

Meeting Minutes
WEST CENTRAL FLORIDA METROPOLITAN AREA
CFASPP STEERING COMMITTEE MEETING
St. Pete-Clearwater International Airport
March 6, 2014

1. **Call To Order / Introductions** – Chair Todd Cox called the meeting to order at 11:04 a.m. and asked everyone to introduce themselves. He recognized and thanked Mr. Noah Lagos of the St. Pete-Clearwater Intl. Airport for hosting the meeting. Mr. Lagos thanked everyone for taking the time to come to the meeting today. He added that he is a former CFASPP Statewide Chairperson and commended the group for continuing their planning work with this important committee.

<u>Name</u>	<u>Representing</u>
Todd Cox, Chair	Hillsborough County Aviation Authority
Lloyd Tillmann, Vice-chair	St. Pete-Clearwater International Airport
Noah Lagos	St. Pete-Clearwater International Airport
Gordon Wills	Clearwater Airpark
Christina Hummel	MacDill AFB
Tom Jewsbury	St. Pete-Clearwater International Airport
Mike Iguina	St. Pete-Clearwater International Airport
Mr. S. Santamaria	St. Pete-Clearwater International Airport
Mike Handrahan	Zephyrhills Municipal Airport
Richard Lesniak	Albert Whitted Municipal Airport

In addition, the following people were in attendance:

<u>Name</u>	<u>Representing</u>
Steve Ferrell	HDR, Inc.
Jay Scalise	Kutchins & Groh
Jill Cappadoro	Quest Corporation
Sandeep Singh	AVCON, Inc.
Mike Arnold	ESA Airports
Iraniel Salva	PTI, Inc.
Matthew Serynek	RS&H, Inc.
Mohsen Mohammadi	AID, Inc.
Brad Dunn	Hi-Lite Markings, LLC
Doug Hambrecht	Michael Baker Corp.
Lisa Silva	Hillsborough MPO
Ray Clark	FDOT District 7
Jennifer Ganley	FAA Orlando ADO
Erik Treudt	FDOT Aviation System Manager
Dan Afghani	CFASPP Administrator

Agencies/Organizations Not Represented:

Hernando County Airport

2. **Approve Last Minutes** – Chair Todd Cox made a motion to approve the minutes as presented. His motion was seconded by Mr. Mike Handrahan and passed by acclamation of the members present.
3. **Airport Updates/Roundtable**
 - **HCAA Airports** – Chair Cox reported that the airport will be under construction for the next few years noting that Governor Scott has committed a significant amount of funding to the HCAA for the completion of a consolidated rental car facility and

- upgrades to the People Mover system. He stated that the HCAA is considering the installation of automated passport control kiosks to streamline the immigration and customs process for arriving international passengers. Chair Cox mentioned that Master Plan Updates for the GA airports are now underway and they are completing a Wildlife Hazard Assessment at the Tampa Executive Airport. He informed the group that the Bollywood Awards presentation would take place in Tampa in April. This is the Indian equivalent of the Oscars and the HCAA is expecting an increase in traffic as a result of the event. Chair Cox invited everyone to attend the annual 5K run at Tampa International Airport on April 26th and then head over to Peter O. Knight Airport later that afternoon for “Island Fest.
- **St. Pete-Clearwater International Airport** – Vice-chair Tillmann Lloyd reported that they have started the terminal renovation project, which includes both roof repair work and office area renovations. He stated that design of the first phase of the taxiway improvement project is nearly complete. Construction is expected to begin in August and Runway 18L/36R will ultimately be closed as part of this project. He added that they are finalizing bid documents for a new visual paging system. He also mentioned that Allegiant Air will begin service to the Northern Kentucky-Cincinnati International Airport (CVG) in May.
 - **Clearwater Airpark** – Mr. Gordon Wills reported the newly installed AWOS is being tested and is expected to be certified by the end of the month. He invited everyone to attend Aviation Day at Clearwater Airpark in late March. Mr. Wills mentioned that they now have some additional space at the airport and would like to host a regional CFASPP meeting when the opportunity arises.
 - **Zephyrhills Municipal Airport** – Mr. Mike Handrahan reported that they are very busy with no less than six (6) projects underway at the moment. The main projects are the rehabilitation of Runway 04/22 and the design of Taxiway A. He mentioned that they are about to go out to bid for some new fencing and that the ALP project is approaching completion. Mr. Handrahan stated that they are also completing upgrades to the fuel farm and updating the leasing standards for the airport.
 - **Albert Whitted Municipal Airport** – Mr. Richard Lesniak reported that construction on the taxiway and apron improvement project has been completed. He stated that they are working on a grant for the rehabilitation of Runway 07/25, taxiway connectors and new edge lighting. Mr. Lesniak added that the Firestone Grand Prix will again be held at the airport over the last weekend in March. They have started work on a Wildlife Hazard Assessment with assistance from the FAA and he reported that they had 97,000 operation last year – a ten year high.
 - **MacDill AFB** - Ms. Christina Hummel reported that Air Fest would be held at MacDill on March 21st to 23rd. This year’s event will feature the Thunderbirds and a B-52 bomber. She mentioned that construction of the new base hotel is now underway. They are completing some drainage improvement projects along with upgrades to a few of the gate access points around the base. Ms. Hummel added that a number of hangar improvements are being completed with several of the older units receiving new exterior skin.

