

**Airport Advisory Board Minutes  
June 8, 2017 5:30pm  
Airport Administration Building  
8807 Airport Boulevard  
Leesburg, Florida**

Attendance: Steve Barber  
Mark Crawford  
Byron Oldham  
Alan Reisman  
Bo Wroten

**Call to Order**

Chairman Alan Reisman called the meeting to order at 5:30pm and led the Pledge of Allegiance. Bo Wroten gave the invocation.

**Approval of Minutes from May 11, 2017 Meeting**

Chairman Reisman asked for a motion on the April 13, 2017 minutes. Byron Oldham made a motion to approve the minutes. Bo Wroten seconded the motion and it was approved unanimously.

**Project Update**

Mary Soderstrum from Avcon provided the following information:

Seaplane Ramp: The low bid for this project came from Commercial Industrial Corporation. Their contract will go before the City Commission on June 12<sup>th</sup>. Construction is estimated to take 275 calendar days from when the contract is signed. The bid has an option to include building a dock. The decision on whether or not to include the dock will be made by the City Commission at their meeting on Monday.

Bo Wroten asked for the cost of the dock. Airport Manager (AM) Tracey Dean said the additive bid for the dock is \$442,000. The base bid was approx. \$2.23 million so the total with the dock is just under \$2.7 million.

Master Plan: Working Paper #1 is complete. It includes the inventory and aviation forecast and has been approved by both FAA and FDOT. This is crucial because nothing else can be done until the forecast is approved. Working Paper #2 has been submitted and is under review. Working paper #2 includes *Facility Requirements* which are based on the forecast. This will determine things such as how much ramp space, t-hangars and hangars are needed in the next 5-15 years. They also consider if the runways are long enough and if the wind is such that the crosswind runway is eligible for Federal funding. She noted that crosswind runways are not eligible for Federal Funding if the primary runway (RW 13/31) has 95% coverage for the various groups of aircraft that are likely to use it. DOT will usually pick up funding for projects on the crosswind runway (RW 3/21). Our crosswind runway is not eligible. They are estimating it will take about 1½ more months to receive approval on Working Paper #2. FAA will not be

involved in anything else in the process until they get to the Airport Layout Plan. FDOT approves every phase of the Plan.

### **Lease Agreement with Raymond D. Dominick, MD – Lake Regional Urgent Care**

AM Dean said Dr. Dominick/Lake Regional Urgent Care (LRUC) is located on the bend on US 441 across from Comcast. He has been a tenant since 2002. He has made many improvements to the building and has been a good tenant. He would like to lease it for five more years with an option for five additional years.

Bo Wroten asked if an adjustment has been made to the rent. AM Dean said it increases by CPI which is the same terms as the old lease. Bo Wroten asked if there was any additional adjustment made to the rent. AM Dean said no.

Mark Crawford asked for the size of the building. AM Dean said she thinks it is about 3,500 square feet.

Chairman Reisman said he was recently in the building and it seemed like it had been remodeled. AM Dean said LRUC has installed granite countertops, a concrete pad in the front with a wrought iron enclosure and is in the process of installing a new electronic monument sign.

Mark Crawford asked if the rent amount is before tax or if it is net-net-net. AM Dean said it is before tax.

Byron Oldham asked what the rent was before. AM Dean said the last increase based on CPI was about 1%.

AM Dean said the lease language is primarily the same. It does place more responsibility on the tenant to maintain the A/C due to issues with them not doing proper preventative maintenance that resulted in expense to the airport to pay for repairs. Dr. Dominick agreed to that and said he will provide documentation that he has a maintenance agreement with a local company. Mark Crawford asked if the City is responsible for the roof. AM Dean said we are responsible for the roof and exterior. Public Works grounds staff maintains the landscaping. Mark Crawford asked if it is nearing time when the roof may need to be replaced. AM Dean said Public Works does roof assessments of City facilities regularly and this building is not on their schedule of those needing work. She said she recently received an estimate for the Th@t Company building roof and it was \$17,000.00. It is about 6,000 square feet.

Chairman Reisman asked if the tenant pays extra for the grounds keeping. AM Dean said no, it is included as part of his lease payment. Chairman Reisman asked if that is common. AM Dean said not necessarily. She is not certain why that was originally negotiated in his lease. Airport staff mows the right-of-way. Family Furniture and Bill Bryan maintain their own sites. She noted that the Airport Tech should technically be doing the mowing at LRUC but it is on the Public Works schedule and they have been doing it so long they just include it when they mow some of their other right-of-way areas on US 441.

Byron Oldham said this is a good tenant who has been there for 15 years and we want to keep them. He commended AM Dean for adding the language to the agreement giving the tenant responsibility for A/C maintenance.

Bo Wroten made a motion to recommend approval of the agreement. Byron Oldham seconded the motion and it was approved unanimously.

Bo Wroten asked what would happen if the Board voted with good reason not to recommend the agreement to the City Commission. AM Dean said the agreement would still be taken to the City Commission and in the agenda memo to the Commission with the agreement she would include the reasons this Board voted not recommend approval.

Chairman Reisman said he discusses all items on the Airport Board agenda with his appointing commissioner so they each have an understanding of the items and they vote the same on the issues.

