AVIATION ADVISORY BOARD

Lecanto Government Building
3600 W. Sovereign Path
Room 166
Lecanto Florida 34461

AGENDA

June 11, 2026 - 2:00 PM

Heiko Kallenbach, Chair
Carl Douglas Flanagan, Member
Mark Klingel, Member
Barry Simons, Member
Ryan Naugle, Member
Charles Carr, Member
Patrick Crippen, Member

NOTICE TO THE PUBLIC

To manage growth and foster prosperity by prioritizing the protection of environmental assets, the development and maintenance of infrastructure, and the health, safety, and well-being of its citizens.

Any person who decides to appeal any decision of the Governing Board with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose may need to provide that a verbatim record of proceeding is made, which record includes testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes) Any person requiring reasonable accommodation at this meeting because of a disability or physical impairment should contact the County Administrator's Office, Lecanto Government Bldg., 3600 W. Sovereign Path, Suite 267, Lecanto, FL 34461 (352) 527-5210, If you are hearing or speech impaired, dial 7-1-1, 1-800-955-8771 (TTY) or 1-800-955-8770 (v), via Florida Relay Service at least two days before the meeting.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF MINUTES

D.1. Approve May 14th, 2026 Draft Minutes - AAB

E. OPEN TO THE PUBLIC

F. NEW BUSINESS

G. OLD BUSINESS

G.1. Bylaws - Review and Discussion

H. HANGER STATUS UPDATES

H.1. Hangar Status Report

I. BOARD OF COUNTY COMMISIONERS (BOCC) UPDATES

J. PROJECT STATUS - REPORTS - MAJOR

J.1. CGC Runway 9/27 Extension

J.2. CGC Fuel Tank Replacement

J.3. CGC AGIS Survey

J.4. CGC - Airfield Lighting Replacement

J.5. INF Business Park

J.6. INF Corporate Hangar

J.7. INF Master Plan & Disadvantage Business Enterprise (DBE)

J.8. Inverness Airport (INF) Fire Station (Not an Aviation Lead Project)

J.9. INF & CGC Automated Weather Observing System (AWOS) Replacement

K. PROJECT STATUS - REPORTS - MINOR

K.1. Airport Signage (Design Concept)

K.2. INF - Paint Sheriff Hangar and Office

L. PRESENTATIONS

M. TOWER UPDATES

N. AIRPORT SECURITY

O. BOARD COMMUNICATION

P. OPEN TO THE PUBLIC

Q. NEXT MEETING

Q.1. Thursday, July 9th, 2026 - 2:00 PM

R. ADJOURN

AGENDA MEMORANDUM

FROM:	
SUBJECT:	Approve May 14th, 2026 Draft Minutes - AAB
AGENDA DATE:	**June 11, 2026**

BRIEF OVERVIEW:
Approve May 14th, 2026 Draft Minutes - AAB

STRATEGIC PLANNING ELEMENT:

BUDGET IMPACT/FUNDING SOURCE:

Account No.	Account Title	Current Budget	YTD Expediture	Encumbrances	Available Balance

RECOMMENDED ACTION:
Approve May 14th, 2026 Draft Minutes - AAB

ATTACHMENTS:
1. 5.14.2026 - AAB Minutes - Draft

AVIATION ADVISORY BOARD

Chair: Heiko Kallenbach	Aviation Advisory Board	Ryan Naugle
Vice Chair: Carl Douglas Flanagan	3600 W. Sovereign Path	Mark Klingel
Charles Carr	Lecanto, FL 34461	Barry Simons
Patrick Crippen		

MINUTES
Regular Meeting
5/14/2026

1. CALL TO ORDER:

Chair Heiko Kallenbach called the meeting to order at 2:02 PM, followed by the Pledge of Allegiance, and Roll Call by Hannah Petty.

Present:

A. Heiko Kallenbach
B. Charles Carr
C. Barry Simons
D. Patrick Crippen

Absent:

E. Carl Douglas Flanagan (Excused)
F. Ryan Naugle (Excused)
G. Mark Klingel (Excused)

Staff present:

H. Hannah Petty, Public Works Admin Assistant II / Recording Secretary
I. Carlton Hall, Public Works Director

2. APPROVAL OF THE MINUTES:

Minutes for the April 9th, 2026, meeting were reviewed.

