

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

Attendance: Chuck Brainerd
Mark Crawford
Byron Oldham

Call to Order

Chairman Brainerd called the meeting to order at 5:33pm. Bart Brainerd gave the invocation and Chairman Brainerd led the Pledge of Allegiance.

Approval of Minutes – September 8, 2016

Byron Oldham made a motion to approve the minutes from September 8, 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 90% of design. At the last meeting he advised that instead of purchasing mitigation credits, the City planned to use some of the property on CR 470 for mitigation on this project. They went out this week and delineated the wetlands to be used. They will be meeting with St. Johns soon and plan to submit the US Army Corps of Engineers permit next week.

SunAir Aviation – Rental Agreement for Bunker Hangar

Chairman Brainerd asked if everyone had reviewed the lease. He said it is fine with him. Airport Manager (AM) Dean said the bunker hangar reverted to the City on September 30th. The lease has an initial term of one year and then changes to month to month. It is for the hangar only. The land/grounds around the hangar will be maintained by the City. The new access road intrudes into this parcel so it will need to be resurveyed and the land may possibly be leased in the future.

Mark Crawford asked if any other tenants had talked to her about this lease. AM Dean said she had two other people that had expressed interest in this hangar before SunAir. She spoke to them in order and neither wanted to lease the space at this time.

Chairman Brainerd asked if the airport has ever advertised hangar availability. AM Dean said she does not know how it was done in the past. She felt it was fair to approach the people who had inquired about the hangar. Chairman Brainerd said he is concerned someone could come forward and say they were not aware the hangar was available.

Bart Brainerd asked if there is a waiting list for hangars. AM Dean said there is a waiting list for t-hangars.

Byron Oldham asked why the term is only one year. AM Dean said the bunker hangar is 3,750 square feet. The corporate block hangars are 3,600 square feet. The hangars are very similar in size and set up. The typical lease term for the corporate block hangars is one year and then changes to month-to-month. She noted that the bunker hangar is not terribly desirable due to its location and the condition of the interior.

Bart Brainerd suggested that a waiting list should be established for large hangars. AM Dean said that can be considered. Byron Oldham said he thinks it would be a good idea to keep separate lists for t-hangars and larger hangars.

Mark Crawford made a motion to accept the lease as written. Byron Oldham seconded the motion and it was approved unanimously.

Chairman Discussion Items

- **Chamber of Commerce Car Sale**

Chairman Brainerd said the car sale has been cancelled. He asked AM Dean if she knew why the sale was cancelled. AM Dean said she did not have details on the reason for the cancellation.

- **Airport Security**

Chairman Brainerd asked the airport does background checks on people. AM Dean said if someone requests a badge there is a form that they have to fill out and sign. She also takes a copy of their photo ID. They pay the fee and the badge is issued.

Chairman Brainerd said perhaps a background check should be done on everyone. AM Dean asked if that would include everyone who already has a badge or anyone who requests one in the future. Byron Oldham said most employers do some type of background check so he believes it could start at this point and go forward. AM Dean said Chairman Brainerd mentioned this once before and she checked with the City Human Resources Department who said it costs about \$60; if the check needs to include information outside the state of Florida it costs more. This does not include fingerprinting. She noted that the cost would have to be covered by the individual or their employer.

Byron Oldham said the airport could charge it as an application fee. He has a program for his business that allows for unlimited checks for about \$60 per month.

Mark Crawford asked how many people request badges each month. AM Dean said it varies depending on if businesses are hiring new employees, the number of t-hangars leased to new tenants, etc. If a business runs their own check on employees that may eliminate the need for the City to run one in that case.

Secretary Pam Hester said that it will take time for a background check to come back. The businesses need to be aware there could be a delay in getting the badges issued. Chairman Brainerd said a temporary badge could be issued.

AM Dean said this type of change in procedures may have to be approved by the City Commission.

Byron Oldham asked if she can get access to the "No-Fly" list. AM Dean said she will check on that. She asked Brian Sapp if he has access to or any information on the No-Fly list. Brian Sapp said all of his students are vetted by TSA. Vidar Einarsson suggested using TSA rules. Chairman Brainerd said we need more in-depth checks.

Debra Bowers asked when the gate will be moved. AM Dean said within the next two months or so.

Chairman Brainerd asked those in attendance if they have noticed any security problems on the airport. He had a near-miss car accident with someone speeding the other day. He said there are not many speed limit signs on the airport. No other problems were noted by those in attendance.

Chairman Brainerd asked why the gates don't seem to work when it's windy. AM Dean said sometimes they do seem to be affected by wind and humidity. She does not know why. She noted the airport spend over \$15,000 last year on gate repairs.

Chairman Brainerd asked if there needs to be a workshop on the security issue. AM Dean said the airport has a security plan that is required and approved by FDOT. It is reviewed by FDOT every two years. Chairman Brainerd asked if it can be amended to say that we now do background checks. AM Dean said it can be edited at any time. Then when it is due for its next review that new information is included in the plan that is sent to FDOT for them to consider.

Byron Oldham said at a minimum he thinks we need to see if it's possible to access the No-Fly list. AM Dean said she will check but since this is a non-commercial airport she may not be able to see it. Byron Oldham said a background check may be too much.

Chairman Brainerd said he doesn't think the cost would be prohibitive. Most incidents are not caused by people on the No-Fly list. We need to do something. We don't know who is here on the airport. There may be checks that are very quick. Mark Crawford said he agrees that \$60 should not be an issue for prospective tenants.

AM Dean said she will do some research on costs and processes. She'll take that information to the City Manager and report back to the Board.

Debra Bowers noted that most of the businesses have cameras on their hangars. If they all keep their eyes open and watch out for each other, that is where this all begins.

Chairman Brainerd asked AM Dean if all the airport cameras are working. She said not yet. Chairman Brainerd asked why. AM Dean said it is combination of the availability of the tech and the time it takes to troubleshoot. She met with a company yesterday about another system. It is currently in use at the Umatilla airport. She needs to get more information on the problems and capabilities of the current system.

New Business

There was no new business.

Adjournment

Mark Crawford made a motion to adjourn. Byron Oldham seconded the motion and the meeting adjourned at 6:16pm.

Chairman

Secretary