

**Airport Advisory Board Minutes
May 12, 2016 5:30pm
Airport Administration Building
8807 Airport Boulevard
Leesburg, Florida**

Attendance: Mark Crawford
Byron Oldham
Greg Thorpe

Call to Order

Vice-Chairman Crawford called the meeting to order at 5:31pm. Vice-Chairman Crawford gave the invocation and led the Pledge of Allegiance.

Approval of Minutes – April 13, 2016

Greg Thorpe made a motion to approve the minutes from April 13, 2016. Byron Oldham seconded the motion and it was approved unanimously.

Project Update

Rob Hambrecht from AvCon provided the following information.

Apron: This project is ahead of schedule. You can see the work that is starting for the road re-alignment

Seaplane Ramp: This project is at 70% of design. They met with the funding agencies about two weeks ago to discuss the progress at 60% of design stage and everything was OK. They have received a directive from the City Manager to accelerate bidding. Vice-Chairman Crawford asked if that will change the completion date. Rob Hambrecht said if the bidding process is moved up two months, the completion date will also be moved up. Next month they will reach the 90% mark and he will update the schedule at that point.

Airport Manager Update

Airport Manager (AM) Dean said the Purchasing Department advertised a RFQ for an Airport Master Plan. Two companies submitted proposals – AvCon and TKDA. A panel reviewed the submissions and ranked AvCon as the first choice. The next step is to negotiate the scope of the work and the fee. When that is complete, FAA requires that an independent cost estimate be obtained. They have already started the process to seek 90% funding from FAA for this work.

Vice-Chairman Crawford asked how far out the Master Plan covers. Mary Soderstrum from AvCon said the projections are made for 5 years, 10 years, 15 years and 20 years.

AM Dean said the last Master Plan update was completed in 2002. Vice-Chairman Crawford asked how long the process to update the Plan will take. AM Dean said it is a long process. There are many components including updating inventories and calculating all of the projections. They will need to look closely at areas for possible development and explore all

available options, especially taking into consideration requirements under the new Minimum Standards.

Greg Thorpe asked what the plan is for the site on 441 where the building was just demolished. AM Dean said the building was torn down to make that location more marketable. Deputy City Manager Michael Rankin is working to locate a business there, perhaps a restaurant. Greg Thorpe asked if the direction would be for a commercial business rather than aviation. AM Dean said that is correct. There is an option to possibly include aviation because the backside of the property does have access to the airside.

Greg Thorpe asked if there are any plans to work on the airport entrances. Mary Soderstrum said that element is typically part of a Master Plan. Greg Thorpe said it should definitely be part of the Plan. The lake behind the Administration Building is nice and would be a good park area. AM Dean said the Public Works Department has received a grant from FDOT for 441 highway beautification that includes medians and right-of-ways. It will include work in the Wilco entrance area. There will be 287 trees planted along the airport. The tree plan was approved by FAA.

AM Dean said she has also been talking to FDOT about the Echo Drive entrance. When that was designated as the main entrance to the airport, the FBO was still located near the air traffic control tower. In its current location, the FBO is not accessible to the general public from the Echo Drive entrance due to the gates. She is trying to find out what can be done to make the Wilco entrance nicer and to improve the signage. Greg Thorpe said that is a good idea because there is some confusion with the two entrances. The airport needs a good entrance and signage plan.

Vice-Chairman Crawford asked if there is an update on the airport car show. AM Dean said on April 25th she sent an e-mail to airport tenants that was written by Sandi Moore from the Chamber. The e-mail asked tenants to let Ms. Moore know if they are interested in participating. AM Dean has not heard any negative comments regarding the e-mail. She has received some positive comments. She received many "read receipts" so she knows the tenants did receive it. The paperwork for the event was sent to FAA on May 2nd. FAA is allowed a minimum of 45 days to review it so we are now waiting for their response. They do not actually approve the event. They just simply advise if they have no objection to it.

Vice-Chairman Crawford asked if the parked cars from Jenkins will be removed from the airport soon. AM Dean said they will be off the airport by the end of May. You can see the area next to the Jenkins dealership on the north side of US 441 where they will be located. Greg Thorpe asked if that is airport property. AM Dean said it is airport property that has been leased to them.

Greg Thorpe said he is seeing a definite improvement in the airport. He said appreciates AM Dean's efforts to clean it up and make these changes.

AM Dean advised that her new employee started two weeks ago. His name is Bryan Mealer. He transferred from the City's marina and seems to be a good fit for the airport.

New Business

Ron Rich asked if there is a 100% guarantee that the seaplane ramp will go through. AM Dean said nothing is 100% but the City is committed to this project. Byron Oldham said it is 100% in effort and is moving in the right direction. AM Dean said the City has accepted grant funding

for the project and the funding agreements include penalties if the project is not completed; so at this point it is better to complete the project than not. Greg Thorpe said to his knowledge all signs point to the project being finished.

Adjournment

Byron Oldham made a motion to adjourn. Greg Thorpe seconded the motion and the meeting adjourned at 5:49pm.

Chairman

Secretary