**Airport Advisory Board Minutes**
**May 15, 2013, 5:30pm**
**Airport Administration Building**
**8807 Airport Boulevard**
**Leesburg, Florida**

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

## Call to Order

Chairman David Lewis called the meeting to order at 5:33pm.

Commissioner John Christian gave the invocation. Chairman Lewis led the Pledge of Allegiance.

## Approval of Minutes from April 17, 2013 Meeting

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

## Presentation by Brainerd Helicopter

Chairman Lewis said Brainerd Helicopter has put together a PowerPoint presentation. He believes some of the information may be beneficial for the studies involved in the Airport Layout Plan Update (ALPU) project. He would like Board approval for the presentation to be made before the discussion. Alun Jones made a motion to allow the presentation. Jake Kertz seconded the motion and it was approved unanimously.

Lisa Waters of Hanson Professional Services requested that the PowerPoint presentation be part of the official minutes of the meeting. Chairman Lewis said he will make sure a copy is provided so it can be included in the minutes.

Bart Brainerd of Brainerd Helicopters reviewed the PowerPoint presentation (See Exhibit A).

After the PowerPoint presentation Chuck Brainerd noted there is a 30 minute City Commission Workshop scheduled for 5:00pm on May 28th to discuss the lease policy. He asked what policy will be discussed. Deputy City Manager (DCM) Doug Drymon said the policy that will be considered is the one that was reviewed at the February 20th AAB meeting. Chairman Lewis asked Chuck Brainerd to get with DCM Drymon to discuss this matter.

DRAFT

Charlie Weller said he believes the proposed policy is flawed and is also very complicated. Any policy for the airport needs to satisfy the tenants as well as ensure the City gets an appropriate return on investment (ROI). It should not go to the City Commission in its current form.

Chairman Lewis said the meeting needs to move on to the next item. Chuck Brainerd said this discussion needs to continue. It is important. There needs to be a workshop on this policy. Thirty minutes is not enough. It needs to be an all day meeting at a minimum. Chairman Lewis said the Workshop should be held as scheduled. If thirty minutes is not enough, more time can be requested.

Charlie Weller said this Board should make a recommendation that the lease policy be pulled from the May 28th City Commission agenda until a sensible proposal can be brought forward to the Commission. Chairman Lewis said this item should not be tabled to an unforeseen time. Chuck Brainerd said there needs to be a proper proposal from the Airport Advisory Board. This policy is awful. The rent matrix must be changed.

Charlie Weller again recommended pulling the item from the City Commission agenda. He said a date should be chosen to meet and work out a lease procedure to bring back to the Commission. Alun Jones said the Commission Workshop should not be cancelled. He suggested having a workshop with the AAB in advance to work on the lease policy. Chairman Lewis made a motion for the Airport Manager and Deputy City Manager to establish a date for a workshop before the next City Commission meeting. Charlie Weller seconded the motion and it was approved unanimously.

**Airport Layout Plan Update Discussion**

Michael Moon from Hanson Professional Services said there are three boards on display in the conference room. They will be left here for everyone to look over after the meeting. The first board is the FAA design criteria for runways, taxiways, etc. The second board focuses on existing conditions at the airport. This is very important. This information must be done before the project can move to the forecasting phase. He noted there are some blank spaces on the data chart where some items need to be recalculated due to changes such as the runway extension. The third board is the draft Airport Layout Plan. Everything that is currently on the airport should be shown on this map. It is a picture of how the airport looks today.

Lisa Waters of Hanson Professional Services said that questions or corrections regarding the information on the boards (data sheet and existing layout) and the draft Technical Memorandum should be passed on to Airport Operations Manager (AOM) Leo Treggi. He will forward it to her. They must have all update information by May 23rd.

Lisa Waters briefly reviewed the draft Technical Memorandum (see Exhibit B). It is a ten page report. Because this is a brief ALP update, many steps required for a full Master Plan update can be skipped. However, they must still meet FAA and FDOT requirements.

DRAFT

She noted that since the last Master Plan Update there have been 16 projects completed at the airport. Several projects were pretty significant. The next version of the ALP will include more detail such as building numbers and tenant information. She said they need input from tenants in several areas. She asked everyone to review the last paragraph on page four of the Technical Memorandum for accuracy. She also asked that the list of primary tenants on page five be carefully reviewed. On page six airport operation counts are discussed. This information is from the air traffic control tower so it should be correct. If anything looks inaccurate, please let AOM Treggi know. One of the most difficult areas to get accurate information on is fleet mix and based aircraft. Please review the related information in table 5 on page seven very carefully. It is important that the mix of aircraft is characterized as accurately as possible. The number of helicopters, float planes and jets are especially important because that will have an Impact on the design criteria for the airport.

The rest of the memo discusses the next steps in the process. This is the easiest meeting for this project. The next meeting will be more detailed with forecasts, facility requirements, and areas for aviation and non-aviation uses (airside and land side). The next meeting will be June 19th. She reminded everyone to get their information to AOM Treggi by May 23rd so Hanson can input everything into their documents in time for the June 19th meeting.

Chairman Lewis suggested that AOM Treggi take the information in the Technical Memorandum and visit each business to request their review and update. If you wait for people to come to AOM Treggi it may not happen. Charlie Weller asked for AOM Treggi's phone number. AOM Treggi distributed business cards to those in attendance.

Lisa Waters said their goal is to have this completed and submitted to FAA and FDOT by the first week of October. There is a lot to accomplish to meet that date. The next report will include updates to this memorandum plus the next section which is forecasts and facility requirements. One of the limits on this task when it was approved by FDOT was limiting the forecast to a consolidation of the Florida Aviation System Plan (FASP) and the FAA's Terminal Area Forecast (TAF). They will take a very close look at these numbers. If their information shows a deviation from these numbers they will have to provide proof/explanation/justification as to why.

Chairman Lewis asked how they will forecast traffic for Wipaire and the 141 school at SunAir. Lee Webb said they can provide numbers for Wipaire. Lisa Waters said those are very important factors and could affect the TAF.

Chairman Lewis asked if it is possible to recover land usage from any of the drainage ponds. The water goes into the lake anyway. Charlie Weller said St. Johns River Water Management District dictates the number and size of ponds. Jon VanderLey said the ponds are required to hold a certain amount of water before it goes to the lake. Lisa Waters said they can check on that, but that issue may not be able to be addressed in this ALPU. She noted that the loss of the pond would have to be addressed in another way.

Charlie Weller said the land on the south side of the airport should be checked to see what is actually available for use. It has been mentioned in the past that there

DRAFT

may be some usable land over there. Chairman Lewis said acquisition of adjacent land need to be looked at. Lisa Waters said a property map update is not included with this scope. That is where these issues would fall. That will be done when the full blown Master Plan is done in the future.

Charlie Weller asked if there is a project planned to reclaim the displaced threshold on RW 13. The airport should try to reclaim that 300'. It would be beneficial for jet traffic. However, that will require topping trees on 13, lowering power lines 441 and lowering the cupola on the Comcast building. He also noted that the magnetic headings for the runways are somewhat off. Runway 31 is actually 32°. Lisa Waters said an approach survey was done at the end of the extension project. They will look at that closely.

Michael Moon asked that the list of businesses on page five be reviewed. He asked that the services provided by the company be checked, not just the names. Lisa Waters said they need to characterize the businesses in the best way possible.

Charlie Weller said it costs about $800,000 annually to operate the airport from the General Fund. That does not include matching funds for capital. He suggested that the City consider selling the airport to a private owner. The FAA can be petitioned to allow the sale. The new owner would be required to operate the airport in the same manner. He believes it could operate better outside of City constraints. Dave Taisch asked how much the airport receives in revenue. DCM Drymon said the airport has made slight gain in the last two years. Michael Moon noted that any money generated by the airport must stay on the airport.

Dave Taisch said the idea to sell the airport is offline if it is making money. A separate Airport Authority might be a better idea. Chairman Lewis said they have discussed going to an Airport Authority. However, before that decision can be made they need the revenue numbers and that has never been provided. Chairman Lewis asked Tim Shea and Justin Edwards to comment on the difference between the current AAB and an Authority. Tim Shea said members of an Authority are appointed by the governor. The City retains ownership of the airport and is the sponsor of record. The budget would go through the City. There are two types of Authorities – dependent and independent. The charter determines the type. There are pros and cons to both. Michael Moon noted that a dependent Authority is established by the City Commission. An independent Authority is established by the State legislature. AOM Treggi said the governor, City and County could all have the right to appoint Board members. The grant process would remain the same. Many airports do this to make the Board less political and separate it from government activity. There is not much economic benefit.

Board Secretary Pam Hester noted that part of the reason the airport has shown a profit recently is that the City has received more grant funding that usual through programs such as the ARRA. Many projects were funded at 95% or more. However, in years where only FDOT grant money is received and a 20% match is required the airport's profit will be much less or even nothing. DCM Drymon said there are some costs related to support services for the airport that are currently absorbed by the City. The ARFF station and accounting functions are two examples of support costs that are not paid by the airport because it is part of the General

DRAFT

Fund. Over the years the General Fund has contributed to funding capital projects for the airport. The AAB has been shown the dollar amount invested in capital. Chuck Brainerd said he has been trying to get information from the City. FAA Grant Assurances say the airport must pay for itself. It is not good accounting practices for airport money to go to the General Fund. Money can be sloshed around there. Charlie Weller said he agrees that the money should not be in the General Fund. This violates FAA rules.

Dave Taisch said he is concerned about the suggestion to privatize. He asked if that would reduce the airport's ability to get Federal funding. He also wonders if it would limit input from the users.

