

**Airport Advisory Board Minutes  
January 13, 2016 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. Alan Reisman gave the invocation which was followed by the Pledge of Allegiance.

**Approval of Minutes from October 14, 2015 Meeting**

Chairman Brainerd asked for a motion regarding the minutes from the October 14<sup>th</sup> meeting. Greg Thorpe made a motion to approve the meeting minutes from October 14<sup>th</sup>. Byron Oldham seconded the motion and it was approved unanimously.

**Chamber of Commerce Airport Usage**

City Manager (CM) Al Minner introduced Sandi Moore, Executive Director of the Chamber of Commerce. CM Minner said the Chamber is trying to promote the community as well as raise funds and approached the City with the concept of having a car show/sale at the airport. The idea is to use the attraction of the airport to bring people to the site and help local dealers sell cars. It would be similar to the temporary use sales seen at malls.

The novelty that is associated with having the sale at the airport will draw local dealers to the *Festival on Wheels*. The Chamber Director has about ten dealers that are willing to pay \$10,000 each for a 3-day event. The Chamber is hoping to clear \$30,000 - \$50,000 depending on sales. It could be a good fundraiser for them.

About one year ago this idea was brought to him. At that time there was a lot of concern expressed by airport tenants about the event. He thought the FAA approval process would be much easier than it actually is. He did not provide enough information to the airport tenants and rushed through many of the steps trying to prepare for the sale.

The timing of the sale is dependent on the car dealers. The dealers want the sale to happen at either the beginning or end of the winter season – November/December or March/April. The Chamber would like to have the sale in the fall. The FAA approval process takes approximately 90 days. They would like to get the application to FAA in April. The FAA should respond in June and that will allow enough time to plan and market the event.

CM Minner reviewed a map of the Operation Plan. (See Attachment A) Runway 3/21 would be closed for four days. He understands there is some concern about the runway not being available as an alternate in the event of crosswinds. However, the instances

of crosswinds are much less in the fall. The area at the approach end of RW 21 has been sectioned off into blocks of about one acre each. The dealers would set up the cars in this area. On the runway itself there are spaces for food and other vendors. At the end near the berm will be static aviation displays. Public parking will be on the west side of the event area between the runway and Taxiway B. The entry/exit point will be on Veterans Road by the ARFF station. The airport side will be barricaded off for security. There will still be access for tenants to the necessary taxiways.

CM Minner said the airport is more than a transportation hub. It is a \$70 million economic engine for the region. The goal of the City Commission and the Airport Advisory Board is to develop the both the transportation and economic development sides. He noted that working with the Chamber is a great way to promote Leesburg and the airport.

CM Minner said the airport has to follow FAA and FDOT rules. Therefore, there must be a quid pro quo to the airport for the Chamber use. The Chamber has agreed to pay the airport \$7,500. This can be used to help fund the cost of moving the east gate.

CM Minner said that this is really a pretty simple concept. He knows there has been some concern among the airport tenants. He noted that he has spoken to Chuck Brainerd, Lester Coggins, SunAir and the Sheriff Department. He failed to take this step last year.

Mark Crawford asked how the payment of \$7,500.00 was determined. CM Minner said there was no formula. It is basically what the Chamber said they could afford. Byron Oldham asked how much the dealers are paying. Sandi Moore said each dealer is paying \$10,000.00. However, the contract requires the Chamber to spend 50% of that on marketing. Bill Pike asked if the marketing will include the aviation community – ie. Fly in to see the cars. CM Minner said that is a great idea. Once they have FAA approval the specific marketing plan will be developed. Bill Pike said this is a good opportunity to promote airport businesses.

CM Minner said that security is very important with this event. He noted that the Chamber will be paying to have on-site security.

Mark Crawford asked if the food vendors will include alcohol. CM Minner said alcohol will not be allowed.

Greg Thorpe noted that the public parking area is on the far side of the event. He asked how the cars will be able to safely drive to that area. CM Minner said the cars will drive on the taxiways around the end of the runway. Greg Thorpe said people have to walk across the taxiway where the cars will be driving to reach the static display area. Sandi Moore said they will have people stationed in that area to act as crossing guards to get people safely from one side to the other. Chuck Brainerd asked if they have an estimate on attendance. This does not seem like a very big parking area. Sandi Moore said she will work with Lowes to allow overflow parking in their lot with a shuttle to bring people to the airport. She talked to them about this last year and they were OK with it. She does not anticipate any problems with them this time.

