

**Airport Advisory Board Minutes  
July 17, 2013, 5:30pm  
Airport Administration Building  
8807 Airport Boulevard  
Leesburg, Florida**

Attendance: Jake Kertz  
David Lewis  
Charlie Weller  
Jon VanderLey

**Call to Order**

Chairman David Lewis called the meeting to order at 5:34pm.

Jon VanderLey gave the invocation and led the Pledge of Allegiance.

**Approval of Minutes from June 19, 2013 Meeting**

Chairman Lewis asked if all members had read the minutes from the June 19, 2013 meeting. Charlie Weller made a motion to accept the meeting minutes. Jake Kertz seconded the motion and it was approved unanimously.

**Airport Layout Plan Update Discussion**

Lisa Waters of Hanson Professional Services reviewed a PowerPoint presentation on the status of the Airport Layout Plan Update. (See Attachment A) Task 1 - Airport Requirements is nearly complete. Task 2 - Layout Plans is in process. Their goal is to finish the review at this meeting, incorporate any comments and changes into the plan documents, and present it to the City Commission on August 12<sup>th</sup>. They would also like for the Board to make two recommendations - one regarding the change in the operation statistics and another for the overall plan.

There are a few changes to the narrative report since the last meeting. They have added Section 1 to describe the update process. The last item talks about this meeting. In Section 2 they added information about the regional and environmental setting. Section 3 on aviation trends in Central Florida includes information on Wipaire. This information helps justify changes they have made to some numbers in the forecasts related to seaplanes. If the City Commission approves the request to apply for a Free Trade Zone, that information will be added as well.

At the last meeting it was decided to use an average of the Terminal Area Forecast (TAF) and the Florida Aviation System Plan (FASP) for the forecast of annual operations. Since then they determined that these numbers needed to be adjusted to account for the expected increase in operations due to Wipaire's

presence on the field. Changing the annual operation forecast has a trickle-down effect to the other tables and calculations so those have also changed slightly. Michael Moon reviewed the four pages of the plan set. The first drawing is the cover page. The only change is the inclusion of the names of the City Commission and City Manager. The second page is the data sheet. There is very little change to this information. They did increase the weight-bearing capacity for runway 3/21. Lisa Waters noted that their engineers are double checking this information. She also explained the layout of the data sheet – existing information is on the left, basic data is in the center, and future information is on the right. Page 3 shows the airport with all projects that have been completed since the last Layout Plan Update. Descriptions of the significant changes are also included on page 35 of the narrative report. Several projects that were planned during the last update, but not completed, are being carried forward. New/planned projects and future land acquisitions are also shown. The seaplane area is shown in an inset in the top corner.

Charlie Weller asked if thought has been given to extending RW 13. Lisa Waters said the reduction in operations has been a challenge in justifying projects. Charlie Weller said that general aviation is decreasing. The future is to hope to get larger jets to come here. Lisa Waters said a full blown Master Plan is scheduled in 2015. Something like that should wait until then. They do not have the numbers to justify it with this update. Charlie Weller said he does not believe it should wait. The area has already been prepared. It will not take much work to do the extension. Lisa Waters said without justification, it will be hard to get funding.

Michael Moon said the fourth sheet is the land use plan. There are several changes from the former plan. They include the following: changing some of the land on the east and west side of the Runway Protection Zone (RPZ) to commercial; showing the dog park in the RPZ; showing acquisition of properties for the RPZ on RW 13; condo hangars use changed to aviation; the former planned terminal area shown simply as aviation use; and two areas for future acquisition (four parcels on 441 and one by the seaplane ramp).

Charlie Weller asked if it shows the purchase of the condo hangars. Michael moon said AM Treggi is currently working with the condo hangars to develop a use agreement to meet FAA requirements.

Lisa Waters said they will be leaving the drawings here for everyone to review. Any comments and changes need to be given to AM Treggi as soon as possible. They need time to update the documents so they are ready by the deadline for the August 12<sup>th</sup> Commission agenda packet.

Charlie Weller made a motion to approve the airport operational statistics as presented. Jon VanderLey seconded the motion and it was approved unanimously.

Charlie Weller made a motion to approve the Airport Layout Plan Update as presented to the City Commission. Jon VanderLey seconded the motion and it was approved unanimously.

## **Project Update**

Michael Moon of Hanson Professional Services provided the following information on projects.

Airfield Lighting: This engineer's estimate for the project came in above cost. Hanson and the City are working on a plan to cut the project back and determine phasing. The plan is to install the runway lighting first. Charlie Weller said that if this project must be done in phases, Taxiway A should be done first. It is in the worst condition. He asked if there is enough grant funding available to do Taxiway A. Michael Moon said they are still working on the cost breakdown. Lisa Waters said she will get him the plan.

Security Fence: This project is on-going and scheduled for completion by August 1<sup>st</sup>.