A. **Barry Simons made a motion to accept the Minutes as written.**
B. **Seconded by Patrick Crippen.**
C. **Motion approved unanimously.**

3. OPEN TO THE PUBLIC:

A. Will Cosey, VP of EAA Chapter 1674, and Donna Cosey, teacher at Citrus Highschool and Business Professor at College of Central Florida, provided updates on Aviation education options in the local schools.

- Donna has been working with the local school system to create aviation opportunities for highschoolers, which will eventually become dual enrollment for Withlacoochee Technical College (WTC).
- An application has been entered for an Aviation Club, with an estimated startup date of August.
- Citrus High currently has full access to the necessary curriculum to hold classes for aerospace technology, private ground school, and general maintenance, but hangar

space is needed. Donna Cosey requested the Aviation Advisory Boards and County's help in finding hangar space.

4. **NEW BUSINESS**:
   A. N/A
5. **OLD BUSINESS**:
   A. DRC Sports – Citrus Kids Triathlon
      a. Chris Molling from DRC sports stated that the Citrus Kids Triathlon was a great success. Barry stated that the event drew a lot of interest in Young Eagles.
   B. Bylaws – Review and Discussion
      a. Bylaws are in Staff review
6. **HANGARS**

   A. INF – 16 T-Hangars – 0 Box Hangars - 1 Vacancies – 2 Waiting – 1 Pending - 2 Renewals
   B. CGC – 20 T-Hangars – 2 Box Hangars - 2 Vacancies – 2 Waiting – 0 Pending – 3 Renewal

7. **BOARD OF COUNTY COMMISSIONER UPDATES:**
A. N/A

8. **PROJECT STATUS REPORTS:** ***(Todd Regan, Project Manager)***

   A. **Major Project Status Reports**

      a. **CGC Runway 9/27 Extension** – Draft EA with edits passed Orlando ADO and is with their Legal team for review. Projected new completion date is October 19th, 2026. Updated Aviation Layout Plan reviewed. Comments of Draft EA were addressed and sent back to their Legal Team. Next step is to have public outreach.
      b. **CGC Fuel Tanks Replacement** – Fuel Farm replacement project schedule reviewed, project is scheduled for completion January 2027. Currently meeting with Building Dept. to discuss permitting.
      c. **CGC AGIS Survey** – Deliveries: Obstruction analysis March 10th, 2026; ortho imagery March 20th, 2026, Part 77/13B/PAPI + ADIP Safety Critical Data file and Final Survey Report April 10th, 2026. Imagery shipped to NGS February 6th, 2026; NGS review time is typically 3-4 months. Final completion is tentatively July 2026. AGIS survey imagery reviewed.
      d. **CGC – Airfield Lighting Replacement –** Reviewing SOW and preparing ITB for May 2026.
      e. **INF Business Park** – First progress meeting with contractors, consultants, and County held April 1st, 2026. Notice to Proceed (NTP) issued April 2nd, 2026. Clearing and grubbing is now complete and moving over 200k cubic yards worth of stockpile fill to develop the south side of the airport.
      f. **INF Corporate Hangar** – Reviewed plans with the Building and Fire Department. Fire flow test for the future corporate hangar has been completed.
      g. **INF Master Plan & DBE** – 2nd MPAC meeting was a success; discussed future development options, forecast analysis, and next steps.
      h. **Inverness Airport (INF) Fire Station –** 90 percent drawings are complete. Notice of proposed construction has been sent to the FAA.

i. **INF AWOS replacement** – New projected bid is June 2026.
j. **CGC AWOS replacement -** New projected bid is June 2026.

B. **Minor Project Status Reports**

a. **Airport Signage Design** – Renderings under staff review
b. **INF – Paint Sheriff Hangar and Office –** Scheduling for April/May 2026.

9. <u>PRESENTATIONS</u>:
A. **N/A**

10. <u>AIRPORT SECURITY:</u>
A. N/A

11. <u>TOWER UPDATES</u>
A. N/A

12. <u>BOARD COMMUNICATION / General Discussion:</u>
A. N/A

13. <u>OPEN TO PUBLIC:</u>
A. Will Cosey, VP of EAA Chapter 1674, stated that the previously discussed broken grounding strap at the INF fuel site has recently been fixed. There have been revised requirements implemented to reduce risk of damage.

The next regular meeting will take place on Thursday, June 11th, at 2:00 p.m. Lecanto Government Building, 3600 W. Sovereign Path, Lecanto, FL 34461 in room 166.

