



## **AIRPORT ADVISORY BOARD MEETING AGENDA**

**Monday, May 05, 2025 at 1:30 PM**

**Historic City Hall, Commission Chambers – 225 East Main Street, Suite 105**

**[www.cityofwauchula.gov](http://www.cityofwauchula.gov)**

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### **INVOCATION**

### **PLEDGE OF ALLEGIANCE**

### **CALL TO ORDER**

### **ROLL CALL**

### **APPROVAL OF AGENDA**

### **MINUTES FOR APPROVAL**

- 1.** Minutes for 01/13/2025 Wauchula Municipal Airport Advisory Board Meeting

### **PUBLIC COMMENT / NON-AGENDA ITEMS**

### **ITEMS TO DISCUSS**

- 2.** DB T-Hangars and Hangar Repairs
- 3.** RW 36 Extension Update
- 4.** New Two-Tank Fuel Farm Project and Generator Set Update
- 5.** Rotating Beacon Update
- 6.** Additional Items from Advisory Board Members

### **ADJOURNMENT**

On January 13, 2025 the City of Wauchula Airport Advisory Board met for its regular meeting at 1:30 p.m. in the Commission Chambers, Suite 105 of Historic City Hall located at 225 East Main Street, Wauchula, Florida.

Board members present: Ward Grimes  
Steve Johnson  
Michael Gillispie, Chairman  
Mike Burch

Staff members present: John Eason, Deputy City Manager  
Stephanie Camacho, City Clerk

**Gillispie declared a quorum and called the meeting to order.**

### **Approval of the Agenda**

Johnson motioned to approve the agenda, seconded by Burch. All were in favor. Motion carried.

### **Election of Chair and Vice Chair**

Johnson motioned to elect Michael Gillispie as Chairman, seconded by Burch.

Gillispie accepted the position. With no discussion, Eason called for all in favor. All responded aye. For those opposed, no response. Motion carried.

Gillispie motioned to elect Michael Burch as Vice Chairman, seconded by Johnson.

Burch accepted the position. With no discussion, Eason called for all in favor. All responded aye. For those opposed, no response. Motion carried.

### **Appointment of New Board Member – Mike Landskroner**

Johnson motioned to approve the appointment, seconded by Burch. All were in favor. Motion carried.

### **Approval of the Minutes for August 5, 2024**

Johnson motioned to approve the minutes, seconded by Burch. All were in favor. Motion carried.

Russ Holliday – AVCON

Holliday provided updates on the following projects. Further details are attached to these minutes.

- **Terminal Building and T-Hangar Update - Russ Holliday**
- **RW 36 Feasibility Study Update – Russ Holliday**
- **RW 36 Extension Update – Russ Holliday**
- **Hangar Repairs from Hurricane's Ian and Milton – Russ Holliday and Ward Grimes**

### **Public Comment**

No one was present for public comment.

With no further business to discuss, Gillispie adjourned the meeting at 2:09 p.m.

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Michael Gillispie, Chairman

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Stephanie Camacho, City Clerk

# CITY OF WAUCHULA MUNICIPAL STAFF PROJECT REPORT

Jan 13, 2025

CITY COMMISSION CHAMBERS, SUITE 105  
225 EAST MAIN STREET, WAUCHULA, FLORIDA

Advisory Board Members	City Administration
Michael Gillispie, Chair	City Manager Olivia Minshew
Mike Wilkinson, Vice-Chair	Deputy City Manager John Eason
Ward Grimes	Assistant City Manager\Finance Director – Sandee Braxton
Stephen Johnson	City Clerk Stephanie Camacho
Mike Burch	

