

Winter Haven Regional Airport (KGIF)

Airport Advisory Committee

January 10, 2018

Airport Advisory Committee Meeting called to order at 3:06 p.m. by Bruce Lyon, Chairman

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

In Attendance: Bruce Lyon, Chairman; Katie Worthington; Mickey Matison – arrived at 3:46 p.m.; Alex Vacha, Airport Director; Merle Bishop, Growth Management Director; William Twyford, City Commissioner/Airport Liaison

Absent: Eddie McGuire; Benjamin Shipps; Eric Crump; Jeff Donalson

Approval of AAC Meeting Minutes by Bruce Lyon, Chairman

- a. Ms. Wasmund stated the date for the January, 2019 meeting should be changed from January 1, 2019 to January 10, 2019 in the October 18, 2018 minutes.
- b. Motion was made by Ms. Worthington to approve the AAC Meeting Minutes from October 18, 2018, with the date correction mentioned above. Mr. Matison seconded the motion. Motion carried by unanimous voice vote.

Old Business:

- a. Winter Haven Regional Airport Minimum Operating Standards (MOS)
 - i. An application has been received for a painting business to be located in an executive hangar. The current MOS does not list the requirements for a painting operation. Mr. Vacha obtained an example of Bartow's MOS with requirements for painting operations. The Winter Haven City Attorney is reviewing these guidelines so we can add a similar section to our MOS. Once approved by the City Attorney, it will go before the AAC again, then to the FAA, and finally the City Commission.
 - i. Chairman Lyon inquired if the City Manager could approve the changes in lieu of the City Commission since the changes are minor. Mr. Vacha will research this question and report back.
- b. The implementation for Buildium Property Management Software has been changed from February 1, 2019 to March 1, 2019 to give more time for training and to be sure the transition goes smoothly. The City I.T. Department will be offering training sessions for the tenants.

New Business (Alex Vacha):

- a. GIF Noise Study, conducted by AVCON on November 20, 2018, was approved unanimously by the City Commission on January 28, 2019 to be included in the 2016 Airport Master Plan. This study was deemed appropriate by the Federal Aviation Administration (FAA) and the Florida Department of Transportation (FDOT). Discussion ensued.
 - i. Mr. Bishop inquired if the map illustrating the chapter 333 distance contours will still be in the Master Plan after the addition of the noise study. Mr. Vacha stated the contour map is still in the Master Plan. Mr. Bishop suggested that the former contour map be removed or replaced to avoid confusion. Discussion ensued. Brandon Hiers of AVCON, Inc. will discuss this with Mary Soderstrum of AVCON.
- b. Seaplane Pilots Association
 - i. Steve McCaughey will be presenting a request to the City Commission on February 11, 2019 to extend the fundraising time period for 2 more years. According to the current lease between the City of Winter Haven and the Seaplane Pilots Association (SPA) Foundation, Inc., the deadline for fundraising was July 10, 2018 and the deadline to obtain the necessary permitting is July 10, 2019. The funds needed for this project total \$6.5 million (\$5 million for the building and 1.5 million for the Seaplane base, which includes the ramp, dock, etc.). Steve is requesting a three (3) year extension,

which would extend the fundraising deadline to July 10, 2021 and the permitting deadline to July 10, 2022. They are seeking large investors.

c. Commercial Hangar Lease Updates

- i. Propellerhead Aviation vacated Commercial Hangars #121 and #122 at the end of November, 2018
- ii. After advertising these available hangars to the airport tenants and other interested parties, the Airport Administration presented the applications to City management for review. It was decided that we would offer these spaces to current tenants wishing to expand their businesses.
- iii. A fully executed lease agreement for Hangar #121 is in place with Hubble Upholstery. They moved from Hangar #133 to Hangar #121, which is much larger.
- iv. Hangar #122 was offered to Snively Aviation, which was an investment in one of our airfield mechanics; however, Adam Snively declined the offer.
- v. The next candidate on the list was Blue Horizon Flight Center, represented by Gary Francis.
 - i. In 2012, Tailwheels, Etc. was a flight school on our airfield. Several of the owners and operators of Tailwheels, Etc. are involved with Blue Horizon Flight Center. Various concerns came to light in 2011 and 2012 regarding flight safety, non-payment of rent, and a breakdown in communication between the City of Winter Haven and the owners of Tailwheels, Etc. The City of Winter Haven ended their relationship with Tailwheels, Etc. in May, 2012.
 - ii. Gary Francis, representative of Blue Horizon Flight Center, LLC., stated the following:
 1. Blue Horizon is committed to meeting the highest safety and performance standards.
 2. They will offer a flight school and a maintenance shop with licensed employees.
 3. Blue Horizon will begin their flight school with three aircraft, and will be purchasing large amounts of fuel from the Winter Haven Airport. Additional aircraft will be added as their flight school grows.
 4. The business owners are John Amundsen and Adam Amundsen. Gary Francis will be their Marketing Manager.
 5. Effort will be made to establish good relationships with current tenants.
 6. Discussion ensued regarding business plan details.
 - iii. Mr. Vacha stated the Winter Haven Airport is considering leasing Hangar #122 and Terminal Flight School Office to Blue Horizon Flight Center, LLC. The chief flight instructor will be John Amundsen and the licensed mechanic will be John Amundsen.
 - iv. Ms. Worthington suggested we include wording in the lease agreements to attempt to prevent future incidents, such as the ones experienced in 2012 with Tailwheels, Etc.
 - v. Mr. Vacha stated some of the previous trouble occurred between Tailwheels, Etc, and flight examiner. The City will require a security deposit.
 - vi. Chairman Lyon stated he will defer to the City's judgement to deal with past troubles.
 - vii. Chairman Lyon inquired if Blue Horizon will utilize the entire flight school office space. Would they consider allowing student groups to meet there occasionally? Discussion ensued.

