



**MEETING MINUTES
SESSION OF THE CITY COMMISSION
(AIRPORT WORKSHOP)
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, APRIL 16, 2024 AT 3:00 PM**

1. MEETING CALLED TO ORDER

Members Present: Mayor Olga Gonzalez, Commissioners Olga Castano, Carlos Alvarez, III, Janette Martinez

Staff Present: City Manager Mike Steigerwald, City Attorney Olga Sanchez de Fuentes, Assistant City Manager Austin Blake, Deputy City Clerk Tameara Crespo, Airport Director Shaun Germolus, Economic Development Director Tom Tomerlin

Members Absent: Commissioner Angela Eady, Deputy City Manager Desiree Matthews

Mayor Gonzalez called the meeting to order at 3:01 PM.

2. DISCUSSION ITEMS

2.A Airport Update Presentation and Discussion

City Manager Mike Steigerwald provided a brief introduction and turned the workshop over to Aviation Director, Shaun Germolus. Director Germolus informed the Commission that the airport recently went through a Master Plan Update which had not been done since 2004 and he plans to provide a high level overview of the master plan update and other important details surrounding the Kissimmee Gateway Airport today. He presented a PowerPoint attached to the agenda which reviewed the following:

- Overview of airport structure and services
- Annual Budget, Fiscal Year Revenues and Expenses
- Grants Assurances
- Economic Nondiscrimination, Fee and Rental Structure and Airport Revenues
- Background and Statistics on Air Traffic Control and Tower Operations
- Airport operations and maintenance
- Fixed Based Operator (FBO) Services
- Education Training Services
- High Level Overview of Master Plan Update and Future Vision

Director Germolus reviewed the many different funding sources and attributed the new air traffic control tower project to Congressman Darren Soto who worked diligently to ensure the City received competitive federal funding. He emphasized that the City will continue to focus on work force development and training initiatives to produce higher paying jobs that stimulate the economy. He informed the Commission of the stringent requirements set by the Federal Aviation Authority (FAA) as it relates to the Master Plan update; currently in Phase 1 (environmental assessment).

Director Germolus finished the first portion of his presentation and opened the floor for questions. The Commission and staff were provided the Airport Master Plan Update "Executive Summary" booklet (Exhibit "A"). The Commission had no questions, and a second PowerPoint also attached to the agenda was reviewed and provided the following information:

- Goals and objectives of the Master Plan
- Federal Master Plan requirements and process
- Aviation forecasts and projected growth
- Facility requirements, development, and evaluation of alternatives
- Capital Improvement Program
- Short-Term Projects (Years 2022 – 2027)
- Mid-Term Projects (Years 2028 – 2032)
- Long-Term Projects (Years 2033 – 2042)

The Commission, City Manager, and Director Germolus discussed various concepts to securing additional funds to pay for future developments which would include: the development of hangars, an onsite hotel and student housing, old golf course site development, potential for distribution centers, aircraft storage, and maintenance and manufacturing opportunities. Director Germolus reviewed the discretionary funding in detail and the focus surrounding current leases at the airport, ensuring amendments meet fair market value and are nondiscriminatory. He plans to prepare a leasing policy in the future and bring it to the Commission for consideration. He discussed a few areas of the future policy which included subtenant leasing, landing fees and private investments.

Economic Development Director, Tom Tomerlin asserted that the City has the land, labor and prime location but we are in a position where we must “think outside the box”. It is important to capitalize on education and training, but there has to be limitations to allow for other areas of opportunity. City Manager Steigerwald agreed, asserting that the City must have the money available in reserves to match in order to secure federal funding and new concepts and ideas are necessary for the future growth of the airport. He reiterated that it remains at the forefront of the City’s mission to diversify the community and there is a unique opportunity to bring higher paying jobs to Kissimmee.

Director Germolus and City Manager Steigerwald discussed Osceola being the only county that does not have U.S. Customs and Border Protection and the ultimate goal is to have a self-sustaining airport. Director Germolus ended the presentation by opening the floor for any final questions and inviting the Commission to tour the airport to explore and learn more about the services provided, as well as a meet and greet with the current airport tenants.

2.B General Discussion

3. **ADJOURNMENT**

There being no further business to come before the Commission, Mayor Gonzalez adjourned the meeting at 4:29 PM.



