MEETING MINUTES
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, NOVEMBER 4, 2025 AT 6:00 PM

1. MEETING CALLED TO ORDER

Members Present: Mayor Jackie Espinosa, Commissioners Noel Ortiz, Angela Eady, Carlos Alvarez, III, Janette Martinez

Staff Present: City Manager Mike Steigerwald, City Attorney Olga Sanchez de Fuentes, Deputy City Manager Desiree Matthews, Deputy City Manager Austin Blake, City Clerk Tameara Crespo

Mayor Espinosa called the meeting to order at 6:00 PM.

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE After a Moment of Silence, Commissioner Alvarez led the audience in the Pledge of Allegiance.

3. PROCLAMATIONS AND SPECIAL PRESENTATIONS

3.A Swearing in Ceremony for Six New Police Officers

Swearing-in Ceremony for Six New Police Officers

Police Chief Broadway administered the Oath of Office to six new officers as Assistant Chief McGinley read a brief bio on each officer.

3.B Swearing In Ceremony for K9 Bristol

Swearing in ceremony for K9 Bristol.

Police Chief Broadway administered the Oath of Office to K9 Bristol as Assistant Chief McGinley read his bio (Exhibit "A").

3.C Employee of the Month for November

Staff requests that the City Commission join the City Manager in recognizing Joshua Daniel of the Strategic Communication Division as the Employee of the Month for November.

City Manager Steigerwald introduced Joshua Daniel of the Strategic Communication Division and reviewed the qualities and attributes which led to their nomination and selection as employee of the month.

City Manager Steigerwald reminded everyone that the Employee of the Month is not selected by the Commission, City Manager, or department heads but by nominations that are reviewed and selected by a committee of their peers from all departments in the city, and there is no greater honor. Joshua thanked the city and his family for their support over the past 8 years and defined success as a team effort.

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

5. PUBLIC HEARINGS

6. HEAR AUDIENCE *Anything requiring a vote will be heard at a later time.*

Mayor Espinosa opened the floor for public comment. A comment card (“Exhibit B”) was submitted, and the speaker expressed opposition to the number of smoke shops within the city limits. The city experienced connectivity issues and technical difficulties when attempting to open the virtual comment portion. A brief discussion followed regarding the regulation of

certain types of businesses and the equal opportunity protection clauses that affect how zoning regulations can or cannot limit specific business types.

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.*

Mayor Espinosa made a motion to approve the Consent Agenda in its entirety. Commissioner Martinez seconded the motion.

Motion carried 5 - 0.

7.A Approval of City Commission Minutes from the October 21, 2025 meeting and the October 27, 2025 workshop

Request approval of the minutes from the October 21, 2025 City Commission Meeting and the October 27, 2025 Workshop.

7.B Acceptance of additional funding from the Florida Department of Transportation Alert Today Florida's High Visibility Enforcement for Pedestrian and Bicycle Safety Program

Approval to authorize the Chief of Police to execute Amendment No. 1 to Letter of Agreement and Contract (Grant HIGHVIS25) with the Institute of Police Technology to accept grant funding from the Florida Department of Transportation (FDOT) Alert Today Florida's High Visibility Enforcement for Pedestrian and Bicycle Safety Program.

7.C Permanent Right-of-Way Easement between TRJ 4030 Kissimmee LLC and the City of Kissimmee

Request approval of a Permanent Right-of-Way Easement between TRJ 4030 Kissimmee LLC and the City of Kissimmee to accommodate streetscape zone requirements on Hoagland Boulevard (Contract #20260069).

7.D Authorization to apply for the 2025 Patrick Leahy Bulletproof Vest Partnership Program

Authorization to apply for the 2025 Patrick Leahy Bulletproof Vest Partnership Program from the U.S. Bureau of Justice Assistance. (Grant BVP26)

7.E Consent To Sub-Lease Between Signature Flight Support, LLC and Fly Smart, LLC

Approval of a Consent to Sub-Lease Between Signature Flight Support, LLC and Fly Smart, LLC (Contract No. 20240466).

7.F 2026 Event and Festival Series Calendar

Approval of 2026 Event and Festival Series Calendar

7.G Projects to be Carried Forward to FY 2025-2026

Request approval to increase the FY 2025-2026 budget to continue funding certain projects that were approved in prior years.