ALPU: This was just reviewed by Lisa Waters

Taxiway A Realignment: This is out to bid. They are working with the City on separate Task Orders to complete the extension to the property line and the seaplane ramp.

Charlie Weller asked if the FAA has committed any funding for the wildlife management plan. Lisa Waters said their recommendation is to include this in future year projects. The biggest recommendation in the study was for fencing. Charlie Weller said it could be included in the overall plan. Lisa Waters said to show it on the ALP they would need to determine the number of linear feet required. None of that work has been done. Chairman Lewis said this can be added when the Master Plan is done.

## **Airport Manager Update**

Chairman Lewis said Airport Manager Treggi is unable to attend this meeting. He requested that the following information be provided to the Board.

- Worked closely with Metro Orlando Economic Development Commission and City's GIS to prepare marketing material and feature our Airport at the Paris Air Show.
- The airport has been enrolled in FDOT's Pavement Management Program.
- Currently negotiating with two prospective tenants. One is an international private investor; Second is a domestic aircraft mechanic
- Seeking to establish a Foreign Trade Zone (FTZ), also known as Free Trade Zone, at the Airport.
- Seeking to establish close relationship with the Chamber of Commerce.
- Preparing to engage in aggressive marketing to foster economic development.
- The leasing policy remains a major issue for the airport. The airport needs a policy that will encourage businesses to come and stay at the

airport; a policy that can promote a friendly environment for businesses. Airport staff is currently working on such policy.

- Staff is currently coordinating the FY2014 capital projects with the Federal Aviation Administration and the Florida Department of Transportation.

### **New Business**

Chairman Lewis asked the Board members and public in attendance if anyone had new business for discussion. There was none.

Chairman Lewis welcomed Paul LaFata from Honeywell to the airport.

### **Adjournment**

Jon VanderLey made a motion to adjourn the meeting. Charlie Weller seconded the motion. The meeting adjourned at 6:16pm.

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Chairman

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Secretary



**Leesburg International Airport  
Airport Advisory Board Meeting  
Interim ALP Update**



**July 17, 2013  
Airport Administration Conference Room**

**Leesburg International Airport  
Interim ALP Update**



**Interim ALP "Checklist"**

Task / Status		
<b>Task 1</b>	<b>Airport Requirements</b>	
Task 1.1	Collect / Document Historical Airport Data	COMPLETE
Task 1.2	Forecast Of Future Aviation Demand Facility Requirements	COMPLETE
Task 1.3	Submit FAA Form 7480-1 (Seaplane Base)	COMPLETE
Task 1.4	Draft Narrative Report	IN PROCESS
<b>Task 2</b>	<b>Airport Layout Plans</b>	
Task 2.1	Airport Plan Drawings	IN PROCESS

**Goal – City Commission action on August 12, 2013**

7/17/2013

**Leesburg International Airport  
Interim ALP Update**



**Objectives of this meeting**

1. Review updates to the activity forecasts
  - ✓ Address increased aircraft operations to reflect future seaplane/floatplane demand
2. Review Facility Requirements
3. Review Land Use Plan changes
  - ✓ Address AAB & City comments following June AAB meeting
4. Review final ALP drawing set
5. Authorize Airport Manager to present to the City Commission for action

**Leesburg International Airport  
Interim ALP Update**



**Updates to the Forecasts of Aviation Demand  
since the June AAB Meeting**

- No Changes in Based Aircraft Forecasts
- Adjusted FASP Forecast of Aviation Operations to reflect increased demand for seaplane/floatplane capacity
  - ✓ Added discussion of "Aviation Trends Specific to Central Florida and KLEE" (report pages 19-21)
  - ✓ Section 3.2.2 (report pages 23-24) addresses adjustments to FASP

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## Leesburg International Airport Interim ALP Update



### Forecasts of Aviation Demand

- "Adjusted" Aircraft Operations

**Table 9 Comparison of Actual vs. Forecast Total Annual Operations, KLEE**

Year	Actual	TAF (2012)	FASP	2000 MPI	Adjusted for Seaplane/ Floatplane Demand
2003		112,326	117,016		
2004		114,506	117,016		
2005	114,400	116,711	117,016	114,400*	
2006		118,651	117,016		
2007		70,611	79,987		
2008	62,152	60,877	62,152		
2009	67,611	63,442	67,611		
2010	50,646	49,762	50,646	125,600*	
2011	52,812	52,322	52,812		
2012	54,712	54,735	53,583		
2013*	28,906	56,422*	54,365*		56,190 (est)
2018		57,870*	58,452*		60,250
2023		59,393*	62,845*		65,592
2033		62,675*	72,624*		76,274

Notes: \* Year To Date (YTD) - January through June 2013  
Source: FAA TAF, 2012; FDOT FASP, 2011; 2000 Master Plan, and AIC Reports, 2008-2011

