

**Airport Advisory Board Minutes  
SPECIAL MEETING  
April 25, 2012, 5:30pm  
Airport Administration Building  
8807 Airport Boulevard  
Leesburg, Florida**

Attendance: Lester Coggins  
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 April 11, 2012 Meeting**

Chairman Lewis asked if all members had read the minutes from the April 11, 2012 meeting.

Lester Coggins noted that on page 3 the date for the Tavares seaplane fly-in is shown as May 21<sup>st</sup>. The actual date was April 21<sup>st</sup> but then it was postponed to April 28<sup>th</sup>. Alun Jones made a motion to accept the minutes from April 11<sup>th</sup> as revised. Lester Coggins seconded the motion and it was approved unanimously.

**Discussion Regarding Airport Leases**

Chairman Lewis introduced City Manager (CM) Jay Evans to open the discussion regarding airport leases.

CM Evans said his main goal at this meeting is for people to learn the City's position and philosophy regarding lease negotiations. The City's interest is in job creation, investment, and commerce when lease negotiations are considered. The City must also look at the market value in renegotiations. In many cases, but not all, the City will be willing to renegotiate leases. There could be instances where the space being leased is under-utilized and not providing jobs, commerce or an investment in the airport. In that case there is no reason to extend that lease. Our space is limited so utilization and growth matter. If the proposed use is very good, the City might consider an economic development rate. This would be available in instances such as a company that is creating a considerable number of jobs at the airport. Lessees need to know that the City will renegotiate most leases looking at market value. The City wants to keep our long-standing lessees on the field.

Deputy City Manager (DCM) Drymon said that underutilization includes hangars that are full, but not necessarily with aviation related items. That does not help the airport. CM Evans said certain airport SOPs need to be reviewed and then enforced to prevent non-aviation uses.

CM Evans said the City wants to use a consultant to help develop a formula to determine the fair market rate. A lessee may not want to negotiate with the City themselves about renegotiating terms so they can sell the remaining time on their lease, but the City may be able to work with the potential buyer to develop terms that are satisfactory to them. The City does not want to be a barrier to someone transitioning a hangar.

Clive Ure asked if the City takes over maintenance on a building at the end of the original lease period. CM Evans said it depends on the terms of the lease.

Kai Bogen asked who will handle lease negotiations and how many years a lease can be extended. CM Evans said he and DCM Drymon are responsible for lease negotiations. Mr. Bogen asked if there is a limit on the time a lease term can be extended if the three criteria CM Evans mentioned earlier are met. CM Evans said he thinks the FAA has a limit on lease terms, but he will need to research that information. Lester Coggins said he believes there is an Advisory Circular with information on lease limits.

Lester Coggins noted that in the past the City has extended lease terms in return for improving leaseholds. He asked if there is a criterion for that type of extension. CM Evans said there is not a specific criterion. In some cases leases have been extended in exchange for a lessee giving up land that the City needed back. Some leases have been extended when then leaseholder invested in extensive renovations. This has fed the rumor mill because the lease agreement itself does not always show the reason behind the extension. They will survey other airports to see how they handle these types of situations.

Lester Coggins noted that the better a lessee takes care of their hangar the more the fair market value will be when it reverts back to the City. It would be possible to let a hangar degrade so the value would be less when it is time to renegotiate. That is something that should be considered.

Chairman Lewis suggested setting up a committee with three members – one from the City, one from the Airport Board and one lessee/tenant. They could make an evaluation and bring a recommendation back to the Board on various issues including leases. The Board could then advise the Commission.

CM Evans said he is open to getting input. However, it is important to realize that ultimately the City of Leesburg is responsible for the leases. The City has a fiduciary responsibility to the taxpayers to operate the airport in a business-like manner. That obligation rests with the City Manager and the Commission.

Kai Bogen asked if the City will consider selling hangars. CM Evans said the City will only lease the hangars. He believes there is a regulatory barrier to selling them.

