

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

Attendance: Lester Coggins  
David Lewis  
Clive Ure

**Call to Order**

Chairman David Lewis called the meeting to order at 5:42pm.

Chairman Lewis gave the invocation and led the Pledge of Allegiance.

**Approval of Minutes from June 13, 2012 Meeting**

Chairman Lewis asked if all members had read the minutes from the June 13, 2012 meeting.

Lester Coggins made a motion to approve the minutes from June 13, 2012. Chairman Lewis seconded the motion and it was approved unanimously.

**PowerPoint Presentations – Airports**

Chairman Lewis showed two PowerPoint presentations. The first was a slideshow from FAA titled, "How Airports Make Money." It was created in April 2012. It included information on leasing and development as well as encouraging an airport to being open to new ideas. It gave examples of airports that had raised blueberries and installed solar and wind energy products. Clive Ure noted that someone has mentioned to him the idea of making a gun or rifle range on the back side of the airport. It also explained some of the procedures and rules involved with FAA Grant Assurances and the consequences for violating them. The presentation can be found through the following internet link: [http://www.faa.gov/airports/northwest\\_mountain/airports\\_news\\_events/annual\\_conference/2012/media/how\\_airports\\_make\\_money\\_and\\_whats\\_new\\_in\\_compliance.pdf](http://www.faa.gov/airports/northwest_mountain/airports_news_events/annual_conference/2012/media/how_airports_make_money_and_whats_new_in_compliance.pdf).

Joes Hargis said there are some hangars on the airport that are filled with non-aviation items. He questioned if that is a violation of their lease agreement. City Manager (CM) Evans said it is a violation of their lease and a violation of the Grant Assurances. It was determined that more pressing issues at the airport needed to be handled before they delved into this issue. He would like to have the Airport Advisory Board review the SOP and policies covering this matter. There needs to be a way to specify things such as incidental use and quantify how/when a violation is taking place. An example would be specifying that a certain percentage of a hangar could be used for storage of non-aviation items. Chairman Lewis said he believes the Board will begin working on this in the fall.

The second presentation was a compilation of photos and ideas from activities Chairman Lewis has seen at other airports. They included air shows, car shows, food truck events, a floating restaurant, etc.

### **Discussion of Support of EAA Activities**

Chairman Lewis introduced Joel Hargis of the EAA to discuss this item. Joel Hargis said he is a pilot on the field and has become very involved with the EAA. Their chapter membership has grown substantially in the past year. They have been working with the City and recently reached an agreement to lease a hangar. One of the requirements of the lease is that they coordinate activities at the airport such as fly-ins and pancake breakfasts.

They intend to hold their first event on November 3<sup>rd</sup>. They are in the planning stage. They will facilitate the event but are open to ideas. A local pilot has volunteered to do an acrobatic show and has even offered to complete the necessary paperwork with FAA. They are hoping to find more pilots to participate. They want to set up a committee of volunteers and need people to head up areas such as marketing, logistics, entertainment & activities and security.

Dave Taisch suggested getting a remote control airplane club to participate. Jake Kertz said they had a big chicken and corn dinner one time that did not cost much money and was popular. Adam Sumner said there is a food truck club that did an event in Clermont that might be willing to come to the airport. Joel Hargis asked anyone who is interested in helping to see him after this meeting. He also asked anyone who has suggestions for things to do or *not* to do to see him or e-mail him. There is a limited volunteer base so they need to keep the event manageable. They believe it will benefit everyone on the field.

### **SunAir Aviation Lease Agreement**

Chairman Lewis introduced Deputy City Manager (DCM) Doug Drymon. DCM Drymon said the proposed agreement has been reviewed with Brian Sapp of SunAir. He seems satisfied with the arrangement of the lease. The only issue they are still discussing is how to take care of the HVAC system. It will probably be handled as the same for the other facility across the street. This agreement cancels the current lease for Suite 102 at this location and combines the lease of Suites 101 and 102 into a single agreement.

Lester Coggins made a motion to recommend approval of the lease agreement. Chairman Lewis seconded the motion and it was approved unanimously.

### **Review Priority List of Projects**

Chairman Lewis said they will not have discussion on this item unless someone has specific comments or additions. Clive Ure advised Brian Sapp has said a copy of the list can be kept at SunAir Aviation for anyone to stop in and look over.

### **Project Update – Hanson Professional Services, Inc.**

Chairman Lewis introduced Scott Brady and Ron Ridenour from Hanson Professional Services to go over this item.

Scott Brady showed a PowerPoint presentation about the grant process used by FAA and FDOT. It included information on the funding breakdowns, the ranking process for

projects and responsibilities of airport sponsors. He noted that in the current fiscal year, available funding from FAA has dropped from 95% of eligible project costs to 90% of project costs. The Leesburg airport has done very well over the past several years in obtaining funding from FDOT and FAA. He said that there are 132 airports in Florida competing for the same funds.

Ron Ridenour provided the following information on the five active projects:

Wetland Mitigation Removal / Taxiway A – This project is ahead of schedule. It should be finished in August. The area will be cleared and grubbed. When it is done the base material will be in place and covered with grass. Additional grant funding will be needed to bring it to grade and actually construct the new pavement. It is tied to the 13/31 extension project so is very likely to receive funding from FAA for the construction phase.

Security Fencing/Gates – The JPA with FDOT is signed and provides 100% funding for this work. Their kick off is next week and they will begin field mark-ups. It is anticipated that design and specs will take about two months.

Chairman Lewis asked if the gates in Airport Boulevard will be the cantilever style that has been discussed as the preferred type of gate for these locations. Ron Ridenour said when they do a design they try to be consistent with existing materials. Chairman Lewis reiterated that the cantilever style should be the plan.