Bill Pike asked what type of static displays there will be. Sandi Moore said last year she had spoken to EAA and Brainerd about having displays. She is looking to the airport

tenants for help with that. She noted there will be no charge for airport tenants to have a display.

Byron Oldham asked if it will be marketed as a car sale. Sandi Moore said it will be marketed as the Festival on Wheels. The plan will show the car sale and aviation aspect. They will use radio, TV and print medias.

Byron Oldham asked if the dealers are driven simply by the idea of having their cars for sale. Sandi Moore said the dealers believe the novelty of having the sale at the airport will drive people here. She said they plan to have activities for kids, a DJ and other entertainment. She said the car dealers are also working together and plan to give away one free car at the end of the event.

Chuck Bondar expressed concern about liability issues. There will be a lot of congestion in a small area. Sandi Moore said she had secured insurance last year when they worked on this event. It provided coverage for the City and the airport. The static displays would also be covered under this umbrella policy. CM Minner said the Chamber will take on the liability for the event.

Chuck Bondar said mixing in the airport for this event is nice. Most people will come for the cars. Keeping people off the back part of the airport may be a problem. Sandi Moore said they will have a lot of signage on the boundary barricades warning people not to go past along with security personnel.

Mark Crawford asked who determines which dealers are given the opportunity to participate. Sandi Moore said it will be the first ten to sign up. She said the dealers who wanted to participate last year were all from Leesburg.

ATCT Manager Rick Crose said he wants to make sure the Fire Department will have access to the airside in case of an incident. He also suggested handing out flyers to attendees explaining the rules about not crossing over barricades to the airside. He suggested having an event tied to Aviation Day which is August 19<sup>th</sup>. There are many things that could be done for this. CM Minner said that is a good idea. He can work with Airport Manager (AM) Dean and the Airport Board to come up with something.

Byron Oldham asked Chairman Brainerd for his thoughts on the proposal. Chairman Brainerd said Mr. Minner did come and speak to him about this. He does not agree with it for several reasons. Having all the cars in unpaved areas can cause damage. The airport qualifies under Parts 107 and 108. Under those rules any unescorted people on the airport must be fingerprinted and badged. He is against allowing unescorted people in the airport operating area (AOA). Closing RW 3/21 is an issue. That is where planes land when there are crosswind issues. Every aircraft has a crosswind load limit. If a plane cannot land on 13/31 because of cross winds and 3/21 is closed and they do not have enough fuel to make it to a different airport there could be an accident. He spoke to Lester Coggins who told him there has been occasion where they have had to use RW 21 to takeoff due to crosswinds. CM Minner told him RW 3/21 has been closed before without incidents, but those closures were for projects that were improving the airport. If we start using money as a reason to close runways that is a problem.

Chairman Brainerd said the airport receives a lot of funding from FAA and FDOT. He does not think a car sale is an appropriate use of the airport. The FAA is on record

being against this last year. He does not think that will change. His opinion is that this is not a good thing to do. The mall is a better location.

Greg Thorpe said he understands the safety concerns. He thinks that if FAA gives a permit for it they must believe the issues have been addressed. We need things at the airport to draw the community here. One of the reasons he was excited to be on this Board was to have a chance to learn about the airport. It is hard for someone to get information on it. This will bring people to the airport and get some attention on it. The safety concerns certainly need to be addressed.

Mark Crawford asked if the City feels the FAA will give the waiver for the event. CM Minner said the FAA actually helped with the Operation Plan last year when this was discussed. In the end they would not approve it due to the number of complaints received from airport tenants.

CM Minner said he disagrees with Chairman Brainerd regarding closing the runway. Runways are often closed during air shows including at Lakeland for Fun-n-Sun and Stuart. He thinks this can be managed. This plan has passed FAA initial review. They want to beef up the plan this year to minimize complaints. He did speak to Lester Coggins with The Villages about closing the runway. That is one of the reasons they decided to go with the fall date when crosswinds are less of a concern.

Chuck Bondar asked how much traffic and sales there will be. It may not be enough to have the sale again. CM Minner said that is business. Chuck Bondar said he does not think \$7,500.00 for the airport is enough money. Sandi Moore said all of the expenses for tents, barricades, security, etc. will come out of the Chamber's \$50,000.00. Mark Crawford said that if the event is successful and they want to have it again the airport can ask for a better deal on future events. He agreed that safety is a major concern.

Greg Thorpe asked Sandi Moore if she had any problems obtaining insurance last year. Sandi Moore said there were no problems.

Vidar Einarsson asked how often the event will be held. He said that back in the 80's New Smyrna started an event that led to many more events and eventually one of the runways was permanently closed. Sand Moore said they only plan to have the sale once a year. CM Minner said he cannot see the runway here being closed permanently.