## AGENDA

Invocation

Pledge of Allegiance

Call to Order – Please silence cell phones

Roll Call – Secretary/Clerk

Declaration of Quorum

Approval of Agenda

Approval of Minutes: June 1, 2024

***I. Taxiway A Rehab Construction update – Project is Completed, and all documentation delivered to Airport and FAA.***

***II. DB T-Hangars, Pilot's Lounge Remodel, and Hangar Repairs***

***A. T-Hangars:*** AVCON has received the sealed land survey. The geotechnical team has completed their field work, and the team expects a geotechnical engineering report to be submitted soon. The survey has been uploaded to JACIP. The geotechnical report has been delivered and uploaded to JACIP and delivered to the City. The next step is to begin the preliminary construction plans design process. The intent is to try to synchronize the project with the other two building projects so that they might be bid together to save costs based on economies of scale. This project is in 30%

design stage. The Team is trying to synchronize the design with the ongoing Hangar rehabilitation project, so that the projects can be bid together to save costs. Once the repair project plans are approved by the adjustor, this project will be designed. The project has started preliminary design in order to synchronize with the Hurricane Ian repairs. **Update: The project will need to be decoupled from the Hangar Repair project based on input from the Insurance Carriers. Work in progress 30% startup design.**

- B. Pilot's Lounge Remodel:** This project has been deferred to a later year due to inadequate funding.
- C. Hangar Repairs:** AVCON has developed a base scope and fee for design/build of repair of existing hangars damaged by Hurricane Ian. The Airport has reached out to FAA for BIL funding to supplement the insurance claim to make the necessary repairs. At this time several communications have been received from FAA and they are weighing the eligibility of this funding request using BIL funds. A pre-application was submitted for BIL funds on October 18 to FAA requesting funds. Based on input from the insurance company the scope/fee for the design work is being reviewed, and will be provided to staff for review as soon as possible. After several rounds of review by the insurance company's adjustors, they have approved the scope and fee for AVCON and structural repair experts to perform the design plans\permitting. The City and AVCON have signed the agreement, and the subconsultants are being signed up currently. The next step is for the subconsultants' to schedule their field laser scan survey. The Structural Engineer is on site tomorrow with AVCON's structural engineer performing their field review of the hangar buildings. **Update:** The structural engineer has completed the draft drawings to approximately 95% level. Staff have forwarded to the insurance company representatives for review and comment, to implement for the 100% drawings stage. Project is ahead of schedule. **Update:** The structural engineers are reviewing a request from FEMA regarding justification of costs, and update of estimated costs of repairs, based on the final plans. Our PEMB consultant is also reviewing. This effort is in support of the Airport staff request for additional construction funds. The plans have been provided to the insurance company representatives for review. Laser scans delivered to the Insurance Reps. Support files are needed to view the scan files with RECAP and those have been requested from the subconsultant. Insurance company has authorized bidding of the project once the T-Hangar plans and specs are completed, and after Hurricane Milton assessments are completed. **Update:** The support files were transmitted to the Insurance company representatives as requested. This project will need to be decoupled from the T-Hangar project as the Insurance reps have asked the Team to start bidding procedures. The Team is working on the front end documents to bid the project based on the plans. **Update: A meeting was held with the insurance carriers, AVCON, and the Airport/City staff to determine a solution to the complexity of the damages sustained to the hangar buildings by two separate storms. The result of the meeting was for McLarens to provide a Hurricane**

*Milton damage assessment with photographs to add to the plans and specifications. Once those are received, AVCON will incorporate in the bid documents and forward to all parties for review. It is anticipated that the project will be broken down by each hangar, and possibly separated by storm, into separate bid schedules/line items for bidding and construction tracking purposes. The project will then be publicly bid in order to increase competition and get the best prices. After bids are received, analyzed, and a bidder recommended, the two companies will work together behind the scenes to establish which repairs will be funded by which agency.*

D.

Schedule:

- ~~1. 4/2 on site survey~~
- ~~2. 3 to 4 weeks to develop point cloud scan and convert to REVIT model~~
- ~~3. 4-30 Provide completed REVIT model to ADS~~
- ~~4. 5-1 to 5-3 ADS to study model in order to focus on areas needing direct observation~~
- ~~5. 5-7 to 5-8 ADS to make site investigation~~
- ~~6. Estimate first part of June for completion of docs.~~
7. Permitting 30 days — July — Plans currently under review by Insurance Company and FEMA — **COMPLETED.**
8. Bidding 30 days - Feb - Mar

