



MEMORANDUM TO VENICE CITY COUNCIL

THROUGH CHARTER OFFICER: James Clinch, City Manager

E-SIGN:  James Clinch (Nov 1, 2025 12:54:10 EDT)

FROM: Nicholas Dumas, Airport Manager

DEPARTMENT: Airport

DATE: 10/30/25

MEETING DATE: 11/18/25

SUBJECT / TOPIC: Requesting a City Council Resolution to Approve the Formation of the Technical Advisory and Citizen Advisory Panels for the Airport Master Plan Update

BACKGROUND INFORMATION: Background Information

Venice Municipal Airport (VNC) is currently in the process of updating its Airport Master Plan through its contracted consultant, Ricondo & Associates, Inc. This comprehensive, long-range planning document guides the future development of airport facilities, land use, and infrastructure in a manner that aligns with Federal Aviation Administration (FAA) standards, community goals, and anticipated aviation demand. The Airport Master Plan Update serves as a blueprint to ensure the Airport continues to operate safely, efficiently, and in harmony with the surrounding community while supporting the City's economic vitality and transportation needs.

The master planning process is being completed in coordination with the FAA and the Florida Department of Transportation (FDOT). It includes several key phases, including data collection, aviation demand forecasting, facility requirements, alternative development, and the preparation of a recommended development plan. The FAA recently approved the Aviation Forecast for the Airport Master Plan Update, marking a significant milestone in the project's progress and allowing the planning team to advance to subsequent analysis and community engagement stages.

As part of this process, the Airport and its consultant, Ricondo & Associates, Inc., are committed to ensuring broad community and stakeholder participation. To achieve this, the formation of two advisory panels, the Technical Advisory Panel (TAP) and the Citizen Advisory Panel (CAP), is proposed. These panels will provide structured opportunities for technical experts, aviation users, City staff, community members, and other stakeholders to offer input throughout the development of the Master Plan Update.

Public outreach and engagement will continue as planned, with a particular focus on scheduling major activities during the community's peak season to maximize participation. The current community engagement plan includes the following key milestones:

- **Airport Master Plan Update Kickoff Meeting** – Completed November 2024
- **City Council Resolution** – Approval of the formation of the Technical and Citizen Advisory Panels by the end of the calendar year 2025
- **Airport Master Plan Project Update** – Presentation by Ricondo & Associates, Inc. at the City Council Meeting on January 13, 2026
- **Technical Advisory Panel Meetings** – Three meetings scheduled for 2026 (at least two during peak season)
- **Citizen Advisory Panel Meetings** – Three meetings scheduled for 2026 (at least two during peak season)
- **Airport Master Plan Update Public Workshops** – Two workshops scheduled for 2026 (one during peak season)

The creation of the Technical Advisory Panel and the Citizen Advisory Panel will enhance transparency, strengthen public understanding of airport planning efforts, and help ensure that the updated Airport Master Plan reflects both technical considerations and the values and priorities of the Venice community.

SUPPORTS STRATEGIC PLAN: Goal Six: Preserve the Venice Quality of Life through Proper Planning

COUNCIL ACTION REQUESTED: For Council Adoption by Motion

Yes	N/A	
☒	☐	Document(s) Reviewed for ADA compliance (required for agenda posting) <i>Penny Ellis</i>
☒	☐	City Attorney Reviewed/Approval <i>Roy David Jackson</i>
☐	☒	Risk Management Review
☐	☒	Finance Department Review/Approval
		Funds Availability (account number):

Meta-Data Entry:

Vendor Name: Ricondo & Associates, Inc.

Document Date: 10/28/2025

Expiration Date: 12/31/2026 *(Note: If expiration date must be calculated go to [Date Calculator: Add to or Subtract From a Date](#))*

Contract Type: Term

Contract Term: December 31, 2026 *(Note: Initial term plus renewable # of times for length of term, for example "3 Years + 2 x 1 Year")*

Is this a Capital Improvement Contract No

Insurance Expiration 1 Click or tap to enter a date mm/dd/yyyy.

