

**Airport Advisory Board Minutes
September 10, 2014 5:30pm
Airport Administration Building
8807 Airport Boulevard
Leesburg, Florida**

Attendance: Alun Jones
David Lewis
Jon VanderLey

Call to Order

Chairman David Lewis called the meeting to order at 5:30pm.

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

Approval of Minutes from August 13, 2014 Meeting

Chairman Lewis asked if all members had read the minutes from the August 13, 2014 meeting. Alun Jones made a motion to approve the meeting minutes. Jon VanderLey seconded the motion and it was approved unanimously.

Discussion Regarding Decommissioning of NDB

Airport Manager (AM) Treggi said he would like the Board to consider decommissioning the non-directional beacon (NDB). With the advances of technology NDB's are becoming obsolete. FAA has decommissioned several recently. The air traffic control tower (ATCT) has advised the NDB is rarely used and often fails. The City has the expense of maintaining the equipment. He would like a recommendation from the Board.

Jon VanderLey said he knows NDB's are being phased out. He does not see the point in keeping it.

Alun Jones asked what the costs are to maintain the NDB. AM Treggi said the annual maintenance contract is about \$4,000.00. If there is a problem and repairs are needed, that cost will go up.

Alun Jones asked if the FAA requires NDB experience for a student to get a pilot license. AM Treggi said the airport is not obligated to keep the NDB. The FAA has a specific process for decommissioning but he is not familiar with it. He would like direction from this Board before he begins researching that.

Alun Jones said he has used an NDB and it worked pretty good. There are all kinds of new equipment available, but many airplanes are too old to use the new technology.

Chairman Lewis asked for the percentage of time the NDB is working versus not working. AM Treggi said it is mostly down. Chairman Lewis asked how long it takes to have it repaired when it goes down. AM Treggi said it depends on the problem. Every time there is a lightning strike on the field it goes down. Sometime he can reset it and that is all that's needed. Sometimes the contractor has to be called and since he comes from south Florida it may take a couple of days. If he has to order parts that takes more time.

Jon VanderLey said he would support doing research on this issue. That would include determining if NDB training is needed for a pilot license and the process for decommissioning. He believes some research should be done before a decision is made.

Alun Jones said most pilots do not use it. Chairman Lewis said most do not even know what it is so he would recommend decommissioning. AM Treggi asked if the consultants present had any comments on this matter. Tim Shea of Avcon said he does not know about the licensing requirement. He does know that several airports including Zephyr Hills, Winter haven and Brooksville have all taken down their NDB's for the same reasons being discussed here today,

Jon VanderLey made a motion that if the NDB is not required for licenses it should be decommissioned. Alun Jones seconded the motion and it was approved unanimously.

Lease Agreements with 9020AB, LLC

AM Treggi said there are two leases covered in this item. Both leases are with the company 9020AB, LLC. Most airport tenants know this business as JetSky.

Lease #1 is a renewal of the lease for their current location at 9020 Airport Boulevard. The primary change is an extension of the term to 30 years with a 20 year option. Lease #2 is a new lease for the former Tropical hangar. The lease is structured with a land lease payment of \$375.50 per month and a prepaid cash building lease of \$180,000.00. It also has a term of 30 years with a 20 year option. The lessee has agreed to make improvements to both sites. Lease #1 is minor items such as installing an epoxy floor, installing an overhead crane and adding covered parking. Lease #2 includes bigger items such as rehabbing the ramp, taxilane, driveway, hangar exterior and landscaping and adding office area on one side of the hangar. The estimated cost for the improvements is \$180,000.00.

Chairman Lewis asked if the City Attorney and all other parties had reviewed the lease and are in agreement. AM Treggi said yes.

Alun Jones made a motion to accept both lease agreements. Jon VanderLey seconded the motion and it was approved unanimously.

Airport Financials

Chairman Lewis asked AM Treggi if there were any changes to the airport financials since the last discussion. AM Treggi said there are no changes he is aware of. Chairman Lewis asked for confirmation that AM Treggi was involved in the airport budget process. AM Treggi said he did the initial budget and then it went through the review process.

Airport Restaurant

Chairman Lewis advised Chuck Brainerd is unable to attend the meeting so there will not be any discussion on this item.

Project Update

Lisa Waters of Hanson Professional Services provided the following project information:

Interim Airport Layout Plan Update: The update is still under FAA review. FDOT has just advised the justification to receive 80% funding on the seaplane ramp is in order. Hanson is waiting for written feedback on this.

Taxiway A Realignment: Construction is under way and is currently ahead of schedule. The substantial completion inspection with FAA and FDOT is scheduled for October 6.

Airport Manager Update

AM Treggi provided the following information:

The Joint Participation Agreement (JPA) with FDOT for the *Focused Environmental Assessment* for the seaplane ramp project was approved by the City Commission on September 8th. The task order with Avcon for the environmental assessment and the two leases presented at this meeting will be on the next Commission agenda.

The FDOT airport inspection is scheduled for September 24th. He is not anticipating any major issues.

Chairman Lewis asked if the light test on the taxiway A project went OK. AM Treggi said he is not aware of any problems. However, the lights have to run for 72 hours. They have not told him about any issues at this point.

Chairman Lewis asked if there is any way to stop people from driving in the area next to the new hangar that is being built by Blackbird Aviation. AM Treggi said the gate owned by the condo hangars is broken so that is why people have been driving there. He spoke to some of them today and advised they cannot continue to drive that way. He will also speak to Charlie Taylor. He noted the traffic will have to stop soon because that site is going to be a retention pond. Paul Harris said the area is now under construction and is no longer drivable so that should stop the problem.

Jon VanderLey asked AM Treggi for the status on the Foreign Trade Zone. AM Treggi said it is going well. There are still two cases in front of Leesburg waiting to be heard. He was told it should be finished in the original ten month time frame which will be December or January.

Alun Jones asked for the status of the agreement with the Condo Hangars. AM Treggi said the Condo Hangars have been in discussions with the City Manager. A tentative agreement has been reached. The City Attorney has requested some changes so it must be reviewed again by the Condo Hangars. Once the agreement is finalized on this end it must be sent to the FAA for their review.

Jon VandeLey said the airport needs to have a plan for the limited land that is available. That will make it easier to determine if a requested use is valid or appropriate. Chairman Lewis said he agrees that a policy needs to be developed for non-aviation tenants. AM Treggi suggested holding a workshop. Chairman Lewis asked Jon VanderLey to meet with AM Treggi on this issue and develop a plan to discuss at the next AAB meeting. Lisa Waters suggested they begin by reviewing the airport land use plan. That shows the areas that are planned for aviation and non-aviation. Jon VanderLey said they can identify what land is available and uses for it. Alun Jones said we need to start installing the infrastructure on the south side because the north side is almost built out. AM Treggi said it is hard to justify a project on that side as long as there is land available on the north side. They can begin to plan for it but FDOT will not provide funding at this time.

New Business

Chairman Lewis advised there is no new business to discuss.

Adjournment

Jon VanderLey made a motion to adjourn the meeting. Alun Jones seconded the motion. The meeting adjourned at 5:59pm.

Chairman

Secretary