



CITRUS COUNTY AVIATION ADVISORY BOARD
Inverness Airport
4250 S Airport Road
FBO Facility
Inverness, FL 34450

AGENDA

Chair Heiko Kallenbach
Vice Chair George McDonald
Member Marc Gorshe

Member Jim Booth
Charles Carr
Luis Michaels

Carl Flanagan

1. CALL TO ORDER

- a. Invocation
- b. Pledge of Allegiance
- c. Roll Call

2. APPROVAL OF MINUTES

- 1. AAB Draft Minutes From 4-14-2022 AAB Mtg

Approval of 4-14-2022 Draft AAB Meeting Minutes.

- 2. Agenda

Aviation Advisory Board Agenda for 5/12/2022

3. OPEN TO THE PUBLIC

4. NEW BUSINESS

- a. *AAB Member Vacancy*
- b. *New Land Lease - CGC*
- c. *Venable Post-Clearing Wetland Monitoring*

5. OLD BUSINESS

- a. *AAB Vision Statement and Master Plans*
- b. *Banners at the airports*
- c. *VirTower Report - Safety*
- d. *Generator -CGC*
- e. *CGC RY 18/36 Marking and Displaced Threshold*
- f. *CGC RY 9/27 GPS Approaches*
- g. *CGC FBO Maintenance/Improvements*
- h. *Resolutions for AAB's review/comments*
- i. *Letter of support from AAB for Withlacoochee Tech. College grant request
(this was sent to FDEO on 4/21/22)*
- j. *FAA BIL Funding - INF FBO Terminal*
- k. *Turn over T-Hangar leases to the airport FBO's*

6. HANGARS

- a. *INF-16 T-Hangars - 2 Vacancies*
 - b. *CGC-20 T-Hangars - 1 Vacancies*
 - c. *CGC - 2 Box Hangars - 0 Vacancy*
- 7. BOARD OF COUNTY COMMISSIONERS UPDATE
 - a. *4-12/22 Acceptance of 35' x 54' Metal Airport Hangar from Dan*
 - b. *4-26-22 Amendment to DEO Grant Agreement for Inverness*
 - c. *4-26-22 - CGC CAG Lease Renewal*
 - d. *5-10-22 - FAA Grant Application for Wildlife Study for CGC Wetlands Removal Montgomery, Inverness Airport*
 - e. *5-10-22 Aviation Advisory Board - Announce Vacancy*
- 8. TOWER UPDATES
- 9. PROJECT STATUS REPORTS; QUINCY WYLUPEK, ENGINEERING PROJECT MANAGER
 - a. *CGC Runway Extension*
 - b. *CGC Runway Rehab and Obstacle Removal North of Armory*
 - c. *CGC Wetland Removal*
 - d. *INF Taxiways B & C and Apron Rehab at North End, and A-1 Relocation Project*
 - e. *INF Airspace Study-Obstruction Removal*
 - f. *INF FBO Hangar Door Replacement*
 - g. *New Section*
 - h. *INF Parking Lot*
 - i. *INF Business Park*
- 10. PRESENTATION
- 11. GENERAL DISCUSSION
- 12. BOARD COMMUNICATION
- 13. NEXT MEETING
- 14. ADJOURNMENT

Inverness Airport
4250 S Airport Road
FBO Facility
Inverness, FL 34450

NOTE: If any person decides to appeal any decision made by the Aviation Advisory Board with respect to any matter considered at this public meeting or hearing, he or she will need to ensure that a verbatim record of the proceedings is made which record shall include the testimony and evidence upon which the appeal is to be based. Any person requiring reasonable accommodation at this meeting because of a disability or physical impairment should contact the County Administrator's Office,



AGENDA MEMORANDUM

FROM:	Ken Cheek, Director, Water Resources Department				
SUBJECT:	AAB Draft Minutes From 4-14-2022 AAB Mtg				
AGENDA DATE:	May 12, 2022				
<u>BRIEF OVERVIEW:</u> Approval of 4-14-2022 Draft AAB Meeting Minutes.					
<u>BUDGET IMPACT/FUNDING SOURCE:</u>					
Account No.	Account Title	Current Budget	YTD Expenditures	Encumbrances	Available Balance
N/A	N/A	N/A	N/A	N/A	N/A
<u>RECOMMENDED ACTION:</u> Approval of 4-14-2022 Draft AAB Meeting Minutes.					