7.H Acceptance of Sidewalk Easement for Osceola Village Center tracts 1 through 3

Approval to accept and record a non-exclusive sidewalk easement granted by Osceola-Kissimmee Development IV, LLC. over tracts 1 thru 3 of Osceola Village Center Commercial and Apartment for public sidewalk purposes (Contract #20260057).

7.I Easement and maintenance agreement – Pinnacle at the Wesleyan (The Cove)

Approval to accept the Easement and Maintenance Agreement granted by PINNACLE AT THE WESLEYAN, LLC. tracts B and C of Shingle Creek Plaza, consistent with site plan approval for Pinnacle at the Wesleyan. (Contract #20260058)

7.J Approval of agreements with Municipal Equipment Company, LLC, Ten-8 Fire & Safety, LLC, and Bennett Fire Products Company, LLC

Approval and signing of agreements with Municipal Equipment Company, LLC (contract #20260061), Ten-8 Fire & Safety, LLC (contract #20260062), and Bennett Fire Products Company, LLC (Contract #20260063), for the purchase of firefighting tools, equipment, and PPE.

7.K Knightsbridge Phase 2C & 2D subdivision final acceptance

Request acceptance of subdivision improvements for Knightsbridge Phase 2C & 2D, with conditions.

7.L Acceptance of sidewalk easement for 420 S. Clyde Avenue

Approval to accept and record a non-exclusive sidewalk easement granted by Camsave Properties, LLC., over property located at 420 S. Clyde Avenue, for public sidewalk purposes (Contract #20260056).

7.M 2026 Tourism Enhancement Grants for Events

Approval to accept the 2026 Tourism Enhancement Grants for seven Parks and Recreation Events in 2026 for a total of $110,000 to use toward marketing (Contract #20260047, #20260048, #20260049, #20260050, #20260052, #20260053, #20260054).

8. DISCUSSION ITEMS

8.A Memorandum of Understanding with Kissimmee Airport Development Company, LLC

Approval of a Memorandum of Understanding (MOU) with Kissimmee Airport Development Company, LLC (KADC) to develop and manage certain real property located at the airport, consisting of approximately 119.9 acres of land on the southeast border of the airport, contract # 20260044.

Aviation Director Shaun Germolus reviewed the project history and introduced Hector Lizasuain, CEO of Kissimmee Airport Development Company, LLC who presented a PowerPoint Presentation (Exhibit “C”). The boundary survey is expected to be completed within 60–90 days after MOU execution, with key decisions anticipated in March. Discussion covered the MOU timeline, consultant experience, airport master-plan adoption, and interest in a public-private partnership (P3). Outside counsel is assisting with next steps and the due diligence period will incur no cost to the city.

Mayor Espinosa made a motion to approve the MOU with KADC. Commissioner Martinez seconded the motion.

Motion carried 5 - 0.

9. HEAR CITY OFFICIALS

9.A CITY MANAGER

City Manager Steigerwald provided updates on upcoming events: Veterans Day Parade, Chambers Park Dinner with a Veteran, Orlando Japan Festival and the Business Resource Showcase.

9.B CITY ATTORNEY

9.C CITY COMMISSION

Commissioner Alvarez commended Public Works Director Ashley Willis for the continued work on Columbia Avenue. Commissioner Ortiz thanked veterans for their service. Commissioner Eady addressed County Commissioner Brandon Arrington’s request about forming a Kissimmee Team for the upcoming Lip Sync Battle. Mayor Espinosa requested

the City Manager to follow up with Kissimmee Main Street on another Menorah Lighting Ceremony similar to last year's. She further discussed plans for holiday decorating and marketing efforts, recapped the Boo on Broadway event, which drew nearly 8,000 attendees with no incidents. Additional updates included a brief recap of a conference in Puerto Rico, a recent visit from the Mayor of Yabucoa, a visit from Good Day Orlando to honor community members, and highlighted the Wreaths Across America event.

10. ADJOURNMENT

There being no further business to come before the Commission, Mayor Espinosa adjourned the meeting at 6:55 PM.