ATTEST:

Linda S. Hansell

CITY CLERK

Olga Gonzalez

MAYOR-COMMISSIONER

Airport Master Plan Update
Item 2. A. – Airport Update Presentation and Discussion
Executive Summary Booklet / Master Plan Update



KISSIMMEEGATEWAY
A I R P O R T

AIRPORT MASTER PLAN UPDATE

Approved January 3, 2024

EXECUTIVE SUMMARY

Prepared by:

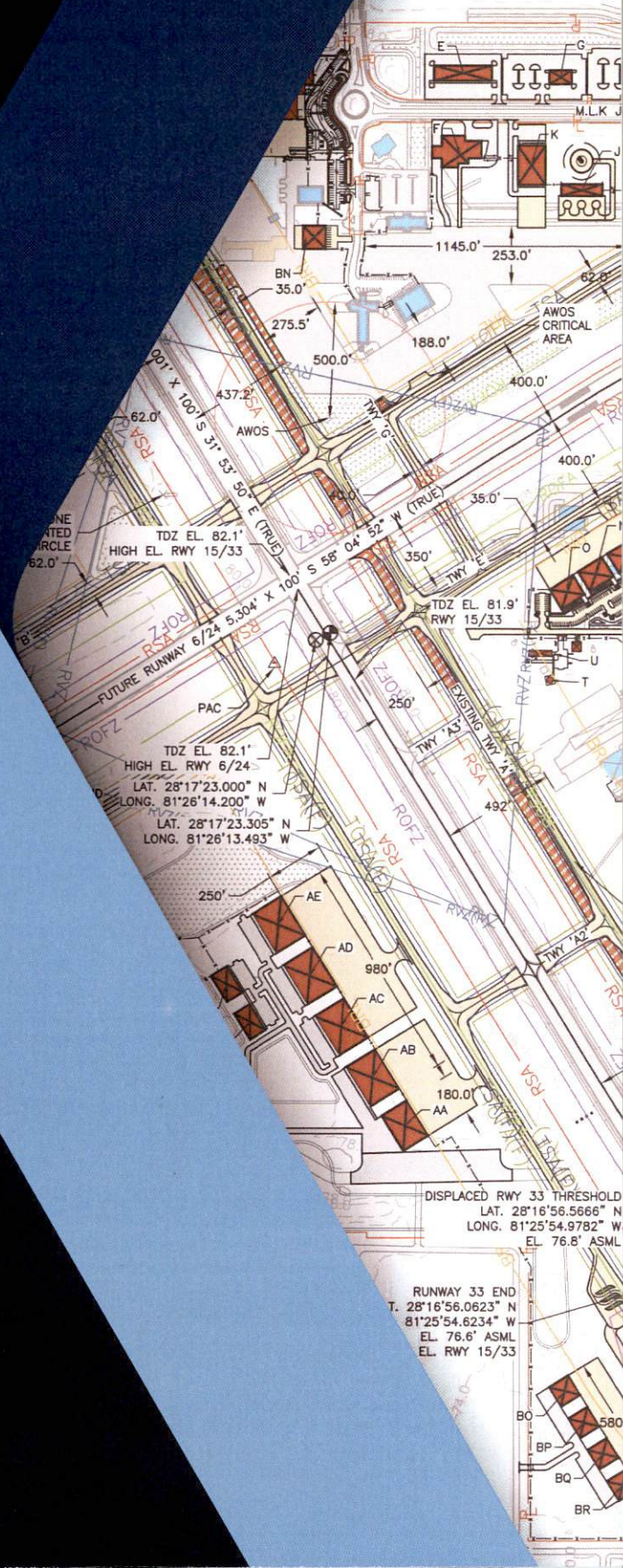


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KISSIMMEE GATEWAY

A I R P O R T

INTRODUCTION

The Kissimmee Gateway Airport Master Plan Update was prepared to provide a long-term vision of the Airport, serving as a guide for future airport development. The Master Plan Update outlines demand-driven airport development plans that will accommodate the projected aviation demand in a manner that is financially feasible, yet sensitive to the environmental, social, and aviation interests of the community.

