

Version 1
Revision 2
September 4, 2025

Airport Operations Agreement

KGIF and F57

Winter Haven, Florida

Table of Contents

| | |
|---|----|
| Introduction/Maps Legend | 4 |
| General and Enhanced Operating Procedures..... | 5 |
| Runway Incursion Avoidance Plan | 6 |
| Communications | 7 |
| Future Mobile/Remote Tower Operations..... | 7 |
| Winter Haven Class G Airspace..... | 8 |
| VFR Traffic Patterns and Right-of-way Procedures..... | 9 |
| Seaplane Base Arrival and Departure Procedures..... | 10 |
| Helicopter Arrival and Departure Procedures..... | 11 |
| Calm Wind Operations..... | 12 |
| Practice Instrument Procedures..... | 13 |
| Overflight Procedures..... | 14 |
| Operator Contact Information and Signature Page..... | 15 |
| Record of Revisions..... | 16 |



Winter Haven Regional Airport

GILBERT FIELD

Dear Airport Tenants, Users, and Stakeholders,

We are pleased to announce the release of the Airport Operations Agreement for Winter Haven Regional Airport (KGIF), featuring newly developed Enhanced Operating Procedures (EOP). These procedures are designed to make our airspace safer, more predictable, and better aligned with the evolving operations at KGIF.

This document builds upon existing FAA Advisory Circulars, enhancing and adapting them for specific application at Winter Haven Regional Airport to meet the unique operational demands of our airfield and surrounding airspace.

The Enhanced Operating Procedures were developed through collaboration with the Airport Safety Committee, on-field commercial operators, and external experts—including Maj. Gen. Kurt F. Neubauer, USAF (Ret.), former United States Air Force Chief of Safety. Their expertise helped shape practical, high-standard procedures that enhance safety margins for flight schools, on-field businesses, and general aviation pilots.

This document is a living document and will be updated as the dynamics of airport operations change, particularly with the addition of the Remote Digital Control Tower on the horizon. As the EOP becomes standard practice or is incorporated into ATC procedures, it will be streamlined into our regular operational framework.

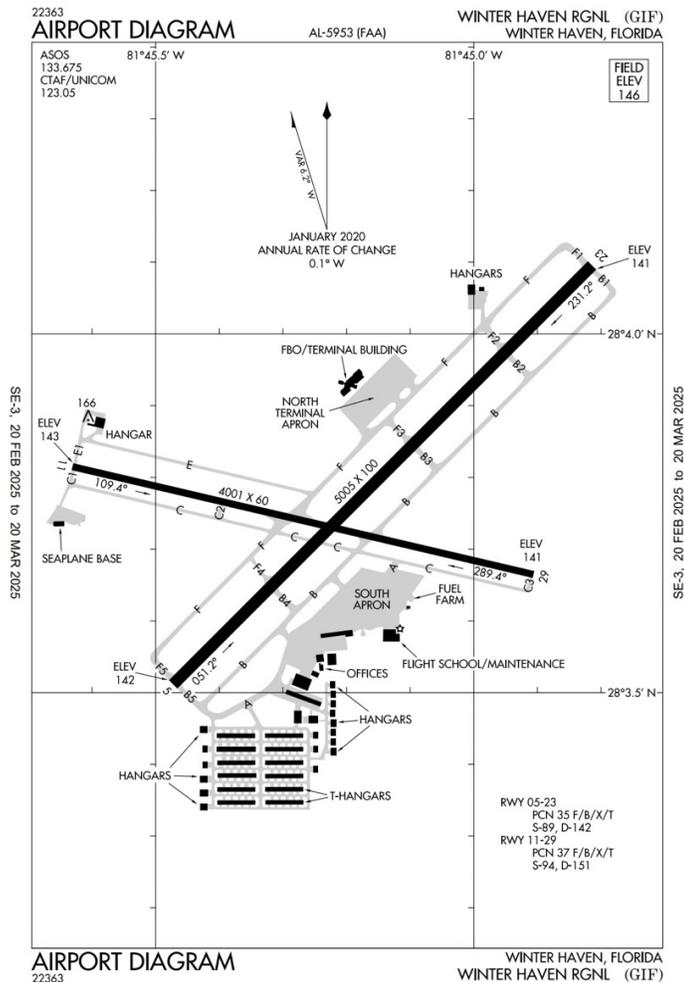
Thank you for your continued partnership and commitment to safe operations at Winter Haven Regional Airport.

