

**Airport Advisory Board Minutes
December 8, 2022 5:30pm
Airport Administration Building
8807 Airport Boulevard
Leesburg, Florida**

Attendance: Joel Hargis
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 November 10, 2022

Pam Hester read into the record the Voting Conflict form completed by Chairman Reisman at the November 10th meeting related to him abstaining from voting on *the BHI Properties of Central Florida, LLC. First Amendment to Lease* item.

Joel Hargis made a motion to approve the minutes from the November 10, 2022 meeting as transcribed. Bo Wroten seconded the motion and it was approved unanimously.

Capital Improvement Plan Update

City Manager (CM) Al Minner said today he is providing some updated information to the Board.

His recommendation is that he would feel comfortable spending down about \$1.5 million of the \$2.7 million cash available in the airport fund. At the last meeting he provided a chart showing the operating cash breakdown. Today he has provided that same information along with a chart showing the breakdown of revenues, grants and capital expenses that projects everything out for five years. This information was compiled with input from him, Tracey Dean and Jack Thompson. (See Attachment A)

The top section has information on income and expenses. The trend for airport revenue (primarily from leases) includes growth of about 3% per year. Revenue from grants varies depending on projects. The operating expense line was projected with an increase of 4.5% annually

The chart then shows his recommendations for how projects should be phased and funded for the next several fiscal years. In the next five years there are \$16 million of projects that the Board would like completed: Veterans Road Hangar Infrastructure Design & Construction; Taxiway Rehabilitation Design & Construction; Hangar Design and Construction (north of Airport Blvd.); Wildlife Fence Design & Construction; Runway 4/22 Marking & Signage; and Taxilane Rehab Design.

In FY 23 (current year) the projects shown are: 1) Veterans Road Hangars Infrastructure Design and Construction; 2) Taxiway Rehab Design; 3) additional Fuel Farm Design; 4) Hangar Infrastructure Bidding & Construction.

In FY 24 the only project shown is Hangar Bidding & Construction for one building (north of Airport Blvd). (**Plus one additional Hangar Bidding & Construction project paid for entirely with cash as noted in discussion below)

In FY 25 the projects are: 1) construction of the Taxiway Rehab; 2) construction of the new Fuel Farm; 3) design of the Wildlife Fence.

In FY 26 the projects are: 1) Wildlife Fence Phase 1 Construction; 2) Runway 4-22 Marking and Signage Update.

In FY 27 the projects are: 1) Hangar Bidding & Construction for one building (north of Airport Blvd); 2) Wildlife Fence Phase 2 Construction; 3) Taxilane Rehab Design.

CM Minner said the chart shows that after all this work is done, at the end of FY 27 there is estimated to be \$3.5 million in the airport fund cash balance. That indicates there is cash available to be spent on other items. ** He noted that there is one hangar building (north side of Airport Blvd.) that is not included in the funding plan chart. They do not believe there will be grant funds available for this project but based on this chart data he thinks it can be built using cash. With that, the FY 24 projects would include two hangar buildings – one funded with grants and one paid in cash.

He thinks this chart is a good tool for long term planning purposes. He said some of the projects can be moved around if the Board wanted to, but he believes this is a good start. He does not think they should plan to use any more cash than what is anticipated in this plan. There needs to be a good cushion in reserves for emergency expenditures and we have found that on some other recent City projects the bids have been coming in much higher than anticipated. We need to have a contingency available in case the airport project bids are also high.

CM Minner said as long as the Board is OK with this plan, there is nothing that needs to go to the Commission at this time. The FY 23 projects have already been through the necessary processes. The items for FY 24 will be part of the budget process which will start in about 90 days. He noted that this information will all be shown in the budget but it will look different because of how the grant funds and capital funds are shown in the budget documents.

Project Update

Main Ramp Resurfacing: Jack Thompson from GAI said the ramp construction is done. They are in the close-out stage of the project. The final change order is actually a small deduct.

FY 2022 Hangar Design: Jack Thompson from GAI said they are just past 60% design. They are working with St Johns on some drainage questions and also dealing with the underground utility issues.

Wildlife Hazard Assessment: Jack Thompson from GAI said they are continuing with the site visits. They do multiple visits each month and are now three months into the twelve-month process. At six-months they will get a mid-term report that will show to date progress with hot spot mapping, seasonal changes, etc. Bo Wroten asked if they are still trapping hogs on the airport. AM Dean said yes.

Fuel Farm: Jack Thompson from GAI said this project has been on hold but they now have the direction they need to proceed. AM Dean said she will take the task order for additional design services to the Commission at the first meeting in January. After that is approved, they can move forward with the design process.

Taxiways Alpha & Delta Rehab Design: AM Dean said at the last meeting there was a discussion on this project and the conversations she has had with the FAA on it regarding what they wanted to include and what they would fund based on conditions. She did as the Board requested and spoke to the FAA again, explaining the Board's request to scale back the project because of the desire to eventually realign Alpha and expand the apron. The pavement rating for A is Satisfactory so it will be most likely 2034 before it qualifies to be rehabbed. She noted that the Pavement Condition report rated the associated taxiways as follows:

- Taxiway D – Poor
- Taxiway A1 – Fair
- Taxiway A2 – Fair (This will be relocated)
- Taxiway A3 – Poor

The scope for this project will change to allow for the Board's suggestions, and will now include relocating A2 and adding fillets (an extra wide area provided at the curves and traffic lane intersections) to all project taxiways so they meet current FAA geometry standards. Taxiway D will stay at a width of 50' and A1, A2 and A3 will fall under Taxilane Design Group 2 which is sufficient for that area. The associated lights and signage will also be updated.