Chuck Bondar said this is an interesting concept. The success of the event is all dependent on how well the dealers do. He said consideration needs to be given to things like clean up, repair of damage to the infield, etc.

Mark Crawford asked what they are looking for from this Board tonight. CM Minner said they would like the Board to vote so they know whether or not they should proceed with trying to get the permit from FAA.

Byron Oldham said Mr. Minner mentioned that last year it was shut down because of complaints. They need to make sure that does not happen again. CM Minner said last year they did not get enough information out to the tenants. He thinks with better planning that can be addressed. Byron Oldham asked if they have considered involving the tenants more. Sandi Moore said the static displays will all be aviation related. She will work with anyone on the airport who wants to participate and would really like it if some of the tenants wanted to do demonstrations of some sort.

Byron Oldham said it helps the dealers to have the aviation tie-in. Sandi Moore said the aviation side is definitely the draw for the public. She wants to reach out to all of the airport businesses.

Mark Crawford asked AM Dean about the proposal. CM Minner asked to speak for her. He said that when AM Dean was first approached about this idea she was against it. She is starting to come around but still has some trepidations

AM Dean said the tenants along taxiway B will still be able to operate. They will be given a lot of advance notice and should be able to plan around the event. She will do everything she can to work with everyone involved.

Chuck Bondar noted that clean-up is very important. If there is FOD on the airport from this event such as paper flyers, cups, plates, etc. it could be sucked into an engine and damage it.

Chairman Brainerd said aircraft traveling on taxiway B will be very close to the event area and that can be a problem. AM Dean said there should not be a problem. The operation plan was drawn by the GIS Department according to FAA rules for setbacks.

Chairman Brainerd said he would prefer to wait until the next meeting to vote. He wants to see a security plan. He has been told the airport has a plan but he has not seen it and this may violate that plan. He wants 30 days to address that. He does not have enough information to make a good vote today.

Paul Harsh said the City is trying to be responsive to the tenants and plan ahead. He suggested making a motion to allow the planning to move forward contingent on resolving the security questions.

ATCT Manager Rick Crose said he does not think the FAA ADO office would approve the plan if it violated any regulations.

Greg Thorpe asked when this will go to the City Commission. CM Minner said that depends on what this Board does tonight. Greg Thorpe said he would like to vote today. He thinks there is time to address any issues that may come up.

Greg Thorpe made a motion to approve moving forward with planning the car show. Mark Crawford seconded the motion. The vote was 3-1 with Chairman Brainerd opposed.

Byron Oldham reiterated that security is the primary concern and must be addressed. CM Minner said they will come back to the Board with updates.

### **Project Update**

Rob Hembrecht from Av-Con provided an update on the following projects:

Seaplane Ramp: He brought an exhibit for everyone to look at. The design is 15%-30% done. The project is on schedule. They anticipate construction beginning in the fall with the ramp being open in the spring of 2016.

Apron: The project has been advertised. It will be open for 30 days for bids. Construction should begin shortly after that.

### **Airport Manager Update**

AM Dean said she has received the quote to move the east security gate on Airport Boulevard. To move the gate and fence, repair the road and open taxiway 5 it will cost \$15,000 - \$19,000. The quote is from Aptronics who originally installed the security system. It includes a quote from Paquette for concrete work for about \$5,000. In the past the preference of the Airport Advisory Boards has been to repair roads to new condition. On this project money can be saved if the area is patched instead of repaved. The funds are not budgeted for this project. She still needs to research where the money will come from. Something will have to be cut in order to do this. The funds possibly coming from the Chamber will help but will not cover the full cost.

Greg Thorpe said he would like to make a recommendation for the Airport Manager to move forward with moving the gate and to provide information to the Board on what has to be cut to offset this expense. This has been an issue since he came to the Board and he would like to see it resolved. Byron Oldham asked if the Chamber money has been specifically allotted to this project. AM Dean said that was their idea. She needs to look at the whole budget.

Greg Thorpe made a motion to recommend that AM Dean move forward with moving the gate. Byron Oldham seconded the motion and it was approved unanimously.

### **New Business**

Bill Pike from Wipaire said they are hosting a safety seminar on February 27<sup>th</sup> at the Wipaire hangar. The time is yet to be determined. Everyone is invited to come to this event.

### **Adjournment**

Chairman Brainerd motioned to adjourn the meeting. Mark Crawford seconded the motion. The meeting adjourned at 6:49pm.

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Chairman

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Secretary

# Operation Plan