Justin Edwards said there are two issues – the airport authority and privatization. The authority concept would allow the airport to operate on its own. Privatization can be a private owner or an independent authority. Based on the information he has heard today and over the past year about this airport, he does not believe the establishment of an authority is a good idea at this time. If the airport becomes independent it would be solely responsible to fund itself. It would have to cover the matching share of all grant funding, plus operating expenses. If the cost of support services currently covered by the City is added to that the airport will be in the red. Dave Taisch said in that circumstance a private owner would go out of business. Justin Edwards said it would be hard to find a private investor. Dave Taisch said that as a user privatization would be bad. Justine Edwards said it could drive up fees because that company would be in the business to make money. Charlie Weller said there have been private companies that bought airports and received State and Federal grants. Justin Edwards again said he does not believe this is the right time to consider this.

**Project Update**

Michael Moon of Hanson Professional Services provided the following information on projects. He said not much has changed since the last meeting.

Lighting – The design/build for this project has been completed and turned over to the City. The Purchasing Department will be putting it out for bid on Monday.

Rotating Beacon Analysis – The analysis by the structural engineer was completed March 29th. The report was finished on April 27th and has been submitted to the City.

ALPU – This was reviewed in the earlier discussion.

Taxiway Project – FDOT has requested that this project be broken down into three Task Orders – Taxiway A re-alignment, Taxiway extension to the property line and the Extension for the seaplane base. The Task Orders for these phases have been submitted for review.

Security Fencing Project – This project is underway. It is scheduled for completion by August 1st. The change order for the gates added 30 days to the project timeline.

DRAFT

**Airport Manager Update**

Fire Lieutenant David Richardson said he is stationed at the ARFF building. They were tasked with finding a system to identify airport buildings from the ramp side of the airport. There was a suggestion that an alphabetic or zone system be developed. After much discussion they determined the best thing would be to simply add numbers identifying the regular address to the airside of each building. They have a NDT monitor in the fire truck that will take them to the location based only on the building number and airport name. There was also a question about the numbering order of gates. They would suggest that the gates be renumbered so they are in order starting with gate 1 at the condo hangars and working east. There will be some changes to the numbers of the gates in the middle section. Paul Reason asked if the air traffic control tower has direct contact to the fire station. Lt. Richardson said the tower can call the station and that is the quickest way to summon help during the tower's operating hours. Chairman Lewis noted that the City t-hangars are in the middle of the airport and asked how they will find that location. Lt. Richardson said the dispatchers will obtain enough information for them to determine that is the location where they are needed. Chuck Brainerd said the Board should make a motion to change the City Code to require this. Charlie Weller made a motion to change the gate numbers with reflective material and to number all buildings with standard-sized reflective numbers on the front and back of the buildings. Jon VanderLey seconded the motion and it passed unanimously.

Alun Jones asked if they ever leave the airport for a call. Lt. Richardson said the ARFF truck never leaves the airport. The ladder truck at the station does respond to calls off the airport. Alun Jones said the fire truck is part of the airport. It is rarely used. The ladder truck is used many times. His point is that it is not strictly an airport station. It is a dual purpose station; therefore, the airport should not have to pay for it. Chairman Lewis said the airport does not pay for the station. DCM verified that there is no charge to the airport for the fire station. Alun Jones asked if there was ever a call for the ARFF truck. Lt. Richardson said there was a fire in a large track hoe during the runway extension project. Due to the design of that piece of equipment it was very similar to an aircraft fire. He noted that just prepared a report for the period of 2008 – 2012 that included 55 pages of instances at the airport. It includes things like aircraft standbys, glass on runway, animals, etc.

AOM Treggi gave the Board members a copy of an Excel spreadsheet showing expenses and revenue for the airport. The font size is very small so he will be glad to e-mail a copy if needed.

The air traffic control tower will remain open for the rest of the Federal fiscal year. The battle is not over for contract towers. He encouraged everyone to continue to contact their legislators regarding this matter.

The vacant lot on US 441 near the doctor's office has been leased to Phillips Toyota for parking cars. The contract calls for $1500 per month. It is a three month term and then goes month-to-month if they still need to use the area. This was a good opportunity to earn extra money for the airport and still allow the property to be marketed.

DRAFT

He encouraged everyone to send aircraft count information to him for use in the ALPU. They need to get this process going. A good count is very important.

He has had discussions with the Property Appraiser's Office regarding taxes on airside hangars. They have agreed to remove the t-hangars and airside hangars from the tax rolls. This will save the airport approximately $15,000 per year.

With regard to the lease process, he apologizes that this has taken so long. He wants everyone to know that their businesses are appreciated. They are working to get the best solution that is fair for both the City and the businesses. It is in the best interest of everyone to settle this issue. He asked anyone who has an issue with the airport to come and talk to him. His working hours are limited due to the part-time status of the position, but he is here to help.

AOM Treggi said the airport budget can sometimes be confusing because it is not an enterprise fund. He is working towards eventually having it set up as an enterprise fund. He does feel the airport is capable of supporting itself. He believes it will take about $500,000 to run the airport this year. It will earn about $900,000. A little over $300,000 should be available for capital projects. He noted that whatever money the airport makes is used to cover operating and capital costs. It may be possible to add some amenities this year. He asked for patience while they go through the budget process.

He said the City has been investing money in the airport. Because it is not a separate enterprise fund it may look like it is going to other parts of the City. The airport gets money from FAA, FDOT and leases. It is important to have fair leases so income is available to improve the airport. The FAA Grant Assurances say there must be fair and reasonable value for leases. Since 1995 there have been many projects completed that cost a lot of money. Some years the airport made money and some years it didn't. As of now the airport owes the General Fund about $5.3 million. They are still trying to determine how the airport will pay that back if an enterprise fund is established. He will keep the Board updated on this process.

Charlie Weller said the State requires the City to have an accounting system to segregate all airport funds. DCM Drymon said all funds – revenues and expenditures – are accounted for. Charlie Weller said Jim Wikstrom at FDOT should be contacted regarding this procedure. The City can't truly identify the money being made from the airport because it goes all over. DCM Drymon said it does not go all over. Charlie Weller said it goes into a general account and the general account pays different things. It is not in a separate accounting system. He said he sent the proper procedure to former CM Evans. Chairman Lewis said he agrees with Mr. Weller. FDOT suggests that the money go into a separate account that is easily traced for auditing purposes.

Board Secretary Pam Hester said that although the airport money is under the General Fund, there are specific, easily identified accounts for the airport. Each type of revenue and expense is tracked in a certain account number. While this may not satisfy the FAA rule, everyone should understand that the airport money is not in one big pot with the rest of the General Fund. It is definitely differentiated within the City's accounting system.

DRAFT

Chairman Lewis said the report shows a sale of real estate in F 97/98 in the amount of $205,837.27. It is his understanding that this should have been put in a separate account and FAA and FDOT should have been notified of the sale. Charlie Weller noted that the property sale in FY 06/07 was the site for the Hampton Inn. A procedure needs to be set up to comply with the regulations. AOM Treggi said he realized this was an issue as soon as he started at the airport, and he is working to address it. Setting up an enterprise fund will solve most of the concerns.

Charlie Weller said building more t-hangars is a way to develop more income for the airport. AOM Treggi said he would love to be able to do that. Charlie Weller said grant funding is available at a rate of 80% for site preparation and 50% for hangar construction. Justin Edwards noted that FDOT recently stopped funding t-hangars. Chuck Brainerd said during a recent meeting, Mr. Sharp told him the City should quit being a landlord. The airport can lease land to a private company to build t-hangars and will get a better hangar. The City's first row of t-hangars is substandard and sub-sized. Private industry can do it better. If the City needs money, they should sell some of their resources like the hangars they already have.

AOM Treggi said he is developing a marketing strategy. Also, he noted that any properties bought or built using grant funds have restrictions on them with regards to their sale. Charlie Weller said the current City t-hangars were built to a design approved by FDOT. He noted that FDOT may have stopped funding t-hangars because in South Florida there is a surplus. However, we have a waiting list so it may be possible for us to get a grant. AOM Treggi said he will check on that. There is currently over 30 people on the waiting list. Charlie Weller said 22 hangars can be built on the site of the old tractor building. The return on investment in today's dollars is 12%-13%. That is how everything on the airport should be looked at. AOM Treggi said he is very interested in projects that benefit the airport economically, improve capacity and add value for the tenants.

Chairman Lewis asked if a balance sheet for the airport can be provided to the Board on a monthly basis. AOM Treggi said he will work on that.

**New Business**

Chairman Lewis asked the Board members and public in attendance if anyone had new business for discussion. There was no new business.

**Adjournment**

Charlie Weller made a motion to adjourn the meeting. Alun Jones seconded the motion. The meeting adjourned at 7:14pm.

_____
Chairman

_____
Secretary

DRAFT

# Leesburg Lease Policy and Market Overview

Bart Brainerd

May 15, 2013

EXHIBIT A (15 Pages)

# Table of Contents


- Airport History
- Current Lessee Agreements
- Market Rent Analysis
- Comparative Values
- FDOT/FAA standards

# Leesburg International Airport Facts

- Airport has been in existence since 1942, it began as an Army base and was turned over to the city of Leesburg in 1945.
- It is 650 acres[1]
- Employs at least 125 employees directly[2]
- A few tenants have been at the airport for in excess of 40 years and one tenant 50+ years
- The airport has experienced several spurts of growth in the late 80's to early 90's and again in the late 90's to early 2000's. Since then economic development at the airport has slowed markedly along with the economy.

