

**Airport Advisory Board Minutes  
September 12, 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 5:31pm.

Lester Coggins gave the invocation and led the Pledge of Allegiance.

**Approval of Minutes from August 22, 2012 Meeting**

Chairman Lewis asked if all members had read the minutes from the August 22, 2012 meeting.

Lester Coggins made a motion to approve the minutes. Chairman Lewis seconded the motion and it was approved unanimously.

**Update from the EAA**

Arnold Holmes, President of the EAA, advised the date of their fly-in has been changed from November 3<sup>rd</sup> to November 17<sup>th</sup>. It will be open to everyone. They plan to have a pancake breakfast and cook hamburgers for lunch. He has contacted a local antique truck group and a fire engine group about participating. The EAA has also been contacted by a bucket brigade and other vendors who have expressed interest in being there. He said the EAA's only involvement with these outside groups is to designate an area for their displays, nothing else. City Manager (CM) Jay Evans asked if they would like to have the ARFF truck at the event. Arnold Holmes said yes.

He noted this is their first big event. They have committees set up to handle different aspects of it and are just taking it step by step. They have some insurance coverage through the EAA national organization but he is not sure if they need additional coverage. CM Evans said the City's umbrella policy will probably cover what they need.

Arnold Holmes said the EAA is doing this type of event to help attract people, including more of the general public, to the airport. That is part of their agreement with the City.

**Lease Policy**

CM Evans said he had hoped to distribute copies of the Lease Policy today; however, he will not be doing that. He met with Mr. Brainerd yesterday and went over the policy with him. He is trying to get some additional information from Mr. Brainerd so

he can put information from an existing airport business into the model and get the results.

CM Evans said airports handle leasing in different ways. Some have policies, but many others do not. The proposed policy is different from any others he has seen in that it takes into account the value of existing businesses. Most of the policies only look at new business. They do not account for the retention of existing businesses. That is important. He will get the proposed policy out to everyone as soon as he can, hopefully by the October meeting.

Chairman Lewis thanked CM Evans for meeting with Mr. Brainerd as requested at the August meeting. Mr. Brainerd said they had a good meeting. However, he talked to his business partner and they are not willing to divulge the information CM Evans requested.

Chairman Lewis said this Board has expressed their opinion that the City should offer the maximum in terms of years and a fair market value rate justified by the investment being made. There should also be consideration given to the tenants already here when discussing extending terms. Chuck Brainerd said he is in favor of working with current tenants. A helicopter business (ERA Helicopter Express) contacted them today on a fact finding basis because they are looking for a location to open an A&P school. If they are interested in coming here, they will want a clear lease policy. Alun Jones asked Chuck Brainerd why he needs an airport when he could build a facility on ten acres somewhere and do what he wants. Chuck Brainerd said they also use a few airplanes. He has considered building his own place but would like to stay here.

CM Evans said the way the proposed lease policy is written it looks out for existing tenants by allowing current economic output to be one of the factors in the model. It is a defensible way to accomplish including economic retention in the formula. If points are awarded simply for longevity at the airport it could run afoul of FAA and FDOT protectionist policies. Chairman Lewis said the point system will establish the term but asked how the market rate will be calculated. CM Evans said it can be done with a market analysis survey or through formal appraisals. FDOT allows some flexibility on that. Chairman Lewis said there is a difference between an unknown entity wanting to open on the airport and a current tenant. CM Evans said there must be a level playing field. There will be a provision for businesses to undergo a background check. All of the agreements will have a clawback policy because it is possible for any business – existing or new – to have problems and not meet the economic development aspects of the agreement. There has to be a mechanism to prevent a hangar from being underutilized for an extended period of time.

Chairman Lewis closed the lease policy discussion by noting he hopes it will be ready for the October meeting.

Chairman Lewis asked Deputy City Manager (DCM) Drymon if he had any issues to discuss with the Board. DCM Drymon said there were two recent visits made to the airport by FDOT.

The first visit was made by Allison Delizia from the District 5 office and a representative from Kimley-Horn & Associates to review the security system. They are assembling information from airports across the State to develop a Best Practices Guide. They seemed impressed by the system in place here. DCM Drymon said he told them about the updates that are planned for the system. One of the things they

seemed very positive about is that current tenants will approach someone on the airport that seems out of place and question them. The best security is people on the airport watching out for the airport.

