

**Airport Advisory Board Minutes
November 10, 2016 5:30pm
Airport Administration Building
8807 Airport Boulevard
Leesburg, Florida**

Attendance: Mark Crawford
Byron Oldham
Alan Reisman

Call to Order

Vice-Chairman Crawford called the meeting to order at 5:45pm and led the Pledge of Allegiance.

Selection of Chairman and Vice-Chairman

Alan Reisman, newly appointed to the Airport Advisory Board by Commissioner Elise Dennison, spoke about his time and experience at Leesburg Airport. Byron Oldham nominated Alan Reisman for Chairman. There were no other nominations and Alan Reisman was elected as chairman unanimously. Byron Oldham nominated Mark Crawford for Vice-Chairman. There were no other nominations and Mark Crawford was elected unanimously.

Approval of Minutes from October 13, 2016 Meeting

Chairman Alan Reisman made a motion that the minutes from the October 13, 2016 meeting be approved. Byron Oldham seconded the motion and it was approved unanimously.

Project Update

Master Plan Update: Mary Soderstrum from AvCon provided the update on this project. The kick off meeting was held earlier this month. The first step is to document the existing conditions and inventories at the airport. That work is halfway complete. The next step will be the forecast for future and make predictions for what is needed over the next twenty years. Finally, the differences between what exists and what is needed will be determined. The first working paper will be submitted on or near December 19th.

Seaplane Ramp: Tim Shea from AVCON provided the update on this project. The design is holding at 90%, which is subject to the ongoing permitting process with St. Johns River Water Management District (SJRWMD). Last week there was a mitigation meeting at the CR 470 property with SJRWMD that went well. The permit has been submitted to the Army Corps of Engineers and will go to SJRWMD in early December. Permitting is expected to take two to three months. If all goes well, bidding and construction should take place in March 2017. If bids are within budget, the notice to proceed should be issued in April 2017. Construction should take about nine months and substantial completion will be January 2018.

Background Check Summary Discussion

Airport Manager (AM) Dean provided a prepared summary of the background check issue to those in attendance. AM Dean said she discussed and reviewed the summary with the City Manager. She is making a recommendation to add checking the “No Fly List” to the current process of badge issuance. She is not recommending implementing a background check as a prerequisite.

Mark Crawford asked for confirmation that businesses at the airport are required to do background checks on employees. AM Dean said it is not a requirement. Byron Oldham thinks the No Fly List check is a benefit.

Byron Oldham asked AM Dean for her comments on background checks and she responded on a few specific items included on the summary. She noted the fact that any number of people can be in the same vehicle as a badge holder and gain entry to the airside that way. AM Dean commented on the past practice of vehicle stickers being issued and the impossibility of retrieval of the stickers when someone should no longer be on property. The badges, if not returned, can at least be deactivated at the office. She said that background checks open the City up to liabilities because we are an airport that is open to the public. The background checks would have to match those done as a condition of City employment and if businesses are doing their own, those too would have to have the same criteria so no one would be discriminated against.

AM Dean explained a situation that arose recently where a business gave an active ID badge to someone who was due to arrive for a “working interview”. Both she and the interviewee called the business and while she was trying to handle the situation, the individual was given an access code by an employee of the business and went on his way. She said this solidifies the fact that there are ways to get onto property that cannot be policed. It will be a waste of time to do background checks, especially when instances like this occur.

AM Dean reminded everyone that when someone signs the agreement to obtain a badge, they agree to return it when they no longer need it. It is unknown if the badge in question is for someone who is still allowed/has a need to be on property. Commissioner Dennison suggested that the employer should be sent a letter by the Advisory Board and follow up at a later date. AM Dean recognized that there needs to be a full scale audit done on the badges and she is doing so; however, it is a long process. Chairman Reisman suggested that businesses send a current employee list. AM Dean said that would help somewhat, however, in the system it is unknown who works for whom. AM Dean said she writes on the agreement form the person’s association on the airport and feels confident that she has only issued badges to those who have a valid need. There was no further discussion.

SunAir Aviation, Inc. Consolidated Lease First Amendment

AM Dean said this amendment updates the use clause of the SunAir lease to include renting space in communal hangars on a short term basis without the prior approval of the City. This is routine activity of a fixed based operator. The assignment clause however remains the same; the City still needs to know if SunAir subleases/or sells the

hangar in its entirety. The hangars are used for storage and the Minimum Standards state that the FBO must provide aircraft hangar facilities (storage).

Mark Crawford asked if the board needs to approve the amendment. AM Dean said a recommendation is requested and it will go forth to City Commission. Byron Oldham asked Brian Sapp, owner of SunAir, to elaborate on short vs. long term. Byron Oldham commented that he understands the need for business to be fluid for the FBO, but he is concerned about the vague reference to the "short term".

Bart Brainerd of BHI, Inc. asked if the language is specific to SunAir's lease or if it is Minimum Standards language and do other leases need to be amended as well. AM Dean responded this is specific to an FBO, similar to the FBO leasing tie-downs. If there were another FBO at Leesburg, they too would be proposed as being exempt from bringing forth a subtenant. Bart Brainerd and Commissioner Dennison both commented on the need to clarify the definition of short term. Paul Harris suggested it could be stated as "an incremental term that can be renewed". Brian Sapp said his standard lease is a year term and then goes month to month because prospective tenants want to be assured of their rate. AM Dean stated that in her opinion a year is short term when you are talking about airport leases that are 30+ years long. AM Dean will bring a copy of SunAir's lease when the item goes to the City Commission. Byron Oldham said he approves of the amendment, but recommends removing the subjectiveness of the phrase short term and the others agreed.

**An official motion was not made regarding the lease agreement.

New Business

There was no new business.

Adjournment

Chairman Reisman made a motion to adjourn. Mark Crawford seconded the motion and the meeting adjourned at 6:10pm.

Chairman

Secretary