

**Airport Advisory Board Minutes
Airport Master Plan Workshop
June 9, 2012, 3:00pm
Airport Administration Building
8807 Airport Boulevard
Leesburg, Florida**

Attendance: Lester Coggins
Alun Jones
David Lewis
Clive Ure

Also in attendance: Lisa Waters and Scott Brady from Hanson Professional Services, Inc.; Justin Edwards and Doug Norman from Hoyle Tanner and Associates.

Chairman David Lewis called the workshop to order at 3:00pm.

Chairman Lewis asked Chuck Brainerd to give the invocation and lead the Pledge of Allegiance.

Alun Jones said he found a 5-year airport improvement plan for the years 1998-2003 that included the goal of Part 139 classification. This information could be used as a guide to see where the airport is now in terms of which items in this plan have and have not been completed. He has several copies that he can share. He also said that he thinks there was a rush to make a decision on the security fence. After reviewing the plan he believes it is an abomination. Chairman Lewis said the fencing will have to be discussed as an agenda item at a future regular meeting.

Chairman Lewis introduced Lisa Waters (Senior Planner) from Hanson Professional Services, Inc. to begin the discussion on Master Plans. She reviewed a brief PowerPoint presentation on Master Plans. It has been several years since the Leesburg International Airport Master Plan was updated. The primary purpose of a Master Plan is to develop a 5, 10 & 20 year blueprint for an airport. A Master Plan provides an important management tool for moving projects forward. The base year for the last Master Plan was 1998. There have been changes in operational activity since then. There were a number of projects included in the old Master Plan. Many of them have been completed including the ARFF station, air traffic control tower and runway work.

There are several key elements to a Master Plan. The airport requirements, analysis of the alternatives (options for development on and off the airport), environmental considerations, the airport layout plan (a set of several drawings that include things like airspace characteristics, topography, noise contours, property map, etc.), and the financial plan and public/community coordination.

Airport Requirements: The first 90 days of work effort involves a lot of inventory and data collection. In this particular case they anticipate photogrammetry, topography and obstruction and approach surveys. They will work with the FAA to determine to what extent the various surveys need to be done.

Forecast of Demand: This work looks at where Leesburg sits in the market in terms of

how it competes with other airport neighbors, types of services provided, anticipated future operational levels, growth potential, etc. Forecasting is very important. It is one of only two elements that require FAA review and concurrence. The FAA review period is usually about 90 days, but in some cases can take much longer.

Capacity analysis and facility requirements: Once there is a sense of growth potential, plans can be made for future development such as hangars, parking, etc. These projects are planned in increments over 5, 10 and 20 years.

Analysis of alternatives: This process looks at a number of things. They look very closely at airside needs (runway, taxiway, etc.), land side needs (hangars, terminal, etc) and land use (what type of undeveloped land is available and what future use designation should it have). This process includes the identification and evaluation of what is perceived as the preferred alternative for the airport. There are usually two or three to select from. The FAA now requires that sustainability issues such as ways to keep energy costs down through the use of renewable sources and things like that be included in this portion of the Master Plan.

Airport Plan: This is a physical set of drawings that provides a full plan set of the airport. The drawings include what the airport currently looks like, an air space plan, terminal area, land use and property map. There is a detailed checklist of things that must be properly and accurately reflected on these maps. This requires FAA review and certification.

Environmental Considerations: They are also required to go through an environmental analysis. It is not a formal environmental assessment. They must go through a list of environmental elements to make sure that if there are any that raise a red flag in regards to future development, they are noted.

Financial Planning element: This gives an opportunity to consider development phasing, considering what income is expected to be and what projects are priorities. It will provide cost estimates, particularly giving good solid numbers for the first five years. It is very important that this is coordinated with the City, FAA and FDOT for grant purposes.

Agency coordination/public participation: They usually wait to last to discuss this item. It is one of the most important elements. It assumes there will be interaction with advisory board and others involved in the airport as well as people in the community. There will be meetings in formal and informal sessions. Before the Master Plan can be forwarded to the FAA it must be approved by the City Commission.