The second visit was for the annual inspection. That took place yesterday. FDOT advised of two minor things that need to be corrected. Some of the lights on Runway 13 need new covers that are colored differently from those currently in place. Also, there are areas of vegetation at the end of Runway 13 by the lake and the south end of Runway 21 that need to be addressed. Staff is putting together a bid package to hire a contractor to come in and clear these locations.

Chairman Lewis said he has revised the airport project priority list. (See Attachment A) It is down to 20 items. Items listed in light blue are areas of lower cost that can possibly be done by the City. He suggested that DCM Drymon or CM Evans develop cost estimates for these items and bring them back to the Board. He noted that with regard to security cameras it has been discussed at previous meetings that other areas on the airport such as the FBO, tower and fire station be allowed access to monitor the video feed in real time. CM Evans said they have looked into that and the system is a closed circuit. Fiber will need to be installed to allow outside areas to see the feed. Chairman Lewis suggested adding a transmitter and sending it via a wireless system. He said the way it is set up now it is not a security system; it is merely a recording system.

Clive Ure said he was recently looking at the airport website for Spokane, Washington. They have a link to an "airport cam" with a view of their facility. CM Evans said that would be similar to the camera the City had downtown. Staff could possibly install a webcam, but the airport security system is more complex. Clive Ure said a webcam on the tower pointed at the ramp would be helpful. Kim Joynt of JetSky noted they have a system that feeds all of their cameras into one monitor. They can log into the system from their homes and view it.

## **Hanson Professional Services**

### Project Update

Ron Ridenour of Hanson Professional Services advised there are currently five active projects. He provided the following information.

Mitigated Wetland Removal (Taxiway A): This is related to the future realignment of taxiway A. The substantial completion meeting was held last Friday with FAA and FDOT. It is currently in the close-out process. Paperwork is due to FAA by September 17<sup>th</sup>.

Wildlife Hazard Assessment: This has been a yearlong project. The twelfth and final study/assessment was done today. A report will be issued in October and recommendations will be made for development into a Wildlife Plan.

Airfield Lighting: This project has just started. This project will update the remaining fixtures along the old 5000' section of RW 13/31, taxiway K and part of taxiway A. The new taxiway lights will be LED and the runway lights will be incandescent. Hanson will complete the design to about 60%.

Signage: The design phase for this is wrapping up. The plan specifications are done. FAA has a new rule requiring an Operational Safety Plan. They are currently coordinating that part with the tower and the FAA. The goal of this project is to bring airside signage into conformity with FAA requirements.

Security Fencing/Gates: This project is nearly ready to go out for bid. He has been told there are still questions on the gates. The design on which FDOT based its funding included relocating the current gates. Clive Ure said that the minutes include a statement that Hanson will look into the cost of cantilever gates. Scott Brady said the gates currently on the airport that are planned to be relocated are cantilever gates. From the description given today, he believes the Board members are talking about lifting gates.

Ron Ridenour said they can check on the cost of lifting gates. It could possibly be added to the bid documents as an alternate. Chuck Brainerd said he thought a cantilever gate was a lifting gate. The problems with the current gates are they are not reliable and they open over both traffic lanes. For security purposes, only one lane should be open. If the cantilever gates are reused, they should be set up so that they only open and close over one lane.

DCM Drymon said he will meet with Hanson on this issue. The new gates are only going across Airport Boulevard so it is a much shorter distance than their current use. CM Evans said they will try to retrofit the plans to include the lifting gates if possible.

Scott Brady said Chairman Lewis had asked him to provide the specifications on the strength of runways and taxiways. They are trying to determine if a 737 or MD80 can land at the airport. Chairman Lewis said there was a question about it last week, and we were not sure of the answer. Scott Brady said the runways were designed for a 60,000 lb. aircraft. They can handle heavier aircraft, but not on a regular basis. If heavier aircraft use the runways on more than an occasional basis, the repetition will cause damage to the pavement. He also noted that the geometry of the taxiways will not allow an aircraft of that size to leave the runways. Chairman Lewis said the runway could be closed temporarily to allow the aircraft to park there, and then reopened after it takes off. If an aircraft this size were to land and fuel up here, it would help the FBO and the City.

