

**ZEPHYRHILLS MUNICIPAL AIRPORT ADVISORY BOARD**  
**REGULAR MEETING**

A Regular Airport Advisory Board meeting was held on Monday July 15<sup>th</sup>, 2013 at 5:30 p.m. in the Robert H. Johnson Council Chambers of the Municipal building.

Chair Person Juan Vega called the meeting to order at 5:30 p.m. Roll call was taken. Present were members Bill Castle, Dan Evans, Juan Vega, David Ruffell and Larry Lynch (arriving 5 minutes after roll call was taken.) Ed Knapp and Rachel Nash were absent.

Staff present was Airport Manager Michael Handrahan and Administrative Assistant Lucy Huber.

Council Member Jodi Wilkeson was present for a portion of the meeting.

**APPROVAL/CORRECTION OF MINUTES** – Bill Castle moved to approve the minutes from the Regular Meeting held June 17<sup>th</sup>, 2013. Dan Evans seconded, all were in favor and motion passed.

- ✓ There was a misspelling of Dan Evans last name which was noted and corrected prior to approval of minutes.

**OLD BUSINESS ITEMS** – Re-elect Airport Board

Bill Castle moved to reaffirm the elections from the June 2013 meeting.

- Juan Vega – Chair Person
- Ed Knapp – Vice Chair Person
- Larry Lynch – Secretary

Dan Evans seconded. All were in favor and motion passed.

According to newly City Council approved Board guidelines, the role of Airport Board Secretary is no longer required. This was discussed as a possible problem as occasionally the Chair Person and Vice Chair Person are unable to attend the meeting. Without a Secretary the meeting would have to be cancelled even though a quorum would be established.

Dan Evans made a secondary motion to advise City Council to reconsider reinstating the Secretarial position for the Airport Board. Bill Castle seconded. All were in favor and the motion passed.

**NEW BUSINESS ITEMS** – Presentation of Rate Changes

The Board was presented with a list of current airport user rates and charges and potential new rates and charges. Mr. Handrahan explained that he had been instructed to work on developing a better rate and fee structure for the Airport. By comparing other regional airports in the area he presented the board with a new rate structure. The current rates and fees are undervalued in many areas but the new rates are more comparable to local industry standards as well as regional standards

Juan Vega asked if the local airport, Tampa Exec., was closely compared in value as they are Zephyrhills closest airport competitor. Mr. Handrahan said it was. Juan was concerned about increasing the ramp and grass tie downs as the airport is only at 20 to 25% capacity. He wanted to make sure all revenue is being collected.

Dan Evans questioned the RV storage and trailer parking on the other side of the street. He commented that he believed the property was for future t-hangar development. Mr. Handrahan agreed the property is allotted for future development but can be used in the meantime for storage. Mr. Evans asked about the fee for the conference room in the Barracks. Mr. Handrahan said the fee would offset the electric bill as well as better adhere to FAA requirements. Mr. Evans asked to include a requirement that a volunteer from the Barracks Museum is contacted prior to any conference room activity so that someone could supervise the museum items during the meeting.

There was discussion on t-hangar discounts. 7% discount for 1 year advance credit card payment and 10% discount for cash or check 1 year advance payment. This due to processing fees associated to credit card payments. Mr. Vega suggested we implement a cancellation/processing fee associated with a 1 year advance payment.

Mr. Castle had a question under Non-City/Non Aviation events. The comment on the paper work said "insurance *MAY* be required". This wording will need to be changed to "insurance *WILL* be required". One of the non-aviation events discussed was use of Taxiway B by the various Driving Clubs. Mr. Handrahan said there is lot of liability in hosting these events and although they are great revenue sources they technically don't meet FAA clearance in safety areas. Mr. Handrahan is trying to modify the practice.

Mr. Evans had a question on Banner towing. There will be permit required by the Airport but Mr. Evans said he would also like to see them have a pilot briefing or safety plan in effect as there has been occasions where some do not adhere to flying standards. Mr. Handrahan said this is something already being developed under the Airports permit allowing these activities.

Mr. Vega asked about Trailered Aircraft and Powered Parachute permits. He wondered if they could receive a discount on the permit if they buy fuel on site? Mr. Handrahan said their fee/permit will be good for a year if they want to bring their Aircraft on the field.

Bill Castle made a motion to approve the Rate Fee Changes with the following amendments:

- Review Credit Card Charge fees/Cancellation fee
- Non-City/Non-Aviation events will require insurance
- Barracks Museum volunteer be notified prior to any usage of conference room

David Ruffell seconded. All were in favor and motion passed.

**PUBLIC COMMENTS** – Residents of Frontier Drive

The residents of Frontier Drive were unavailable for public comment.

**INFORMATIONAL ITEMS -**

1. Runway Construction Update

Mr. Handrahan said the bids for the project were accepted and determined but not awarded. There is now a State funding shortfall of \$450,000. The FDOT backed out of the usual commitment of maintaining the current runway width which is 100 feet. They will now only fund a 75 foot runway width. To go to a 75 foot plan would require a whole new redesign. (The cost for this redesign is being calculated by AVCON at this time.) This is a major setback to the construction project. There was a meeting on June 26 with Speaker of the House Will Weatherford, New District 7 Director and his staff member Debbie Hunt. They said they would do what they can to make sure we have the addition monies to meet the shortfall for the 100 foot wide runway. Mr. Handrahan has not heard back from them as of yet.

The future of the airport is a 100 foot wide runway. Some of the corporate aircraft we are trying be more marketable for will be challenged with 75 foot wide runway. Many of these aircraft are not permitted by their insurance or operating certificate or if they are a commercial charter to land on a 75 foot wide runway. We will be in competition with roughly 16 other area airports that do have 100 feet or wider runways.

This airport is in a B2 category but if we were in a B3 category the FDOT would fully fund the 100 feet. In order to go to a B3 category it would require 500 tracked jet operations per year.

Options are to go back to the State to see if we can creatively come up with the \$450,000. Mr. Handrahan is continuing to contact the FDOT and District 7 Offices to try to resolve this shortfall in funding. Or to stay with the 75 foot wide fully funded re-construction at this time and if decided to go with the 100 foot wide in the future, spend at least a million and a half dollars to do so. The City is committed to see this happen but would like to see the State partner with us. The airport is willing to defer some other critical projects in order procure funding for this project.

2. Fuel Sales/SkyDive Info - No Action required or taken

**OTHER BUSINESS-**

Mr. John McRae, of McRae and McRae Realty Inc., and representative for Angela Land Inc. spoke to the Board. He brought Marlene Kiser, CFO for Diversified Drilling Corporation out of Tampa Florida. Diversified Drilling Corporation would like to sub-lease the building owned by Angela Land, LLC.

Mr. Handrahan received a formal letter requesting the sub-lease which has been forwarded to the City Attorney.

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The Board had no objections to the request for sub-lease. No further action was taken.

Council Member Jodi Wilkeson addressed the board. She first thanked the Board members for being willing to serve on the Board. She also encouraged the Board to reach out to Mr. Will Weatherford to help further the funding for the widening of the runway. She noted that community leaders as well as the Chamber and a group of land owners called the Airport Alliance is strongly in favor of keeping the 100 foot wide runway. The City Council is very supportive of the Airport and desires to see it grow and attract that next level of business.

**MEETING ADJOURNED-**

Chair Person Juan Vega adjourned the meeting at 6:15 p.m.