

Meeting Minutes
NORTHWEST FLORIDA REGION
CFASPP STEERING COMMITTEE MEETING
October 10, 2013, 10:00 AM
Northwest Florida Beaches International Airport

1. **Call To Order / Introductions** – Chair Tracy Stage called the meeting to order at 10:04 a.m. and asked all in attendance to introduce themselves.

<u>Name</u>	<u>Representing</u>
Tracy Stage, Chair	Okaloosa County Airports
Candace Mitchell*	Pensacola Gulf Coast Regional Airport
Roger Blaylock*	Santa Rosa County Airports
Ted Mosteller*	Apalachicola Regional Airport
Jim Roncaglione	Tyndall AFB
Don Roswell*	Eglin AFB
Richard McConnell	Northwest Florida Beaches International Airport
Parker McClellan	Northwest Florida Beaches International Airport
Ryan Adams	DeFuniak Springs Municipal Airport
Bob Fleck	Calhoun County Airport
Maxie Waldorf	Calhoun County Airport
Michael Stenson	Okaloosa County Airports

In addition, the following people were in attendance:

<u>Name</u>	<u>Representing</u>
Mike Lewis	FDOT District 3
Tonia Nation	AVCON, Inc.
John Collins	AVCON, Inc.
Brad Wente	RS&H, Inc.
Rick Mellin	ZHA, Inc.
Alex Kolpakav*	USF-CUTR
Bill Ashbaker*	Panther International, LLC
Harry Downing*	CDM Smith, Inc.
Erik Treudt	FDOT Aviation System Manager
Dan Afghani	CFASPP Administrator

* Via teleconference

Agencies/Organizations Not Represented:

Tallahassee Regional Airport	Tri-County Airport
Marianna Municipal Airport	Carrabelle-Thompson Airport
Quincy Municipal Airport	

2. **Approve Last Minutes** – Chair Stage asked for a motion to approve the minutes from the last meeting. Mr. Parker McClellan made a motion to approve that was seconded by Mr. Mike Stenson and passed by acclamation.

3. **Airport Updates / Roundtable**

- **Northwest Florida Regional Airport** – Chair Stage reported that they are constructing a new office for the airport police department. He stated that they are

completing a new cell phone lot with a Flight Information Display System (FIDS) to assist meet and greet visitors. Chair Stage added that they have installed an “Ava” Avatar to assist passengers prior to security screening. He mentioned that they put their emergency plan in operation in anticipation of Tropical Storm Karen. The storm did not materialize and it ended up being a great drill for the airport operations staff.

- **Bob Sikes Airport** – Chair Stage reported that they are now constructing a new FBO building and a new parking lot. He reported that the airport is now part of Phase 2 of the McCauley-Sweeney Site Certification Process. Chair Stage added that the new FBO building will also have a new apron on the airside.
- **Apalachicola Regional Airport** – Mr. Ted Mosteller reported that they are currently working on some minor projects at the airport. He stated that the Seafood Festival will be held in Apalachicola on November 1st and 2nd.
- **Pensacola Gulf Coast Regional Airport** – Ms. Candace Mitchell reported that they currently have four (4) projects in the design phase. This includes work on the GA Apron, Concourse Exit Lanes and additional security fencing for the airport.
- **Calhoun County** – Mr. Maxie Waldorf reported that they have received bids for two new hangars and completed expansion of the GA apron.
- **DeFuniak Springs Municipal Airport** – Mr. Ryan Adams reported that site development for three - 10 unit T-hangars has been completed. They expect to receive FAA funding for an access road to serve the hangar area and begin construction on two of the T-hangar units next month. The final unit will be constructed in 2015. Mr. Adams also reported that they are in the site selection process for the McCauley Sweeney Certification. They are completing a runway extension justification study, which will be submitted to FAA in the near future. They are seeking to extend the runway to 5,000 feet and are hoping to begin environmental work in 2014.
- **Northwest Florida Beaches International Airport** – Mr. McClellan reported that they are in the process of constructing approximately 300 covered parking spaces. The rental cars have been relocated to accommodate this project and the ramp expansion project is now out to bid. Mr. McClellan reported that they are in the shoulder season at the moment but passenger traffic should increase with the festivals and other attractions that will run through January. Finally, Mr. McClellan introduced Mr. Richard McConnell who joined the Northwest Florida Beaches International Airport from Boise as the new Deputy Executive Director.
- **Destin Airport** – Chair Stage reported that they are moving forward with the new ATC tower design and access road improvements at the Destin Airport.