#### ILS (Instrument Landing System) Report

Chairman Lewis said the Board had previously asked Hanson to develop cost estimates for the various components of the ILS. Scott Brady said there are two factors in this issue – will an ILS increase traffic and the costs of the different ways a non-FAA operated ILS can be installed. He noted there are three parts to an ILS; the localizer, the glideslope and the lighting system. At this time we are primarily looking at the localizer and glideslope. These two pieces can be installed at the same time or at different times. The cost estimate to do the localizer is \$600K to \$950K. If the glideslope is done at the same time as the localizer the cost for that is \$600K to 900K. If the glideslope is installed after the localizer the estimate increases to \$880K to \$1.2 million. The cost of the glideslope could also increase if permitting and mitigation become factors in the installation. The low end estimate for the approach lights is \$1.75 million. The lights are expensive because they will have to go in the lake. The maintenance costs for a localizer and glideslope are approximately \$25K per year.

Chuck Brainerd asked if it is possible to have an ILS without the lights. Scott Brady said yes, and having the other two components will increase traffic and operation counts for the airport. He noted that the FAA is working on new formulas for the benefit/cost ratio on control towers. They are trying to quantify the quality of operations. If an airport falls below a certain level, it will have to pick up a share of the cost to operate the tower.

Dave Taisch said that the NDB is frequently out of service. He asked of the ILS would have the same problems. Jim Wilburth said the problem with the NDB was that it was not grounded correctly. Since better grounds were installed, it has been much better. It will be the same with an ILS. If it is installed and grounded correctly there should not be any issues.

Dave Taisch said he believes an ILS is redundant. There are currently three good GPS approaches. An ILS gives very little advantage. He said pilots are frequently encouraged to cancel IFR and come in VFR. He asked if that hurts the operations count. Scott Brady said it does not affect the traffic count.

Paul Soule said an ILS might generate additional traffic. However, from a safety viewpoint the addition of radar would be better.

Chairman Lewis said a decision should be made on what is the best investment for the money spent. If the minimums are only lowered by a few feet it does not make sense to do it for that reason. However, it may be worth it from a safety and activity point.

Lester Coggins said the essence of the discussion is how many operations will an ILS actually add, and will it help keep the tower.

Paul Soule said an ILS is not needed to get into this airport. He noted that several airports close by already have ILS's. He asked why someone would choose to come here instead of Ocala. Lester Coggins said FAA rules make the Ocala airport unusable a lot of times. He noted that many pilots from Sanford will also come here because that airport is so busy. He said that an ILS will draw traffic to this airport, the question is how much. He said that several years ago the City purchased property to be used for an outer marker and asked if the City still owned that site. Pam Hester confirmed that it is still owned by the City.

Clive Ure asked just how desperate the situation regarding the number of operations at the airport has become. He called the tower and asked for the counts and they would not give him the information. CM Evans said the tower provides the count to the City each month. That information will be provided to the Board members. Jake Kertz said that the FAA's funding formula includes many things; it is not just takeoffs and landings. Dave Taisch noted that since the tower is not open twenty-four hours, night operations are not included in the counts. Scott Brady said that formula has a factor for that.

Lester Coggins asked what direction this issue is headed. He said previous discussions indicated there is \$900K in funding available for the ILS. CM Evans said there is \$900K programmed by FDOT for this project. The question is do we want to proceed with the ILS or see if FDOT will approve a change to use this funding for other projects. Chairman Lewis said that until the Airport Layout Plan (ALP) is

updated, we should not move forward. Lester Coggins said the ILS is in the current Master Plan.

DCM Drymon said it has been discussed to ask FDOT to reprogram a small amount of the ILS funding to update the ALP. The ILS can be started with the funding that is programmed. However, a decision needs to be made as to whether there are other projects that may be more beneficial to the airport, such as a seaplane ramp. FDOT and FAA base their funding on certain priorities and a project other than the ILS may or may not be approved by them. It would probably require a very compelling case to have this funding changed to a different project.

Chuck Brainerd said in the future the ILS will be obsolete. Scott Brady said GPS is becoming the big thing. Sometimes ILS's are not monitored. Jake Kertz said some land based nav-aids are needed in case satellites fail. Chuck Brainerd said he is not sure how much value an ILS would add to the airport other than increasing operations. Dave Taisch said this investment is in the wrong technology. Money should be spent on the lighting side to get the minimums lowered. Chairman Lewis said the lighting is very expensive because it has to go in the lake. Dave Taisch said it could go on the other end of the runway. Lester Coggins said they do not know if there is enough room at that end.

