

**Airport Advisory Board Minutes  
May 9, 2012, 5:30pm  
Airport Administration Building  
8807 Airport Boulevard  
Leesburg, Florida**

Attendance: Lester Coggins  
Alun Jones  
David Lewis  
Clive Ure

**Call to Order**

Chairman David Lewis called the meeting to order at 5:36pm.

**Approval of Minutes from April 25, 2012 Meeting**

Chairman Lewis asked if all members had read the minutes from the April 25, 2012 meeting.

Alun Jones requested that sheets 1-3 from Hanson Professional Services showing the proposed changes to the fencing plan be included with the minutes. Chairman Lewis made a motion to accept the minutes from April 25th as amended. Alun Jones seconded the motion and it was approved unanimously.

Chairman Lewis recognized Mr. Soule. Mr. Soule said he will be leasing Corporate Block Hangar #3. Mr. Soule thanked everyone for their assistance with his relocation to the airport. He said that Soule Enterprises buys and sells as a broker and does some specialized training.

Chairman Lewis introduced Heather Jordan. She is the new Chief Flight Instructor at SunAir Aviation.

Chairman Lewis noted that they have rearranged the meeting room. The pictures hanging on the wall were provided by Brainerd Helicopter. He said that if anyone else has aviation related pictures or posters they want to hang up, please do so.

Chairman Lewis said that Brainerd helicopter has supplied a new screen for the room. He thanked them for their generosity.

Chairman Lewis said the EAA will be making a presentation to the City Commission on May 14<sup>th</sup> at 5:30pm regarding facilities. He encouraged people to attend to show their support for EAA.

Chairman Lewis noted that in the past he has expressed interest in the Airport Manager position. He believes he can be more effective as a member of the Airport Advisory Board (AAB) and wants to clarify that he is no longer interested in the manager position.

Chairman Lewis noted that the cost of providing food at the meetings is running about \$100 - \$125 per meeting. He thanked those who have donated food for the meetings.

Chairman Lewis asked that each Board member contact their appointing City Commissioners and thank them for their support.

Chairman Lewis noted that the Sunshine Law prohibits Board Members from talking to each other about issues that may come before them outside of official meetings. If they are together on the airport, and a subject of airport business comes up one of them will have to leave.

Chairman Lewis said the City has worked with the Fire Department for their staff to be available to respond to some after hours situations that require immediate attention. For issues that arise during normal business hours, Deputy City Manager (DCM) Doug Drymon should be contacted. Joel Hargis asked who they should contact if a gate is stuck. Chairman Lewis said they should call DCM Drymon. DCM Drymon said he is meeting with the vendor who repairs the gates tomorrow to receive training on gate operations and emergency repair procedures. Joel Hargis said they don't want to have to wait an hour. They used to call SunAir Aviation. City Manager (CM) Jay Evans said he is talking to Brian Sapp now to work out a way for SunAir Aviation to respond to gate issues during their operation hours. Clive Ure asked DCM Drymon how he is handling issuing new or replacement transponders. DCM Drymon said former Airport Manager Charlie Weller showed him how to use the equipment to make transponders and badges. If someone needs a new one, all they need to do is call him to set up an appointment and he will come out to the airport. The price is the same.

Chairman Lewis asked Justin Edwards from Hoyle, Tanner & Associates to introduce himself. Mr. Edwards said Hoyle Tanner is an aviation engineering and consulting firm based in Oviedo. They only do aviation projects. He would love for Hoyle Tanner to be part of the selection process for a new airport consultant.

### **Fencing Project Update**

Michael Moon from Hanson Professional Services advised that based on the directives from the last meeting a cost estimate and scope of services was submitted to the City on May 2<sup>nd</sup>. The City approved those documents and we are now waiting for the Joint Participation Agreement from FDOT for funding. Lester Coggins asked for the cost of the project. City Manager Evans said they do not have that figure here, he will get it to him. He noted it will be fully funded by FDOT.

### **City to Re-address the Traffic Light with FDOT**

Chairman Lewis said a new Jenkins Volkswagen dealership is being built across the street. Between that and installing gates on Airport Boulevard, traffic will increase at the intersection of Echo Drive and 441. Several people have requested that the City contact FDOT again about installing a traffic signal at this intersection based on this new traffic situation. He spoke to several of the dealerships across the street and they are also in favor. Chairman Lewis made a motion to recommend that the City ask FDOT to readdress a traffic light based on the changes to Airport Boulevard and the new dealership under construction. Clive Ure seconded the motion and it was approved unanimously.