4. **Regional Issues** – None.

5. FDOT Aviation and Spaceports

○ General Statewide Items

- **Statewide Airport Runway Painting Contract** – Mr. Treudt reported that they have executed a contract with Hi-Lite Airfield Services. He showed the participants the location of a web link to the contract information on the CFASPP website. Mr. Treudt invited the airport sponsors to contact him or Mr. Brad Dunn of Hi-Lite Airfield Services for additional information on utilizing the contract.
- **FDOT Airport Engineering Manager Position** – Mr. Treudt stated that the FDOT Aviation and Spaceports Office is advertising for the open Airport Engineering Manager position. He showed the group a brief position description along with information on where to apply.
- **Statewide Airfield Pavement Management Program / Inspection and Distress Repair Training** – Mr. Treudt reported that two training classes would be held this year in Orlando. The classes will again take place at the FDOT Urban Office with field work occurring at Executive Airport. The first class will be held on June 9th to 12th and the second class will take place on October 6th to 9th. He added that Phase 2 of airport pavement inspections would begin in June. Mr. Treudt mentioned that he is handling this program until a new Airport Engineering Manager is hired and invited participants with questions on the training or inspections to contact him at the FDOT Aviation and Spaceports Office.
- **Economic Impact Study** – Mr. Treudt stated that this project is on-going and he referenced a survey that airport sponsors were asked to participate in to support data collection for the project. Mr. Treudt indicated that some airports had been unable to complete the surveys due to short staffing or other time constraints. He added that the project consultant may be able to assist with data collection in these cases. Airports interested in receiving assistance with the survey should contact Mr. Treudt at the FDOT Aviation and Spaceports Office. Mr. Treudt mentioned that the project is expected to be complete in September.
- **Florida Aviation Project Handbook** - Mr. Treudt advised the airport members that an update to the Florida Aviation Project Handbook is scheduled to begin this summer. He mentioned that the FDOT Aviation and Spaceports Office is seeking input from airport sponsors to support the update. Mr. Treudt invited the airport members to contact him with any suggestions that they may have for the handbook.

○ Aviation and Spaceports Office

- **Strategic Airport Investments Initiative** – Mr. Treudt updated the group on this initiative that is part of the FDOT General Bill (Senate Bill 696). If approved, this initiative would provide up to 100% funding for strategic access and on airport capacity improvements. Approved projects would need to be consistent with state goals for an Integrated Intermodal Transportation System.

