



AIRPORT ADVISORY BOARD MEETING AGENDA

Monday, October 06, 2025 at 1:30 PM

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

www.cityofwauchula.gov

INVOCATION

PLEDGE OF ALLEGIANCE

CALL TO ORDER

ROLL CALL

MINUTES FOR APPROVAL

- 1.** Minutes for August 4, 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.** Legislative Funding Project Status Update
- 7.** Flight school discussion
- 8.** Paramotor flight discussion
- 9.** Hangar lease Inspection(s)
- 10.** Additional Items from Advisory Board Members

ADJOURNMENT



AIRPORT ADVISORY BOARD MEETING MINUTES

Monday, August 04, 2025 at 1:30 PM

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

www.cityofwauchula.gov

INVOCATION

PLEDGE OF ALLEGIANCE

CALL TO ORDER

Gillispie called the meeting to order at 1:30 pm.

ROLL CALL

PRESENT

Ward Grimes

Michael Landskroner

Chairman Michael Gillispie

ABSENT

Steve Johnson

Vice Chairman Michael Burch

STAFF PRESENT

Deputy City Manager John Eason

City Clerk Stephanie Camacho

APPROVAL OF AGENDA

Motion made by Grimes, Seconded by Landskroner.

Voting Yea: Chairman Gillispie

MINUTES FOR APPROVAL

1. Minutes for 05/05/2025 Wauchula Municipal Airport Advisory Board Meeting

Motion made by Grimes, Seconded by Landskroner.

Voting Yea: Chairman Gillispie

PUBLIC COMMENT / NON-AGENDA ITEMS

No public comments presented.

ITEMS TO DISCUSS

Russ Holliday - AVCON

Holliday provided updates on items 2-5. Further details are attached to these minutes.

Holliday also noted the Airport Master Plan Update has been pushed to 2026.

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. New Legislative Funding Projects

Eason provided an update to the Board and stated the City was awarded \$1,750,000.00, specifically for design and construction of the airport terminal building, as well as \$5,000,000.00 for a t-hangar building.

7. Flight School Discussion

Eason explained the City was contacted regarding placing a flight school at the airport. Eason explained the school had outgrown their current facility and needed room for continued growth. He also explained a discussion was had and the school agreed to build a hangar with a specified term lease agreement and, after the term, the City would then acquire ownership of the hangar.

Representatives were in attendance to answer questions from the Board.

8. Paramotor Flight Discussion

Eason explained the City was not allowed to refuse operation due to conflicts with FAA regulations. He stated staff was looking into how to handle paramotor flights in order to ensure safety and compliance with FAA rules.

9. Hangar Lease Inspection(s)

Eason provided an update on the status of performing hangar lease inspections and explained staff was working with the City attorney to determine best practices on what was allowable to store in the hangars.

10. Additional Items from Advisory Board Members

Grimes stated the City was contacted by someone regarding RC jets however the City was not interested in allowing them because it wasn't conducive to our airport.

Landskroner inquired about locking the gates for security purposes. Eason stated City staff had already began talking about options to implement this once some of the projects were completed.

ADJOURNMENT

With no further business to discuss, Gillispie adjourned the meeting at 2:25 pm.

Chairman Michael Gillispie

City Clerk Stephanie Camacho

CITY OF WAUCHULA MUNICIPAL STAFF PROJECT REPORT

Aug 04, 2025

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

Advisory Board Members

Michael Gillispie, Chair

Mike Wilkinson, Vice-Chair

Ward Grimes

Stephen Johnson

Mike Burch

City Administration

City Manager Olivia Minshew

Deputy City Manager John Eason

Assistant City Manager\Finance Director –
Sandee Braxton

City Clerk Stephanie Camacho

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: May 5, 2025

*Updates in red***I. DB T-Hangars 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 **50 – 75%** 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. Update: Delivered 30% design, 50% design, 60% design, work in progress 75% design. **Update: Work in Progress 75% Design.**

- B. **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. Update: Team has incorporated the Hurricane Milton photos and report into the drawings and sent to the Insurance companies for review. Structural engineer has recommended a limited scope to add Hurricane Milton repair drawings to the scope. Awaiting feedback from Insurance companies on this proposal. Update: Insurance companies and City approved the additional structural engineering fees necessary to address the Hurricane Milton damages. The structural engineers should be complete with the new drawings necessary by this week: WE 04/25/25. **Update: Review completed last week by McLarens Engineer reps for the underwriters.**

C.