## Leesburg International Airport Interim ALP Update



### Forecasts of Aviation Demand

- "Adjusted" Aircraft Operations

**Table 13 Forecast of Operational Fleet Mix, KLEE**


Year	Total Operations	Single-Engine	Multi-Engine	Jet	Helicopter	Experimental	Floatplanes
2013 estimate		67%	12%	5%	7%	4%	5%
Based on TAF							
2018	57,870	38,773	6,944	2,894	4,051	2,314	2,894
2023	59,393	39,793	7,127	2,970	4,157	2,376	2,970
2033	62,675	41,992	7,521	3,133	4,387	2,509	3,133
Based on Adjusted FASP							
2018	60,250	40,368	7,230	3,012	4,217	2,411	3,012
2023	65,592	43,947	7,871	3,280	4,591	2,623	3,280
2033	76,274	51,104	9,153	3,815	5,339	3,048	3,815

Source: Leesburg International Airport Report, 2011; FAA TAF, 2011; & FDOT FASP, 2011



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## Leesburg International Airport Interim ALP Update



### Forecasts of Aviation Demand

- Revised Consolidated Forecast

	2013	2018	2023	2033
<b>Based Aircraft</b>				
Single-Engine	94	106	110	126
Multi-Engine	17	22	24	28
Jet	5	7	9	10
Helicopter	13	15	16	17
Ultralight	9	10	11	12
Floatplane	5	7	9	13
<b>Total</b>	<b>143</b>	<b>167</b>	<b>179</b>	<b>206</b>
<b>Annual Airport Operations</b>				
Local	32,759	35,167	38,286	44,521
Itinerant	23,245	24,884	27,092	31,506
Military	186	199	214	247
<b>Total</b>	<b>56,190</b>	<b>60,250</b>	<b>65,592</b>	<b>76,274</b>
Annual Instrument Approaches	4,934	5,302	5,772	6,712

## AIRPORT LAYOUT PLAN UPDATE FOR LEESBURG INTERNATIONAL AIRPORT LEESBURG, FLORIDA

JULY 17, 2013

FDOT FM  
#414440 2 94 01



LOCATION MAP

**CITY OF LEESBURG**  
DAVID HANSON, MAYOR  
WILL PAUL, MAYOR PRO-TEM  
JOHN O'BRIEN, COMMISSIONER  
ELLEN A. TERPAGH, COMMISSIONER  
JIM HURLEY, COMMISSIONER  
BOY BASHI, INTERIM CITY MANAGER  
GERARDO TRINIS, AIRPORT MANAGER

**INDEX TO SHEETS**

1. COVER
2. AIRPORT DATA TABLES
3. AIRPORT LAYOUT DRAWINGS
4. AIRPORT LAND USE DRAWINGS



VICINITY MAP



LEESBURG INTERNATIONAL AIRPORT

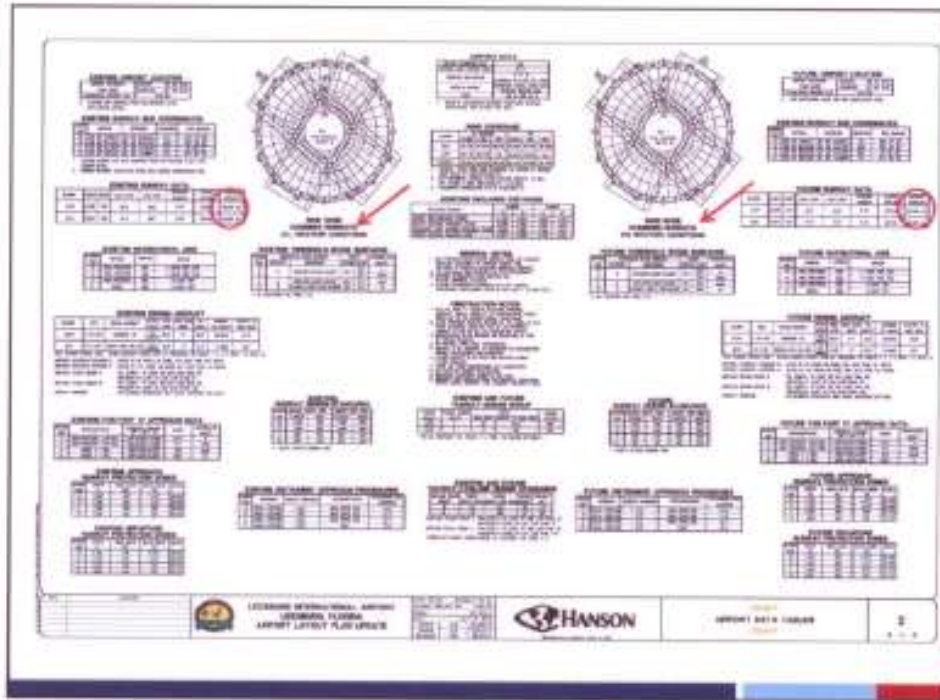


HANSON

Florida Department of Transportation  
Aviation Division



7/17/2013



7/17/2013