The whole process typically takes about 18 months. The estimated cost at this time is \$500,000. This estimate could change. Approximately half of that cost is for surveys, topography and aerial photography. It is eligible for funding from FAA and FDOT. Joel Hargis noted that the difference in the City's match between receiving FAA and FDOT funding and only receiving FDOT funding is quite a bit. He asked if needing a \$100,000 match for FDOT funding alone would be a deal breaker for the City Commission. City Manager (CM) Evans said that will depend on which year the project falls in and what other projects are scheduled.

Chairman Lewis asked what the first step is to obtain funding for a new Master Plan if

the City Commission approves it. Scott Brady said a direct application will be made to the FAA. A cost estimate from an independent firm must then be obtained. FAA then reviews the information in both of those documents and makes a funding decision. Chairman Lewis asked specifically when a new Master Plan can be started. CM Evans said there is a meeting scheduled for later this month with FAA and FDOT. After that meeting staff will have a better idea of how the funding will fall from these agencies. Scott Brady noted that the capital projects included in the Master Plan are usually reordered once a year. This is done based on the airport's current priorities and funding availability.

Chairman Lewis asked how often a Master Plan should be updated. Scott Brady said it is not unusual to wait 10 years to do an update. FDOT has already said they are willing to consider funding a new Plan for this airport. FAA is more hesitant to commit funds at this time.

Chuck Brainerd asked if it is possible to update the current Master Plan instead of developing an entirely new one. Lisa Waters said it is possible to update the Airport Layout Plan, but she does not know if FDOT will agree to that. CM Evans said a lot has changed in the last ten years and things such as demand, highest & best use of properties, etc. need to be evaluated.

Clive Ure said he thinks the first step that needs to be done is to prioritize the list of items/projects that the Board has developed. CM Evans said the list is a great start, but each item needs to be explored in more detail with a good narrative description and a cost estimate developed. That can affect the priority order. Jake Kertz noted that many of the items on the list can be done in-house and do not belong in a Master Plan. It may help to differentiate between these two types of projects.

The Board recessed for a ten minute break.

Chairman Lewis said the list of items/projects will now be reviewed and discussed.

1. Leases & Rental Policies: There has been a lot of discussion on this issue. CM Evans said they are developing a policy with a point system that allows a more objective plan. Adam Sumner from the Lake County Economic Development Office has access to M-Plan software which is recognized by FAA and FDOT. The software allows you to perform an analysis of information related to potential terms of a lease and then provides suggested lease terms. That will be very beneficial. One of the challenges is the need for a rates and charges study.
2. New Master Plan: On-going discussion.
3. Seaplane Ramp and Boat Park: Clive Ure said this is very important for the future prosperity of the airport. Chairman Lewis noted that AvCon has done pro-bono work on this project. It must be in the Master Plan before it can move forward. Clive Ure said this project should include a walkway/boardwalk to the Cracker Barrel restaurant area. Alun Jones said this is related to item 10 – the Cracker Barrel ramp. CM Evans said that for funding purposes these two items should be kept separate and not linked together.

4. Approved Maintenance Vendors List: Chairman Lewis said the idea for this was for after-hours service. CM Evans said this will be resolved by developing better communication with the airport manager and back-up staff. There are specific procurement procedures that must be used by the City with regard to vendors. He is also training the ARFF staff to authorize emergency work on airport facilities.
5. Re-number / Re-name airport bldg structures and standardize exterior color and signage: CM Evans said there needs to be a system with rhyme and reason to identify buildings to improve emergency response.
6. Administration Building: Chairman Lewis said this was added to the list when arrangements were being made for someone to be available at the office.
7. Airport Fire Department and Police Inspections of the airport: This is underway.
8. Aircraft Wash Ramp (Temporary and Permanent): Chairman Lewis said an update on this will be provided at the regular meeting on Wednesday.
9. Fences: This has been discussed at several meetings. Alun Jones has asked that further discussion be held at the regular meeting on Wednesday.
10. Cracker Barrel Ramp: Clive Ure said he and CM Evans are meeting in the next couple weeks to try and pin down the area and prospective cost for this project. This would be a long term investment in the airport. Chuck Brainerd suggested putting self-serve tanks in this area. Scott Brady noted that adding fuel to a project changes the scope and adds environmental concerns.
11. Helicopter Pads and Routes: Chuck Brainerd said they would like to add a training device (water dip tank) in one of the ponds. He asked how far off the runway a portable structure must be located. Scott Brady said he thinks the object free area is 400' from the center line of the runway, but he will have to check. Chuck Brainerd said building helipads will also help the FBO. He thinks this project should be in the top 10 of the priorities.
12. Wilco Turn Off Lane - Highway 441: Update at next meeting.
13. Pumping Station: The new charcoal filters have not made a difference. Chairman Lewis said this issue and numbers 14-16 are all tied together. They all involve the Wilco entrance into the airport.
14. Restaurant Site: see 13
15. Pond, Spring, and Fountain Project at Wilco entrance: see 13
16. KLEE Memorial Monument at Administration Bldg: see 13
17. Ramp Lighting (\$40,000.00 already invested and project halted): Chairman Lewis said this is the low level lighting. A generator has been installed. The next step is to check the lights after dark. A time will be set up for that.

