
AIRPORT MASTER PLAN STEERING GROUP

CITY OF LAKE CITY

October 28, 2021 at 4:00 PM
Venue: City Hall

AGENDA

The meeting will be held in the City Council Chambers on the second floor of City Hall located at 205 North Marion Avenue, Lake City, FL 32055. Members of the public may also view the meeting live on our YouTube channel. YouTube channel information is located at the end of this Agenda

Call to Order

Roll Call

Minutes

- [1.](#) October 13, 2020

Approval of Agenda

Persons Wishing to Address Committee

Citizens are encouraged to participate in City of Lake City meetings. The City of Lake City encourages civility in public discourse and requests that speakers direct their comments to the Chair. Those attendees wishing to share a document and or comments in writing for inclusion into the public record must email the item to submissions@lcfla.com no later than noon on the day of the meeting. Citizens may also provide input to individual council members via office visits, phone calls, letters and e-mail that will become public record.

Old Business - None

New Business

Airport Master Plan Steering Group - Meeting Updates (Chris Johnson)

- [2.](#) Revised Project Process and Approach

Airport Master Plan Steering Group to provide input and recommendations to City's Airport Advisory Council and City Council, no formal voting anticipated; final approval authority of master plan is City Council.

3. Airport Facilities Overview

4. FAR Part 77 - Objects Affecting Navigable Airspace, Standards for LCQ
5. FAA AC 150/5300-13A Airport Design, Standards for LCQ
6. FDOT Pavement Assessment of LCQ
7. Facility Requirements Summary: Runways
8. Facility Requirements Summary: Taxiways
9. Facility Requirements Summary: Airfield Facilities
10. Facility Requirements Summary: General Aviation Facilities
11. Facility Requirements Summary: Airfield Support Facilities
12. Facility Requirements Summary: Miscellaneous
13. Questions, Input, Recommendations, and Comments
14. Next Steps

Future Topics

Schedule Next Meeting

Adjournment

Youtube Chanel Information

Members of the public may also view the meeting live on our Youtube channel at:
<https://www.youtube.com/c/CityofLakeCity>

Pursuant to 286.0105, Florida Statutes, *the City hereby advises the public if a person decides to appeal any decision made by the City with respect to any matter considered at its meetings or hearings, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

SPECIAL REQUIREMENTS: *Pursuant to 286.26, Florida Statutes, persons needing special accommodations to participate in these meetings should contact the **City Manager's Office at (386) 719-5768.***

File Attachments for Item:

1. October 13, 2020

October 13, 2020

Master Plan Update TAC Meeting #1 (Virtual) Sign-In Sheet

Name	Organization	Email	Present ?
Joseph Helfenberger, City Manager	City of Lake City	helfenbergerj@lcfla.com	
Jake Hill, Council Member	Airport Advisory Board	hillj@lcfla.com	
Roland C. Luster, Airport Manager	Lake City Gateway Airport	lusterr@lcfla.com	✓
Brad Byrd, Operations Coordinator	Lake City Gateway Airport	byrdb@lcfla.com	✓
David Kraus, Assistant County Manager	Columbia County	David_kraus@columbiacountyfla.com	
Stephen Coley, VP / General Manager	HAECO	Stephen.coley@haeco.aero	✓
Mike McKee, Executive Director of Media & Public Information	Florida Gateway College	Mike.mckee@fgc.edu	✓
Mike Williams, President	Lake City / Columbia County Chamber of Commerce	mike.williams@nutrien.com	✓
Donna Whitney, District Aviation Coordinator	FDOT - District 2	Donna.Whitney@dot.state.fl.us	✓
Kyle Coffman	FDOT	Coffman_Kyle@dot.state.fl.us	✓
Nick Harwell, Airport Planning Manager	FDOT - Tallahassee	Nick.Harwell@dot.state.fl.us	✓
Jennifer Ganley, Program Manager	FAA	Jennifer.Ganley@faa.gov	
Jenny Iglesias-Hamann, Community Planner / Program Manager	FAA	jenny.iglesias-hamann@faa.gov	✓
Jay Vass, Pilot	Lake City Gateway Airport	jayvass@hotmail.com	✓
Andrew Holesko, Chief Executive Officer / Senior Planner	Passero Associates	aholesko@passero.com	✓
Chris Johnson, Airport Planner II	Passero Associates	cjohnson@passero.com	✓

CWTS
JANSON

College

Airport Master Plan Update

Master Plan Meeting Notes

October 13, 2020

Lake City Gateway Airport, 3524 US-90, Lake City, FL 32055

Meeting Topic: Lake City Gateway Airport (LCQ) Master Plan: TAC #1 Meeting

The following meeting notes are summarized from Tuesday October 13, 2020 related to the Technical Advisory Committee (TAC) Meeting 1 for the LCQ Airport Master Plan. This meeting provided a general overview of the project and airport master plan components, then transitioned to a discussion on airport goals and a Strengths, Weaknesses, Opportunity, Threats (SWOT) analysis.

Please note that the meeting notes below do not represent verbatim discussion, but rather general theme and action items. And, considering that the topics listed below are taken from the first meeting of the advisory committee, no decisions have yet been made regarding the future planning and development of the airport, based on that day's input.

Meeting Commenced: 10:15 am (Introductions)

- **Introductions:** Chris Johnson (C. Johnson) started the meeting with introductions.
- **Presentation (Part 1):** C. Johnson explained that the presentation is broken into to two parts. The first is the framework of the airport master plan, followed by open discussion on Potential Goals and the SWOT Analysis.
 - C. Johnson provided a brief overview of the agenda.
 - C. Johnson introduced the project team. The project team and their role are as follows:
 - Passero: The primary consultant who will be managing the progress, production and completion of the Airport Master Plan and ALP Update.
 - Geomatics: Exhibit A Airport Property Inventory Map preparation.
 - GPI: Aerial Surveying and Mapping.
 - Taffy Pippin Consulting, LLC: DBE Plan and Goal Establishment.
 - C. Johnson reviewed the master plan process that will be followed and spoke about key milestones,
 - Aviation Demand Forecast review and approval by the FAA and FDOT.
 - Sponsor Approval of final document drafts.
 - FAA/FDOT Conditional Approval of the final Master Plan and ALP.
 - C. Johnson discussed the purpose for updating the master plan and ALP.