Sincerely,

Troy Heidel
Airport Director
Winter Haven Regional Airport

Introduction/Maps and Legends

Winter Haven Regional Airport (KGIF) is a public use, non-towered, class G airport in central Florida used primarily for private air transportation as well as numerous flight training operations with over 80,000 airport operations each year. KGIF uses runways 5 & 23 as well as runways 11 & 29. Runways 5 and 11 are equipped with RNAV GPS instrument approaches. There is also a VOR-A approach to KGIF from the Lakeland (LAL) VORTAC. Adjacent to the Winter Haven airport to the southwest is Jack Brown's Seaplane Base (F57). F57 is a registered, public use seaplane base with a north-south water lane on Lake Jessie. Here, and in the near area, Brown's conducts extensive seaplane training and certification flights. The airport is also home to Blue Line Aviation, Flight Training 101, Metro Aviation, the Winter Haven Campus of the Central Florida Aerospace Academy and the Aspiring Aviators Aero Club.



General and Enhanced Operating Procedures

Due to the high-tempo operations of aircraft flying under Visual Flight Rules (VFR) and Instrument Flight Rules (IFR) as well as land-based fixed-wing and helicopter traffic intending to land at the airport, plus float/amphibious traffic landing on nearby lakes, this **Operations Agreement** serves as the established **General** operating procedures used to separate local and transient traffic vertically and horizontally while maintaining a safe operating environment for all aircraft in the vicinity of KGIF.

This agreement also emphasizes **Enhanced** operating procedures (EOP) that establish important agreed-upon procedures increasing safety margins for local flying schools and on-location general aviation pilots. Once these enhanced procedures become routine or are incorporated in established Air Traffic Control procedures used by Remote Tower controllers at Bartow Executive Airport, they will be removed from highlighted procedures in this document.

Runway Incursion Avoidance Plan

In accordance with the Rules and Regulations for Winter Haven Regional Airport, Section 2, Entry to AOA or Other Restricted Areas, no Person shall enter the AOA or other Restricted Area of the Airport except Persons who enter in accordance with clearance pursuant to the security program established by the Airport Administration.

The Winter Haven Airport Director published procedures and policies for vehicle access and operation on the movement and safety areas of the airport. Ground vehicle operators at KGIF must prioritize safety by understanding airport procedures, communicating clearly using the Common Traffic Advisory Frequency (CTAF) 123.05, and yielding to aircraft moving on the ground or in the pattern. Vehicle operators should be familiar with airport markings, lighting, and signage, and should always be prepared to stop and look for aircraft before crossing runways or taxiways.

Key Considerations for Ground Vehicle Operations:

- Announce intentions and location before entering any runway or taxiway.
- Be aware of the standard left-hand traffic pattern at KGIF and the need to yield to landing or departing aircraft.
- Vehicles operating on the airfield should be clearly marked and lighted for safety, particularly at night.
- Some aircraft flying in KGIF's pattern may not have radios, so be prepared to see and avoid them.
- Aircraft always have the right-of-way on runways and taxiways.
- Pull over and give way to emergency vehicles with lights and sirens activated.
- Drivers should remain free from distractions, including cell phones or any audio devices other than a radio tuned to CTAF

Specific Actions for Vehicle Operators:

- Before entering a runway or taxiway, stop, look both ways and listen for aircraft.
- Continuously monitor the CTAF for traffic updates and announcements.
- Communicate position and intentions clearly and concisely using proper phraseology.
- If an aircraft is approaching to land on a runway you need to cross, stop well clear of the runway and wait for the aircraft to land and clear your route.
- Be aware of your surroundings and maintain a safe distance from aircraft.
- If unsure about any procedure, ask for clarification from airport operations

Enhanced Operating Procedure:

When vehicle operators approach the runways and taxiways at KGIF, stop, look both ways and listen for aircraft landing or taking off. Vehicle windows should be open, and drivers should alert others before using a taxiway or runway by making an appropriate radio call on 123.05. Drivers should cross runways at the approach or departure end whenever feasible and will avoid using cellular phones while driving on the AOA.

Communications

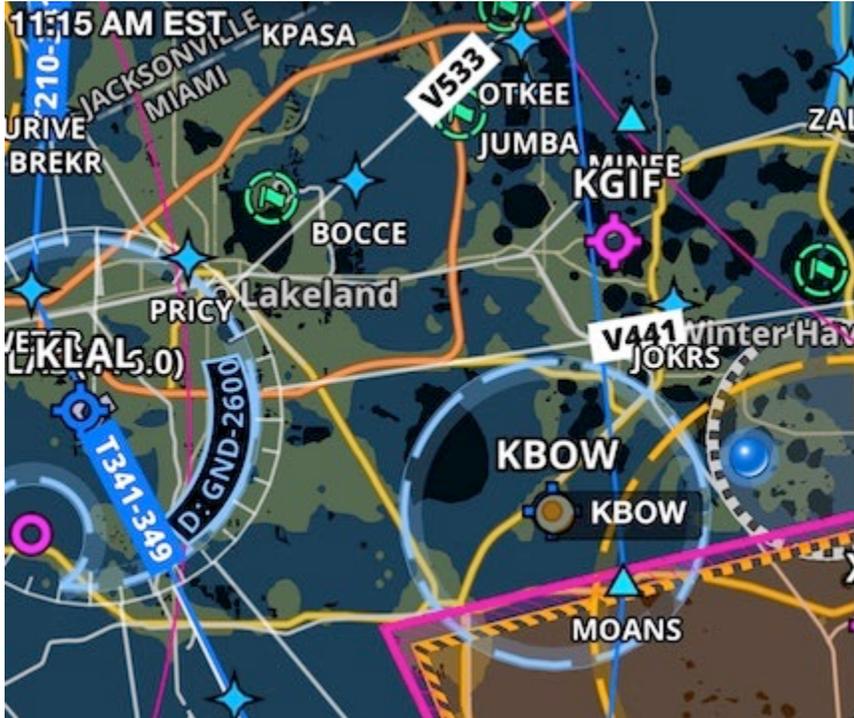
The Federal Aviation Administration (FAA) has designated 123.05 as the Common Traffic Advisory Frequency (CTAF) for the area surrounding KGIF. The CTAF gives pilots the opportunity to announce their position and intentions when entering or exiting the area. It is recommended that pilots intending to land at KGIF or F57 announce their position and intentions at 10 miles, 5 miles, entering the downwind, base and final or when selecting landing direction at the seaplane base. This frequency serves as the primary method for aircraft to deconflict with each other, but it is important to acknowledge that aircraft are not required to be equipped with a radio to operate at KGIF or F57. This single frequency is also used by five other surrounding non-towered airports and often gets very busy during daylight hours.

The Airport Director is applying for a change to KGIF CTAF frequency so that the airport has a less-cluttered frequency for day-to-day operations.

Future Communications and Remote Tower Operations

The City of Winter Haven is applying to the FAA and FCC for a new frequency to be used during Mobile Tower operations. This interim period will assist the airport in developing Air Traffic Control capabilities and procedures to be used in a Remote Digital Tower operation using tower controllers stationed at Bartow Executive Airport. More information will be provided in this document when available.