Insurance Expiration 2 Click or tap to enter a date mm/dd/yyyy.

Is Contract Renewable No

Contract Status Active

One-time E-mail Notification: 30 days

Notify Department 1: Airport

Notify Department 2:

Notify Department 3 Choose a department to be notified.

(*For Record Retention Staff Completion Only*):

Note: Complete the information below just prior to scanning. Then attach this document as the last page of the contract to be scanned.

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RESOLUTION NO. 2025-29

A RESOLUTION OF THE CITY OF VENICE, FLORIDA, CREATING A TECHNICAL ADVISORY PANEL AND A CITIZENS ADVISORY PANEL FOR VENICE MUNICIPAL AIRPORT'S MASTER PLAN UPDATE AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City has contracted a consultant, Ricondo and Associates, Inc., to update the Venice Municipal Airport's Master Plan; and

WHEREAS, the City of Venice has determined the use of stakeholders is critical to assist with providing input on the plan; and

WHEREAS, a diverse group of participants with technical expertise related to airport operations will collaborate with City staff and consultants by providing input throughout the development of the Master Plan Update, which will be instrumental in the successful accomplishment of these endeavors.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VENICE, FLORIDA, as follows:

SECTION 1. The above Whereas clauses are ratified and confirmed as true and correct.

SECTION 2. Established. There is hereby established a Technical Advisory Panel and a Citizens Advisory Panel, herein referred to as the "Panels". The Airport Director shall appoint the members and determine the terms of office.

SECTION 3. Membership. There shall be up to 20 members on each Panel. The Technical Advisory Panel shall consist of members with technical expertise in airport operations, including pilots, airport tenants, airport management, consultants, and government officials. The Citizens Advisory Panel shall consist of residents of the City of Venice or surrounding Sarasota County areas, employees and business owners in the City of Venice or surrounding Sarasota County areas, airport consultants, airport management, and government officials.

SECTION 4. Duties and Responsibilities. The Panels will participate with city staff and consultants in the Airport Master Plan Update and provide input on the potential plan.

SECTION 5. Compensation. Members shall receive no compensation for their service on the panel.

SECTION 6. Meetings. Meetings shall be called and scheduled by the Airport Director. The Panels shall comply with all applicable requirements of Florida's Sunshine Law, Public Records Act, the Florida Code of Ethics for Public Officers and Employees, and all city policies for public representatives. Members shall use city email accounts for all city-related business.

SECTION 7. Removal. Members serve at the pleasure of the Airport Director and may be

removed from the Panel by the Airport Director at any time with or without cause.

SECTION 8. The Panels will sunset upon the completion and adoption of the Airport Master Plan Update by City Council.

SECTION 9. This Resolution shall take effect upon adoption, as provided by law.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF VENICE, FLORIDA, AT A MEETING HELD ON THE 18TH DAY OF NOVEMBER 2025.

Nick Pachota, Mayor

ATTEST:

Kelly Michaels, MMC, City Clerk

I, Kelly Michaels, MMC, City Clerk of the City of Venice, Florida, a municipal corporation in Sarasota County, Florida, do hereby certify that the foregoing is a full and complete, true and correct copy of a Resolution duly adopted by the City Council of the City of Venice, Florida, at a meeting thereof duly convened and held on the 18th day of November 2025, a quorum being present.

WITNESS my hand and official seal of said City this 18th day of November 2025.

Kelly Michaels, MMC, City Clerk

(S E A L)

Approved as to form:

Kelly Fernandez, City Attorney

Council Agenda Item for the Formation of the TAP & CAP for the Master Plan Update

Final Audit Report

2025-11-01

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"Council Agenda Item for the Formation of the TAP & CAP for the Master Plan Update" History

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✔ Agreement completed.

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