1 Hanson Professional Services Inc. (May 14, 2013) ALP Update and Narrative Report
2 Polled from current companies located at Airport

# Airport Lease Composition

Currently there are 20 Leased properties at the Leesburg International Airport comprising 15 tenants

1 Lease originated in 1960
2 lease originated in the 70's
2 leases originated in the 80's
8 leases originated in the 90's
8 leases originated in the 2000's
    2 new leases in the last 5 years to the same company
    2 lease renegotiations in the last 5 years
1 potential for business with possible new Lessee in 2013

Data provided by current leaseholds on file with City of Leesburg, FL

# Current Lease Projections

In the next 5 years, 7 of the current leases will end

In the next 10 years, a total of 15 leases are scheduled to end, 75% of the airport's leaseholds

6 of the 15 Lessees representing a total of 10 Lease Holds are asking to renegotiate their leases for a base 30 year period with 2 10 year extensions thereby helping to ensure the stability of the airport and the revenue it generates for the next 3 decades.

Currently the average rate for land leased at the airport is 9.4 cents/sq. ft./yr.

Data provided by current leaseholds on file with City of Leesburg, FL

# Economic Development

Current average wage at Leesburg International Airport is $60,000

Currently there are in excess 125 employees at the airport represent an approximate direct payroll of $7.5 million

Wipaire proposes to increase airport employment by an additional 50% bringing in excess of additional payroll per year of $3 million, and an initial investment of over $4 million in infrastructure. [1]

Brainerd Helicopters proposes to increase its airport employment by an 11 additional employees proposing to increase it's payroll in excess of an additional $1 million. Additionally more space will also need to be acquired or built.

In 2010 Florida Dept. of Transportation pegged the total economic impact of the Leesburg International Airport at 63.7 million.[2]

1 Webb, Lee May 2013, Information confirmed with Lee Webb, VP Aircraft Services, Wipaire Inc.
2 Florida DOT (March 2010) www.dot.state.fl.us/aviation/pdfs/LeesburgInt.pdf

# Current Issues

In response to the Lessees request for Lease renegotiations, the City Manager commissioned a Market Rent Analysis with the firm Airport Business Solutions, at a cost of $10,500.00.[1]

The Market Rent Analysis suggested a rate of $0.15 sq. ft./yr. might be appropriate for ground lease rates.[2]

It is the Lessees opinion that the market rent analysis is flawed and does not represent the economic factors and an accurate reflection of current market conditions.

1 City of Leesburg, (3/19/2013) Receipt for Invoice for Purchase Order Number 528996, for Market Rent Analysis for $10,500
2 Hodges, Michael MAI Airport Business Solutions (4/11/2013) Market Rent Analysis And Appraisal Brainerd Helicopters Leasehold 8846-8858 Airport Blvd

# Market Rent Analysis Review

The Market Rent Analysis used incorrect data for it's opinion- including leased square footage.[1]

Also the Analysis did not follow recommended FDOT/FAA guidelines for determining market value and market rent of Airport Property, Factors that are recommended for a rent analysis to be determined include:

i.e.
- Size of metropolitan area[2]
- Number of operations[2]
- Number of based aircraft[2]
- Fixed based operators and services provided[2]
- Airport size[2]
- Size of the evaluated parcel[2]

1 Hodges, Michael MAI Airport Business Solutions (4/11/2013) Market Rent Analysis And Appraisal Brainerd Helicopters Leasehold 8846-8858 Airport Blvd
2 Florida Dept. of Transportation (April 2012) Guidelines for Determining Market Value & Market Rent of Airport Property

# Market Rent Analysis Inconsistencies

2 of the comps provided in the Market Rent Analysis are owned and operated by the largest metropolitan airport authority in the state of Florida(JAX), the city that operates these 2 airports is 39 times larger by population than the city of Leesburg for example.[1]

3 of the comps provided in the market rent analysis are located close to or on the coast where property values are substantially higher than the greater Leesburg area. [2]

The average land lease rate from the comps in the market rent analysis is 17.8 cents per sq. ft./yr. not $0.15 as stated in the Market Rent Analysis. [2]

1 United States Census 2010, Data by State and City
3 Hodges, Michael MAI (4/11/2013) Comps for Market Rent Analysis And Appraisal Brainerd Helicopters Leasehold 8846-8858 Airport Blvd

# Current Leases/Lessees

| Location | Monthly Rent Start/Current | Yearly Total Start/Curent | Property Sq. Ft. | Price Sq Ft/Yr Start/Current | Contract Start | Contract End |
|---|---|---|---|---|---|---|
| Airport Blvd. | $0.83 | $10.00 | 23415.88 | $0.0004 | 9/26/2011 | 9/26/2016 |
| Airport Blvd. | $0.83 | $10.00 | 23156.00 | $0.0004 | 9/26/2011 | 3/10/2036 |
| Airport Blvd. | $289.92/$336.21 | $3,479.04/$4,034.52 | 28991.74 | $.12/$.13 | 6/1/2001 | 3/31/2032 |
| Airport Blvd. | $117.65/$199.21 | $1,411.80/$2,390.52 | 23528.50 | $.06/$.10 | 11/1/1988 | 10/31/2013 |
| Airport Blvd. | NA/$682.94 | NA/$8,195.28 | 81222.63 | NA/$.10 | 10/12/1992 | 5/31/2023 |
| Airport Blvd. | NA/$375.61 | NA/$4,507.32 | 23357.00 | NA/$.19 | 8/1/2001 | 8/1/2021 |
| Echo Dr. | NA/$141.36 | NA/$1696.32 | 50168.85 | NA/$0.03 | 4/13/1998 | 4/13/2018 |
| Echo Dr. | NA/$224.83 | $/$2,697.96 | 25002.59 | NA/$.10 | 6/8/1998 | 6/8/2018 |
| Echo Dr. | $300.00/$584.37 | 3,600.00/7,012.44 | 60608.00 | $.05/$.11 | 1/8/1990 | 1/31/2015 |
| Undeveloped Land | NA/$364.32 | $/$2,697.96 | 145728.00 | NA/$.03 | 1/26/2009 | 1/26/2029 |
| Echo Dr. | NA/$243.08 | NA/$2,916.96 | 24307.57 | NA/$.12 | 3/12/2007 | 4/23/2028 |
| Echo Dr. | $111.12/$150.63 | $1,333.44/$1,807.56 | 16669.14 | $.07/$.10 | 1/28/1998 | 1/28/2023 |
| Echo Dr. | $384.44/$462.95 | $4,613.39/$5,555.40 | 57667.43 | $.08/$.09 | 6/10/1996 | 6/10/2023 |
| Airport Blvd. | $129.49/$197.36 | $1,533.88/$2,368.32 | 22199.00 | $.06/$.10 | 10/1/1992 | 9/30/2017 |
| Airport Blvd. | $136.07/$214.96 | $1,632.84/$2,579.52 | 22724.00 | $.07/$.11 | 12/26/1995 | 12/31/2027 |
| Airport Blvd. | $246.48/$332.01 | $2,957.76/$3,984.12 | 26447.75 | $.08/$.15 | 8/25/1999 | 8/25/2019 |
| Airport Blvd. | $126.11/$322.31 | $1,516.32/$3,867.72 | 25221.10 | $.06/$.15 | 6/25/2001 | 6/25/2021 |
| Echo Dr. | $43.00/$80.37 | $516.00/$966.45 | 30450.00 | $.016/$.03 | 12/1/1998 | 12/31/2013 |
| Echo Dr. | $633.40/$859.01 | $7,600.80/$10,308.12 | 95009.67 | $.08/$.10 | 10/12/1998 | 8/9/2019 |
| Echo Dr. | $298.60/$362.88 | $3,583.20/$4,354.56 | 29860.45 | $.11/$.14 | 8/1/2002 | 8/1/2022 |
| | | $71,961.05 | 835,734.92 | Average $.094 | | |

Data from current leaseholds on file with City of Leesburg, FL

# Market Rent Analysis Airport and Cities [1]

| Airport | City | Pop. | Area | Annual Opts. | Based Aircraft | Asking Rate |
|---|---|---|---|---|---|---|
| Craig Field (CRG) | JAX | 821,784[2] | 885 sq mi[2] | 114,886[3] | 321[3] | $0.15 |
| Herlong (HEG) | JAX | 821,784[2] | 885 sq mi[2] | 80,700[3] | 191[3] | $0.15 |
| Ocala (OCF) | | 56,315[2] | 38.62 sq mi[2] | 51,117[3] | 172[3] | $0.20 |
| Ormond Beach (OMN) | | 38,137[2] | 29 sq mi[2] | 132,016[3] | 169[3] | $0.12 |
| Palatka (PTK) | | 10,558[2] | 7.5 sq mi[2] | 32,619[3] | 51[3] | $0.15* |
| St. Augustine (FTG) | | 6,176[2] | 12.74 sq mi[2] | 128,571[3] | 269[3] | $0.28 |
| Flagler (XFL) | Bunnell | 2,676[2] | 4.7 sq mi[2] | 176,107[3] | 72[3] | $0.20 |
| **Average** | | **136,537** | **143.15 sq mi** | **109,832** | **208** | **$0.18** |
| Leesburg (LEE) | | 20,117[2] | 24.5 sq mi[2] | 52,812[3] | 146[4] | |

*Rate provided in Market Rent Analysis differs by rate provided by Palatka Airport

1 Hodges, Michael MAI Airport Business Solutions (4/11/2013) Market Rent Analysis And Appraisal Brainerd Helicopters Leasehold 8846-8858 Airport Blvd comps were not provided with Market Rent Analysis and were sent after second request on May 7, 2013 comp document was modified by Michael Hodges on 5/7/2013, originally created by Randy Bisgard 4/23/2012

2 United States Census 2010 Info by State & City https://www.census.gov/2010census/data/

3 Florida Dept. of Transportation (Jan. 2013) The Florida Aviation System Plan General Aviation Operations Forecast 2012-2031