Joel Hargis asked about the condition of Alpha 4. AM Dean said A4 is rated as Satisfactory. She noted that work on A5 will be incorporated with the Fuel Farm project and A6 will be removed as part of the same project. A7 is the responsibility of the Condo hangars.

Jack Thompson said Alpha 4 geometry is close to standards now. It will be okay until Alpha is done.

AM Dean said if the Board is OK with the changes as discussed today, she will submit the application to the FAA based on this plan.

Jack Thompson noted that a couple tie downs will probably have to be relocated but the overall number of tie-downs will stay the same.

Chairman Reisman asked if all of the taxiways will be out of service at the same time. Jack Thompson said no, they will be done in phases. A2 will probably be done first because the work to relocate it will take the longest time.

Bo Wroten made a motion to accept the plan as presented. Joel Hargis seconded the motion and it was approved unanimously.

Airport Manager Update

- City Commission – Airport Impacts/Issues

AM Dean said she is still waiting for Dr. Curry to sign the lease agreement. She is out of the office next week but will reach out to him after that if she has not heard back by then. If he decides to walk away, a decision will need to be made as to whether or not we want to move forward with that project.

Joel Hargis asked if Dr. Curry can start building before the infrastructure is done. AM Dean said no, he will have to wait until the road and taxiway are done. Jack Thompson said the site still needs to be surveyed, designed and permitted before construction can start. The whole process, including construction, will probably take about a year. AM Dean said Dr. Curry is aware of the timeline. Chairman Reisman said perhaps there needs to be some pressure on him as he is currently operating out of another person's hangar and he may get comfortable there. He thinks this is a good project for the airport. Bo Wroten said he thinks we should do the project regardless of whether or not Dr. Curry signs a lease. AM Dean said she has had some people express interest in the location. She is hopeful he will sign the lease soon.

New Business

Chairman Reisman said there are going to be some vacancies on this Board. He said AM Dean sent an email out to her contact list and it is also posted on the City website.

Chairman Reisman said this is his last meeting as a member of the Airport Board and it has been a pleasure serving. He thanked AM Dean for her work at the airport. He plans to continue attending future meetings.

Adjournment

Joel Hargis made a motion to adjourn. The motion was seconded by Bo Wroten and the meeting adjourned at 6:18pm.

Bo Wroten
~~Chairman~~ Vice-Chairman

Pam Hester
Recorder

ATTACHMENT A

AP Starting Cash Balance		\$	2,700,000				
	ESTIMATED PROJECT COST	FY 23	FY 24	FY 25	2026	FY 27	
REVENUES		\$ 1,497,788	\$ 1,542,722	\$ 1,589,003	\$ 1,636,673	\$ 1,685,774	
REVENUES - GRANTS							
FDOT		\$ 2,400,000	\$ 1,200,000	\$ 1,935,000	\$ 360,000	\$ 1,288,000	
FAA		\$ 270,000	\$ -	\$ 2,960,000	\$ 900,000	\$ 990,000	
EXPENSES							
Operating		\$ 887,158	\$ 927,080	\$ 968,799	\$ 1,012,395	\$ 1,057,952	
EXPENSES - GRANT MATCH AND CIPS							
Veterans Road Hangar Infrastructure - Design	\$ 100,000	\$ 100,000					
Veterans Road Hangar Infrastructure - Construction	\$ 900,000	\$ 180,000					
Taxiway Rehabilitation - Design (D, A1, A2, A3)	\$ 300,000	\$ 30,000					
Taxiway Rehabilitation - Construction (D, A1, A2, A3)	\$ 2,000,000		\$ 40,000				*This project should be shown in FY 25
New Fuel Farm Replacement - Additional Design	\$ 100,000	\$ 20,000					
New Fuel Farm Replacement - Construction	\$ 3,500,000			\$ 700,000			
Hangar Infrastructure - Bidding & Construction	\$ 2,000,000	\$ 400,000					
Hangar Building - Bidding & Construction	\$ 1,500,000		\$ 300,000				
Hangar Building - Bidding & Construction	\$ 1,500,000		\$ 1,500,000				
Hangar Building - Bidding & Construction	\$ 1,500,000					\$ 300,000	
Wildlife Fence - Design	\$ 150,000			\$ 3,000			
Wildlife Fence (Phase 1) Construction	\$ 1,000,000				\$ 20,000		
Wildlife Fence (Phase 2) Construction	\$ 1,000,000					\$ 20,000	
Runway 4-22 Marking and Signage Update - Design, Bid & Const	\$ 350,000				\$ 70,000		
Taxilane Rehabilitation - Design	\$ 100,000					\$ 10,000	
SUB TOTAL - EXPENSES FOR GRANT MATCHES & CIPS	\$ 16,000,000	\$ 730,000	\$ 1,840,000	\$ 703,000	\$ 90,000	\$ 330,000	
TOTAL EXPENSES		\$ 1,617,158	\$ 2,767,080	\$ 1,671,799	\$ 1,102,395	\$ 1,387,952	
REVENUES-TOTAL EXPENSES		\$ (119,370)	\$ (1,224,358)	\$ (82,795)	\$ 534,279	\$ 297,821	
AP AVAILABLE CASH BALANCE		\$ 2,580,630	\$ 1,356,272	\$ 1,273,476	\$ 1,807,755	\$ 2,105,576	