

ZEPHYRHILLS MUNICIPAL AIRPORT AUTHORITY
REGULAR MEETING

A Regular Airport Authority Meeting was held on **Monday April 30th**, at 5:30 p.m. in the Robert H. Johnson Council Chambers of the Municipal Building.

Chair person Dan Evans called the meeting to order at 5:32 p.m. Roll call was taken. Present were members Dan Evans, Rachel Nash, Larry Lynch, Ed Knapp, and Bill Castle. Juan Vega, Jim Spears and Larry Lynch* were absent at roll call.

Staff present was Interim Airport Manager Nathan Coleman and Administrative Assistant Lucy Huber.

City Council President Jodi Wilkeson attended. (Arriving at 5:55 p.m.).

AVCON representatives Hilary Maull and Mary Soderstrum were also present.

The Pledge of Allegiance followed roll call.

APPROVAL/CORRECTION OF MINUTES –

- *Regular meeting held March 19th, 2012.* Bill Castle moved to approve the minutes as presented, Ed Knapp seconded and all were in favor. Motion passed unanimously.

BUSINESS ITEMS –

1. Mr. David T.K. Hayes. Presentation on the feasibility of the proposed Security Fencing involving the area of SkyDive City and the economic impact of such fencing.

**THE RECORD WILL SHOW THAT LARRY LYNCH, AIRPORT AUTHORITY MEMBER, ARRIVED AT THE MEETING AT 5:37 P.M.*

Mr. Hayes presented a power-point presentation of the proposed fencing project and its economic and safety impact on SkyDive City and the City of Zephyrhills. The presentation covered the history of the subject of security fencing at the airport and recognized the Security Guidelines provided by the TSA (Transportation Security Administration). The economic impact of SkyDive City on the local economy is multi-level and continues to grow yearly.

The power-point presentation also included several “rumors” involving why a security fence is thought to be necessary and the “responses” by SkyDive City as to why these possible mandates may not apply to them. The presentation showed a few “bad” examples of security fencing at other airports. It also included evidence that the security fencing around the Zephyrhills Airport is not actually secure.

Mr. Hayes concluded the presentation with the ideal solution being no fencing around SkyDive City, but also offered alternative suggestions such as increased signage.

A hard copy of this power-point presentation, as well as the TSA guideline booklet was distributed to the Airport Authority for their review.

Dan Evans said that the proposed security fencing grant money would be in next year’s budget. He suggested that when the time comes to utilize this grant money, a workshop could be scheduled. This workshop could provide a forum to discuss the exact design and location of the fence.

No action was taken at this time.

2. AVCON to present the following, as part of the current ALP Update Narrative Report and Runway Study project:
 - ALP (Airport Layout Plan)
 - CIP (Capital Improvement Plan)

- **ALP**

AVCON representative Mary Soderstrum addressed the Airport Authority. A copy of the current ALP (Airport Layout Plan) was distributed to the board for review. This document had previously been reviewed by the board but after further discussion with Nathan Coleman and City Manager James Drumm changes were made. Originally the plan included taking out a portion of South Avenue but Mr. Drumm suggested that the Airport try to retain as much as South Avenue as possible as it is a very recent Capital Improvement.

- South Avenue may become a private airport access road.
- A partial area of South Avenue may be re-routed to connect to 6th Ave.

Because of the changes made associated with South Avenue, the current ALP has moved some of the proposed new t-hangars to the west side of South Avenue as it currently exists.

AVCON would require concurrence from Airport Authority to bring the adjusted ALP before City Council for their approval. The approval of the ALP is time sensitive as the grant application needs to be submitted to the FAA by June 1st in order to be eligible for grants in the next cycle. As projects are lined up for the next 20 years, the most important ones would be included in the 5 year outlook. These projects are contingent upon meeting the projected growth of the airport. Ed Knapp asked what is counted as the projected growth percentage. The exact numbers were not available at the time of the question, but Mary indicated it was a little less than 2% per year. The FAA forecast of growth for Zephyrhills Airport is 0% and their criterion for growth is based upon how our growth affects their workload.

Dan Evans wanted confirmation that runway 04 22 would be the airports main runway with a future extension to the north. It was noted that the rehab of 04 22 is projected in the CIP's 5 year forecast, but the extension was not. This is another reason why the ALP needs to be approved as this runway is in great need of rehab.

Mary reminded the board that the ALP is considered a plan therefore is not set in stone. It may be changed at any time deemed necessary.

