

Winter Haven Regional Airport (KGIF)
Airport Advisory Committee
December 9, 2021

Airport Advisory Committee Meeting called to order at 3:03 p.m. by Eddie McGuire, Vice Chairman

Roll call conducted by Alex Vacha, Airport Director

In Attendance: Eddie McGuire, Vice Chairman; Ben Shipps (left meeting at 4:05 p.m.); Alan Anderson, Alternate Member; Alex Vacha, Airport Director; Eric Crump, Polk State College Liaison; J.P. Powell, City Commissioner/Airport Liaison (via Zoom)

Absent: Bruce Lyon, Chairman; Katie Decker, Jeff Donalson

Approval of AAC Meeting Minutes by Vice Chairman McGuire

- a. Motion was made by Alan Anderson to approve the AAC Meeting Minutes from November 10, 2021. Motion carried by unanimous voice vote.

Presentation (Kal Scarvers, Owner of Flightline Café):

- a. Kal purchased the Flightline Café from Keisha Santana Doak on October 22, 2021
 - i. Currently have 6 staff members; Plan to hire 6 more so they can extend their operating hours from 7:00 a.m. to 7:00 p.m. to match the airport operating hours; It is difficult to find qualified employees; Pay ranges from \$10/hour for a table busser and dishwasher to \$15.00-\$16.00/hour for a head cook; Student employees are welcome to apply if they are age 15 or above
 - ii. Kal is planning to implement "Friday Family Night" and he plans to bring back "Fly and Dine" as soon as he has a larger staff; Catering service is also available
 - iii. A Flightline Café mascot has been ordered; the mascot will attend many of the local Winter Haven functions to promote the restaurant and the airport; Kal wants to build up their staff number before sending the mascot out into the community
 - iv. Kal plans to create a communication link between Flightline Café and the various Pilot Clubs in Florida to arrange fly-ins, which will benefit the restaurant and the airport as well.
 - v. The Tinsley Group of Winter Haven has been serving as a mentor to Kal as he begins his journey as a restaurant owner/operator; Commissioner Powell stated the Tinsley Group has shown outstanding leadership in the restaurant industry locally and in other areas of the country
 - vi. Airport Director, Alex Vacha and Lead Operations Technician, Lucas Johnson have been working with Kal to create marketing strategies with some of the local flight schools to bring them here for food and fuel.
 - vii. Kal hired a General Manager who will be starting next Tuesday
 - viii. Kal's contact phone number is 863-617-5236

Old Business (Alex Vacha, Airport Manager):

- a. None

New Business (Alex Vacha):

- 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 trash cans 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. Brandon Hiers of AVCON, Inc. stated we have received approval from the FDOT to forego future bidding and exercise direct negotiation with a contractor.
- 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
 - ii. Jamie Beckett, Director of Aspiring Aviators Aero Club, gave an update of the progress toward building the school on the airport property; discussion ensued
 - iii. Commissioner Powell voiced his approval and support for this future development
 - iv. Mr. Vacha stated that City leadership is fully supportive of this development; the Winter Haven School District is researching various types of modular units and if they will be sufficient to withstand hurricane winds
 - v. Motion was made by Ben Shipps to allow Mr. Vacha to spearhead this project with the school district, and to move forward with the plans for the Aerospace Academy at the Winter Haven Regional Airport. Alan Anderson seconded the motion. Motion carried by unanimous voice vote.
 - vi. Commissioner Powell encouraged Mr. Vacha to place this item on the City Commission agenda

Airport Project Updates (Alex Vacha)

