

**Airport Advisory Board Minutes  
April 11, 2012, 5:30pm  
Airport Administration Building  
8807 Airport Boulevard  
Leesburg, Florida**

Attendance: Allen Dunlap  
Alun Jones  
David Lewis  
Clive Ure

**Call to Order**

Chairman David Lewis called the meeting to order at 5:35pm.

**Approval of Minutes from March 14, 2012 Meeting**

Chairman Lewis asked if all members had read the minutes from the March 14, 2012 meeting. Chairman Lewis made a motion to approve the minutes from March 14<sup>th</sup>. Alun Jones seconded the motion and it was approved unanimously.

**Progress Update – City Manager Jay Evans**

City Manager (CM) Evans distributed a handout titled, *“Response to ideas/suggestions/comments/concerns raised at March 14, 2012 Leesburg International Airport Advisory Board meeting”* to everyone in attendance. (See attachment A)

CM Evans said the March meeting provided an opportunity for everyone to air their concerns and bring forward ideas related to the airport. He has met with Chairman Lewis and Clive Ure as well. There is a lot of good synergy at the airport right now. If everyone continues to participate in the process, things can get done. The handout is a response to the discussion from the March meeting. He has tried to address as much as possible. It must be noted that once all of the research is done on these ideas, they must be prioritized based on several factors including need and cost. The City Commission must also approve many of these items before they can move forward.

Website – The website has been updated to include meeting dates and the names of the Board members. The IT Department is working on developing an e-mail address for the Board members. It will be the same method of communication that is used for the City Commission. The agendas and minutes have been posted on the airport webpage since 2005.

Airport Atmosphere – Concerns were expressed by some people about the friendliness of the airport and the level of customer service provided. Others expressed that they felt the atmosphere on the airport was OK.

A change is being made to the responsibilities of the airport manager position. Right now part of his job is to build good will and another part is to enforce rules and work with lease issues. This often puts him in the position of being the bearer of bad news. Some of these duties will be cleaved away and the position will be left with the responsibilities of communication, operations and project management. The lease

negotiations will be transitioned to Deputy City Manager (DCM) Doug Drymon. The responsibility for code enforcement/SOP enforcement will also be removed, but at this point it is not known who will take over that task. He knows the communication has to improve and hopes this will help with that effort.

Wilco Drive Turn Lane – A request was made that a turn lane be added on US 441 at Wilco Drive. It needs to be remembered that US 441 is a state road that is controlled by FDOT. Staff has looked into this and it may be possible. It appears the land needed is available. The estimated cost for design is \$40,000 and the estimated cost for construction is \$100,000. Funding will have to be found.

Proposed Security Fence Upgrade – An idea was presented to move fencing to include the city-owned T-hangars in the airside. This would eliminate the need for the cantilever gates on those taxi lanes. However, that is a concern because it bifurcates the airport. There may be another approach. He met with the airport engineers (Hanson Professional Services) this afternoon to discuss this issue. He would like to hold a special meeting on just this topic and have representatives from Hanson in attendance. Time is of the essence on this project as the available funding which will pay for 100% of approved fencing will expire on June 1, 2012.

Proposed Airframe and Power Plant Training Program – The City has been working for over a year with Lake Technical Center on this project. One possible location for this program is the building where the tractor business was located. At this time the director of Lake Tech is doing research to determine the level of student interest and job availability for graduates of the program. Establishing the need for the program is a major factor in whether or not Lake Tech will assist with this effort. Funding is also a big issue. It will take \$2 million to equip the facility.

Chuck Brainerd noted that this idea was presented during the economic development meeting that was held at the airport a few months ago. From personal experience with their helicopter operations he knows there are not enough A & P's available. CM Evans said he and Commissioner Polk attended a summit on economic development recently. The biggest emphasis at that meeting was workforce development. The City of Leesburg has identified aerospace and energy as the businesses we want to attract.

Arnold Holmes asked if the City is still working with Embry-Riddle. CM Evans said that relationship is still there. Embry-Riddle helped the City with the visioning session. They have advised they are interested in helping with an aviation incubator to assist start-up businesses. They would be able to provide mentoring from experts in aviation and business. The City is currently looking at facilities on the airport to open an incubator on a small scale. If it is successful, the program could possibly be moved to the CR 470 property in the future.

DCM Drymon noted that an A&P school has to go through a certification process with the FAA. CM Evans said the Banner School in Jacksonville has offered to guide the City in this process.

Sea Plane Ramp – CM Evans said when Tavares announced their plans for the seaplane base, he met with staff to discuss what opportunities that might present for Leesburg. A decision was made to wait and see how successful the Tavares venture was before moving forward with any plans here. Tavares then came to Leesburg to

discuss building a ramp at Leesburg to allow the businesses here to service seaplanes for maintenance. Tavares was asked to develop data such as traffic estimates which they are still working on at this time. The thought is for the ramp to be at the end of runway 31 by Lake Harris. The City likes the idea but the cost still has to be determined.

Joel Hargis said there is a seaplane fly-in planned for <sup>April</sup> ~~May~~ 21<sup>st</sup> in Tavares. The Leesburg staff may want to check it out. David Lewis said he had lunch at the seaplane base. In 45 minutes five seaplanes landed. Joel Hargis noted that their air show last week was well attended. Chuck Brainerd said he heard they have sold \$250,000 in fuel in two years.