4. Regional Issues/Concerns

- **Proposed TSA Exit Lane Handover Issue** – Chair Stage reported that they have elected not to challenge this proposal at the Northwest Florida Regional Airport. They are instead moving forward with a technology-based project to comply with the proposed monitoring requirement. Mr. McClellan stated that the TSA needs to establish baseline guidance for acceptable technology to insure that sponsors don't waste time and money on installing systems that may ultimately be deemed insufficient.
- **McCauley-Sweeney Certification** – This initiative was formerly known as the Gulf Power Site Certification Initiative. Sponsors that complete this process will be well

positioned to accept expedited business investment and site development by certifying that a certain level of useful existing infrastructure is in place. Airports in the Northwest Florida Region that are currently participating in this program include the DeFuniak Springs Municipal Airport and the Bob Sikes Airport in Crestview.

5. FDOT Aviation

○ General Statewide Items

- **Statewide Airport Runway & Taxiway Painting Contract** – Mr. Treudt reported that they are going to renew this contract. He thanked the airport members that provided comments and assisted with development of the contract scope. Mr. Treudt noted that the contract should be finalized in November and will include the specifications outlined in the latest FAA Advisory Circular.
- **Airport Rates & Charges Analysis** – Mr. Treudt introduced Mr. Alex Kolpakav from the Center for Urban Transportation Research (CUTR) at USF. Mr. Kolpakav reported that approximately 60 airports have responded (44 full responses) to the survey and data analysis is now underway. The analysis should be complete in October and the final study results are expected to be presented at the next CFASPP Statewide Meeting in Tampa on November 13th.
- **Statewide Airfield Pavement Management Program** – Mr. Treudt reported that Phase 1 inspections are currently about 80% complete and should be finished in November. He added that Phase 2 inspections are expected to commence in early 2014. Mr. Treudt stated that pavement management training is expected to be offered again in 2014 noting that the dates have not yet been finalized. He invited those with questions on this program to contact Mr. Vu Trinh at the FDOT Aviation and Spaceports Office.
- **Florida Aviation Professionals Academy** – Mr. Treudt updated the group on this effort noting that FDOT Aviation and Spaceports Office is seeking input from airports on professional development courses that would be useful to the aviation community. He invited the group to submit their ideas to Mr. Sergey Kireyev at the FDOT Aviation and Spaceports Office.
- **Airfield Stormwater Permit Approval** – Mr. Treudt mentioned that stormwater permit for on airfield work has been approved and took effect on October 1, 2013.

○ Aviation and Spaceports Office

- **FASP – Digital Airport Profiles** – Mr. Treudt provided the group some background on the origin of airport profiles noting that they provide local governments and other stakeholders with a snapshot of a facility's capabilities and role in the aviation system. Mr. Treudt then asked Mr. Harry Downing of CDM Smith to continue with the briefing. Mr. Downing reviewed the project goals noting that Phase 1 is underway and expected to be complete in December. The first phase will include work to develop and eventually implement new technology that will allow airport users to develop their own profile templates, auto-generate airport profiles and access profile

information from mobile devices. Mr. Downing asked the airports for their assistance in completing this project and recommended that the committee appoint at least one member to the Project Task Team. Task team activities will be conducted by phone to minimize travel and save time.