14. <u>ADJOURNMENT</u>:

A. Chair Heiko Kallenbach declared the meeting adjourned at 2:27 PM. Motion made by Charles Carr and 2nd by Barry Simons.

Submitted by Hannah Petty
Public Works Admin Assistant II/Recording Secretary

AGENDA MEMORANDUM

FROM:	
SUBJECT:	Bylaws - Review and Discussion
AGENDA DATE:	**June 11, 2026**

BRIEF OVERVIEW:
UPDATE: Review and sign before BOCC approval.

STRATEGIC PLANNING ELEMENT:

BUDGET IMPACT/FUNDING SOURCE:

Account No.	Account Title	Current Budget	YTD Expediture	Encumbrances	Available Balance

RECOMMENDED ACTION:
UPDATE: Review and sign before BOCC approval.

ATTACHMENTS:
1. AAB Final Bylaws Clean
2. AAB Final Bylaws Redlined

CITRUS COUNTY AVIATION ADVISORY BOARD

BYLAWS

ARTICLE I - NAME AND OFFICE

The name of the advisory Board is the Citrus County Aviation Advisory Board ("Board"). The office of the Board shall be at the Lecanto Government Building where all official records shall be kept. Copies of all official documents, records, and minutes shall be maintained at the Board Office and by the Clerk of Circuit Court when required by Florida law.

ARTICLE II - PURPOSE AND LEGAL AUTHORITY

Section 1. The Board's primary purpose and responsibility is to advise and to make recommendations to the Board of County Commissioners, ("BOCC"), in the planning and operation of public airports in Citrus County.

Section 2. The Board shall advise and make recommendations to the BOCC on matters related to land acquisition, leases, construction, re-construction, improvements, repairs, maintenance, and general operation of public airport facilities located in Citrus County.

Section 3. The Board was created pursuant to Resolution No. 78-14 of the BOCC.

Section 4. As an appointed advisory board, the Board is bound by State statutes, County ordinances, and procedures governing the Board members and their activities.

ARTICLE III - BOARD COMPOSITION AND VACANCIES

Section 1. The composition of the Board shall be as set forth in BOCC Resolution No. 78-14, as amended by BOCC Resolution No. 94-144, 2005-048, and 2009-287, and as may be amended from time to time.

Section 2. The Board shall consist of seven (7) members who are electors of Citrus County, with one (1) member being appointed from each of the five (5) county commissioner districts and two (2) at-large members. At least four (4) members shall possess a current, valid pilot's license issued by the Federal Aviation Administration of the United States of America.

Section 3. The terms of such members shall be for two years or until such time as a successor is appointed by the BOCC. The term of office shall begin on the first day of February of each year of appointment and expire on the 31st day of January of the year of termination.

Section 4. The BOCC may appoint one Honorary Member to the Board. The Honorary Member shall have no voting rights. The term of the Honorary Member shall commence on the day of appointment by the BOCC and end at such time as the member gives the Board notice that he/she no longer desires to attend meetings.

ARTICLE IV - OFFICERS

Section 1. The Board shall annually elect a Chair and a Vice Chair at the Board's first meeting after February 1st.

Section 2. The Board shall fill any vacancies in any office in accordance with AR: 3.04-9. The officer assuming the vacated position will remain in office until the next regularly scheduled election of officers.

Section 3. An officer resigning from the officer's position shall notify the Board, in writing, of such resignation and such will become effective when received by the Board.

Section 4. The Chair shall preside at all meetings, and in the event of his/her absence, or at his/her discretion, the Vice-Chair shall assume the powers and duties of the Chair.

ARTICLE V - MEETINGS

Section 1. The Board shall meet no less than monthly and may hold such meetings as deemed appropriate by the Board. In the event of conflict with holidays or other events the Chair will coordinate a revision to this schedule with County staff.

Section 2. Special meetings may be called by the Chair when such meetings are deemed necessary to the interest and welfare of the Board or by a majority vote of the members. Additionally, when deemed necessary to the interest and welfare of the Board, County staff, in consultation with the Chair, may cancel and reschedule any meeting.

Section 3. Four (4) Board members constitute a quorum for the purpose of conducting business and exercising the powers of the Board and for all other purposes. Action may be taken by the Board upon a vote of a majority of the Board members present at a meeting.

Section 4. A designated County staff member will serve as the Board's Recording Secretary. The Recording Secretary shall keep the minutes and records of the Board and, with the assistance of such staff as is available, shall prepare the agenda of regular meetings under the direction of the Chair; provide notice of all meetings to Board members; arrange proper and legal notice of hearings; attend to correspondence of the Board; and such other duties as are normally carried out by a Recording Secretary.