CITRUS COUNTY AVIATION ADVISORY BOARD
Inverness Airport
4250 S. Airport Road
Inverness, FL 34450
2:00 P.M. – Thursday May 12, 2022

Chairman, Heiko Kallenbach
 Marc Gorshe
 Carl Douglas Flanagan

Vice-Chairman, George J. McDonald
 Luis Michaels
 Charles Carr

AGENDA

- **Call to Order**
- **Pledge of Allegiance**
- **Roll Call**
- **Approval of Minutes:** Meeting of April 14, 2022
- **Open to Public:**
- **New Business:**
 - AAB Member Vacancy
 - New Land Lease – CGC
 - Venable Post-Clearing Wetland Monitoring
- **Old Business:**
 - AAB Vision Statement and Master Plans
 - Banners at the airports
 - VirTower Report – Safety
 - Generator – CGC
 - CGC RY 18/36 Marking and Displaced Threshold
 - CGC RY 9/27 GPS Approaches
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- **Hangars**
 - INF – 16 T-Hangars – 2 Vacancies
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- **Board of County Commissioner Updates:**
 - 4/12/22 – Accept Conveyance of 35' x 54' Metal Airport Hangar from Dan
 - 4/26/22 – Amendment to DEO Grant Agreement for Inverness Airport Business-Industrial Park
 - 4/26/22 – CGC CAG Lease Renewal
 - 5/10/2022 – FAA Grant Application for Wildlife Study for CGC Wetlands Removal Montgomery, Inverness Airport
 - 5/10/2022 – Aviation Advisory Board – Announce Vacancy

- **Tower Updates:** Joe Hochadel, Planner Land Development
- **Project Status Reports with Quincy Wylupek, Engineering Project Manager:**
 - CGC Runway Extension
 - CGC Runway Rehab and Obstacle Removal North of Armory
 - CGC Wetland Removal
 - INF Taxiways B & C and Apron Rehab at North End, And Taxiway A-1 Relocation
 - INF Airspace Study-Obstruction Removal
 - INF FBO Hangar Door Replacement
 - INF Parking Lot
 - INF Business Park
- **Presentation**
- **Board Communication**
- **NEXT MEETING: June 9, 2022 @ 2:00 p.m., Crystal River Airport, 718 N. Lindbergh Dr., Crystal River, FL 34429**
- **Adjournment**

NOTICE TO THE PUBLIC

Any person who decides to appeal any decision of the Advisory Council 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 the proceedings is made, which record includes testimony and evidence upon which the appeal is to be based. (Section 286.0101, Florida Statutes)

Any person requiring reasonable accommodation at this meeting because of a disability or physical impairment should contact the Board of County Commissioners' Office, 110 North Apopka Avenue, Inverness, Florida 34450, (352) 341-6560, at least two days before the meeting. The Aviation Advisory Board mailing address is: 3600 W. Sovereign Path, Suite 212, Lecanto, FL 34461.

Citrus County Aviation Advisory Board
April 14, 2022
Meeting Minutes

The Citrus County Aviation Advisory Board (AAB) met in regular session on Thursday, April 14, 2022, at 4:00 p.m. at the Crystal River Airport, 718 N. Lindbergh Drive, Crystal River, FL. Chairman Heiko Kallenbach called the meeting to order after determining that the AAB had a quorum.

