

**Airport Advisory Board Minutes  
May 13, 2015 5:30pm  
Airport Administration Building  
8807 Airport Boulevard  
Leesburg, Florida**

Attendance: Chuck Brainerd  
Mark Crawford  
Byron Oldham  
Greg Thorpe

**Call to Order**

Chairman Chuck Brainerd called the meeting to order at 5:30pm.

Chairman Brainerd gave the invocation, followed by the Pledge of Allegiance.

**Approval of Minutes from April 8, 2015 Meeting**

Chairman Brainerd asked for a motion regarding the minutes from the April 8<sup>th</sup> meeting. Mark Crawford made a motion to approve the meeting minutes. Greg Thorpe seconded the motion and it was approved unanimously.

**Renewal of Lease Agreement and Agreement for Promotional Services with Mid-Florida Chapter 534 Experimental Aircraft Association (EAA)**

Chairman Brainerd asked if all the Board members had read the agreement. All the members confirmed they had read the lease. Chairman Brainerd said the EAA has sponsored many activities for kids at the airport. Their events also bring many members of the general public to the airport which is very good. He thinks they are an asset to the airport. There was no further discussion.

Greg Thorpe made a motion to approve the lease agreement. Byron Oldham seconded the motion and it was approved unanimously.

**Renewal of Civil Air Patrol Memorandum of Understanding**

Chairman Brainerd said the Civil Air Patrol (CAP) has been very faithful in their service to the airport. They meet every Tuesday and can often be seen drilling outside. They help with many of the events that are held here such as fly-ins.

Airport Manager (AM) Dean said the Civil Air Patrol commander has not signed the agreement yet. She does not anticipate any problems but wants the Board to be aware that the CAP has not executed the agreement. She has brought it to this Board because she wants to take it to the City Commission for approval in June. Secretary Pam Hester noted that if this Board recommends approval of

the agreement and then the CAP wants changes, the revised agreement would come back to this Board again before going to the City Commission for final approval. By voting today, it allows the approval process to move forward.

Mark Crawford made a motion to approve the agreement. Byron Oldham seconded the motion and it was approved unanimously.

**Discussion items:**

Relocation of Gate 5:

Chairman Brainerd said the problem with the gate is that when the security fencing was designed, the gate on the east end of Airport Boulevard was purposely located so that the Triangle Aviation hangar would be outside the fence for easier customer access. A result of this decision is that one of the taxiways providing access to the t-hangars north of Airport Boulevard was closed. This causes problems with ingress and egress at these hangars. He thinks this gate should be moved closer to the corner at Echo Drive. He noted that the security fencing was paid for with a grant from FDOT. That could impact what changes we can make. AM Dean asked for clarification of the gate number they are discussing. Arnold Holmes said that the gate on Airport Boulevard is gate 4. AM Dean said she has a meeting with FDOT later this month and she plans to talk to them about this problem at that time.

Debra Bowers noted that it is easier for Skybolt's customers to reach their sales counter the way the fencing is now. Chairman Brainerd said many tenants inside the fence have customers that have to come through the gates now. The customers simply scroll down the list on the screen at the gate and select the business they are there to see from the list. Someone at the business can then let them in. He said that the fencing has eliminated almost all of the airside incursions. Some of the government agencies his firm does business with are very concerned with security so anything that can be done to improve airside security is good.

Arnold Holmes said he is in favor of moving the gate. From his hangar location he frequently sees traffic problems at the t-hangars as a result of only having one taxiway to enter and exit. Reopening the second taxiway would be very helpful.

Chairman Brainerd made a motion to move forward with moving the gate. Mark Crawford seconded the motion.

Chuck Bondar said having to change the fencing should be considered a normal part of the airport's growth. That can be mentioned to FDOT during the meeting. Byron Oldham said keeping the airport secure should be paramount.

There was no further discussion. The motion passed unanimously.

Paul Harris said that gate 6 is the most dysfunctional gate on the airport. There is no call box and there is not even a road. The gate is often inoperable. He would suggest that since this end of the airport is moving towards more development, this issue needs to be addressed.