Airport Restaurant – CM Evans said that one of his first assignments when he came to Leesburg was to try and find a restaurant to locate on the parcel next to Cracker Barrel. He was unsuccessful. The restaurant idea was discussed again at the last meeting with a suggested location of Wilco & 441. One idea is to have a two story building with a restaurant on the second floor to provide a good view of the airport and shops or offices on the first floor. This would be similar to Earhart's in Lakeland and would capture traffic from the airport and the highway. Marty Edelman noted that the FAA is allowing observation decks now and that would be a good addition to a restaurant.

CM Evans said the ramp space proposed for the area west of Wilco would provide parking for a restaurant in this area as well.

Dave Taisch said consideration could also be given to a restaurant on the waterfront near the seaplane dock. CM Evans said most of that area is wetlands. Mitigation is very expensive and there would also be access problems. Chuck Brainerd said this is a good idea. It might be possible to have more than one restaurant on the airport. CM Evans said the wetlands in this area force the City to be realistic on this issue. There is nothing wrong with exploring the idea but there are major hurdles with logistics such as access and permitting and mitigation. John Vizslay suggested considering a floating restaurant.

Ramp by Cracker Barrel – Much of this property is currently under lease through 2029. However, the lease includes an obligation to build corporate hangars which has not been met. Since the lessee is technically not compliant with the agreement the City could find them in default. The lessee would then have an opportunity to cure or the lease would be terminated. There are also wetlands in this area. When the ARFF station was built the area was permitted with St. Johns, however, the permit from the US Army Corps of Engineers must still be obtained. It might be possible to build a ramp area around the wetlands. He noted there is also a DOT drainage structure that must be accommodated in the plans.

John Balow asked if Cracker Barrel has any interest in funding this project. CM Evans said their only commitment is to install a sidewalk to the gate. There is nothing in this proposal that can guarantee them increased business. Chairman Lewis suggested asking Lowes for a donation of supplies. Clive Ure said there are people on the airport willing to volunteer their time to clear the area. A grass ramp in this area would be a nice stopgap. He spoke to the people at Cracker Barrel and they told him they will help promote the restaurant if the ramp is put in place.

Helicopter Pads – CM Evans said this is a good idea and can probably be accomplished with a modicum of expense. They need to investigate separation issues. The airport engineer will assist with that. Chuck Brainerd noted that with helicopters their decision on where to fly is often based on the availability of an area to park and fuel prices. You can't mix helicopters and fixed wing aircraft. He believes adding helicopter pads would increase fuel sales at the airport.

Parks on the Airport – The City is looking at what can be done to clean the area around the pond behind the Airport Administration Building. It is possible that picnic tables could be placed here to provide an area for families to picnic. It was also mentioned at the last meeting to consider a park at the end of runway 13 by US 441. This site has too much wetland area and a park is not realistic in this location.

Self-Service Wash Rack – An area is available behind the old Triangle FBO hangar. There is an old wash rack there now. Staff is trying to determine if it can be reopened. One of the hurdles to this is the catch basin. The basin is small and the way it is set up now it will catch rain water as well as runoff from the airplanes being washed. It will have to be pumped frequently at a cost of about \$500 each time. It may be possible to put up a cantilevered cover and use this site as a temporary solution until a new facility can be built. The cost estimate to build a new one is \$125,000-\$150,000 per bay. CM Evans noted that operating costs are a factor. The airport is part of the general fund. The City needs to cut costs in that fund, not increase them.

Traffic Light at Airport Entrance – FDOT controls US Hwy 441. The City has no control over whether or not a signal is installed. The traffic count criteria FDOT uses to qualify an area for a signal is 53 vehicles per hour for eight hours. That must be verified by a traffic study. The cost of the study is approximately \$7,000. The design cost is estimated at \$20,000. Construction will cost approximately \$200,000 to \$300,000. The likelihood of getting a signal is very remote.

Charles Bondar said a traffic light is needed. It is very hard to pull out onto 441 from the airport. He asked if FDOT would change the timing on the signals closest to the airport to open a window where airport traffic can cross the highway. CM Evans said they will not do that. The timing of all the signals on 441 are related and they will not look at one small area. Commissioner Lewis Puckett said the bottom line is the City has not control over this.

Clearing Land Along Runway 13/31 – At the last meeting it was suggested to clear the trees on the south side of runway 13/31 to improve the view of the lake. This area is mostly wetlands. Nearly all of the upland area is taken up by the 750' separation requirement area from the runway. Mitigation of this area would likely be cost prohibitive. The area south of Cracker Barrel has about 17 acres of uplands. There is potential for some development if access issues can be resolved.

Proposed Hangars – Airport Manager Weller has been asking to build additional T-hangars for the past several years. Funding is available from FDOT for 80% of site work and 50% of construction. The problem is finding the matching funds from the City. The City has done well financially over the past few years, but the budget has been very tight because we have reduced costs. Next year will also be bad as far as the budget goes. However, the City has been able to build up cash reserves and our bond ratings are now the highest they have ever been. An economic development nest egg is

available in the Gas Department. It is up to the City Commission to decide if this is spent on the airport or elsewhere.

Dave Taisch said if land is an issue he knows about a company that is developing stacking t-hangars. CM Evans said he would like to learn more about that. Joel Hargis asked why the City is delaying building the hangars when there is a waiting list of available tenants. It is a guaranteed ROI. Chuck Bondar suggested floating a small bond and using the funds to build the hangars. CM Evans said the City does not want to incur any new debt due to the economy. It should level out in a couple of years and the cash will be available.