GOALS AND OBJECTIVES

Specific goals of the Kissimmee Gateway Airport Master Plan Update were to develop:

- The south quadrangle of the Airport that will transition the former golf course into aviation related activities that can accommodate the projected growth of the Airport with hangars, warehouses, and office buildings.
- The land along either side of Martin Luther King Jr. Boulevard as the "front-door" of the Airport with an Airport Rescue and Firefighting Facility (ARFF), a potential vertiport, a Customs and Border Protection facility, the new Dyer Business Airpark development, new fixed base operator (FBO) facilities, a hotel, a small restaurant, and an office building.
- Additional hangars, warehouses, and aprons for existing and future tenants.
- Extended runway and taxiways to accommodate future growth.
- Rehabilitated and reconstructed airfield pavements that are nearing the end of their useful lifespan.

Each of these issues were studied while considering the objectives of:

- Security
- Economic Development
- General Aviation enhancement
- Traffic flow and accessibility enhancement



MASTER PLAN PROCESS

The scope of the Master Plan work was consistent with the Federal Aviation Administration (FAA) and the Florida Department of Transportation (FDOT) processes as described in the FAA Advisory Circular 150/5070-6, *Airport Master Plans*, and the FDOT *Guidebook for Airport Master Planning* respectively. The major elements of the Master Plan Update consist of:

- Public Involvement Program – a process that identifies key issues, allows all stakeholders to keep apprised of the study's progress, and encourages information sharing and collaboration. A Public Involvement program is an essential part of the Master Plan Update as it encourages information sharing and collaboration among the Kissimmee Gateway Airport, the users and tenants, resource agencies, elected and appointed officials, adjacent residences, and the public. One Public Information Workshop was held during the course of the Master Plan Update on October 27, 2022.
- Existing Conditions Inventory – a gathering of key data for use in subsequent plan elements.
- Aviation Forecasts – forecasts of short, medium, and long-term levels of aviation activity that are the basis for the determination of the need for new or expanded facilities. The Aviation Forecasts must be approved by the FAA.
- Facility Requirements – based on the Aviation Forecasts, the assessment of the existing facilities' ability to meet the current and future demand and to determine the number and type of new or additional facilities that may be required.
- Development and Evaluation of Alternatives – the development and evaluation of alternatives that will meet the Facility Requirements and the strategic vision of the Kissimmee Gateway Airport. This culminates in the Recommended Alternative.
- Airport Layout Plans (ALP) – drawings of the current and future Airport facilities, their locations, and the pertinent safety clearances and dimensional information. The ALP drawings must be approved by the FAA and the FDOT.
- Airport Exhibit "A" Property Inventory Map (Exhibit "A") – is a map of all the properties and boundaries that Airport currently owns, has owned in the past, and those properties it would like to acquire in the future. Details are provided as to when and how each parcel was acquired and its current legal status and ownership.
- Facilities Implementation Plan – provides overall guidance on how to implement the Recommended Alternative through a listing of key projects, project descriptions, estimated development costs, and phasing guidelines.
- Financial Feasibility Analysis – describes potential funding sources for the projects and demonstrates the Airport's ability to fund the projects in the Master Plan Update with an emphasis on the near-term projects.



ISM AIRPORT MASTER PLAN EXECUTIVE SUMMARY

EXISTING	DESCRIPTION
---	EXISTING PROPERTY LINE
- - -	FUTURE PROPERTY LINE
⊙	EXISTING AIRPORT REFERENCE POINT
⊗	FUTURE AIRPORT REFERENCE POINT
⊙	EXISTING WIND CONE & SEGMENTED CIRCLE
---	EXISTING AIRSIDE PAVEMENTS
---	FUTURE AIRSIDE PAVEMENTS: NON-CAPITAL PROJECTS
---	FUTURE LANDSIDE PAVEMENTS: NON-CAPITAL PROJECTS
---	EXISTING AIRSIDE PAVEMENT REMOVAL
X X X X	EXISTING SECURITY FENCE
---	EXISTING BUILDINGS
---	FUTURE BUILDINGS: NON-CAPITAL PROJECTS
---	FUTURE BUILDINGS: CAPITAL PROJECTS
----	EXISTING PAPI-4
---	EXISTING ROADS
---	EXISTING RUNWAY PROTECTION ZONE
---	FUTURE RUNWAY PROTECTION ZONE
▲	SURVEY MONUMENT (PAC & SAC)

