

**Airport Advisory Board Minutes
March 16, 2017 5:30pm
Airport Administration Building
8807 Airport Boulevard
Leesburg, Florida**

Attendance: Mark Crawford
Byron Oldham
Alan Reisman
Bo Wroten

Call to Order

Chairman Alan Reisman called the meeting to order at 5:35pm. Vice-Chairman Mark Crawford gave the invocation and led the pledge of allegiance.

Approval of Minutes from February 9, 2017 Meeting

Bo Wroten made a motion to accept the minutes from the February 9, 2017 meeting as written. Byron Oldham seconded the motion. Chairman Reisman said he had a correction to the minutes. He said he had in his notes from the meeting that Bart Brainerd asked Brian Sapp if he had asked for a variance or a waiver and Mr. Sapp said he had not asked for one. That is not included in the minutes and he believes it should be. Byron Oldham made a motion to approve the minutes with the noted correction. Mark Crawford seconded the motion and it was approved unanimously.

Project Update

Tim Shea from AvCon provided the following information on the Seaplane Ramp project. Ron Hambrecht has been working with the City Purchasing Department to finalize the bid documents. The advertisement for bids will go out this Sunday – March 19th. The bids are due back in 45 days (May 2nd).

Bo Wroten asked what number they anticipate the bids coming back at. Tim Shea said the estimate based on the base bid is \$3 million. The additive bid for things such as docks, walkways, etc. could add an additional \$380,000.

Minimum Standards Review and Discussion – Continued from February 9, 2017

Chairman Reisman opened the floor to discussion on the Minimum Standards.

Airport Manager (AM) Dean said she had received Chairman Reisman's submittal but has not had a chance to review it. She said no one else sent any changes or suggestions to her. Bo Wroten said he also received the proposal but has not had a chance to thoroughly review it.

AM Dean asked Chairman Reisman if his intent is for his proposal to replace the current Minimum Standards in its entirety or to be incorporated into the Standards. Chairman Reisman said either way.

City Manager (CM) Al Minner said the document needs to be modified in a legislative format under the existing ordinance. Staff can help with that.

Bo Wroten said based on discussion at the last meeting, one issue is that if someone comes to the airport today, they cannot meet the land requirement in the current Standards. He feels the variance option solves this problem. Our Standards seem to be in line with other similar airports. He does not understand why company names are not allowed on the fuel trucks and he thinks that does need to be changed. Mark Crawford asked if the reason for the restriction on names on the fuel trucks is known. AM Dean said in was in the document that was written in 1983. In 2010, a document specific to fueling was written that still included that restriction, but specifically exempted the FBO. In 2013 when the Standards were revised the exemption language for the FBO was left out. Bo Wroten asked if there is a purpose. AM Dean said she is not sure because she was not involved with the airport at that time. Bart Brainerd asked if anyone has records of all the past Standards so comparisons can be made to the changes each time an update was done. AM Dean said she believes she has the documents. Bo Wroten said he thinks that statement on the fueling equipment signage can be removed and everything else would be OK. (Section 4-21 H paragraph k).

Byron Oldham questioned if that is the biggest problem and whether the entire document needs to be overhauled. If this issue is resolved will the rest be OK. Bart Brainerd said there are other issues that need to be addressed such as the land requirements. The Minimum Standards document does not represent what the airport has. He gave the example of Arnold Holmes's business. The Standards say he must have two acres, certain square feet of building and ramp, etc. His current operation works but does not meet the Minimum Standards. Bo Wroten asked if Mr. Holmes requested a variance. Bart Brainerd said he assumed the lease when he purchased the hangar. If he changes anything in the lease he will have to meet these Standards or apply for a variance. He said Brainerd asked for a variance again to see how the process works and was told the Standards are the current law of the airport that have been adopted by the City Commission. That says to him that other variance requests would be denied so simply saying you can ask for a variance does not seem to be a solution.

Brian Sapp said it seems it would be good to do something simple to allow logos on the fuel trucks and send it to the City Commission. Bo Wroten asked CM Minner if a viable business came to the City and asked for a variance to the land acreage requirement, would it be turned down. CM Minner said yes it would, because the City does not want to issue variances to its regulations. The purpose of a variance is for a hardship or unique situation and it should be a cumbersome process. Bo Wroten asked how the City will be able to attract people to the airport if they cannot meet the Standards. CM Minner said he thinks the real issue is the fuel trucks. He feels that issue should be attacked and not rewrite the whole document. He said the waiver request from Brainerd came to his desk. It is a rule and needs to be enforced. He suggested the Board strike that regulation and send the document to the City Commission for review.

