

**Airport Advisory Board Minutes
April 13, 2017 5:30pm
Airport Administration Building
8807 Airport Boulevard
Leesburg, Florida**

Attendance: Steve Barber
Alan Reisman
Bo Wroten

Call to Order

Chairman Alan Reisman called the meeting to order at 5:35pm. Bo Wroten gave the invocation and led the pledge of allegiance.

Approval of Minutes from March 16, 2017 Meeting

Chairman Reisman asked for a motion on the March 16th minutes. Steve Barber made a motion to approve the minutes. Bo Wroten seconded the motion and it was approved unanimously.

Minimum Standards Review and Discussion – Continued from March 16, 2017

Chairman Reisman said this item has been moved up on the agenda to accommodate a conflict with Mr. Minner's schedule.

Airport Manager (AM) Dean said she and City Manager (CM) Minner met and made minimal changes to the Standards. Chairman Reisman asked why they did not modify everything except the FBO.

AM Dean they only modified the square footage for aircraft maintenance and charter. Chairman Reisman said he the Board agreed the FBO should not change but he asked why all the others were not modified. AM Dean said they did not feel the others needed to be edited. Chairman Reisman said he has read a lot of Standards from other airports and our Standards are not built to bring jobs or businesses to Leesburg. The current Standards state how much land, building size, parking, apron size, how many aircraft, what hours and days you have to be open and how many employees you have to have for certain things. He asked if all those requirements should still be included. It seems excessive. AM Dean said they felt the issues affecting current tenants should be targeted. They feel the changes addressed those specific issues. She noted that the Minimum Standards document should probably be reviewed every three or four years.

Bo Wroten said the changes address what was discussed at the last Airport Advisory Board meeting.

CM Minner said they went through all the categories. They felt in several categories such as aircraft sales, aircraft leasing and flight training the Standards that are in place are appropriate.

AM Dean said near the end is a section for "Other Aeronautical Activities" that covers tenants such as Skybolt and Central Florida Avionics. This section allows for businesses to be considered on a case by case basis.

CM Minner said some of the requirements in Category F Aircraft Maintenance and Repair were reduced. Category G On-Demand Aircraft Charter was also changed. The signage requirement in the fueling category was removed. They tried to keep it simple.

Bo Wroten said based on the meeting that was held Tuesday with the City Commission if someone came to the airport with proposal that was an economic benefit, the Commission would be willing to look at it. For a small operator wanting to come to the airport the changes are in line with what the Board has discussed.

Chairman Reisman asked if we are going to limit all the other businesses even though we don't have land available. AM Dean said there is land available. It is not as readily buildable as some of the smaller sites. She also said there have not been people knocking on the door wanting to lease land for things like a flight school. She believes it should be addressed when it's appropriate and as it comes up. She said the Minimum Standards can be amended in the future, and that ideally it should be looked at every few years. If someone comes in and meets the Commission's vision for things like job creation, it could be addressed at that time.

Steve Barber said he has a question on the big picture for the airport. It seems that the airport is conducive to more big businesses such as Skybolt, Wipaire and the firefighting business. What he considers to be "A" level. It is not conducive to t-hangars. He does not want to say that the airport does not want t-hangars, but that would be "B" or the secondary level. A restaurant is even further down the list. He feels that because of the airport's size, location and land availability, we should be looking for commercial operations that manufacture and create jobs. In that light, the Minimum Standards should be looked at to determine whether or not they are conducive to that kind of development for the airport.

AM Dean said if goal is job creation and company is coming in with say 10 jobs, they will need a sizable piece of land. Steve Barber asked AM Dean what she sees as the level of importance for the different entities that can occupy an airport. AM Dean said she came in to this position with no aviation background and is continually learning. She is leaning from the Commission, tenants and the Board. She hopes that the Master Plan will help to prioritize what needs to be done and the direction that the airport should grow.

Steve Barber said this Board needs to discuss the general direction that we want to go with the airport. He asked the other Board members what their priorities are for things such as t-hangar versus commercial businesses. Chairman Reisman said this will be discussed as part of the Master Plan process. He said he believes that the airport should promote existing businesses and also bring in new businesses. Bo Wroten said he believes it is a combination of things. There is property here that will not lend itself to a business such as Skybolt because it is not near a runway. He thinks most large companies that will be making a big investment will want runway frontage and ramp space. They will not want to be behind other buildings. Steve Barber asked if t-hangars and commercial businesses should be considered equally or if one should be emphasized over the other. Bo Wroten said commercial businesses should be

emphasized. However, if there is a demand for t-hangars and someone is willing to build them, why would you not do that? Chairman Reisman asked Bo Wroten if he thinks that changing the Minimum Standards requirements would encourage a business to move onto some of the smaller pieces of properties that have been considered for t-hangars. Bo Wroten said based on what he heard at the meeting Tuesday night, the City Commission is be willing to listen to any business that wants to locate on the airport. He gets the impression that other Board members may feel the Minimum Standards are pushing people away from the airport. Steve Barber said he does not know if that is happening. He is asking for the general direction of the airport – commercial, private owner t-hangars, air show, etc. Chairman Reisman said the City Commission stated Tuesday night that they want jobs and economic development.

