menger, Airport Director
DATE: July 1, 2019
SUBJECT: ANNUAL REPORT FOR 2018

At the request of Ms. Barbara Drndak, Airport Commission Chair, airport staff prepared the following summary of the year's activities at the Vero Beach Regional Airport.

FINANCIAL:

The City's [Comprehensive Annual Financial Report](#), which includes Airport financial data, is available at the [City's Website](#) under the Finance Department tab entitled "Budget and Financial Reports."

ADMINISTRATIVE:

During the past year Airport Administration staff has been involved with multiple and varied tasks or projects, including but not limited to the following:

- Prepared multiple lease agreements, most significantly the Lease Agreements for Corporate Air, Inc., Paris Air, Inc., for their expanded commercial aviation construction and operations.
- Reviewed, commented and coordinated on engineering design plans, contracts, and proposals for various Airport projects, including Airport Drive Renovation, Airport Core Commercial Park Renovations, Taxiway C Rehabilitation, and design of the extension of Taxiway E and Renovation of North Apron scheduled for 2018-2019 execution.
- Worked closely with FDOT/FAA to ensure Grant Funded Projects are executed in accordance with established assurances and future funds are used to maximize Airport development according to the Master Plan.
- Managed Grant Funding for (7) seven active FDOT/FAA projects.
- Negotiated and processed acceptance of temporary use permits for various companies for use of space in the Terminal Building, when available (Suite 201 –conference room).
- Initiated and coordinated a potential Drone Zone for Unmanned Aerial System pilot training for Vero Beach Regional Airport.
- Conducted cursory market analysis to ensure Fair Market Value of Airport property in accordance with FAA regulations.
- Meetings with prospective tenants to include site visits, lease application review, etc.
- Continuation of efforts to resolve code enforcement issues in Citrus Park Village Mobile Home Park, (CPV) theft situations, complaints, and compliance by completing applications for tenants and subtenants, etc.
- Continuation of efforts to keep tenants in compliance with their existing lease requirements.
- Administration of CPV and Commercial applications and comprehensive tenant background checks.
- Execution of numerous new CPV leases and/or subtenant applications; and initiated two evictions of CPV Tenants due to code violations and unpaid rent.
- Negotiated and processed several new T-Hangar leases.
- Managed FDOT funded project for the renovation and repair of the entire T-Hangar complex.
- Coordinate and review appraisals and Phase I Environmental Studies for prospective leases.
- Performance of property management, non-aeronautical and aeronautical lease-hold inspections and resolution of issues found in the course of the inspections.
- Ongoing communication with Indian River County (IRC) regarding monitoring wells.

CAPITAL PROJECTS:

During 2018, we developed plans, received bids, and requested approval from City Council for projects which have been completed or are now underway. These are larger projects requiring receipt of federal/state grants, which are critical to capital project funding. A summary of ongoing projects may be found at the [Vero Beach Regional Airport](#) website or at the [Indian River County MPO](#) website under "Priority Projects" Reports.

AIRPORT OPERATIONS:

Vero Beach Regional Airport (VRB) operations (i.e., take-offs and landings) were over 200,000 for the 5th consecutive year. This ranks VRB as one of the busiest airports in the State of Florida by number of operations. Flight training makes up a large part of those operations, with both FlightSafety and Paris Air seeing larger than average numbers of student classes. At the same time, the Airport handled over 18,000 scheduled commercial airline passengers in calendar year 2018.

The Airport Operations team handles all the duties that must be accomplished on a daily basis to keep the Airport safe and in top condition while meeting all federal and state regulations and ensuring that the airfield is available 24 hours a day, all year long, as a federally-obligated airport. Operations staff must always be available for emergency situations related to both aviation and non-aviation calls.

The Operations team is currently made up of the Assistant Director, Operations Manager, Security Specialist and 4 Airport Operations Specialists. These 7 members of the Airport staff manage and operate our fleet of heavy equipment (front-end loader, batwing mowers, tractors, and dump truck) along with several pieces of lighter equipment (utility vehicles, smaller mowers, weed eaters, etc.) to maintain the airfield and landside operations.

In addition to the routine day-to-day maintenance of the airfield and landside facilities all through the year, the Operations team completed or assisted with several significant safety and security related projects, including:

- Coordinated with and assisted contractors in support of the Taxiway C Rehabilitation project.
- Coordinated with and assisted engineers in design phase of Taxiway E/North Apron Project.
- Provided support for TSA-required security procedures during air carrier operations.

