

Bob Sikes Airport Tenant-Manager Meeting



AGENDA

- Introductions & Meeting Rules
- Capital Improvement Projects
- Rules & Regulations
- Minimum Standards
- Hangar Leasing & Agreements
- Drivers Safety Program
- Q&A / General Discussion



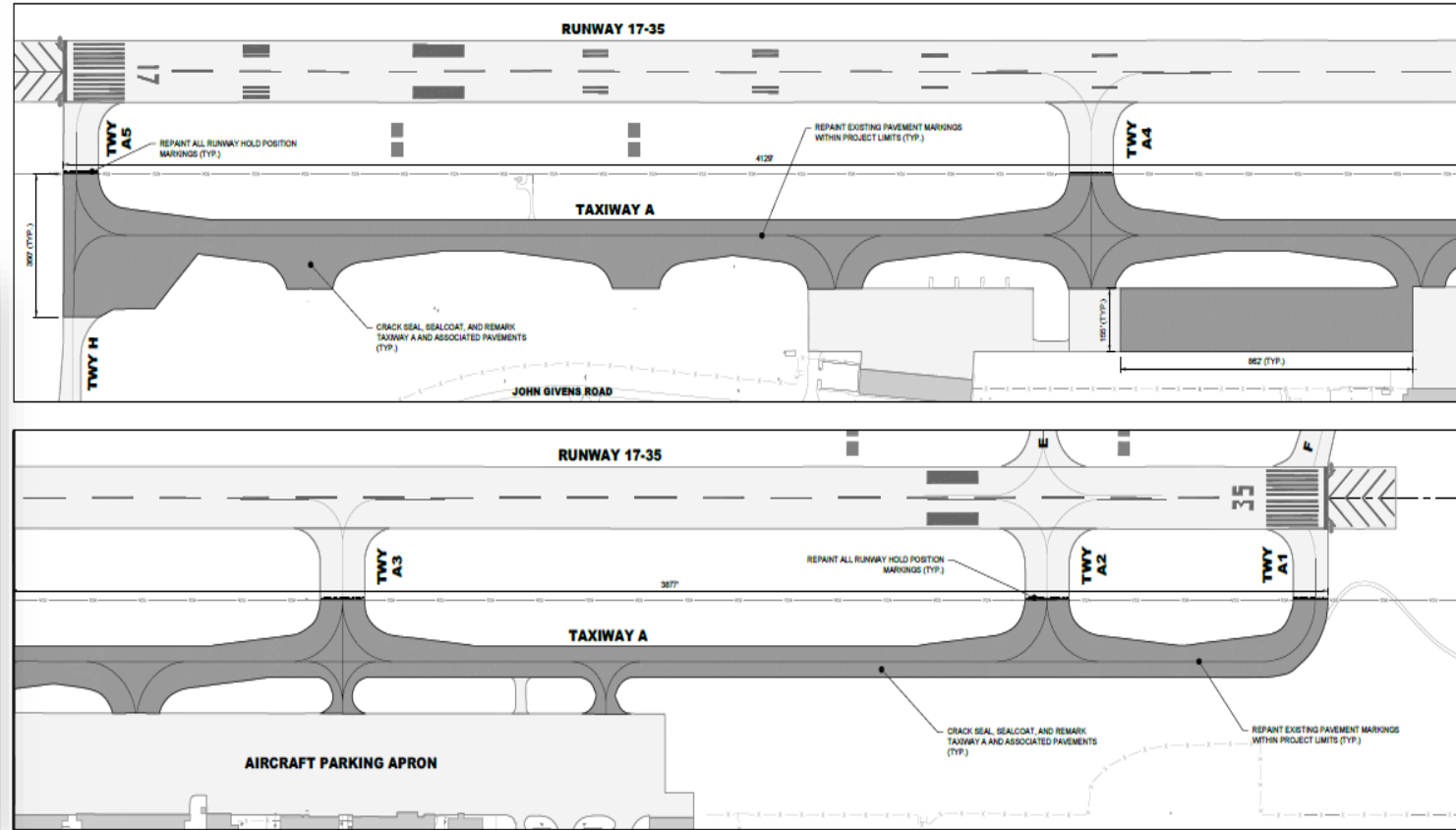
Introductions

- Tracy Stage, A.A.E. – Airports Director
 - Chad Rogers, A.A.E. – Airports Deputy Director
 - Nick Wisnoski, C.M. – General Aviation Manager
-
- Jonathan Dunn – ECA FBO Owner
 - Beau Watts – ECA FBO Manager