Chuck Brainerd said that if someone is trying to sell their leasehold they should

have an upfront meeting with the City. That way the potential buyer can be assured there could be a lease extension. Someone may not want to buy a lease that only has ten years left, but getting an assurance/commitment from the City about an extension could make a difference.

Clive Ure asked about the status of Americraft and the vacant land lease. DCM Drymon said he will be meeting with Mr. Hurley on this issue. Adam Kay said they do not have any set plans at this time but they are looking at some proposals. They are not opposed to the proposed ramp by Cracker Barrel and would like to work to see that happen.

Clive Ure asked if there is other property available for lease. CM Evans said there are approximately 17 acres of uplands on the east side of runway 3/21, but there is no access at this time. The access needs to be determined, but it will require mitigation. Penny Wilson asked if the property across from 8900 Airport Boulevard is available to build. CM Evans said that land is available.

There was no further discussion.

### **Discussion Regarding Security Fencing Proposals**

Chairman Lewis introduced Ron Ridenour from Hanson Professional Services, Inc. to lead the discussion on the security fencing project. Mr. Ridenour introduced the other members of the Hanson team in attendance – Jennifer Fehrs, Lisa Waters and Scott Brady. He also introduced Jim Wikstrom from the Florida Department of Transportation.

Mr. Ridenour said their scope of work for this project is for the design and bid process. They have finished preliminary plans and are here today to get input from the tenants. Their plans are based on FAA and TSA design guidelines. This is a time sensitive project due to funding constraints. It is currently 100% funded by FDOT but there is a time limit on that funding. If any additional funding is required, it will only be at 80%. He noted that the goal of the fencing project is to secure the Airport Operations Area (AOA).

Following is a summary of the changes to the fencing plan proposed by Hanson that were requested by the Board members and meeting attendees: *(See attachments)*

- Gates will be placed across Airport Boulevard east of the Airport Administration Building and west of Triangle Aviation Services. Access inside the fenced area will be available via an intercom system.
- The east taxilane from the City t-hangars will be closed off. The gate will be removed from the remaining taxilane.
- The gate on the taxilane east of Skybolt will remain to allow tractor-trailer access to the hangars adjoining the taxilane.
- Gate 3 will be replaced as it has numerous maintenance issues. The new gate will also be wider to accommodate fuel trucks.
- Gate 2 will be re-opened.
- Fencing along Airport Boulevard in hangar/people areas will be 6' tall with black vinyl coating and no barbed wire. Poles will allow for retrofit to add barbed wire in the future if needed.

- Fencing in perimeter areas will be 8' tall with black vinyl coating and no barbed wire. Poles will allow for retrofit to add barbed wire in the future if needed.
- West end of the airport by the condo hangars will have 8' tall fencing with black vinyl coating and no barbed wire along the highway areas and down Airport View.
- Fencing north of the condo hangars (behind the highway frontage businesses) will be 8' tall with black vinyl coating and one foot of three strand barbed wire.
- Due to concerns expressed by Jim Wikstrom of FDOT regarding the condos being a "through the fence operation", the existing fence south of the condo hangars and gates will remain at this time. A solution to allow removal/relocation of these will be discussed in the near future.

Jim Wikstrom noted that the goal of security fencing is to control access. The idea is to keep fencing close to the AOA so a breach can be seen. They want people to come to the airport, but they also want to keep the general public off the operations area for safety reasons. The threat to general aviation airports is still real. Fencing is a deterrent. There should be a way to keep track of who comes and goes. He also noted that gates are a huge maintenance expense and if the number of gates can be minimized, costs can be reduced. This will add security to the airport and reduce expenses. There is a limited amount of funding available so the City needs to be efficient with the funds they have received.

Penny Wilson suggested that because Airport Boulevard will be fenced off, new entrance signs should be placed at Echo Drive and Wilco Drive listing the businesses on each side of the airport. That will help people to know which entrance they should use.

John Vizslay expressed concern that the fencing and gates will remain at the condo hangars. The owners agreed to give control to the City under the assumption that the gate would be removed. Chairman Lewis said to keep this project moving forward at the pace necessary this item has to be taken out for now. It will be explored further at an upcoming meeting.