20 YEAR CAPITAL PROJECT PHASING

	SHORT TERM (2023 - 2028)
	INTERMEDIATE TERM (2028-2033)
	LONG TERM (2033-2043)

AIRPORT CHARACTERISTICS

SPONSOR	CITY OF KISSIMMEE, FLORIDA
TYPE	GENERAL AVIATION
ACREAGE	897±
DESIGNATION	RELIEVER TO ORLANDO INTERNATIONAL
ELEVATION	82' AMSL

RUNWAY DATA

ITEM	RUNWAY 15-33		RUNWAY 6-24	
	EXISTING	FUTURE	EXISTING	FUTURE
LENGTH	6,000	6,000	5,007	5,307
WIDTH	100'	100'	100'	100'
DESIGN AIRCRAFT	LJ45	LJ45	F900	F900
RUNWAY DESIGN CODE	C-II	C-II	B-II	B-II



KISSIMMEE GATEWAY

A I R P O R T

KISSIMMEE GATEWAY AIRPORT
ADMINISTRATIVE OFFICES 401 DYER BLVD.
KISSIMMEE, FL 34741



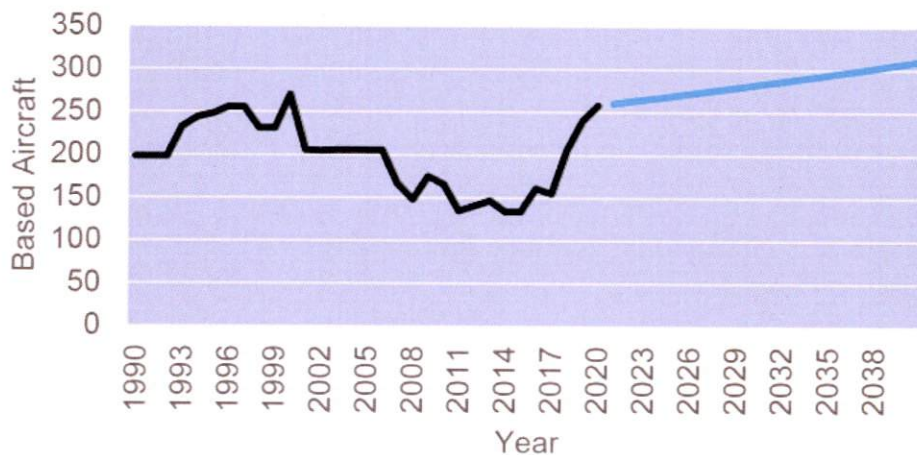
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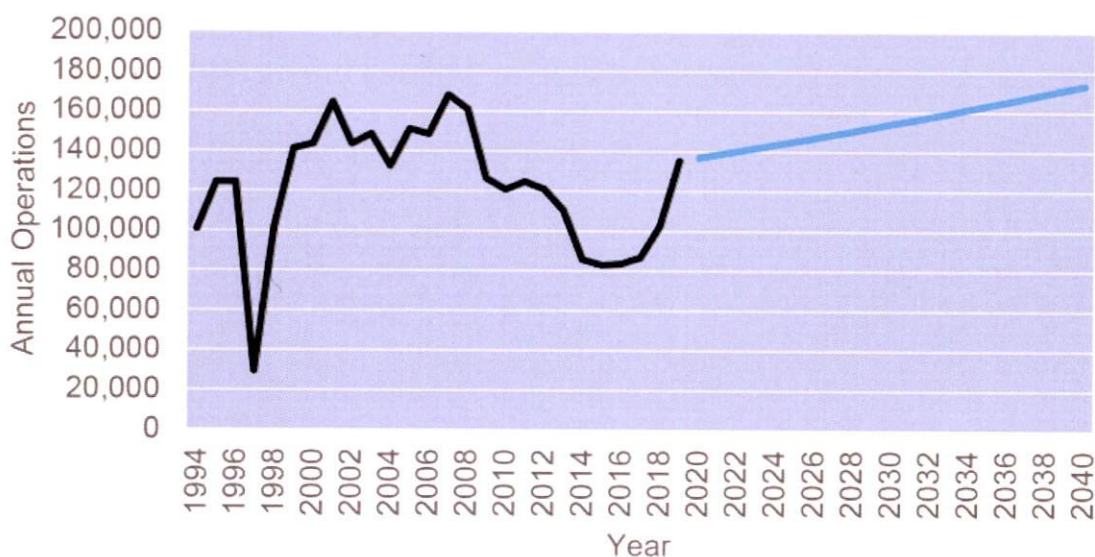
AVIATION FORECAST SUMMARY