Bo Wroten asked CM Minner for the City's position on attracting new businesses to the airport if anyone that comes in will need a variance. CM Minner said he does not think the rules and regulations prohibit airport development. AM Dean said there are many operators on the airport that do not meet the current requirements for building square footage or two acres of land. She cited the avionics shop, Americraft, Aerostat, Wipaire

and Skybolt as examples. CM Minner asked for confirmation that all those companies are operating without two acres. AM Dean said that is correct and these businesses are currently grandfathered, but any change to their lease agreements requires them to come into compliance with the Standards and they cannot do so in their existing locations. For example, Arnold Holmes/Av-Mech has a lease that is ending soon so he will need to reach an agreement with the City. If we require him to meet the Standard requiring two acres of land he may have to walk away.

CM Minner asked AM Dean for suggestions on how to modify the two acre requirement. AM Dean said she has some ideas. CM Minner said he believes AM Dean has a good grasp of what the Board wants done. He suggested to the Board that he and AM Dean work on revising the Minimum Standards document to tackle the signage issue and the land size issue. These seem to be only issues, and he thinks they can amend it to correct these items. They will bring back a modified legislative version to the next meeting.

Byron Oldham said at the last meeting there was agreement that they do not want the Standards changed in such a manner that a tenant who has already invested a substantial amount of money to meet the Standards could face competition from someone new coming to the airport who only has to meet a much lower level of investment. AM Dean said she does not believe the Standards for the FBO should be changed.

Bart Brainerd said that if you look at 4-21 there is a whole list of requirements such as leased space, hangar size, office space, ramp space, etc. If you look at current businesses such as Av-Mech and Skybolt they cannot meet these rules. There are less than a handful of two acre parcels are available for rent. There are very few locations that are buildable that will meet these Standards. There is nothing available on the public ramp that would allow someone to meet the requirement of 8,000 sq. ft of parking apron.

Bo Wroten said at the last meeting they determined that the easiest way to bring commerce to the airport is to build additional t-hangars. There are a couple areas available where they could be built. He asked AM Minner for the City's position on building t-hangars without grant funding. CM Minner there may be a philosophical difference on this between the Airport Advisory Board and the Commission. The City Commission's goal is to develop undeveloped land with businesses that will create jobs. He does not think using the available land for t-hangars meets that goal. The non-aviation side has a different approach because that provides a higher return on a dollar.

Bo Wroten said the area he is referring to is by the corporate block hangars and City t-hangars. CM Minner asked if the area is large enough for a sizable business. AM Dean said it is about one acre. Bo Wroten noted that there is currently a waiting list of about 70 people for hangars. CM Minner said that may make sense. AM Dean said a corporate hangar lease puts the financial burden on an individual. If the City builds the t-hangars it would put that burden on the airport. CM Minner said he would not recommend the City use its money for t-hangars. If someone privately wants to do that the City would try to negotiate a lease with them.

Chairman Reisman said he has requested a joint meeting between this Board and the City Commission. The City Clerk is working to get that scheduled.

CM Minner asked if the consensus of the Board is for him and AM Dean to address the issues of signage and acreage requirements and have a revised document for review and discussion at the next meeting. The Board agreed. Bo Wroten reiterated that they do not want to change the requirements for the FBO.

New Business

Chairman Reisman asked AM Dean if she has gotten the N numbers from tenants as discussed at the last meeting. AM Dean said she has gotten quite a few but not all of them. She has updated the national data base. There are 14 units in Alun Jones's t-hangars that she does not have. She noted that the FAA will dictate what inventory numbers are used in the Master Plan.

Chairman Reisman asked for an update on the gate relocation. AM Dean said some of the materials have been purchased. The contractor who will do the work has a serious personal issue at this time. She is willing to wait for him to do the relocation since he did the original work and does good quality work. Bo Wroten asked how long it will take. AM Dean said once the work is started it should take about a week. Bo Wroten asked if they will be removing the cross gate by Av-Mech. AM Dean said they will leave all the controls in place so they are available if needed in the future. The gate by Av-Mech that opens into their driveway will be removed and put in storage. At gate 5 they may have to remove the side that goes in front of Skybolt's roll up door. She said the less disassembling they do now the better it will be for the future. Chairman Reisman said JetSky has had issues with their side of gate 5 almost hitting a car. AM Dean said it is not in the plan to remove that gate because it only opens into the grass, not into their parking lot. Chairman Reisman asked if the airport tech can remove the gate. AM Dean said she does not know how heavy the gates are and if one person can do it. She will see if the contractor will do it as a courtesy. Chairman Reisman asked if the fence that runs parallel with Echo Drive will have to be moved to allow for wing clearance. AM Dean said it will have to be moved.

Bo Wroten thanked Mr. Minner for attending the meeting.

Adjournment

Chairman Resiman adjourned the meeting at 6:10pm

Chairman

Secretary