

**Airport Advisory Board Minutes
August 11, 2016 5:30pm
Airport Administration Building
8807 Airport Boulevard
Leesburg, Florida**

Attendance: Chuck Brainerd
Mark Crawford
Byron Oldham
Greg Thorpe

Call to Order

Chairman Brainerd called the meeting to order at 5:31pm and led the Pledge of Allegiance.

Approval of Minutes – June 9, 2016

Mark Crawford made a motion to approve the minutes from June 9, 2016. Byron Oldham seconded the motion and it was approved unanimously.

Project Update

Airport Manager (AM) Tracey Dean provided the following information:

Apron: This project is almost done. There are a couple of items to complete on the punch list. They are waiting for FDOT to schedule the final walk-through. Once FDOT is satisfied, the project will be closed.

Seaplane Ramp: The 90% design submittal has been received. The project continues to move forward.

Master Plan Update: Notice was received today that paperwork for the FAA grant (90%) should be received next week. FDOT will fund an additional 8%. She hopes to have both of the grant agreements before the City Commission at the September 12th meeting. AvCon will be doing the update. The Notice to Proceed cannot be issued until all of the grants agreements are executed.

Chairman Discussion Items

Chairman Brainerd advised he does not want to discuss these two agenda items (Use of Aircraft Operations Area and Movement of Taxiway Gate) at this time.

Airport Manager Update

AM Dean provided the following information.

Flying Club Discussion Follow-up: AM Dean said at the last meeting a gentleman came to discuss starting a flying club at the airport. At that meeting, the Board asked her to

reach out to airport tenants regarding this idea. The e-mails she received in response to her inquiry were overwhelmingly positive.

Initially she misunderstood what they expected her involvement to be in this process. Obviously, they need hangar space. She also thought they wanted staff to approve the club. In the end, the group simply wanted rules for a flying club included in the Minimum Standards. However, in doing research she has learned that flying clubs must abide by the AOPA rules so there is no requirement for City approval or consent. She has put the group on the T-hangar waiting list, but they are looking for something larger.

Chairman Brainerd asked for the status of the bunker hangar. AM Dean said it will revert to the City at the end of September. Mr. Puckett had expressed some interest in continuing to lease or buy back the property but has decided he no longer needs it. AM Dean said it will possibly be leased on terms similar to the City's Corporate Block Hangars. The sites are very similar in size. The corporate hangars rent for \$1000.00 per month with an initial term of one year that changes to month-to-month at the end of the first year. The location of the bunker hangar is not terribly desirable. The flying club has expressed interest in this location, but she has had other parties inquire about it before. She needs to get with the people who made the first inquires in the order they approached her to see if they are still interested. She noted that the flying club has told her they may be trying to purchase three planes.

Chairman Brainerd said the flying clubs have been around a long time. Having a club would be good and would add activity to the airport. He has never seen a down side.

AM Dean reiterated that she has not received any negative feedback. She received about 15 positive e-mail responses and many more read receipts with no written response. There is no place for the club now, but she is working with them. The bunker hangar would be a good location for them. It is close to the EAA hangar and there is some parking available.

Car Sale Status: AM Dean said she has received a letter from the FAA advising that they have no objection to the car sale. (See Attachment A) The letter outlines some things that need to be done such as issuing proper NOTAMs and protection of lights. She asked Sandi Moore from the Chamber to attend this meeting, but Ms. Moore had another commitment and could not be here. She believes Ms. Moore will soon be reaching out to tenants to see if they are interested in participating in the event. The Sheriff has already said they will participate and will help with the event.

East Security Gate Status: AM Dean said moving this gate has been specifically budgeted for the fiscal year 16/17. The budget will not be finalized for a few weeks. She had wanted to do it this year, but some major repairs have been required recently and the funds are not available.

Chairman Brainerd asked if this is the same process that demolition of the Tractor building followed. AM Dean said that was not budgeted, however, that work was done much earlier in the year when the funding situation was better. It was felt that demoing and the building and clearing the property would make it more desirable for lease. Chairman Brainerd asked if that went to the City Commission. There are people having problems with their airplanes meeting each other on the taxiway. This has been talked

about for a couple of years and should be a priority. AM Dean said she is only aware of one incident. In that case a pilot left his plane unattended on the taxiway which would be a problem no matter where it happened on the airport. The pilot told her he did that because he typically parked in the field but he couldn't that day due to the dealership cars. She had the problem resolved in less than five minutes. She advised that the cost to demolish the building did not meet the dollar threshold that requires Commission approval.

Chairman Brainerd said the gate should have had priority over knocking down a building. The money should have been spent to move the gate. AM Dean said she does not necessarily disagree. She could argue for both sides of this debate. At the time there were people interested in the property and it was felt that removing the building would improve the opportunity to lease the property and generate revenue for the airport. However, the property was not leased. CM Brainerd asked how much revenue has been earned and how much it cost to demo the building. AM Dean said she believes it cost about \$15,000.00.

There was no further discussion on these items.

New Business

There was no new business.

Adjournment

Greg Thorpe made a motion to adjourn. Byron Oldham seconded the motion and the meeting adjourned at 5:50pm.

Chairman

Secretary



U.S. Department
of Transportation
**Federal Aviation
Administration**

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July 8, 2016

Ms. Tracey Dean
Airport Manager
Leesburg International Airport
501 West Meadow Street
P.O. Box 490630
Leesburg, FL 34749-0630

Dear Ms. Dean:

RE: Leesburg International Airport
Proposed non-aeronautical use of airport property
Festival of Wheels car sale

This letter responds to airspace cases 2016-AS0-1287 thru 1294-NRA, a Special Event Safety Plan for a car sale on airport property at the Leesburg International Airport in October, 2016. After reviewing the information provided, we do not object to the temporary closure of aeronautical facilities to accommodate this event. Our opinion is based on the information provided in the documentation you submitted. The City of Leesburg is expected to adhere to the plan as proposed to the Federal Aviation Administration.

Please use low profile barricades across all pavements adjacent to the event site including TW's B and J. The barricades may be used in conjunction with the rope for increased visibility by both aircraft and patrons.

Please note that this event will create adverse NAS facility/service operational impacts. However, these impacts can be mitigated as follows:

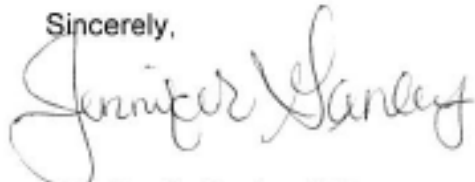
Impacted NAS Facility/Service(s) List: Airport-Owned: PAPI/03, PAPI/21. Mitigation: While RWY 3/21 is closed, NOTAM out of service and physically shutdown the NAVAIDS/VISAIDS associated with closed runway to include the following facilities: PAPI/03, PAPI/21. Any ILS (Localizer/Glideslope), VGSI (PAPI, VASI) servicing a runway must be turned off throughout the duration of any scheduled runway closure to avoid hazardous safety risks. Coordinate work with the airport authority as appropriate. Ensure protective measures are in place to protect PAPI/21 from damage during event.

A complete runway sweep and inspection will be required before reopening the runway for operations. In addition, airport NOTAMS shall broadcast the runway closure at least 72 hours before the event.

This review is specific to the October, 2016 event only. Any proposal for future non-aeronautical events such as this must be coordinated separately and on an event-specific basis.

If you have any questions, please contact me at (407)812-6331, ext. 126.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer A. Ganley". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Jennifer A. Ganley, P.E.
Program Manager