Bart Brainerd suggested that several types of gates be considered. He noted that they have a hangar at the airport in Boise and that facility uses vertical lift gates. They are more secure than the gates currently in use here and seem to work very well. Ron Ridenour said they will research different types of gates but there is limited funding available so price has to be taken in consideration.

Chuck Brainerd said the gates across Airport Boulevard should only open for one side of the road. This is a more secure option as it does not allow someone without authorization to drive around a vehicle that has legitimately opened the gate. He also said that an emphasis should be placed on getting good, quality gates.

Alun Jones asked about the funding deadline. Jim Wikstrom said all agreements must be fully executed by June 1<sup>st</sup> to receive 100% funding. Anything signed after June 1<sup>st</sup> will be funded at 80%. Ron Ridenour said the Leesburg City Commission meets on May 28<sup>th</sup> that is the last opportunity to present this project for their approval and still meet the State deadline. All documents that need to go to the Commission must be ready by May 14<sup>th</sup>. Hanson will have to develop new cost estimates based on the changes requested today and then write their Task Order and have FDOT develop their JPA in the next 2 ½ weeks.

Alun Jones asked how soon the project can be started. Ron Ridenour said right now the

timeline call for the City to approve the construction contract on September 10<sup>th</sup>. Construction will take four to six months to complete.

Alun Jones asked if the Board will have a chance to look at the plans prior to City Commission approval. A special meeting could be called if needed. CM Evans said the updated graphics can be shown to the Board members as soon as they are ready and then a decision can be made on whether a special meeting is needed.

CM Evans noted that he has been working on ways to help with some of the maintenance issues on the airport such as the problems with gate 3 that were discussed at this meeting. The ARFF station is a 24/7 operation. There are always firefighters on duty. They are training them to troubleshoot some after hour problems including with the gates. They will also have contact information for vendors if an emergency after hour repair is needed. It will take a couple of months to get this plan fully in place, but it should help resolve some problems.

### **Adjournment**

Chairman Lewis called to adjourn the meeting. Alun Jones seconded the motion and it was approved unanimously. The meeting adjourned at 7:52pm.