Forecasts of annual aviation activity at the Airport were prepared for several key components including:

- Based Aircraft are forecast to grow from 206 in 2019 to 278 in the year 2040 representing a compound annual growth rate (CAGR) of 1.4 percent annually.
- The existing critical aircraft is identified with an aircraft approach category (AAC)-airplane design group (ADG) combination of C-II and represented by the Learjet 45. It is anticipated that the Learjet 45 will continue to represent the critical aircraft throughout the twenty-year planning period.
- General Aviation Operations are anticipated to grow from the recorded 135,290 in 2019 to approximately 173,400 in the year 2040 representing a compound annual growth rate (CAGR) of 1.2 percent annually.



— Historical — Preferred Forecast



— Historical — Preferred Forecast

FACILITY REQUIREMENTS

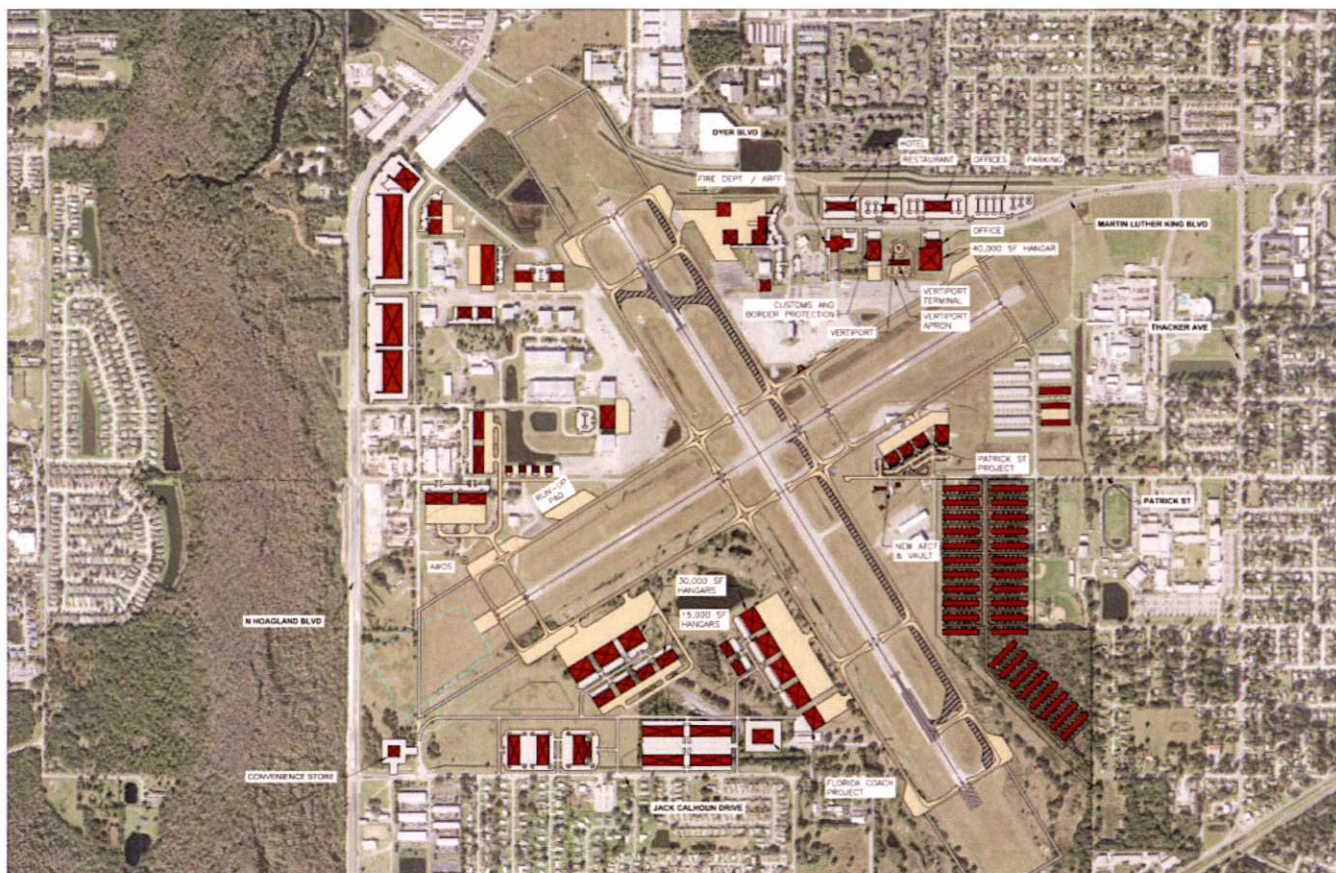
Each area of the Kissimmee Gateway Airport was analyzed to compare future demand with existing capacity. These areas included the airfield, corporate hangars and warehousing, general aviation facilities such as hangars and aprons, the administration building, and internal roads and tenant and public parking.

