

**Airport Advisory Board Minutes
September 18, 2013, 5:30pm
Airport Administration Building
8807 Airport Boulevard
Leesburg, Florida**

Attendance: Alun Jones
Jake Kertz
David Lewis
Charlie Weller
Jon VanderLey

Call to Order

Chairman David Lewis called the meeting to order at 5:30pm.

Jon VanderLey gave the invocation and led the Pledge of Allegiance.

Approval of Minutes from July 17, 2013 Meeting

Chairman Lewis asked if all members had read the minutes from the July 17, 2013 meeting. Charlie Weller made a motion to accept the meeting minutes. Jake Kertz seconded the motion and it was approved unanimously.

Airport Minimum Standards Update

Airport Manager (AM) Leo Treggi said the current Minimum Standards are out of date. As everyone is aware, the City has also been working on developing a lease policy for the airport. It was determined that it would be more effective and efficient to combine these two items into one document.

The Minimum Standards he has presented today are based on the standards of the industry. After this Board has reviewed and approved the document it will be sent to the City Commission for approval. He asked if anyone had questions.

- Charlie Weller said he has several comments. First, the square footages listed with several of the categories, such as 87,120 square feet for flight training, are not realistic. He believes this should be left to be determined by the City Manager. AM Treggi said the very last sentence of the Standards allows the City to waive or reduce any of the Standards if it is in the best interest of the public or airport.
- Charlie Weller said his second issue is that although the City requires tenants to have insurance, there is no system in place to monitor this and ensure they maintain coverage. AM Treggi said he will work on developing a system to track the insurance.
- Charlie Weller asked if the current standards will be null and void when these new standards are approved. AM Treggi said once the City Commission approves the new standards the old ones will be void. However, agreements that were reached under the old standards will be grandfathered and the new standards that conflict with the old will not apply unless the agreements are renegotiated.
- Charlie Weller said the language for signage on page 8 should include a statement that signs must be approved by the City's Community Development Department. In the past

there have been issues with improper signs. Jon VanderLey said that under the City's sign rules a flashing sign might be allowed. Charlie Weller said the Airport Manager and Community Development will need to work together on this matter to ensure signs meet airport requirements as well as the City's rules.

Chairman Lewis asked AM Treggi how these Standards were developed. AM Treggi said they are based on research from the Standards used at other airports as well with information from the FAA and FDOT. Chairman Lewis asked what the next step in the process will be. AM Treggi said he will incorporate the recommendations made by the Airport Advisory Board and send the document to the City Attorney for formatting. It will then go to the City Commission for consideration.

Jon VanderLey made a motion to recommend approval of the Minimum Standards. Charlie Weller seconded the motion and it was approved unanimously.

Airport Fee Schedule

AM Treggi said the fee schedule was developed because this is an issue that needs to be addressed to comply with FAA and FDOT regulations. The airport must charge for use of its land and services. It must also ensure that everyone is treated equally and fairly.

Chairman Lewis asked him to review each fee individually.

1 – Identification Badge Fee (\$20): AM Treggi said this fee is already in place. It covers the overall cost of the badge including the badge itself, printer maintenance and supplies including ribbons. The system is fairly expensive to maintain.

Charlie Weller said he will not agree to a 200% increase in this fee. It is currently \$7.00. You run the risk of people bypassing the system if you increase the fee too much. A balance needs to be struck. He would agree to \$14.00. AM Treggi said this is a one-time fee unless a badge is lost or damaged. He noted it recently cost \$1000 to repair the printer. Jon VanderLey noted that the cost for a badge for the school system is \$95.00. Chairman Lewis said he tends to agree with Mr. Weller. He would suggest \$10.00 for the first badge and \$20.00 for any provided beyond the first. Alun Jones said a vote should be taken to change the fee. Charlie Weller made a motion to change the Identification Badge Fee to \$14.00. Jon VanderLey seconded the motion and it was approved unanimously.

2 – Fuel Flowage Fee (\$0.04 per gallon): Charlie Weller said if you look at the Slack & Johnston Survey Leesburg's fuel fee is on the very low end. He would recommend increasing it to \$0.06 per gallon. AM Treggi agreed that our fee is one of the lowest in Florida. An informal survey is being conducted among airport managers right now and it is showing our rate is low. There are contractual issues that will not permit the fee to be raised at this time. Under FAA rules, all businesses must be charged the same fee for the same service. Since the current fuel flowage rate is specifically included in the contract with SunAir Aviation, we cannot raise the rate for anyone else. When that contract expires it will be rewritten to include a reference to the fee in the Resolution rather than a specific cost. At that point, the resolution can be updated with a new fee that everyone will pay. Alun Jones asked Brian Sapp of SunAir Aviation how this will affect him. Brian Sapp said he is willing to renegotiate his lease with the City if there is an incentive for him to do so.

3 – Transponder Fee (\$50.00): AM Treggi said this fee covers the cost of the transponder plus shipping fees. Chairman Lewis asked if the new gates will eliminate the need for transponders. AM Treggi said gates 1 and 4 still need them.

4 – Vehicle Parking and Storage Fee (varies): AM Treggi said the airport must charge for use of land. This was pointed out to him by both the FAA and FDOT during their last visit. These fees were based on charges at other airports. Jake Kertz asked if contractors will have to pay for short term parking. AM Treggi said contractors will not have to pay. He said there is no charge for personal car parking of less than 30 days. Other vehicles such as RVs and trucks must pay for short term (less than 30 days). This fee does not cover leased property. It will only apply to people who park on land that is under the airport's control. Charlie Weller suggested adding a statement that the vehicle must have a valid tag and registration.