### III. RW 36 Extension Update

- A. **Justification and Environmental Study:** Peter Green of FAA has agreed to a second meeting to review the proposed outline. AVCON has completed the draft pre-planning document and delivered it to the City and FDOT for review. The next step is for FAA to review after the coordination meeting is held, which will be used to make any adjustments. The second meeting was held with Peter Green of FAA, with the outline received well. The issue of the RPZ was brought up and responded to. AVCON submitted the draft EA report based on the outline. AVCON submitted the environmental engineer's report from the design phase, as well as the proposed scope for the planning phase to fill any gaps in the scopes, to FAA. All reports are under review by FAA. Peter Green has left the ADO at the time of this writing to go to the Southern Region in Atlanta. So this study may be passed on to a new reviewer. Update: The project team has met with the new FAA review Amy Reed, and FDOT to orient her to the project. In addition the team met internally afterwards to discuss the additional work needed to complete the historical artifacts, and other sections of the study. In addition, the issue of the aviation easements and how to process that with the land owner was discussed this week. The project team explored the possibility of dual extensions to relieve the aviation easement requirement due to the overhanging RPZ. The FDOT PTGA is for only two years, and will expire in March of 2025. Therefore we anticipate an extension request for at least 6 months to one year will be needed. Anticipated completion of the EA is

December 2025. Update: The project team continues to meet weekly on the project. The latest submittal was last week July 30, 2024, of the Final Draft form of the Purpose and Needs Chapter to all parties. FDOT has indicated that comments from Management at Central Office are forthcoming for several months, but not yet received. Team will carry on, based on recent discussions with Dawn Gallon of FDOT. The team is getting pricing from the extension surveyor for the Avigation easement metes and bounds survey required for the extended Runway Protection Zone (RPZ). The purpose and Need have been delivered to the Airport and the FAA (Amy Reed) for review. Update: The purpose and need chapter comments have been received and implemented and sent back to FAA. FAA has authorized the Team to proceed with the Alternatives and Special Studies phases of the Environmental Assessment. FDOT Central Office has reviewed and approved the Justification and kicked it down to the Management in District #1 for review and approval. A meeting has been scheduled for the 5th of November with FAA to review the next steps. The Additional Avigation Easement Survey field work has been completed. The survey deliverable is expected in a couple of weeks. **Update** : FDOT advised via email on November 18, 2024 that the document titled "Wauchula Municipal Airport (CHN) Runway 36 Extension Justification Study followed the methodology recommended in the FAA AC 150/5325-4B, Runway Length Requirements for Airport Design. Once the airport has reached the 500 operations of the Aircraft Design Group II, the project will meet the justification for FDOT funding. Subject to the availability of appropriated funds, the Department may participate in all the capital cost of the project at that time. The airport sponsor may begin the project with pre-construction studies, design, and construction using the funding allocated by the legislature and with other sponsor resources. At the time the project meets the justification criteria, FDOT will make a final determination regarding the project and funding percentages pursuant to Chapter 332, FS: Airports and Other Air Navigation Facilities." Following the meeting with the FAA on November 5, 2024 a subsequent meeting was held with FAA on December 9, 2024 to approaches for the special purpose studies, specifically the Biological Assessment (BA) and the Cultural Resource Assessment Survey (CRAS). During that time, FAA informed AVCON that the Caracara study as part of the BA would need to commence with US Fish and Wildlife approval no later than January 10, 2025 or the project would be delayed until the next season (one year). At that time, AVCON's subconsultant, Young Bear Environmental, began coordination with FAA to prepare a scope amendment for the required species surveys. Final scope and fee was received by Young Bear on December 30, 2024. Additional fees for the subs and AVCON are \$100,000 and the survey period for the BA is approximately months. AVCON will request approval to proceed with the survey and request an extension.

B. Young Bear Fee for Amendment 1	\$89,500.00
Archeological Consultants Inc. Fee	\$3,000.00

Subtotal Subconsultants:	\$92,500.00
AVCON Fee	\$7,500.00
<b>TOTAL</b>	<b>\$100,000.00</b>

Specific Purpose Species Surveys	
<b>Amendment 1:</b>	<b>\$ 89,500.00</b>
CRCA: \$ 45,000.00	
E BLRA: \$ 20,000.00	
SE AMKE: \$ 5,000.00	
FL SACR \$ 5,000.00	
Gopher Tortoise: \$ 2,000.00	
BA Report: \$ 12,500.00	