4 Waters, Lisa; Moon, Mike Hanson Professional Services Inc., (May 2013) ALP Update & Narrative Report

# Comparable Airports and Cities

| Airport/City | Pop.1 | Area | Annual Opts. | Based Aircraft | "Asking Rate" |
|---|---|---|---|---|---|
| Ormond Bch (OMN) | 38,137[1] | 29 sq mi[1] | 132,016[2] | 169[2] | $0.12[4] |
| Crestview (CEW) | 20,978[1] | 12.8 sq mi[1] | 48,600[2] | 51[2] | |
| Bartow (BOW) | 17,298[1] | 11.4 sq mi[1] | 27,759[2] | 150[2] | |
| Zephyrhills (ZPH) | 13,288[1] | 6.4 sq mi[1] | 37,750[2] | 159[2] | $0.08[5] |
| Palatka (28J) | 10,558[1] | 7.5 sq mi[1] | 32,619[2] | 51[2] | $0.09[6] |
| Sebring (SEF) | 10,491[1] | 11 sq mi[1] | 103,087[2] | 52[2] | $0.09[7] |
| Brooksville (BKV) | 7,719[1] | 5 sq mi[1] | 78,000[2] | 168[2] | $0.12[8] |
| **Average** | **16,924** | **11.87 sq mi** | **65,690** | **114** | **$0.10** |
| | | | | | Actual Rate |
| Leesburg (LEE) | 20,117[1] | 24.5 sq mi[1] | 52,8123[2] | 146[3] | $0.09 |

1 United States Census 2010 Info by State & City https://www.census.gov/2010census/data/
2 Florida Dept. of Transportation (Jan. 2013) The Florida Aviation System Plan General Aviation Operations Forecast 2012-2031
3 Waters, Lisa; Moon, Mike Hanson Professional Services Inc., (May 2013) ALP Update & Narrative Report
4 Hodges, Michael MAI Airport Business Solutions (4/11/2013) Market Rent Analysis And Appraisal Brainerd Helicopters Leasehold 8846-8858 Airport Blvd
5 Handarhan, Mike (May 2013) Airport Representative Zephyrhills (ZPH)
6 Youell, John (May 2013) Airport Representative Palatka (28J)
7 Groves, Jennifer (May 2013) Airport Representative Sebring (SEF)
8 Silvernell, Don (May2013) Airport Representative Brooksville (BKV)

# Proposed Lease Issues

- City began this lease negotiation/re-negotiation with statement that they only engage in 20 year leases. However, the city has routinely engaged in airport leases that regularly run 30 or more up to 50+ years. "Market Analysis" has shown the typical lease terms offered today by similar airports to be 30/10/10 or 40/5/5. [1] The Lessee's at the airport are requesting 30/10/10 in line with FDOT standards[2], the FAA allows 50 year leases[3]. This promotes stability for investment purposes. For accounting purposes the IRS uses 39 years to depreciate a property investment.

- The City commissioned a "Market Rent Analysis" that provided a recommend $0.15/sq ft/yr based on inappropriate comps. *Current* lease rates at the airport average is $0.094 cents. An informal "Market Rent Analysis" performed by our staff found a "advertised" rate at more comparable airports of $0.10/sq ft/yr.

1 Hodges, Michael MAI Airport Business Solutions (4/11/2013) Market Rent Analysis And Appraisal Brainerd Helicopters Leasehold 8846-8858 Airport Blvd
2 Florida Dept. Of Transportation
3 Federal Aviation Administration

# Proposed Lease Issues

- In The Past there has been a clause in the Lease that if the premises is damaged by fire or natural disaster if the damage exceeds 25% of the assessed value of the premises the Lessee has the option to rebuild the premises or terminate the lease and keep its insurance proceeds from the policy payout.

- Currently the City is proposing that if the premises is damaged by fire or natural disaster and the damage is 50% or less the tenant MUST rebuild the premises. The Lessee does have the option to terminate it's lease if the damage exceeds 50% of its market value BUT the LESSOR (City) is entitled to all proceeds from Lessee's insurance policy.

**EXHIBIT B (12 Pages)**

**INTERIM AIRPORT LAYOUT PLAN (ALP) UPDATE AND NARRATIVE REPORT**
**Leesburg International Airport, Leesburg Florida**

**Project Memorandum No. 1**

**TO:** Leo Treggi, Airport Manager, Chair and Members, Airport Advisory Board

**THRU:** Doug Drymon, Deputy City Manager

**FROM:** Lisa Waters, Sr. Aviation Planner, Hanson Professional Services Inc.

Mike Moon, Special Consultant, Hanson Professional Services Inc.

**DATE:** May 14, 2013

**SUBJECT:** **Project Memorandum No. 1 – Existing Airport Conditions**

## 1 BACKGROUND AND INTRODUCTION

The City of Leesburg completed an Airport Master Plan Update (MPU) for Leesburg International Airport (KLEE) in early 2002. That report included all the required elements of a typical airport master plan and layout plan update and described planned improvements throughout the 2020 planning horizon. The following improvements to airside and landside facilities have occurred since the last Master Plan:

1. New Airport Rescue & Fire Fighting (ARFF) Station
2. New Airport Traffic Control Tower (ATCT)
3. 125,000 SF of GA Ramp
4. New FBO Building
5. 7 new Corporate Hangars
6. 20 T-Hangars
7. Runway 13/31, Taxiway D & A Improvements
8. Runway 13/31 Extension
9. Runway 3/21 Rehabilitation
10. Airport Security Fence/Automated Gates
11. Wildlife Hazard Assessment
12. Mitigated Wetland Removal
13. Airfield Signage/Lighting Improvements
14. Air Navigation Surveys
15. DBE Plans (FY 2011/12/13)
16. Rotating Beacon Analysis

This Interim ALP Update and Narrative Report will include the depiction of projects completed since the last update and future planned projects over the short-term (5-year) planning horizon and generalized land use. Projects currently underway include the realignment of Taxiway A, the extension of Taxiway A to the KLEE property line, and a taxiway sea plane ramp and accompanying elements.

This Interim ALP update and future project planning will be consistent with the most current Federal Aviation Administration (FAA) and the Florida Department of Transportation (FDOT) guidelines, including those described in:

- Advisory Circular 150/5300-13A, "Airport Design"
- Federal Aviation Regulations Part 77, "Object Affecting Navigable Air Space"
- Advisory Circular 150/5395-1, "Seaplane Bases"

This project is divided into two principal tasks:

- Task 1 – Airport Requirements and Narrative Report – describes historical airport activity, identifies the existing operational mix and design aircraft, and documents forecasts of airport activity using the most recent FAA Terminal Area Forecasts.
- Task 2 – Airport Layout Plans - involves the preparation of certain drawings to conform to FDOT and FAA requirements. The interim ALP will depict past projects completed, along with future planned projects, with an emphasis on projects anticipated in the short-term (5-year) planning horizon including a potential future sea plane ramp and associated elements.

The balance of this memorandum documents the data and information collected describing historical and current activity levels including airport operations, based aircraft, operational fleet mix and the airport design aircraft. A Draft Airport Layout Plan depicting current airport conditions and the conceptual location of the extended Taxiway A to Lake Harris is also included. Numerous sources were referenced during data collection, including Airport and City records, FAA 5010 Airport Master Record, and the Florida Aviation System Plan. FAA air traffic databases referenced include the Enhanced Traffic Management System Counts (ETMSC) and tower reports provided by the KLEE ATCT.

## 2 AIRPORT PHYSICAL DESCRIPTION

Leesburg International Airport is a general aviation facility located approximately four (4) miles east of the City of Leesburg in Lake County, Florida. The airport rests on a narrow strip of land adjacent to Lake Harris on the south side of U.S. Highway 441. The airport is owned and operated by the City of Leesburg and is the cornerstone of aviation operations in the Lake County Region. The airport was established in the 1940's by the Civil Aeronautics Administration and served as a U.S. Army facility

during World War II. After the war, the airport was deeded to the City of Leesburg and has grown to its current size of 650 acres.

The Airport plays an important role in the local, regional, state and national airport system. KLEE is designated in the National Plan of Integrated Airport Systems (NPIAS) as a "reliever" for Orlando International Airport (MCO). Reliever designation means that KLEE is an important provider of aviation services in the region and that the airport should be maintained to provide a high level of general aviation services to central Florida communities and the Orlando metropolitan area.

LEE serves all types of general aviation traffic ranging from small single-engine recreational and light sport aircraft to specialized firefighting floatplanes and corporate jets. In January 2013, Wipaire, Inc. announced the establishment of a southeastern service center at the KLEE. The facility will offer onsite aircraft and float maintenance, avionics repair and installations, aircraft interior refurbishments and float installations as well as installations of select Wipaire modifications. The service center's hangar can accommodate aircraft ranging in size from small single-engine aircraft such as the Piper Super Cub up to single-engine turboprops like the Quest Kodiak and Cessna Caravan series. Leesburg's proximity to Lake Harris and the Tavares seaplane base, as well as the number of floatplanes and seaplane-rated pilots in the region make Leesburg an excellent location for Wipaire. The Firm will use the KLEE facility to evaluate the service center concept for potential future expansion. Services became available in February 2013.