### **Old Business:**

- a. Updates and Review of Previously Discussed Items

There was no discussion on this item.

### **Seaplane Ramp**

Chairman Lewis said Tim Shea from Avcon is here to make a presentation on this item. He

asked Mr. Shea to develop a plan to make the Leesburg airport seaplane friendly.

Tim Shea said he has developed two different conceptual proposals for a seaplane ramp at the end of runway 31. (See Attachments A and B) He noted there is a lot of wetland in this area and it will require significant mitigation and permitting. The cost of mitigation is approximately \$30,000 per acre at this time. This project will probably require at least ten acres. They have not determined exactly where the City property ends and the lake property begins. If any of the lake area is needed, the cost will increase and there will also be additional permitting issues with St. Johns and the Army Corps of Engineers.

The simple layout proposal simply extends the taxiway to the lake with a pier for seaplanes to park. The cost estimate, not including mitigation, is \$1,234,240. The complex layout is the Cadillac plan. It is similar to Renton Field in Washington. It includes extending the runway to provide a stabilized surface that can be used for landings and takeoffs. He noted that the runway extension that was just completed was originally planned to be longer. However, due to permitting and cost issues related to filling in part of the lake it was shortened to the length as constructed. The cost estimate for this plan is \$2,561,230, not including mitigation.

Joes Hargis asked if the extension associated with the complex layout affects the proposed ILS. Chairman Lewis said there are several problems with an ILS. First, everything has to be placed in the lake. Second, the cost is out of sight. Third, the GPS minimums are almost matching the ILS's and the ILS is going to be phased out. It does not make any sense to put in an ILS.

Bart Brainerd asked how the transition is made from the water to the pavement. Tim Shea said it is a small "L" structure. It is basically a boat ramp that goes from the lake to the paved area.

Joel Hargis asked how much Tavares spent on their expansion. Tim Shea said he does not know. Michael Moon said the cost of the entire seaplane base area was in excess of \$10 million. Clive Ure asked Chairman Lewis to find out the cost of the ramp in Tavares.

Chuck Brainerd asked how much grant funding is available for this project. Tim Shea said that is not known. The project has to be on the airport's Master Plan to be considered for funding. Chuck Brainerd asked what types of funding could be available. Tim Shea said FAA and FDOT could consider funding. However, the Master Plan needs to be in place before funding can be requested.

Chairman Lewis moved to recommend that the City commit to the seaplane ramp immediately. Clive Ure seconded the motion. Lester Coggins said there is no bigger proponent for the seaplane ramp than himself. However, he is not sure we are at the point of making a recommendation. Chairman Lewis said when he said "commit", he means Tim Shea has initiated a path and they need the City to say "Yes" there will be a seaplane ramp. Then they can find out what the next stages will be such as detail planning, grants, mitigation, etc. He has been around for two years and has been hearing about the seaplane ramp. Until the City commits to it, it will not be done. Lester Coggins asked CM Evans to explain how the process works.

CM Evans said he would offer the following advice to the Board. The Board has developed a list of items that are priority issues (see Attachment C). Many are infrastructure items or projects that require a commitment of funds and resources that essentially put them in competition with one another. He would suggest obtaining cost estimates for the projects

and then prioritizing them. A list of the top ten projects can then be submitted to the Commission with a request to fund them. It is better to go before them once with a prioritized list of several projects than to go back to them several times with individual projects.

Chairman Lewis said he understands that suggestion. He was under the impression that some of the lower cost items, such as clearing the land around the pond, would be done. He asked how the Board can gauge one against another without the cost. CM Evans said they can ask vendors/consultants to develop cost estimates. They already have estimates for the seaplane ramp. They can now get estimates on the other projects and determine a priority list. He noted there is no funding available in the airport budget now for the items on the list. The Commission will have to approve additional funding for these projects. Presenting the best case to the City Commission will be the most effective approach.

Lester Coggins said the other part of this is the grant money. It will require matching funds from the City. CM Evans said they can take a project design to FDOT and ask for funding based on the design. He noted that some of the projects such as land clearing and the turn lane on US 441 will have to be paid entirely with City money.

Chairman Lewis rescinded the motion he made previously.

Lester Coggins made a motion to recommend that City staff to address the possibility of a seaplane ramp with FDOT and FAA to collect information on funding availability. Chairman Lewis seconded the motion and it was approved unanimously.

