

**Winter Haven Regional Airport (KGIF)**  
**Airport Advisory Committee**  
**October 13, 2022**

**Airport Advisory Committee Meeting called to order at 3:04 p.m. by Eddie McGuire, Vice Chairman**

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

**In Attendance:** Eddie McGuire, Vice Chairman; Tim Hubble; Alan Anderson; Alternate Member; Alex Vacha, Airport Director; J.P. Powell, City Commissioner/Airport Liaison; Eric Crump, Polk State College Liaison

**Absent:** Bruce Lyon; Chairman; Jeff Donalson; Ben Shipps

**Approval of AAC Meeting Minutes** by Vice Chairman Eddie McGuire

- a. Mr. Vacha stated the past four months of AAC meeting minutes are being presented today for approval based on the conversation from the September 8, 2022 AAC meeting regarding Eric Crump's position as Polk State College Liaison to the AAC. The City Commission appointed Mr. Crump as Polk State College Liaison to the AAC on August 8, 2016. Mr. Crump stated that although his primary employment has changed from Polk State College to the Aerospace Center for Excellence at Sun 'n Fun, he is still a faculty member at Polk State College. Motion was made by Alan Anderson to approve the AAC Meeting Minutes from June 9, 2022, July 14, 2022, August 11, 2022, and September 8, 2022 listing Mr. Crump as the Polk State College Liaison to the AAC. Tim Hubble seconded the motion. Motion carried by unanimous voice vote.

**Presentation of Hurricane Ian Recovery Update (Alex Vacha):**

- a. Mr. Vacha shared a PowerPoint Presentation (Please review **Exhibit "A"**)
  - i. Citizen David Lane asked if the airport staff was trained for hurricane preparedness prior to the arrival of Hurricane Ian
    - i. Lead Operations Technician, Collin Davis, stated that he and Thang Dang coordinated the staffing schedule with all of the Operations Technicians one week prior to the storm; Airport staff contacted all of the airport tie down tenants to offer assistance in securing their aircraft; Ten aircraft were moved from tie down into Hangar #10; all loose items on the airfield were secured; staff gathered and filled sand bags and distributed them to the airport business owners
    - ii. Alan Anderson suggested recording all of the things we did to prepare for the hurricane in a binder for future reference; Mr. Vacha stated this was a great idea and we will plan to do that
    - iii. Tim Hubble stated he was pleased with the quick response to repair his damaged hangar roof

**Old Business (Alex Vacha)**

- a. Review of the City of Winter Haven's Airport Advisory Committee (AAC) Ordinance O-16-07 is tabled until the November 10, 2022 AAC meeting
- b. Proposed Remote Air Traffic Control Tower Project - Update
  - i. \$6.2 million grant application to FDOT Aviation office; The FDOT has committed \$3.1 million, which is enough to cover the cost of the remote tower in Bartow and the remote tower in Winter Haven
  - ii. Nicole Valentine, The Washington Consulting Group, Inc., stated they will likely proceed with the Remote Air Traffic Control School even if they do not receive the remainder of the funding for building upgrades
- c. Central Florida Aerospace Academy (CFAA Winter Haven) – Airport Campus Development Update
  - i. As a result of Hurricane Ian, this project has been delayed
    - i. Remaining items include: ramps, utilities, electric meter can, sidewalks, and fencing
    - ii. Polk County School District grand opening ribbon cutting has not been scheduled
    - iii. Article in the Ledger yesterday - Air traffic control education program; Polk County School District will connect their CFAA Winter Haven program with ATC curriculum.

**New Business (Alex Vacha):**

- a. Central Florida Aerospace Education Consortium - Annual Meeting - Sept. 16, 2022
- b. City University - Session 2 - Growth and All That Comes With It - Sept. 20, 2022
  - i. Mr. Vacha presented with M.J. Carnevale, City of Winter Haven Public Works Director and Eric Labbe, City of Winter Haven Department of Economic Opportunity and Community Investment Director
  - ii. Citizen David Lane stated the meeting went very well; we need to spread the word to more citizens
- c. Winter Haven Rotary Club - Airport Presentation - Sept. 22, 2022
- d. Girls in Aviation Day - Sun 'n Fun - Sept. 24, 2022
  - i. Collin Davis and Thang Dang, Airport Operation Lead Technicians, set up a booth to represent Winter Haven Regional Airport and visited with many of the attendees
- e. New FY 22/23 Projects
  - i. Jack Brown's Seaplane Base Parking Lot Rehabilitation - Construction
  - ii. Airport Commerce Park Phase I - Construction
  - iii. Terminal Building Rehabilitation - Construction
    - i. The City of Winter Haven budgeted \$150,000 for wood replacement, painting, etc.
  - iv. South Apron Rehabilitation - Design