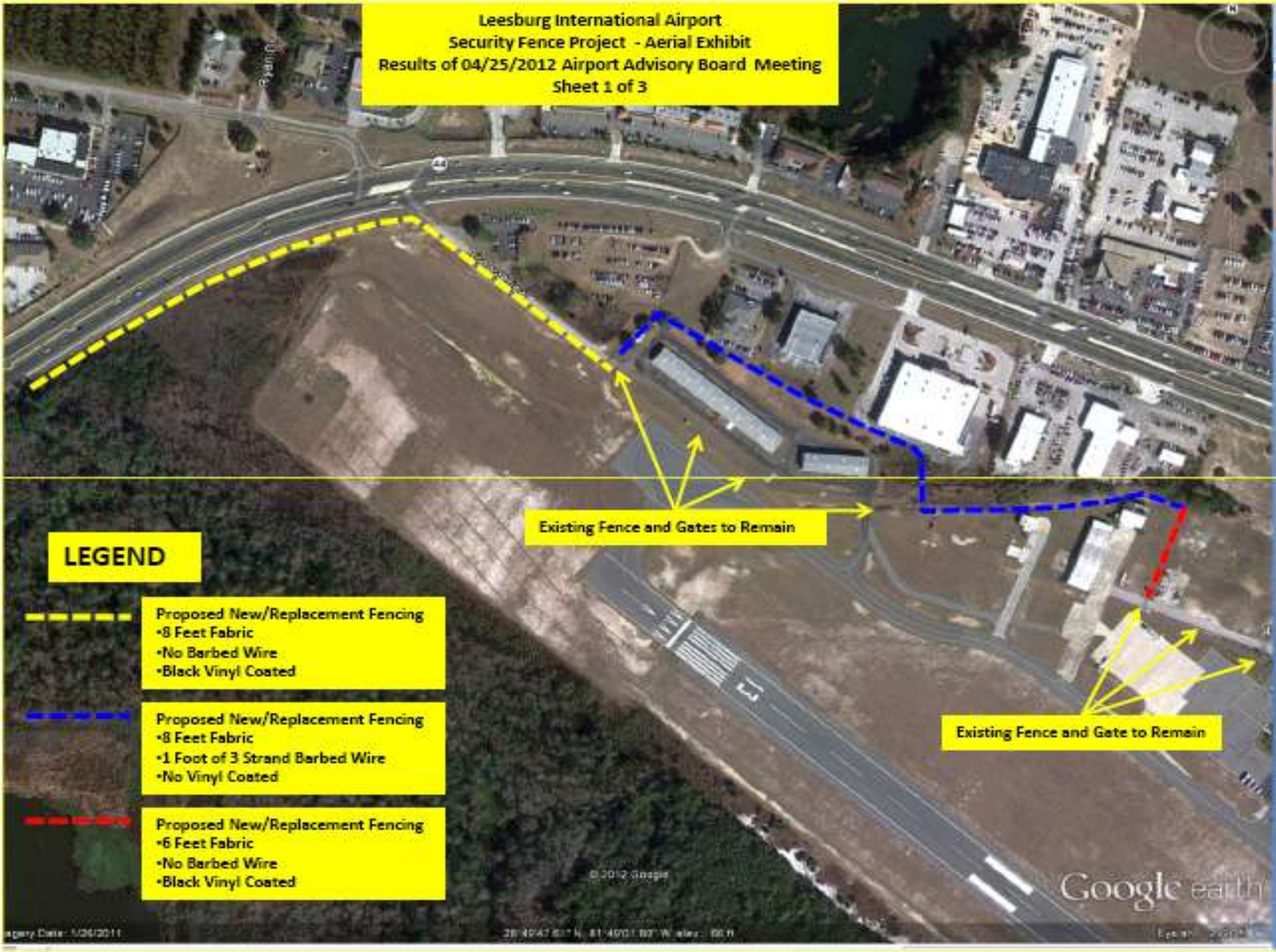
---

Chairman

---

Secretary

Leesburg International Airport  
Security Fence Project - Aerial Exhibit  
Results of 04/25/2012 Airport Advisory Board Meeting  
Sheet 1 of 3



**LEGEND**



Proposed New/Replacement Fencing  
•8 Feet Fabric  
•No Barbed Wire  
•Black Vinyl Coated



Proposed New/Replacement Fencing  
•8 Feet Fabric  
•1 Foot of 3 Strand Barbed Wire  
•No Vinyl Coated