Winter Haven Class G Airspace



Seaplane Arrival and Departure Procedures

Arrivals and departures from the seaplane base will prioritize a north-south takeoff and landing lane. Some factors influencing this decision will be wind direction and velocity, airport traffic flow and emergency landing opportunities. The red, blue and white lines on Diagram 1 below represent both an approach and departure path. With a north wind, while runway 5 is in use, seaplanes will depart to the north and follow the red line, initially paralleling runway 5 then breaking off to the north to stay over water. With easterly winds and runway 11 in use, the seaplane pilot will generally depart to the south along the blue line and fly away from the runway and traffic pattern. With a westerly wind and 29 in use, seaplanes can either depart to the west and follow the white line on the south side of 29 or depart to the south and follow either the white or blue lines. Inside 1 mile from the airport, seaplanes will maintain 500' MSL to avoid runway traffic. When clear of the 500' zone depicted in yellow, seaplanes can be expected at 700' MSL but no higher than 900' MSL per the F57 chart supplement. If a pattern conflict arises, the seaplane pilot will yield right of way to airplanes in the KGIF traffic pattern and "hold" over Lake Cannon or the north end of Lake Mariana until airport traffic is clear and a safe approach can be made into the seaplane base.



Diagram 1

Helicopter Arrival and Departure Operations

These operating procedures establish the helicopter arrival and departure routes to and from KGIF in an effort to lessen the noise impacts to the residents living in close proximity to the airport and seaplane base. The Pilot in Command of the helicopter has the final responsibility for the safe operation of the aircraft while following the agreed upon procedures in this document. The PIC will utilize CTAF 123.05 when operating to/from KGIF and will use the preferred calm wind (<5Kts) Runway 5 procedures at the airport when necessary, or the appropriate runway for prevailing winds if greater than 5Kts. The PIC will avoid other traffic at the airport including arrivals and departures from Brown's seaplane base. The PIC will endeavor to minimize ground run up times between the hours of 7pm and 8am and will follow the departure and arrival routes as delineated on Figure 1. The PIC may also choose to use arrival procedures as outlined in any applicable chart supplements published by the Federal Aviation Administration (FAA). The PIC will depart and approach the KGIF boundary at an altitude of five hundred (500) feet AGL or greater but less than the pattern altitude of 1,000 feet MSL. He will also remain clear of the approach and departure patterns for F57 normally flown at or below 700 feet MSL.

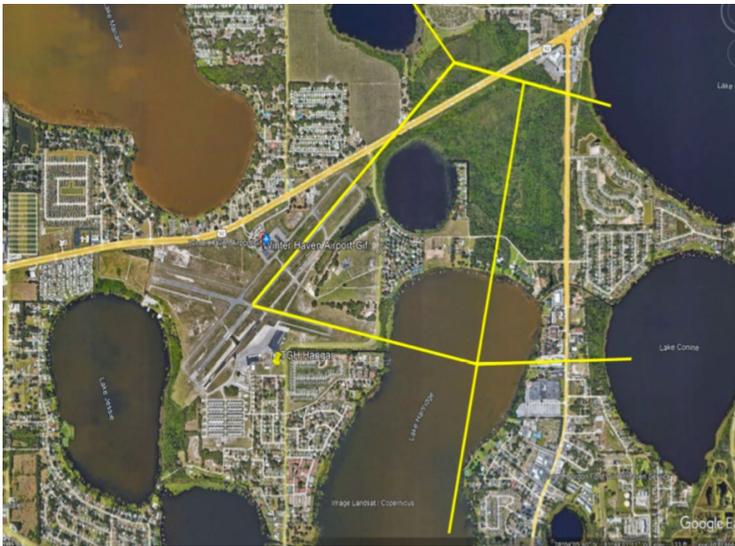


Figure 1

Calm Wind Operations

The KGIF chart supplement issued by the FAA requests all pilots use runway 5 when the wind is calm or light in the local area. The WH Regional Airport Safety Committee determined this number to be less than 5 knots. This operating procedure is for the safety of seaplane operations since the glassy water effect on seaplane pilots precludes normal depth perception during the landing phase. If local airport traffic use runways other than runway 5 during calm winds, it is more difficult to sequence the seaplane's safe approach and landing.