Chairman Lewis said there was some discussion of fencing in the old tractor building to include it in the airside, but it was decided to leave it outside the fence on the final plan. He asked if a change to the design can be made if there is further conversation and the Board decides it should be fenced into the airside. Ron Ridenour said that can probably be done. Once the design is finalized, they will bring it back to the Board for review. It should be possible to develop options for alternate bidding at that time. CM Evans noted that the Airport Layout Plan (ALP) must be reviewed to determine if this property is identified as airside or land side.

Airfield Signage – The design phase for this should wrap up at the end of the month. The goal of this project is to bring airside signage into conformity with FAA requirements. At this time there is a mixture of signs on the airside (illuminated, non-illuminated, reflective, non-reflective, undersized, etc). FAA funding to do the actual installation will be available after October. The project will probably not be bid out until early 2013.

Wildlife Hazard Assessment – This project is on-going. FAA requires twelve months of monitoring. That period ends in October. Once monitoring is complete an assessment will be done and a report will be developed. The report will include recommendations for dealing with any issues found. That could include many things such as fencing, and maintenance.

Airfield Lighting – Previous projects at the airport have included upgrades to runway and taxiway lighting. This project updates the remaining fixtures including a section of RW 13/31 and taxiways A & K. The new taxiway lights will be LED and the runway lights will be incandescent. They will complete the design to about 60%. A contractor will then be selected to finish the project on a design/build basis.

Arnold Holmes asked about the status of the ramp lighting. DCM Drymon said the test lights will be hooked up in the next few weeks. They will send out a notice advising when they will be tested. CM Evans noted that this project was started several years ago. It was originally designed with tall poles that were not appropriate for this area because they would have endangered aircraft. It has been on hold for quite a while. The City is now trying to find lower poles with LED lighting that are suitable for this location.

### **Update on Outcome of Gaming Session with FDOT and FAA Representatives**

DCM Drymon said a meeting was recently held with Jennifer Ganley from FAA and Jim Wikstrom from FDOT. The meeting also included CM Evans and Ron Ridenour and Scott Brady from Hanson.

FDOT funding for their current fiscal year will remain an 80/20 split. There is a two-year time period in which to show activity on a funded project. That is measured by submitted invoices. If the project is not active, funding can be pulled.

It is important to note that funding is determined based on prioritization of projects starting with safety and security projects and working down through things like capacity and updating. Each FAA district determines their own priorities for project funding.

It is also important to keep the Joint Airport Capital Improvement Plan (JACIP) up to date. This program is used by both FAA and FDOT for project funding.

It is possible that rather than developing an entirely new Master Plan, the current ALP can be updated as a short term way to get some of the new projects at the airport into the line for funding eligibility. It would not guarantee funding; only get them on the list. That can be done in a shorter timeframe and for less money than a new Master Plan. In the next fiscal year there is about \$1.1 million programmed for an ILS. Both Jennifer Ganley and Jim Wikstrom said part of the ILS project would be beneficial to the airport, but another part could be left out. The funds for the portion of the ILS that is not done could be reprogrammed to be used to update the ALP. Scott Brady said a localizer could be put in for 31. A glide slope will be difficult to do.

Chairman Lewis said an ILS is not needed at the airport. He believes that is the consensus. Lester Coggins asked for the cost difference. Scott Brady said a localizer is less than \$1 million and a full ILS is \$3-\$4 million. Jake Kertz said the airport was encouraged by both FAA and FDOT to install an ILS as a way to relieve training congestion at other airports. Dave Taisch said installing only a localizer is a bad idea because it will not lower minimums. If the lighting side is done, there can be lower approach minimums with a GPS. A localizer duplicates a GPS. Joel Hargis said he does not have a GPS. He would like an approach to fly. Dave Taisch asked why money should be spent on something that is obsolete. You should spend it on the part that will get lower minimums. Lester Coggins said there are several things to weigh out on this issue. He understands the training aspect of an ILS. It would draw additional aircraft to the field. From an operational point of view there are different considerations. He noted that none of their aircraft other than the Bonanza are approved for WAAS (Wide Area Augmentation System). Fortunately there is not a lot of fog at this airport so weather is not really a factor in this decision.

Chairman Lewis asked Scott Brady to develop a comparison of the costs associated with each part of the ILS system. DCM Drymon said that he would recommend reprogramming some of the ILS funding to update the ALP. If the ALP is updated, projects such as the seaplane ramp can be considered for funding. Chairman Lewis said funding should be diverted to the ALP and Hanson can then determine what portion of an ILS can be done with the remaining amount.

Lester Coggins said he was recently reading about a system in Europe that uses a localizer with a VNAV/LNAV glidepath. He asked if that can be done here. Scott Brady said he will check with their electrical engineers.

### **New Business**

DCM Drymon introduced Andrew DiVenanzo who is working as a summer intern in the airport office. He is a college student at the Citadel.

Chuck Brainerd said a Leesburg Police Department office has been using the left turn lane at the entrance on Echo Drive to park while he tries to catch speeders. This is a safety hazard. He requested that the Board write a letter asking that this be stopped. CM Evans said he will handle this issue.

DCM Drymon gave the Board members information related to the lease policy that is being developed. He asked that they read it for discussion at a future meeting. He noted the information would be placed on the airport webpage.

### **Adjournment**

Chairman Lewis made a motion to adjourn the meeting. Lester Coggins seconded the motion and it was approved unanimously. The meeting adjourned at 7:38pm.

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Chairman

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Secretary