### **Master Plan**

Chairman Lewis said he understands that the last airport Master Plan was a conditionally approved plan that was done in 2002. To move forward in the direction the airport wants to go now (eliminating the direction of for Part 139, building a seaplane base, etc.) he feels a new Master Plan is needed. He introduced Mary Soderstrum from Avcon to discuss this issue.

Mary Soderstrum explained that a Master Plan takes all of the airport's projects and prioritizes them. It is the airport's plan. Each project must be justified. To do this they use aviation forecasts such as based aircraft, forecast of operations, etc. The Master Plan tells everyone what projects are planned for the next five years and then projected out for 10 or 15 years.

The primary purpose of a Master Plan is prioritizing projects, justifying the projects, cost estimates and determining funding eligibility. This information then goes into the FAA and FDOT joint system so they know the projects for the next 5, 10 and 15 years.

Clive Ure asked how long it will take to develop a Master Plan, assuming the City cuts a check for it soon. He also asked what processes are used to develop a comprehensive review for the Plan. Mary Soderstrum said the people at the airport are involved in the development of the Plan. If the process moves forward at a steady pace it usually takes 12-18 months realistically. There needs to be stakeholder meetings, meetings with City departments, etc.. That can sometimes slow the process down. A controversial issue or issues can also slow it down while they work to reach a consensus.

Clive Ure asked if the City is wasting time on discussing a seaplane ramp due to age of Master Plan. Mary Soderstrum said it is never a waste of time to talk to FDOT. Tim Shea said FDOT would probably review the existing JACIP for current projects and give an idea of

how the proposed project will compare to those already in the priority matrix.

Clive Ure asked what happens if a project is in the Master Plan and FDOT turns down the funding request. If the Airport Board feels the project is very important, do they then go to the City or can they ask for private donations? Mary Soderstrum said it can be funded any way that money can be found. The reason for the Master Plan is for FAA or FDOT funding. Third party investors will most likely want to see the Plan also.

Lester Coggins noted that another reason for the Master Plan is to ensure that projects do not conflict. Mary Soderstrum noted that FAA also requires Grant Assurances to ensure that the funding is not going to be squandered. They want a project they fund to have a 20 year lifespan.

Alun Jones said you cannot build something without a plan. He has reviewed the project list and believes 11 to 13 of the items can be addressed. There is a definite need for a Master Plan. Input must be sought from all airport stakeholders. Projects need to be prioritized before going to the Commission with a request for funding.

Mary Soderstrum said the Master Plan will prioritize projects, especially for the first five years. It will also give trigger points. It should also include some flexibility. They are traditionally based on 5, 10 and 15 year increments. That is what the FAA is used to seeing.

Chairman Lewis said that based on this conversation, the June meeting should be about the Master Plan and prioritizing projects.

DCM Drymon said he has looked at the current Master Plan and staff does utilize it. For example, it designates some of the commercial property on 441 as "non-aviation" so that is what is followed. It could certainly use an update. CM Evans said that while the current Plan is 10 years old, it should be remembered that for the last 5 years the City has been in a recession with revenues down. Former Airport Manager Charlie Weller asked for matching money several times to update the Master Plan, build additional T-hangars, build corporate hangars, etc. However, CM Evans had to tell him "No" due to the condition of the City's finances. The City has not had the money to provide matching funds for these grants. The estimate for a Master Plan update is \$250,000. With grant funding based on an 80/20 split, the City needs \$50,000 as a match. This all leads back to the need to prioritize the projects so funding can be determined.

Justin Edwards of Hoyle Tanner Associates said the FAA will help fund the Master Plan. That takes it to a 90/10 split. There has been some discussion that the FAA may return to 95% funding. FDOT may also match 50% of what remains after the FAA grant, so that will reduce the amount the City must match. The Master Plan is guided by FAA advisory circular. Some other airports are using other creative pieces such as visioning studies (Part 139 vs. general aviation), rules and regulations updates, and rates and charges analyses. All of this is related.

Mary Soderstrum said there are many different ways to do a Master Plan. They are usually eligible for 90% funding from FAA. Enhancements might need to be negotiated. FDOT may match part of the difference.

Lester Coggins said based on what they are hearing he believes the Master Plan is a high priority. The airport has a wish list and an updated Master Plan is needed to make these things happen. Chairman Lewis said the Master Plan is needed to get the necessary grant funding.