MAYOR-COMMISSIONER

ATTEST:

Tameara Crespo

CITY CLERK

Exhibit "A"

K9 Bristol's Bio

Bristol Valor is a 1.5-year-old ½ Golden Retriever and ½ Labrador Retrieve who is KPD's first-ever therapy dog. Bristol is named in honor of Spencer Bristol. Spencer was a Master Patrol Officer with the Hendersonville (TN) Police Department and a United States Navy veteran. He was killed in the line of duty on December 30, 2019, while pursuing a suspect. Spencer was an incredible person and a dog lover.

Donated by Valor Service Dogs, Bristol began his journey at the PD on October 1, 2025. Prior to being placed at our facility, Bristol completed service dog training through Valor Service Dogs, which is an Assistance Dogs International Accredited Member. Valor Service Dogs is a nonprofit organization that helps veterans and first responders regain their independence, return to civilian life, and maintain successful partnerships through the training and placing of mobility assistance and PTSD service dogs.

Bristol will play an essential role in supporting the mental well-being of KPD staff while fostering positive connections with the community. By offering emotional support, Bristol will assist in managing trauma, boosting morale and promoting a healthier work environment. As part of our community engagement efforts, Bristol will visit schools and other local events to strengthen relationships with the community. Bristol works alongside his handler, Wellness Coordinator, Leigh-Ann Cuddy, as a certified K9 team. This is the latest effort to demonstrate KPD's commitment to mental health and wellness of staff within the department.

Therapy dogs like Bristol take a holistic approach to well-being, providing mental and physical health benefits. Research shows that interacting with therapy dogs can:

- Reduce cortisol levels (stress hormone) and lower blood pressure
- Boost mood by increasing oxytocin and serotonin
- Encourage social interaction, reducing feelings of loneliness
- Decrease anxiety and improve focus

Whether he's on or off duty, Bristol LOVES back and belly scratches, performing tricks for treats, and meeting new friends! Bristol has received an overwhelming positive response from the staff and community.

Exhibit "B"

CITY OF KISSIMMEE 1883

PUBLIC COMMENT CARD

REQUEST TO ADDRESS THE CITY COMMISSION

DATE: 11-3-25

AGENDA ITEM #: _____ **OR NON-AGENDA TOPIC:** Smoke Shops

NAME: KURT JENSEN

ADDRESS: 3003 Mallory Cir. **CITY:** Kissimmee **STATE:** FL **ZIP:** 34747

POSITION ON ITEM

- [x] I SUPPORT THIS AGENDA ITEM
- [ ] I OPPOSE THIS AGENDA ITEM
- [ ] NEUTRAL

PUBLIC COMMENT

- [x] I WISH TO SPEAK
- [ ] I DO NOT WISH TO SPEAK AND WAIVE MY OPTION TO SPEAK

INSTRUCTIONS:

- COMPLETE ONE (1) CARD FOR EACH TOPIC; INCLUDE AN AGENDA ITEM IF APPROPRIATE (ABOVE)
- PLEASE SUBMIT YOUR COMMENT CARD TO THE CITY CLERK
- WHEN YOUR NAME IS CALLED, APPROACH THE PODIUM AND STATE YOUR NAME AND ADDRESS FOR THE RECORD
- YOU WILL HAVE A LIMITED AMOUNT OF TIME TO VOICE YOUR OPINION, ADDITIONAL TIME PERMITTED ONLY BY AUTHORITY OF THE COMMISSION
- ONCE SUBMITTED, THIS COMMENT CARD BECOMES A PUBLIC RECORD PURSUANT TO FLORIDA STATUTE 119

