



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, JULY 21, 2026 AT 6:00 PM**

1. MEETING CALLED TO ORDER

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS AND SPECIAL PRESENTATIONS

3.A Employee of the Month for July

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A Public Hearing — Second and Final Reading — Proposed Ordinance #26-17 — Amending the Airport Regulations and Airspace Zoning

AN ORDINANCE REPEALING AND REPLACING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 8, AVIATION; REORGANIZING, UPDATING, AIRPORT ORDINANCES; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE

5. PUBLIC HEARINGS

5.A Public Hearing — City of Kissimmee Annual Action Plan for Program Year 2026 and its Accompanying Application, Certifications, and Resolution

6. HEAR AUDIENCE

Anything requiring a vote will be heard at a later time.

7. CONSENT AGENDA

The consent agenda is a technique designed to expedite the handling of routine miscellaneous business of the City Commission. The City Commission in one motion may adopt the entire Consent Agenda. The motion for adoption is non-debatable and must receive unanimous approval. By request of any individual member, an item may be removed from the Consent Agenda for discussion.

7.A City Commission Minutes from the July 7, 2026, Meeting

7.B Resolution to Adopt Revised Minimum Service Standards for Aeronautical Service Standards at Kissimmee Gateway Airport

7.C Second and Final Extension for Milling, Resurfacing, and Minor Concrete Work Agreements

7.D Consent to Amended and Restated Net Building Lease for Dyer Boulevard Airport Premises

7.E Amended and Restated Net Building Lease for Dyer Boulevard Airport Premises with U.S. Aviation Group, LLC

7.F Disposal of City Assets

7.G Second Amendment Kissimmee Gateway Airport FBO Lease Agreement

8. DISCUSSION ITEMS

8.A Advisory Board Vacancy: Planning Advisory Board

9. HEAR CITY OFFICIALS

9.A CITY MANAGER

9.B CITY ATTORNEY

9.C CITY COMMISSION

10. ADJOURNMENT

In accordance with Florida Statutes §286.105, any person wishing to appeal any decision made by the City Commission with respect to any matter considered at such meeting or hearing will need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made.

In accordance with Florida Statutes §286.26, any person needing assistance to participate in any of these proceedings should contact the Office of the City Clerk in writing at least 48 hours prior to the meeting at cityclerkemail@kissimmee.gov or by telephone at (407) 518-2308.

ITEM 3.A

Employee of the Month for July

Request

Staff requests that the City Commission join the City Manager in recognizing Travis Anderson of the Development Services Department as the Employee of the Month for July.

Explanation

The City is pleased to announce that Travis Anderson, a dedicated Fire Plan Reviewer with the Development Services Department, has been named Employee of the Month for July.

Travis began his career with the City of Kissimmee four years ago and has consistently demonstrated outstanding performance and commitment to his work. He brings exceptional technical expertise and a strong commitment to life safety, managing a high volume of complex submittals while maintaining accuracy and professionalism. Travis works effectively with designers, contractors, and internal staff to deliver compliant, safe solutions, and his customer service consistently meets the highest standards.

As a reliable and supportive team member, Travis is always willing to lend a hand. He greets coworkers with a smile each day, fostering a positive and collaborative work environment. Travis's dedication, positive attitude, and consistent high-quality work make him an excellent representative of the Development Services Department. He exemplifies the commitment of our outstanding employees, who go above and beyond to serve our community.

The City is proud to recognize Travis for his exceptional service and dedication.

Department: Human Resources & Risk Management

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 4.A

Public Hearing — Second and Final Reading — Proposed Ordinance #26-17 — Amending the Airport Regulations and Airspace Zoning

AN ORDINANCE REPEALING AND REPLACING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 8, AVIATION; REORGANIZING, UPDATING, AIRPORT ORDINANCES; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE

Request

Request adoption of the Second and Final Reading of the Proposed Ordinance #26-17, Amending the Code of Ordinances, Chapter 8, Aviation.

Explanation

City Code currently requires Commission approval to modify airport regulations by policy. Chapter 8, Aviation, defines the airport's rules and regulations. The current Code uses direct language from the "Minimum Standards for Aeronautical Service Operators at Kissimmee Gateway Airport (Min Stnds)." The Min Stnds were last revised in March 2014 and required an update. The update was completed and is attached, dated July 2026.

The Min Stnds is a guidance document subject to periodic updates and revisions. It was recognized that the document should be removed from the Code and referenced, allowing updates to the document without revising the Code. The Code has been revised to improve organization and consistency.