### **New Business**

AM Dean said the revised Minimum Standards Ordinance passed on the second reading at the May 22<sup>nd</sup> City Commission meeting by a unanimous vote. The upcoming City Commission agenda will include Supplement 3 to the Joint Participation Agreement with FDOT for the seaplane ramp to provide additional funding. There will also be an item for the conservation easement to St. Johns River Water Management District on the City's CR 470 property that is part of the mitigation for the seaplane ramp.

Bo Wroten said this Board made a recommendation to the City Commission at last month's meeting on the Flying Colors lease and he is wondering what happened. AM Dean said Flying Colors came to the May 22<sup>nd</sup> City Commission meeting and spoke during the public comment portion of the meeting. The City Commission gave them the month of June to meet with the City Manager and her. They met last week. The issue is still being discussed and will eventually go back to the City Commission with a recommendation.

Bo Wroten asked what is being discussed – short term lease, renewal lease, new rate, etc.. AM Dean said the lease rate would not change because the rate for the corporate block hangars is a set amount. They are primarily discussing the term. They clearly need time to exit and develop a strategy for where they're going. Bo Wroten asked if we are sure we want them to go. He said this Board made a recommendation for them to stay and clearly someone has made a decision that it is best for them to go. Not having any more information than he does, he does not know if that is the best decision. As he said at the last meeting, he does not understand the purpose of this Board and he is trying to learn. AM Dean said the purpose of this Board is not day-to-day operations. If the lease is renewed, it still has to go back to the City Commission. The Commission is aware of this Board's recommendation. What is brought forth to them will be the result of the discussion between the City Manager, Airport Manager and John Francis and it will be up to the Commission to make the final decision.

Byron Oldham asked for confirmation that the City has given them an extension. AM Dean said the City Commission gave them the month of June to meet with the City Manager because they realized more discussion was needed.

Bo Wroten said he was made aware that there is a code enforcement issue. He asked how that happens – does code enforcement come out here on a regular basis and check things or does someone have to call them. AM Dean said someone would have to call.

Mark Crawford said his Commissioner told him they have on-going code enforcement issues. AM Dean said that is correct. They have somewhat of an unsafe environment for their employees and customers. There are remedies. They are structural and will require an investment on the part of Flying Colors so they need to determine if that is something they want to do. Bo Wroten said he understands they have consulted with an engineer and had some plans done. AM Dean said it will be up to them if they want to make an investment for a short term stay. Bo Wroten asked if it has then been decided that it will be a short term. AM Dean said the lease itself was a five year term that expired on March 31<sup>st</sup> and included options for two 1-year extensions assuming there are no defaults or issues. Regardless of the term, it will have to go to the Commission for approval.

Bo Wroten said he is at the airport quite a bit. People look to this Board and feel like the Board can help them. They believe we represent them and the city council. He just figured out that this Board really can't help anyone because all they can do is recommend things and their opinion doesn't seem to matter. AM Dean said there may be some confusion among some tenants about the role of the Board. She said the Board is not specifically an advocate for the tenants, they are an advocate for the greater good of the overall airport. She asked if other tenants have misinterpreted their role. Bo Wroten said just today someone told him, "We are glad you're there to represent us." He told that person he is not really doing that.

AM Dean said this Board is here for the big picture of the airport and to help the growth of the airport. Bo Wroten said based on what he has been told, this Board is there for growth and nothing else.

Steve Barber arrived at 5:54pm

Byron Oldham said he has been on the Board for a while now and there have been a litany of things that the Board has dealt with during his tenure. He thinks the Board needs to remain positive and believe they are doing something constructive. With the Flying Colors situation, as they dig deeper there seem to be more issues coming up. Bo Wroten said they are not getting all the facts so they can't make a wise decision. If there is a good reason they should be out he would understand that.

Bo Wroten said AM Dean is correct that Flying Colors does not have to be at the airport to operate. But there is intangible benefit for him to be at the airport. A lot of the vendors like having this business at the airport

Chairman Reisman said the Commissioners cannot know 100% of everything that is going on. They have to trust that staff and the advisory boards are doing their jobs. In this case, there is a lot going on that this Board may not know about. Bo Wroten said his point is that he does not know what level of stuff they are supposed to know. But when he makes a decision he likes to know all the facts. He is wondering how much information they are going to be given to make their decisions.

Byron Oldham agreed that information has been trickling out on this issue. Everyone was somewhat caught off guard at the last meeting when it was brought up. He does not know what the answer is to mitigate that. The more informed the Board is the better they can do their jobs.

Secretary Pam Hester noted that in this particular case AM Dean was limited to what she could say during the last meeting due to the involvement of attorneys. If the Board ever has a feeling that they are not receiving all the information they need, they are welcome to call the City Manager's Office. Normally there is a good flow of information and staff does their best to get that to the Board, but this particular case was a little tricky. Mark Crawford said he got that sense from the last meeting, but he does agree with Bo Wroten that if they are going to spend their free time on this Board they need to be informed the best they can.

There was no other new business.

### **Adjournment**

Chairman Reisman asked for a motion to adjourn. Mark Crawford moved to adjourn which was seconded by Steve Barber. The meeting adjourned at 5:59pm.

---

Chairman

---

Secretary