AM Dean agreed that gate 6 is an issue. She has spoken to the vendor who worked on the security fencing project and he is preparing some options to fix this problem. After she gets the information from him she plans to speak to FDOT to see if they will help with the cost.

AM Dean noted that the extension of Airport Boulevard was planned as part of the taxiway A work. However, FDOT has declined to fund that project at this time so it has been pushed out into the future. She is working on a plan for the road but noted that the full cost will have to be paid from the airport revenue. The road will have to be moved due to issues such as setback requirements. Chairman Brainerd asked if it will be extended past the Blackbird Aviation hangar. AM Dean said there is not much developable land past that hangar so the road will probably not go beyond them. She will get quotes for the cost of moving the road. Once she has the estimated costs she can determine the best way to proceed.

#### Relocation of Beacon to ATCT:

Chairman Brainerd said there have been several discussions in the past on this issue. After the tower was built, it was found that the light hits the tower cab affecting the operators. A shield was added to the beacon to protect the operators, but that has caused a blind spot for pilots coming in from the southeast. Suggestions to fix this problem have included moving the beacon to the top of the tower.

Tower Manager (TM) Rick Crose said there are two issues that must be considered before the beacon can be moved to the top of the tower. Noise can be a factor depending on the type of motor the beacon has and it must be determined whether or not the tower is structurally sound enough to support the beacon. AM Dean said an engineering study was done and it found that the tower can support the weight of the beacon.

Arnold Homes said this has been discussed for several years. He asked why it keeps getting pushed back. He also noted that if the beacon is blinding the tower operators, the tower itself must be blocking the beacon light at some point. Chairman Brainerd said during the summer hours the beacon only operates when the tower is closed. He suggested taking the shield down and having a deadline for having this problem resolved before the time changes and the beacon will again be a problem for the operators. AM Dean noted that she has issued a permanent NOTAM regarding the blind spot caused by the shield.

TM Crose said the blind spot caused by the shield is considerable. He has looked at it and believes the shield can be smaller than it is now. He noted that while the beacon usually operates sunset to sunrise, it also operates during some bad weather conditions during daylight hours.

Arnold Holmes asked what the holdup is on moving the beacon if the engineering is complete. AM Dean said the cost to move the beacon is substantial – approximately \$40,000.00. She is trying to determine if there are other options such as raising the pole the beacon is on that would be less costly. Chuck Bondar suggested that a skirt could be placed on the beacon to direct the beam higher. Arnold Holmes noted it only needs to be as high as the lip of the roof on the tower.

Steve Barber noted that lighting technology has changed a lot in recent years. It may be possible to get a new LED beacon and upgrade the whole system now. There are also deadening systems that can help with any noise issues. It is important to do this the right way. AM Dean said the engineering estimate included using the existing equipment. She would like to do this in the most cost efficient way and that could mean getting a new system. Arnold Holmes said that FAA Advisory Circular AC 150/53 45-12F has all the information on airport beacons.

TM Crose suggested that it may be possible to angle the light up. Chuck Bondar said the new beacons are much, much smaller than the one currently at the airport. Mark Crawford said angling the lights may be an easy short-term fix. Greg Thorpe suggested having AM Dean investigate all of the options available such as raising the current pole, angling the lights, relocating the old equipment, buying new equipment and installing it on the tower, etc. Once that information is all gathered a decision can be made on the best way to move forward. Chuck Brainerd said there needs to be an end date for having this done.

Byron Oldham made a motion to recommend doing a cost analysis between getting a new light versus relocating the old light; remove the shield to try resolving the problem on an interim basis; and having a permanent solution in place by November 1<sup>st</sup>. Greg Thorpe seconded the motion and it was approved unanimously.

#### Airport Restaurant:

Chairman Brainerd said discussions have been ongoing regarding building a restaurant at the corner of Wilco Drive and US 441. There is a small hill there that will elevate the building and provide a view of the runway and ramp. Proposals have included a two-story building with a museum on the first floor and a restaurant on the second floor. Chuck Bondar said the first floor would also be a good location for a pilot shop.

