

**Airport Advisory Board Minutes
March 20, 2013, 5:30pm
Airport Administration Building
8807 Airport Boulevard
Leesburg, Florida**

Attendance: Alun Jones
Jake Kertz
David Lewis

Call to Order

Chairman David Lewis called the meeting to order at 5:39pm.

Chuck Brainerd gave the invocation and led the Pledge of Allegiance.

Chairman Lewis advised Board members Jon VanderLey and Charlie Weller are unable to attend this meeting.

Approval of Minutes from February 20, 2013 Meeting

Chairman Lewis asked if all members had read the minutes from the February 20, 2013 meeting. He moved to approve the minutes. Alun Jones seconded the motion and it was approved unanimously.

Board Secretary Pam Hester read into the record *Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Public Officers* that was submitted by Lester Coggins and is part of the minutes from the February 20th meeting.

Chairman Lewis noted that he met with Lisa Waters and Michael Moon from Hanson Professional Services earlier in the week to discuss the Airport Layout Plan. He said he met with them as an individual and not in his capacity as Chairman of the Airport Advisory Board.

Tower Closing

Chairman Lewis asked Deputy City manager (DCM) Doug Drymon to give an update on the latest information regarding the planned closing of the air traffic control tower (ATCT).

DCM Drymon said there has been a lot of correspondence going around regarding the plan to defund the contract tower program. The last thing he heard is the FAA will make a decision on Friday. He suggested that everyone continue to e-mail their legislators. There is also a White House petition that can be signed on-line. There needs to be more pressure on Senators to allow the amendment that provides emergency federal funding to be released to the FAA for this program to get to the Senate floor.

He has been in contact with Congressman Daniel Webster's offices, locally and in Washington. Congressman Webster has visited this airport and has an interest in it. The Congressman has sent a letter to Michael Huerta at the FAA. His office is keeping City staff up to date on this matter.

DCM Drymon said he has heard that some airports are considering a lawsuit against the FAA. Others are looking at self-funding their towers. For Leesburg, the cost to self-fund would be between \$300,000 and \$500,000.

Noise Abatement

Chairman Lewis asked DCM Drymon if there has been anything new with regard to noise complaints since the February meeting. DCM Drymon said Fred Sanchez has been tied up with the impending closure of the ATCT, and has not had an opportunity to work on a noise plan. There has been only one noise complaint since February. It was made by a resident of the Plantation development regarding a low-flying airplane. The complainant did not get any identifying markings so there is no way to find out for sure where the aircraft came from. It is thought it may have been a SeaRay.

Chairman Lewis introduced Jake Kertz as the newest member of the Airport Advisory Board.

Planning for Future Activities

Chairman Lewis said there are no specific activities to discuss. The Board is seeking suggestions for events to increase activity at the airport. He encouraged anyone who has an idea to contact a Board member.

Chairman Lewis noted that at this time the priorities for the Board are the lease policy, certain lease renewals and the ALP update. As a result, activity planning has been placed on the back burner.

Airport Layout Plan (ALP) Update vs. "Fast Track" Master Plan Update

Chairman Lewis said there has been some conversation on the merits of doing an Airport Layout Plan Update (ALPU) versus a "fast track" Master Plan Update (MPU). Michael Moon has advised that an ALPU can be completed quicker than a fast track Master Plan.

Michael Moon said the work done on the ALPU will feed into the MPU that is scheduled in about three years. The work on the ALPU is not a wasted effort.

Update from the Airport Manager

DCM Drymon provided the following information.

A meeting was held at the airport yesterday to discuss the gates for the security fencing project. Jim Wikstrom from FDOT was in attendance to hear all of the proposed alternatives for the gates.

As most people are aware the NDB has been out of service for some time. It is an older piece of equipment and the parts are difficult to find. Our technician was finally able to locate the necessary part and it should be installed within the next two weeks.

He is working with Jennifer Ganley of the FAA on the Taxiway A Realignment project. This is a piece of the overall project that includes the float plane ramp.