Paul Harris said he does not think this is an either/or issue. T-hangars generate business for people on the field. It is a potential for flight training, mechanic work, fuel sales and rent to the City for the ground lease. Additional activities and operations increase the traffic counts and may help with grant funding opportunities. T-hangars can have a huge positive benefit to the airport. They bring different benefits to the airport than a commercial operator. It would not be a job creator but there are other metrics.

Steve Barber said the business and job creation side is more important than t-hangars. He knows the FBO sells fuel, and Arnold Holmes fixes airplanes. He asked how many mechanic shops are on the field. Brian Sapp said there are at least four. Steve Barber asked if the field is saturated with mechanics. Brian Sapp said he believes it is about right. Steve Barber asked how many businesses sell fuel. Brian Sapp said he sells fuel and there are some other tenants who have fuel for their own aircraft.

Steve Barber said fuel and maintenance questions can be addressed later. That seems to be balanced, and there are no issues with them like there is with the demand for t-hangars. He thinks the t-hangar issue should not be decided until a decision is made on what direction the field wants to go – commercial or t-hangar. He asked Bo Wroten if he thinks the proposed t-hangar sites are not conducive to commercial buildings. Bo Wroten said they are not as conducive. Steve Barber said he is constructing a 6,000 sq. ft. building on about ½ acre. He thinks it would suit a commercial operation to start out. He wants a feel for what direction this Board needs to use for planning. He feels rudderless.

Bo Wroten said his thought is you can let the land sit and not produce any revenue and wait until someone comes along on the chance they might want that location. Or you can build t-hangars now, which you know you have a demand for, and generate revenue while waiting for someone else to come along looking for property.

Chairman Reisman said the City has said they will not fund t-hangars. If a private individual comes in and wants to build t-hangars, corporate hangars or a commercial business it can be addressed at that point.

CM Minner said he does not think there was anything in the Standards before they changed them, with the exception of the fuel truck logo issues, that was troublesome for the airport politically or from an economic development standpoint. He does not think anyone is running away from the airport away from the airport because of the Standards. Every acre of undeveloped land on the airside equates to \$6,500 for airport. That is

based on 15 cents per square foot. From the global perception for the airport, he thinks the City Commission is going to be hesitant to lease ground for something that will not have a big impact because there is not a lot of land left. The exception to that could be in smaller lots, but the airport may need to get more than 15 cents per square foot for those sites. The other acreage needs to be looked at for larger projects such as the land by Lowes or investing in infrastructure to open the south side. He thinks the long term vision is clear. We are trying to get anchor tenants for the available undeveloped parcels. We need to do research to unlock the land that is available on the south side. The lower tiers issues will matriculate.

Bo Wroten said his whole discussion on t-hangars only considers the 2 small parcels. CM Minner said that makes sense.

Steve Barber asked what the City is doing to marketing the airport to companies. CM Minner on a basic level there is the website. They may be able to do more advertising at a local level. The City does have a relationship with the Metro Orlando Economic Development Commission (EDC). For bigger issues Deputy City Manager Rankin does the City's economic development work. Most of our long-term leads come through the EDC. Since he's been here they have had 3 or 4 big companies come check out the airport. For example they are working with a boat manufacturer now. They worked with an aviation school but it did not work out. They also had interest from aviation manufacturer that considered the airport property and the old Wicker building by the intersection of US 441 and 3rd Street in Leesburg. That also did not work out. We are continually trying to bring someone in. That is the nature of economic development. Steve Barber said the airport environment is close to Orlando and has less airspace restrictions than Orlando. We have the lake and access to qualified employees/workforce. There is a lot that can be marketed for year round operation.

Chairman Reisman said he would like to meet one-on-one with AM Dean and CM Minner because he would like to see more in-depth changes to the Standards. The only change to the aircraft maintenance category is for the land size and aircraft parking. He asked if any current tenants fall into the categories that were not changed. AM Dean said there are no current tenants that are covered by the unchanged categories. CM Minner said the Standards were modified so there would not be any grandfathered operators. The way it is changed, it will bring more of the same business in and they can be on non-conforming lots.