Recommendation

Adoption of the Second and Final Reading of the Proposed Ordinance #26-17, Amending the Code of Ordinances, Chapter 8, Aviation.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter: Shaun Germolus

Attachment(s):

1. (S) Proposed Ordinance 26-17 Chapter 8 (Aviation)
2. Revised Airport Minimum Standards FINAL July 2026
3. MINIMUM STANDARDS REVISED MARCH 2014
4. Osceola News Gazette Affidavit of Publication

ITEM 5.A

Public Hearing — City of Kissimmee Annual Action Plan for Program Year 2026 and its Accompanying Application, Certifications, and Resolution

Request

Request approval to finalize the City of Kissimmee's Annual Action Plan for Program Year 2026, including all necessary edits, clarifications, and responses to public comments. Also, seek authorization to execute and submit the application along with all required certifications, and to adopt the related resolution.

Explanation

The City anticipates receiving \$953,411 in Community Development Block Grant (CDBG) funds and \$342,947.31 in HOME Investment Partnerships Program (HOME) funds. Information regarding the HOME allocation is included in the Osceola County Plans, as Osceola County serves as the lead agency for the Osceola HOME Consortium.

The Annual Action Plan serves as the City's guide for allocating federal CDBG funds during Program Year (PY) 2026. The Plan outlines the specific activities that will address the housing and community development needs and priorities identified in the 2025–2029 Five-Year Consolidated Plan. A key component of the Annual Action Plan process is meaningful citizen participation. To support this effort, the City collected surveys from residents and community partners to identify housing and community development needs. In addition, City representatives attended two community meetings to engage with residents and gather input on the development of the Plan. The draft of the Program Year 2026 Annual Action Plan was available for public review and comment during a 30-day public comment period from June 19 through July 21, 2026.

The proposed breakdown of CDBG funds for PY 2026 is as follows:

Code Enforcement	\$ 95,000
Public Services	\$143,011
Homeless Facilities - Rehabilitation	\$224,718
Repayment of Section 108 Loan	\$200,000
OO Rehab - Emergency Repair Program	\$100,000
Administration	\$190,682
TOTAL	\$953,411

The proposed breakdown of HOME funds for PY 2026 is as follows:

Tenant Based Rental Assistance	\$100,000
Rehabilitation	\$100,000
Rental Housing Development (acquisition, new construction, or rehab)	\$ 51,442.10
Homebuyer (acquisition, new construction, or rehab, including direct assistance to purchase housing)	\$ 62,109.73
Administration	\$ 29,395.48
TOTAL	\$342,947.31

This public hearing concludes the required public participation process prior to finalizing the Annual Action Plan. Following the close of the public comment period, the Annual Action Plan will be updated to include all public comments received, along with any minor staff edits. The completed Plan will then be submitted to the U.S. Department of Housing and Urban Development (HUD) for review and approval before August 16, 2026.

Recommendation

Approval to finalize the City of Kissimmee's Annual Action Plan for Program Year 2026, including all necessary edits, clarifications, and responses to public comments. Also, seek authorization to execute and submit the application along with all required certifications, and to adopt the related resolution.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Frances DeJesus

Attachment(s):

1. Annual Action Plan - PY2026 (IDIS)
2. (S) RES adopting 2026-2027 CDBG HOME Action Plan
3. (S) SF-424

4. (S) CERT - LOBBYING
5. (S) CERTIFICATIONS
6. (S) ASSURANCES - 424-B
7. Ad - AAP for PY26

ITEM 7.A**City Commission Minutes from the July 7, 2026, Meeting****Request**

Approval of the July 7, 2026, Commission Meeting Minutes.

Explanation

Minutes of the commission meeting held on July 7, 2026, are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Commission

Presenter:

Attachment(s):

1. (S) CCM MIN JUL 07 2026

ITEM 7.B

Resolution to Adopt Revised Minimum Service Standards for Aeronautical Service Standards at Kissimmee Gateway Airport

Request

Request approval to adopt the Revised Minimum Service Standards for Aeronautical Service Standards at Kissimmee Gateway Airport, last revised in March 2014.

Explanation

Kissimmee Gateway Airport (KISM) has implemented minimum standards for commercial operations to ensure safety, security, and consistent, high-quality service for users while promoting orderly development. These standards protect the public from unqualified providers, ensure compliance with federal grant obligations (such as avoiding exclusive rights), and maintain efficient, safe operations.

Key reasons for implementing minimum standards include:

- **Safety and Security:** Establishing thresholds for training, equipment, and insurance protects the public and airport personnel.
- **Quality of Service:** Ensures that operators provide reliable, adequate service to the public, preventing, for example, under-equipped service providers.
- **Fair Competition & Legal Compliance:** Minimum standards help comply with FAA requirements by preventing the granting of exclusive rights to a single provider while ensuring all operators meet the same criteria.
- **Orderly Development:** Standards regulate the use of airport land and infrastructure, ensuring businesses align with the airport's layout and capacity.
- **Operational Efficiency:** Standardized requirements ensure that commercial activities (e.g., fueling, maintenance) do not disrupt overall airport operations.