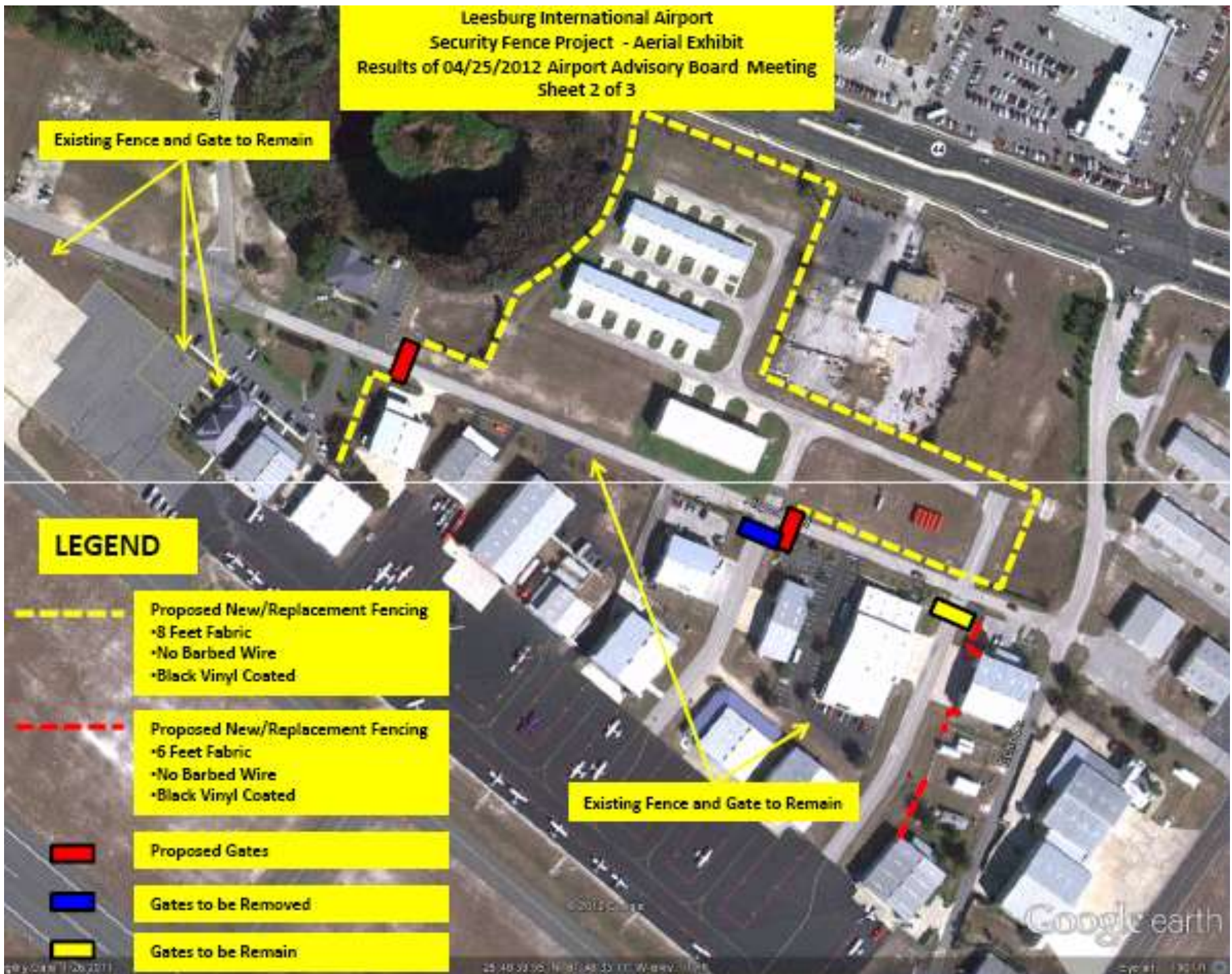
Proposed New/Replacement Fencing  
•6 Feet Fabric  
•No Barbed Wire  
•Black Vinyl Coated

Existing Fence and Gates to Remain

Existing Fence and Gate to Remain

Leesburg International Airport  
Security Fence Project - Aerial Exhibit  
Results of 04/25/2012 Airport Advisory Board Meeting  
Sheet 2 of 3