- C. Johnson described airport master plans as planning documents that act as road maps which help Sponsors (such as the City of Lake City) understand how their airport is operating currently, and how their airport may operate and develop 5, 10 and 20 years into the future.

Input from the TAC is also a vital part to preparing airport master plans, gathering and documenting input from on-airport and off-airport professionals.

- Regarding content, airport master plans include the following analysis:
 - Airport Inventory.
 - Aeronautical (Demand) Forecasts.
 - Design Standards.
 - Airport Demand Capacity/Facility Requirements.
 - Preliminary Environmental and Sustainability.
 - Public Information Program; and,
 - Capital Improvement Program Update.
- **Presentation (Part 2):** C. Johnson started the Open Discussion with providing goals that are general in nature, and apply to most airports. However, it is clearly noted that every airport is unique in many ways, and logically may require different facilities and services. Therefore, developing goals highly specific to an individual airport is important.
- C. Johnson provided the TAC with 15 minutes of preparation time to individually prepare potential goals for LCQ. Please note that some of the TAC members concurred with many of the general airport goals. Therefore, for the sake of redundancy, general goals will only be mentioned in the list below once.

The proposed goals are as follows:

- General Airport Goals:
 - Improve Airport infrastructure.
 - Ensure that adjacent land uses are compatible to the Airport development.
 - Provide safety and security to the Airport.
 - Promote Economic Impact for the Community.
 - Increase Revenue at the Airport to ensure financial Self-Sufficiency (for operations and to generate local grant match of airport improvement funds).
- Goals Provided from Open Discussion with the TAC members and City staff:
 - Partner with developments adjacent to the airport
 - Potential aviation program with the Florida Gateway College, and/or St. Leo University.
 - Logistic operation with the adjacent Industrial Park (Catalyst site to the East of the Airport).
 - Review existing rental leases and revise to ensure that the lease agreements are equivalent to the Fair Market Value (FMV).
 - Tree removal Off-Airport property to reinstate the RNAV approach for night minimums on Runway 10-28 (Property owner with tree hazards wants to be

compensated for tree removal). Also, possibly relocate public road in Runway 28 approach.

- Address potential wildlife hazards at the Airport (i., buzzards, turkey vultures, coyotes, etc.).
- Provide fuel after-hours (contract fueling or allowing self-serve with kiosk).
- Provide a staging area for FEMA.
- Agriculture storage.
- Protect and possibly purchase land off Runway 28.
- Update the local Comprehensive Plan with an Airport Overlay district to ensure land use compatibility adjacent to LCQ.
- Reclaim Displaced Threshold on Runway 23.
- Must build more hangars, large and small, to address existing and future tenant needs.

o SWOT Analysis

The discussion on potential Airport goals led directly into a discussion on the Strengths, Weaknesses, Opportunities and Threats (SWOT) for LCQ.

- Strengths (Internal to the Airport):
 - No landing fees at LCQ.
 - Good airfield capacity.
 - Availability of vacant on-Airport land adjacent to U.S. 90 and Route 100.
 - Industrial Park adjacent to the Airport could provide opportunities to partner with the Airport which could be another revenue source for the Airport.
 - Good ground transportation and access to major thoroughfares adjacent to the Airport.
 - Available (empty) HAECO hangar 4 provides marketability for aviation and non-aviation services – potential additional revenue source for the Airport.
 - Boosting the active Airport webpage by providing the availability of amenities that LCQ offers. These include fueling, recreation room, and aeromedical services to name a few.
 - The community residents are favorable towards the Airport. Minimal noise impacts on adjacent developments; and,
 - Vertower in place provides 24 hour recording of aircraft operations, improves security accessibility, and is easily monitored with a smartphone application.
- Weaknesses (Internal to the Airport)
 - Airport is highly dependent on 1 major business (HAECO); need to diversify airport tenant composition and encourage additional tenants and businesses to locate at LCQ.
 - Airport Security in some areas of airport perimeter, and need for new, modern access and control system.
 - Wildlife (e.g., Birds).
 - Only one major runway (HAECO mentioned that Runway 5-23 could potentially be a good secondary runway if Runway 10-28 is temporarily shut down. However, the width and length would need to be increased on Runway 5-23 to accommodate larger aircraft).

- Age of hangars, building systems, aircraft parking areas and related systems; and specific identification of funding partners, to establish a Facility Renovation Plan.
 - Lack of Run-Up pads.
 - Fuel storage at HAECO.
 - ATCT and ARFF operated by HAECO instead of outside FAA contract or City employees (FAA ATCT contract towers are contingent on total aircraft operations at the Airport); and,
 - Impact that the COVID-19 Pandemic currently has on tenants such as HAECO, and job maintenance and creation.
- Opportunities (External to the Airport)
 - Tenants such as HAECO who can partner with the Airport to cover expenses to enhance Airport security by upgrading gates to require key cards/fobs.
 - Rail spur tie-in to the Airport to increase intermodal opportunity.
 - Available land creates opportunity to build additional hangars – additional source of revenue for the Airport.
 - Continue to cultivate relationship with Intermodal Park.
 - On-field warehousing in vacant hangar, and/or on available airport land.
 - Ability to physically extend both runways.
 - Trade School/Part 147 School.
 - Partner with Florida Gateway College and/or St. Leo University.
 - HAECO could potentially provide financial assistance for students.
 - Aviation academy satellite campus similar to St. Leo University (Embry Riddle, FSCJ).
 - Build a flight school on Airport property. Also, there is a potential land partnership or sharing of land with Lake City Gateway College that could benefit all parties.
 - Work with local high school to establish a trade certification program that could transfer to a college in the future, for students.
 - Threats (External to the Airport)
 - Potential tenants not looking at LCQ due to the Airport having only one major runway.
 - Direct competition from other airports in northcentral and northeast Florida.
 - Growth outside of Airport property that could impact the Airport land use requirements.
 - Continued workforce issues (projected for the next 5 years) caused by the COVID-19 pandemic.
 - FDOT projects shortfalls of approximately 1.23 billion which could delay funding participation for projects.
- **Next Steps**
 - C. Johnson discussed the direct next steps in the master planning process. These steps are as follows:
 - Completion of Working Paper #1 (Chapters 1, 2 and 3).
 - FAA and FDOT forecast review and approval.

