



CITRUS COUNTY AVIATION ADVISORY BOARD
Crystal River Airport
718 N. Lindberg Terrace
FBO Facility
Crystal River, FL 34429

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. Aviation Advisory Board Draft Minutes From 5/12/22

Approval of draft Aviation Advisory Board meeting minutes.

3. OPEN TO THE PUBLIC

4. OLD BUSINESS

- a. *AAB Member Vacancy*
- b. *New Land Leases*
- c. *Venable Post-Clearing Wetland Monitoring*
- d. *June 7th (manufacturer changed delivery date to June 15) delivery of fuel pump to CGC*
- e. *Updated AAB Vision Statement and Master Plans*
- f. *Updated AAB By-Laws*
- g. *CGC RY 18/36 Marking and Displaced Threshold*
- h. *Generator - CGC*
- i. *CGC FBO Maintenance/Improvements*
- j. *Turn over T-Hangar leases to the airport FBO's*

5. HANGARS

- a. *INF-16 T-Hangars - 2 Vacancies*
- b. *CGC-20 T-Hangars - 0 Vacancies*
- c. *CGC-2 Box Hangars-0 Vacancies*

6. BOARD OF COUNTY COMMISSIONERS UPDATE

- a. *06/14/2022-Acknowledgement of Airport Hangar Lease Agreement*

7. TOWER UPDATES

8. 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 and C and Aprons Rehab at North End and Taxiway A-1 Relocation*
- e. INF Airspace Study-Obstruction Removal*
- f. INF FBO Hangar Door Replacement*
- g. INF Parking Lot*
- h. INF Business Park*
- 9. PRESENTATION
- 10. GENERAL DISCUSSION
- 11. BOARD COMMUNICATION
- 12. NEXT MEETING
- 13. ADJOURNMENT

**Crystal River Airport
718 N. Lindberg Terrace
FBO Facility
Crystal River, FL 34429**

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:	Aviation Advisory Board Draft Minutes From 5/12/22				
AGENDA DATE:	June 09, 2022				
<u>BRIEF OVERVIEW:</u>					
Approval of draft Aviation Advisory Board 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 draft Aviation Advisory Board meeting minutes.					



CITRUS COUNTY AVIATION ADVISORY BOARD
Crystal River Airport
718 N. Lindbergh Drive
Crystal River, FL 34429
2:00 P.M. – Thursday June 9, 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 May 12, 2022
- **Open to Public:**
- **New Business:**
- **Old Business:**
 - AAB Member Vacancy
 - New Land Leases – CGC & INF
 - Venable Post-Clearing Wetland Monitoring
 - June 7th (manufacturer changed delivery date to June 15) delivery of fuel pump to CGC
 - Updated AAB Vision Statement and Master Plans
 - Updated AAB By-laws
 - CGC RY 9/27 GPS Approaches
 - Generator – CGC
 - CGC RY 18/36 Marking and Displaced Threshold
 - CGC FBO Maintenance/Improvements
 - Turn over T-Hangar leases to the airport FBO's
- **Hangars**
 - INF – 16 T-Hangars – 2 Vacancies
 - CGC – 20 T-Hangars – 0 Vacancy
 - CGC – 2 Box Hangars – 0 Vacancy
- **Board of County Commissioner Updates:**
 - 06/14/22 -- Acknowledgement of Airport Hangar Lease Agreement(s)
- **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: July 14, 2022 @ 2:00 p.m., Inverness Airport, 4250 S. Airport Road, Inverness, FL 34450**
- **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
May 12, 2022
Meeting Minutes

The Citrus County Aviation Advisory Board (AAB) met in regular session on Thursday, May 12, 2022, at 2:00 p.m. at the Inverness Airport, 4250 S. Airport Road, Inverness, FL. Chairman Heiko Kallenbach called the meeting to order after determining that the AAB had a quorum.

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.

Absent: Marc Gorshe and Luis Michaels.

2:08 p.m. – Called to order, Roll Call by Elaine Thomas

Pledge of Allegiance

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.

OPEN TO THE PUBLIC: No public attendance at this meeting.

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).

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.

HANGARS:

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

BOARD OF COUNTY COMMISSIONERS ACTION UPDATES:

- 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.

TOWER UPDATES: (Joe Hochadel, Planner Land Development)

- No tower updates.

STAFF REPORTS: (Quincy Wylupek, 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.

PRESENTATIONS: None.

FOR DISCUSSION: Charles Carr informed the Board that he will not attend the June 9th AAB meeting, we will keep close tabs on whether we will have a quorum for this meeting.

Date of next Aviation Advisory Board Meeting:

- **Thursday, June 9, 2022, at 2:00 p.m. @ Crystal River Airport, 718 N. Lindbergh Drive, Crystal River, FL 34429.**

There was no further business to come before the Aviation Advisory Board at this time. A motion to adjourn was made by Carl Douglas Flanagan, seconded by Charles Carr, and the motion was carried out unanimously.

Adjourned: 3:45 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

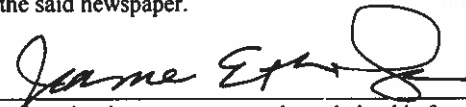
Ad#: 50033099

Description: 1876-0508 SUCRN Notice of Meeting of the Citrus County Aviation Advisory Board on May 12, 2022

Advertisement: to run 1 time(s)

was published in said newspaper in the issue of
Date(s) of publication: May 8, 2022

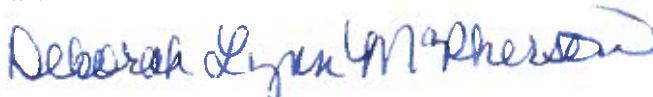
Affiant further says that the Citrus County Chronicle is a Newspaper published at Crystal River in said Citrus County, Florida, and that the said newspaper has heretofore been continuously published in Citrus County, Marion County and Levy County, Florida, each week and has been entered as second class 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

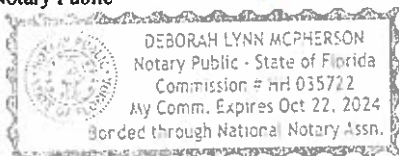
This 11th day of May 2022

By: Tonya Knight and/or Jeanne Ethridge

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



Notary Public



1876-0508 SUCRN PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the CITRUS COUNTY AVIATION ADVISORY BOARD will meet at 2:00 p.m. on Thursday, May 12, 2022, at the Inverness Airport FBO facility, located at 4250 S. Airport Road, Inverness, 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

NOTICE TO THE PUBLIC: Any person who decides to appeal any decision of the Governing body 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 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 Engineering Division, 3600 W. Sovereign Path, Suite 241, Lecanto, FL 34461, or call (352) 527-5446, at least two days before the meeting. If you are hearing or speech impaired, use the TDD telephone (352) 527-5312.

Published May 8, 2022