

# WINTER HAVEN

## *The Chain of Lakes City*

AIRPORT ADVISORY COMMITTEE MEETING  
Winter Haven Regional Airport (KGIF) Gilbert Field  
2073 U.S. Highway 92 West → Winter Haven → Florida → 33881  
Thursday → December 9, 2021 → 3:00 P.M.

1. **CALL TO ORDER** - Eddie McGuire, Vice-Chairman
2. **ROLL CALL** - Jana Wasmund, Airport Contract and Fiscal Specialist
3. **MINUTES APPROVAL** - Eddie McGuire, Vice-Chairman
  - a. November 10, 2021 Airport Advisory Committee Meeting
4. **PRESENTATIONS** - Flightline Cafe - Business Overview - Kal Scarvers, Owner
5. **OLD BUSINESS** - Alex Vacha, Airport Director
  - a. None
6. **NEW BUSINESS** - Alex Vacha, Airport Director
  - a. Federal Aviation Administration - Airport Rescue Grant - \$59,000 - November 10
    - i. Consent agenda item for approval at the upcoming City Commission Meeting - December 13
    - ii. Grant funds will be used towards the reimbursement of airport debt service payments
  - b. Endeavor Winter Haven - Guest Speaker - November 19
    - i. Topic of discussion: Aviation as an economic driver, the Polk State College aerospace program, personal experiences, and more. Guest speakers: Eric Crump, Jamie Beckett, and Alex Vacha
  - c. Airport Operations Technician I (P/T) - November 22
    - i. Collin Davis - Selected candidate amongst three (3) applicants interviewed
  - d. Airfield Facility Improvements - Installation began November 22
    - i. New LED lighting installed around the t-hangar buildings
    - ii. New LED lighting, benches, and trashcans ordered for the terminal building landside entrance
    - iii. North apron TECO LED lighting upgrades - November 30
  - e. ITB 22-09 Re-bid Airport Security Improvements - Bid opening: November 23 at 2:00 p.m.
    - i. No bids received.
    - ii. Project update provided by Brandon Hiers - AVCON, Inc.
  - f. IFQ 22-11 Annual Contract - Custodial Services - Bid deadline: November 29 at 2:00 p.m.
    - i. Bid responses are being evaluated. (10 received)
  - g. South Apron Rehabilitation Design, Bidding, and Construction Phase Engineering Services
    - i. Upcoming RFQ - Anticipated December, 2021 - January, 2022
  - h. Polk County Public Schools - Aviation Campus Development Discussion - November 18 & December 1
    - i. Proposed site evaluation - Blake Swafford, Hanson Professional Services
  - i. Upcoming Presentation - Progress Report on the Winter Haven Regional Airport - Alex Vacha
    - i. City Commission Meeting - December 13
7. **AIRPORT UPDATES** - Alex Vacha, Airport Director
  - a. FBO Update - Lucas Johnson, Airport Operations Technician II (Lead)
  - b. Jack Brown's Seaplane Base Parking Lot Rehabilitation - Design, Bidding, and Construction Engineering Serv.
    - i. Task Order Number Ten (10) - Hanson Professional Services, Inc. - \$25,000
    - ii. Consent agenda item for approval at the upcoming City Commission Meeting - December 13
  - c. Airport Security Improvement Project - Re-bid ITB 22-09

- i. Project update provided by Brandon Hiers - AVCON, Inc. during item 6.a
- d. Taxiway B Rehabilitation, Lighting & Signage (Construction)
  - i. Ajax Paving Industries of Florida - Construction underway
  - ii. Notice to proceed (NTP) October 25, 2021 (167 days for construction - April 14, 2021)
  - iii. Construction update provided by Brandon Hiers, AVCON, Inc.
- e. Business, Marketing, and Management Program Development - Hanson Professional Services, Inc. & Clark/Nikdel/Powell, Inc. (CNP Agency)
  - i. Marketing and branding meeting held with CNP Agency - November 22
  - ii. Three (3) week public comment period held for draft Airport Rules and Regulations and Minimum Operating Standards
  - iii. Project update provided by Blake Swafford, Hanson Professional Services

8. **PUBLIC COMMENTS & ITEMS NOT ON THE AGENDA**

This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Issues brought up may not be discussed in detail at this meeting. Issues will either be discussed by the Airport Director and the Committee Members or will be scheduled for consideration at a future meeting. Comments are limited to five (5) minutes.

9. **COMMITTEE MEMBER COMMENTS**

This section is reserved for Airport Advisory Committee Members' comments. Issues may either be discussed by the Airport Director or may be scheduled to be discussed in detail at a future meeting.

10. **NEXT MEETING DATE AND TIME** - Eddie McGuire, Vice-Chairman

- a. Thursday, January 13, 2022 at 3:00 P.M.

11. **ADJOURN** - Eddie McGuire, Vice-Chairman

**IF YOU WOULD LIKE TO CALL INTO THIS MEETING INSTEAD OF ATTENDING IN PERSON, PLEASE UTILIZE THE ZOOM ACCESS INFORMATION BELOW:**

Alex Vacha is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/87213902425?pwd=bnINSEcwak5rekdUd1VRbndzWG1oZz09>

Meeting ID: 872 1390 2425

Passcode: 381642

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