

**Airport Advisory Board Minutes
January 12, 2017 5:30pm
Airport Administration Building
8807 Airport Boulevard
Leesburg, Florida**

Attendance: Mark Crawford
Byron Oldham
Alan Reisman
Bo Wroten

Call to Order

Chairman Reisman called the meeting to order at 5:35pm. Chuck Brainerd gave the invocation, followed by the Pledge of Allegiance.

Chairman Reisman introduced Bo Wroten as the newest member of the Advisory Board. Bo Wroten said he has been a pilot since 1986 and has over 1800 hours. He has owned three aircraft and now has a Mooney J model. His employment background includes corporate banking and automobile auctions. His current business is transferring parts to several automotive recycling companies in the southeast (logistics). He has lived in Leesburg since 2007.

Byron Oldham arrived at 5:37pm.

Approval of Minutes from November 10, 2016, 2016 Meeting

Chairman Alan Reisman made a motion that the minutes from the November 10, 2016 meeting be approved. Byron Oldham seconded the motion and it was approved unanimously.

Project Update

Seaplane Ramp: Rob Hambrecht from AvCon provided the update on this project. The design is currently at 95%. The permit application for St. Johns River Water Management District (SJRWMD) was submitted last week. He spoke with the Army Corps of Engineers today and that looks good. They plan on going to bid in mid-February with construction starting about two months after that. The project is on schedule.

Chuck Brainerd asked if SJRWMD is happy. Rob Hambrecht said they have been corresponding with SJRWMD on this project for over a year. He hopes to have something from them next week. The Army Corps asked them to submit more mitigation options and AvCon is providing that. He does not anticipate any problems.

Chairman Reisman asked if the project is fully funded. Rob Hambrecht said it is.

Master Plan Update: Mary Soderstrum from AvCon provided the update on this project. The first working paper with the first three chapters was submitted before Christmas.

This includes the aviation activity forecast. The aviation forecast must be approved by FAA and FDOT before anything else can be done. The normal turnaround time for that is about one month.

Chairman Reisman asked if they use a core group to provide ideas for the Master Plan. Mary Soderstrum said this Board will be the core group. They will also speak to the FBO, ATCT, tenants, etc.

Jasen Trackey – Lease Agreement

Airport Manager (AM) Dean said Mr. Trackey has requested that the lease agreement be tabled as he is looking at other options. She provided to each Board member a copy of an e-mail from Mr. Trackey. (Attachment A) She has explained to Mr. Trackey that she cannot base a lease agreement today on the possibility of him obtaining an instructor license and opening a flight school in the future. The requirements for the two types of leases (private vs. commercial) are totally different. She advised the Board she will not bring this item back for consideration unless Mr. Trackey specifically requests her to do so.

Bo Wroten asked what the differences are in a lease for an instructor versus not being an instructor. AM Dean said the Minimum Standards outline different aeronautical activities and the standards that must be met for each use/activity. A hangar intended for business use has many more and stricter requirements than a hangar for private use.

Chairman Reisman asked if Mr. Trackey understands that the land he is considering will become available for others to lease if this agreement does not move forward. AM Dean said that technically until the lease is executed the land is available. Chuck Brainerd asked what site Mr. Trackey is looking at. Chairman Reisman said it is the lot across from Skybolt. Chuck Brainerd asked if the site will be available to anyone. AM Dean said it is about one acre, but Mr. Trackey only wanted to lease about half of it. Chairman Reisman noted that BHI had inquired about that parcel but Mr. Trackey had already expressed interest in it so it was not available to them.

Byron Oldham asked if there is any way to accommodate Mr. Trackey. They want to encourage business development and for businesses to come to the airport. AM Dean said once he gets his license he can come back and look at available sites to open a business. The parcel he was considering is not a suitable location for a flight instruction business.

