

# Winter Haven Regional Airport (KGIF)

## Airport Advisory Committee

September 13, 2018

**Airport Advisory Committee Meeting called to order at 3:02 p.m. by Bruce Lyon, Chairman**

**Roll call** conducted by Jana Wasmund, Airport Contract and Fiscal Specialist

**In Attendance:** Bruce Lyon, Chairman; Eddie McGuire, Vice-Chairman; Katie Worthington; Mickey Matison; Alex Vacha, Airport Director; William Twyford, City Commissioner/Airport Liaison – arrived at 3:06 p.m.

**Absent:** Benjamin Shipp; Jeff Donalson; Eric Crump; Merle Bishop, Growth Management Director

**Approval of AAC Meeting Minutes** by Bruce Lyon, Chairman

- a. Motion was made by Ms. Worthington to approve the AAC Meeting minutes from August 9, 2018. Vice-Chair McGuire seconded the motion. Motion carried by unanimous voice vote.

### Old Business:

- a. Mr. Vacha stated that we piggy-backed a state contract with Hi-Lite Airfield Services of St. Augustine, Florida to stripe Taxiways A, B, and the non-movement areas around the T-Hangar areas from September 26 through the 30<sup>th</sup>. Rolling closures will be required. NOTAMs will be filed.

### New Business (Alex Vacha):

- a. Amir Anoshiravani of Flightline Café and Catering introduced his new partner, Keisha Santana Doak. Keisha stated the Flightline Café will have a soft opening on Monday, September 24 and will host a grand reopening celebration on Friday, September 28.
  - i. Keisha has been in the food service industry for 20 years.
  - ii. Amir and Keisha will be hiring new employees to grow their business.
  - iii. Hours of operation will be 6:00 a.m. to 3:00 p.m.; Dinner will be served Thursday through Saturday until 8:00 p.m.
  - iv. Sunday Brunch may be added in the future
- b. "Winter Haven F.B.O." new radio frequency has been installed and is operational (122.775). We are accepting fuel orders over this new frequency.
- c. Wildlife Hazard Site Visit
  - i. Mr. Vacha stated he would recommend hiring Advantage Consulting, LLC to conduct a Wildlife Hazard Site Visit at the Winter Haven Airport. Aircraft are at risk for encountering wildlife, over 90% of which are birds. This will be a study to look at wildlife and water sources on the premises of the Winter Haven Airport and to propose a plan to lower the risk of wildlife strikes. The study will cost \$2,000.00 and will give us recommendations and conclusions listed in priority level.
    - i. Justin Edwards of Gale Associates stated this is the first of a multi-step process. The second optional step would be a Wildlife Hazard Assessment, which is a one year-long study going into more detail. The next optional step would be a Wildlife Hazard Management Plan to identify ways to protect against invasive species.
    - ii. Chairman Lyon inquired if this is the beginning of a multi-phase process that is mandatory or voluntary. Will this open the door to more surveys?
    - iii. Motion was made by Vice-Chair McGuire to proceed with the preliminary Wildlife Hazard Study. Ms. Worthington seconded the motion. Motion carried by unanimous voice vote.
- d. Mr. Vacha stated he will be unable to attend the October 11, 2018 AAC meeting and inquired if it could be moved to the following Thursday. Motion was made by Mr. Matison to move the next AAC meeting to

Thursday, October 18, which is one week later than usual. Vice-Chair McGuire seconded the motion. Motion carried by unanimous voice vote.

- e. Winter Haven Airport will be renting a sweeper truck for one day to remove loose debris from the runways, taxiways and T-hangar areas next week

