

**Airport Advisory Board Minutes  
April 13 2016 5:30pm  
Airport Administration Building  
8807 Airport Boulevard  
Leesburg, Florida**

Attendance: Chuck Brainerd  
Mark Crawford  
Greg Thorpe

**Call to Order**

Chairman Brainerd called the meeting to order at 5:30pm. Barbara Brainerd gave the invocation which was followed by the Pledge of Allegiance.

**Approval of Minutes – March 9, 2016**

Greg Thorpe made a motion to approve the minutes from March 9, 2016. Mark Crawford seconded the motion and it was approved unanimously.

**Project Update**

Rob Hambrecht from AvCon provided the following information.

Seaplane Ramp: This project is at 60% of design. They are starting the permit process and will hopefully have the permits in September.

Apron: Construction in this project should begin in May. The low bidder was CW Roberts. It will take 3-4 months to complete. The project cost is \$440,000 which is partially funded with grants from FDOT.

**Chairman Discussion Items**

- Removal of Dealer Cars on Airport Property

Chairman Brainerd said there have been complaints about trucks by the taxi lanes and complaints about the second taxi lane being closed. He said that there are now a bunch of dealer cars parked in the area of the taxi lane. He said the Airport Manager told him she is not planning to do anything about this until October. Airport Manager (AM) Tracey Dean noted that the Board just approved the March minutes which state that she has said if she can find the money in the current year budget, she will move the gate to allow the second taxi lane to be opened before October. However, she plans to specifically include this work in the next requested budget year so that if funds are not found beforehand, the work can be done in October if the budget is approved. This work was not budgeted so is an added expense in the current year.

Chairman Brainerd asked how much it will cost to move the gate. AM Dean said approximately \$17,000. Chairman Brainerd asked if the money is not there. AM Dean said this project is a want, not a need. Chairman Brainerd said she should go on a ride with him so she can see the problem. AM Dean said she prefers not to ride in a small airplane. She said the dealer cars are there temporarily while they are transitioning off airport property and will be moved in two

months. They are mindful of the setbacks and the cars are parked farther from the taxi lanes than even the edge of the open taxi lane gates. She has not received complaints from the T-hangar tenants and asked Chairman Brainerd that he pass on any complaints he receives to her so she is aware of them. Chairman Brainerd said this is a safety issue.

Greg Thorpe asked AM Dean for confirmation that the cars will be moved in two months. AM Dean said that is correct. The dealer has a short term (two month) lease to use that area. Greg Thorpe noted that means half the problem will then be solved in two months. Chairman Brainerd said the cars are in the way of getting the project done. Greg Thorpe said his understanding is there is not money to get the project done. Chairman Brainerd said the airport has \$1 million. This problem needs to be fixed. It is an emergency.

AM Dean said the taxi lane has been closed for several years. She asked why it is now an emergency. Chairman Brainerd said it is a safety issue. It's an accident waiting to happen. This is a preventive measure. AM Dean said FDOT paid for the taxi lanes and they also paid for the project that placed the gate on Airport Boulevard that is obstructing the taxi lane. She thinks if there was a concern FDOT would have denied placing the gate where it is now. Chairman Brainerd said he needs to check with FDOT and see what they say about this situation. AM Dean said she has spoken to FDOT and they have given authorization to move the gate. Their concern is whether it is a want or a need and she advised it is a little of both. Chairman Brainerd asked who she spoke to. AM Dean said she spoke to her contact. Chairman Brainerd asked if her contact is a secret. Greg Thorpe said there is no need to berate AM Dean on this matter. Chairman Brainerd said he is just passionate about safety. Greg Thorpe said he understands that but there is no need to speak to her in that fashion. AM Dean said she believes FDOT is passionate about safety as well. Chairman Brainerd said it seems there could be a quick fix for this. He said AM Dean told him this past week that it will be in the next budget for October and who knows how far beyond that it will go. AM Dean repeated that this work is included in her budget request for October 1<sup>st</sup>. If it is approved by the City Commission, this project will be flagged for an expenditure. In the current budget there could potentially be funds to get it done before October 1, but because other projects are currently over budget she is instructed not to spend funds on this in the immediate future.

There was no further discussion on this issue.

- Update on Chamber of Commerce Car Sale

Chairman Brainerd said that since City Manager Minner is not in attendance, there will not be an update on the car sale.

- Consideration of Changing Day/Time of Airport Advisory Board Meetings

Chairman Brainerd said they have talked about changing the meeting days. He would like to change the meetings to Tuesday at 5:30pm. AM Dean said the Civil Air Patrol cadets meet in the Administrative Building on Tuesdays at 6:00pm. Chairman Brainerd asked if the room is available on Thursday. AM Dean said the room is available then. Greg Thorpe asked why we are considering changing the day. Chairman Brainerd said he would prefer to meet on another day because he has some conflicts with meeting on Wednesdays. Greg Thorpe said either Tuesday, Wednesday or Thursday is acceptable for him. He asked if this decision should wait until Byron Oldham is in attendance and can be part of the discussion. Chairman Brainerd asked if they need to table the item. Secretary Hester said they can make a motion and approve the change at this meeting. If member Oldham has a problem with Thursday, it can be discussed at a future meeting and if needed can be changed again.

Greg Thorpe made a motion to change the meeting date to the second Thursday of the month at the same time subject to approval from Byron Oldham. Mark Crawford seconded the motion and it was approved unanimously.

Greg Thorpe asked staff to ensure that meeting notices for the May 12<sup>th</sup> meeting are sent out early so everyone is made aware of the change in a timely manner. Secretary Hester said the change will also be noted on the City's website on the airport page and the event calendar.

**New Business**

AM Dean said Rick Crose is no longer the ATCT manager. The new manager is Tim Meyers. He has been a part-time controller so has knowledge of the airport. Rick Crose may stay on as a part-time controller.

**Adjournment**

Greg Thorpe made a motion to adjourn. Mark Crawford seconded the motion and the meeting adjourned at 5:51pm.

---

Chairman

---

Secretary