Present: Chairman Heiko Kallenbach, George McDonald, Luis Michaels, Marc Gorshe, Jim Booth, Carl Douglas Flanagan, Charles Carr, Joe Hochadel, Quincy Wylupek, Charles Leazott, Reese Bilby, Elaine Thomas, Commissioner Holly Davis, Tom Davis, Andy Chan, James Chen, Gudi Davis, Mohsen Mohammadi, Chuck Tomberlin, Beth Antrim, and Daniel Chen

Absent: N/A; Carl Douglas Flanagan had to leave at 5:45 p.m.

4:07 p.m. – Called to order, Roll Call by Elaine Thomas

Pledge of Allegiance

APPROVAL OF MINUTES:

- A motion was made by Carl Douglas Flanagan to approve the March 10, 2022, meeting minutes.
- Motion seconded by Marc Gorshe.

OPEN TO THE PUBLIC: Chuck Tomberlin raised issues regarding the Crystal River Airport runway extension. He expressed it is too close to Bicentennial Park where children are playing and that it could further disturb bird wildlife on the west side of Hwy 19.

Andy Chan briefed the Board on several items at Right Rudder (INF): he informed the Board that Right Rudder (INF) has sold \$3,200,000 worth of Pipistrel products, including 4 different electric airplanes, he is talking with 10 major flight schools who are going to be purchasing the electric aircraft in 2023, he stated the Hangar door replacement is making more progress, the flight school is doing well – training on electric planes, Textron came to the airport and had several good meetings regarding Pipistrel, the sheriff's office is doing regular security inspections, and the PAPIs are turned on again and need to be turned back off. He also informed the Board that the EAA will conduct its initial meeting at 9:00 a.m. on Saturday, April 16, 2022, at INF.

NEW BUSINESS:

- The CGC FBO lease with Crystal Aero Group is up for renewal. The lease amendment is going to the BOCC on April 26, 2022.
- Mr. Wylupek stated that Mr. Chen approached the County with the possibility of managing the county's hangar leases. Discussion ensued resulting in the Chairman asking staff to put this issue on the next meeting agenda.
- Aviation Capital Improvement Project Budget – Mr. Wylupek asked if there were any questions on the 5-year CIP that was handed out at the previous meeting. Charles Carr questioned how the County justifies their return on investment. DOT was giving grants providing 80% funding to build hangars. Since most airports were not getting a return on investment, DOT dropped the grants to 50/50 match. A Motion was made at some point (possibly by George McDonald), but it is unclear as to what this Motion was relative to.

- Citrus County Planning Process (Strategic Planning Process) – April 5th and 6th. Chairman Kallenbach attended. This was attended by government officials and private industry people. The BOCC hired an outside consulting firm. 40 people came up with a vision statement/mission statement/strategy/list of strategic goals—where we would like to see Citrus County go over the next 5, 10, 20 years and further down the road. This was a very positive process.

Commissioner Davis informed the AAB that Commissioner Kinnard was really impressed. Most strategic plans are done with only County officials. Citrus County was the only County that led the citizens to do this. Citizens have to make sure the County Commissioners carry out the strategic plan.

- The AAB Resolutions and Bylaws were distributed for review at a previous meeting. Mr. Wylupek checked with the Clerk's office and found no record of the Bylaws being approved. The AAB would like to review the Bylaws and consider whether they should go before the Board of County Commissioners.
- GPS approaches for RY 09/27 were discussed. As soon as staff receives the survey from the contractor, staff will move forward with the FAA to get Runway 9 reinstated. Mr. Mohammedi stated we are establishing the coordinates of the runway.
- CGC RY marking on Runway 18/36 – It was discussed whether to replace the 4" PVC pipes with cones that are 3'w x 2'h. It was determined the PVC has served the runway well and that the 4" pipes would be replaced with bigger diameter PVC pipes. This will be discussed further at the next meeting.
- Withlacoochee Technical College is applying for a grant and would like the AAB to provide a letter of support. The letter will go out the week of April 18th.
- CGC Fuel Tanks – Several repairs to the fuel tanks/pumping systems have had to be done recently. One of the pumps is currently inoperable. The replacement part won't be replaced for several weeks. The fuel tanks are due to be replaced in 2025 with funding assistance from DOT. Staff met with DOT staff to request moving this project up using funds that were slated for the CGC Runway Extension; contingent upon receiving the State Appropriation. The County should receive a grant from DOT in September to start the design of the Fuel Tanks Replacement and should receive the remaining funds needed for construction in July 2023. The cost is approximately \$650,000 to replace both 12,000 gal. tanks

