

**Airport Advisory Board Minutes  
February 11, 2021 5:30pm  
Airport Administration Building  
8807 Airport Boulevard  
Leesburg, Florida**

Attendance: Tweet Coleman  
Fred Griffin, Jr.  
Alan Reisman  
Bo Wroten

**Call to Order**

Chairman Alan Reisman called the meeting to order at 5:32pm.

Fred Griffin, Jr. gave the invocation and led the Pledge of Allegiance.

**Approval of Minutes from January 14, 2021**

Bo Wroten made a motion to approve the minutes from the January 14, 2021 meeting as written. Fred Griffin, Jr. seconded the motion and it was approved unanimously.

**Project Update**

RW 13/31 Rehab: Wilbur Mathurin from Hoyle Tanner said the paving is almost complete. They still need to do the shoulders on the runway 13 end. The pavement will need to cure for 30 days and then the groover will come in. After that they will need to wait another 30 days to do the striping. That is scheduled for April. During the periods where work can't be done on the pavement, other things such as the electrical and sodding will continue. The close-out phase is schedule to begin about April 20<sup>th</sup> and the runway will be open shortly after that.

Chairman Reisman asked if there are new lights going in or they are using the old lights. Wilbur Mathurin said they are using the old lights. Chairman Reisman asked about grooving the runway and intersection. Airport Manager (AM) Dean said the intersection grooving will be done at night over a five-day period. The marking/striping will be done both at night and during the day. There will be some short periods where the runways will have to be closed during the day during this part of the work.

Wilbur Mathurin said the project is on schedule.

US Customs and Border Protection Remodel: Jack Thompson from GAI Consultants said the pre-construction meeting was held today via Zoom. The contractor is Blackwater Construction. The permit phase will take about 30 days. The mobile unit that will be used as the temporary US Customs office during construction will be brought in and set up during this period. It will be about 45 days before the contractor is actually on-site.

The City has issued a "Notice to Procure". This will allow the contractor to buy items that have a long lead time. For example, the generator will take about 14 weeks to get. The A/C is another item that will take a while. Once the "Notice to Proceed" is issued they will have 90 days to complete the project.

Chairman Reisman asked if the Customs Office always had a generator. Jack Thompson said it did not. That is part of the new requirements. The complete redo of the HVAC system is also being done to meet the new standards.

Chairman Reisman asked for confirmation that the contract has already been before the City Commission. AM Dean said the contracts and funding agreements have all been approved by the City Commission.

Tweet Coleman asked when the project will start. Jack Thompson said they estimate about 45 days. AM Dean noted that the Customs agent will need some time to prep for the move from the building into the mobile unit.

Air Traffic Control Tower Equipment: AM Dean said not much has changed in the last month. They are still waiting on some of the equipment to arrive. RVA has scheduled a tentative installation date of February 22<sup>nd</sup>. RVA advised that once on site, the actual installation should only take two days.

Bo Wroten asked what is being installed besides the ATIS (automatic terminal information service). AM Dean said she does not recall the exact name of the other equipment and does not want to misspeak. She will bring the scope to the next meeting.

Main Ramp Resurfacing: AM Dean said Jack Thompson from GAI Consultants will be reviewing the phasing plan. This information was presented to all impacted tenants last week. The presentation will explain the progression of the work.

Jack Thompson said this project is a complete reconstruction/rehabilitation of the entire main ramp area. It will start on the west end and work east. It is scheduled to take 130 days. By working from west to east, the construction equipment will enter and exit from the east throughout the project, thereby eliminating the need for them to drive over any of the new apron areas with their equipment. The project is divided into five sections, labeled A-E. They tried to limit disruptions as much as possible, but if a tenant is located on the apron, they will be impacted.

Phase A starts at the west end and will affect US Customs and the SunAir Aviation FBO building. It is scheduled for 30 days and will be a complete reconstruction of the apron. There will be a seven-day period when Alpha 4 is shut down while that connection is made. There will also be 3 additional temporary tie-downs added to this area that will be there during construction and will remain when the project is complete.

Phase B will affect the SunAir maintenance hangar, Central Florida Avionics, Aerostat and Brainerd. It is scheduled to take 25 days and will be a mill and overlay process. There will be a period of 10 days within that timeframe where Brainerd and

Aerostat will have limited access. They are taking out 12 tie-downs and putting back 11. There will be a loss of 1 tie-down in this area. During this phase, there will be 65 tie-downs available for use on the ramp.