FAA CERTIFICATION/SAFETY COMPLIANCE

- Amended Airport Certification Manual to reflect changes in airfield information.
- Submitted above amendments to FAA for approval and distributed copies of approved amendments to all manual holders.
- Completed annual FAA Airport Certification and Safety Inspection with few minor discrepancies.
- Coordinated and facilitated the annual review of the Airport Emergency Plan with stakeholders.
- Conducted Quarterly Fueling Agent FBO Fire Safety inspection on Fueling Agent facilities and equipment; coordinate for repairs as necessary, conduct follow-up inspection.
- Coordinated with Fueling Agent FBOs to ensure compliance with FAA-Required Fueling Supervisor and Employee training and documentation.
- Coordinated with Treasure Coast Air Services for compliance with all training, inspections and documentation required of a fueling agent.
- Airfield Condition Reporting, Notice to Airmen (NOTAM) issuance and tracking, dissemination of airfield condition information to ATCT and Airport aviation tenants and users.
- Updated Wildlife Hazard Management Plan as required.
- Maintained records of wildlife management activities.

TSA AIRPORT SECURITY COMPLIANCE

- Secured TSA approval for implementation of second Alternate Means of Compliance (AMOC) plan to allow air carrier use of larger aircraft on a temporary basis.

- Conducted site and tenant coordination meetings with consultant (AECOM) to finalize security upgrade plans into draft bid specifications.
- Coordinated/provided oversight on TSA security operational procedures during air carrier operations.
- Developed and submitted for approval, a majority of the sections of the TSA Complete Airport Security Program. Coordinated with TSA compliance personnel for amendments necessitated by ongoing TSA Security Directives.
- Began issuing TSA-approved identification/access media.

TRAINING

- Conducted initial and recurrent Ground Vehicle Operations/Runway Safety training sessions for tenant and Airport employees.
- Conducted FAA-required Part 139 initial and recurrent training for Airport Operations personnel.
- Conducted Fuel Handling/Fire Safety training for Fueling Agent FBO employees.
- Maintained documentation of all FAA and Airport-required personnel training.
- Conducted airfield Familiarization/Operations training to IRC Emergency Services personnel, including Aircraft Rescue and Fire Fighting (ARFF) crews.
- Conducted Airport Familiarization tours for new-hire Air Traffic Controllers.
- Coordinated Live Burn training exercise with IRC Emergency Services/ARFF crews, using FAA-Approved mobile trainer.
- Conducted recurrent and initial security procedures training for Airport Staff
- Conducted review of TSA-required Incident Management Procedures.
- Coordinated for Wildlife Hazard Management training for Airport Operations personnel.

OTHER ACTIVITIES

- Coordinated airfield construction and maintenance projects; disseminate construction activity information and restrictions to ATCT and Airport aviation tenants and users.
- Prepared and presented aviation safety programs at monthly FAA Aviation Safety Seminars.
- Assisted and provided technical support during advance planning for 2018 Vero Beach Air Show.
- Conducted Airport Visual Navigational Aids Preventative Maintenance Program (FAA).
- Maintained and updated Based Aircraft information on FAA contractor website.