Capital Improvement Projects

- CEW South Apron Rehab
- Taxiway Sealcoat Project
- FSS Renovation



Rules Regulations & Minimum Standards

County Revision Ord No. 2024-11 - Approved June 18, 2024

- Rules and Regulations
 - Authority & Enforcement
 - Airport Approval Items
 - Airport Use & Operations
- Minimum Standards for Commercial Aeronautical Activities
 - Authority & Compliance
 - Covered, Non-Covered & Prohibited Activities
 - Variances & Waivers
 - Insurance Requirements



Rules Regulations & Minimum Standards



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Information

Airfield Access & Safety

Airfield Driving

Airport Data

Leasing and Operating Agreement Guide

Local Ordinances

Minimum Standards

Rules and Regulations

Security

Transportation

3. Click Tab



Hangar Leasing & Operating Agreements

Guide Overview

- Hangar Lease vs Ground Lease
- Commercial Operating Agreements
- Specialty Leases (SASO)
- Lease Assignments
- Lease Renewals and Expirations
- Subleases
- Construction, Modifications and MX Requests
- Insurance & FAQs



Hangar Leasing & Operating Agreements



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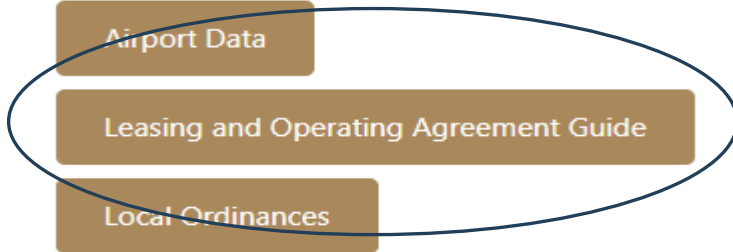
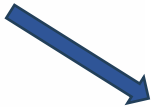
Minimum Standards

Rules and Regulations

Security

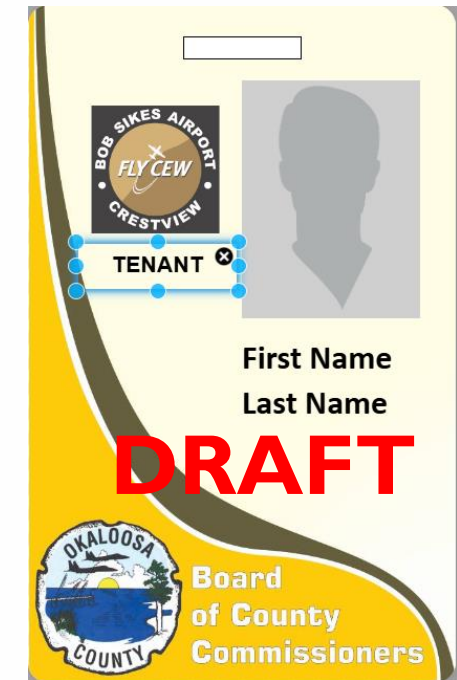
Transportation

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Drivers Safety and Access Program

- Drivers Safety Program
 - Requires Airfield Drivers Safety Training
- Airfield Access Program
 - Requires Badge With Pin
 - Issued by Okaloosa County Airports
- Badging Events Held at FBO
 - October 21st @ 10-11am
 - October 28th @ 2-3pm
- Old Gate Access Pin Expires – November 30th