CM Evans said from a budgetary point of view there is no money for these projects. That means that the revenues coming in do not match the expenses. In this recession the City has been able to add to the reserves by making cuts. This year the City Commission will still have a difficult time with the budget. There may or may not be some money available. A match of \$50K may be doable.

Clive Ure said CM Evans had given him a spreadsheet that showed the airport made a profit of \$157,000 last year and had made \$94,000 through February of this year. The last time it lost money was on 2006/07. CM Evans said that spreadsheet only shows the operational expenses. It does not include capital expenses. The airport operates at a loss when the cost of capital is included.

Lester Coggins made a motion that the Airport Advisory Board recommend for City staff to pursue funding for an updated Airport Master Plan as the top priority, taking into account the various items on the wish list. Chairman Lewis seconded the motion and it was approved unanimously.

### **Consultant Contract Renewal – RFQ**

Chairman Lewis said there are representatives from three engineering consulting firms here. He wants to open the conversation as it relates to seaplane ramp, such as whether there needs to be on contract or separate contracts. This is something that does not come up until January but he feels it is tied to the seaplane ramp and the need for expertise in that area. He just wanted to open the discussion as to how this should be done. This item can be tabled for future conversation.

CM Evans said he would like to clarify that the contract with the current consultant does not expire until September 2013. Hanson Professional Services is under contract for all aviation design and consulting services. They have performed well. From staff's point of view there is not a reason to award work that is rightfully covered by their contract to another vendor. However, it is not unusual to bring in another consultant who is a specialist in a specific area.

Chairman Lewis said he had heard several dates for the end of the Hanson contract. He just wanted an open discussion as it related to a seaplane ramp. It is not a reflection on Hanson. He had the date of the contract expiration wrong.

### **Additional T-hangars and Corporate Hangars**

Chairman Lewis noted that the Master Plan is needed before additional hangars can be built. He noted that the current City t-hangars are very small. If new, larger hangars are built, the current hangars can be used for LSA. CM Evans said he has heard that the hangars are substandard. His understanding is that they were built to the DOT specs in place at the time they were constructed. He believes the specs have changes since then.

### **Discussion Regarding 8701 Airport Blvd., Suites 101 and 103**

Chairman Lewis said he understands that SunAir Aviation wants to expand its flight school and would like to lease suite 101. They have not been allowed to rent this site and it is holding up their expansion. He wants to know why this immediate need not being met when this building sat empty for a year and SunAir Aviation is willing to pay \$300 per month rent.

CM Evans said the City has been working toward a vision for energy and aerospace for two

to three years. The focus has been on the CR 470 property and economic development initiative. The lynch pin of the project is an aviation business incubator. In a business incubator, small start-ups or first phase businesses occupy a space with shared office help, conference room, office equipment, etc.. They have access to a professional mentor and get help for about three years. There is currently a business incubator open in downtown Leesburg that is partnered with UCF. The City Commission has directed staff to start the aerospace side of this vision small. As a result they have had to regroup and look at using existing facilities. They would like to open a small incubator on the airport that can house two or three businesses. If successful, this would become the proof of concept for a larger incubator.

He only received a formal proposal from SunAir Aviation about 1 ½ weeks ago. Until then they had some informal discussions only. Brian Sapp had mentioned that when he received his Part 141 certification, he would need more office space and would like suite 101. At that time, CM Evans told him the City was considering this space as the location for an incubator.

He has now received the written proposal from SunAir Aviation and he and DCM Drymon are trying to figure out how to make this work for everyone. There are several things that have to be considered. They need to determine if there are tenant separation requirements and building code issues with regard to having two different tenants in 101 and 102. SunAir Aviation currently leases 102. Ideally a hangar is next to an incubator so those aviation businesses have a hangar next to them. He believes the lease on 102 expires in about 15 months. They have just recently learned that there are requirements for tenant separation that will require improvements to this space. They are evaluating the cost of portable facilities for incubator that would be located by the bunker hangar. This would make 101 available for Brian Sapp to lease. They are also looking at the office in the back of the Administration Building as a possibility for Brian. That may not be ideal, but it could possibly work. They are trying to evaluate all the options and come up with the best solution that will allow SunAir Aviation to expand and open the 141 school.

