

**Airport Advisory Board Minutes  
February 19, 2014 5:30pm  
Airport Administration Building  
8807 Airport Boulevard  
Leesburg, Florida**

Attendance: Alun Jones  
Jake Kertz  
David Lewis  
Charlie Weller

**Call to Order**

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

Chairman Lewis gave the invocation and led the Pledge of Allegiance.

**Approval of Minutes from January 15, 2014 Meeting**

Chairman Lewis asked if all members had read the minutes from the January 15, 2014 meeting. Charlie Weller made a motion to approve the meeting minutes as recorded. Jake Kertz seconded the motion and it was approved unanimously.

**Treadway Elementary School Tour**

Chairman Lewis said about 50 disabled children from Lake Hills school came to tour the airport yesterday. The students toured the tower and were shown several types of aircraft as well as the ARFF truck. The volunteers conducting the tour used this as a test run for the Treadway group that is coming on Friday. That will include approximately 130 kindergarten students and 53 chaperones. They plan to split them into three or four groups and take them around to different areas. The students should arrive at the airport about 9:30am and will depart at 1:00pm. They will eat lunch in the Administration Building. Anyone who would like to volunteer their time and help with the tour on Friday is welcome.

**Air Show Discussion**

Chairman Lewis noted that in previous discussions the idea was to have a small scale air show in November 2014. However, he has not had time to work on this project. He asked Airport Manager (AM) Treggi if he had done anything on this idea.

AM Treggi said organizing an air show is complicated and we are already behind in planning for a November 2014 event. The airport resources for something like this are also very limited. There are two options for a project of this nature: 1 – Pay an outside person to organize it; 2 – Have staff handle everything in house. Currently there are only two people on the airport staff and they do not have the time to dedicate to developing an air show. He does not think we can handle it at this time.

Charlie Weller asked if there is money for this in the airport budget. Chairman Lewis said the first step was going to be to try and get major sponsors to cover the cost. Charlie Weller

said several years ago there was \$60,000 in the airport budget to do an air show but it did not happen. He suggested talking to the city manager about budgeting money in the FY 14/15 budget for this.

Chairman Lewis said perhaps a static air show could be done in November. That would plant the seed for future funding. Jake Kertz said many people will offer their services for free at an event like this. Charlie Weller said if there is going to be an air show it should be a normal/full show and the airport should try to get the Blue Angels or Thunderbirds to appear. Michael Moon noted aerobatic maneuvers require waived airspace; you can't just invite someone to show up and do acrobatics

AM Treggi said his recommendation is to have a fly-in/open house type event this year. Outside groups can be invited to attend. This can be used to generate interest in an air show for next year and spread the idea around.

Charlie Weller made a motion for AM Treggi to speak to the City Manager and seek funding for a regular air show. David Lewis seconded the motion and it was approved unanimously.

Chairman Lewis said he thinks the airport should have a small event in November and budget/plan for a large event next year.

### **Proposed Rules & Regulations**

AM Treggi said FAA 5190.6B says the airport should have Rules & Regulations to ensure safe operations, preservation of facilities and the protection of the public interest. The draft he is presenting is standard to airports of similar size and category. The idea is to start simple and build on them as needed. He does not think anything in the draft should be considered controversial. Once they are approved by this Board, they will be adopted by the City Commission in the form of an ordinance.

Chairman Lewis asked the Board members if they have any changes or recommendations related to the proposal from AM Treggi.

Jake Kertz said the information on page 5 regarding permission being required for an aircraft over 65,000 lbs. to operate on the airport should be in the facility directory, not this document. AM Treggi said it is in the directory, but he believes it should also be included in this document. Alun Jones noted that weight restrictions are waived in the case of an emergency and it would be a good idea to include that statement.

Alun Jones said he would like a definition of statute 893.02 that is cited on page 7. AM Treggi said depending on the length of the statute he can either remove the reference or include a summary of it. He will check on that and if it is too long or difficult to summarize, he will simply put in a statement that says, "as defined by Florida law".

Charlie Weller said the document refers to people on the airport being in possession of a badge. He believes the badge should be displayed. He also noted that the personnel gates at SunAir Aviation are left open from 7:00am to 7:00pm. He believes they should be closed. Unauthorized people can enter through these gates. If the gates are not closed he will personally go to the governor and secretary of DOT.