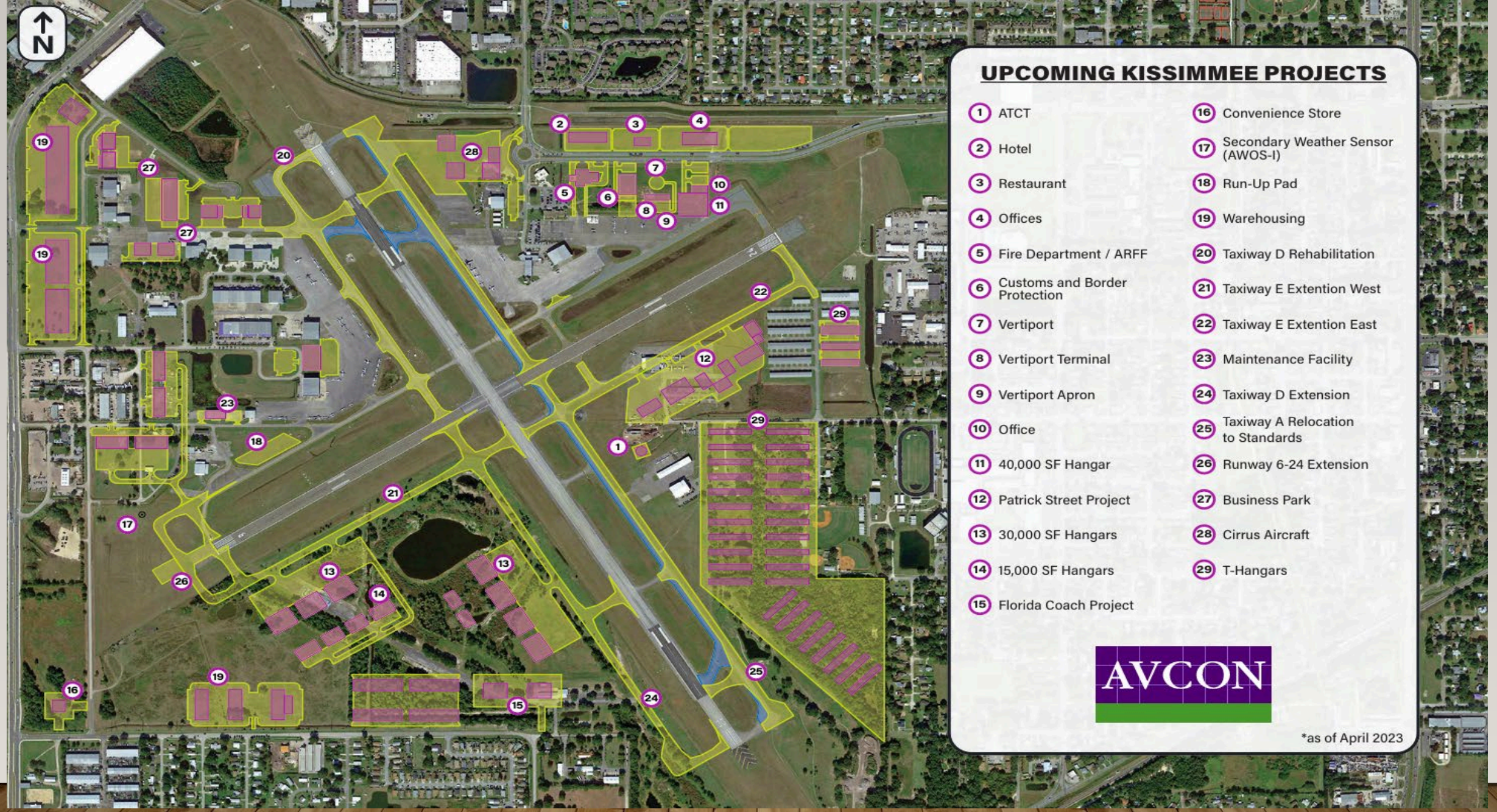
THE CITY COMMISSIONS RULES OF DECORUM WILL BE ENFORCED. ANY PERSON MAKING PERSONAL,DISRESPECTFUL AND SLANDEROUS REMARKS OR WHO BECOMES BOISTEROUS WHILE ADDRESSING THE CITY COMMISSION OR WHILE ATTENDING THE COMMISSION MEETING SHALL BE REMOVED FROM THE ROOM.

Exhibit "C"

KISSIMMEE AIRPORT DEVELOPMENT COMPANY, LLC

Kissimmee Gateway Airport

PARCEL 15
APPROXIMATELY 129 ACRES
ZONED AIRPORT/INDUSTRIAL



UPCOMING KISSIMMEE PROJECTS

1. ATCT
2. Hotel
3. Restaurant
4. Offices
5. Fire Department / ARFF
6. Customs and Border Protection
7. Vertiport
8. Vertiport Terminal
9. Vertiport Apron
10. Office
11. 40,000 SF Hangar
12. Patrick Street Project
13. 30,000 SF Hangars
14. 15,000 SF Hangars
15. Florida Coach Project
16. Convenience Store
17. Secondary Weather Sensor (AWOS-I)
18. Run-Up Pad
19. Warehousing
20. Taxiway D Rehabilitation
21. Taxiway E Extention West
22. Taxiway E Extention East
23. Maintenance Facility
24. Taxiway D Extension
25. Taxiway A Relocation to Standards
26. Runway 6-24 Extension
27. Business Park
28. Cirrus Aircraft
29. T-Hangars