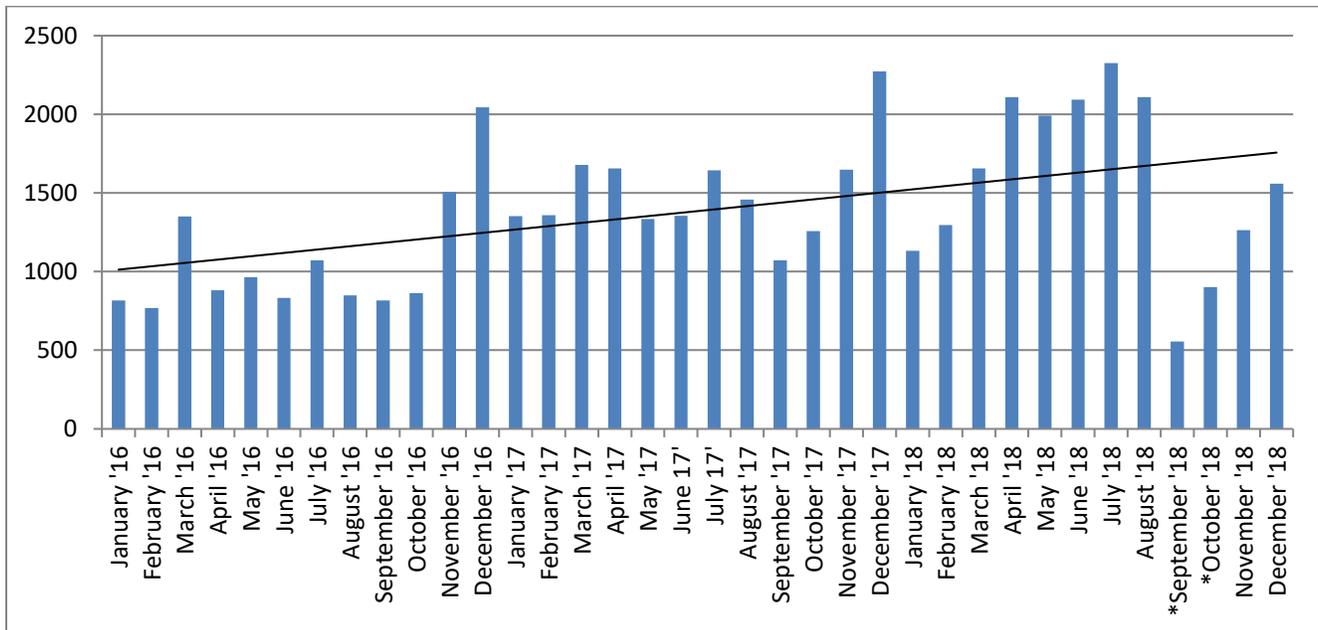
MISCELLANEOUS NOTES:

- Elite Airways completed its third full year of service (2018) and noted publicly that the Vero Beach Airport was a success for Elite's full-service business model. In 2018, the Airport handled thousands of passengers through the Airport terminal and is improving its security program to meet TSA requirements.
- The Vero Beach Air Show (www.veroairshow.com) was held on April 21-22, 2018, with the next one planned for April 25-26, 2020 (offered to the public every two years).
- In 2019, the Airport entered its 90th year (public airport since 1929) and helped to celebrate the City's 100th year.

DIRECTOR SUMMARY:

The Airport has continued a transitory stage between general aviation and commercial service. With the economy improving, airport businesses had a very busy year. However, revenues to the airport were somewhat flat and costs continue to increase. Staff continues to encourage scheduled airline service and is working in partnership with airport businesses to improve opportunities to expand to new markets and further stabilize our self-sufficiency. Elite Airways has been a steady partner, with a consistent growth trend during the three years of its operations at Vero Beach.

Total Passenger through-put January 2016 – December 2018



We continue to experience growing pains as a commercial service airport, but without the revenue increases that we would like to see. Airline/airport costs are kept very low, while our fixed costs continue to increase. Our cost per enplanement to airlines is currently less than \$2.00, but the cost to the airport is rising as additional destinations are added because we have to have staff on site to provide security (Vero Beach Police Department as well as airport staff). To mitigate this growing deficit, we will need to find new sources of revenue. Developing the North Ramp/Center Airfield area is one way to increase revenue. We also need to review our non-aeronautical leasing documents to encourage long-term leasing and new development in the core Airport Commercial Village area.

We completed design/permitting and began building the extension to Taxiway E on the north side of Runway 12R-30L. We continue our work to repair/replace the City-owned T-Hangar doors. A re-development effort is also being planned for the older lease sites in the Airport Commercial Village. The completion of the Star Suites Hotel (owned by Riverside Theater) in 2018 was a welcome addition to the airport area, as was the introduction of Major League Baseball’s Jackie Robinson Training Center as our new neighbors along Aviation Boulevard.

In 2019, we are moving ahead with several important projects if funding is available. Goals for 2019-2020 and beyond include new corporate hangars (private businesses), development of the North Ramp area infrastructure, completion of the extension to Taxiway E, further upgrades to airport security and safety, and improved aircraft parking aprons in and around the airport terminal. As always, each project must be approved by the City of Vero Beach before it proceeds. We are confident that the community will continue to support the maintenance and development of the Airport, of one of the community’s major economic assets, with an economic impact of over \$1.3 billion/year (reference: 2019 FDOT Economic Impact Study).

EWM/Airport staff
 cc: City Manager
 City Attorney
 City Clerk