

**Airport Advisory Board Minutes
August 12, 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 and led the Pledge of Allegiance.

Approval of Minutes from July 2, 2015 Meeting

Chairman Brainerd asked for a motion regarding the minutes from the July 2nd meeting. Greg Thorpe made a motion to approve the meeting minutes from July 2nd. Byron Oldham seconded the motion and it was approved unanimously.

Chairman Discussion Items:

• Leases

Chairman Brainerd said he understands that Leesburg is changing direction on airport leases. Airport Manager (AM) Tracey Dean said the City Ordinance that discusses airport leases has three main parts that pertain to this. It states that a lease term shall not exceed 50 years, but the standard is 20 years with options totaling a maximum of 10 years; it shall be for a fair and reasonable rate; and an escalation clause will be included. She noted there have been some leases taken to the City Commission that this Board had approved and the Commission rejected them. The main reason given was that they do not want to see leases with a 30 year initial term. The C-Wings/Wipaire lease was turned down because the Wipaire agreement was for 30 years.

AM Dean noted that this Board is appointed by the City Commission. She encouraged the members to speak to their appointing Commissioner about this issue. She asked them to learn the expectations of their Commissioner so that everyone can be on the same page.

Chairman Brainerd said he was appointed by the Mayor. He talked to her about Arnold's lease and she told him she would approve a 30/10/10. Mark Crawford asked if the Commission expressed their expectations during the discussion when the leases were turned down and also asked what the vote was on the agreement. AM Dean said the discussion centered around the 30 year term for

Wipaire but no specific direction was given. The vote was 1 in favor and 4 against.

Chairman Brainerd asked AM Dean if she has spoken to the Commission or City Manager about this. AM Dean said she has spoken to the City Manager. She works for him. She does not have contact with the City Commission on these issues. She noted that when the Commission says they do not like 30 year leases, staff is reluctant to bring a lease with that term to them for consideration.

Chairman Brainerd said they went through a long process to get the lease terms to a length where businesses will come to the airport. He knows of at least three leases that are 30/10/10. AM Dean said these agreements may have been approved before some of the newer Commission members were seated.

AM Dean noted that not all lease agreements are the same. Some are land only. Some are land and building. In the case of SunAir it is land, building, ramp, fuel and tie-downs. There cannot be one boilerplate agreement that fits every circumstance.

Chairman Brainerd expressed his concern that there is no standard. If the City Manager or City Commission changes, the outlook and direction on airport leases can change. He is worried the airport can get in trouble for discrimination and it could affect our grant assurances.

AM Dean again suggested that each member contact their appointing Commissioner to discuss this matter. The Commission makes the final decision so the role of this Board in talking to their commissioner is vital. Mark Crawford noted that the Board is currently one member short.

Greg Thorpe said there will always be issues with the City Manager and members of the City Commission changing.

Chairman Brainerd said people are not wanting to come here. They need an idea of what leases can be offered. Some people have received 30/10/10.

Arnold Holmes said he understands each situation is different. However, all different types of operations seem to have received 30/10/10. Some were old, some were new, some were private and some were businesses. AM Dean noted that the Wipaire agreement includes a requirement to create jobs and make improvements. Arnold Holmes asked if he should make up a story about creating jobs and doing improvements so he can get a rubber stamp.

AM Dean said she has been trying to honor the verbal commitments that were made to people by the manager that preceded her.

Chairman Brainerd said their lease included job development. They are looking at the possibility of having to lease more land as the company continues to grow.

This concerns him. He was told 10-12 years ago that his business should be on the south side of the airport. He asked if development of that side is included in the Master Plan. Tim Shea from AvCon said it is not. AM Dean noted that the Master Plan is supposed to be updated next year.

Paul Harris said there are good people working with the airport now. Change takes time. There is a new Deputy City Manager who has good plans for the airport. The new Airport Manager is good. The current team should not be held hostage to what has been done in the past. He sees a lot of positive signs.

Byron Oldham said resolving this issue has to start with this Board. Each member needs to speak to their Commissioner and determine their reasoning for turning down these leases. He is appointed by Commissioner Robuck who looks at most things from a financial perspective. He imagines that a long-term lease might raise some concerns.

William Pike of Wipaire suggested that the Board members point out all the economic advantages of these leases. Arnold Holmes said he recognizes that the City needs to get value from the agreements. The people on the airport need to know what the City Commission wants. He noted that a small business cannot offer the same things as a large business. Tower Manager (TM) Rick Crose asked if the Board members attend the City Commission meetings. This Board is the eyes and ears of the airport and they need to relay their vision to the Commission.