Chuck Bondar asked how having the new SunAir building in front of this site affects this plan. Chairman Brainerd said the SunAir hangar will be off to the side so there would still be a view from the restaurant.

Byron Oldham asked if the airport is trying to do this on its own. Chairman Brainerd said there have been several ideas. He considered getting a group of airport tenants together as investors to build it and he has also talked to some private companies about coming in and building it. One factor is that the restaurant must serve breakfast as well as lunch and dinner.

Chairman Brainerd showed the Board members the artist renderings he had made a few months ago. He noted that the proposed location has good visibility from US 441. Greg Thorpe asked if a budget had been developed for the project. He noted that having the museum on the first floor might be an issue for a private builder/investor. Chairman Brainerd said it may be possible to get a grant to help with the museum portion. Greg Thorpe said if the two sections are separate entities it may be possible to construct the building without an elevator. Mark Crawford said a decision needs to be made about the type of restaurant – fine dining or casual. The concept also needs to be financially feasible.

There was no further discussion on this item.

### **Airport Project Update AvCon Engineers & Planners – Sea Plane Ramp**

Rob Hambrecht from AvCon said the FAA required a focused environmental assessment for the seaplane ramp project. That study is done and the cost estimates have been calculated. The next step is to advertise a 30-day comment period. Once that period is done, the FAA will either allow the project to proceed or require a public hearing. The advertisement will be placed in the local paper and the report document will be available in the airport office.

Chairman Brainerd asked if the study shows any problems. Rob Hambrecht said the only issue is wetlands. About 75% of the project impacts wetlands and will require mitigation. They will need to work with the US Army Corps of Engineers and Florida Department of Environmental Protection on that issue.

### **Airport Manager Update**

AM Dean said that as part of the City of Leesburg's emergency management program, she will have to be at the City's Emergency Operations Center (EOC) during situations such as a hurricane. The EOC is located at the Police Department. She would like to know what emergency plans any of the airport businesses may have in place since she will not be able to physically be at the airport herself. That way she will have an idea of how to reach people during an emergency if it becomes necessary.

Chairman Brainerd said that many people choose to fly out of the area where a storm is approaching. AM Dean noted that the Administration Building can be used during a storm. It has shutters for the windows and an emergency generator.

### **New Business**

Chairman Brainerd said the Administration Building needs handicapped parking spaces. AM Dean said there are two spaces next to the building. Chairman Brainerd said they are not properly marked. They need to be repainted and should be marked with signs advising there is a fine for parking in them illegally.

Sandy Bondar asked if the lighting project is done. AM Dean said Phase II has been pushed out to future years due to its relationship with the taxiway A work that FDOT will not fund at this time. Phase I of the project is complete.

Chuck Bondar asked when the airport will get an ATIS transmitter (Automatic Terminal Information System). TM Crose said the airport currently has an ASOS (Automated Surface Observing System). The line for that equipment is owned by the National Weather Service (NWS). In order to have an ATIS, the ASOS would need to be terminated so that line and frequency can be used for ATIS. There is a turf battle with the FAA and the NWS. The NWS will not give up their line and frequency. At this time, in order to have ATIS a separate line would have to be installed and a new frequency would have to be assigned. The ASOS actually gives better information because it is updated by the minute and the ATIS is updated by the hour. The ATIS does give runways and NOTAMS, but the tower operators also give runway information. He plans to address this question in an upcoming meeting.

Chairman Brainerd said he would like the following items on the next agenda:

- Expansion needs of Brainerd Helicopter related to their receipt of type certification for Black Hawks which will require additional space and staffing
- Request from Arnold Holmes to discuss issues related to City's lease with Triangle Aviation site that is currently in foreclosure

AM Dean said she would like the following item on the agenda:

- Decommissioning of Non-Directional Beacon (NDB)

### **Adjournment**

Chairman Brainerd motioned to adjourn the meeting. Byron Oldham seconded the motion. The meeting adjourned at 6:59pm.

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Chairman

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Secretary