Enhanced Operating Procedure:

When winds are less than 5 knots at Winter Haven Regional Airport, all local flight schools and assigned GA aircraft will use Runway 5. Pilots landing at Brown's Seaplane Base in calm water will use the northbound lane. This landing direction gives seaplane pilots the best visual cues for a safe landing. The procedure also permits seaplane pilots to take off to the north on Lake Jessie without crossing the paths of land planes using other runways at the airport.



Figure 2

Practice Instrument Procedures

An Instrument Approach Procedure (IAP) is defined as a series of predetermined maneuvers by reference to flight instruments with specified protection from obstacles and assurance of navigation signal reception capability. It begins from the initial approach fix, or where applicable, from the beginning of a defined arrival route to a point (1) from which a landing can be completed; or (2) if a landing is not completed, to a position at which holding or enroute obstacle clearance criteria apply. Instrument-rated or upgrading pilots often practice instrument approaches during VMC conditions under control of ATC or when accompanied by an appropriate instructor – or safety - pilot on board the aircraft. KGIF is a popular training location due to multiple approach procedures available, but there isn't a control tower to sequence traffic. KGIF is equipped with a GPS RNAV approach to runway 5 with Lateral Navigation minimums, a GPS RNAV 11 with Lateral Precision Vertical minimums and a VOR-A approach originating over the Lakeland VORTAC as depicted on the following pages. While approaching KGIF for practice instrument procedures, pilots should adhere to the VFR straight-in right of way rules found in 91.113 and listed in the General Procedures section of this operating agreement. During these straight-in approaches, VFR traffic established in the airport pattern may be flying a ground track to a different runway based on prevailing winds. In this case, pilots practicing instrument procedures should **discontinue** their straight-in approach by staying outside the airport traffic area, unless all aircraft in the patterns at KGIF and F57 agree to adjust their procedures.

Enhanced Operating Procedure:

Pilots intending to practice instrument procedures at KGIF will yield 'right of way' to aircraft already in the pattern for the preferred runway based on prevailing winds. When a potential conflict arises, pilots on the straight-in ground track will discontinue their approach unless all aircraft in VFR patterns agree to make necessary adjustments.

Overflight Procedures

Pilots intending to overfly KGIF should broadcast their position and intentions on CTAF 123.05 while approaching and/or overhead the airport. This Operating Agreement establishes the procedure that overflight should be done no lower than 2,000' MSL due to our **Large and Turbine Powered Aircraft** pattern altitude of 1500' MSL.

Operator Contact Information and Signature

| Operator | POC and Phone Number | Signature and date |
|---|---|---------------------------|
| Browns Seaplane Base | Ken Allen, Chief Instructor | |
| Blue Line Aviation | Sam Daniels, Chief Instructor | |
| Flight Training 101 | Richele Floyd, Chief Instructor | |
| Metro Aviation Inc. / TGH | Chief Pilot | |
| Sunrise Aviation | Jimmy Rayburn Chief Pilot | |
| Bartow Airport Director | John Helms, Airport Director | |
| Kingsky Aviation | Lance Kalil, Chief Pilot | |
| International Aero Academy | Chief Pilot | |
| Polk State Aviation Program | Chief Pilot | |
| NATCA Representative; Tampa Approach Control | Jen McCoy, National Air Traffic Controllers Association | |
| Aviation Research, Training and Services, Inc | Janine Kochan | |
| Aspiring Aviators Aero Club | Brian Hughes | |
| All KGIF Assigned GA Aircraft | Info only | |

