

**Airport Advisory Board Minutes
November 12, 2020 5:30pm
Airport Administration Building
8807 Airport Boulevard
Leesburg, Florida**

Attendance: Mark Crawford
Byron Oldham
Alan Reisman

Call to Order

Chairman Alan Reisman called the meeting to order at 5:30pm.

Mark Crawford gave the invocation and led the Pledge of Allegiance

Approval of Minutes from September 10, 2020 Meeting

Byron Oldham made a motion to approve minutes from the September 10, 2020 meeting. Mark Crawford seconded the motion and it was approved unanimously.

Airport Project Update

RW 13/31 Rehab:

Wilbur Mathurin from Hoyle Tanner said construction started about a month ago. CW Roberts is the contractor. There have been no issues so far. They are currently building the shoulder and will then start to mill the asphalt.

Mark Crawford asked if the project is on time. Wilbur Mathurin said it is on time and budget. Chairman Reisman asked why the seaplane ramp is closed. AM Dean said Alpha is closed; however, aircraft can land, come up the ramp and turn back around. Wilbur Mathurin said there was much discussion on this. The tower felt it best to have that area closed for safety purposes. Chairman Reisman said he hates to see a \$3.2 million asset closed. He thinks that needs to be re-evaluated. Wilbur Mathurin said there is a project meeting each Thursday and they can discuss it.

Box Storage Hangar Construction: Jack Thompson from GAI Consultants said the last of the big doors was finished today. They are completely skinned out. There are some sidewalks and other concrete areas scheduled to be poured next Wednesday. The CO for both buildings should be issued next week. The final punch walk through is next Thursday. AM Dean has been given the keys.

Byron Oldham asked when the tenants can move in. AM Dean said all ten tenants are set for December 1st or shortly before.

US Customs and Border Protection Remodel: AM Dean said the bids are due today. Purchasing will review them. After the review is complete, an application will be sent

to FDOT for supplemental grant funding for construction. She is researching what type of temporary set up will be used during construction so they can remain open.

A question was asked about what is being done to the inside of the building. AM Dean said it is basically a complete remodel. It was built in 2005. Since then US Customs has updated their general standards. It will be completely demo'd inside and rebuilt to comply with the safety and security rules established in the US Customs standards from December 2018.

Air Traffic Control Tower Equipment: AM Dean said the Zetron radios have been replaced. There is some grant money left. They are waiting for FDOT to approve an amendment to the project scope. If that is OK'd, they will be able to get some additional equipment.

Main Ramp Resurfacing: Jack Thompson from GAI Consultants said they will be at 60% plan review next week. They have met with the tenants regarding the reconfiguration of tie-down spaces. They are working on the construction phasing plan. They will then go to 100% and put the project out to bid.

Chairman Reisman commended GAI for their creativity in developing the layout plan for the tie-down spaces.

New Business

Chairman Reisman asked why the contract with AvCon was allowed to lapse. AM Dean said there is a FDOT rule that only allows the airport to work under a continuing services contract with a specific firm for five years. Once the five-year mark is hit, a RFQ must be issued. AvCon had a three-year agreement and then a two-year renewal. Chairman Reisman asked when RFQ will be done. AM Dean said the Purchasing Division had planned to get it done at the beginning of the fiscal year. They have had a very heavy workload and now are looking to have it done in December or January.

Chairman Reisman asked for a list of the last ten aviation projects completed by GAI. He was looking at their website and only saw one aviation project. He would like to see more as a reference for their work. Jack Thompson noted he must not have looked at the right section of the website. He will provide the requested project information.

Chairman Reisman asked if the palms at the entrance can be trimmed. They are dropping debris during storms. AM Dean said she can check on having that done.

Chairman Reisman said the Commission just approved \$700,000 to upgrade the lift station. AM Dean said it is an expansion of the current lift station. It will have a larger footprint and will include more area on the side towards Wilco. Some equipment will be underground. There will be a new fence to match the airport perimeter fence. There may possibly be a mural painted or some other beautification aspect on it as well.

Chairman Reisman asked for an update on the leases for Cracker Barrel and Ruby Tuesday. AM Dean said Ruby Tuesday declared bankruptcy after the agreement we made with them in April to defer payments due to COVID. Once they declared bankruptcy, they proposed a new agreement and basically said if the City did not agree they would close the restaurant here. The new agreement says they do not pay any rent until March 2021. At that time their rent will be reduced to \$4,000 per month for the first four years. They would not negotiate any of the terms. Chairman Reisman noted it creates a revenue loss for the airport. Byron Oldham asked if they are paying now. AM Dean said they are not paying now. She said there will be an impact on the airport this fiscal year because the budget was planned based on the April agreement. In the coming years, the budget will be done based on these new rates. Chairman Reisman asked if there are changes to Cracker Barrel. AM Dean said there is no reduction in their lease rate. Their payments are currently being deferred, but they will be paid back.

Chairman Reisman asked for an update on the RW 3 PAPI's. AM Dean said they are currently NOTAM'd out. She is hoping to get additional trees cleared so they are visible from the required 10 degrees then she will have flight services recheck them. She noted this area was done before and has been maintained. The safety area is OK. This is the approach line and the trees that were left have grown taller. She would like to clear everything from the PAPI's to the end of the runway. She would also like to clear from the PAPI's to the bend to give the tower a better line of sight. Chairman Reisman asked if this will be paid by a grant or airport operations. AM Dean said airport operations.

Byron Oldham asked why the budget report shows the 2020 maintenance budget so much lower than previously. AM Dean said the revised number the report shows included roll overs such as open encumbrances. The numbers for actual and actual prior year are the best comparisons to focus on.

Adjournment

Mark Crawford made a motion to adjourn. The motion was seconded by Byron Oldham and the meeting adjourned at 5:54pm.

Chairman

Recorder