OLD BUSINESS:

- Moving AAB meetings to the airports – It was agreed that the AAB meetings will continue to take place at the airports (alternating airports each month), but the time will change back to 2:00 p.m. (rather than 4:00 p.m.).
- Banners to be placed at both airports were discussed. Joe Hochadel from Land Development did some research on signage at the airports. There is a 32 square foot minimum for temporary signage for business functions that can be displayed 21 days prior to a special function and needs to be removed within 5 days after completion of the event. Wind and feather signs are prohibited. Fixed signs and yard sale signs are fine and must

be posted on the airport property, not on the roadway. Nothing was decided about signage at this meeting.

- VirTower Report – Reports were handed out. Mr. Wylupek will check with VirTower to see about getting passwords for the AAB members. The agreement for the VirTower System at INF is on the 5/10/22 BOCC meeting agenda.
- INF Security Plan Meeting – Staff needs to update security plan, still need to talk to the Sheriff.
- Generator – CGC – Has been elevated to meet FEMA standard. Contractor has scheduled with Duke Energy to disconnect the power on 5/6/22 so final ATS connections can be made.

HANGARS:

- **KINF** 16 T-Hangars 2 vacancies
- **CGC** 20 T-Hangars 1 vacancies
- **CGC** 2 Box-Hangars 0 vacancies

BOARD OF COUNTY COMMISSIONERS ACTION UPDATES:

- **2/22/2022** – Inverness Airport Business-Industrial Park – Meeting to discuss the timing of the bidding.
- **3/22/2022** – FAA Grant Application for EA for Wetland Removal Project at CGC. Grant needs to be submitted to the FAA by 4/12/2022.
- **4/12/22** – Accept Conveyance of 35' x 54' Metal Airport Hangar from Dan G. Montgomery, at KINF.
- **5/10/2022** – FAA Grant Application for Wildlife Study for Wetlands Removal S. of Runway Project.

TOWER UPDATES: (Joe Hochadel, Planner Land Development)

- Application in front of the Planning Commission. It was multiple things (land use change), including a tower. Did get approval to have a cell tower there. No permits yet. Either a 200' mono board or 250' lattice. No permitting yet.

STAFF REPORTS: (Quincy Wylupek, Project Manager)

- **CGC Runway Extension** – Waiting on the Governor to sign the budget and then we will be waiting on the actual grant.
- **CGC Runway Rehab and Obstacle Removal North of Armory** – Some punch-list items need to be completed.
- **CGC Wetlands Removal Project** – FAA grant application going to BOCC May 10, 2022.
- **INF Taxiways B and C and Apron Rehab at North End** – Waiting on the as-built survey and waiting for contractor to schedule a walk-through with our electrical engineer.
- **INF Airspace Study-Obstruction Removal** – Still waiting on FAA to give us the go-ahead.
- **INF FBO Hangar Door Replacement** – Equipment was delivered a few days ago to close in the header, door should be painted next week, and a garage door will be installed in the wall on the SE end of the building. Not sure when the 20 hp motors will be delivered.
- **INF Parking Lot** – Plans and bid documents have been submitted to Management & Budget.

- **INF Business Park** – Management & Budget is working on the bid document.

PRESENTATIONS: Beth Antrim gave a presentation on the Sunshine Law.

FOR DISCUSSION: CGC FBO Maintenance/Improvements – Staff is working to get the roof repaired, the building painted, gutters repaired, installing new lamp posts. Have been working with Facilities Division. They need 3 quotes for the roof and the painting. In the front yard of CGC, there are a lot of aging items. Mr. Chen expressed the need for a covering over the walkway. He presented a quote to the County. Funding for these efforts were discussed.