Section 5. All meetings of the Board shall be conducted in a place accessible to the public after first having advertised notice of the time and place of said meeting in a newspaper of general circulation published in Citrus County.

Section 6. Article II, Division 2, Rules of Parliamentary Procedures, Citrus County Code [this is in the Code of Ordinances at: Code of Ordinances | Citrus County, FL | Municide Library], as such may be amended from time to time, shall govern the proceedings at all meetings.

Section 7. The Chair shall prescribe the method of conduct of the meetings and is the presiding officer. The presiding officer shall ensure an orderly meeting and shall take the necessary steps to always maintain the order and decorum of the meetings. The presiding officer shall reserve the right to continue the meeting to another time in the event the discussion becomes unruly and unmanageable.

Section 8. All comments must be directed to the Chair, only after being properly recognized by the Chair.

Section 9. All persons recognized shall approach the podium to facilitate proper recording of comments before commenting on the matter, each person shall give his/her name and address verbally and in writing.

Section 10. Board Members shall notify the Recording Secretary at least 48 hours in advance if they will not be present at any regular or special meeting. The Recording Secretary shall immediately notify the affected staff of the absence. If a member misses two consecutive meetings without good cause for their absence, their seat on the Board shall be declared vacant and County staff shall notify the BOCC of the vacancy.

Section 11. All Board meetings shall be open to the public and subject to applicable Florida laws.

ARTICLE VI - ORDER OF BUSINESS

Section 1. Normal business shall be as provided on the published and noticed agenda. Additions may be added to the agenda for matters that are of emergency character upon approval of the Board at the beginning of a meeting. Matters requiring a vote of the Board that are not included on the published and noticed agenda will not be taken up until a subsequent meeting where the matter appears on the published and noticed agenda. Public input will be considered at each meeting.

Section 2. The order of business will generally be as follows:

- Call to Order
- Pledge of Allegiance
- Oath Of Office (as required)
- Election of Officers (as required)
- Roll Call
- Approval of previous minutes
- Open to the Public
- New Business
- Old Business
- Hangars
- Board of County Commissioner Updates
- Project Status Reports
- Presentations
- Tower Updates
- Airport Security
- Board Communications
- Open to the Public
- Next Meeting
- Adjournment

These Citrus County Aviation Advisory Board Bylaws are hereby adopted by the Citrus County Aviation Advisory Board on _______________,2026

____

Heiko Kallenbach, Chairman

And are hereby adopted by the Board of County Commissioners of Citrus County, on _____________________,2026

ATTEST:	BOARD OF COUNTY COMMISSIONERS OF CITRUS COUNTY, FLORIDA
______________________________	____________________________________
Traci Perry, Clerk of Court	Diana Finegan, Chairman

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- Election of Officers (as required)
- Roll Call
- Approval of Minutes from previous meeting(s).
- Open to the Public
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- Old Business
- Hangars
- Board of County Commissioner Updates
- Project Status Reports
- Presentations
- Tower Updates
- Airport Security
- Board Communications
- Open to the Public
- Next Meeting
- Adjournment

These Citrus County Aviation Advisory Board Bylaws are hereby adopted by the Citrus County Aviation Advisory Board on _______________,2026

____
Heiko Kallenbach, Chairman

And are hereby adopted by the Board of County Commissioners of Citrus County, on _____________________,2026

BOARD OF COUNTY COMMISSIONERS OF CITRUS COUNTY, FLORIDA

ATTEST:

____
Traci Perry, Clerk of Court

____
Diana Finegan, Chairman

H.1.

AGENDA MEMORANDUM

FROM:	
SUBJECT:	Hangar Status Report
AGENDA DATE:	**June 11, 2026**

BRIEF OVERVIEW:

Airport	T-Hangars	Box	Vacancies	Waitlist	Pending	Renewals
INF	16	0	0	4	0	2
CGC	20	2	1	7	0	2

STRATEGIC PLANNING ELEMENT:

BUDGET IMPACT/FUNDING SOURCE:

Account No.	Account Title	Current Budget	YTD Expediture	Encumbrances	Available Balance

RECOMMENDED ACTION:

Airport	T-Hangars	Box	Vacancies	Waitlist	Pending	Renewals
INF	16	0	0	4	0	2
CGC	20	2	1	7	0	2

ATTACHMENTS:
None