Chairman Lewis said SunAir Aviation needs the space now. He has six flight instructors in two offices. Clive Ure said suites 101 and 102 are better for SunAir Aviation and make more sense. In that location the flight instructors would be able to walk through one door from their office to the hangar and have a readily accessible airplane. He asked why the Administration building offices could not be used for the incubator. CM Evans said the same need applies to the incubator. Those businesses will also need access to airplanes. He noted that they are hoping to have both UCF and Embry Riddle partner on this incubator. They need Embry Riddle to be a partner in this endeavor.

McDonald Smith said SunAir Aviation needs the space ahead of the certificate for 141. The FAA has to inspect and approve the space before they will grant the certification. He also said that bringing Embry-Riddle onto the airport will compete with the 141 school and hurt the little guy. CM Evans said Embry Riddle would be here as part of the business incubator.

Arnold Holmes said a business on the airport that is ready to expand should take precedence over the idea of a business incubator. CM Evans said they are evaluating that and it has some merit. But there are also other prospects they are meeting with who need space. They are trying to make contact with some Brazilian companies. Cutrale is the largest producer of orange juice from concentrate in the world. He has met with their corporate executives. He and DCM Drymon have met with Enterprise Florida regarding Brazilian companies and have already spoken to one company. They are trying to get a Brazilian LSA manufacturer to locate here.

Arnold Holmes said that type of business would not fit in suite 101. CM Evans said it is a small space but it would provide a small business an inroad in the United States. Arnold Holmes said consideration should be given to businesses already here first, and then to those outside. Chairman Lewis said there is a negative psychological effect on the entire airport when he continues to tell SunAir Aviation 'No'.

CM Evans reiterated that he has only had the proposal from SunAir Aviation for 1 ½ weeks. He wants to make very clear the need to honor each other's roles in lease negotiations. The points of contact for lease negotiations are he and DCM Drymon. All contacts for lease negotiations should be done through management. The negotiated lease will then be brought before the AAB to vet. Chairman Lewis asked if anyone in the audience had been contacted by a Board member regarding their leases or rental agreements. There was no response from the audience. Lester Coggins said it needs to stay that way. It is important for the Board to keep their role. Chairman Lewis said when someone mentions a lease he refers them to Jay Evans. If someone brings up the subject of leases they will say, "Is there anything we can do to help you." But as far as specific terms, that has not been discussed. If he does not have the detailed information, he can't negotiate. Lester Coggins noted there have been cases where outside influences have hurt deals.

CM Evans said the City was contacted by Brainerd regarding lease negotiations. Then an e-mail was received from Chuck Brainerd saying he wanted to rescind the proposed lease terms because he believes he need to talk to the AAB first. Chuck Brainerd said he sent a letter to DCM Drymon regarding a lease extension for their company. He rescinded that letter last night because he thinks there is a better plan for the leases on the airport. He doesn't know the road map to do all that. He feels the airport should offer the maximum lease term that FAA will allow. He is willing to pay more for a longer term. They have spent over \$1.5 million on their facilities. A longer lease term makes the property worth more. The health of the airport belongs to everyone.

Clive Ure asked if he has a specific number of years in mind. Chuck Brainerd said he has read the FAA information. He knows things are tied back to grant funding. It affects him to only have 10-12 years left on his lease when considering improvements. He would like to go with a 30-10-10 so his investment can be recouped. If longer leases are offered, the airport is more attractive to other people.

CM Evans said staff is canvassing other GA airports all over the country for the best practices regarding leases. There needs to be a rhyme and reason to lease negotiations. He is learning about methodologies based on a point system with specific criteria to determine the term and rate for leases based on the market. Long term leases are generally offered when a new structure is built from the ground up. Those who are renegotiating after the initial 20 year period are usually shorter terms. He doesn't want the City to make a mistake and is working hard to get the best information.

Clive Ure asked why it is not in the best interest of the airport to offer the 30-10-10 that Chuck Brainerd is asking about. CM Evans said he needs to be able to bring back all of the information as to what factors other airports consider when renewing leases. Negotiating a lease for someone building a new hangar and re-upping a current lease are two different things. He is still in the information gathering stage. They are working with Adam Sumner from Lake County to develop a lease policy.

Chairman Lewis said he feels suite 101 should be made available to SunAir Aviation for their immediate use. He cannot see holding up his expansion. CM Evans said that city management has a different role and perspective than the AAB. That is one reason why the



issue of how much influence the AAB has on leases is so sensitive. For example, several members of the Board have business relationship/interest with SunAir Aviation such as purchasing fuel. There is no nefarious intent on anyone's part, but this has to be taken into consideration in the structure of the negotiation process. He needs to be able to negotiate leases and then bring the best agreement back to the Board. He appreciates the Board's input.