East Security Gate Relocation

AM Dean advised the contractor was at the airport earlier in the week and again today prepping gate 4 (between Av-Mech and Flying Colors) to go back into service. This gate needs to be operational in order to secure the airside while the east gate on Airport Boulevard is being moved. Once all the tenants who need access through gate 4 have picked up their remotes, the east gate will be moved.

Chairman Reisman asked for an update on why gate 9 is inoperable. AM Dean advised that during a lightning storm several of the gates failed. It has been determined that some of the panels were damaged by lightning and they are very expensive to replace. The contractor has been able to reprogram some circuits to get the more important

gates up and running. Gate 9 is much less traveled and is more of a luxury than a need so it has not been a priority for repair. She is not sure when it will be fixed since this an unexpected expense and is not budgeted.

Chairman Discussion Items:

- Discuss the Minimum Standards

Chairman Reisman asked Bart Brainerd to speak on this topic. Bart Brainerd said there was a working group under a previous airport manager that worked on a draft of the Minimum Standards to go to the City Commission. However, what was crafted and what went to the Commission for approval were different. The Standards in effect now do not represent this airport and are a deterrent to new businesses coming here. They place a lot of restrictions on business. For example, some require a minimum of two acres of land and another prohibits the FBO and others from having their names/logos on their fuel trucks. There needs to be a workshop to rewrite or revise the standards to reflect the realities of the airport.

Bo Wroten asked if anyone has a copy of the Standards that they worked up. Bart Brainerd said if anyone has a copy it would probably be Chuck Brainerd. Chuck Brainerd said the former airport manager did the workshop without them. He said that because the Standards say their logo can't be on their fuel trucks they had to cover them up with tarps. Removing the tarps when they get called out on an emergency delays their response time. He noted that the FBO is also affected by this. Bo Wroten asked about the purpose of this Standard. Chuck Brainerd said he is not sure, he thinks it may be a very old rule.

Bart Brainerd said there is a long list of problems. Most of the current businesses are in violation of something in the Standards. They do not reflect what we want at the airport. Mark Crawford asked when the Standards were approved by the Commission. AM Dean said it was November of 2013. Bart Brainerd said he participated in the workshop and remembers discussing language that needed to be changed that was not in the document passed by the Commission. AM Dean asked Bart Brainerd if he believes that what was drafted with tenant comments and cooperation was not actually what sent to the Commission. Bart Brainerd said that is his feeling. AM Dean asked if there was only one meeting. Bart Brainerd said he participated in a workshop on a Saturday where they went through the document line by line. Bo Wroten asked what the impetus was to change the Standards. Bart Brainerd said the previous Standards dated from 1983. No one seems to know where the Standards that were taken to the Commission came from. AM Dean said she has looked through the files in her office from the previous airport manager. She cannot find anything on this issue. If anyone has copies of the documents from that process she would appreciate getting copies of them. She noted that now may be a good time to update the Standards since the Master Plan is also being updated.

Mary Soderstrum said Minimum Standard are really entirely different than a Master Plan. She said that Tim Shea in their office has a lot of experience and knowledge with minimum standards. He would probably be able to help with this issue. Mark Crawford asked if the Board needs to simply clean up the most onerous Standards or if there needs to be a more in-depth review. AM Dean said she is not sure. She has started a

spreadsheet comparing our Standards to other airports. Ours do seem to be more stringent than most. However, there are others that seem way too simple.

Bart Brainerd said another example of how ours are too strict is the requirement that an FBO also be a flight school. Bo Wroten asked how the Board can get a copy of the Standards. AM Dean said they are on the website. She will send the link to the Board members.