The process to update the Joint Automated Capital Improvement Program (JACIP) was recently completed. This mechanism is used by both FAA and FDOT in the grant funding process. The signage project that was budgeted for this year has been moved back one year and the realignment project has been moved up one year.

Michael Hodges of Airport Business Solutions has been at the airport to begin the appraisal process on several sites. This is part of the on-going lease update issue. It is hoped his work will be complete in a couple of weeks. The results will be used as the basis to begin negotiations.

The Task Order from Hanson Professional Services and the Joint Participation Agreement (JPA) from FDOT for the ALPU will be on the next City Commission agenda for consideration. The JPA provides 80% of the funding for the project. These funds were made available through reprogramming the ILS monies. Total cost is \$48,034. The City's match portion will be \$9,067. These matching funds will be transferred from the City's budget for the signage project to the ALPU project. It will take 120 days to complete the ALPU. This must be done before funding will be provided for many of the other projects being considered. Chairman Lewis made a motion to advise the City Commission to transfer funds from the signage project to the ALPU. Jake Kertz seconded the motion and it was approved unanimously.

Project Update

Michael Moon provided the following information on projects.

ALPU – It will take some time from the date the City Commission approves the JPA until it is fully executed by FDOT. Hanson cannot begin work until that is done. They will move forward as soon as they are advised that the JPA is complete and a *Notice to Proceed* is issued by the City. The first step will be to clean up the existing ALP to show new projects that have been completed since the last update, remove projects that are no longer planned and update land use designations. After that a public workshop will be held with this Board. It will probably take three to four hours. He noted that it is very important for the meeting to be productive. They have a short time frame to get this done so every minute counts.

DCM Drymon said Hanson will assist the City with completing a FAA Form 7480-1. This form is used to submit the required notice that the airport plans to establish a seaplane base concurrent with the ALPU. There will be several meetings held during the ALPU process. They want active participation from everyone at the airport and the Leesburg community.

Fencing Project – DCM Drymon said the original estimate for the fencing project was \$553,787.50. The bid that was accepted from Electric Services, Inc. (ESI) was only \$430,718.95. The difference is \$123,068.55. Some of the alternatives presented for changing the gates fall within that amount. It is now up to FDOT to decide if they will allow that difference to be used to pay for this change. FDOT must also issue a decision as to whether any additional costs will be funded at 100% or 80%.

Michael Moon introduced Andy Brenneis from Apronics to discuss the gate alternatives. He is their subcontractor who is overseeing this project. Andy Brenneis said four options were presented to FDOT. Option 1 is for 4 cantilever gates (2 at each end of Airport Boulevard) that slide from the center. The preliminary cost difference for Option 1 is \$40,919.41. Option 2 is gates that meet in the center of the road and then swing open. That cost is \$31,376. Both of these costs are for schedule 40 steel. Options 3 and 4 are for the same gates built from aluminum instead of steel. They are still waiting for the prices on the schedule 40 - 2" square aluminum. The cost difference for just the framework is about 40% more for aluminum vs. steel pipe. The construction costs are also higher due to the extra work involved in dealing with aluminum. Those prices should be in by Monday. They are also looking at putting mag-locks on the gates to prevent them from being pulled open.

Charles Bondar said swing gates often malfunction and sag in the middle. Also, cars have to stop a significant distance behind them for the gates to open properly. Andy Brenneis said this type of gate must have the proper support system. If the swing style gate is chosen, he will ensure they are built properly. Chuck Brainerd asked if the old gates will be rehabbed or if new gates will be purchased. DCM Drymon said it will be new gates and new mechanisms. He believes the swing gates are the best way to go. They address many concerns including allowing only one lane of traffic access at a time. The aluminum gates are lighter so will cause less wear and tear on the mechanisms so that would be preferable. Chuck Brainerd said hydraulic gates are the best. Andy Brenneis said hydraulics for swing gates cost \$18,000 - \$25,000 per gate operator and this plan has four gates. This would add a significant expense to the project. The operator being considered for these gates has a proven track record. There are currently two units at Pennbrooke that open and close 3000 times per month and have had no issues.