Alun Jones noted that he only buys fuel from SunAir Aviation. He asked if the requirements for 141 certification include the need for a hangar. McDonald Smith said there is a square footage requirement for the 141 school. There may also be a proximity issue. Chairman Lewis said the Administration Building does not accommodate six flight instructors. It would work but it would not be as good as the suite 101 location.

Clive Ure made a motion to recommend that the City knows the Airport Advisory Board strongly supports the rental of suite 101 for \$300 to Brian Sapp. Chairman Lewis seconded the motion and called for a vote. CM Evans noted that Board is recommending a dollar amount with no proposal on the table from management. Clive Ure rescinded the motion.

Clive Ure made a motion that the City know that the Airport Advisory Board supports the renting of suite 101 to SunAir Aviation for expansion of their flight school. Chairman Lewis seconded the motion and called for a vote. Lester Coggins asked for discussion before the vote. He said the Board has expressed their interest in this and comments have been heard from the audience. They now need to let the City deal with this issue and work out the terms. Alun Jones agreed with Lester Coggins. Clive Ure rescinded the motion.

Chuck Brainerd noted that in an aviation business, time is important. The FAA already slows you down with all of their requirements. SunAir Aviation will need aircraft, insurance, the proper building all in place. If we delay him, it hurts not only him but also the airport. This will also mean increases to the City through both rent and fuel flowage. It is important not to delay him too long.

Lester Coggins said he agrees with that position. Getting FAA approval for anything can be difficult. However, the flight school has been at SunAir Aviation for 25 years but this is the first he has heard about a 141 school application. If the City only received the request 1 ½ weeks ago they need a reasonable time to negotiate a lease. He does believe that we need to do everything we can to help SunAir Aviation get what they needs to receive the certification because it will be a benefit to Leesburg.

CM Evans said they may very well reach an agreement with SunAir Aviation. However, they need time to analyze all the information.

Chairman Lewis turned the discussion to suite 103. Arnold Holmes said the Experimental Aircraft Association (EAA) has been in ongoing talks with the AAB and Mr. Evans to secure a location and bring activities to the airport. He will be speaking to the City Commission on Monday at 5:30pm and will be giving them a proposal regarding suite 103. CM Evans said the original idea was to use this meeting to introduce the EAA and the Young Eagles program to the Commission. He had told Mr. Holmes he would like to propose to the Commission the idea of letting the EAA use suite 103 at no rent, in return for coordinating events at the airport. The best way to do that is to introduce the organization at this meeting and then suggest that they will be bringing something back to the Commission at a future meeting. Any agreement will need to go before the AAB first before a request can be made to the Commission.

Joel Hargis said the EAA could be a GA incubator for the airport. The EAA is a hub to create a GA environment. On Monday they will explain the value EAA can bring to the City and the airport. CM Evans said they need to really sell the EAA to the Commission. Arnold Holmes said the EAA is a readymade volunteer force. With a suitable facility they can start on activities immediately. Joes Hargis said he has already spoken to the CAP about coordinating some activities.

Clive Ure said we need to build more hangars. If we give people lease extensions for longer terms, it makes the hangar more attractive to sell. If a hangar is sold, sub-lessees could be moved out of the space they are using. More hangars need to be built now and some could be designated as incubator hangars. He forgot to mention this during the hangar discussion.

Arnold Holmes noted there needs to be a Master Plan to build hangars.

Chuck Brainerd asked if the incubator could be used to run the airport office to do things such as ID badges. CM Evans said those are two very different roles. Lester Coggins suggested doing an internship to help with airport management. Joel Hargis asked if they intend to hire a full-time manager. CM Evans said that is the intent. Arnold Holmes asked how the position will be announced. CM Evans said it will be posted on the City website as well as published in trade publications. They will need someone with prior experience who knows FAA and FDOT.

DCM Drymon noted that the leases for T-hangars and Corporate Block Hangars have not been brought to this Board in the past. They are simply leased as hangars become available on a first come first served basis, utilizing the waiting list. Chairman Lewis said that has been the practice in the past but the Board would like to be included in the T-hangar and corporate block hangar leases in the future. They may know something that city staff does not know. DCM Drymon said they can notify the Board, but he doesn't believe the City can tell someone who is on the waiting list that they cannot rent a hangar.