- ALP Preparation
 - Finalize aerial mapping and surveying; and,
- Next planned TAC meeting date (December 2020 – January 2021).

- **Questions:** No additional questions or comments were received.

Meeting Adjourned: 12:30 pm

Submitted by,



Christopher L. Johnson Airport
Planner
Passero Associates

File Attachments for Item:

2. Revised Project Process and Approach

Airport Master Plan Steering Group to provide input and recommendations to City's Airport Advisory Council and City Council, no formal voting anticipated; final approval authority of master plan is City Council.



Lake City Gateway Airport

Airport Master Plan Update Presentation

Lake City, FL

(AMPSG Meeting 2)
October 28, 2021

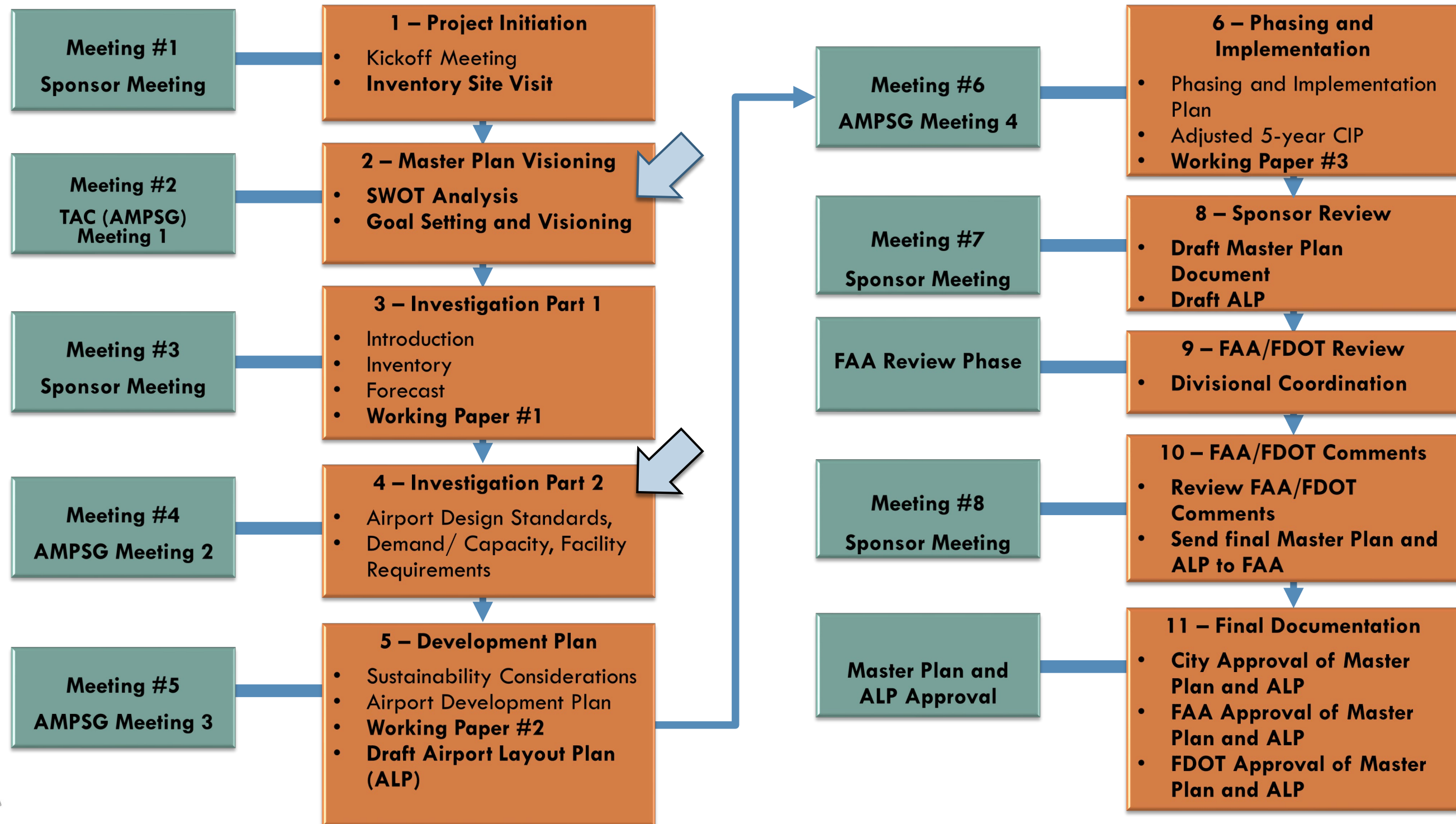
Agenda (October 28, 2021)

2

- ✈ Revised Project Process and Approach
 - AMPSG to provide input and recommendations to City's Airport Advisory Council and City Council, no formal voting anticipated; final approval authority of master plan is City Council.
- ✈ Airport Facilities Overview
- ✈ FAR Part 77 - Objects Affecting Navigable Airspace, Standards for LCQ
- ✈ FAA AC 150/5300-13A Airport Design, Standards for LCQ
- ✈ FDOT Pavement Assessment of LCQ
- ✈ Facility Requirements Summary: Runways
- ✈ Facility Requirements Summary: Taxiways
- ✈ Facility Requirements Summary: Airfield Facilities
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- ✈ Facility Requirements Summary: Miscellaneous
- ✈ Next Steps
- ✈ Questions, Input, Recommendations, and Comments