Charles Bondar asked what emergency procedure is in place if the gates fail. He also asked if the tower can control the gates. Chairman Lewis said the tower cannot control the gates. If a gate fails they will use the current protocol. The first option is to call the airport manager. If it is after hours, the staff at the ARFF station can be contacted. The firefighters have been trained on basic repairs and emergency procedures and do very well. Paul Soule noted that these gates are for vehicular traffic only so it does not affect aircraft. He also noted that if the gates on one end of Airport Boulevard are malfunctioning you can go back to 441 and drive to the gates on other side. Charles Bondar asked how the gates will be opened. Andy Brenneis said they will use a proximity card. There is also a keypad on the unit but it will be up to the City to decide if that is used. There is also a call feature that can be used to contact airport tenants.

Chairman Lewis asked when a decision will be made on the gates. DCM Drymon said once the costs for the aluminum gates are received they will be submitted to FDOT. They expect to receive an answer from FDOT within a few weeks.

Lighting – Hanson was retained to develop the design criteria for this project. That work has been completed and turned over to the City. Charles Bondar asked if there will be work near the runways or taxiways that will require them to be closed. If so, how will pilots be notified if the tower is closed by the FAA. Michael Moon said there will be NOTAMS issued and the contractor will ensure that the closed areas are properly barricaded.

Taxiway A Re-alignment – The grant pre-application documentation has been submitted to FAA.

Beacon Relocation – The site visit by the structural engineer has been scheduled.

Chairman Lewis asked for the status on the low level lighting system. DCM Drymon said that due to the myriad of other issues they are dealing with, this item has been placed on the back burner.

New Business

Alun Jones said in the earlier discussion regarding noise complaints it was mentioned the aircraft might have been a SeaRay. He noted there is a SeaRay factory on Hwy. 19 and suggested that someone contact them with regard to the complaint. Chairman Lewis said that since it was a single complaint he does not believe there is a need to do that at this time.

Don Disher asked if the City is actively seeking an Airport Manager. DCM Drymon said he and ICM Sharp are currently interviewing candidates for the position of Airport Operations Manager. They hope to make a decision in the next few days.

Don Disher asked if the position is for an Airport Manager or an Airport Operations Manager. DCM Drymon said the position is for an Airport Operations Manager. A decision was made to change the position to part-time for budgetary reasons. Some of the responsibilities, particularly those dealing with grant projects, that were handled by the full-time Airport Manager will now remain with the Deputy City Manager. The Airport Operations Manager will primarily be concerned with the day to day maintenance operations of the airport. They will not have too much involvement with activities that deal with the FAA and FDOT. Don Disher says that is a concern to him. It seems like the airport needs a full fledged manager.

ICM Sharp said that as DCM Drymon indicated, the decision to change the position to part-time was made largely for budgetary reasons. However, his observation during his interim period is that while that thought process was valid at the time, it may need to be reconsidered. He noted that the budgetary issue still exists. The position will be hired as part-time. Some of the issues the Deputy City Manager has taken on such as customer service and responsiveness lend to reconsideration of the need for a full-time manager. He intends to introduce the change back to full-time as part of the budget process. It is premature for a full-fledged discussion on this at this time.

Don Disher asked how an individual is appointed to the Airport Advisory Board. Chairman Lewis said each City Commissioner appoints one person. It is up to each Commissioner to name someone and the City Manager's Office then ensures the appointee meets the requirements for placement on the Board. Sandy Bondar asked who appointed Charlie Weller to the Board. Chairman Lewis said Mr. Weller was appointed by Commissioner John Christian. Chairman Lewis noted that Commissioner Christian has the right to appoint whoever he would like to serve on the Board.

Adjournment

Chairman Lewis called to adjourn the meeting. Alun Jones seconded the motion and the meeting adjourned at 6:30pm.

Chairman

Secretary