

**Winter Haven Regional Airport (KGIF)
Airport Advisory Committee
September 8, 2022**

Airport Advisory Committee Meeting called to order at 3:05 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; Tim Hubble; Ben Shipp; Alan Anderson; Alternate Member; Alex Vacha, Airport Director; Eric Crump, Polk State College Liaison

Absent: Jeff Donalson; J.P. Powell, City Commissioner/Airport Liaison

Approval of AAC Meeting Minutes by Chairman Bruce Lyon

- a. Motion was made by Vice Chairman McGuire to approve the AAC Meeting Minutes from August 11, 2022. Alan Anderson seconded the motion. Chairman Lyon noted that Eric Crump was listed in the August 11, 2022 draft minutes as the Liaison from Aerospace Center for Excellence at Sun 'n Fun; however, when he was originally appointed as a Liaison to the Airport Advisory Committee, he was representing Polk State College. Chairman Lyon mentioned that this appointment should be available in the City of Winter Haven's records. Discussion ensued. Vice Chairman McGuire made a motion to table the approval of the minutes until this matter is investigated properly. Alan Anderson seconded the motion.

Old Business (Alex Vacha):

- a. Review of the City of Winter Haven's Ordinance O-16-07 Airport Advisory Committee (AAC); Mr. Vacha stated that he is still working on the ordinance updates and will present them to the City Attorney's office soon; the final presentation will be tabled until a future AAC meeting. Mr. Vacha will review the AAC Resolution and update it at the same time
- b. Proposed Remote Air Traffic Control Tower Project - Mr. Vacha stated this project is pending state funding

New Business (Alex Vacha):

- a. Alex Thomas - New Airport Operations Technician I (Part time); Thang Dang has been promoted to Airport Operations Technician II (Lead)
- b. TECO Transformer Relocation - Completed August, 2022; During the relocation process, a tenant asked about several fire hydrants that may be too close to the centerline of the taxiway; Mr. Vacha is in the process of investigating this concern
- c. Facility Maintenance Projects & Lease Agreements New/Renewals - Completed/Underway
 - i. Airport administration staff has been working on many lease renewals and extensions
 - ii. Facility Maintenance
 - i. Responding to four hangar roof repairs, roof leaks and cleaning out clogged gutters; in addition to the City of Winter Haven facility maintenance staff, the City is working with an outside contractor to assist with these jobs when needed
 - ii. New funding for these types of jobs will be available on October 1, 2022 with the beginning of the new fiscal year

Airport Updates (Alex Vacha):

- a. FBO Update - Collin Davis, Airport Operations Technician II (Lead)
 - i. Fuel Sales: Jet-A and AvGas sales are above the five year average
 - ii. Will be purchasing new fuel buckets for morning Quality Control
 - iii. Zachary O'Donnell, Airport Intern with Discoverability, has completed his time with us; Mr. Vacha presented Zachary with his Safety First Certificate along with a photo collage of the many things he accomplished during his time at KGIF
 - iv. Airport Projects

- i. Sprayed weeds around airport perimeter, around fire hydrants, off Runway 11 and near the storage lockers
- ii. Purchased and installed light bulbs for various office spaces
- iii. Updated various Standard Operating Procedures (SOPs)
- iv. Took delivery of an electric Ground Power Unit (GPU); Should be operational in approximately one month

CONSTRUCTION

- b. Airport Security Improvement Project
 - i. SEMCO Construction - Notice to Proceed: May 10, 2022
 - ii. Contract time: 224 calendar days until substantial completion (December 20, 2022)
 - iii. A few delays and additions to the project
 - iv. Upgrading specific technology
 - v. Completion should be January or February, 2023
- c. Central Florida Aerospace Academy (CFAA Winter Haven) - Airport Campus Development
 - i. Infrastructure completed (Parking lots, landscaping, utilities)
 - ii. Classroom portables have been delivered
 - iii. Certificate of Occupancy should be delivered in approximately one month
 - iv. We are working with the school district to schedule a grand opening event