#### **Airport Updates (Alex Vacha):**

- a. Runway 11-29 Rehabilitation and Lighting – Design by Hanson Professional Services
  - i. Preferred Materials, Inc. in Orlando was awarded the bid, which was approved by the City Commission on September 11, 2018
    - i. Blake Swafford of Hanson stated Preferred Materials has 30 days to obtain their bonds and insurance, and the City needs to execute the contract before construction can begin. The next step will be a pre-construction meeting, followed by a signed Notice to Proceed. Mr. Vacha stressed the importance of the pre-construction meeting and that he would like to invite members of the public that use our airport. Mr. Swafford stated he would be happy to host a separate meeting for tenants if we would be interested in that.
- b. Obstruction Survey and Removal – Design by AVCON, Inc.
  - i. Design has been completed
  - ii. Only one bid was submitted which was incomplete; time ran out to re-bid before the grant application deadline
  - iii. F.A.A. issued a grant for design only, which was approved by the City Commission
  - iv. A pre-application will be issued this fall for construction
    - i. Mr. Matison inquired if the F.A.A. was concerned that we didn't request grant funds for both the design and construction at the same time. Mr. Vacha stated we amended our request for funding to include only the design and they awarded the grant based on the amended application. Tim Shea of AVCON stated as long as we are moving toward the goal, the F.A.A. is not concerned.
- c. Relocate the Access Road (RPZ) Runway 11 – Under Design by AVCON, Inc.
  - i. Design is approximately 30% complete
  - ii. An environmental survey is under way; wetland mitigation will be required
  - iii. F.D.O.T. grant of \$327,000 has been received for construction and will be presented to the City Commission in the near future. The construction will be divided into 2 phases.

#### **Public Comments:**

- a. Citizen David Lane inquired if a Hurricane Plan has been developed for the Winter Haven Airport
  - i. Mr. Vacha stated the 3 lighted X's for runway closures are in the process of being serviced by the City Fleet Department. We may need to close a runway due to hurricane debris. The diesel tanks will be topped off. A written evacuation plan has not been completed, but is in the works.
  - ii. Mr. Lane asked what would happen to the airplanes left outside during a hurricane. Mr. Vacha stated prior to Hurricane Irma, the airport manager and staff contacted the tenants to ask for available space to shelter the exposed airplanes. Our business partners on the field have been very responsive to this type of need in the past and we expect the same in the future.
- b. Citizen David Lane inquired if the airport has a Business and Marketing Plan
  - i. Chairman Lyon stated the City has a plan to implement water and sewer lines on the airport property within in next 12 months to make the real estate sites more marketable. Once this is complete, we can look ahead to additional marketing ideas.
  - ii. Mr. Vacha stated a Strategic Development Plan Presentation was given to the AAC Committee and to the City Commission and was approved for funding. Chairman Lyon stated during the year of utility installation, we will be refining the Business Plan and working with the Real Estate community, developers and investors to move forward.

#### **Committee Member Comments:**

Mr. Matison raised a concern that the City has implemented a permit fee and a \$1 million insurance requirement for airport fly-ins. Mr. Vacha stated there are several reasons for the implementation of permit fees and insurance requirements.

- a. The F.A.A. has grant assurances that must be met.
- b. The City of Winter Haven requires all events that take place on City property to submit an Event Application to the Special Events Committee, chaired by Brittany Overstreet, Special Events and Marketing Coordinator. Ms. Overstreet clarified that airport events fall into the category of City events and must follow the same guidelines as all other events held on City property. Mr. Vacha worked through this issue with Ron Ferriauolo, President of the Pilot's Association with regard to future fly-ins. Since the Pilot's Association does not have financial resources from which to pay for event fees and liability requirements, instead of waiving the fees and requirements from the F.A.A. and the City of Winter Haven, perhaps the City can partner with the Pilot's Association to help support those financial resources so the requirements can be met. Mr. Ferriauolo responded by stating he doesn't have a lot of help setting up the events and was struggling to have the time and resources to coordinate the events. Mr. Vacha stated he is a proponent of fly-ins and encourages these types of events at the Winter Haven Airport and would encourage recruiting events to increase membership for various organizations who meet on the airport property.
  - i. Ms. Worthington stated there may be community organizations that would volunteer to lend financial support to the airport organizations for future airport events.
  - ii. Mr. Edwards stated some of the consulting firms would be willing to contribute financial support for these types of events.
  - iii. Mr. Lane inquired if we sell fuel at the fly-ins and if anyone can be included in the events. Mr. Vacha stated that fuel is sold at these types of events and it is up to each individual organization to invite whom they choose.

**Next Meeting Date and Time:**

Chairman Lyon stated the October 18, 2018 AAC meeting will be moved from 4:00 pm to 3:00 pm in the Jack Brown Conference Room at the Winter Haven Airport.

Adjourn – Bruce Lyon, Chairman

**\*Next regularly scheduled AAC Meeting, October 18, 2018 at 3:00p.m in the Jack Brown Conference Room.**

Meeting was adjourned at 3:47 p.m. Minutes prepared by Jana Wasmund