Date of next Aviation Advisory Board Meeting:

- ***Thursday, May 12, 2022, at 2:00 p.m. @ Inverness Airport, 4250 S. Airport Road, Inverness, FL.***

There was no further business to come before the Aviation Advisory Board at this time. A motion to adjourn was made by Luis Michaels, seconded by Jim Booth, and the motion was carried out unanimously.

Adjourned: 6:10 p.m.

Respectfully submitted,
Elaine Thomas

Division of Engineering, Admin. Coord./ AAB Recording Secretary

Proof of Publication

From the
CITRUS COUNTY CHRONICLE
 Crystal River, Citrus County, Florida
PUBLISHED DAILY

STATE OF FLORIDA
 COUNTY OF CITRUS

Before the undersigned authority personally appeared

Tonya Knight and/or Jeanne Ethridge

Of the Citrus County Chronicle, a newspaper published daily at Crystal River, in Citrus County, Florida, that the attached copy of advertisement being a public notice in the matter of the Court

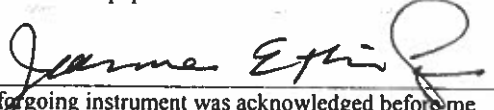
Ad#: 50030563

Description: 1848-0410 SUCRN Notice of Meeting of the Citrus County Aviation Advisory Board on April 14, 2022

Advertisement: to run 1 time(s)

was published in said newspaper in the issue of
Dates(s) of publication: April 10, 2022

Affiant further says that the Citrus County Chronicle is a Newspaper published at Crystal River in said Citrus County, Florida, and that the said newspaper has heretofore been continuously published in Citrus County, Marion County and Levy County, Florida, each week and has been entered as second class mail matter at the post office in Inverness in said Citrus County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.


 The foregoing instrument was acknowledged before me

This 11th day of April 2022

By: Tonya Knight and/or Jeanne Ethridge

Who appeared by (☒) means of physical presence or ()
 via online notarization.

Notary Public



1848-0410 SUCRN PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the CITRUS COUNTY AVIATION ADVISORY BOARD will meet at 4:00 p.m. on Thursday, April 14, 2022, at the Crystal River Airport FBO facility, located at 718 N. Lindbergh Drive, Crystal River, FL.

Any person desiring further information regarding this meeting may contact the Engineering Division, 3600 W. Sovereign Path, Suite 241, Lecanto, FL 34461, or call (352) 527-5446.

Ronald E. Kitchen, Jr.
 BOARD OF COUNTY COMMISSIONERS
 OF CITRUS COUNTY, FLORIDA

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Published April 10, 2022



MARIA A. PARKS
 Commission # RH 090773
 Expires April 20, 2025
 Bonded thru Budget Notary Services

Attachment: Chronicle Tear Sheet for 4.14.22 AAB Mtg (20358 : AAB Draft Minutes From 4-14-2022 AAB Mtg)



AGENDA MEMORANDUM

FROM:	Ken Cheek, Director, Water Resources Department				
SUBJECT:	Agenda				
AGENDA DATE:	May 12, 2022				
<u>BRIEF OVERVIEW:</u>					
<< BRIEF OVERVIEW HERE >>					
<u>BUDGET IMPACT/FUNDING SOURCE:</u>					
Account No.	Account Title	Current Budget	YTD Expenditures	Encumbrances	Available Balance
					\$0
<u>RECOMMENDED ACTION:</u>					
Aviation Advisory Board Agenda for 5/12/2022					



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AGENDA

- **Call to Order**
- **Pledge of Allegiance**
- **Roll Call**
- **Approval of Minutes:** Meeting of April 14, 2022
- **Open to Public:**
- **New Business:**
 - AAB Member Vacancy
 - New Land Lease – CGC
 - Venable Post-Clearing Wetland Monitoring
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 - INF Parking Lot
 - INF Business Park
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- **Board Communication**
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