Chairman Lewis noted the airport has a limited amount of usable property. A new Master Plan should be done. The engineers can determine the highest and best use of the property on the airport.

Adding Amenities to FBO Area – DCM Drymon, Brian Sapp and the AM Weller are looking into installing picnic tables in the grassed area between the FBO and ramp area to the west.

Revamping Leases – A special meeting will be held on April 25<sup>th</sup> to discuss leases. CM Evans said he does not believe this will be a long meeting. He will explain the City's position and expectations on lease extensions. This is not a time to discuss specific tenant's lease issues. Chairman Lewis said that if a tenant wants to discuss their specific lease with CM Evans, they should contact him directly before the meeting. That will give him an idea of the issues the tenants have related to their agreements.

EAA Chapter – The City is interested in helping the EAA Young Eagles program. We want to get young people involved in the airport. The City does not have hangar space they can specifically dedicate to this program. There may be space that can be used temporarily and something can be worked out for the future.

Arnold Holmes said he represents EAA Local 534. The EAA can provide an immediate return to the airport through things like fly-ins. There are many things they can do if they have the space. They are a non-profit so they do not have available cash. If the City will support EAA they can immediately begin to schedule events that will bring people to the airport. The chapter is under new leadership and they are ready to go. Their biggest need right now is access to ramp space. CM Evans said the City should be able to help them.

Concept of Part 139 – The City is no longer moving the airport in the direction of becoming a Part 139 facility.

Free Trade Zone Designation – The City is exploring the possibility of working with Orlando International Airport to become a subzone of their Free Trade Zone.

Reprogramming Airport ID Badges for Gate Access – All ID badges have been reprogrammed and should allow access through gates 2, 3 and 9. Gates 1, 4 and 5 are accessible only by transponder. The pedestrian gate by SunAir Aviation is accessible during their business hours. Gate 7 by the tower will remain restricted. A software change to allow access through all of the gates using the badges is in process but will take some time.

Lighting the Main Ramp – A request was made to light the main ramp area parallel to taxiway A. The infrastructure for this project is in place. Staff is considering installing small pedestal lights. One light will be installed to see how it works. If it is acceptable, the cost to install all of the lights is estimated at \$10,000.

Condo Hangar Gate – A request was made to keep the gate at the condo hangar open at all times. This cannot be done due to security issues. A suggestion has been made to obtain ownership of the access gate to the condo hangars and make it a part of the security system. To accommodate this some area of fencing would be relocated and others would be completely removed. This will require approval of the Condo Hangar Owners Association. The cost estimate for this work is approximately \$54,000. Access to this gate would be limited to the condo hangar owners.

CM Evans said that this list of ideas and suggestions now needs to be prioritized. Arnold Holmes noted that everyone is here to work together. As a group they are getting better. He thanked CM Evans for his work.

### **Project Update – Airport Manager Charlie Weller**

AM Weller provided the following project information:

Security Project – This project is closed out. Twelve cameras were added along with four personnel gates. The FBO door was replaced with a sliding door. A camera and intercom system was installed at the FBO desk to allow for proper identification of anyone wishing to enter the GA ramp. Gate #9 for vehicles was added on Echo Drive. This can be used instead of the cantilever gates.

Wildlife Assessment – This project is funded through FAA. It will continue through November 2012. The biologists are doing a study to determine what wildlife is on the airport. Once the study is done, recommendations will be made to minimize encroachment of wildlife onto runways and taxiways. In March an aircraft performing touch and go's and collided with a wild turkey. A damage report on the aircraft was not available as it did not return to Leesburg after the collision.

Security Fencing Assessment – This is 98% complete. Additional information will be provided to the engineers based on input from the tenants. Time is of the essence in this project. If it can be completed before June 1<sup>st</sup> it will be funded 100% by FDOT. After June 1<sup>st</sup> funding at this level will no longer be available.

Remove Jog in Taxiway A – This project has been bid out and the vendor selected is CR Roberts. The contract should go to the City Commission on April 23<sup>rd</sup>. Once the contract is approved, the work should be completed in 60-90 days. This phase of the project is just moving the dirt to level the area. Funding to do paving, lighting, etc. should be available in 2014.

Master Plan for Signage/Lighting – Currently the airfield signage is comprised of several different types. When this project is complete all signs will be lighted. Cost of installation is estimated at \$1 million. FAA will provide 90% funding. FDOT will only match 2.5%, but negotiations are on-going to see if they will increase their match to 7.5%. The City will have to pick up the difference remaining after FAA and FDOT funding.

Striping – This project is complete. The cost was about \$46,000. All striping now meets FAA and FDOT specifications.

Airfield Lighting – This project will replace the lights on a 5,000' section of runway 3/21 and taxiways B & J. All wiring will be placed in conduit and the lights will be in cans. The runway lights will be incandescent and the taxiway lights will be LED. Cost is approximately \$525,000. These improvements to the lighting system will greatly reduce maintenance costs.

Joes Hargis asked if consideration is still being given to installing an ILS. AM Weller said the price on ILS systems has increased significantly. There are three components – localizer; glide slope; and approach lights. An island must be created at the end of runway 31 for the glide slope. A lot of permitting is required. The estimated cost is \$4.5 million.