The Airport's Minimum Service Standards for Aeronautical Service Operations at Kissimmee Gateway Airport (MinStd's) were recently revised. An aviation committee comprised of KISM tenants and subtenants, airport management, and aviation legal council collaborated to revise the MinStd's. As part of this process, a fee schedule for commercial operations was developed for new commercial service operations and existing and future subleases. The fees consist of annual registration fees, and depending on the operation, a percentage of gross receipts.

A copy of the MinStd's Committee attendees and meeting dates attached.

Recommendation

Approval to adopt the Revised Minimum Service Standards for Aeronautical Service Standards at Kissimmee Gateway Airport, last revised in March 2014.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) Resolution - Adopting the Minimum Service Standards for Aeronautical Service Operators
2. Revised Airport Minimum Standards FINAL July 2026

City of Kissimmee

3. Minimum Standards Committee Meeting Attendee Log-All Meetings

ITEM 7.C

Second and Final Extension for Milling, Resurfacing, and Minor Concrete Work Agreements

Request

Request approval of the second and final one-year extension for the Milling, Resurfacing, and Minor Concrete Work Agreements with the following firms: American Persian Engineering and Construction, LLC. (#20230078), Premier Engineering, Inc. (#20240057), Asphalt Paving Systems, Inc. (#20230078), Schuller Contractors, Inc. (20230078), and RJR Contractors, LLC. (#20230078).

Explanation

On June 21, 2022, the City Commission approved the award for Professional Contractor Services contracts to six qualified firms through a competitive selection process (RFQ). The initial contracts were for a period of three (3) years with two (2) optional one-year extensions. These contracts support various capital improvement and development projects on an as-needed basis through individual task work orders.

The current contracts are set to expire on September 20, 2026. Staff has reviewed the performance of each selected firm and recommends exercising the second optional one-year extension. If approved, the new contract expiration date will be September 21, 2027.

Recommendation

Approval of the second and final one-year extension for the Milling, Resurfacing, and Minor Concrete Work Agreements with the following firms: American Persian Engineering and Construction, LLC, Premier Engineering, Inc, Asphalt Paving Systems, Inc, Schuller Contractors, Inc., and RJR Contractors, LLC, with a revised expiration date of September 21, 2027.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Asphalt Paving Systems Kissimmee with Master
2. (S) Premier Extension with Master
3. (S) RJR Extension with Master
4. (S) Schuller Extension with Master
5. (S) APEC Extension with Master

ITEM 7.D

Consent to Amended and Restated Net Building Lease for Dyer Boulevard Airport Premises

Request

Request approval of the Consent to the Amended and Restated Net Building Lease for the Dyer Boulevard Airport Premises for Aviator Holdings of Kissimmee, Inc. (Contract #20240443).

Explanation

Aviator Holdings of Kissimmee, Inc., d/b/a Aviator College (Aviator), entered into a lease agreement at the Kissimmee Gateway Airport to provide aircraft maintenance education and flight instruction. The 606 Dyer Blvd facility was leased in July 2014, and the 303 Dyer Blvd facility was leased in March 2021 as an expansion of the college.

Aviator has negotiated the sale of the business to U.S. Aviation Group, LLC, d/b/a U.S. Aviation Academy (USAA), to continue and expand aircraft maintenance education services. The City and Aviator desire to enter into a Consent Agreement to terminate the building leases, contingent upon USAA executing an Amended and Restated Lease, which will be in effect at 11:59 p.m. on July 31, 2026.

Recommendation

Approval of the Consent to the Amended and Restated Net Building Lease Agreement for the Dyer Boulevard Airport Premises for Aviator Holdings of Kissimmee, Inc.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) Consent To Amended and Restated Net Building Lease for Dyer Blvd Airport Premises

ITEM 7.E

Amended and Restated Net Building Lease for Dyer Boulevard Airport Premises with U.S. Aviation Group, LLC

Request

Request approval of the Amended and Restated Net Building Lease for Dyer Boulevard Airport Premises with U.S. Aviation Group, LLC. (Contract #20260260).

Explanation

Aviator Holdings of Kissimmee, Inc. d/b/a Aviator College (Aviator), entered into a lease agreement at the Kissimmee Gateway Airport for the purpose of providing aircraft maintenance education and flight instruction. The 606 Dyer Blvd facility was leased in July 2014, and the 303 Dyer Blvd facility was later leased in March 2021 as an expansion for the college.