AM Treggi said there are many issues involved in this. The way the fence is set up people get stuck. There is no proper way to communicate with the FBO. Charlie Weller said that can be corrected with good signage. The State spent a lot of money to secure this airport. AM Treggi said when the terminal is built Customs will be moved and the FBO will have that building to itself.

Alun Jones said the gates should be closed. A sign on the gate with the FBO phone number and a message to call if you need access would work. He has seen people ride bikes through open gates. The other day he saw someone wandering around The Villages area. He spoke to them to see what they wanted and found out they had flown into the air side.

Chairman Lewis said he will ask AM Treggi to work with SunAir on this issue.

Chuck Brainerd said if the airport is going to require badges, the rule should be enforced. There are people who work in the paint shop that don't have badges and follow other vehicles through the gates to access the airside. There needs to be a mechanism to fine violators.

AM Treggi noted that a civil penalty is included in the rules. It can be enforced after the rules are adopted.

Chuck Brainerd said he has asked before about having items like this sent to tenants so they can be reviewed before the meeting. AM Treggi said the procedure is to send it to the Board and then to the City Commission. Chuck Brainerd said it should be sent to the tenants. It is not possible for the tenants to go through this during the meeting while it's being discussed. Chairman Lewis said he will have AM Treggi send it to him after the changes discussed today are made and he will send it out to his mailing list.

Alun Jones said if the tenants knew this was on the agenda for discussion there would be more of them in attendance. Charlie Weller said it should be sent to everyone. Perhaps the Chairman can send it out. Chairman Lewis said he normally sends the agenda to his e-mail list but he did not do it this month.

Charlie Weller said the Rules and Regulations are good. He repeated that the gates at SunAir need to be closed. AM Treggi said he does not believe these two gates have a big impact. Chairman Lewis said he has been on the airport six days a week since last March. He does not think these two gates are a problem. He thinks the problems are with other gates. Once the rules are adopted there will be an education process and then they will be enforced.

AM Treggi said once the City Commission adopts the rules they will be e-mailed to all tenants so everyone is aware. He believes it is best to send the final adopted version rather than several draft versions. Charlie Weller said the City Commission depends on the Airport Manager and this Board to act appropriately.

Chuck Brainerd said before any Rules and Regulations are adopted, he wants to know what they are. Chairman Lewis asked how the rules can be revised after they are approved by the City Commission. Charlie Weller said they will simply need to be amended.

Chairman Lewis entertained a motion to approve the Rules and Regulations as is with the small modifications as discussed. Charlie Weller seconded the motion and it was approved unanimously.

Chairman Lewis asked AM Treggi to send him the final version to be distributed to his e-mail list.

AM Treggi asked everyone to have patience with him. He is only one person, and sometimes something may slip.

Kim Weller said you can't have a policy and then not enforce it. The page on the screen right now talks about firearms not being allowed without the airport manager's permission. Chairman Lewis said he asked about this also. It will be changed to say that if someone is legally licensed they will be allowed to carry their weapon as authorized by Federal or State law. AM Treggi said if an individual has a license, they should know the rules. As long as they are following the law they are fine. Enforcement is a problem and it comes back to staffing.

Kim Weller said right now someone can walk right onto the airport anytime during the day. Some tenants have let unauthorized people in the gates. AM Treggi said having adopted Rules and Regulations will make enforcement easier. Kim Weller said she is referring to the gates. If gates are left open, it violates security. The City could be forced to repay the grants used to install the security system.

Chuck Brainerd said he is against just running this document through. There is a lot of important information here. It should be brought back to the next airport meeting. Too many things happen on this airport without the tenants knowing. If it is tabled, the Board will be able to get input from the tenants. AM Treggi said it will be on the agenda for two City Commission meetings. That provides an opportunity for input. It is very standard language.

Alun Jones said he agrees with Chuck Brainerd. If this goes to the Commission before everything is worked out it could be a problem. It should be e-mailed to the tenants so it can be discussed at this level.

AM Treggi said he was following City procedures by sending it to the Board for a recommendation to the City Commission. He will be happy to explain any questions. He will provide any information he has.