## 2.1 Airport Facilities

Airport facilities include "airside" and "landside" facilities. Airside facilities are those airport areas associated with aircraft arrival, taxiing and departure, such as runways, taxiways, and navigational aids. A summary of LEE's airside facilities is shown in Table 1.There are presently two (2) runways in use at LEE. Primary Runway 13-31 is asphalt, 100 feet wide and 6,300 feet

**Table 1 Summary of Existing Airside Facilities, Leesburg International Airport**

| Airport Elevation | | | 76 feet | |
|---|---|---|---|---|
| **Runways** | **13** | **31** | **03** | **21** |
| Dimensions | **6,300 x 100** | | **4,957 x 100** | |
| Lighting | **REIL, HIRL** | | **HIRL** | |
| NAVAIDS | **NDB,GPS** | **NDB,GPS** | **GPS** | **NONE** |
| Visual Aids | **PAPI-4** | **PAPI-4** | **PAPI-4** | **PAPI-2** |
| Design Group | **C-III** | | **B-II** | |
| Design Aircraft | **Embraer 170** | | **King Air 100** | |

Source: Airport Facility Directory, 2013

long. The runway is displaced 289 feet on the runway 13 end and 400 feet on the Runway 31 end and the pavement is in excellent condition. Crosswind Runway 3-21 is also asphalt and is 100 feet wide and 4,957 feet long. The Runway 21 threshold is displaced 310 feet. Each runway is served by a full length parallel taxiway and both runways are lighted. Leesburg opened the Airport Traffic Control Tower (ATCT) in 2007 and operates daily from 7 AM to 7 PM. The airspace above the airport is classified as Class D, with a ceiling of 1,599 feet. The Class D airspace is effective from 7 AM to 7 PM. The airspace is Class G at all other times.

Landside facilities include hangars, aircraft parking aprons, entry and access roadways, auto parking and other support structures. Aircraft parking and hangar facilities are located exclusively in the northwest quadrant of the airport. The airports primary tenants and the services they provide are listed in Table 2.

A physical count of T-Hangar spaces indicates a total of 44 spaces exist; 100% of these hangars are occupied. This does not include spaces that might be occupied in 3 box hangars near the new Wipaire (Building 15, 8855 Airport Blvd.). The airport is advertising 20 T-Hangar spots for rent, located in Building 17 (8861 Airport Blvd.) and Building 20 (8867 Airport Blvd.) 24 private T-hanger units are located near the Sheriff's hangar. Numerous conventional hangars are located on site and are identified by their use in Table 2. The airport offers a full service Fixed Base Operator (FBO) and maintenance shops are available on-site to perform aircraft repairs. Primary auto parking areas are located adjacent to the Fixed Base Operator, SunAir and general aviation terminal and are also provided associated with each corporate hangar and T-hangar unit.

| Table 2 Primary Airport Tenants and Services, Leesburg International Airport | |
|---|---|
| **Business** | **Services** |
| SunAir Aviation | FBO, flight training, aircraft parking, repair |
| Experimental Aircraft Association (EAA) | Chapter 544 |
| Aerostat, Inc. | Manufacturer of aerial and firefighting equipment; aircraft sales and aircraft rental |
| U.S. Customs & Border Patrol | Customs |
| Civil Air Patrol | Community and youth aviation training and support |
| Central Florida Avionics | Avionics sales and installation |
| Brainard Helicopters | Fire suppression specializing in: firefighting, flight test, motion pictures, and aerial crane- |
| Angel Flight | Volunteer emergency transport |
| Flying Color | Aircraft painting |
| Triangle Aviation | Private, commercial and "New" Light Sport License Instruction. Instrument and Multi-Engine Ratings. Charters, rentals and sales. |
| Phillips | |
| Orlando Financial | |
| Skybolt | Manufacturer and distributor of aerospace and racing fasteners; composite and design |
| Q-Free International (Jetsky) | specialized sales and maintenance of select aircraft |
| C-wings | aircraft maintenance, annual inspections, parts, sales and service |
| Tropical Helicopters | Helicopter rides, local sightseeing and flight instruction. FAA Approved Flight Simulator, FAA Part 141 approved flight training, film and media services for still and motion pictures |
| Lake County Sheriff's Office | Law enforcement |
| Lake Regional Urgent Care | |
| Buildtelligence | web design, email marketing |
| Family Furniture and Carpet | |
| Bryan Mitsubishi/Subaru | |
| Cracker Barrel | |

## 3 AVIATION ACTIVITY STATISTICS

**Historic Airport Activity** - Annual airport operations are recorded in the following categories: General Aviation (Local and Itinerant) and Military. Local operations include those that remain within the airports traffic pattern, those simulating instrument approaches and those to and from an airport and/or a practice area within a 20-mile radius. Itinerant operations are operations originating from outside the local area and traffic pattern. Operations data was collected from tower staff for fiscal years 2008 through 2012. Helicopter operations are not defined in their own category; however they are counted as itinerant operations. Table 3 shows the breakdown of airport operations. Military operations are assumed to be 0.34% of the total operations for each fiscal year.

**Annual Instrument Approaches** - The ATCT maintains records of total airport operations and instrument approach operations. Instrument approaches are used by jet, piston and military aircraft during instrument flight conditions and instrument training operations. Table 4 identifies the last 12 months of annual instrument approaches. January 2013 experienced a fluctuation in instrument approaches due to the increase in jet traffic related to the seasonal influx of residents from northern states.

**Table 3 Airport Operations, Fiscal Years 2008-2012, Leesburg International Airport**

| Year | Local | Itinerant | Military | Total |
|---|---|---|---|---|
| 2008 | 36,748 | 25,193 | 211 | 62,152 |
| 2009 | 37,731 | 29,650 | 230 | 67,611 |
| 2010 | 30,423 | 20,051 | 172 | 50,646 |
| 2011 | 31,403 | 21,229 | 180 | 52,812 |
| 2012 | 32,373 | 22,153 | 186 | 54,712 |

Source: Leesburg International Airport ATCT Staff

**Table 4 Annual Instrument Approaches, 12-Months Ending April 2013, Leesburg International Airport**

| Month | No. of Instrument Approaches |
|---|---|
| May 2012 | 381 |
| June 2012 | 367 |
| July 2012 | 389 |
| August 2012 | 400 |
| September 2012 | 353 |
| October 2012 | 396 |
| November 2012 | 464 |
| December 2012 | 422 |
| January 2013 | 504 |
| February 2013 | 393 |
| March 2013 | 398 |
| April 2013 | 467 |
| **Total** | **4,934** |

Source: Leesburg International Airport ATCT Staff, 2012/2013

**Based Aircraft** – In April 2013, LEE reported a total of 143 based aircraft. Table 5 summarizes the based aircraft fleet mix. This data should be validated by airport staff and tenants.

| Table 5 Based Aircraft, Leesburg International Airport | |
|---|---|
| **Type** | **Number** |
| Single Engine | 94 |
| Multi-Engine | 17 |
| Jet | 5 |
| Helicopter | 13 |
| Ultra-Light | 9 |
| Float-plane | 5 |
| **Total** | **143** |
| Source: Leesburg International Airport Staff, April 2013 | |

**Aircraft Mix and Design Aircraft -** Aircraft mix refers to the types of airplanes that use, and will use, the airport. Mix is considered in requirements for runway length, strength, and width among other design parameters. Mix also reflects three primary aircraft characteristics with respect to airfield design – weight, approach speed, and wingspan. Review and consideration of these factors produces planning inputs including the design aircraft for the airport as well as the mix of based aircraft and the overall operational fleet mix. The "design" aircraft may be a single aircraft or a composite of several different aircraft composed of the most demanding characteristics of each.

FAA Advisory Circular (AC) 150/5300-13, *Airport Design*, suggests two categories of aircraft weight. Aircraft weighing 12,500 pounds or less are classified as small aircraft, and aircraft weighing more than 12,500 pounds are classified as large aircraft. The AC lists five Aircraft Categories with respect to approach speed:

- Category A: with speeds of less than 91 knots
- Category B: with speeds of 91 knots or more but less than 121 knots
- Category C: with speeds of 121 knots or more but less than 141 knots
- Category D: with speeds of 141 knots or more but less than 166 knots
- Category E: with speeds of 166 knots or more

The FAA's classification system also divides aircraft into six Airplane Design Groups according to wingspans, as follows:

- Group I: with wingspans of up to but not including 49 feet
- Group II: with wingspans of up to but not including 79 feet
- Group III: with wingspans of up to but not including 118 feet
- Group IV: with wingspans of up to but not including 171 feet
- Group V: with wingspans of up to but not including 197 feet
- Group VI: with wingspans of up to but not including 262 feet

Table 6 identifies the current KLEE aircraft fleet mix. The previous master plan identified the design aircraft as Approach Category C, Design Group III. Based upon current information and discussions with Airport staff, users and tenants Runway 13/31 and parallel taxiway are designed to C-III standards; Runway 3/21 and taxiway system will be designed to meet lesser demanding B-II standards.