The airfield is well able to accommodate the number of operations forecast throughout the 20-year planning period. Currently, the longest runway at the Airport, Runway 15/33, is 6,001 feet long. Runway 6/24 is currently 5,001 feet long. The Master Plan Update justified extending Runway 6/24 by 347 feet to a length of 5,348 feet.

Additional general aviation apron facilities are required now and in the future. These facilities include additional apron, T-hangars, and conventional hangars.

RECOMMENDED ALTERNATIVE

Alternatives were developed for each quadrant of the Airport. These were then mixed to prepare three composite alternatives. Following a review with the Airport, one of the composites was refined and selected as the recommended alternative.



AIRPORT LAYOUT PLAN

The Airport Layout Plan (ALP), which graphically illustrates the existing facilities of the Airport as well as the proposed development from the recommended alternative, was prepared in compliance with FAA Standard Operating Procedure (SOP) 2.00 for FAA review and approval of ALPs as well as FDOT guidance in Section B of the *Guidebook for Airport Master Planning*. The ALP consists of a collection of drawings that present the existing and future conditions of the Airport, airspace, approach and departure plan and profile sheets, land use, and airport property. Both the FAA and the FDOT must approve the ALP as they require a complete set for consideration of future funding. Programming of the FAA and FDOT funds are based on development projects depicted in the 'future' ALP sheet.

IMPLEMENTATION PLAN

The Implementation Plan sequences the Recommended Alternative into projects spread across the 20-year plan, based on aviation forecasts, facility requirements, and financial feasibility. These projects and their respective project costs have been placed into three phases:

- Phase 1 – Short-term (2022-2027) – five-year phase - \$83,134,000
- Phase 2 – Mid-term (2028-2032) – five-year phase - \$85,705,000
- Phase 3 – Long-term (2033-2042) – ten-year phase - \$46,657,000

The Master Plan is not a policy bound by a specific timeline, but a guidance document created to provide the flexibility the Airport needs to address changes in its operating environment. The policies, schedules, and phasing of the work, which are all dependent on funding, can be moved to accommodate the Airport and community's needs.

FINANCIAL FEASIBILITY

Financial Feasibility consists of two parts. The first is to identify the probable sources of funding for each of the projects within the Implementation Plan. The identified funding sources including the FAA, the FDOT, and the local share. The local share is the portion of the funding costs the Airport and the City of Kissimmee will have to provide.

	FAA Entitlement	FAA Discretionary	FDOT	Local	Total
Phase 1	\$750,000	\$30,172,200	\$29,299,440	\$7,312,360	\$83,134,000
Phase 2	\$750,000	\$42,276,100	\$34,084,120	\$8,894,780	\$85,705,000
Phase 3	\$1,500,000	\$27,561,900	\$13,716,380	\$3,878,720	\$46,657,000

The second part of the Financial Feasibility analysis is the determination that the Airport will be able to fund the local share of the capital development project costs while continuing to operate the Airport in a safe and efficient manner. It was determined that the Airport and the City of Kissimmee will be able to provide funding for these projects.