Chairman Lewis said he went through the document point by point. He only had a few questions which he sent to Leo. Alun Jones asked why there is a rush to get this through. Charlie Weller said he would propose that the changes discussed today be made to the document and then have the Chairman send it out. It can then be discussed at the next meeting.

Chairman Lewis made a motion to rescind his previous motion regarding approval of the Rules and Regulations. Charlie Weller seconded the motion and it was approved unanimously.

Charlie Weller made a motion to have the Chairman send out the proposed regulations with the changes discussed at this meeting to his e-mail distribution list. Alun Jones seconded the motion and it was approved unanimously.

## **Airport Manager Update**

AM Treggi provided the following information:

- The airport will host the Commemorative Air Force's AirPower History Tour February 24-26.
- The airport will host a Boy Scout camp out February 22-23. The event is being organized by the EAA.
- Staff is still trying to work out an Access Agreement with the Weir Condominium Hangar Association. A meeting will be held February 28<sup>th</sup> to discuss this further.
- The Supplemental Joint Participation Agreement with FDOT for taxiway K was approved by the City Commission. There is a cost reduction for the City by completing this project at the same time as taxiway A.
- The appraisal is being completed for the acquisition of land located behind Lowe's along the lake. Once the appraisal is done, it must be approved by FDOT before the purchase can move forward.
- The project to restore the pond behind the Airport Administration Building is in the procurement process. They are developing the bid documents now and it should go out for bid this month. Once a notice to proceed is issued, the project is estimated to take 30-60 days to complete.
- The air traffic control tower advised total operations for January increased by 131 compared to January 2013.

## **Project Update**

Michael Moon of Hanson Professional Services provided the following project information:

Lighting: The project is out for bid. There is a pre-proposal meeting scheduled for tomorrow. Proposals are due on March 11<sup>th</sup>.

Interim Airport Layout Plan Update: Layout plan sheets with all comments addressed have been sent back to FAA. They are waiting to hear back on those. The narrative is almost complete. They are still trying to address the FDOT comment regarding the seaplane ramp.

Taxiway A Realignment: The City has approved the JPA for the taxiway K realignment so the work can be done at the same time as taxiway A. The Hanson Task Order for the design was also approved as well as the change order for the contractor. They are waiting for FDOT to sign the JPA.

Charlie Weller asked for the cost of this project. AM Treggi said the cost with taxiway K is \$1.7 million. FAA is funding 90% on all except the taxiway K work. Taxiway K is funded by FDOT only.

Charlie Weller said taxiway K from taxiway A to the ARFF station needs to be moved. AM Treggi said that because taxiway K supports runway 3/21, FAA will not provide any funding for work on it.

Signage: The pre-application grant has been submitted to FAA. They are waiting for a task order for minor re-design work. This will not affect the lighting project.

Charlie Weller asked what it will cost to clean the pond behind the administration building. AM Treggi said the estimate is \$60,000 - \$70,000. They won't know the actual cost until the bids are opened.

Alun Jones noted that the lighting project was originally advertised as a design/build. He asked why the City cancelled that ad. Michael Moon said the City wanted the project done as a design/build. However, they later determined that the contract with Hanson did not allow for a design/build process.

### **New Business**

Chuck Brainerd said the painting work on the berm looks very good. He noted it would be good to have something on the other side.

Charlie Weller asked for the status of the Wipaire lease. AM Treggi said it is on the City Commission agenda for next Monday. They plan to purchase the Douglas/Shaffer hangar and add 5,000 sq. feet of office space.

Charlie Weller asked if corporate block hangar #1 has a separate electric meter. AM Treggi said he believes it does. He checked on that a long time ago, but he is not 100% sure. He will check again and e-mail the answer to the Board.

Chairman Lewis said Wipaire hosted a social here last month. There was a very good turnout, especially since this was the first one. About 60-75 people attended – many from off the airport. Chairman Lewis said Lee Webb has told him that in Minnesota the airport holds these events weekly. They are looking for other businesses to host these here and hope to have them twice a month.

### **Adjournment**

Charlie Weller made a motion to adjourn the meeting. David Lewis seconded the motion. The meeting adjourned at 6:58pm.

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Chairman

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Secretary