Chairman Reisman stated for those in attendance that the following changes have been proposed:

- Category F Aircraft maintenance and repair – leased area size decreased from 2 acres to ½ acre and 8,000 sq. ft. of paved aircraft parking changed to an amount left to the City's discretion
- Category G On-demand charter – leased area size decreased from 2 acres to ½ acre and 8,000 sq. ft. of paved aircraft parking changed to an amount left to the City's discretion
- Category H Aviation fuel storage and dispensing facilities – the following language has been stricken: No signs or other verbiage, and no corporate colors or other recognizable logo of any kind, which would constitute advertising, shall be painted on or in any other manner affixed to or displayed on, any of the equipment or facilities utilized for Fuel Storage and Dispensing

Chairman Reisman noted that the following categories are *not* being changed: Aircraft sales; Aircraft lease and/or rental; Flight Training; Specialized commercial flying services; Fixed Base operator.

He asked if anyone in attendance had issues with this proposal. No one in attendance expressed any issues with the proposal.

Chairman Reisman asked CM Minner what their next step should be. CM Minner said the Board should make a motion to recommend the document to the City Commission.

Bo Wroten made a motion to accept the changes and send it to the Commission for modification. Steve Barber seconded the motion. Chairman Reisman asked for confirmation that this can come up for review every two or three years or at the City's discretion. AM Dean said it should be reviewed regularly. The motion was approved unanimously.

CM Minner said this would be placed on the agenda for the first Commission meeting in May.

Project Update

Mary Soderstrum from Avcon provided the following information:

Seaplane Ramp: The project was advertised for bid last month. There was a pre-bid meeting held last week and 28 contractors attended. Of those, 23 were prime contractors. The bid opening is May 2nd and construction is scheduled to commence in late June or early July. The estimated construction duration is 270 days. There will be intermittent partial closures of the east end of taxiway A where the ramp ties in. The alpha run-up area will be closed for the duration of the project. Runway 3/21 will have intermittent closures when the stockpile of fill dirt is moved from the ARFF station area to the project site. The anticipated opening is Spring of 2018.

Master Plan: They have submitted the aviation forecast to FAA and FDOT. They cannot move forward with anything else until that review is done and the forecast is accepted. Everything else is based on the forecast because the forecast provides the justification for the projects that eventually end up in the Master Plan. It is all done on a very statistical basis.

Steve Barber said everyone wants a ramp on the runway by the lake. He asked if anyone is fighting that project. Mary Soderstrum said the ramp is already approved by both FAA and FDOT. It would not be advertised for bid if it had not been approved. The fact that 28 contractors showed up for the pre-bid meeting shows it is a significant project.

SunAir Aviation 2nd Amendment to Consolidated Lease Agreement

Chairman Reisman asked why the lease term for this agreement is 28 years. AM Dean said the consolidated lease with SunAir has been in place for two years. It is a 30-year term so there are 28 years left. They wanted the term for this parcel to run concurrently with the agreement already in effect.

Chairman Reisman made a motion to approve the agreement. Bo Wroten seconded the motion and it was approved unanimously.

New Business

AM Dean said she does not have any new business but would like to provide an update on the Airport Boulevard east gate relocation. The utility locates have been done and work should start soon on moving the fencing. When that is done, the gate will be moved. She hopes to have the project completed by the end of May.

Chairman Reisman said he would like to see the entrance at Wilco improved. Commissioner Robuck has also mentioned this. Perhaps a nice sign could be installed with some landscaping and maybe FDOT could add a cut out. AM Dean said she has been researching this area and is in touch with the local FDOT roads office to determine if any traffic studies have been done for this intersection. She said the FDOT right-of-way is very wide in that area which limits what the City can do. Anything done in the right-of-way must be approved by FDOT. The ground is also very steep right there which is another challenge. There is also infrastructure there (a very large fire backflow on one side and a lift station on the other) which may prohibit the widening of Wilco. She said the City's Public Works Department has received a grant for landscape beautification for US 441 from near the Comcast building to College Drive. Both sides of the highway and the median will be landscaped as part of this project. The Wilco entrance will benefit from this project.

Chairman Reisman advised those in attendance that the Airport Advisory Board met with the City Commission in a workshop on Tuesday. They discussed the vision for the airport and got good feedback.

Adjournment

Steve Barber made a motion to adjourn which was seconded by Bo Wroten. The meeting adjourned at 6:15pm.

Chairman

Secretary