Lester Coggins asked if the FAA would consider adding any funding to the \$900K that is programmed by FDOT. Scott Brady said they have not given any indication they are willing to do that. The FDOT funding is a 80/20 breakdown. Jake Kertz noted that once a project is started, additional funding seems to flow until the project is completed. DCM Drymon said the re-alignment of taxiway A is a good example of that. The funding for that project has come in several pieces.

Clive Ure said there is enough money programmed to do the localizer portion, but it is more cost effective to do the localizer and glideslope at the same time. He asked about the City's matching portion. CM Evans said matching funds are not budgeted on the City's side. It will be a tough road to get that funding, but that doesn't mean it can't be done. Clive Ure said this Board should not recommend something to the City Commission knowing it can't be done. CM Evans said the Board should make the best recommendation for the airport. It is then up to the City Commission to make the final decision.

Chairman Lewis said that while this project is on the Commission's radar the Board should make a recommendation. It can be made in the form of phases for the project since some funding is available now and more will have to be requested in the future. Chuck Brainerd noted that step one will include a \$180K match from the City. CM Evans said that will be a challenge. This is a onetime, non-recurring expense so it is possible the funding could come from reserves. Using reserves for something like this is different than using them to try to fix a problem caused by a recurring expense.

Dave Taisch asked how useable a localizer is without an outer marker. Scott Brady said it is very useful. Lester Coggins said since the City already owns the land for an outer marker it might be possible to move the NDB to that site for a compass locator. That would allow pilots to do a compass locator with a localizer approach. He asked about the cost for a DME (Distance Marking Equipment) and localizer. Scott Brady said he would have to check on that. Lester Coggins said that many ILS's have a DME now. He said that from a training standpoint, if a DME arc can be included in this system it would help increase operations even more because there are not many

around. This would be a plus for foreign students because it is very common overseas. Dave Taisch said many American airplanes have GPS and no DME and no ADF.

Chuck Brainerd noted the main reason an ILS is being considered is to increase operations. He asked if it is possible to look at some airports that recently installed an ILS and see how it affected their count. Scott Brady said he will check with their planners and other offices to see if they have a data base that can be accessed to find some comparisons. He said he will also check with a professor he knows who can run a calculation on the traffic count and see how close this airport is on the benefit/cost ratio. CM Evans said he would like to have that information. Chairman Lewis asked Scott Brady to determine estimated costs for relocating the NDB and a self-contained package with a localizer with DME emitter. Chairman Lewis said if they have all the information they have requested at the October meeting, the Board can put together an informed recommendation for the City Commission at that time.

Lester Coggins noted that one benefit Leesburg has is the number of flight schools in the surrounding area. CM Evans said something else that might increase operations and capture the student pilot market would be to work with the FBO and have them offer fuel discounts to other flight schools. Chairman Lewis said that perhaps a frequent flyer or contract pricing program could be developed.

Clive Ure inquired about the radar issue that has been mentioned. Chairman Lewis said the Leesburg tower should have a repeater of the Orlando radar system. It is an important safety issue, but he does not know the cost factor. Scott Brady said it can be very expensive. The main cost is tapping into the FAA lines and the equipment. He noted their firm is working on two tower projects; one is an FAA tower and one is VFR. The FAA tower cost is \$12 million and the VFR tower cost is \$3 million. The only difference is the equipment. Chairman Lewis said if the traffic count increases, having a repeater becomes even more important. Several attendees mentioned options for watching aircraft that are currently available through internet programs so there is very little equipment needed. Scott Brady said towers are required to use FAA certificated equipment for control purposes. There is a lot of automation involved.

### **New Business**

Chairman Lewis said consideration is being given to modifying the ALP. In the current Master Plan section on Capital Improvements, the airport is in Phase II. He would like to Hanson to prepare a report for the October meeting showing how the airport goes from Phase II to Phase III. This is in Chapter 6 of the Master Plan. He would also like them to present information on where the airport is relevant to the current ALP in the Master Plan and whether or not the ALP needs to be update.

### **Adjournment**

Chairman Lewis moved to adjourn the meeting. Alun Jones seconded the motion and it was approved unanimously. The meeting adjourned at 7:34pm.