Existing Fence and Gate to Remain

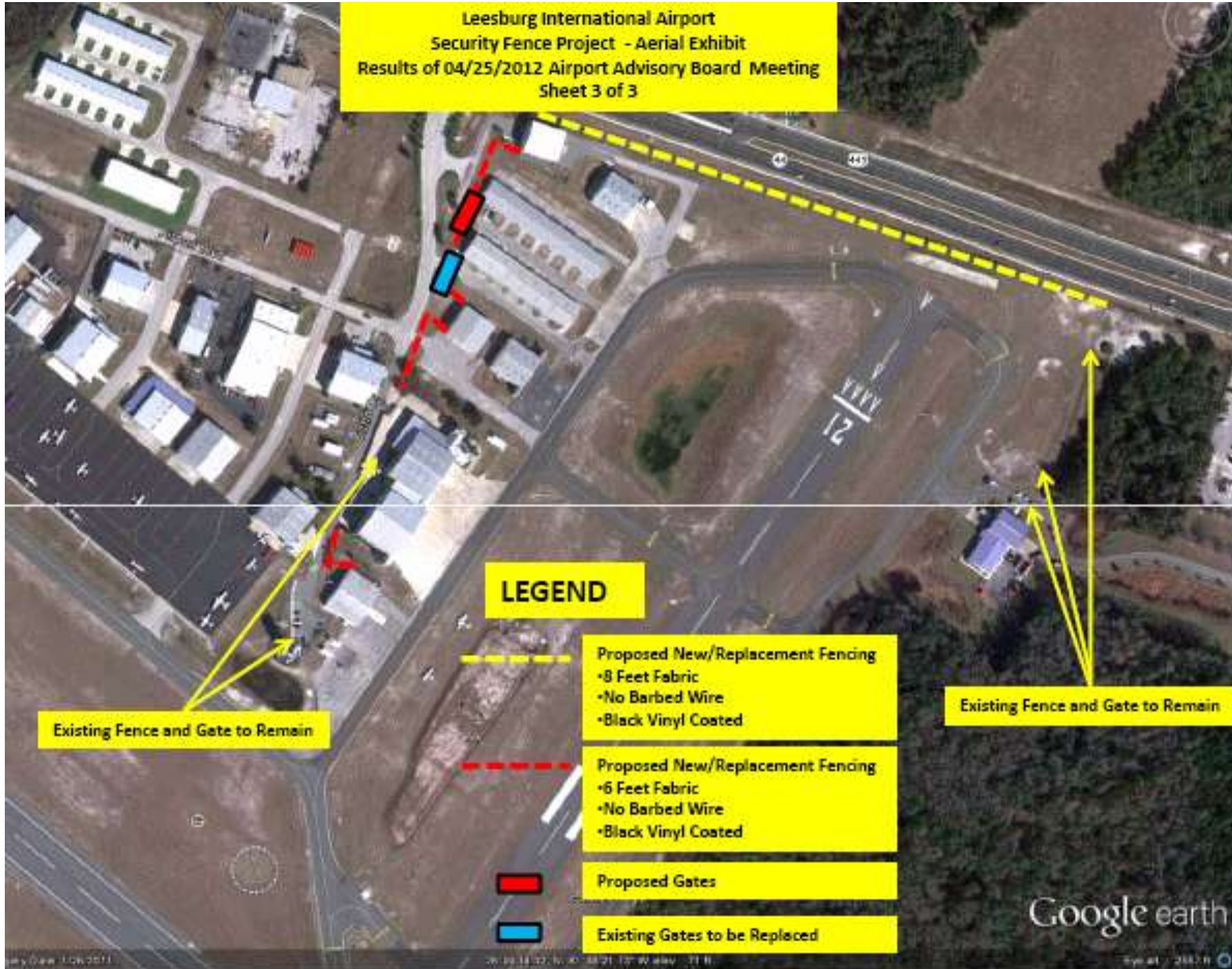


**LEGEND**

- - - - - Proposed New/Replacement Fencing  
• 8 Feet Fabric  
• No Barbed Wire  
• Black Vinyl Coated
- - - - - Proposed New/Replacement Fencing  
• 6 Feet Fabric  
• No Barbed Wire  
• Black Vinyl Coated
- █ Proposed Gates
- █ Gates to be Removed
- █ Gates to be Remain

Existing Fence and Gate to Remain

Leesburg International Airport  
Security Fence Project - Aerial Exhibit  
Results of 04/25/2012 Airport Advisory Board Meeting  
Sheet 3 of 3



**LEGEND**

- - - - - Proposed New/Replacement Fencing  
•8 Feet Fabric  
•No Barbed Wire  
•Black Vinyl Coated
- - - - - Proposed New/Replacement Fencing  
•6 Feet Fabric  
•No Barbed Wire  
•Black Vinyl Coated
- Proposed Gates
- Existing Gates to be Replaced

Existing Fence and Gate to Remain

Existing Fence and Gate to Remain

Google earth