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**J. New Business - Development and Environmental Services Group  
ITEM 1.**



**AGENDA REPORT  
November 13, 2018**

**\*Approval Re: Valkaria Airport Board Policy BCC-79, Airport Controlling Documents, Rates and Fees**

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**SUBJECT:**

Approval Re: Valkaria Airport Board Policy BCC-79, Airport Controlling Documents, Rates and Fees

**FISCAL IMPACT:**

Increased Revenue offsetting increasing expenditures to Fund Airport Improvements and Operational Needs

**DEPT/OFFICE:**

Valkaria Airport

**REQUESTED ACTION:**

It is requested that the Board approve revisions to Board Policy BCC-79, Airport Controlling Documents, and Rates and Fees.

**SUMMARY EXPLANATION and BACKGROUND:**

In accordance with Board direction July 24, 2018, staff has reviewed and revised the attached Board Policy BCC-79, Airport Controlling Documents, and Rates and Fees. The BCC-79 Policy Rules and Regulations for Valkaria Airport (X-59), was most recently updated by the Board November 10, 2009. The proposed revisions will update various rules to: improve, clarify and modernize airport operations and update airport administration processes to meet current airport service level needs.

As suggested, in the recent airport audit we have posted the hangar wait list and addressed other miscellaneous matters. The audit also pointed out that the other controlling documents needed to be updated, including the list of services and related charges. This agenda addresses outstanding audit matters. In addition to the revised BCC-79 (see Exhibit B) the other airport controlling documents have been revised and some new documents are proposed. These documents are: 1) Valkaria Airport Minimum Standards (see Exhibit C); 2) Commercial Lease Agreement (see Exhibit D); 3) Non-Commercial Aircraft Storage Lease (see Exhibit E); 4) Rates and Charges Adjustment Plan (RCAP) (see Exhibit F); 5) Ramp Space Tie-Down License Agreement (see Exhibit G); 6) Remote Parking License Agreement (see Exhibit H).

Some of the documents are new and address new activities at the airport, such as the

Remote Parking Agreement. We have separated the hangar lease into a Non-Commercial Lease and a Commercial Lease, recognizing significant differences in the services the airport provides as well as insurance requirements. We have also created the Airport Minimum Standards which provide clarification regarding commercial activities on the airport and is typical at general aviation and commercial service airports.

The audit report dated June 6, 2018 provided information that the Valkaria Airport Lease rates were the lowest of the eight airports they checked (pertinent portions of the audit are included within Exhibit A attached). The audit suggested that we should consider adjusting the current rates which we have done. The revised Rates and Charges Adjustment Plan (RCAP) has been modified to include an expanded list of services provided by the airport along with their associated charges. All proposed changes reflect market rates or the cost to provide the services (see Exhibit F). These rates and charges are summarized in Exhibit A.

**CLERK TO THE BOARD INSTRUCTIONS:**

Forward Board Direction to the County Manager's Office

**ATTACHMENTS:**

**Description**

- ▢ **Summary Rates & Charges**
- ▢ **Commercial Lease 11-08-18**
- ▢ **Non-Commercial Lease 11-08-18**
- ▢ **Minimum Standards 11-08-18**
- ▢ **Ramp Space Tie Down License Agreement 11-08-18**
- ▢ **Remote Parking License Agreement 11-08-18**
- ▢ **Valkaria Airport Rules and Regulations 11-08-18**
- ▢ **Valkaria RCAP Revision 11-08-18**