

**Airport Advisory Board Minutes
March 12, 2020 5:30pm
Airport Administration Building
8807 Airport Boulevard
Leesburg, Florida**

Attendance: Mark Crawford
 Byron Oldham
 Alan Reisman
 Bo Wroten

Call to Order

Chairman Alan Reisman called the meeting to order at 5:39pm. Mark Crawford gave the invocation and led the Pledge of Allegiance.

Approval of Minutes from January 9, 2020 Meeting

Bo Wroten made a motion to accept the minutes from the January 9, 2020 meeting as written. Mark Crawford seconded the motion and it was approved unanimously.

Airport Project Update

Runway 13/31 Rehab: Airport Manager (AM) Dean said there are no changes to the project at this time. The FAA has determined that there is no need to renumber runway 13/31 so the plans are being revised to reflect this. They hope to get the plans to Purchasing on March 16th and have the bids out by March 23rd. That will give them time to receive the bids and get the grant application for the construction phase done by May 18th - in time for the next funding cycle, which starts in June. She noted that runway 3/21 may have to be renumbered. That has not been determined by the FAA yet.

Storage Hangar Design: Jack Thompson from GAI said there was a preconstruction meeting on site yesterday. It went very well. The Notice to Proceed will be issued. It should take about 45 days for permitting and to get the buildings ordered. They anticipate turning dirt about May 4th and being finished about the first week in September. Both sets of hangars will be built at the same time. The construction schedules will be staggered about a week apart. AM Dean said she may be able to help expedite the permitting timeline. Chairman Reisman asked about the cost of sprinklers. Jack Thompson said the sprinklers are included in the plans.

US Customs & Border Protection Office Interior Remodel: Jack Thompson said they have been coordinating with USCBP on the floor plans. Other than the HVAC room, everything will change. He received signed/approved floor plans from USCBP yesterday. They can now move forward and should have 60% drawings in about three weeks. Some of the requirements they have to meet include specifications for the various rooms such as hard ceilings, blocking windows in, no receptacles in some rooms, etc. The FDOT grant is 80/20.

Chairman Reisman asked when construction will start. AM Design said they need to get through the design process and see where they are at. There are still some decisions to be made such as whether or not the office will completely shut down during construction or if they will set up some type of mobile office.

Bo Wroten asked how long the project will take. Jack Thompson said once the 60% plans are finished, they will have to be approved by US Customs. After that approval is received, it will take about three weeks to get the final plans which will have to go back to US Customs for their final approval. After that final approval is received, they will be ready to go out to bid. It will probably be about 2-3 months for the design process with most of that being the reviews by Customs.

Air Traffic Control Tower Equipment Upgrade: AM Dean said the tower has identified the equipment that they want replaced, including the current Zetron radio system. They want something that will allow more than one frequency position. She said there is a grant to pay for the upgrade.

A contractor was hired to do a full inventory and review all equipment in the tower. She now has specs for the radio equipment as well as other needs that can be upgraded in future years to meet new minimum requirements.

It will go out to bid shortly. The contractor will review the bids received to ensure they are accurate and meet all the standards and then it will be awarded.

Airport Sign: AM Dean said the contractor is getting ready to start the new airport sign on Wilco. The paint for the utility locates can be seen in the area where the sign will be placed. The new electric service has been installed. The sign itself is in fabrication. She estimates the footers and slab should be started in about two weeks.

PAPI Lights: AM Dean said the 3/21 PAPI's are back in service. A Century Link subcontractor was doing a bore for a new telephone line at the tower and hit the conduit with the PAPI line and pulled out 700' of wire. The repair cost was \$11,730 which will be paid by Century Link.

Water Plant Upgrade: AM Dean said the Water Department is upgrading the water plant that is located on the airport property. They are converting it from chlorine gas treatment to sodium hypochlorite treatment, which is a safer system. All the work will be done within their fenced area. They are planning to start about March 17th.

Airport Manager Update

AM Dean said she is working on the Fiscal Year 20/21 budget for the airport. Some of the big items she has included are: rehab/resurface the main apron and ramp; design the fuel farm relocation; and, add an ATIS (Automatic Terminal Information Service). Chairman Reisman asked if a port-a-potty can be placed at the current fuel farm. They have issues with people using the side of their building as a

restroom. AM Dean said this has been discussed before and she is not in favor of it for several reasons including – there are on-going costs, it must be serviced on a regular basis and the service trucks will have to drive on the taxilane to get there. Chairman Reisman asked if a sign can be installed directing pilots to the nearest restroom. Bo Wroten asked if the plans for the new fuel farm can include a unisex restroom as part of the design. AM Dean said that may be possible.

Mark Crawford asked if the apron project will be funded by a grant. AM Dean said she is hoping to get an 80/20 grant. Chairman Reisman asked if the ramp areas that are part of leaseholds will be included in the project. AM Dean said the FAA generally will not fund projects that include areas that generate revenue. However, this will be an FDOT project and she believes they will work with us.

New Business

AM Dean said the City Commission approved the wait list policy as an administrative item. She has started calling the people on the list. It is down from 118 people to 89. She has called about half the people on the list and has made actual verbal contact with about half of those. The ones that she has actually spoken to have received a deadline date. She will start another round of calls, possibly on Saturday. She wants to try calling on different days and times. She is making every effort to reach people before she drops them off the list. So far, she has received 19 deposits.

Roy Shelton asked if the equipment upgrades for the tower that are being discussed for the future are actually needed now. AM Dean said there is nothing that has failed or is not functioning as it should. The FAA understands that due to the expense involved, we need to replace the equipment over time. Both the City and the FAA own different pieces of the equipment. The FAA inspects the equipment monthly. Everything is working, some of it is just outdated. Most of it is from the when the tower was originally built.

Adjournment

Byron Oldham made a motion to adjourn. Mark Crawford seconded and the meeting adjourned at 6:00pm.

Chairman

Recorder