Charles Bondar asked if there is any chance to find an ADUs transmitter. Am Weller said the builder has gone out of business and the FAA cannot find anyone else to make them.

AM Weller said he recently read an article about an incident involving GPS at a New Jersey airport. Some truck drivers have started using GPS jammers so that their companies cannot track them with GPS transmitters that are attached to their vehicles. An airplane trying to land at an airport in New Jersey was using GPS and lost the signal due to one of these jammers. This is a new problem that has come to light regarding GPS systems.

### **New Business**

Chairman Lewis asked those in attendance to vote via a show of hands if they prefer the AAB meetings to be held at 4:00pm or 5:30pm. The majority preferred 5:30pm.

Chairman Lewis said the Board is required to report to the City Commissioners. He has prepared a recap of everything they have discussed. He provided a copy of the report to the Board members and would like a motion to approve it so it can be submitted. Allen Dunlap made a motion to approve the report to be presented to the City Commission. Clive Ure seconded the motion and it was approved unanimously. (See Attachment B)

Chairman Lewis thanked CM Evans for his presentation.

Chairman Lewis thanked the volunteers who worked in the kitchen at tonight's meeting.

### **Open Discussion**

John Balow said he has talked to AM Weller about the location of the rotating beacon. Because of its location a shield is required to protect the tower operators. As a result, someone coming in from the northwest cannot see it which defeats the purpose of having a beacon. He asked if it could be moved to the top of the tower. AM Weller said he has raised it 2°, but there is a limit to what can be done. He could also try to minimize the size of the shield. To totally fix the problem it really should be moved to a different location. Chairman Lewis said he will make a point to determine the cost to relocate it to the top of the tower.

Chairman Lewis recognized Tim Shea from AvCon and thanked him for coming to the meeting. His company did the work on the Tavares seaplane ramp.

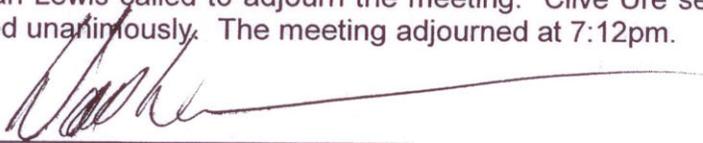
Clive Ure said he has a proposal he would like the Board consider adding to the list of items for discussion. He thinks it would be good to add to the airport entrance an airplane that can be displayed on a pole. He knows someone who is willing to donate an L29 for this purpose.

**Special Meeting Scheduled for April 25<sup>th</sup> to Discuss Modification of Leases**

Chairman Lewis announced that the next meeting will be held on April 25<sup>th</sup> to discuss leases.

**Adjournment**

Chairman Lewis called to adjourn the meeting. Clive Ure seconded the motion and it was approved unanimously. The meeting adjourned at 7:12pm.



Chairman



Secretary

RESPONSE TO IDEAS/SUGGESTIONS/COMMENTS/CONCERNS RAISED AT MARCH 14, 2012 LEESBURG  
INTERNATIONAL AIRPORT ADVISORY BOARD MEETING

Jay M. Evans, City Manager  
Doug Drymon, Deputy City Manager

**Overview.** Following a PowerPoint Presentation delivered by Chuck Brainerd, CEO Brainerd Helicopters, a variety of ideas and suggestions were offered by the AAB members and others attending the meeting for improving the overall appearance and operations of Leesburg International Airport (LEE). These ideas and suggestions included (in no particular order of importance):

- Installation of a vehicular turn lane for the Airport entrance located at Wilco Drive.
- A variety of security fencing upgrades & changes, including the relocation of existing access gates.
- Start-up of an Airframe & Powerplant Training Program, possibly using the property previously occupied by All Terrain Lawn & Tractor Company as a location for the program.
- Installation of a seaplane ramp at the end of Runway 13, providing access to Lake Harris.
- Recruitment of a new restaurant occupying a site directly on the main Airport property (one possible location being at the intersection of Wilco Drive and US 441).
- Construction of additional ramp space, with two possible sites mentioned – one on the north side of Airport Blvd adjoining Wilco Drive, the other just north of the AARF Station, adjoining Cracker Barrel Restaurant.
- Construction of several lighted helipads located on the west side of the main tenant complex, off Runway 13-31.
- Construction of self-serve wash racks for airplanes.
- Construction of a new public park located at the end of Runway 31.
- Installation of a traffic signal at the Airport entrance off Echo Drive (or as an alternative, Wilco).
- Cleaning up and improving (park?) the grounds around the small pond located between US 441 and the Airport Administration Building (also commonly referred to as the CAP building).
- Clearing & grubbing some of the treed & scrub areas located around both ends of Runway 13-31 to improve visibility and allow for construction of additional hangers.
- Constructing new hangers on existing vacant parcels within the main tenant complex.
- Adding amenities (picnic tables, benches and gazebo) that can be used by the general public visiting the Airport.
- Revamping tenant leases to encourage further capital investment in facilities.
- The possibility of providing the local EAA Chapter with hanger space to meet and undertake projects.
- Firmly moving away from the concept of making LEE a Part 139 airport and instead concentrating efforts on making the facility the best GA airport in Florida.
- Obtaining a Free Trade Zone designation for the Airport.
- Reprogram ID badges to allow access to all gates.

