



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

MINUTES

1. CALL TO ORDER

May 12, 2022 Inverness Airport

The meeting was called to order at 2:00 PM

- a. Invocation
- b. Pledge of Allegiance

Attendee Name	Title	Status	Arrived
Heiko Kallenbach	Chair	Present	
George McDonald	Vice Chair	Present	
Marc Gorshe	Member	Absent	
Jim Booth	Member	Present	
Charles Carr	Member	Present	
Luis Michaels	Member	Absent	
Carl Douglas Flanagan	Member	Present	

Chairman Heiko Kallenbach, Vice-Chairman George McDonald, Carl Douglas Flanagan, Charles Carr, Joe Hochadel, Quincy Wylupek, Charles Leazott, Elaine Thomas, Daniel Chen, and Mohsen Mohammadi

2. APPROVAL OF MINUTES

- A motion was made by Charles Carr to edit the April 14, 2022, meeting minutes, e-mail revised minutes to the AAB members (regarding unknown motion and adding Vision Statement).

Motion seconded by George McDonald

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

- Mr. Jim Booth has resigned from the AAB. The Citrus County BOCC announced this vacancy at their May 10, 2022, regular Board meeting, and the vacancy has been advertised in The Chronicle. Applications are being taken until June 13, 2022.
- CGC New Land Lease - Quincy Wylupek is working with a potential tenant at the Crystal River Airport. Mr. Wylupek will look into what the responsibilities of the lessees are; what the current leases say.
- Venable Post-Clearing Wetland Monitoring - This is underway.
- DOT is looking to partner with 20 volunteer airports relative to Vertiports (vertical take-off planes). Andy Chan volunteered INF.
- Status of non-working hundred low lead fuel pump at CGC - The pump/motor should be delivered on June 7th (barring any shipping problems).

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

5. OLD BUSINESS

- AAB Vision Statement and Master Plans. Master Plans are the 2 major plans that have been drawn up for both airports. Commissioner Davis put together a combination of pieces from each of the Master Plans and from the FBOs into a summary document that was shared at the Airports Workshop on May 10, 2022. This Workshop focused on the direction and CIP for the next 5 years.

The Vision Statement focuses on the long-term goals and overall philosophy of how we would like to see these airports being utilized and developed over the next 20 years.

The AAB agreed the Vision Statement needs to be reviewed and updated in correlation with the Master Plans. We need to see if there are things we still want to do that have not been done yet.

Chairman Heiko Kallenbach proposed that someone from the AAB take the two documents and put something down on paper. Vice-Chairman George McDonald volunteered to put together a rough draft Vision Statement by the next AAB meeting, which will be discussed at the next meeting. Vice-Chairman McDonald will e-mail this rough draft to Mr. Wylupek, and he will e-mail it to the other Board members.

- Resolutions for AAB's Review/Comments - Resolutions and Bylaws are 2 different things. Bylaws were developed in 2006 and revised in 2015. In 2006, we were working on both. The Bylaws do not need to go to the BOCC. The AAB will review the Bylaws and update them as needed.
- Precision and GPS approaches were discussed for each airport. Precision approaches are not feasible at either airport. The AAB will focus on getting GPS approaches.
- Joe Hochadel, Planner, Land Development, does not need to regularly attend the AAB meetings. And "Tower Updates" does not need to be a separate line item on the AAB agenda. When there is an update, Mr. Hochadel will let Mr. Wylupek know.
- Banners at the Airports - It was decided that instead of banners, the AAB meetings would be posted on the County's Facebook page as this would provide much more coverage.
- VirTower Report - Now that the AAB members have access to the VirTower website, Mr. Wylupek no longer needs to print out reports as previously requested. Mr. Wylupek will send an email out on how to do the VirTower Reports. Installing VirTower at INF was approved at the last BOCC meeting. This should be done relatively soon.
- Generator (CGC) - This was scheduled with Duke Energy. Most of the work was completed on 5/6/22. Gaudette Electric has some remaining work to do before the company that provided the ATS comes out and programs the ATS to the generator. The electricity does not need to be turned off for the remaining work.
- CGC RY 18/36 Marking and Displaced Threshold - the white and green 4" PVC pipes/markers will be replaced with 6" PVC pipe.

- CGC RY 9/27 GPS Approaches - The survey was done on May 12, 2022. Once we get an acceptable survey, we will submit it to the FAA.
- CGC FBO Maintenance/Improvements as follows - the following is in process: building painted, sealing of the roof, new fence around yard, new lamp posts with bulbs, gutter drainage repaired, new Airport signs in yard (2), awning over windows replaced. Looking at putting a roof over main area from the parking lot to the building. Next year's proposed budget: paint shade hangars, paint corporate hangar and seal roof.
- Letter of support from AAB for Withlacoochee Tech. College grant request was sent to FDEO on April 21, 2022.
- FAA BIL Funding - INF FBO Terminal, have not heard the status of this.
- Turn over County managed hangar leases to the airport FBO's - Mr. Wylupek will work with Mr. Chen to put together a summary on this.

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

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

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

- Inverness Airport Business-Industrial Park - One year time extension approved.
- CGC CAG Lease Renewal - Has been approved.

- **5/10/2022** - FAA Grant Application for Wildlife Study for Wetlands Removal S. of Runway Project. Was approved by the BOCC, will be submitted to the FAA.
- **5/10/2022** - AAB Vacancy was announced at BOCC meeting.

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

- **CGC Runway Extension** - Still waiting on whether the Governor approves the budget.
- **CGC Runway Rehab and Obstacle Removal North of Armory** - Still have several punch-list items to complete.
- **CGC Wetlands Removal Project** - The FAA has advised that we need to combine the EA for this project with the EA for the Runway Extension project. FAA grant for the required Wildlife Study went to the BOCC for approval on May 10, 2022. Grant will be sent to the FAA.
- **INF Taxiways B and C and Apron Rehab at North End** - Electrical walk-through performed on May 10, 2022, there were several issues; additional punch list items to be completed.
- **INF Airspace Study-Obstruction Removal** - Still waiting on FAA to review data and tell us how they want us to proceed with the design.
- **INF FBO Hangar Door Replacement** - In lieu of the required pedestrian door, an 8' x 10' roll up door has been installed. Trim and roll up door were supposed to be white; they were painted blue. This will be corrected. It has been reported the door shutters when operated. Contractor is working on this. The door was designed for two 20 hp motors (two 10 hp motors were delivered and installed). The 20 hp motors are on backorder, they will be installed when received.
- **INF Parking Lot** - Documents have been submitted to OMB for the Project to be bid.
- **and INF Business Park** - Documents have been submitted to OMB for the Project to be bid, it should go out in early June.

- 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 Norht 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