AVCON

*as of April 2023

INITIAL DEVELOPMENT PROJECT PLAN AND BUDGET PER MOU

A. Predesign – TBD

a. Draft Lease Agreements
b. Income Streams
c. Tenant Prelease & Build to Suit
d. Infrastructure Bonds
e. Vertical Funding

INITIAL DEVELOPMENT PROJECT PLAN AND BUDGET MOU

B. Design and Engineering

a. Site Survey (60 – 90 days from NOC)
b. Site Design (Consult with Shaun/City of Kissimmee
c. Site Engineering
d. Architecture
e. Media Plan

DEVELOPMENT PROJECT PLAN AND BUDGET TO BE NEGOTIATED IN TERM SHEET

C. Construction

a. Permits
b. Phase 1
c. Hangar Rd. & Jack Calhoun Dr. 29.5 Acres

- Aircraft Maintenance
- FBO Office
- Warehouse
- Manufacturing
- Hangars
- Box Hangars

DEVELOPMENT PROJECT PLAN AND BUDGET TO BE NEGOTIATED IN TERM SHEET

Phase 2 - Jack Calhoun Rd, 56.4 Acres

a. Aircraft Maintenance
b. Manufacturing
c. Warehouse
d. Vertiport
c. Hangars
e. T-Hangars
f. Box Hangars

DEVELOPMENT PROJECT PLAN AND BUDGET TO BE NEGOTIATED IN TERM SHEET

Phase 3 - Gilbert Ave. 15 Acres TBD

a. Hotel & Meeting Space (For consideration/discussion)
b. Commercial (For consideration/discussion
c. First Right of Refusal (For consideration/discussion)

Phase 4 - Jack Calhoun Rd. 34 Acres TBD

KISSIMMEE GATEWAY AIRPORT SITE PLANNING SCHEDULE

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors
1		Project Start	0 days	Mon 11/3/25	Mon 11/3/25	
2		**Field Work (by Others)**	**40 days**	**Mon 11/3/25**	**Fri 1/9/26**	**1**
3		Survey	8 wks	Mon 11/3/25	Fri 1/9/26	
4		Geotech Report	6 wks	Mon 11/17/25	Fri 1/9/26	3FF
5		**Task A - Horizontal Site Plan**	**55 days**	**Mon 11/3/25**	**Fri 1/30/26**	**1**
6		Set up Initial Existing Conditions Base Plan from Aerial Imagery and GIS Data	2 wks	Mon 11/3/25	Fri 11/14/25	
7		Coordination with City for Initial Program	1 wk	Mon 11/10/25	Fri 11/14/25	6FF
8		Prepare Initial Site Plan	3 wks	Mon 11/17/25	Tue 12/9/25	7
9		Preliminary Stormwater Design	1 wk	Wed 12/3/25	Tue 12/9/25	8FF
10		Review and Comments	2 wks	Wed 12/10/25	Tue 12/23/25	8
11		Finalize Horizontal Site Plan integrated with Surve	3 wks	Mon 1/12/26	Fri 1/30/26	3,10
12		**Task B - Access Plan**	1 wk	Mon 2/2/26	Fri 2/6/26	11
13		**Task C - Utility Plan**	2 wks	Mon 1/5/26	Fri 1/16/26	10
14		**Task D - Stormwater Management Plan**	4 wks	Mon 1/12/26	Fri 2/6/26	3,4,10
15		**Task E - Mass Grading Plan**	2 wks	Mon 2/9/26	Fri 2/20/26	14
16		**Task F - Opinion of Probable Costs**	2 wks	Mon 2/23/26	Fri 3/6/26	5,12,13,14,15
17		**Taks G - Development Schedule**	1 wk	Mon 3/2/26	Fri 3/6/26	16FF

CELEBRATING 80 YEARS OF SERVICE

We at Kissimmee Airport Development Company are eager to bring Kissimmee Gateway Airport into the future while embracing the over 80 years of history there. We met with the Osceola County Historical Society and have had conversations with the Museum of Military History to obtain historical information tied to the airport and Kissimmee. Our goal is to not only make Kissimmee Gateway Airport the true economic development engine it was always meant to be but to also provide an educational opportunity for those visiting and working there.