d. Facility Improvements

- i. Flightline Café has been leasing a retail spot in the terminal building for storage. The City of Winter Haven will be creating a new storage area within the restaurant by adding a new wall, which will allow the terminal space to be leased to another business.
 - ii. The front columns and cross beams outside the terminal entrance will be painted.
 - iii. Building 60 is in the process of receiving minor upgrades to accommodate a new tenant.
 - iv. Several airport signs near US 92 have been updated from "Municipal Airport" to "Regional Airport".
- e. Mr. Vacha made a presentation to a group of education professionals, both private and public, at the Chamber of Commerce this morning. The purpose was to let them know the Winter Haven Airport is happy to welcome school groups for field trips to get them excited about the aviation industry. We would ultimately like to establish a formal education program here at the airport for high schoolers.
- f. Winter Haven Regional Airport will be featured in an upcoming issue of Business View Magazine. Ms. Worthington stated the City can use this as marketing for the airport.
- g. Mr. Vacha's Airport Manager position has been advertised on the City website through Human Resources and as Request for Proposal through the Purchasing Department. The H.R. posting closes at the end of January and the R.F.P. closes on January 23rd. Since Mr. Vacha won't have the opportunity to sit with the new airport manager, a "Continuity Binder" has been created to pass along important information.

Airport Updates (Alex Vacha):

- a. Runway 11-29 Rehabilitation and Lighting
 - a. Blake Swafford of Hanson Professional Services stated the following:
 - i. Pre-construction meeting was held; Notice to Proceed has been issued to the contractor for January 7, 2019
 - ii. There has been a delay due to gopher tortoise relocation as a result of a permitting issue.
 - iii. Construction is scheduled to begin on January 21, 2019.
 - iv. Tom Coughenour, representing AVCON, Inc., will be the on-site Construction Project Specialist.
 - b. Mr. Vacha stated Preferred Materials, Inc. will be the contractor. A ground breaking ceremony will be scheduled at the end of January.
- b. Relocate Access Road (RPZ) Runway 11
 - a. Brandon Hiers of AVCON, Inc. stated the following:
 - i. The US Dept. of Highway Transportation is requiring the construction of a new left hand turn lane into Brown's Seaplane Base off US 92
 - ii. Wendy Sands from the FDOT will be contacted regarding funding options.
 - iii. Inquiry will be made to determine if the left turn lane requirement can be altered or rescinded.
 - b. Mr. Bishop inquired if the length of the turn lane is negotiable.
 - c. Mr. Hiers stated the length is not negotiable. The length determination is based on traffic speed.
 - d. Mr. Vacha stated the FDOT has increased their participation in the wetland mitigation issue. The relocation of the access road project is on hold until the details of the turn lane are finalized.
- c. T-Hangar #270 10 Unit Project
 - a. Mr. Swafford stated the following:
 - i. T-Hangar project kick off meeting will be on January 23, 2019 with City staff.
 - ii. It appears that the concept drawing will fit well into the existing space from the previous shade hangars. The project should go quickly since all utilities are in place.
- d. New Aviation Fuel Trucks
 - a. The Invitation to Bid has been created and will be advertised soon.
 - b. A copy was sent to Wendy Sands with the FDOT for review since they will be contributing 80% of the funding.
- e. Obstruction Survey and Removal
 - a. FAA Reimbursement for Design is complete
 - b. We will be accepting contractor bids in June, 2019
 - c. Construction estimated to begin in the 4th quarter of 2019
- f. Airport Utility Expansion Project
 - a. Mr. Hiers stated the following
 - i. 60% design will be presented next Friday, January 18th.
 - ii. Layout for fiber, water and sanitary has been confirmed

Public Comments:

None

Committee Member Comments:

- a. Ms. Worthington stated it will be difficult to replace Mr. Vacha. We look forward to his safe return.
- b. Mr. Matison thanked Mr. Vacha for his outstanding service at the airport and wished him well throughout the next year.
- c. Chairman Lyon expressed gratitude to Mr. Vacha for the great job he has done at the airport, with quick responsiveness, lots of energy and a smile. Best wishes for a safe deployment and a safe return next year.
- d. City Commissioner Twyford thanked Mr. Vacha for his leadership and wished him well in the year ahead.

Next Meeting Date and Time:

- a. Mr. Vacha proposed that the February 14, 2019 AAC meeting be cancelled as he will be gone and the new airport manager will not be here yet. All members agreed to cancel the February meeting and reconvene in March for the regularly scheduled AAC meeting. The cancelled meeting will be posted on the City website.

Adjourn – Bruce Lyon, Chairman

*Next regularly scheduled AAC Meeting, March 14, 2019 at 3:00p.m in the Jack Brown Conference Room.

Meeting was adjourned at 4:19 p.m. Minutes prepared by Jana Wasmund