Additionally, some amount of discussion at the meeting was also given to:

The types of events that could be hosted at the Airport to raise public awareness and appreciation of the benefits that the Airport provides to the community. Some of the events suggested included: 1) An Airport "Open House" day; 2) An air show; 3) Regular fly-ins.

The changes that should be made to the current Airport website, to include: the names & contact information for AAB members, as well as the dates & times of all upcoming AAB meetings and copies of the minutes for the public to review.

Enabling AAB members who are physically unable to attend Board meetings to participate remotely via conference call or Skype, or possibly by proxy.

- ❖ *Administration's response: The web page has been updated to include AAB member names and the dates for upcoming meetings. Minutes and Agendas have been available on the web page since 2005. Email access for board members is an issue still in development.*

Improving the overall atmosphere ("friendliness") of the Airport as viewed by tenants, pilots and the general public. Getting Airport Management to be more customer service-oriented was viewed as an important need by a significant number of the attendees, although there was also some praise given to Mr. Weller the Airport Manager for his work securing FAA and FDOT Aviation grants for the Airport.

The City Administration's response to the other ideas/suggestions/comments/concerns raised at the Advisory Board meeting is as follows:

- Installation of a vehicular turn lane for the Airport entrance located at Wilco Drive.

### Turn Lane For Wilco Entrance



- ❖ *Administration's response: This is an FDOT roadway, not a City of Leesburg roadway. Estimate for design of a turn lane is \$40,000 and construction is estimated at \$100,000. Project is very viable, subject only the availability of funds.*

- A variety of security fencing upgrades & changes, including the relocation of existing access gates.

## Proposed Security Fence Upgrade



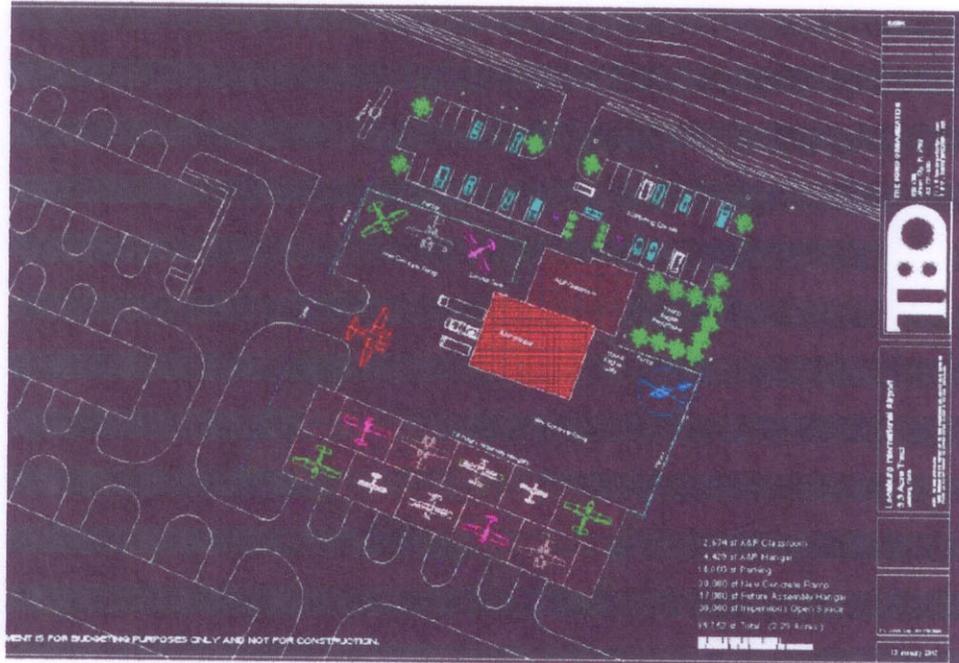
- ❖ *Administration's response: We would like to involve the City's Airport Engineering firm (Hanson Engineering) in any discussions pertaining to relocation of security fencing and/or the relocation or replacement of access gates. Staff will contact Hanson Engineering to determine earliest dates when company personnel are available to travel to Leesburg to participate in meetings with Airport tenants. Inviting representatives from FAA, TSA and FDOT to participate in these discussions may also be worth considering.*
- Start-up of an Airframe & Powerplant Training Program, possibly using the property previously occupied by All Terrain Lawn & Tractor Company as a location for the program.

## Proposed A & P Location



- ❖ *Administration's response: The City has been working diligently for some time now (more than a year) with the Executive Director of Lake Technical Center to make this happen. Lake Tech has indicated that they can possibly supply welding equipment as well as some financial assistance to help underwrite the program instructors. Conceptual drawings of classroom and lab space*

layout within the former Tractor company building have been prepared by Mr. Jerry Bond (see below), the former Florida Energy and Aerospace Technology Park Project Manager. Lake Tech staff is presently researching industry workforce hiring data for A&P certified graduates as the first step in the process used to support the need for such a program. Concurrently, City staff will also investigate the possibility of partnering with an existing FAA-approved A&P program to open a satellite campus at LEE.



- Installation of a seaplane ramp at the end of Runway 13, providing access to Lake Harris.