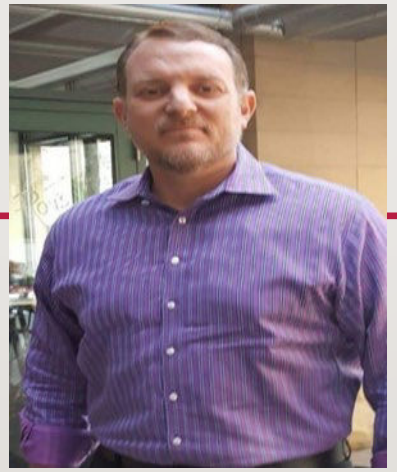
KADC EXECUTIVE TEAM

HECTOR LIZASUAIN
CHIEF EXECUTIVE OFFICER

Hector Lizasuain is a pivotal, transformative leader in raising his community's and client's profile, visibility, and perception, attracting local and international investors, and provides distinction and well-deserved attention to projects, providing critical strategy, leadership, and execution working with local government and community organizations promoting and advancing their goals and objectives.

Hector has close to 28 years of government and community leadership experience which is reflective in the awards and recognition he has received over the years. Hector was the former Executive Director of the largest development authority in the State of Florida and largest tax base in Osceola County and his reputation as an influencer is reflected by many in the Central Florida Region.

JIM SHIVERS
CHIEF OPERATING OFFICER



Jim Shivers, Principal and President – Tennessee Development Partners, is a distinguished general contractor and property developer over 31 years of expertise spanning industrial, commercial, residential, tourism, luxury, energy, and medical sectors. His career is defined by visionary leadership, meticulous planning, and consistent delivery of innovative and impactful developments.

ROBERT L. TURCHETTA
CHIEF FINANCIAL OFFICER

Robert L. Turchetta is a dynamic real estate expert, seasoned entrepreneur, and former corporate executive now based in South Carolina, with a career defined by innovation and results. Holding a Bachelor of Science in Marketing and Sales from the University of South Florida, Tampa, Robert built a robust 17-year corporate foundation before transitioning into entrepreneurship, leaving a lasting mark across industries.

KADC TEAM OF EXPERTS

BOYD CIVIL ENGINEERING

STEVE BOYD

Steve is a well-respected Civil Engineer in the Central Florida region with over 25 years of experience in designing mixed developments.

Design407
concept

ELISA GONTIJO

25 years of experience in architecture and interior design, Elisa's work can be seen in more than 300 hotel, office, and commercial projects around the world.

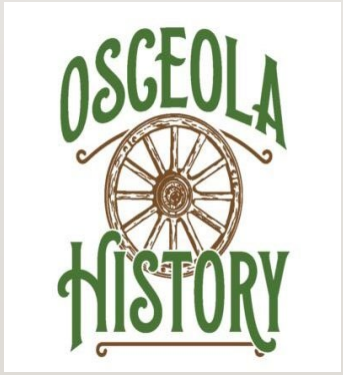
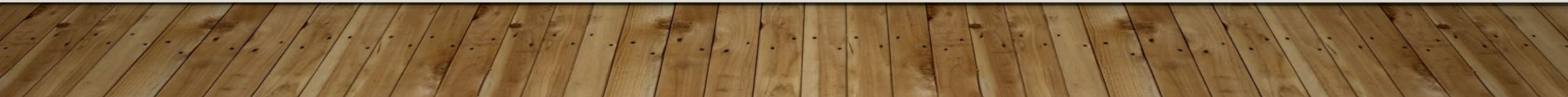
MODICA & ASSOCIATES

ELAINE A. IMBRUGLIA

Ms. Imbruglia has over 25 years of experience in ecological consulting and scientific studies.

Johnston's Surveying, LLC, is under the leadership of Richard D. Brown as President/Owner since acquiring the firm in 2022 from W. Turner Wallis IV. The depth of our team is demonstrated by the tenure of our staff having a combined 190 years of surveying experience serving the Central Florida area.

TEAM AND RESOURCES



QUESTIONS