- a. FBO Update (Lucas Johnson, Operations Technician II)
 - i. New Airport Operations Technician I starting on December 20th - Collin Davis
 - ii. Current Airport Ops Tech, Thang Dang, is an Embry Riddle graduate and an Army National Guardsman; leaving in January for 4 months for the Basic Officer Leaders Course (BOLC)
 - iii. We are still selling record breaking amounts of fuel
 - iv. Mr. Vacha thanked Lucas and the entire airport team for their outstanding response to an emergency landing that occurred in the midst of a fly-in of 60-70 aircraft; Lucas and the team skillfully handled the fly-in customers at the same time as responding to the emergency landing that occurred on the opposite end of the field
- 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 13th
- 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. Brandon Hiers of AVCON, Inc. stated the construction is going well; this project has been re-phased due to the large number of gopher tortoises that need to be relocated; Blake Swafford of Hanson Professional Services stated that the State of Florida has eased up on their requirements for gopher tortoise relocation as there are not enough existing farms for relocation within our region
 - iv. Mr. Vacha stated that Runway 5/23 will need to be closed for 3 days within the next week while they work out the Bravo 4 connection to the runway; tenants will be notified and a NOTAM will be issued
- 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. Blake Swafford of Hanson Professional Services stated we received several public comments, which were minor in nature, such as the right to park vehicles in the terminal parking lot for

several weeks while the owner is gone on an extended flight, and several comments that may take more research to review, such as determining the type of things that are allowed to be stored inside the hangars and Eagles Landing through the fence operation. Brandon Hiers of AVCON, Inc. also shared some comments, which will be reviewed. Thank you to everyone who took the time to read the documents and make comments.

- iv. Mr. Vacha had the opportunity to visit with several tenants who provided comments. Mr. Vacha let them know their comments are valuable and will be considered by the committee. Many tenants expressed that the rules and regulations were very well written and thorough.

Public Comments:

- a. Citizen David Lane shared the following comments:
 - i. Encouraged by the many positive comments and projects that have been proposed
 - ii. Had a chance to read the rules and regulations but did not make any official comments; it seems that some of the rules could be combined to make the list of rules shorter; when you have rules, you need to have consequences; Mr. Lane did not read anything about what will happen if the rules are not followed
 - iii. The Florida Flying Club Breakfast Club is a great way to market the airport.
 - iv. How can we spread the word that disabled or handicapped students can have a role in aviation?

Committee Member Comments:

- i. Alan Anderson inquired about the following things:
 - i. Is Katie Decker resigning from the Winter Haven Chamber of Commerce? Vice Chairman McGuire confirmed that she has accepted a new position in Lakeland and will be leaving soon.
 - ii. Mr. Anderson inquired about the new video cameras for the south side of the airport; Mr. Vacha stated the installation of the new cameras will be incorporated in the Security Project
 - iii. Will we be discussing the details for Sun 'n Fun at the next AAC meeting? Mr. Vacha stated that he and Lucas Johnson already began meeting to discuss Sun 'n Fun and they will share more details at the January AAC meeting
 - iv. Once the new rules and regulations are approved, will the airport administration conduct annual hangar inspections to ensure that everyone is following the guidelines? Mr. Vacha stated we will begin hangar inspections once the rules and regulations have been approved and will continue to do so on a regular basis over time.
- ii. Commissioner Powell shared the following comments and questions:
 - i. He drives past the airport on the way home from work every day and occasionally notices several business jets parked on the apron, which makes him realize we are doing something right
 - ii. Since we received funding from the FAA, do they have guidelines that prevent specific items from being stored in the hangars? Mr. Vacha stated the FAA's guidelines state that hangars must have an aircraft stored inside; however, the tenants may store non-aeronautical items as well, as long as they don't interfere with the movement of the aircraft; the decision as to which non-aeronautical items are allowed is left up to the local airport administration
 - iii. Commissioner Powell wished everyone a Merry Christmas, Happy Holiday and a safe and prosperous New Year

Next Meeting Date and Time:

- a. The next regularly scheduled AAC meeting will be **Thursday, January 13, 2021** at 3:00 p.m. in the Jack Brown Conference Room.

Adjourn – Vice Chairman McGuire

Meeting was adjourned at 4:17 p.m.

Minutes prepared by Jana Wasmund.

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