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. T-Hangar Design/Build Plans – 75% - 80% Complete – work in progress – bidding on a slightly separate but recent track.**
- 9. Incorporate Hurricane Milton Requirements into Project – 100% – expected delivery this week: WE 04/25/25 – COMPLETED – Under Review by Insurance Companies and Airport – Incorporated Airport and City Attorney comments that have been provided – COMPLETED –**
- 10. Advertisement slated for August 12, 2025**
- 11. Bidding min 30 days – Open Bids on Thursday September 18, 2025 at 2 pm.**
- 12. Recommendation to award will be sent to the City not later than September 25, 2025.**

II. 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 avigation 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
TOTAL	\$100,000.00

Specific Purpose Species Surveys	
Amendment 1:	\$ 89,500.00
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

Update: FDOT awarded the additional funds expeditiously and both subconsultants have been engaged and are working. ACI will be on-site this Friday. Update: The FAA representative has been switched from Amy Reed to Heather Chasez due to the recent federal staffing cuts. The Area Equivalent Method (AEM) noise analysis was submitted to the FAA for review. The latest correspondence from FAA is that the AEM method of noise analysis is not acceptable, and the Planning team will be forced into a full integrated noise model methodology. The reason is that the RNAV

GPS approach will need to be re-written by FAA TERPS Approach procedures. Update: Received FAA approval of the draft Cultural Resource Assessment Survey (CRAS) and Alternatives Analysis. Currently working on the noise analysis utilizing the Aviation Environmental Design Tool (AEDT). The Biological Assessment (BA) being prepared by Young Bear Environmental (YBE) remains in progress and on target with the originally provided schedule. YBE is coordinating with the US Army Corps of Engineers (USACE) regarding a potential jurisdictional determination for the nearby wetlands. Due to the increase in effort and expenses regarding the FAA required expanded noise modeling, and full EA efforts, the design team is anticipating a small additional services request currently being formulated for presentation to the Airport. **Update: Noise Analysis completed and forwarded to client for review/coordination meeting was held. The next step is to forward to FAA. This step will conclude the preliminary Draft NEPA process, and begin the official one-year maximum full NEPA review process.**

- 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 SWFWMD.

Proposed Schedule:

- ~~1. 30% 60% QC Submittal - Internal - NOV 8TH~~
- ~~2. 30% 60% Submittal - Civil \ Electrical - NOV 15TH To Owner~~
- ~~3. 60% 75% QC Submittal - Internal - JAN 17TH - Submitted December 24, 2024 - Completed~~
- ~~4. 60% 75% Submittal - Civil \ Electrical - JAN 24TH - Submitted December 24, 2024 - Completed~~
- ~~5. 90% QC Submittal - Internal - FEB 28TH~~
- ~~6. 90% Submittal - Civil \ Electrical - MAR 7TH~~
- ~~7. 100% QC Submittal - Internal - Wetland Flood Modeling Completed - Under QC Review. COMPLETED~~
8. ~~100% Submittal - Civil \ Electrical - Pushed back to June 13, to coincide with permit application Submittal #1 with SWFWMD. COMPLETED - Project is currently under review with the SWFWMD. The team will be uploading supplemental information to the District this week, prior to issuance of the first official Request for Information (RAI). The 95% plans have been QC reviewed internally by planning. The next internal stage is for engineering QC review. A copy of the draft 95% with planning comments have been posted on the project ftp link below for City Staff and Board Members. FILE: 95Pct-2305201-QC_CheckSetFull-2025-07-18.pdf.~~

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
Total Additional Sub-Consultant Services	\$ 32,100.00

Update: Project is nearing the 90% design stage, about one month ahead of schedule. Pre-application meeting was proposed by SWFWMD for April 1, 2025 which will kink the schedule. Design team will request an informal MS Teams meeting be held in the interim, so that the project can be introduced, guidance determined, and the calculations, application and report \ plans can be submitted promptly. Design team reached out to FDOT for participation on the additional survey services. No response has been received. Update: The pre-application meeting was held with the SWFWMD representatives and the design team including the environmental specialist. The District reps have requested the team fully model the flood stage of the adjacent wetlands for impacts. Since this element was not on the team's radar, additional time is needed to model the scenarios requested. We have adjusted the schedule accordingly for deliverable dates. Additionally, the SWFWMD biologist will need to meet with the design team's biologist in the field to set the wetland limits, review the surveyed flagging. Update: The Wetland Flood modeling needed to submit to the SWFWMD per the pre-application meeting has been completed

and is under internal quality control review. Anticipate submittal to the District second or third week of June, 2025.

- III. **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. Update: The next step is for AVCON to formulate a design scope/fee proposal, schedule, and grant application and submit it to the Airport. The deadline is April 28. The team is working on the grant application this week and will forward to the Airport by Friday. Update: Completed. Federal application is under FAA review for funding. Grant award announcements are expected not later than October 1, 2025. **Update: FAA Grant offer received last week. The next step is for the City to return the offer signed back to FAA. Then the FAA will send the final version usually via secure service via email.**
- IV. **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 other ongoing project commitments. **No Update, status is the same.**
- V. **New Rotating Beacon – Design/Construction** – FDOT will participate on a new Rotating Beacon Project at the Airport. Estimates have been forwarded and the Project created in JACIP. Update: A PTGA has been offered by FDOT, accepted, and executed for the project by the City/Airport. The next step is to formulate an engineering scope, fee, and schedule for review and approval by FDOT and the Airport/City (work in progress). **Update: Work in progress to formulate an engineering scope of services – coordinating internally with electrical group. No change - hope to have this scope to the Airport/FDOT prior to Sept 1, 2025 for review.**

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