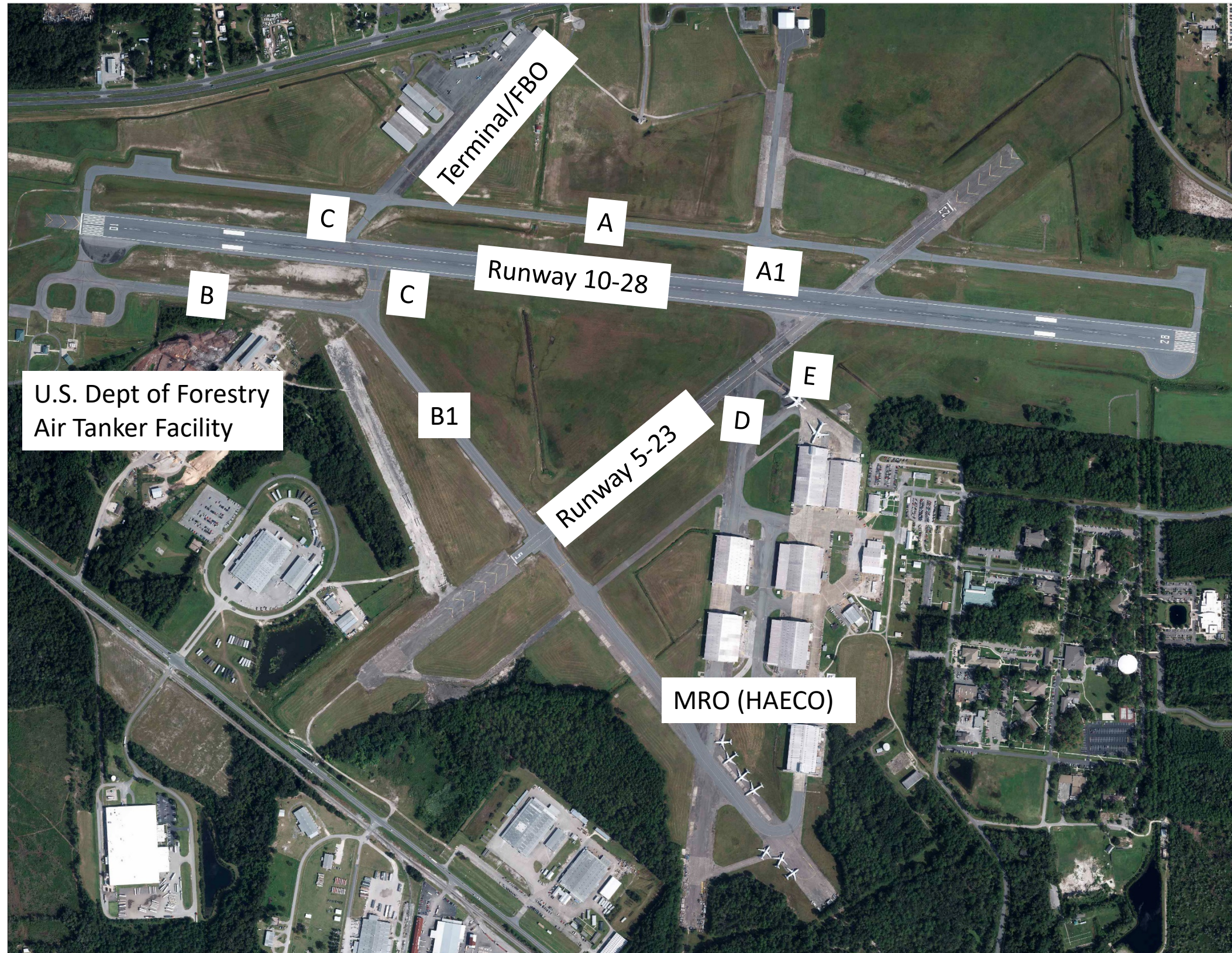
Revised Project Process and Approach

3



Airport Facilities Overview

4



Airport Facilities Overview Cont'd.

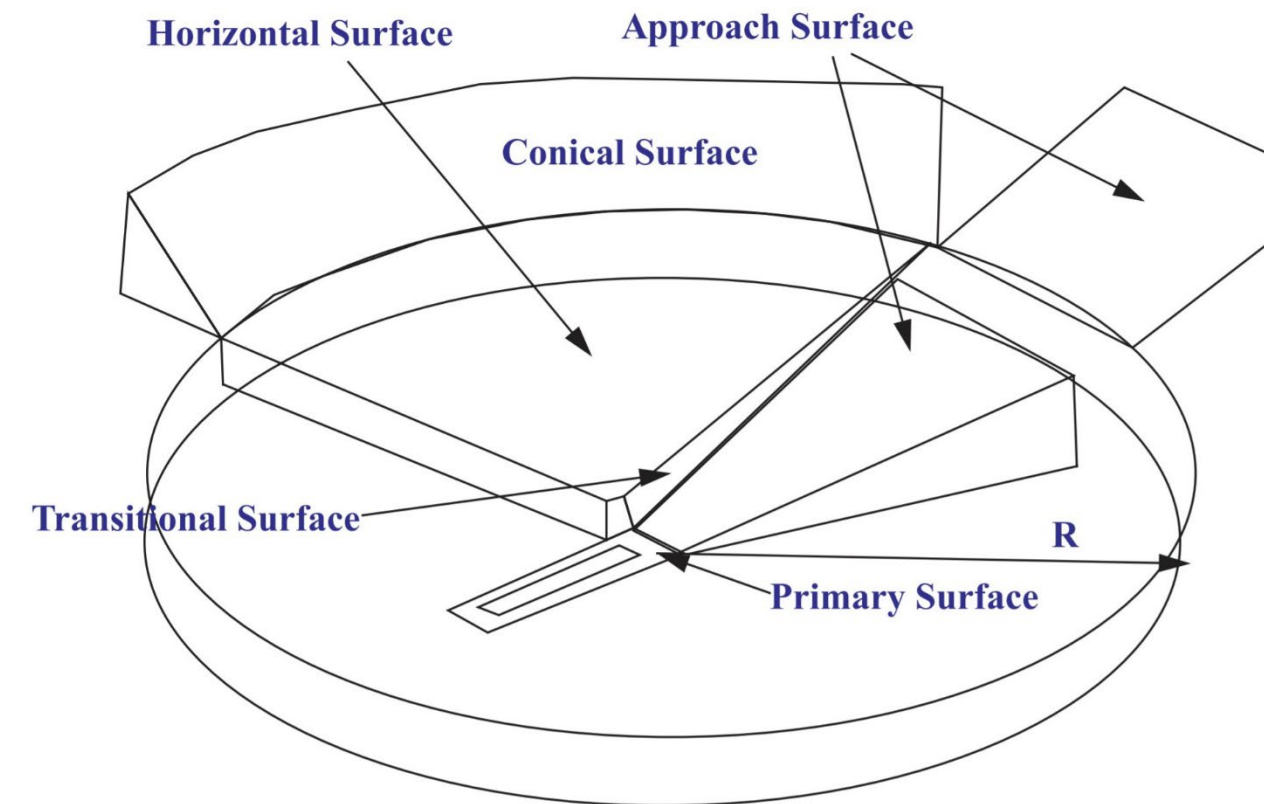
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- ✈ T-Hangars Units: 20 Aircraft (Waiting List of 8 Aircraft)
- ✈ Corporate Hangars Units: 6 Aircraft (Waiting List of 7 Aircraft)
- ✈ Box Hangars Units: 6 Aircraft
- ✈ Parking Apron: 6 Aircraft
- ✈ **Based Aircraft (2020 Base Year): 38 Aircraft**
- ✈ **Total Operations (2020 Base Year): 29,000 Total Operations**
- ✈ *2040 Forecasted: 45 Based Aircraft; 34,184 Total Operations*
- ✈ *Existing Critical Aircraft: Airbus A320; Ultimate Critical Aircraft Boeing 767-300*