Chuck Brainerd says he does not understand why their request for a waiver of the logo requirement on their fuel trucks was denied. He does not understand why the FBO's waiver request was not approved. AM Dean said the FBO was denied because it is written in the Ordinance and the City Attorney said it applied to the FBO just as it applied to anyone else. There was an amendment to the Standards approved in 2010 that allowed the FBO's fuel trucks to have signage but when the 2013 version was approved it invalidated the 2010 amendment. Chuck Brainerd said the language allows for a waiver. AM Dean said she was directed by a Commissioner to send a letter to BHI that they must comply with the rule. Commissioner Elise Dennison asked if covering the logos with tarps is OK. Chuck Brainerd said that is what they are doing now. AM Dean said that does satisfy the rule and brings them into compliance. Chuck Brainerd asked if the Board can make a recommendation now to change only the Standard regarding the logos on the fuel trucks. Bart Brainerd said it would be more efficient to review the whole document at the same time.

Mark Crawford asked if a workshop is needed. Byron Oldham asked if the Board needs to recommend a workshop. Mary Soderstrum said AvCon can provide some examples of Standards for the Board to look at. Chairman Reisman asked the Board members to send some available dates to AM Dean so she can schedule a workshop. He suggested trying for the first or second week in February. Secretary Pam Hester said the next regular meeting is scheduled for the second week in February. She suggested using that meeting for the first discussion. That gives the members time to review all the information that will be provided to them. Chairman Reisman said they will dedicate the next meeting to discussion of the Minimum Standards. AM Dean said she will notice the airport tenants further in advance of the meeting that usual and let them know. Chairman Reisman asked her to include the link to the Minimum Standards document in the email. AM Dean said she would do so.

Wilnide Lafrance asked AM Dean if the airports who's Minimum Standards she has been comparing were near here. AM Dean said almost all of them are in Central Florida. They include Flagler, Daytona and Jacksonville along with others.

- Leases

Chairman Reisman asked if there are any leases under negotiations at this time. AM Dean said someone has expressed an interest in the land north of the ARFF station but there is nothing official at this time.

Chairman Reisman asked how many waiting lists AM Dean currently has. AM Dean advised there are two lists being kept. The waiting list for the City-owned t-hangars has over 60 people on it. She noted that in the two years she has been on this job only seven hangars have come available. This list never goes down because almost everyone she contacts when a hangar is open that does not need it asks her to keep

them on the list so their name simply gets moved from the top of the list to the bottom. She also has a list for "other" which encompasses everything else such as land, corporate hangars, office space, large hangars, etc.

- Maintenance and beautification of the airport

Chairman Reisman said they have noticed a lot of debris around the helicopter rotors recently. He asked if FOD checks are done. AM Dean said the ARFF staff does FOD checks on the runways and taxiways each morning and evening. The airport maintenance tech tries to keep up with the rest of the airport.

- Implementation of a monthly budget/info

Chairman Reisman asked if there is an easier report that the Board can receive with monthly statistics. Secretary Pam Hester asked what type of information he is looking for. Chairman Reisman said things such as fuel sales. Secretary Hester said each department at the City does a monthly report with narrative and statistical information. The airport report includes things like fuel sales and lease income. She said she will begin providing that to the Board members along with the financial report they currently receive.

- AAB dates for 2017

Chairman Reisman said the website has not been updated to reflect the 2017 meeting dates. Secretary Hester said that is normally done in January. However, since the Chairman asked for this item to be placed on the agenda for discussion the website was only updated to include the January meeting in case the meeting dates/times were changed. To avoid confusion, she did not want to change the website and then have to go back and revise it again if the Board changed when the meetings are held. Chairman Reisman asked the Board members if anyone wanted to change the days/times of the meetings. All members agreed to keep the schedule the same. Secretary Hester said she would update the website.

- Ramp sweeper update

AM Dean said there are only two street sweepers for the whole city. She is working with Public Works to try and have the airport put on the schedule on a quarterly basis. She does not believe it can be done more often than that.

- Vacant seat on AAB – Division 9 Section 2-162

Chairman Reisman said he and AM Dean spoke with Commissioner Christian on Monday. Commissioner Christian is trying to find someone for this seat. He had selected an individual but they changed their mind. He asked for some recommendations so hopefully he will be able to find someone soon.