#### **Airport Project Updates (Alex Vacha):**

- a. FBO Update - Collin Davis, Airport Operations Technician II (Lead)
  - i. Fuel Sales - Please review **Exhibit "B"**
  - ii. Ground Power Unit (GPU) - Staff have been trained; New gate installed on the north side of the terminal building for convenient storage and retrieval of the GPU when needed; We will offer an introductory discount rate for GPU service for a period of time
  - iii. Staff conducted routine airfield lighting maintenance by replacing taxiway and runway lights, mother boards, etc.

#### 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. Lots of moving parts, such as gate installations, new cameras, etc.
  - iv. Two month delay as a result of difficulty identifying existing conduit
  - v. Working with contractor for a time extension
  - vi. Some increased costs as a result of the unforeseen difficulties
  - vii. Change of gate access will be gradual and clearly explained to all tenants
- c. Jack Brown's Seaplane Base Parking Lot Rehabilitation - Design and Construction Engineering Services
  - i. Task order for the construction phase is under review - Hanson Professional Services, Inc.
  - ii. Blake Swafford of Hanson Professional Services stated the pricing has increased as a result of inflation; they are working on cutting costs for us
  - iii. Construction anticipated to begin December, 2022
- d. Airport Commerce Park Phase I
  - i. Design underway - Hanson Professional Services, Inc.
- e. Business, Marketing, and Management Program Development - Hanson Professional Services, Inc. & Clark/Nikdel/Powell, Inc. (CNP Agency)
  - i. New T-hangar and corporate/executive hangar lease agreements - Under review
  - ii. Tim Shea of AVCON, Inc. stated annual hangar rent adjustments are required by the FAA

#### Pre-Design

- f. 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 (\$298,968) and FDOT grant (\$17,446) approved
  - iii. Professional Consulting Services Agreement - Hanson Professional Services - Requesting City Commission approval on October 24, 2022
  - iv. Blake Swafford shared a PowerPoint Presentation - Please review **Exhibit "C"**
    - i. Three considerations: Safety, Efficiency, and Preparation for future development

#### **Public Comments:**

- a. Citizen David Lane shared the following comments:
  - i. 21<sup>st</sup> Street, NW needs to be widened to accommodate the airport growth; need to request the addition of a traffic light on the corner of 21<sup>st</sup> Street, NW and U.S. 92
    - i. Mr. Vacha stated this intersection is in the Runway Protection Zone (RPZ); FDOT is doing a road resurfacing project on U.S. 92 and will be adding a 10 foot bicycle lane; We are working on an exception for this
    - ii. Blake Swafford stated the RPZ is already in non-conforming use; DOT Highway has conducted a roadway use study
  - ii. Is the discussion regarding a future hotel premature at this point? Possibly upgrade U.S. 17 motels for now
  - iii. Possibly display a video near the airport terminal lobby entrance with a re-cap of the airport services and have literature to hand out
  - iv. Non-profit foundations may have grants available that would benefit the airport
  - v. What is our plan to increase the number of people who will fly in here to purchase fuel? That's a marketing kind of thing. Everybody says we are in cooperation with all airports in Polk County and the adjoining area, but there are a number of areas where we are in competition and I would think fuel sales would be one of those areas. If we could figure out a way to lure people who go to other airports, I think that would be a good idea.
- b. City Commissioner J.P. Powell shared the following comments:
  - i. 21<sup>st</sup> Street, NW is maintained partially by the City of Winter Haven and partially by the County; Sidewalks were recently added on 21<sup>st</sup> Street, NW from Havendale Blvd. to the south side of the airport near the new subdivision; Not cost effective to widen 21<sup>st</sup> Street, NW; This street used to dead end into the airport; When Hartridge Hills Subdivision was built, the City added a paved road to U.S. 92
  - ii. Glad to hear that everyone survived Hurricane Ian and grateful for those who have attended the AAC meeting today

**Committee Member Comments:**

- a. None

**Next Meeting Date and Time:**

- a. The next regularly scheduled AAC meeting will be **Thursday, November 10, 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.