Drivers Safety and Access Program

Gate P1 – Adjacent to NOFD



Gate P4 – Adjacent to Fuel Farm



Contact Us



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Bob Sikes Airport

5535 John Givens Road • Crestview, FL 32539

Okaloosa County Airport Administration
1701 State Road 85 N • Eglin AFB, FL 32542-1498

Phone: (850) 651-7160



Work Order
Requests

Contact Us
Airport Careers



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Q & A General Discussion

QUESTIONS / COMMENTS

<https://flycew.com/info/>
<https://flycew.com/contact-us/>

Airport Operations Center: (850)-651-7166

Airport Administration: (850)-651-7160 ext. 4

General Aviation Airports Manager: (850) 333-7730





Bob Sikes Airport Tenant-Manager Meeting Minutes

Date: September 23 (meeting) September 30, 2025 (minutes)

Next Meeting: April 14, 2026

Time: 10am

Location: 3098 Airport Rd, Extension Auditorium, Crestview, FL 32539

Agenda:

- Introduction & Meeting Rules
- Capital Improvement Projects
- Rules & Regulations & Minimum Standards
- Hangar Leasing & Agreements Guide
- Drivers Safety and Access Program
- Q&A / General Discussion

1. Introduction & Meeting Rules:

Deputy Director Chad Rogers, A.A.E. opened the meeting on behalf of Director Tracy Stage, A.A.E. by introducing Okaloosa County Airports staff and Emerald Coast Aviation FBO owner and Operations Manager in attendance.

The meeting was recorded by Zoom and meeting rules were established using “Three P Methodology” of keeping interactions productive, professional and positive.

2. Capital Improvement Projects:

Deputy Director Rogers briefed a high-level overview of past and future Capital Improvement Projects:

- South Apron Rehabilitation Project
- Taxiway Sealcoat Project
- Flight Service Station (FSS) Renovation

The **South Apron Rehabilitation Project** was completed earlier this year and required a full Apron Utilization study by the FAA. The project was executed using a combination of FAA, FDOT, and County funds totaling over \$5M. The scope covered the reconstruction of the entire south apron up to the north Lockheed Martin hangars, as well as several taxi lanes on the southwest side of the apron and replacement of several high mast lights.

The **Taxiway Sealcoat Project** was recently awarded and will be executed over the next few months. The project was designed to seal all cracks and then apply surface treatment seal coat to all areas. Pavement resurfacing includes all Taxiways A, H, F and the associated connector taxiways as well as some land side parking areas in front of the FSS building and hangar 5645. The existing bituminous taxiway and apron pavement is beginning to show signs of weathering and deterioration of the bituminous binder holding the fine aggregate. A seal coat and crack seal application will extend the life of the pavement and delay the

need for more costly rehabilitation measures. After the application of the new seal coat, all affected pavement will receive new painted pavement markings. Runway operations will not be affected by this project.

A pre-construction conference will be conducted to discuss operational safety, phasing, quality control, quality acceptance, security, labor requirements, environmental factors, and other issues. This meeting, attended by all parties affected by the construction, will assist in a better understanding of potential problems and possible solutions for the duration of work to be performed. Taxiway operations will be affected by closures throughout the project and location dependent by phase. The Airport Manager and Airport Operations will ensure NOTAMS are issued, construction barricades are in place and appropriate communication is conducted aligned with the Construction Safety & Phasing Plan (CSPP).

The ***Flight Service Station (FSS) Renovation*** is currently in the design phase with construction projected to begin summer of next year. This key facility at Bob Sikes is home to Okaloosa County Airports Maintenance, the General Aviation Airports Manager and FAA personnel who monitor and service the on-site radios, antennas and navigational aids. Additionally, the facility is used to host the Experimental Aircraft Association (EAA) and Young Eagles introductory flight events. The project's goal is to prioritize the needs of the aging 1960's facility with items like asbestos abatement, a new roof and redesign of the interior spaces to bring it up to current code for longevity reasons and to enhance the overall space to allow for large groups to meet for aeronautical purposes.

