

**Airport Advisory Board Minutes  
March 14, 2019 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 5:30pm. Chairman Reisman gave the invocation and led the Pledge of Allegiance.

**Approval of Minutes from January 10, 2019 Meeting**

Bo Wroten made a motion that the minutes from the January 10, 2019 meeting be approved. Mark Crawford seconded the motion and it was approved unanimously.

**Airport Project Update**

Master Plan Update: Mary Soderstrum of AvCon said the Airport Layout Plan (ALP) should be to Airport Manager (AM) Dean within a week. The next step will be to submit it to the FAA for review, then send electronically to the FAA. The final FAA approval could take up to six months. Individual projects are being developed based on the preferred alternative. This includes cost estimates, additional scope detail and sketches. The priority order of those projects is based on importance and cost. Dave Taisch inquired if both runways will remain open. Mary Soderstrum confirmed that the City Commission voted to keep both runways open. The RW 21 end may need to be displaced (maximum 200 feet) based on the FAA requirement to obtain clear airspace.

Hangar Construction Design/Spec: AM Dean reported that the topographic survey and geotechnical work has been started. AM Dean and Jack Thompson, GAI, have met with the City Building Official. The Building Official is requiring fire suppression systems in the hangars. Two identical buildings with five units each will be designed. If construction estimates come in higher than expected, AM Dean will request additional funding from FDOT. If additional funding is not available, the City may only accomplish construction of one building now and will build the second in an out year. Chairman Reisman asked if the existing hangars have sprinklers and AM Dean replied yes. Chairman Reisman asked if the new hangars can be tied into that system. AM Dean said she does not believe one

system has any relationship to another, other than the tie in to the hydrant/water mains. The Water Department will perform hydrant flow tests to confirm that the system(s) can be supported by existing infrastructure.

Runway 13/31 Rehab: The firms that submitted proposals have been ranked. The highest ranking firm has submitted a scope of work. The City is now in the process of obtaining an independent cost estimate as required. The City will then attempt to negotiate the scope and fee of the highest ranked firm. No additional information can be provided at this time.

### **Airport Manager Update**

AM Dean said installation of the new fueling terminal was successfully completed. The City is now seeking to back up the fuel farm with a generator. FDOT has asked airports that own their fuel tanks and equipment to submit a request for funding. Mike Moon of Hanson Professional said that although it is late in the FDOT fiscal year, FDOT recognized the need for this after the most recent hurricane. FDOT has set aside \$1 million for backup generators. AM Dean has submitted the request for Leesburg. The funding request was for 80%, since FDOT has not specifically stated the funding level.

AM Dean said she requested quotes to paint the rotating beacon. She has received responses from the two contractors who have as-needed/continuing services contracts with the City. The quotes came in high because neither of the contractors have a high lift so both quotes include two weeks or more for lift rentals to account for inclement weather. It is possible the actual cost may come in somewhat less. AM Dean will include this project in the FY 2020 budget for Commission consideration.

### **New Business**

Dave Taisch said he would like to see a restroom facility at the existing fuel farm or at the site of a future relocation of the fuel farm as a convenience for pilots. AM Dean noted Dave Taisch mentioned this to her previously and she did some research on it. She said that to have even a port-o-let for any extended period of time is expensive. Also, she does not believe it is safe or ideal to have a septic truck drive on the taxiway system in order to service the unit. AM Dean is not in favor of this idea.

Mark Crawford asked about the Wilco signage/improvements. AM Dean reported that item was tabled. The Commission would like to see improvements; however, the design and magnitude of the project is still uncertain. AM Dean will

take the new airport logo to some sign companies to discuss new options. Funding for Wilco Drive is in the current year budget at approximately \$50,000. Chairman Reisman asked if there are any wayfinding signs for the Airport. AM Dean said there is one near Highway 441 & 44. Byron Oldham commented that we would not want to lose this opportunity/funding. AM Dean said that the budget for Wilco Drive improvements is comprised entirely of airport current revenue and, if not spent, the funds are not lost.

### **Adjournment**

Bo Wroten made a motion to adjourn. The motion was seconded by Byron Oldham and the meeting adjourned at 5:50pm.

X

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Chairman

X

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Recorder