- **GA Business Plan Project** – Mr. Treudt updated the group on this project which is being completed by Kimley-Horn and Associates. He stated that the project is now well underway noting that the 2nd TAC meeting is expected to be held in the 4th quarter of 2013. Current activities underway include on-going coordination with other government plans and policies and development of a Best Management Practices (BMP) outline for airport business plan development. Work on the project will continue into 2014 with a draft document expected to be complete in the spring. The final document is expected to be presented during CFASPP Round 2014-2 in June.
- **Freight Mobility and Trade Plan – Investment Element Update** - Mr. Treudt updated the group on this project noting that the policy element was adopted back in June. He stated that work is now underway on the investment element of the plan and that is expected to continue until July 1, 2014. This project element will identify the criteria for state investment in freight, prioritize freight investments across multiple modes of transportation and ensure compliance with MAP-21.
- **Airport Leadership Development Course Update** – Mr. Treudt stated that two (2) classes have now been completed and the response from attendees has been overwhelmingly positive. As a result, the classes will continue and the FDOT Aviation and Spaceports Office is working to confirm course dates for 2014. Once the dates are determined, a registration link will be available on the FAC website.
- **FDOT District 3 Announcements** – Mr. Mike Lewis introduced himself as the Modal Development Management Administrator in District 3. He reiterated the importance of achieving consistency between JACIP and Airport Master Plans when making project requests. He invited any sponsors with questions to call Mr. Scott Walters or Mr. Phil Deal at anytime.

6. **FAA Announcements** – Mr. Treudt reported that FAA Orlando ADO will be hosting a Sponsor/Consultant Workshop on October 29, 2013 at the FDOT District 5 Orlando Urban Office. He encouraged those interested in attending to sign up as soon as possible as seating is limited.

7. **DoD Comments**

- **Eglin AFB** – Mr. Don Roswell stated that they are working through and around the shutdown at Eglin AFB. He reported that Runway 01/19 will be closing for rehabilitation work on Nov. 4, 2013.
- **Tyndall AFB** – Mr. Jim Roncaglione reported that they have remarked Runway 14/32 at Tyndall AFB. He stated that they are conducting a lot of drone flights and additional F-22 and P-38 training is underway with officers arriving on base daily.

8. Old Business

- **Regional Bylaws Review/Ratification** – Chair Stage asked for a motion to approve the regional bylaws in current form for another two-year period. Mr. Stenson made a motion to accept the current version of the bylaws that was seconded by Mr. McClellan and passed by a unanimous vote of the members present.
- **FAA Proposed Closure of ATC Facilities Status Update** – Mr. McClellan updated the group on this issue and the potential dangers that could arise in the event ATC towers end up being closed. He noted that these closures would be particularly dangerous at airports that have a fleet mix that includes both commercial service and light training aircraft. Mr. McClellan assured the group that efforts continue on all fronts to keep the U.S. Contract Tower program operational going forward.

9. New Business

- **Election of a Chairperson** – Chair Stage explained that he took over the position following the departure of Ms. Melinda Crawford from the Pensacola Gulf Coast Regional Airport. Accepted practice in such a case is for the Vice-chair to fill the position of Chair for the remainder of the former Chairperson's term. Chair Stage explained that Ms. Crawford's two-year term would have expired following this meeting so at this point it's appropriate to conduct a formal election. At that point he opened the floor for nominations. Mr. Stenson nominated Chair Stage for another two-year term. Mr. McClellan seconded the nomination, which was then passed by a unanimous vote of the members present.

10. Time & Place Next Meeting – The next scheduled meeting of the Northwest Florida Region Steering Committee is March 20, 2014. The committee determined that the meeting would be held at the Northwest Florida Regional Airport on that date beginning at 10:00 a.m. (CDT).

11. Adjournment – Hearing no further business for the committee to consider, Chair Stage thanked everyone for attending and adjourned the meeting at approximately 11:23 a.m.