Bill Castle asked what kinds of factors were taken into consideration to warrant the growth percentage forecast. Some of the factors that were mentioned were:

- Where the airport has been in the past.
- Growth the airport has seen over the last 20 years
- Businesses that have come into the City in the past 5 years.
- Companies coming to the Airport.
- Demographics of the City and of Pasco County, i.e.:
 - Population growth
 - Employment
 - Personal per capita income
 - Market share of Zephyrhills to other airports in the region and in the country
 - Number of operations that the airport has currently and whether they may be projected forward.

There are a number of different models that are used for this purpose.

City Council President, Jodi Wilkeson of 5816 18th St. Zephyrhills addressed the board.

Mrs. Wilkeson had 3 primary questions.

1. How does this ALP plan differ from any previous plans the Council has seen?
2. How does this plan interface with the Economic Development direct objectives set forth?
3. How might FAA and FDOT funding be affected if this plan, or any other plan put forth, is changed?

Mary Soderstrum responded. The primary difference between the previous plan, as it exists at the FAA office, and the plan today, shows that runway 18 36 was designated as the future primary runway and that it would be extended. Also, on the existing documents the ribs are shown as being abandoned. As they are not abandoned this notation has been taken off the drawing.

Hilary Maull from AVCON also responded. Previously a runway study that had been done to designate the primary runway went before City Council and it was agreed upon to recommend 4 22 as the airport's primary runway. This choice was related to future grant monies and necessary repairs needed for this runway. Also it was decided that commercial or heavy aviation traffic would not mix well with SkyDive City whose primary runway usage consists of 18 36. This current ALP presented to the Airport Authority at this time is simply a graphical presentation of what has been previously recommended and agreed upon. The projects shown are projects that need to be completed to meet future goals of the airport. This ALP is a formal document that the FAA requires in order to show approval. Mary S. said she would prepare something for the Authority and City Council to review showing exactly what has been previously approved and any changes that are being made. Future engineering documents will show exactly what will be done as the work on these projects continues. The ALP is a plan that must be done before the official engineering plans are made. If these projects are to get funding for this year they must move forward to be approved by the FAA this month.

Mrs. Wilkeson said she feels that before these types of decisions are presented before the public they should be prescreened. There should be some sort of interface between the Economic Development Task Force, City Manager Mr. Drumm and AVCON.

It was reiterated that the primary runway determination has been previously reviewed and approved by both Airport Authority and City Council. Also, that the ALP is not "etched in stone". As plans may change for the direction of the airport the ALP could also be changed accordingly. The only thing that could be difficult to change would be the designated primary runway.

Bill Castle moved to recommend the ALP as submitted to the City Council for approval. Seconded by Rachel Nash. All voted in favor and the motion passed unanimously.

- **CIP**

As the ALP changes the CIP (Capital Improvement Plan) makes changes as well. A graphical representation handout was provided to the Authority to show the current CIP for the airport and where these projects are located. These projects are broken down into 5 year increments as to when it is thought they will most likely occur. The projects the FAA and FDOT look at most closely are the projects that occur within the first 5 years of the ALP. AVCON recommends that the most important project will be the rehabilitation of runway 4 22. This would be rehab only, not the extension of the runway. The priority projects on the CIP are based on the FAA's project priorities. If the FAA is going to fund a certain portion of an eligible project, the FDOT will generally pay for ½ of the remainder of that project. FAA pays up to 90% and FDOT pays 5% of the remaining balance, leaving the city to pay the final 5%. This is based on what is eligible for funding, not a guarantee. We are in competition with every other airport in this region and country for project funding. Because the FAA has a priority system involved with their funding, the Zephyrhills Airport needs to get in the line for funding right away. The FDOT wants to sit down with the Airport and AVCON and find out what the 20 year plan is for the Airport and particularly the 5 year plan. Before they do this it is important to make sure the plan coincide with the plans of the City. Mary S. went down the list of the proposed projects on the CIP. (See the draft handout for the listing of these projects). All of the long term projects listed on the CIP are important but are less predictable and are likely to change in the next 10, 15, and 20 years.

AVCON would like authorization to take the CIP to City Council on May 14th to ask them if they can begin talks with FDOT to see what they are willing to fund. Mary S. recommended the board take a week to look the plan over and call her with any suggestions or concerns. Bill Castle said he would be hesitant to give an approval on something that is subject to have possible changes made in the next 7days. It was then suggested the CIP be brought back to the Airport Authority for the May meeting to discuss and then be brought to the following City Council meeting. Dan Evans said the item would be tabled until the next meeting.

Interim Airport Manager Nathan Coleman extended an invitation to the Authority members and for any interested parties that would like to see some of the projects listed on the CIP to come out to the airport.

INFORMATIONAL ITEMS – Review of Fuel Sales for March 2012.

Fuel Sales were reviewed and no action was taken.

MEETING ADJOUNED – Dan Evans adjourned the meeting at 6:52 p.m.