- C. **Civil Design Plans:** The preliminary schematic plans are currently being worked on (pre-30% design). The geotechnical and environmental studies are being generated by the subconsultant experts, and their draft reports have been requested, but not received to date. We have requested the reports again and will update the City and FDOT with those reports when received. The team has received the environmental Threatened and Endangered species report from the biologist. The only impacts will be the small impact to the existing wetland by Taxiway Alpha extension. The next step is for the design team to continue to work on the schematic design plans as the environmental study is developed in parallel. Update: The design team will carry on with the 30% design plans based on recent developments with the EA study and present staff with a new schedule for design which will be on a parallel track with the EA. It is anticipated that the design will be completed well ahead of the EA approval, so the team is trying to pace this effort accordingly. Update: FDOT confirmed that the team should carry on with the design of the runway extension but pace the effort along with the EA as much as possible, but slightly ahead so that the project can be bid out with fresh pricing and start construction as soon as possible in conjunction with the EA approval. According to Airport Staff and FDOT representatives the second installment has been authorized and should be issued to the Airport this cycle. The 30% design stage plans are being working on and several

progress plots have been delivered to the Airport staff. The rough grading plans are completed, and the PAPI unit location calculations have been completed and incorporated into the plans. The Construct Safety and Phasing Plans are nearly completed and will be filed along with the 7460-1 filing at the 60% design stage.

**Update:** The second installment of \$4.55 M has been received from FDOT, and accepted by the City, for the design and construction of the Runway Extension project. The 60% and 75% design stage plans have been completed and delivered to the Airport for review. The project is about a month ahead of schedule. See updated schedule below based on current progress. The majority of the current design effort is on the storm-water modeling calculations, and permit application and report in anticipation of submittal to the SFWMD.

**Proposed Schedule:**

1. ~~30%~~ 60% QC Submittal – Internal - **NOV 8<sup>TH</sup>**
2. ~~30%~~ 60% Submittal – Civil \ Electrical – **NOV 15<sup>TH</sup> To Owner**
3. 60% 75%QC Submittal – Internal – **JAN 17<sup>TH</sup> – Submitted December 24, 2024 - Completed**
4. 60% 75% Submittal - Civil \ Electrical – **JAN 24<sup>TH</sup> – Submitted December 24, 2024 - Completed**
5. 90% QC Submittal – Internal – **FEB 28<sup>TH</sup>**
6. 90% Submittal - Civil \ Electrical – **MAR 7<sup>TH</sup>**
7. 100% QC Submittal – Internal – **APR 4<sup>TH</sup>**
8. 100% Submittal - Civil \ Electrical – **APR 11<sup>TH</sup>**

Additional fees have been incurred to comply with permit requirements including the Avigation Easement Surveys, additional topographic and wetland surveys in the amounts detailed below.

Additional Wetland Flagging - Young Bear Environmental (YBE)	\$ 2,000.00
Additional Topographic Survey - GF Young Surveying, Inc. (GFY)	\$ 21,500.00
Avigation Easement Surveys - GF Young Surveying, Inc. (GFY)	\$ 8,600.00
<b>Total Additional Sub-Consultant Services</b>	<b>\$ 32,100.00</b>

IV. **New Two-Tank Fuel Farm Project + Generator Set** – A federal pre-application was formulated and submitted to FAA for the design of two new fuel tanks, truck turn-around, waste oil tank, and truck containment. FDOT was copied for programming in FY 2025. **Update:** Federal pre-applications were updated to include an Emergency Standby Engine Generator Set in order to capture expiring 2022 BIL AIG funds at the request of the Airport and FAA. The project qualified for a Categorical Exclusion, and therefore will not require a separate environmental assessment by the FAA.

V. **AMPU** – The Airport Master Plan Update will be deferred to another near-term outer year. **Update:** JACIP was updated to push the AMPU out to at least 2026 due to ongoing project commitments.



**ATTACHMENTS:**

- A. Link to latest Runway 36 plans:  
Wauchula  
Copy + paste the link into your Windows Explorer or Internet browser URL  
<https://av-sma.avconinc.com>

Domain:

av.cfe

Login:

Wauchula

Password:

2OpenFTP@Wauchula