*Administration's response: Discussions have recently been held with representatives from the City of Tavares and their seaplane base operator, resulting in an agreement by both parties that the City of Tavares will supply the City of Leesburg with projections on the possible number of seaplanes that could be attracted to the area for servicing and support at Leesburg Int'l Airport if a seaplane ramp was constructed off Lake Harris (possibly somewhere near the end of Runway 13). Inquiries were made to Bill Neron, Tavares' Director of Economic Development, on Monday, March 19, 2012 requesting an update on the status of this research. Mr. Neron replied that Tavares is still awaiting data from the Seaplane Pilots Association.*

### Proposed Seaplane Ramp



- Recruitment of a new restaurant occupying a site directly on the main Airport property (one possible location being at the intersection of Wilco Drive and US 441).

## Airport Restaurant



- ❖ *Administration's response: We very much like the idea of having some type of family style restaurant located somewhere within the main tenant complex (preferably close to or adjacent to airside) for the benefit of pilots visiting LEE as well as the general public. An airplane-themed restaurant could help promote the Airport to the local community, as well as provide new jobs for area residents. The locations that would allow the best observation of flight operations are unfortunately not available at this time. A location at the SW corner of Wilco Drive and USS 441 has been suggested as one possible location for a restaurant, but a two-story building may be required for best observation of the field.*
- Construction of additional ramp space, with two possible sites mentioned – one on the north side of Airport Blvd adjoining Wilco Drive, the other just north of the AARF Station, adjoining Cracker Barrel Restaurant.

## Proposed Ramp Space



- ❖ Administration's response: Ramp space at Wilco Drive will need to be coordinated/explored concurrent with the idea of a restaurant at that location.
- ❖ The property adjacent to Cracker Barrel is currently leased by Hurley Properties, LLC through 2029. However, the lease required construction of one corporate hangar within 24 months of January 26, 2009. That has not occurred. Four other hangars were to be completed within four years. The City could find the lessee in default and assume control of the property after lessee is given an opportunity to cure. To date we have not done this because we have not had an alternative use for the property and some rent is better than no rent. There are also wetlands on the property, which are delineated below. The good news is that the Water Management District mitigation to impact these wetlands has already been done. Mitigation for the Army Corps of Engineers has not been done. It is estimated at about \$16,000. Estimates for site clearing and construction of stabilized grass ramp space are in progress. The desirability of ramp space at this location should be evaluated against the potential benefits of using this same property for other economic development uses, such as light manufacturing or the location of other aviation-related businesses. Additionally, if a restaurant is constructed at Wilco Drive, will this ramp space be considered money well-spent?



- Construction of several lighted helipads located on the west and south sides of the main tenant complex, off Runway 13-31.

## Proposed Helicopter Pads



❖ *Administration's response: This appears to be a very viable project. The City's airport engineering firm will need to be consulted and cost estimates developed.*

- Construction of self-serve wash racks for airplanes.

❖ *Administration's response: This is a viable project, limited only the cost of constructing the facility, which is estimated between \$125,000 and \$200,000, as well as any operational costs. As a short-term solution, the City's Environmental Services staff is evaluating the possibility of re-activating an old wash rack located on the west side of the hanger formerly used as an FBO (at 7301 Airport Blvd).*

- Construction of a new public park located at the end of Runway 31.

## Leesburg International Airport Park



❖ *Administration's response: This area is part of a larger environmentally-sensitive wetlands area that would be very difficult from a permitting and mitigation cost perspective to develop as a park – even one that is fairly “passive” in nature. Further research by the City's Environmental Services staff is needed before possible development of this area can be considered.*

➤ Installation of a traffic signal at the Airport entrance off Echo Drive (or as an alternative, Wilco).

❖ *Administration's response: City Public Works staff has been requested to contact FDOT to determine costs and criteria (warrants) for installing a traffic signal at one of the two main entrances to the Airport. The rule of thumb for installation of a signal on an FDOT roadway is 53 vehicles an hour for an 8 hour period. Cost for such a study would be between \$3,500 and \$7,000. Design for the signal would be around \$20,000 and construction between \$200,000 and \$300,000 (mast arm signalization).*

➤ Cleaning up and improving (as a park?) the grounds around the small pond located between US 441 and the Airport Administration Building (also commonly referred to as the CAP building).

❖ *Administration's response: City staff will have a contractor provide a variety of quotes for clearing of uplands, removal of non-native species in the wetland areas around the pond, and aquatic plant removal. We will also obtain a quote for the Cracker Barrel site.*

➤ Clearing & grubbing some of the treed & scrub areas located around both ends of Runway 13-31 to improve visibility and allow for construction of additional hangers.

## Clear Off For Lake View by 13/31



## FUTURE DEVELOPMENT????



❖ *Administration's response: These areas contain large sections of environmentally-sensitive wetlands that would be very challenging (and expensive) to clear and develop (see wetlands delineation below). Mitigation of any sizeable areas will likely be cost prohibitive. The area southeast of Runway 13/31 is largely wet, and encumbered by the 750' required separation for vertical structures from the runway centerline. The area south of Cracker Barrel has approximately 17 acres of uplands. Provided access can be gained either adjacent to the ARFF station, or through the wetlands to the south (to Taxiway Alpha bump-out), this land could possibly be developed for airside operation (new perimeter fencing required).*



Wetlands Delineation

- Constructing new hangars on existing vacant parcels within the main tenant complex.