18. NS & S Aircraft Interiors (Former airport business): Chairman Lewis said they initially said they would like to come back to the airport. He has not heard from them since that conversation.
19. KLEE Airport Advisory Board Involvement: Chairman Lewis said this Board is now very involved in the airport.
20. EAA and Young Eagles Activities (Arnold Holmes): Chair Lewis said this is in process and tentatively approved.
21. Security Cameras: Chairman Lewis said the Board would like for tenants such as the FBO and Brainerd to have the ability to monitor the cameras on a real-time basis. That would add eyes to the process. Currently the system records to a tape that can be viewed after that fact if needed.
22. Compass Rose: The compass rose was covered over when repaving was done. It needs to be put back. Justin Edwards noted that in order for a compass rose to be certified a professional survey must be completed and the FAA must approve it.
23. Wind "T" indicator lighting: Chairman Lewis said it needs to be fixed.
24. Airport Blvd gates and fencing: This items falls under fencing – see item 9.
25. City "T" hangars: Chairman Lewis said this item was added to note that if additional t-hangars are built, the current t-hangars would become LSA hangars. Deputy City Manager Drymon said this would be part of the Master Plan under the study to see what future operations and needs would be.
26. Leesburg Airport Maintenance Team (Being Formed by Arnold Holmes): Chairman Lewis said Arnold Holmes is supposed to be developing bios on all the mechanics and techs on the airport to promote all the options available at this airport.
27. Condo Gate: pending
28. Non Standard Signs and Lighting: In progress
29. Monthly "Fly In" Theme Events and Swap Meets: This was an idea put out by the Board.
30. Establish airside storage area adjacent to condo area: This is under discussion.
31. Community Awareness of Airport: This is the EAA getting various community groups (ie – high school ROTC) involved in the airport and holding events such as cook-offs.
32. and 33. Administration Building Kitchen Appliances: Chairman Lewis said there is a need for new appliances in the kitchen.
34. Parking area for Avionics Hangar: Chairman Lewis said there a need for a new

parking area. The current area floods when it rains. Adding gravel might solve the problem.

35. Clean-up fence line: Take out fence line and shrubbery behind proposed restaurant site to open up view of the airport. This would add to community awareness of the airport. Suggestions for help with labor included prisoners from the County, community service workers or volunteers from the airport.
36. Wi-Fi in Administration: Clive Ure said that is needed so meetings can be handled remotely if that is permissible. They are still waiting for an answer from CM Evans as to whether or not that is allowed. DCM Drymon said Wi-Fi is available but it is password protected.
37. Radar repeater for Tower: Chairman Lewis said this will be very beneficial to the tower operators. Justin Edwards said fiber or a T-1 line is required for this equipment.

Clive Ure would like to add alternative uses for the airport to the list. It would be items such as car shows that could be held here. Chairman Lewis said they have a PowerPoint presentation on this to show at a future meeting.

Alun Jones asked that the issue of relocating the beacon to the top of the tower be added to the list. DCM Drymon said staff has looked into this at the tower roof will not support the weight of the beacon. They are looking at alternatives. Justin Edwards suggested getting a smaller, lighter weight beacon. That would be eligible for FAA reimbursement.

There was no further discussion. Chairman Lewis adjourned the meeting.

Chairman

Secretary