Pat Phillips said he is an attorney who was asked to attend this meeting by Chuck Brainerd. With regards to hangar leases, he believes 20 years is too short. Under some circumstances 20 years may be fine, but it needs to be negotiated. He is familiar with the point system and it seems to work well.

Chairman Lewis said there was a case where if someone had asked him about a prospective tenant, he could have saved the City some money. This individual walked out owing the city several hundred dollars. If the Board is informed of prospective tenants they could have helpful information.

CM Evans said that will slow the process down. Chairman Lewis said he just wants the Board to be informed. Alun Jones asked how many t-hangars there are and under what terms they are leased. Pam Hester said there are about 20 t-hangars and they are leased for a one year term. At the end of one year they change to a month to month basis. Alun Jones agreed that bringing these agreements to this Board would slow the process down.

Chairman Lewis asked about storage right of 103 by the bunker hangar. He heard that a bunker hanger tenant wants to rent that space. DCM Drymon was told someone is interested. There is some expensive equipment over there. That area does not lend itself to aircraft storage. He also heard it was for non-aviation use which is another issue.

Chairman Lewis asked about the property where the tractor dealer was located. DCM Drymon said Mr. Brainerd has approached the City about renting that property to store

vehicles and trailers. CM Evans said they are amenable to that idea.

Justin Edwards said there are some very innovative ideas around with regard to leases. The point system is what everyone is moving to because it is the fairest way to do it. Generally leases are reversionary with 20 to 30 year terms. After reversion, the airport can charge fair market. A shorter term is better for City and longer term is better for tenant.

Chairman Lewis said to summarize a new Master Plan is the number one priority. It will be the first item on the next agenda so it can be determined how to proceed. Chuck Brainerd suggested that a workshop be held beforehand. CM Evans noted that workshops have to be advertised, open to the public, and no official action can be taken. CM Evans asked Chuck Brainerd if the purpose of the workshop would be to review the existing Master Plan. Chuck Brainerd said it would be to discuss what the Plan is now and what it is going to be. It would allow people to give input as to where the airport is going. Clive Ure said a copy of the Plan should be available for people to look at. DCM Drymon said a copy will be placed at SunAir Aviation.

CM Evans said that with regard to the Master Plan, to get funding they have to get in line. He needs to make the phone calls to determine when funding might be available. If he learns the funding is several years out that may require that their efforts be redirected.

### **New Business**

Chairman Lewis asked if there was any new business to discuss before the meeting adjourned.

There was no new business.

### **Adjournment**

Chairman Lewis called to adjourn the meeting. Lester Coggins seconded the motion and it was approved unanimously. The meeting adjourned at 7:49pm.