CM Evans advised he had some important information to share with the Board.

Chairman Lewis reconvened the meeting at 7:35pm

CM Evans said he wanted to provide an update on the Airport Manager position. DCM Drymon has been evaluating the workload of this position while he has been acting as the interim manager. In the past, the position included everything related to the airport including day to day business, projects, code enforcement and lease issues. A decision has been made to divide the responsibilities. Responsibility for leases will stay in the City Manager's Office. SOP issues will be handled by the City's Code Enforcement Officers. The position will be changed to a part-time Airport Operations Manager. The new person will be scheduled for about 25 hours per week. The job description will include the following skills: business and customer service experience; project management experience; aviation knowledge. The pay range will be about \$25-\$30 per hour.

Chairman Lewis moved to adjourn the meeting. Clive Ure seconded the motion and the meeting adjourned at 7:39pm.

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Chairman

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Secretary

## Leesburg International Airport Advisory Board

### Items List for Action or the Airport Master Plan

This list is from the Operators at the Leesburg Airport and intended for follow up and tracking of the projects.

#### PRIORITY ITEMS

1. Leases and Rentals Policy – In Progress
2. New Master Plan Airport Layout Plan (ALP) – Funding being sought
3. ILS study and considerations – In Progress with Hanson Engineering
4. Seaplane Ramp and Airport Boat Park – Pending ALP and Funding

#### LOWER COST AND IN HOUSE ITEMS

5. Pond, Spring, and Fountain Project – Administration Bldg - Wilco entrance
  - a. Public Park and Picnic Area proposed for the Wilco Entry (Behind the Admin Bldg.)
  - b. Consider moving the KLEE Memorial Monument to the new park area.
6. Ramp Lighting
  - a. Test generator and equipment in place to determine best configuration of lights and wing clearance.
9. Security Cameras
  - a. System is wireless and monitoring should be allowed by lessees that are interested in establishing a true security network.
  - b. Monitoring by the Fire Station, Tower, U. S. Customs, and Police Dispatch.
  - c. The system is NOT monitored now and has NO Value for "Security" purposes as intended.
10. Compass Rose
  - a. Will happen as soon as new location is selected.
11. Wind "T" indicator lighting replacement bulbs.
12. Pumping Station – Wilco Entrance
  - a. Need to relocate to areas of the airport boundary away from Public exposure to toxic sewer gas which is there 24 /7.
  - b. May require updating filtration system and or relocating pump.
13. Wilco Turn Off Lane - Highway 441 – Wilco Entrance
  - a. FDOT has surveyed and we await approval and moving forward on this.
14. Restaurant Site – Wilco Entrance
  - a. To be determined and developed. Pending new ALP.

15. Re-number / Re-name airport bldg structures and standardize signage.
  - a. Emergency response as well as maintenance and service calls
16. Access Code to the Airport Administration Bldg Internet Wireless System
  - a. For use during meeting room activities.
17. Aircraft Wash Ramp (Temporary and Permanent)
  - a. Temporary location designated and Master Plan will identify permanent site.
18. Parking area for Mike's Avionics Hangar
  - a. Paving would be preferred.
  - b. Limited parking area is currently grass and floods.
  - c. Gravel or pavement needed to avoid flooding and damage to the hangar and office.

### **FUTURE PENDING STUDY AND APPROVAL ITEMS**

19. **Cracker Barrel Ramp**
  - a. **Area status is being clarified due to existing lease issue.**
20. **Helicopter Pads and Routes**
  - a. **Requesting input from helicopter operators to submit a tentative plan based on their needs and what would be best for the future promotion of helicopter operations at KLEE.**
  - b. **Routes needed to avoid noise issues.**
  - c. **Landing pads for training and servicing will also attract Guard units and bring income from maintenance to the FBO and the City via gallon pump fees.**
21. **KLEE Tower Repeater Radar from Orlando Tracon to Increase Safety**
  - a. **Researching requirements – fiber optics, etc.**
22. **Traffic Light (Triggered) at Wilco and Echo Entrances to the airport**
  - a. **Requires repeated request to FDOT to re-evaluate**
  - b. **New fence configuration will increase entry and exit from the airport**
  - c. **New auto dealership (VW) will also open soon adding to entry from their side of 441.**
  - d. **Auto Dealers have been contacted and support this move.**