Phase C will affect three of the Brainerd hangars and is scheduled for 45 days. This is also a complete reconstruction of the ramp. There are two sub-areas that are scheduled separately and should take 14 days each within the 45-day period. The biggest bulk of the work in this area is the apron and taxilane Alpha 2. They will remove 30 tie-downs here and put in 11. During this phase 45 total tie-downs will be available for use. As with Phase A, areas that require total reconstruction of the pavement including removal of the base will all take a little longer because they are more labor intensive. The needs for each area were determined based on the geotechnical investigation.

Phase D is the east end and is scheduled for 30 days, with 10 days in front of each hangar – Phillips, Orlando Financial and Wipaire. This area will be a mill and overly process. The non-apron tenants will always have access to the airside via either the east or west taxiway. They will be removing 26 tie-downs and putting in 26 tie-downs. There will only be 35 tie-downs available during construction which will probably be the smallest number during this project.

Phase E is scheduled for 40 days. That includes 30 days of cure time for the asphalt. During phases A-D temporary markings will be painted in each section as they move through the process. In this final phase, the permanent markings will be done. The reconfiguration of the tie-down spaces allows for a clear taxilane in front of all the hangars. The hangars on the apron will all have much better access. The object free areas will also all be standard.

Chairman Reisman noted that we will need to make sure that the east and west taxilanes are all kept clear to ensure access to the airside. AM Dean said the apron work will not actually be done until June/July. She is making sure the tenants are aware now so everyone can plan for it. She is continually reminding the businesses that they must keep the taxilane and apron areas clear and will keep doing so. Chairman Reisman noted that there is a tree on the Orlando Financial property that may need to be trimmed. AM Dean said she will check on it.

Chairman Reisman asked if some of the millings from the project can be placed around the retention pond to create a path for golf carts that traverse the airport. Jack Thompson said they can take that into consideration during construction.

Hans Vosseler asked about paving the access road to his hangar. AM Dean noted this is the area between Alpha 5 and Alpha 7. She said it will be done in the future. It is currently too close to taxiway Alpha so is out of compliance. However, there is an issue with moving the entire road and connecting it properly so it cannot be done at this time. When Taxiway Alpha is realigned and relocated, the road can be replaced with a paved surface. Hans Vosseler said the former airport manager promised him a nice road but it is still dirt. AM Dean said she cannot speak to what he may have been promised by the former manager. It does not make financial sense to work on it now only to have to tear it up again. She suggested they could put more millings down to help make the surface better.

## **Airport Manager Update**

AM Dean said she had nothing else to report.

## **New Business**

Chairman Reisman asked if there are more problems with the t-hangar doors on the buildings on Echo. He noticed the contractor was on site. AM Dean said the contractor was finishing work on the top-rails. She is now waiting for a report from a structural engineer to determine what further repairs must be done. She noted the engineer did say the hangars are safe for occupancy.

Chairman Reisman asked what is happening with the airport entrance and the lift station. AM Dean said the schedule for the lift station work has been postponed slightly. The preconstruction meeting is scheduled for February 22<sup>nd</sup>. This is a Public Works project. The design is done. She believes they will mobilize shortly after the preconstruction meeting. She noted the large oak tree in that area will have to be removed. The design has the majority of the equipment located underground.

Chairman Reisman asked if the area will be spruced up. AM Dean said the Leesburg Center for the Arts is working with the City on a beautification project for several lift stations. She is not sure exactly what type of art work will be used. Secretary Pam Hester said the Center for the Arts has issued a call to artists for the lift station project. Additional information is available on their Facebook page if anyone would like to see it. AM Dean said on the opposite side of Wilco there is not much that can be done. There are a lot of utilities in that space. It will be used as a construction staging area for the ramp project. When that is done they may be able to remove the old posts and wire and add some additional landscaping to make it look nicer.

## **Adjournment**

Tweet Coleman made a motion to adjourn. The motion was seconded by Bo Wroten Oldham and the meeting adjourned at 6:05pm.

*Alan Reisman*

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Chairman

*Pam Hester*

\_\_\_\_\_  
Recorder