FAR Part 77 - Objects Affecting Navigable Airspace, Standards for LCQ

6

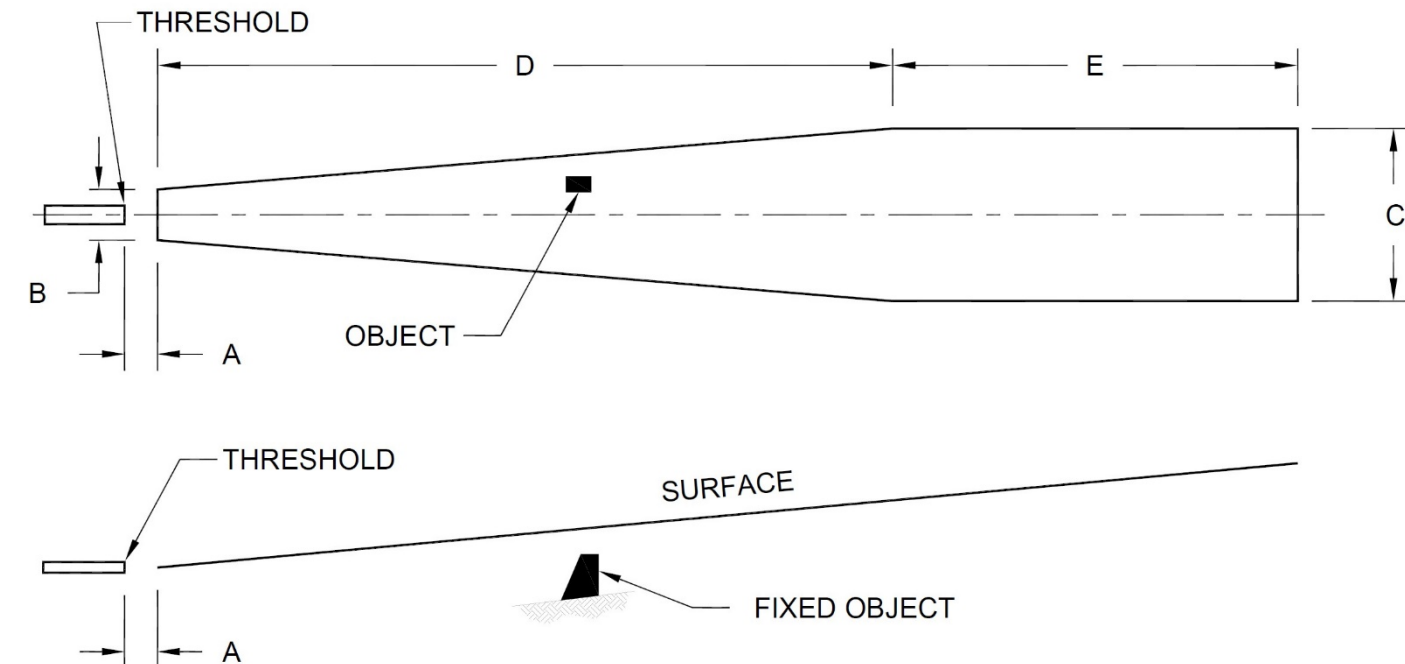
	RUNWAY 10	RUNWAY 28	RUNWAY 5	RUNWAY 23
PART 77 CATEGORY	C (NPI)	C (NPI)	B (V)	B (V)
PRIMARY SURFACE				
WIDTH	500'	500'	500'	500'
LENGTH BEYOND RUNWAY END	200'	200'	200'	200'
APPROACH SURFACE				
INNER WIDTH	Edges of Primary Surface			
OUTER WIDTH	3,500'	3,500'	1,500'	1,500'
SURFACE LENGTH	10,000'	10,000'	5,000'	5,000'
SLOPE	34:1	34:1	20:1	20:1
HORIZONTAL SURFACE RADIUS	10,000'	10,000'	5,000'	5,000'