## Proposed Hanger Space



- ❖ *Administration's response: Development of these parcels has been an airport goal for some time, limited only by the availability of matching funds (typically 50%). To ensure the right structures are placed at the right locations, an evaluation needs to be done to determine the highest and best use of the properties (T-hangars, corporate hangars, aircraft MRO/manufacturing, etc.).*

- Adding amenities (picnic tables, benches and gazebo) that can be used by the general public visiting the Airport.
  - ❖ *Administration's response: We have looked into the possibility of installing several picnic tables in the grassed area located between the current FBO (Sunair) building and the ramp area to the west. The Airport Manager is working on gathering the costs involved in putting up a small picket-type fence through this grassed area, behind which the picnic tables could be placed.*
- Revamping tenant leases to encourage further capital investment in facilities.
  - ❖ *Administration's response: A special meeting of the AAB will be held on April 25<sup>th</sup> to discuss leases.*
- The possibility of providing the local EAA Chapter with hanger space to meet and undertake projects.
  - ❖ *Administration's response: The City is very much interested in assisting the EAA Young Eagles program. Permanently dedicating usable hangar space may be difficult, but there may be short term space available in existing facilities. Further discussions with the EAA will determine how the City can best assist.*
- Firmly moving away from the concept of making LEE a Part 139 airport and instead concentrating efforts on making the facility the best GA airport in Florida.
  - ❖ *Administration's response: Based on information supplied by Barr Group Aerospace in early spring 2011, City Manager Jay Evans has articulated to the City Commission and other members of the community that Leesburg International Airport does not have the expansion capability (infrastructure-wise) that is required to successfully attract and support commercial air carrier service. As a result, we as staff concur that LEE's future lies with making the Airport the best GA facility in Florida that it can be.*
- Obtaining a Free Trade Zone designation for the Airport.
  - ❖ *Administration's response: We believe this is a great opportunity for Leesburg to increase its attractiveness as a location for companies shipping products to-and-from overseas. Short-term, City staff is exploring the possibility of partnering with Orlando International Airport to extend OIA's Free Trade Zone status to include Leesburg International Airport as a "sub-zone."*
- Reprogram ID badges to allow access to all gates.
  - ❖ *Administration's response: All ID badges will be reprogrammed to open vehicle gates 2, 3 and 9. Airport Administration will undertake to reprogram this change immediately. Gates 1, 4 and 5 are accessible using transponders only. The pedestrian gates in the vicinity of Sunair Aviation are normally accessible at all times that the FBO is open. Gate 7 accessing the Tower will remain restricted. As quickly as possible, all ID badges will be reconfigured to allow access to all vehicle gates and pedestrian gates, with the exception of Gate 7 (Tower). This change, however, will*

*require the ID badge software to be reconfigured, a process that will take more time to implement.*

Other issues identified through discussion with AAB members and airport tenants:

- Determine the potential to light the main ramp area adjacent to Runway 13/31 and Taxiway Alpha utilizing the pedestals and conduit installed many years ago but never completed.
  - ❖ *Administration's response: The City has received a quote to install 12 LED pedestal lights and associated electrical work. Cost is \$10,952. Fixtures will be low-profile, mounted on 2" posts approximately 18 inches above finished grade. We have authorized work for only one light to be installed so we can determine if the chosen fixture and lamp are acceptable. If so, the balance of the work will be completed.*
- Consider keeping gate between the Condo Hangars and the airfield in the open position.
  - ❖ *Administration's response: To do so would abdicate responsibility for airport security in that area to the Condo Hangar owners. While we cannot do that, what is possible is for the City's gate to be removed along with all of the fencing southwest of the Condo Hangars. The City could then obtain ownership of the current Condo Hangar gate closer to 441 and integrate it into the City's control system. This would leave only one gate for hangar owners to traverse and the unsightly fencing would be eliminated. This will require approval of the Condo Hangar Owner's Assoc.*



Proposed Gate and Fencing Solution for Condo Hangars

# Leesburg International Airport Advisory Board

## Report to the City Commissioners – April 12, 2012

The consensus of the airport operators is that without an AM change, the ill will and distrust at the airport cannot be overcome. The current lease policy must also be addressed in order to remove the bridle that is holding back additional investment and growth. A new Master Plan in conjunction with the Seaplane Ramp project is necessary to assure that the available airport property is utilized to its maximum potential. All the other items are important, but are secondary.

### Priority Items

#### **1. Airport Manager Issues and Cost Savings**

For several reasons that have recently surfaced, ask the AM for his resignation or eliminate the position of airport manager and replace with a part time "Airport Administrator".

Reference: Items 5 – 6 – 7, and 8.

#### **2. Leases and Rentals Policy**

Seriously reconsider current policy and formulate a method for modifying, consolidating, and extending leases and rentals based on "Fair Market Value" and years remaining. This is a must if we expect current lessees to increase their investment and/or expand.

Establish and publish standard rates based on usable square footage for both leases and rentals.

Consider the City assuming all streets and taxiways access to hangars and ramps for control and enforcement if some are controlled by lessees or tenants. This will be a factor in the computation of square footage rates.

Consider (study) including lessee and tenant Insurance coverage in leases and rentals, under one "Umbrella Policy" to obtain better rates, better coverage, and increase City leverage and monitoring of coverage. Also, including insurance in leases and rentals may help attract new operators to the airport.

Review and strengthen enforcement codes of non aviation use restrictions as part of any changes to leases.

#### **3. New Master Plan and Consultant Contract Expiration – Fall 2012**

An Airport Advisory Board committee to determine the best company as we move forward with the seaplane ramp and as a general aviation airport compared to our current consultant firm (Hanson).