**Table 6 Estimated Aircraft Fleet Mix, Leesburg International Airport**

| | Aircraft Type & Design Criteria | | | | |
|---|---|---|---|---|---|
| | **Model** | **Wing Span (Feet)** | **Approach Speed (Knots)** | **Design Group** | **2012 Total Ops.** |
| **Jet** | Raytheon/Beechjet 400 | 43.06 | 111 | B-I | 67 |
| | Cessna Citation CJ3 | 45.92 | 107 | B-I | 26 |
| | Cessna I/SP | 47.1 | 108 | B-I | 131 |
| | Cessna Citation CJ1 | 46.8 | 107 | B-I | 30 |
| | Cessna Citation II/Bravo | 51.7 | 108 | B-II | 69 |
| | Cessna Citation V/Encore | 54.08 | 108 | B-II | 54 |
| | Cessna Excel | 55.71 | 111 | B-II | 66 |
| | Falcon 900 | 63.42 | 100 | B-II | 114 |
| | Falcon/Mystere 10 | 42.92 | 104 | B-I | 199 |
| | Falcon/Mystere 50 | 61.92 | 113 | B-II | 345 |
| | Learjet 25 | 35.6 | 137 | C-I | 88 |
| | Learjet 35/36` | 39.5 | 143 | D-I | 66 |
| | 1124 Westwind | 44.8 | 129 | C-I | 78 |
| | **Jet Subtotal:** | | | | **1,333** |

| | Model | Wing Span (Feet) | Approach Speed (Knots) | Design Group | 2012 Total Ops. |
|---|---|---|---|---|---|
| Piston | Beech Bonanza 33 | 33.5 | 69 | A-I | 68 |
| | Beech Bonanza 35 | 33.5 | 70 | A-I | 104 |
| | Beech Bonanza 36 | 33.5 | 80 | A-I | 117 |
| | Beech Baron | 37.8 | 101 | B-I | 431 |
| | Beech 76 Duchess | 38 | 76 | A-I | 60 |
| | Cessna Skyhawk 172/Cutlass | 35.83 | 65 | A-I | 228 |
| | Cessna Skyline 182 | 36 | 92 | B-I | 243 |
| | Cessna 210 Centurion | 36.58 | 75 | A-I | 87 |
| | Cessna 340 | 38.12 | 92 | B-I | 47 |
| | Mooney | 35.01 | 65 | A-I | 361 |
| | Piper Cherokee | 35.43 | 65 | A-I | 389 |
| | Piper Seminole | 38.62 | 72 | A-I | 76 |
| | Cirrus 20/22 | 35.6 | 78 | A-I | 480 |
| | **Piston Subtotal:** | | | | **2,691** |
| Turboprop | Beech King Air 100 | 50.25 | 100 | B-II | 137 |
| | Cessna Conquest | 49.3 | 100 | B-II | 44 |
| | Pilatus PC-12 | 53.25 | 86 | A-II | 42 |
| | **Turboprop Subtotal:** | | | | **223** |
| | **Grand-Total:** | | | | **4,247** |

Source: FAA Enhanced Traffic System Counts (ETMSC), 2012

# 4 DRAFT AIRPORT LAYOUT PLAN AND DATA SHEET

Task 2 of this project involves the preparation of certain drawings to conform to FDOT and FAA requirements. A comprehensive Airport Master Plan includes a complete list of airport plan set drawings depicting existing conditions and future development plans for a 20-year planning horizon. This interim ALP update includes the update of three principal drawings included in the airport plan set: the cover sheet, the Airport Layout Plan and data sheet, and the Land Use Plan. The Interim ALP will depict past projects completed, along with the conceptual location of future planned projects, with an emphasis on projects anticipated in the short-term (5-year) planning horizon including a potential future sea plane ramp and associated elements.

## 4.1 Cover Sheet

The Cover Sheet lists the contents of the drawing set and identifies the airport owner and the parties responsible for preparing the plans. Location and vicinity maps indicate the location of the airport.

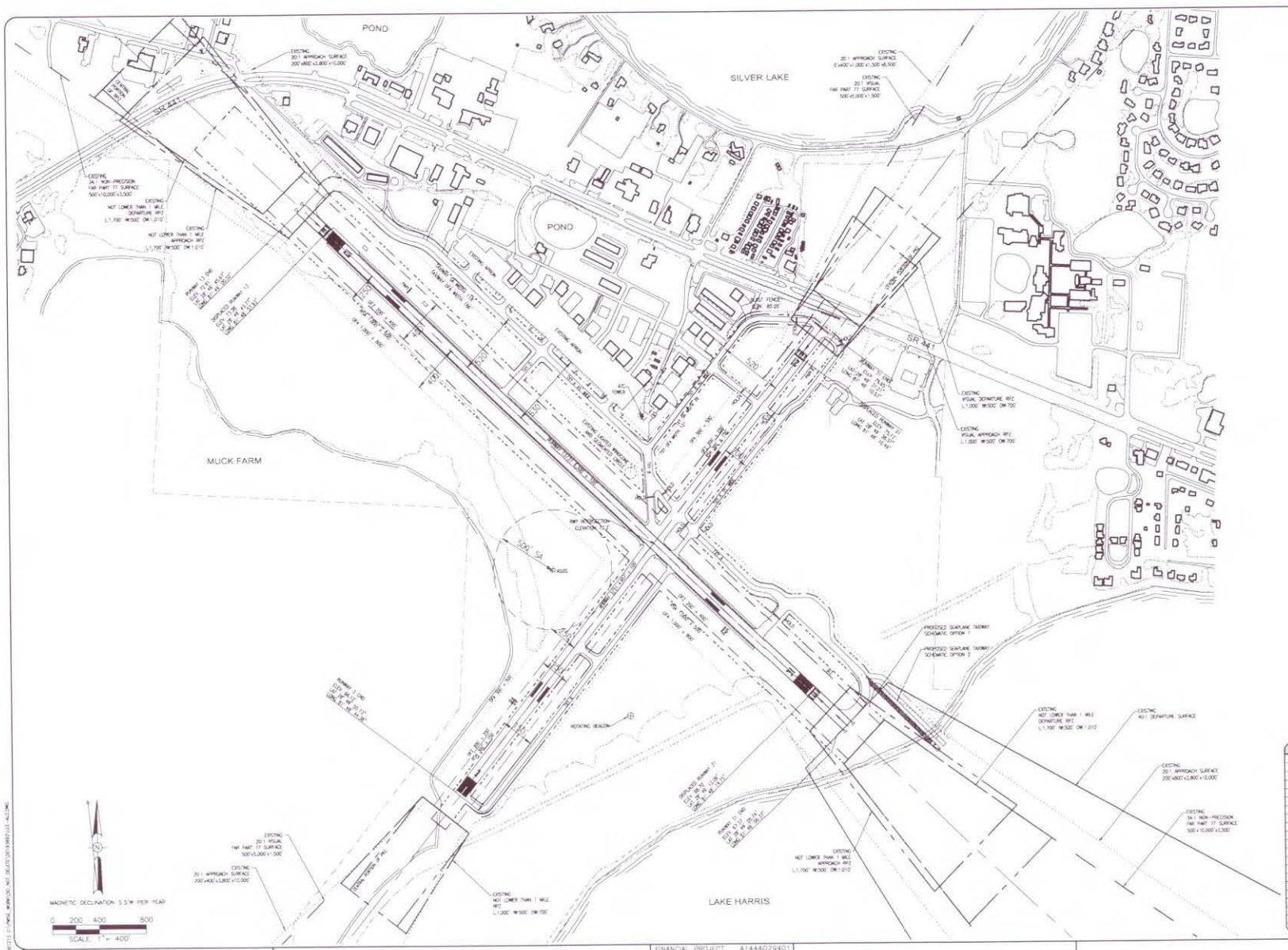
### 4.2 Airport Layout Plan (ALP) and Data Sheet

The ALP depicts existing facilities and future improvements recommended as a result of this planning effort. The ALP was developed in accordance with FAA AC 150/5070-6B Change 1, *Airport Master Plans* and the FAA's Airport Layout Plan Drawing Set Checklist. Modifications to FAA standards are shown as applicable. Guidelines from the Florida Department of Transportation (FDOT) Guidebook for Airport Master Planning and FDOT Procedure No. 725-040-100-e, *Airport Master Plans* were also considered.

The Airport Data table includes information related to the overall airport such as elevations, airport reference point (ARP) coordinates, and runway /taxiway design criteria related to operational and physical characteristics of aircraft using and anticipated to use the airport. The existing conditions ALP and data sheet are attached as Exhibit 1 and Exhibit 2, respectively.

## 5 NEXT STEPS

The preceding data is critical to the forecast of aviation demand and the identification of future design standards for airside and landside facilities. The consultant team will coordinate with Airport Staff to identify any discrepancies in the data collected to date and will incorporate this information into the final Narrative Report. The AAB will review the forecast of aviation activity and future development needs at the committees regular June 2013 meeting.




| EXISTING | LEGEND | FUTURE |
|---|---|---|
| | AIRPORT PROPERTY LINE | |
| | PAVEMENT | |
| | BUILDINGS | |
| | AVIGATION EXSEMENT | |
| | AUTOMATED SURFACE OBSERVING SYSTEM (ASOS) | |
| | 4-LIGHT PRECISION APPROACH PATH INDICATOR (PAPI) | |
| | 2-LIGHT PRECISION APPROACH PATH INDICATOR (PAPI) | |
| | ROTATING BEACON | |
| | RUNWAY END IDENTIFIER LIGHTS (REIL) | |
| | WIND CONE | |
| | AIRPORT REFERENCE POINT (ARP) | |
| | APPROACH SURFACE | |
| | BUILDING RESTRICTION LINE (BRL) FOR 25 BLDG. | |
| | FAR PART 77 SURFACE | |
| | RUNWAY/TAXIWAY OBJECT FREE AREA (ROFA/TOFA) | |
| | OBSTACLE FREE ZONE (OFZ) | |
| | RUNWAY PROTECTION ZONE (RPZ) | |
| | RUNWAY/TAXIWAY SAFETY AREA (RSA/TSA) | |
| | 40:1 DEPARTURE SURFACE | |
| N/A | TO BE RELOCATED | |
| | DIRECTION OF STORM WATER DRAINAGE | |

| DATE | REVISION |
|---|---|
| | |

LEESBURG INTERNATIONAL AIRPORT
LEESBURG, FLORIDA
DRAFT AIRPORT LAYOUT PLAN UPDATE

| | | |
|---|---|---|
| FINANCIAL PROJECT | 41444029401 | |
| FLORIDA PROJECT | D88719 | |
| HANSON PROJECT | 12A0179 | |
| SCALE 1:400' | DATE | 5/14/13 |
| LAYOUT | JLB2 | 5/2/13 |
| DRAWN | JLB2 | 5/2/13 |
| REVIEWED | TSH | 5/13 |