FAA AC 150/5300-13A Airport Design, Standards for LCQ

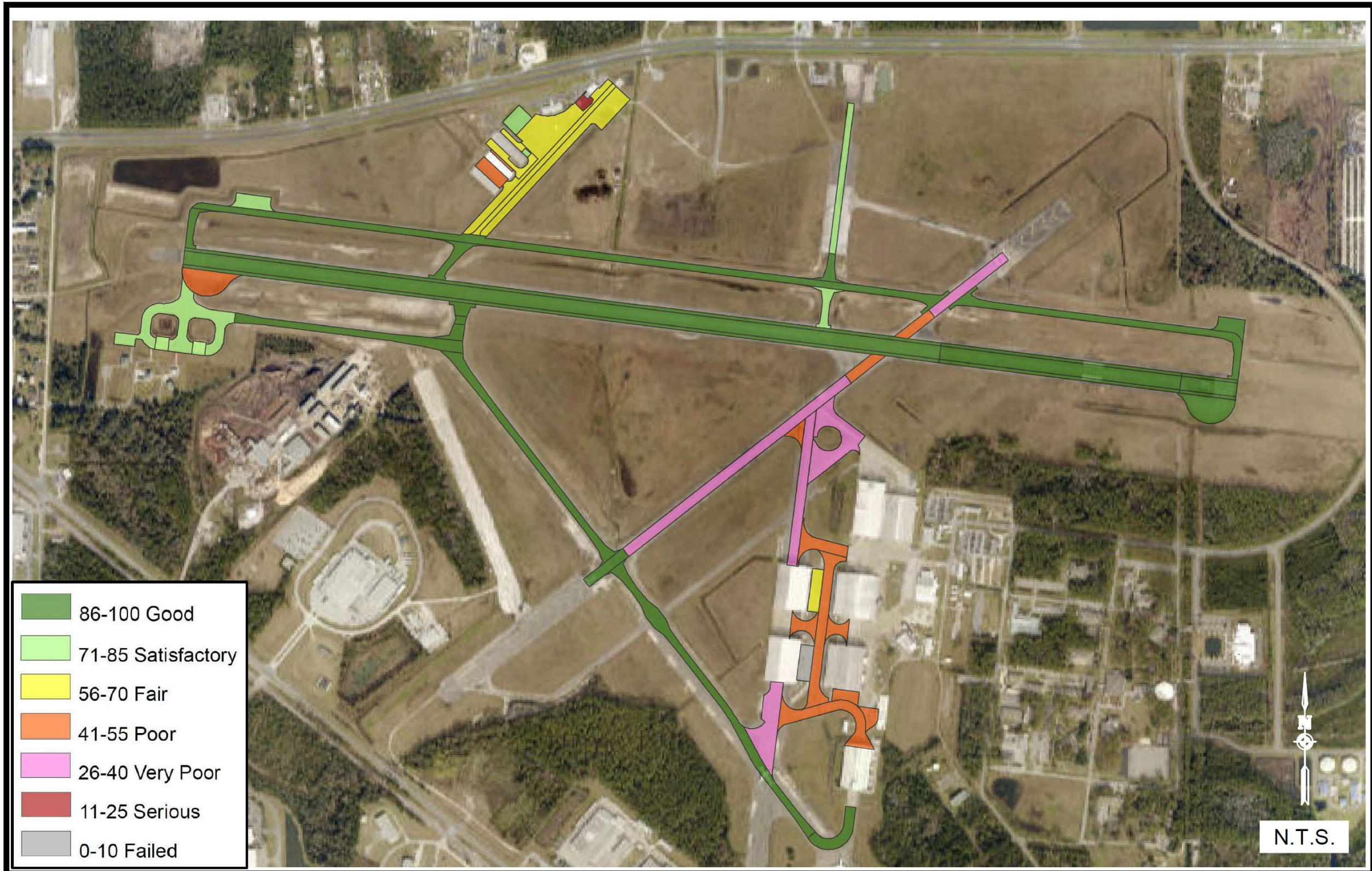
7

Runway Type		DIMENSIONAL STANDARDS*					Slope
		Feet (Meters)					
		A	B	C	D	E	
1	Approach end of runways expected to serve small airplanes with approach speeds less than 50 knots. (Visual runways only, day/night).	0 (0)	120 (37)	300 (91)	500 (152)	2,500 (762)	15:1
2	Approach end of runways expected to serve small airplanes with approach speeds of 50 knots or more. (Visual runways only, day/night).	0 (0)	250 (76)	700 (213)	2,250 (686)	2,750 (838)	20:1
3	Approach end of runway expected to serve large airplanes. (Visual runways only, day/night).	0 (0)	400 (122)	1,000 (305)	1,500 (457)	8,500 (2591)	20:1
4	Approach end of runways expected to accommodate instrument approaches having visibility greater than or equal to 3/4 statute mile. ³	200 (61)	400 (122)	3,400 (1036)	10,000 ⁴ (3048)	0 (0)	20:1
5	Approach end of runways expected to accommodate instrument approaches having visibility minimums less than 3/4 statute mile.	200 (61)	800 (244)	3,400 (1036)	10,000 ⁴ (3048)	0 (0)	34:1
6 ⁵	Approach end of runways expected to accommodate instrument approaches with vertical guidance.	0 (0)	Runway width + 200 (61)	1520 (463)	10,000 ⁴ (3048)	0 (0)	30:1
7	Departure runway ends used for any instrument operations.	0 ⁶ (0)	See Figure 3-4.				40:1