This is necessary for the City will know to best use of the airport property to pursue for maximum results.

#### **4. Seaplane Ramp and Airport Boat Park**

Complete as soon as possible. See Item 3.

KLEE would be the ONLY Dedicated Seaplane maintenance airport in Florida.

## Secondary Items

### **5. Approved Maintenance Vendors List**

This allows the Airport Attendant, tower, fire station, and lessees to immediately handle emergencies such as Electrical, Plumbing, Gates, Structure, etc.

### **6. Re-number / Re-name airport bldg structures and standardize exterior color and signage.**

Complete "Standardization" of all airport properties to increase safety and assure emergency response times as well as make the airport more "User Friendly".

This project was started by a previous airport manager and never completed.

### **7. Administration Building**

Allow more access to tenants and lessees via coded door and full time staff.

Currently locked and not used most of the time and is a wasted Asset.

Schedule City functions, meetings and events at the airport Administration Building to increase awareness, utilization, and integrating the airport with City business and departments for awareness.

### **8. Airport Fire Department and Police Inspections of the airport.**

As requested by Mr. Brainerd, the Police have stepped up their presence on the airport land side.

Requesting Fire Department airside inspections on the airside will cover the other half of operations.

### **9. Aircraft Wash Ramp (Temporary and Permanent)**

Complete as soon as possible. **(Under Study)**

### **10. Fences**

Terminate all security fencing and access gates projects under FAA 139.

### **11. Cracker Barrel Ramp**

Complete as soon as possible. **(Under Study)**

### **12. Helicopter Pads and Routes**

Request Brainerd Helicopters develop and submit a plan for approval.

### **13. Wilco Turn Off Lane - Highway 441**

Complete as soon as possible. **(Under Study)**

Reference: Items 14 – 15 – 16 – and 17.

**14. Pumping Station**

Initiate a research odor elimination filtration systems and enclosure in preparation for restaurant site and possible park adjacent to the pumping station and administration building.

**15. Restaurant Site**

Market the Wilco entrance site by placing an artist concept (Google) ad via national restaurant associations and magazines based on 40,000 plus daily traffic movement from Hwy 441 and fly in aircraft traffic from the air side. This is pending the proposed **Airport Master Plan** (Item 3).

**16. Pond, Spring, and Fountain Project at Wilco entrance**

Complete as soon as possible with an entry from Wilco side of the Administration Building.

**17. KLEE Memorial Monument at Administration Bldg**

Consider relocating reference item 16 above.

**18. Ramp Lighting (\$40,000.00 already invested and project halted)**

Complete as soon as possible.

This project was started by a previous airport manager and never completed.

**19. NS & S Aircraft Interiors (Former airport business)**

We need to officially contact owner. Neville has been contacted and indicated he would like to move back to KLEE.

**20. KLEE Airport Advisory Board Involvement**

Increase involvement of the Airport Advisory Board in all FAA - FDOT - Environment Agencies – TSA – Maintenance – Grants - Vendors and bids for input as appropriate.

**21. EAA and Young Eagles Activities (Arnold Holmes)**

Allow any vacant facilities for their use.

**22. Security Cameras**

Encrypt and allow Lessee monitoring for added airport security.

**23. Compass Rose**

Re-install as soon as possible.

**24. Wind "T" indicator lighting**

Repair as soon as possible.

**25. Airport Blvd gates and fencing.**

Determine the optimum configuration to be determined by the results of the new *Master Plan* for *General Aviation*.

**26. City "T" hangars**

Establish and publish a "Standard" square footage rate for airport rentals, both City and privately owned. Reference: Item 2

**27. Leesburg Airport Maintenance Team (Being Formed by Arnold Holmes)**

Assist in promotion of all aviation services located on the airport as one team capable of all aircraft maintenance needs to take advantage of the recent Florida Aviation "No Sales Tax" rule to draw customers from Mississippi, Alabama, Georgia, Louisiana, and the Carolinas.

**28. Condo Gate**

This is pending Condo Association Approval in order to remove the unnecessary fencing and gate separating the condo hangars from the airport.

**29. Non Standard Signs and Lighting**

Standardize all air side signs and complete the LED conversion of all lighting.

**30. Monthly "Fly In" Theme Events and Swap Meets**

Establish monthly fly ins for: Experimental, Tail Draggers, War Birds, Piper Cubs, Antiques, LSA's, Etc. with food concession trucks arranged on the public access areas.

**31. Establish airside storage area adjacent to condo area.**

Establish and make available to Lessees for moving equipment and vehicles away from public view at the entrances to improve the airport image.

**32. Community Awareness of Airport**

Complete an Economic Impact Study and actively promote with Chamber of Commerce.

Utilize Public accessible areas for events after moving vehicles and equipment to the proposed storage area (Item 31). Cook Offs, Bike Week Related Events or Displays, Children's Carnival or Petting Zoo, Etc.

Submitted with the understanding that some of these items are being planned, studied, or initiated at this time.

**David L. Lewis**

**April 12, 2012**

\_\_\_\_\_  
David L. Lewis, Chairman  
Leesburg International Advisory Board

\_\_\_\_\_  
Date

Submitted Pursuant to: **Part II - Code of Ordinances, Chapter 2 – Administration,  
Article IV – Division 9 Section 163 (a)**