HANSON

©Copyright Hanson Professional Services Inc. 2013

DRAFT
EXHIBIT 1
DRAFT

3

## EXISTING AIRPORT LOCATION

| | |
|---|---|
| AIRPORT REFERENCE POINT (ARP) | |
| ESTABLISHED AIRPORT ELEV. | 75.9 MSL |

## EXISTING RUNWAY END COORDINATES

| RUNWAY END | LATITUDE | LONGITUDE | ELEVATION | TRUE BEARING |
|---|---|---|---|---|
| 13 | 28° 49' 45.67" | 81° 49' 00.52" | 72.91 | |
| 31 | 28° 49' 05.74" | 81° 48' 06.37" | 67.37 | |
| 3 | 28° 48' 55.73" | 81° 48' 44.38" | 66.12 | |
| 21 | 28° 49' 31.21" | 81° 48' 10.53" | 79.95 | |

## EXISTING RUNWAY DATA

| RUNWAY | LENGTH | WIDTH | HIGH POINT | LOW POINT | EFFECTIVE GRADIENT | SURFACE MATERIAL | PAVEMENT STRENGTH |
|---|---|---|---|---|---|---|---|
| 13/31 | 6,300' | 100' | | | 0.1% | ASPHALT | 60,000 lbs. |
| 3/21 | 4,957' | 100' | | | 0.1% | ASPHALT | 12,000 lbs. |

## EXISTING NAVIGATIONAL AIDS

| RUNWAY END | MARKING | LIGHTING | NAVAIDS |
|---|---|---|---|
| 13 | NON-PRECISION | HIRL | 4-LIGHT PAPI |
| 31 | NON-PRECISION | HIRL | 4-LIGHT PAPI |
| 3 | NON-PRECISION | HIRL | 4-LIGHT PAPI |
| 21 | VISUAL | HIRL | 2-LIGHT PAPI |

## EXISTING DESIGN AIRCRAFT

| RUNWAY | ROC* | DESIGN AIRCRAFT | APRCH SPEED | WING SPAN | MAIN GEAR WIDTH | TAIL HEIGHT | MAXIMUM T/O WEIGHT | COCKPIT TO MAIN GEAR |
|---|---|---|---|---|---|---|---|---|
| 13/31 | C-III-VIS | EMBRAER 170 | 129 KNOTS | 94.3' | 25' | 31.9' | 105,359# | 34.9' |
| 3/21 | B-II-VIS | BEECH KING AIR 100 | 111 KNOTS | 45.9' | 14' | 15.4' | 11,795# | - |

*ROC-RUNWAY DESIGN CODE. DESIGN AIRCRAFT BASED UPON AC 150/5300-13A TABLES 1-1, 1-2 AND 1-3, PAGE 13:

AIRCRAFT APPROACH CATEGORY B: SPEED OF 91 KNOTS OR MORE, BUT LESS THAN 121 KNOTS.
AIRCRAFT APPROACH CATEGORY C: SPEED OF 121 KNOTS OR MORE, BUT LESS THAN 141 KNOTS.

AIRPLANE DESIGN GROUP II: TAIL HEIGHT- AT LEAST 20' BUT LESS THAN 30'. WINGSPAN-AT LEAST 49' BUT LESS THAN 79'.
AIRPLANE DESIGN GROUP III: TAIL HEIGHT- AT LEAST 30' BUT LESS THAN 45'. WINGSPAN-AT LEAST 79' BUT LESS THAN 118'.

VISIBILITY MINIMUMS: VIS-RUNWAYS DESIGNATED WITH VISUAL APPROACH USE ONLY.

## EXISTING FAR PART 77 APPROACH DATA

| RUNWAY END | INSTRUMENTATION | APPROACH SURFACE (W x OW x L) | SLOPE | CONTROLLING OBJECT |
|---|---|---|---|---|
| 13 | NON-PRECISION >3/4 MILE | 500'x3,500'x10,000' | 34:1 | |
| 31 | NON-PRECISION >3/4 MILE | 500'x3,500'x10,000' | 34:1 | |
| 3 | VISUAL > 1 MILE | 500'x1,500'x5,000' | 20:1 | |
| 21 | VISUAL > 1 MILE | 500'x1,500'x5,000' | 20:1 | |

## EXISTING APPROACH RUNWAY PROTECTION ZONES

| RUNWAY END | LENGTH (L) | INNER WIDTH (U) | OUTER WIDTH (V) | ACRES |
|---|---|---|---|---|
| 13 | 1,700' | 500' | 1,010' | 29.465 |
| 31 | 1,700' | 500' | 1,010' | 29.465 |
| 3 | 1,000' | 500' | 700' | 13.770 |
| 31 | 1,000' | 500' | 700' | 13.770 |

## EXISTING DEPARTURE RUNWAY PROTECTION ZONES

| RUNWAY END | LENGTH (L) | INNER WIDTH (U) | OUTER WIDTH (V) | ACRES |
|---|---|---|---|---|
| 13 | 1,700' | 500' | 1,010' | 29.465 |
| 31 | 1,700' | 500' | 1,010' | 29.465 |
| 3 | 1,000' | 500' | 700' | 13.770 |
| 31 | 1000' | 500' | 700' | 13.770 |

## AIRPORT DATA

| | |
|---|---|
| AIRPORT IDENTIFIER CODE | LEE |
| AVERAGE DAILY HIGHEST TEMP. | 91 °F |
| MAGNETIC DECLINATION | 5.5° WEST |
| ARFIELD NAVAIDS | SEGMENTED CIRCLE, WIND CONE ROTATING BEACON |

1. MAGNETIC DECLINATION OBTAINED FROM FAA OE-AAA.

## WIND COVERAGE

| RUNWAY | ALL WEATHER | | VFR | |
|---|---|---|---|---|
| | 10.5KT | 13KT | 10.5KT | 13KT |
| EXISTING 13/31 | | | | |
| EXISTING 3/21 | | | | |

## EXISTING DECLARED DISTANCES

| DECLARED DISTANCE | RUNWAY 13 | RUNWAY 31 | RUNWAY 3 | RUNWAY 21 |
|---|---|---|---|---|
| TAKEOFF RUN AVAILABLE (TORA) | 5,200' | 6,010' | | |
| TAKEOFF DISTANCE AVAILABLE (TODA) | 5,500' | 6,300' | | |
| ACCELERATE-STOP DISTANCE AVAILABLE (ASDA) | 6,300' | 6,300' | | |
| LANDING DISTANCE AVAILABLE (LDA) | 6,300' | 5,900' | | |

## EXISTING THRESHOLD SITING SURFACES

| RUNWAY END | THRESHOLD SITING SURFACE CATEGORY | THRESHOLD SITING SURFACE DIMENSIONS | SLOPE DESIGN | SLOPE CLEAR | CONTROLLING OBJECT |
|---|---|---|---|---|---|
| 13 | 5 | 200'x800'x3,800'x10,000' | 20:1 | 20:1 | |
| 31 | | | | 20:1 | |
| 3 | 4 | 200'x400'x3,800'x10,000' | 20:1 | 20:1 | |
| 21 | 3 | 0'x400'x1,000'x1,500'x8,500' | 20:1 | 20:1 | |

1. AC 150/5300-13A, TABLE 3-2.

## GENERAL NOTES

1. ALP PREPARED USING DESIGN CRITERIA FROM FAA ADVISORY CIRCULAR 150/5300-13A "AIRPORT DESIGN" AND FAR PART 77 "OBJECTS AFFECTING NAVIGABLE AIRSPACE".
2. ALL ELEVATIONS AND DISTANCES IN FEET, APPROXIMATE.
3. EXISTING INFORMATION FROM MAPPING AND RECORD DRAWINGS, ROUNDED.
4. EXISTING INFORMATION COMPARED WITH FAA TERMINAL.
5. PROCEDURES PUBLICATION, DATED 02 MAY 2013 - 30 MAY 2013.

## OBSTRUCTION NOTES

1. PER FAR PART 77 "OBJECTS AFFECTING NAVIGABLE AIRSPACE", PUBLIC ROADS AS 15' OBSTRUCTIONS, PRIVATE ROADS AS 10', OR HIGHEST OBJECT USING ROAD.
2. CLEAR APPROACH SURFACE DEFINED BY THE SLOPE OF THE PLANE EXTENDING FROM THE END OF THE APPROACH SURFACE TO THE TOP OF THE CONTROLLING OBJECT.
3. OBSTRUCTIONS TO BE REMOVED OR RELOCATED, AS PART OF FUTURE PROJECTS.
4. NO OBSTACLE FREE ZONE PENETRATIONS.
5. OBJECTS TO BE REMOVED AS NECESSARY TO ACCOMMODATE AIRFIELD DEVELOPMENT AND OPERATION.
6. FUTURE OBJECTS TO BE SITED AND MITIGATED UNDER FUTURE PROJECTS.
7. THERE MAY EXIST OBSTRUCTIONS NOT REPRESENTED.
8. NO TREES OR TERRAIN PENETRATIONS.

## EXISTING RUNWAY DESIGN STANDARDS

| RUNWAY END | RUNWAY SAFETY AREA LENGTH* | RUNWAY SAFETY AREA WIDTH | OBJECT FREE AREA LENGTH* | OBJECT FREE AREA WIDTH |
|---|---|---|---|---|
| 13 | 1,000' | 500' | 1,000' | 800' |
| 31 | 1,000' | 500' | 1,000' | 800' |
| 3 | 300' | 150' | 300' | 500' |
| 21 | 300' | 150' | 300' | 500' |

* LENGTH BEYOND RUNWAY END.