FDOT Pavement Assessment of LCQ

8



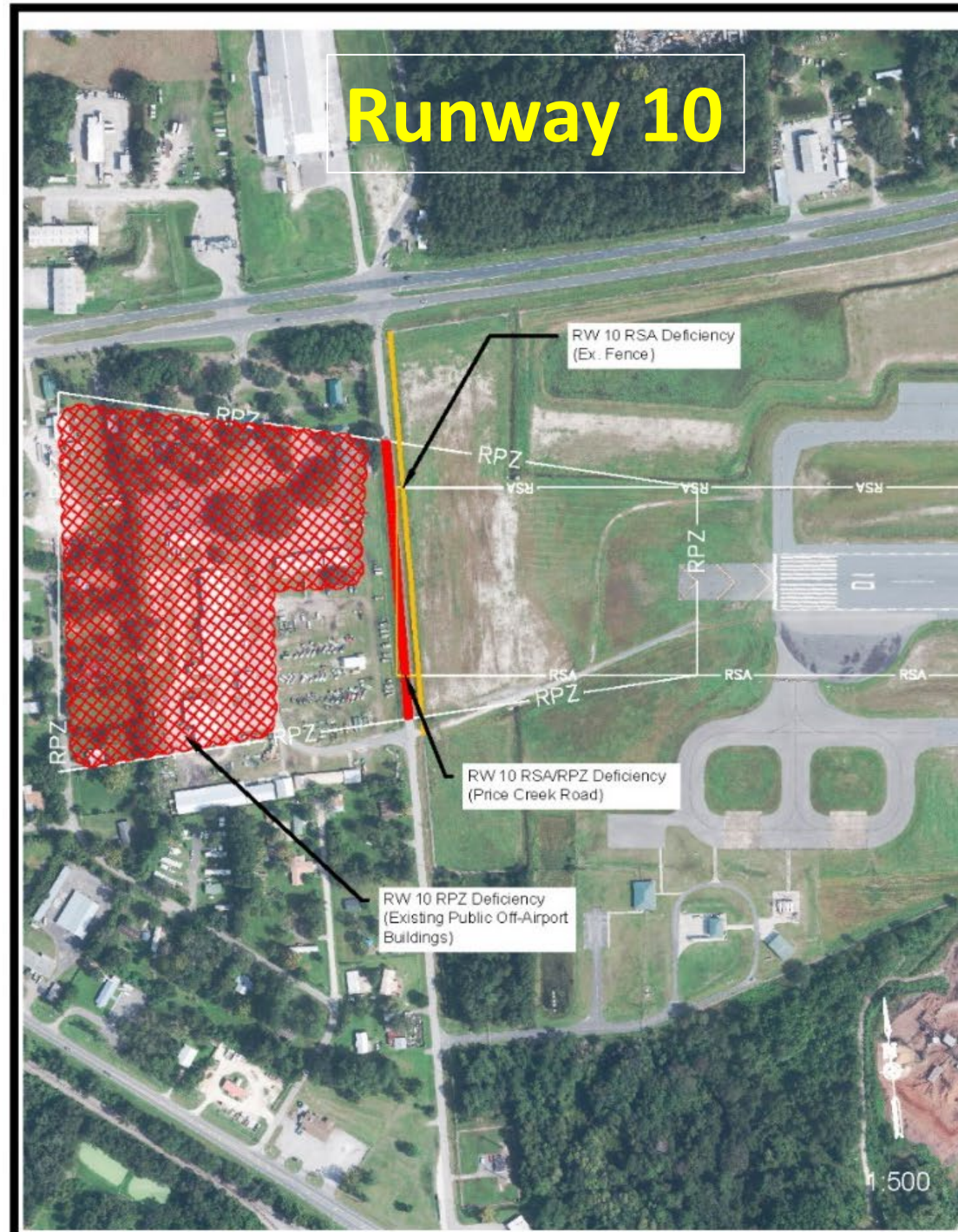
Facility Requirements Summary: Runways

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Runway Requirements and Potential Goals

- Mitigate Runway 10-28 RSA deficiency, or address with declared distances.
- Coordinate with off-airport land owners to acquire non-compatible land within the RPZs, or work with them.
- Mid/Long-Term: Perform preventative maintenance as needed for Runways 5-23 and 10-28 throughout the planning period. Perform rehabilitation in the long-term, if needed.
- Apply declared distances for each runway, where applicable based on deficiencies besides RSA issues.
- **Change Runway 5-23 designation to 6-24 immediately.**
- Re-stripe pavement markings on the runways within planning period, as needed.