DESIGN

- d. Jack Brown's Seaplane Base Parking Lot Rehabilitation - Design, Bidding, and Construction Engineering Serv.
 - i. Task order for the construction phase is under review - Hanson Professional Services, Inc.; Mr. Vacha stated there are task order concerns; Blake Swafford of Hanson Professional Services stated the concerns are stabilization, mobilization and excavation; the bids have been very high
 - ii. Construction anticipated to begin: October, 2022
 - iii. Mr. Swafford stated we received a quote from Hubbard Construction; Mr. Swafford will respond to the quote; May consider bidding it out for a better price
- e. Airport Commerce Park Phase I
 - i. Design underway - Hanson Professional Services, Inc.
- f. Business, Marketing, and Management Program Development - Hanson Professional Services, Inc. Clark/Nikdel/Powell, Inc. (CNP Agency)
 - i. CNP Agency - Branding/Identity Development Project is underway
 - ii. New T-Hangar and corporate/executive hangar lease agreements - Under review
 - iii. Mr. Vacha stated he spoke with representatives from CNP Agency to ask how much more it would cost to receive several additional logo samples; CNP Agency stated we will have to pay the same amount we already paid again for any additional logo samples; Mr. Vacha is not in favor of doing this; our options are as follows:
 - i. Use one of the original logos presented by CNP
 - ii. Hire another company
 - iii. Use Aviation Academy students as a resource to design a new logo

Chairman Lyon suggested that we consider making an executive decision even though not everyone will agree on the same logo; Mr. Vacha stated that City of Winter Haven Public Affairs & Communication Director, Katrina Hill is working on a City wide logo project; we will work with her to decide on a new airport logo

PRE-DESIGN

- g. South Apron Rehabilitation Design, Bidding, and Construction Phase Engineering Services
 - i. RFQ 22-21 - Awarded to Hanson Professional Services, Inc.
 - ii. Federal Aviation Administration (FAA) grant (\$17,446) approved
 - iii. The design phase of this project is expected to begin in October, 2022
 - iv. Mr. Swafford suggested that we consider a new arrangement of the apron and helipad
- h. Mr. Vacha stated this has been a good fiscal year; a lot of projects were completed
 - i. Pickup truck ordered on October 1, 2021 has not been delivered yet
 - ii. We did not have a hospitality study as planned; however, we requested copies of two hotel land leases from Lakeland Linder Airport for review

- iii. We built the infrastructure to support a new aviation school
- iv. Thank you to the AAC members and meeting attendees for your support throughout the past year

Public Comments:

- a. Citizen David Lane shared the following comments
 - i. Mr. Lane mentioned an incident that occurred at an airport in Mississippi where a worker stole a twin-engine plane; Mr. Lane asked if KGIF has rules that are being enforced to prevent this sort of incident here
 - ii. On September 20, 2022, City University will be held at the Winter Haven Airport conference room with the subject of City Growth
 - iii. Mr. Lane wondered if airport administration has a 5 year expansion plan and budget funds for marketing; Mr. Vacha stated we have a budgeted amount for marketing which includes FBO development and general airport development; we currently have a nice display with brochures; Chairman Lyon stated there are a lot of projects coming with various partnerships; Brandon Hiers, representative of Garver USA, stated the airport has a five to ten year development plan in place

Committee Member Comments:

- a. Tim Hubble stated we need to create more spaces for businesses, such as new hangars
- b. Ben Shipps thanked the airport staff for being pro-active and helpful
- c. Vice Chairman McGuire stated we need to continue to work on bringing businesses here
- d. Chairman Lyon asked if the I.T. Department staff is asking to adjust things for the security project; Mr. Vacha stated they will be changing the way the fiber is run; however, there will be added expenses; the I.T. Department may pay for some of the changes
- e. Chairman Lyon stated the vacant land needs to be ready to go with all utilities and permits to attract new investors; the Winter Haven Economic Development Council (WHEDC) is crafting a labor market study; Winter Haven has grown by 60% since 2010; shortage in labor market; The WHEDC will be starting an entrepreneurship program; They will have a coordinator for this program beginning October 3, 2022
- f. Chairman Lyon thanked Mr. Vacha for his leadership

Next Meeting Date:

- a. The next regularly scheduled AAC meeting will be Thursday, October 13, 2022 at 3:00 p.m. in the Jack Brown Conference Room

Adjourn – Chairman Lyon

Meeting was adjourned at 4:09 p.m.

Minutes prepared by Jana Wasmund.