## EXISTING AND FUTURE TAXIWAY DESIGN GROUP

| RUNWAY GROUP* | TAXIWAY DESIGN GROUP* | WIDTH MAIN GEAR | WIDTH COCKPIT TO MAIN GEAR | TAXIWAY LIGHTING |
|---|---|---|---|---|
| 13/31 | 3 | 25' | 34.9' | MITL |
| 13/31 | 1 | 14' | - | MITL |

* PER AC 150/5300-13A, FIGURE 4-1, PAGE 115.

## EXISTING INSTRUMENT APPROACH PROCEDURES

| RUNWAY END | APPROACH | VISIBILITY MINIMUMS | INSTRUMENTATION | TOUCHDOWN ZONE ELEVATION |
|---|---|---|---|---|
| 13 | VISUAL-CIRCLING | 1 MILE | RNAV (GPS) | |
| 31 | VISUAL-CIRCLING | 1 MILE | RNAV (GPS) NDB | |
| 3 | VISUAL-CIRCLING | 1 MILE | RNAV (GPS) | |
| 21 | VISUAL-CIRCLING | 1 MILE | - | |

## EXISTING AND FUTURE TAXIWAY/TAXILANE DESIGN STANDARDS

| AIRPLANE DESIGN GROUP* | TAXIWAY SAFETY AREA | TAXIWAY OBJECT FREE AREA | TAXIWAY WIDTH** | TAXILANE OFA |
|---|---|---|---|---|
| II | 79' | 131' | 25' | 115' |
| III | 118' | 186' | 50' | 162' |

*AIRPLANE DESIGN GROUP II: TAIL HEIGHT- AT LEAST 20' BUT LESS THAN 30'. WINGSPAN-AT LEAST 49' BUT LESS THAN 79'.
AIRPLANE DESIGN GROUP III: TAIL HEIGHT- AT LEAST 30' BUT LESS THAN 45'. WINGSPAN-AT LEAST 79' BUT LESS THAN 118'.
**BASED ON TAXIWAY DESIGN GROUP., AC 150/5300-13A, TABLE 4-2.

## FUTURE AIRPORT LOCATION

| | |
|---|---|
| AIRPORT REFERENCE POINT (ARP) | LATITUDE |
| | LONGITUDE |
| ESTABLISHED AIRPORT ELEV. | 75.9 MSL |

1. ARP DETERMINED USING GEO83 PROGRAM, NAD83.

## EXISTING RUNWAY END COORDINATES

| RUNWAY END | LATITUDE | LONGITUDE | ELEVATION | TRUE BEARING |
|---|---|---|---|---|
| 13 | 28° 49' 45.67" | 81° 49' 00.52" | 72.91 | |
| 31 | 28° 49' 05.74" | 81° 48' 06.37" | 67.37 | |
| 3 | 28° 48' 55.73" | 81° 48' 44.38" | 66.12 | |
| 21 | 28° 49' 31.21" | 81° 48' 10.53" | 79.95 | |

## FUTURE RUNWAY DATA

| RUNWAY | LENGTH | WIDTH | HIGH POINT | LOW POINT | EFFECTIVE GRADIENT | SURFACE MATERIAL | PAVEMENT STRENGTH |
|---|---|---|---|---|---|---|---|
| 13/31 | 6,300' | 100' | | | 0.1% | ASPHALT | 60,000 lbs. |
| 3/21 | 4,957' | 100' | | | 0.1% | ASPHALT | 12,000 lbs. |

## FUTURE THRESHOLD SITING SURFACES

| RUNWAY END | THRESHOLD SITING SURFACE CATEGORY | THRESHOLD SITING SURFACE DIMENSIONS | SLOPE DESIGN | SLOPE CLEAR | CONTROLLING OBJECT |
|---|---|---|---|---|---|
| 13 | 5 | 200'x800'x3,800'x10,000' | 20:1 | 20:1 | |
| 31 | | | | 20:1 | |
| 3 | 4 | 200'x400'x3,800'x10,000' | 20:1 | 20:1 | |
| 21 | 3 | 0'x400'x1,000'x1,500'x8,500' | 20:1 | 20:1 | |

1. AC 150/5300-13A, TABLE 3-2.

## FUTURE NAVIGATIONAL AIDS

| RUNWAY END | MARKING | LIGHTING | NAVAIDS |
|---|---|---|---|
| 13 | NON-PRECISION | HIRL | 4-LIGHT PAPI |
| 31 | NON-PRECISION | HIRL | 4-LIGHT PAPI |
| 3 | NON-PRECISION | HIRL | 4-LIGHT PAPI |
| 21 | VISUAL | HIRL | 2-LIGHT PAPI |

## FUTURE DESIGN AIRCRAFT

| RUNWAY | ROC* | DESIGN AIRCRAFT | APRCH SPEED | WING SPAN | MAIN GEAR WIDTH | TAIL HEIGHT | MAXIMUM T/O WEIGHT | COCKPIT TO MAIN GEAR |
|---|---|---|---|---|---|---|---|---|
| 13/31 | C-III-VIS | EMBRAER 170 | 129 KNOTS | 94.3' | 25' | 31.9' | 105,359# | 34.9' |
| 3/21 | B-II-VIS | BEECH KING AIR 100 | 111 KNOTS | 45.9' | 14' | 15.4' | 11,795# | - |

*ROC-RUNWAY DESIGN CODE. DESIGN AIRCRAFT BASED UPON AC 150/5300-13A TABLES 1-1, 1-2 AND 1-3, PAGE 13:

AIRCRAFT APPROACH CATEGORY B: SPEED OF 91 KNOTS OR MORE, BUT LESS THAN 121 KNOTS.
AIRCRAFT APPROACH CATEGORY C: SPEED OF 121 KNOTS OR MORE, BUT LESS THAN 141 KNOTS.

AIRPLANE DESIGN GROUP II: TAIL HEIGHT- AT LEAST 20' BUT LESS THAN 30'. WINGSPAN-AT LEAST 49' BUT LESS THAN 79'.
AIRPLANE DESIGN GROUP III: TAIL HEIGHT- AT LEAST 30' BUT LESS THAN 45'. WINGSPAN-AT LEAST 79' BUT LESS THAN 118'.

VISIBILITY MINIMUMS: VIS-RUNWAYS DESIGNATED WITH VISUAL APPROACH USE ONLY.

## FUTURE RUNWAY DESIGN STANDARDS

| RUNWAY END | RUNWAY SAFETY AREA LENGTH* | RUNWAY SAFETY AREA WIDTH | OBJECT FREE AREA LENGTH* | OBJECT FREE AREA WIDTH |
|---|---|---|---|---|
| 13 | 1,000' | 500' | 1,000' | 800' |
| 31 | 1,000' | 500' | 1,000' | 800' |
| 3 | 300' | 150' | 300' | 500' |
| 21 | 300' | 150' | 300' | 500' |

* LENGTH BEYOND RUNWAY END.

## FUTURE FAR PART 77 APPROACH DATA

| RUNWAY END | INSTRUMENTATION | APPROACH SURFACE (W x OW x L) | SLOPE | CONTROLLING OBJECT |
|---|---|---|---|---|
| 13 | NON-PRECISION >3/4 MILE | 500'x3,500'x10,000' | 34:1 | |
| 31 | NON-PRECISION >3/4 MILE | 500'x3,500'x10,000' | 34:1 | |
| 3 | VISUAL > 1 MILE | 500'x1,500'x5,000' | 20:1 | |
| 21 | VISUAL > 1 MILE | 500'x1,500'x5,000' | 20:1 | |

## FUTURE INSTRUMENT APPROACH PROCEDURES

| RUNWAY END | APPROACH | VISIBILITY MINIMUMS | INSTRUMENTATION | TOUCHDOWN ZONE ELEVATION |
|---|---|---|---|---|
| 13 | VISUAL-CIRCLING | 1 MILE | RNAV (GPS) | |
| 31 | VISUAL-CIRCLING | 1 MILE | RNAV (GPS) NDB | |
| 3 | VISUAL-CIRCLING | 1 MILE | RNAV (GPS) | |
| 21 | VISUAL-CIRCLING | 1 MILE | - | |

## FUTURE APPROACH RUNWAY PROTECTION ZONES

| RUNWAY END | LENGTH (L) | INNER WIDTH (U) | OUTER WIDTH (V) | ACRES |
|---|---|---|---|---|
| 13 | 1,700' | 500' | 1,010' | 29.465 |
| 31 | 1,700' | 500' | 1,010' | 29.465 |
| 3 | 1,000' | 500' | 700' | 13.770 |
| 31 | 1,000' | 500' | 700' | 13.770 |

## FUTURE DEPARTURE RUNWAY PROTECTION ZONES

| RUNWAY END | LENGTH (L) | INNER WIDTH (U) | OUTER WIDTH (V) | ACRES |
|---|---|---|---|---|
| 13 | 1,700' | 500' | 1,010' | 29.465 |
| 31 | 1,700' | 500' | 1,010' | 29.465 |
| 3 | 1,000' | 500' | 700' | 13.770 |
| 31 | 1000' | 500' | 700' | 13.770 |

| DATE | REVISION |
|---|---|
| | |

LEESBURG INTERNATIONAL AIRPORT
LEESBURG, FLORIDA
DRAFT AIRPORT LAYOUT PLAN UPDATE

| | |
|---|---|
| FINANCIAL PROJECT | 41444029401 |
| FLORIDA PROJECT | 088719 |
| HANSON PROJECT | 12A0179 |
| SCALE NO SCALE | DATE 5/14/13 |
| LAYOUT JLB2 | 5/8/13 |
| DRAWN JLB2 | 5/9/13 |
| REVIEWED TSH | 5/13 |

HANSON

©Copyright Hanson Professional Services Inc. 2013

DRAFT
EXHIBIT 2
DRAFT

2