3. Rules, Regulations, and Minimum Standards:

The General Aviation Airports Manager Nick Wisnoski, C.M. briefed a high-level overview of the Rules and Regulations including Authority and Enforcement, Airport Approval Items, and Airport Use and Operations. Additionally, the Minimum Standards for Commercial Aeronautical Activities covered the following topics of Authority and Compliance, Covered, Non-Covered, and Prohibited Activities, Variances and Waivers and Insurance Requirements.

4. Hangar Leasing & Agreements Guide:

Nick Wisnoski then provided an overview of the newly developed Hangar Leasing & Agreements Guide. The guide was derived from County Ordinance 2024-11 as a source document and designed to assist tenants in navigating processes therein. This includes the differences between a Hangar Lease and a Ground Lease, Commercial Operating Agreements, Specialty Leases (SASO), Lease Assignments, Lease Renewals and Expirations, Subleases, Construction, Modifications, and Maintenance Requests, and Insurance and FAQs. The guide has multiple County-approved forms to assist tenants with these processes as well. Further, the guide can be found on the <https://flycew.com/> website on the Information page in the bottom right of the home page next to the Rules, Regulations, and Minimum Standards.

5. Drivers Safety and Access Program:

The final topic laid out the upcoming changes to CEWs Drivers Safety and Access Program. The intent behind establishing these programs is to align with the Airports Rules and Regulations and to enhance

safety and security on the airfield. These programs will be implemented starting October 21, 2025, kicking off with two separate badging events that will be held at Emerald Coast Aviation FBO:

- October 21st @ 10-11am
- October 28th @ 2-3pm

Moving forward, any person operating a motor vehicle within the AOA shall have satisfactorily completed all training to operate a motor vehicle within the AOA. This training will be provided by the General Aviation Airports Manager or Airport Operations personnel. Further, all tenants requiring access to the airfield will be given a County issued gate access card with a unique pin associated providing the user access to gates P-1 & P-4. The FBO controlled gate will not transition to this system and will keep all current access requirements in place.

All tenants requiring a drivers license and access card should plan on attending one of the two badging events at the FBO. A drivers safety briefing will be conducted and driver's licenses issued to those in attendance. Additionally, gate access cards will be issued, and pin numbers will be assigned to users. If unavailable to attend one of these sessions, the Airport user will have to schedule an appointment with the Airport Manager to complete the training prior to issuing an access card. November 30th has been set as the final day for the current gate pin to be active and in use. After this date, the pin will expire, and the readers will transition to card access only for the gates identified.

6. Q & A / General Discussion:

Deputy Director Rogers then opened the floor for questions and general comments and encouraged all participants to send topics for the next meeting that will be held on April 14, 2026.

Q1. How do I send a list of multiple individuals that will need badges for my hangar?

A1. The primary method is to send an email to Nick Wisnoski at nwisnoski@myokaloosa.com with your requested individuals names and justification for airfield access (hangar owner, pilot, etc.) The secondary method is to visit the FLYCEW website and click the "Contact Us" tab at the bottom of the page and submit your request there. Then for both options, select one of the badging fairs to attend for issuance.

Q2. What services does NOFD provide to the airfield and what kind of airfield inspections are conducted?

A2. Chief McMasters, North Okaloosa Fire District (NOFD) was in attendance and provided the answer to this question. NOFD provides ARFF support for Bob Sikes Airport and tenants. In addition to this support, a daily FOD check is conducted at the start of the day. Items checked include foreign object debris, airfield lighting issues and wildlife hazards. The ARFF crews are all trained to monitor and communicate on the CTAF frequency when conducting these inspections that last about 15 minutes in duration. The reports are then sent to Airport Operations daily and tracked for any concerns or issues discovered on the airfield. Deputy Director Rogers asked if the Chief needed any additional support and briefly mentioned the possibility of using the Aerosimple program to streamline and track inspection reports. The GA Manager is looking into the feasibility of this option presented for future use.

Meeting concluded at 1030am. Attendee list on file.

Please contact the General Aviation Airports Manager with any questions:

Nicholas Wisnoski – nwisnoski@myokaloosa.com – 850-333-7730