Aviator has negotiated a sale of the business to U.S. Aviation Group, LLC, d/b/a U.S. Aviation Academy (USAA) for the purpose of continuing and expanding the aircraft maintenance education services. The City and USAA desire to enter into an Amended and Restated Net Building Lease, which will be in effect upon Aviator's termination, 11:59 p.m. on July 31, 2026.

USAA originated as a flight school in 2006 at Denton Municipal Airport, Texas. Since then, USAA has expanded services as an approved FAA Part 147 Airframe and Powerplant (A&P) mechanic training provider. USAA has A&P programs located in Denton, TX; San Marcos, TX; Atlanta, GA; Minneapolis, MN; & Seoul, Korea. USAA meets all the requirements of the revised Kissimmee Gateway Airport Minimum Standards for "Aviation Maintenance Technician School." USAA's focus is a smooth transition absorbing the current Aviator College students and staff while planning for future growth. One example is expanding to after-hours / weekend hours for individuals seeking a career change.

The Amended and Restated Net Building Lease combines the 303 & 606 Dyer Leases into one document recognizing similar term conditions retaining fair market value rental fees and setting the term for twenty (20) years with a one, ten (10) year renewal option.

Recommendation

Approval of the Amended and Restated Net Building Lease for Dyer Boulevard Airport Premises for U.S. Aviation Group, LLC.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) US Aviation Academy Lease 7.8.2028

ITEM 7.F

Disposal of City Assets

Request

Approval to dispose of the asset items detailed in the attached report.

Explanation

The Charter states that the City Manager “shall not dispose of property belonging to the City, except on authority of the City Commission.” Therefore, staff requests approval to dispose of the items listed on the attached list.

The items included on the attached list are slated to be auctioned, junked, sold, or scrapped and have not previously been approved for disposition by the City Commission. These items will be placed up for auction via George Gideon Auctioneers, Inc. online auction unless otherwise desired by other local governments for purchase at fair market value.

Recommendation

Approval to remove these items from the City’s equipment inventory listing and to send those items to the auction for disposition.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance

Presenter:

Attachment(s):

1. July 2026 Asset Disposals

ITEM 7.G

Second Amendment Kissimmee Gateway Airport FBO Lease Agreement

Request

Approval of Second Amendment to the Kissimmee Gateway Airport Fixed Base Operator's Lease Agreement with Quantum FBO Group Kissimmee, LLC (Contract #20240268).

Explanation

Quantum FBO Group – Kissimmee, LLC, entered into a lease agreement at Kissimmee Gateway Airport in September 2015, to provide full FBO services to include aircraft fueling, parking, management and concierge services to based aircraft owners and visitors. Amendment One to this agreement clarified a lease option for two parcels of the initial lease.

Aviator Holdings of Kissimmee, LLC (Aviator), has negotiated a sale with Quantum for two aviation fuel tanks, one (1) 12,000-gallon Jet A and (1) 10,000-gallon 100LL AVGAS. Quantum desires to relocate the jet tank to their existing fuel farm and convert the AVGAS tank in-place to a self-serve fuel system for pilots. The area is approximately two (2) acres and will be removed from the Aviator lease and provided to Quantum for aircraft parking and self-serve fueling operations. The amendment provides Quantum a deadline of October 1, 2028, to complete the project or the amendment terminates returning the ramp to the City.

This amendment is contingent upon the approval of the Aviator Consent Agreement and the US Aviation Academy Amended and Restated Lease.

Recommendation

Approval of Second Amendment to the Kissimmee Gateway Airport Fixed Base Operator's Lease Agreement with Quantum FBO Group Kissimmee, LLC.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) KISM Quantum Second Amendment 7.21.2026

ITEM 8.A

Advisory Board Vacancy: Planning Advisory Board

Request

The Commission is requested to make an appointment to fill a vacancy on the Planning Advisory Board.

Explanation

Planning Advisory Board Member Jon Arguello has missed three consecutive meetings in a row. Pursuant to City Code Section 2-146, "any board member who misses three (3) consecutive meetings or at least one half of the meetings of the calendar year shall be considered to have resigned, and a new replacement may be appointed," resulting in a vacancy on the board. Attached are the pre-approved applications for commission consideration.

Recommendation

Appoint a new member to fill an open vacancy on the Planning Advisory Board.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. (PAB) Applicant-Hugo Tirado (City Resident)
2. (PAB) Applicant-Glennisha Bras (City Resident)
3. (PAB) Applicant-Lillian Evans (City Resident)
4. (PAB) Applicant-Michelle Gonzalez (City Resident)
5. (PAB) Applicant-Richard Herr (Maintains Business in the City)
6. (PAB) Applicant-Mari Rivera (Maintains Business in the City)
7. (PAB) Applicant-Jose Ramon Riestra (Maintains Business in the City)
8. (PAB) Applicant-Leia Perez (Maintains Business in the City)