5 – Non-airworthy Aircraft and Parking Storage Fee (\$100 month): AM Treggi said this is the same principle as the previous parking fee. An aircraft that is non-airworthy can stay on the airport by paying the fee or it must be removed. As with the vehicle parking fee, this will not apply to leaseholds.

6 – Airport Operating Permit (varies): AM Treggi said it has been brought to his attention that some people are operating a business on the airport without a proper sublease. If someone wants to operate on the airport without a lease, they must apply for this permit. The fee is reasonable to allow someone to conduct commercial activity here. Jake Kertz asked for an explanation of the phrase "...a pre-paid charge of \$500.00 per year or less." AM Treggi said "or less" refers to the time not the dollar amount. He will rephrase this sentence. Alun Jones asked if an occupational license covers this requirement. AM Treggi said they must have either a lease or a permit from the airport to conduct commercial activity here. Charlie Weller asked if an avionics company that is on the field to do certifications is required to have this permit. AM Treggi said if they are here to perform a scheduled certification for a specific tenant the charge will not apply. However, if they simply drive to the field to offer their service to the public or anyone who is interested they must have this permit.

Charlie Weller made a motion to recommend approval with the Identification Badge Fee changed to \$14.00. Jon VanderLey seconded the motion and it was approved unanimously.

Chuck Brainerd asked AM Treggi to create an e-mail list to provide tenants with information such as this fee schedule before the meeting. Chairman Lewis said AM Treggi can send him the information when the Board packets are created and he will send it out to his e-mail list.

Lease Agreement with Blackbird Aviation Building, Inc.

AM Treggi said Blackbird Aviation is owned by Hans Vosseler. He plans to construct two hangars – one for his personal use and one to lease – in the area between the hangars leased by SunAir and EAA and the condo hangars. The lease amount is based on the market value of \$0.15 per square foot. The term is based on the IRS depreciation schedule of 27 ½ years so it was written for thirty years with no renewal options. Chairman Lewis asked if he has hired a contractor. AM Treggi said he believes so but he does not know the name. Charlie Weller asked if building a hangar in that area will infringe on the setback for

the runway. AM Treggi said the FAA has changed the setback rules so it will not be a problem.

Charlie Weller made a motion to recommend approval of the lease agreement. Alun Jones seconded the motion and it was approved unanimously.

Airport Manager Update

AM Treggi provided the following information.

US Customs had a record fee collection for the month of August which means a much higher number of people cleared Customs through the airport during this period.

The airport has received a grant from FAA for \$1.457 million for the taxiway A realignment project. This grant will fund 90% of the project costs. He is working with FDOT to get a JPA for their 5% match.

He is still working on the Foreign Trade Zone application. He has already received letters of support from Lake County, the City of Tavares, Congressman Webster and Senators Nelson and Rubio. Charlie Weller asked if any participants have been signed up to use the FTZ. AM Treggi said two businesses have sent letters requesting use and two others have called to ask about it. Chairman Lewis asked if the FTZ includes the City's CR 470 property. AM Treggi said that area will be a sub-zone. Charlie Weller asked if he has spoken to the Villages to ensure they want to keep US Customs service. There cannot be a FTZ without Customs. AM Treggi said he has spoken to them and they are happy with the plan since more people using Customs will mean a lower cost for them. Charlie Weller asked if the airport will have to construct a building for the FTZ. AM Treggi said at this time the airport would be considered a grantee. They would construct a building later. The County has a building he may be able to use off-site if needed.

The security gates have been an issue for some time. They were damaged and repaired several different times due to numerous lightning strikes. They installed surge protectors which helped, but the last strike even took out some of the surge protectors. The cost to repair the gates is already over \$15,000.00. The summer storm season is almost over so hopefully it will get better.

The pre-construction meeting for the project to clear the ends of runways 3 and 31 was held earlier this week. He expects the work to start at the end of the week. They will begin at the safety area and move to the glide slope.

A project to clean the pond behind the Airport Administration Building is being planned. The airport will pay to clear the vegetation to the edge of the pond, improving visibility. The Water Department may possibly clean the pond itself using funds from their department at an estimated cost of several thousand dollars.

Chairman Lewis asked if the new budget includes hiring a technician for the airport. AM Treggi said he is waiting for the final budget approval which will be done next Monday.

Project Update

Michael Moon of Hanson Professional Services provided the following information on projects.

Airfield Lighting: This project is on hold. They have provided the City with language to split the project into phases for bidding purposes. AM Treggi said the City has requested a one year extension from FDOT.

Security Fence: This project is on-going and scheduled for completion by September 30th. All that is left to finish is the telephone access and monitors. It should be closed by the end of October.

Signage: The design and bidding portion of this project is in the close out phase.

Interim Airport Layout Plan Update: The plan has been adopted by the City and sent to FAA and FDOT. They have received three preliminary comments from FAA. They have addressed those and are waiting for the final comments.

Taxiway A Realignment: This project was covered by AM Treggi.

Seaplane Ramp and Taxiway A Extension: Hanson has provided Task Orders for this work to the City. It is on hold at the City due to technical issues. Chuck Brainerd asked why it is on hold. AM Treggi said the City must execute a contract with the State of Florida Economic Development Task Force (EDTF) for the grant funding offered through that program. It is not a standard FAA/FDOT grant. That contract is under review by the attorney. Once that agreement is approved and executed, the project will be able to move forward.

New Business

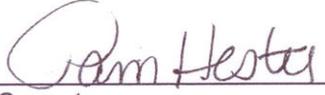
Chairman Lewis asked the Board members and public in attendance if anyone had new business for discussion. There was none.

Adjournment

Charlie Weller made a motion to adjourn the meeting. Jon VanderLey seconded the motion. The meeting adjourned at 6:36pm.



Chairman



Secretary