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Chairman

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Secretary



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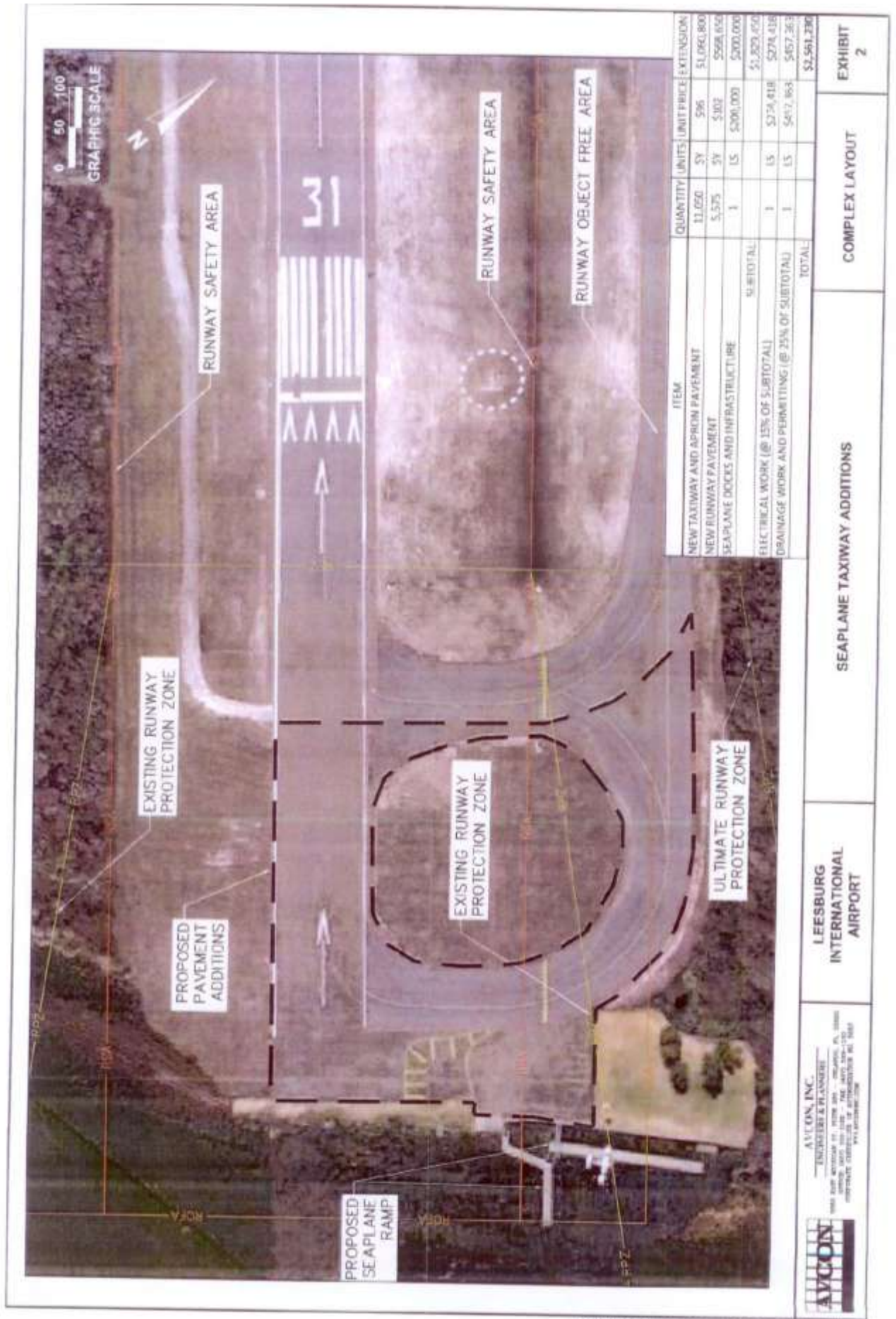
LEESBURG  
INTERNATIONAL  
AIRPORT

SEAPLANE TAXIWAY ADDITIONS

SIMPLE LAYOUT

EXHIBIT  
1





SEAPLANE TAXIWAY ADDITIONS

COMPLEX LAYOUT

EXHIBIT 2

LEESBURG INTERNATIONAL AIRPORT

AVCON, INC.  
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# **Leesburg International Airport Advisory Board**

**FOLLOW UP LIST.. Report to the City Commissioners – April 12, 2012 –**

**NOTE: These items have been previously discussed and submitted to the City Manager and some await official commitment and conclusion from the City of Leesburg.**

**This list is submitted to summarize and simplify follow up for all interested parties.**

- 1. Leases and Rentals Policy**
- 2. New Master Plan and Consultant Contract Expiration – Fall 2012**
- 3. Seaplane Ramp and Airport Boat Park**
- 4. Approved Maintenance Vendors List**
- 5. Re-number / Re-name airport bldg structures and standardize exterior color and signage.**
- 6. Administration Building**
- 7. Airport Fire Department and Police Inspections of the airport.**
- 8. Aircraft Wash Ramp (Temporary and Permanent)**
- 9. Fences**
- 10. Cracker Barrel Ramp**
- 11. Helicopter Pads and Routes**
- 12. Wilco Turn Off Lane - Highway 441**
- 13. Pumping Station**
- 14. Restaurant Site**
- 15. Pond, Spring, and Fountain Project at Wilco entrance**
- 16. KLEE Memorial Monument at Administration Bldg**
- 17. Ramp Lighting (\$40,000.00 already invested and project halted)**
- 18. NS & S Aircraft Interiors (Former airport business)**

- 19. KLEE Airport Advisory Board Involvement**
- 20. EAA and Young Eagles Activities (Arnold Holmes)**
- 21. Security Cameras**
- 22. Compass Rose**
- 23. Wind "T" indicator lighting**
- 24. Airport Blvd gates and fencing.**
- 25. City "T" hangars**
- 26. Leesburg Airport Maintenance Team (Being Formed by Arnold Holmes)**
- 27. Condo Gate**
- 28. Non Standard Signs and Lighting**
- 29. Monthly "Fly In" Theme Events and Swap Meets**
- 30. Establish airside storage area adjacent to condo area.**
- 31. Community Awareness of Airport**