Greg Thorpe said the Board members need to provide input to their Commissioners. Mark Crawford said the Board members need to learn where their Commissioner stands and bring that information back to the next meeting. There needs to be a consensus on this issue.

There was no further discussion.

- Budget

Chairman Brainerd said he is concerned because there seems to be no clarity on the dollars coming in and going out of the airport. He would like to see a monthly budget showing all expenses and revenues. If the Board had an idea of what the airport is making they could suggest ideas for improvements. If everything is going into the general fund there is not a way to track it. AM Dean said the airport budget has been set up as an enterprise fund since October 1st. Everything is completely separate now.

AM Dean said she keeps a very close eye on the budget. She will check with the Finance Department and see what reports are available to provide the Board.

Chairman Brainerd said he is also concerned with the maintenance at the airport. It is more than a one man job. The airport does not look very good. AM Dean

said she only has one employee. There were several weeks when she did not have anyone. So along with learning all the responsibilities of the job and the equipment, the new employee is trying to make up for that time. He is doing the best he can. It is especially difficult since this is the rainy season.

- Projects

Rob Hambrecht of AvCon provided the following information:

Seaplane Ramp: The design and permitting are underway. That is expected to take 6-8 months. There are a lot of wetland areas that will be impacted.

Chairman Brainerd asked if there is room by the ramp to build a restaurant. Rob Hambrecht said the recently acquired property might possibly allow for that. Chuck Bondar asked if a floating dock can be built by the ramp. Rob Hambrecht said it is in the plan, but the budget will determine whether or not it can be built. Chuck Bondar asked if the FAA would allow boats to come to a restaurant that was built by the ramp. Mary Soderstrum from AvCon said the FAA considers an airplane a boat once in lands in the water. However, they prefer to keep seaplane ramps separated from boat ramps. Tim Shea from AvCon noted that no FAA funding will be available for that type of project.

- Removal of Gate between Angel Flight and Av-Mech Hanger

Chairman Brainerd noted that many meetings were held regarding the security fencing. During this process Penny Wilson/Triangle Aviation asked to have the east gate on Airport Boulevard placed past her building so it would help her business by providing easy access from outside the airport. Her business is now closed. He is concerned by the location of this gate and would like it moved to the west end of the road.

AM Dean noted that gate 4 is usually left open. However, it is nice to have it there so that if the Airport Boulevard gates are left open for the public there is a way to secure this area. Gate 4 can be opened with a transponder.

Chairman Brainerd said the Airport Boulevard gate should be at the east end and the fencing should be moved. The way the fences are now there is only one access point for the t-hangars on the north side of the road. A barricade can be placed at the location of gate 4 if needed. A project needs to be developed and funding needs to be found for this.

AM Dean said funding will not be available unless the move is associated with another project. She has spoken to FDOT. They paid for this project once and do not want to pay for it again. If there is a purpose such as accommodating a new building they might consider it.

Byron Oldham asked Chairman Brainerd to explain the problem with the fencing. Chairman Brainerd said the way the fence is designed now, there is only one

taxilane to provide ingress and egress to the t-hangars on the north side of Airport Boulevard. If the fence is moved it will allow the other taxilane to be reopened. This will provide better traffic flow. He does not believe there is a problem with people getting access to the airside through the gates. The intercom system works well. He asked AM Dean to get a quote to move the gate and fence.

AM Dean said she can get a quote for this work. However, there is not money in the airport budge to pay for it. She noted that FDOT will also have to approve any change to the design of the security fencing.

Paul Harris said something needs to be done to change gate 6 also. He hopes the proposal for that comes to this Board for review. He wants it brought up in a public forum before the design is finalized. Chairman Brainerd asked if should be placed on an agenda. AM Dean said she doesn't want to impact anyone negatively. However, since this Board only meets once a month if things like this have to wait to for a meeting it can slow the project down. She will make sure she shares as much information as possible on this.

New Business

There was no new business for discussion at this meeting.

Mark Crawford what the rules are for the Board members to meet with Commissioners. Secretary Pam Hester said under the Sunshine Laws the meetings must be one-on-one. If there is more than one member from the Airport Advisory Board or the City Commission, it must be a public meeting.

Adjournment

The meeting adjourned at 6:49pm.

Chairman

Secretary