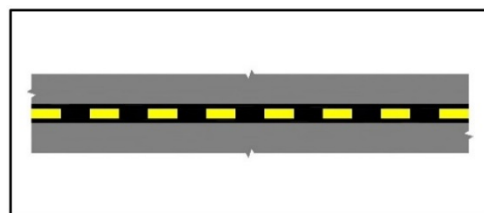
Facility Requirements Summary: Taxiways

10

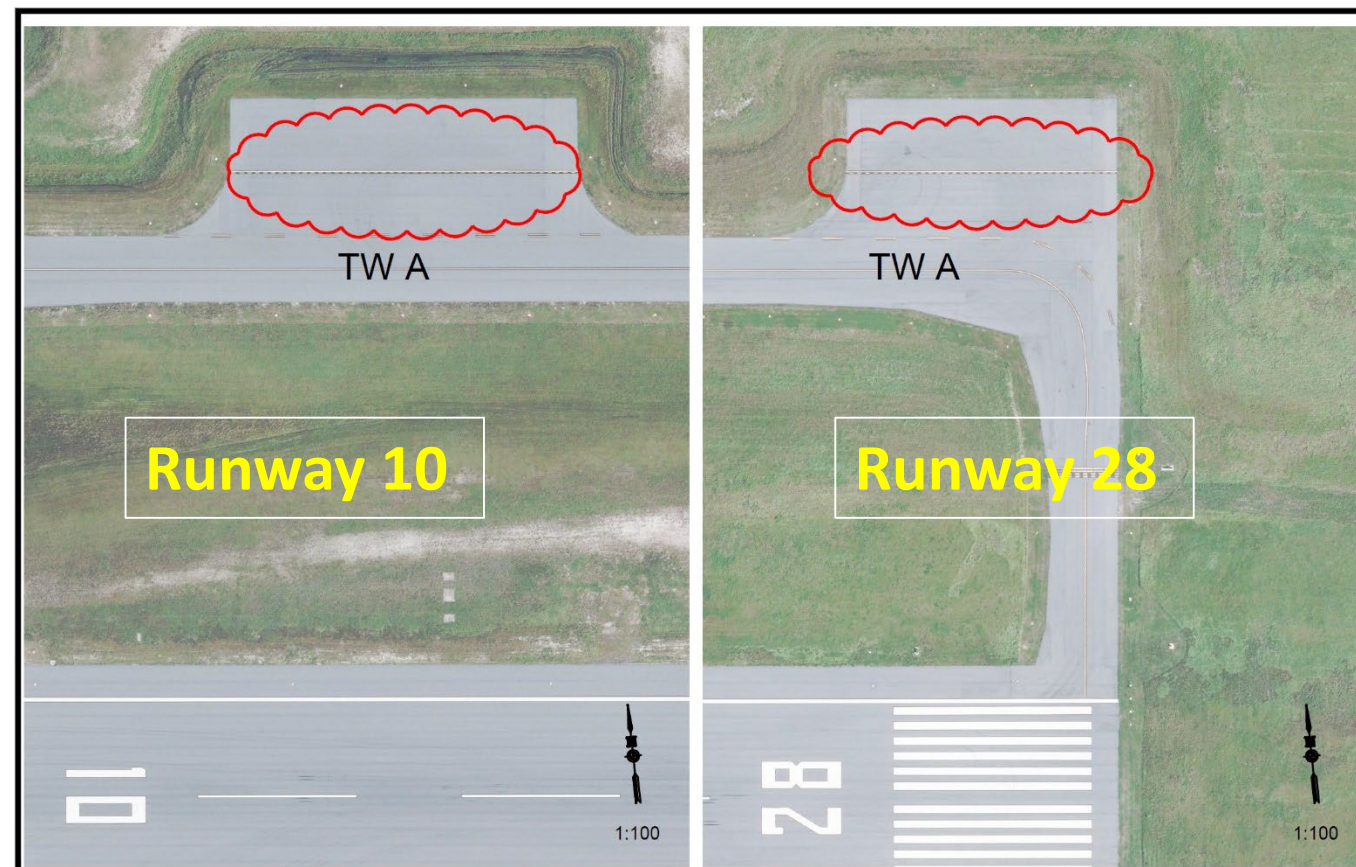
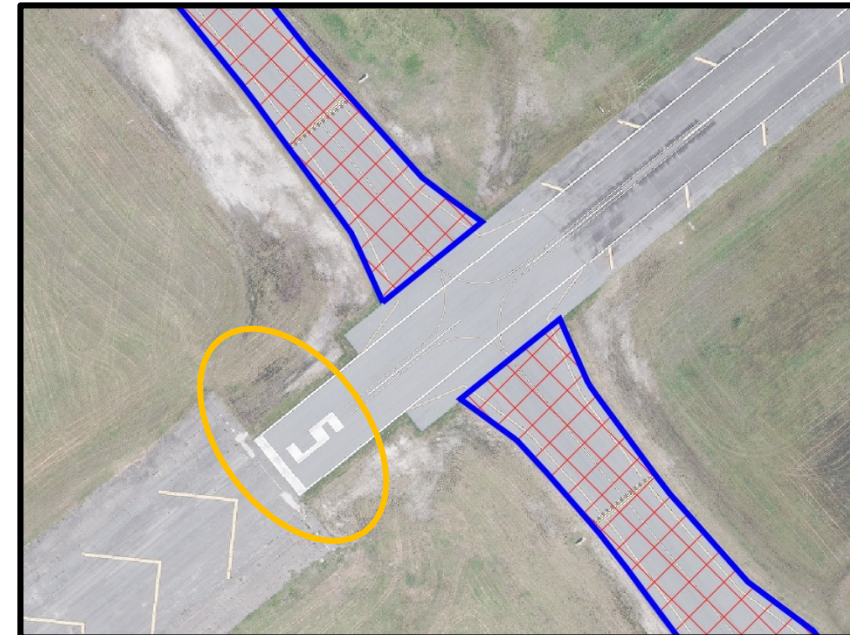
Taxiway Requirements and

Potential Goals

- Explore connecting Taxiway B1 to the Runway 5 end.
- Explore designing a full-length taxiway for Runway 5-23.
- Explore extending Taxiway B to the Runway 28 end to implement a second full-length taxiway for Runway 10-28.
- Short/Mid/Long-Term: Perform major rehabilitation, maintenance and preventative maintenance as needed for each of the taxiways throughout the planning period, as needed.
- Replace taxiway non-movement areas on the Taxiway A run-up pads with intermediate holding position markings.
- Re-stripe pavement markings on the parking apron and taxilanes within the planning period.
- Re-stripe pavement markings on the taxiways within planning period, as needed.



Intermediate Holding Position Marking
Source: FAA AC 150-5340-1M



Facility Requirements Summary: Airfield Facilities

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- ✈ Airfield Facilities Requirements and Potential Goals
 - Upgrade Runway 28 LPV with installing an ILS system to accommodate CAT I approaches.
 - Perform routine maintenance on runway and taxiway lighting system, as needed.
 - Perform routine maintenance and equipment replacement on lighted approach beacon as necessary within the planning period.
 - Upgrade PAPIs to a 4-light system should the approach minimums change for Runway 10-28.
 - Replace PAPI equipment within the 20-year planning period.
 - Additional illuminated Airport Signage (airside and landside) may be needed as LCQ expands.
 - Perform routine maintenance on airfield signage and replace lighting with LEDs as necessary.
 - **Repair AWOS sensors to accurately report wind data to the NCDC.**
 - Perform localized maintenance and repair on the terminal apron, as needed within the planning period.

Facility Requirements Summary: General Aviation Facilities

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✈️ Airfield Facilities Requirements and Potential Goals

- Provide 12 additional T-hangar Units.
- Provide 8 additional Corporate Hangar.
- Provide 1 additional Box Hangar.
- Rehabilitate the structural deficiencies noted by the visual assessment.
- Including hangar areas along Highway 90, already under development.



Facility Requirements Summary: Airfield Support Facilities

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Airfield Facilities Requirements and Potential Goals

- **Design and construct 2,586 additional s.f. of public space inside the terminal for pilots and passengers contingent on demand.**
- Re-stripe faded vehicle parking spaces and maintain vehicle parking stripes throughout the 20-year planning period.
- Add additional fuel tank if demand persists within the planning period.
- Perform routine maintenance on the fuel tanks throughout the planning period.
- Construct a new electrical vault within the 20-year planning period, should demand warrant it.
- Perform routine maintenance and/or equipment replacement as demand is persists within the planning period.



Facility Requirements Summary: Miscellaneous

14

- ✈ Airfield Facilities Requirements and Potential Goals
 - Replace padlock gates with magnetic sliding gates which require key card/fobs.
 - Implement a security plan to ensure that airport gates are closed at all times and only accessible to authorized personnel.
 - Complete a WHA within the planning period.

Next Steps

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Next Steps

- Anticipated Next Meeting – December 2021
- Finalize FAA Forecast/Critical Aircraft Approval
- Schedule Development Alternatives Meeting
- Master Plan Document and ALP Completion, and Submittal to the FAA

Questions, Input, Recommendations, and Comments

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