

**Airport Advisory Board Minutes
September 8, 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 5:47pm and led the Pledge of Allegiance.

Approval of Minutes – August 11, 2016

Byron Oldham made a motion to approve the minutes from August 11, 2016. Greg Thorpe seconded the motion and it was approved unanimously.

Project Update

Rob Hambrecht from AvCon provided the following information:

Apron: This project is done. There was only one change order and it was a deduction for quantities. The project came in approximately \$10,000.00 under budget.

Seaplane Ramp: This project is at 90% of design. Airport Manager (AM) Dean found that some of the City's property on CR 470 can be used for mitigation on this project. That will save about \$200,000.00. However, it will take some time to get the permit for this so the completion date will have to be moved back.

Skybolt Aeromotive Corporation Third Amendment to Lease

AM Dean noted that Ned and Debra Bowers from Skybolt are not in attendance. She said this amendment changes the use clause of the original lease agreement. Some of the change is to clean up language in the original lease that referenced *composite materials*. That has been changed to *aerospace fasteners*. Skybolt wants to be able to install the product they manufacture onto certain specific aircraft. This would not be in competition with any other mechanics on the field. This requires a change in the lease to allow maintenance since their use clause allows no maintenance.

They have also requested the addition of allowing the installation of aircraft air conditioning (A/C). She thinks this request is for something that could be done by other businesses on the field and she does have a certain level of concern regarding this request. Vice-Chairman Crawford asked if she thinks there could be push-back from other tenants if this request is approved.

Brian Sapp said there is only a minimal amount of this type of A/C work requested. He noted that Skybolt has already been doing this type of work. SunAir and Skybolt work with the same manufacturer.

Greg Thorpe asked if the intent is to specify exactly what they can and cannot do. AM Dean said most maintenance hangars are full maintenance shops with A&P and IA. Skybolt's use clause did not allow any maintenance. They want to do certain things on specific airplanes which are named in the amendment. Separately, they also want to do A/C installs. The lease says they are not supposed to solicit other business outside of the planes they have housed, but it seems like they may have to do that for this part of their request.

Greg Thorpe said he does not really see an issue. It doesn't sound like it would really hurt other businesses. Vice-Chairman Crawford asked Brian Sapp if there is a lot of this particular type of work on the airport. Brian Sapp said not really.

Byron Oldham asked if this is the only work they'll be allowed to do. AM Dean said that is correct. They are not set up do anything with oils, lubricants, etc. and they have expressed they do not want to do that type of work.

Greg Thorpe made a motion to recommend approval. Byron Oldham seconded the motion and it was approved unanimously.

Minimum Standards Revision Discussion

AM Dean said there are some parts of the Minimum Standards document that could benefit from revision. The Minimum Standards outline certain requirements for someone doing various aeronautical activities in the hangars. One section is the land lease requirement for a specific amount of square footage. The majority of categories require two acres. She thinks this section needs to be revised. Current tenants are grandfathered in, but when their lease needs to be amended they must comply with the Standards. In most cases, there is no way for the tenant to meet the square footage requirement. The specific land area requirement is unrealistic. Out of 12 tenants, the average leasehold is only about ½ acre. If a hangar reverts back to the City, its potential use is limited to storage only as a result of this requirement. The section does allow for a waiver. However, she does not think it is good to have a standard that is so rigid that the majority of tenants cannot possibly comply and a waiver would have to be granted in each case.

Vice-Chairman Crawford asked what the requirements were based on. AM Dean said the space requirements were included in the document from 1983. At that time, there was a lot more land available at the airport. She thinks one option that might be better is to grandfather the properties themselves rather than the lessee.

She has also considered that this section could be revised in conjunction with the Master Plan Update (MPU). The MPU will determine what growth is possible and in what parts of the airport. The Standards could be developed and revised to meet that Plan.

Greg Thorpe asked if this has been an issue in getting leases approved by the City Commission. AM Dean said the Standards were revised and approved in 2014. Since then, no one has hit this block. There are only three tenants in compliance and that is

because they have multiple properties which creates a large enough footprint to meet the Standards. The first grandfathered tenant will come up for renewal next year.

Byron Oldham asked how the leases that have been recently approved were able to move forward. AM Dean said they happened to meet the requirements through combining several agreements together into one lease. Brian Sapp said he thinks that overall the document is fine, but agrees that some of the land requirements do seem to be excessive and could be fine-tuned. Byron Oldham asked if these requirements are recommended by the FAA or they were drafted by staff at some point. AM Dean said she has researched the meeting minutes from when the Standards were updated. The previous airport manager said there were comparisons done with some other airports. But every airport is different even if they are similar in size. A lot of the wording was simply taken by the 1983 document.

Byron Oldham made a recommendation that as part of the MPU the Minimum Standards be adjusted and some of the land area requirements changed to a number that is acceptable to the Board as being beneficial for businesses on the airport. Greg Thorpe agreed and added that the waiver language should also be reviewed to consider updating it to allow entities other than governmental agencies to request a waiver. That would allow variances for leases to go to the City Commission and still follow the rules.

AM Dean said the FAA does not favor the airport continually giving waivers. This needs to be addressed and she would like to correct the document so that it does not require so many waivers. Greg Thorpe said AM Dean may want to clean up and simplify the Minimum Standards document as a whole. AM Dean said she would like to get more tenants involved in the process and perhaps have a workshop on this issue.

New Business

There was no new business.

Discussion

Sal Taglireno gave a brief update on the proposed flying club. They have spoken with a gentleman who is considering building a new hangar at the airport. It would be a plus for everyone but they are in the early stages of negotiations. AM Dean said she has been approached by a gentleman who is interested in building a private hangar and possibly a few t-hangars. She is working with him to see if there is a piece of property on the airport the will suit him.

Sal Taglireno asked about updating the Minimum Standards to include rules for the flying club. Jake Kertz noted that the FAA and AOPA have established rules that can be used. Sal Taglireno asked if the airport will have any special requirements. AM Dean said if the Standards as a whole are amended, they may choose to include some rules for flying clubs. She does not think they have to be amended only for that purpose since there are already rules in place through the FAA and AOPA.

Greg Thorpe asked for an update on the car show. AM Dean said staff at the Chamber are gearing up. They are seeking participation from tenants. She knows of two tenants so far that have said they want to be involved. The sale is scheduled for October 20-22.

Vice-Chairman Crawford asked if the dirt that is piled at that end of the runway will be moved. AM Dean said it is stockpiled for the seaplane ramp project so it will remain there.

Adjournment

Byron Oldham made a motion to adjourn. Mark Crawford seconded the motion and the meeting adjourned at 6:17pm.

Chairman

Secretary