New Business

Chairman Reisman asked for clarification on the agreement for emergency services at the airport. AM Dean said the ARFF station no longer has a staff member that stays on the premises at all times to be dedicated to the ARFF truck. The emergency phone in

the Air Traffic Control Tower (ATCT) used to ring directly to the ARFF station. Since there is no longer a guarantee of someone being there 24/7, the phone has been changed to ring to the Lake County emergency dispatch center. The County will dispatch the nearest first responder. Chairman Reisman asked if the other agencies will have proper training. AM Dean said the Fire Department is working with the other potential first responders to coordinate responses. Chairman Reisman asked if there will be training provided on specific aircraft that are based at the airport such as the Villages Falcon or the BHI helicopters. AM Dean said that is up to the Fire Department.

Chairman Reisman said the airport needs a designated run-up area for fixed-wing aircraft undergoing maintenance. They are having an issue with airplanes pulling up next to their hangar office area and running their engines. It is impossible to work and answer phones with that level of noise right outside. AM Dean asked if there is an area for that anywhere on the airport. Chairman Reisman said there was an area years ago but it was demolished. The run-up areas at the end of the runways are not suitable for this purpose. Mary Soderstrum said this can be addressed in the Master Plan.

Secretary Hester said that normally the Chair and Vice-Chair are selected in January. However, since a new chair was just appointed in November and there will be two new members soon with Mr. Wroten joining the Board now and Commissioner Christian's appointee coming in the next few weeks, she did not feel it was appropriate to have that item on this agenda. As a housekeeping matter, she will be placing it on a future agenda once the Board members are all seated.

Adjournment

Chairman Reisman adjourned the meeting at 6:39pm.

Chairman

Secretary

Tracey Dean

From: Jason T <hugetime1@yahoo.com>
Sent: Thursday, January 12, 2017 3:25 PM
To: Tracey Dean
Subject: Re: Meeting

Absolutely

Sent from my iPhone

On Jan 12, 2017, at 2:43 PM, Tracey Dean <Tracey.Dean@leesburgflorida.gov> wrote:

With your permission, I will simply share this email with the board.

From: j t [mailto:hugetime1@yahoo.com]
Sent: Thursday, January 12, 2017 1:35 PM
To: Tracey Dean <Tracey.Dean@leesburgflorida.gov>
Subject: Re: Meeting

I have been presented with an opportunity to enter the aviation business as an exclusive importer of a Polish aircraft that could be a lucrative venture. It would include importing, final assembly, training and possibly a full blown manufacturing facility here so they can be marketed as American Made. The manufacture is willing to make a substantial investment in this project. it is going to start slow with them providing three Gyrocopters, 1 for instruction and 2 for resale, then we will take it where it goes, one thing the need is significant local help in obtaining SLSA certification with i have agreed to help with.

When we first started negotiating the hangar this wasn't even a thought, this came about when i was in Poland recently learning to fly these. I originally was just going to be a customer but it evolved from there.

Normally I would just press on with the construction as planned but with the restrictions that will be placed on only me I am struggling with weather or not it's with the risk to just move forward and build. No other business with the exception of 2 comply with the minimum standards and a few of these leases were amended as soon as 2016. even with the lack of compliance they were allowed to amend their leases and continue to do business at the airport. I guess what i am looking for is for this restriction to be lifted so I can evolve and grow at Leesburg Airport without ridiculous and discriminatory policies.

The reason I am requesting a delay is I am going to meet with Umatilla because there is a .45 acre hangar lot for sale on the airport. I am also Meeting with Deland, they have started construction of a new Light Sport Park and are offering incentives for aircraft related business to move to Deland. The airport Manager stated they would love to have this business and what is appealing to me is they only require me to lease as much land as I will need and if need be i can expand in the future.

Feel free to express my concerns to the board and see if they are interested in relaxing the minimum standard.

Jason