- **Florida Freight Mobility and Trade Plan** – Mr. Treudt updated the group on this project noting that it is now in the Investment Element Phase. He reviewed the requirements for inclusion of a project on the Florida Freight Network. He then briefly reviewed the Freight Needs Survey noting that a prioritized project list would be prepared with survey data for presentation at the Business Forum 2 in Orlando on April 2, 2014. Mr. Tom Jewsbury mentioned that the air cargo section of the study contains what appears to be nearly every aviation project in the JACIP. He added that this may need to be looked into, as a number of projects are not truly cargo related. In light of these concerns, he asked Mr. Treudt if airport sponsors can update the system and if so, until what date? Mr. Treudt stated that he would have to check on that and report back to Mr. Jewsbury.
 - **Airport Leadership Development Course Update** – Mr. Treudt stated that four (4) classes have now been completed and the response from attendees has been overwhelmingly positive. The classes are held in Tampa and conducted in cooperation with the Florida Airports Council (FAC) and the Center for Urban Transportation Research (CUTR) at USF. The FDOT is planning to sponsor at least one more class in 2014. This is expected to be in the fall but the dates have not been finalized at this point. Mr. Treudt invited participants with questions on the class to contact him at the FDOT Aviation and Spaceports Office.
 - **FDOT District Announcements** – Mr. Ray Clark spoke briefly about the Single Audit Act provision in the FDOT Joint Participation Agreement (JPA). He noted that sponsor compliance with this provision will now be managed at the FDOT Central Office. He advised the airport members that he would provide them with an address to forward their documentation to at the earliest opportunity.
6. **FAA Announcements** – Ms. Jennifer Ganley of the FAA Orlando ADO reported that Ms. Susan Moore has retired from the ADO. Noting that she handles each airport in the West Central Florida Metro Area, she asked the airport members to advise her of their plans for the use of entitlement funds by no later than May 1, 2014. She mentioned that a number of the FAA Advisory Circulars were undergoing changes/updates and asked the airport sponsors and their consultants to ensure that they are using the correct versions during the project development process. Ms. Ganley stated that airspace studies may be delayed in certain cases due to requests for additional information from other reviewing departments within the agency. She asked the airport sponsors and/or their consultants to add as much relevant information to the FAA Form 7460-1 as possible prior to submission in an effort to reduce potential delays. To support this effort, Ms. Ganley suggested a few areas to focus on with particular emphasis on the Construction Safety and Phasing Plan (CSPP). Ms. Ganley continued with a brief on FAA Standard Operating Procedures (SOP) for construction phasing noting that headquarters has mandated that no deviations or modifications are authorized. She provided a handout to the attendees outlining this directive.
7. **MPO Comments** – Ms. Lisa Silva of the Hillsborough MPO reported that they are in the process of updating the Long Range Transportation Plan (LRTP). Part of this process includes the collection of aviation project needs for inclusion in the plan. Ms. Silva offered to bring a presentation to the next meeting that would highlight the aviation part of the LRTP for the committee members.

8. Old Business

- **Statewide Contract for NAVAID Maintenance** – Mr. Treudt reported on this issue noting that his call for qualified contractors had resulted in only one response. As a result, there may not be enough qualified firms in the state to warrant the issuance of a statewide contract. Mr. Handrahan and Mr. Lesniak both reported that they use a company by the name of Airport Western and have experienced positive results from them. They offered to provide the contact information for the company to any airport member that was interested.
- **FAA Proposed Closure of ATC Facilities** – Chair Cox reported that contract towers have been funded for the current year. The committee noted that the Florida Airports Council (FAC) is continuing legislative efforts on behalf of the impacted airports to ensure that funding for the facilities continues into the future.
- **TSA Exit Lane Manning Issue Status** – Chair Cox reported that the TSA proposal had been rescinded. Exit lanes that were in place on December 1, 2013 will continue to be manned by the TSA. It was unclear whether or not the proposal would be presented again at a future date.

9. New Business

- **Zephyrhills Runway Rehabilitation Presentation** – Mr. Handrahan showed the group a number of slides highlighting the Runway 04/22 rehabilitation at Zephyrhills Municipal Airport. He explained that the project was completed using a modified “cold in place” recycling process and the City is pleased with the results. He invited any of the attendees with questions on the process to reach him at the Zephyrhills Municipal Airport.
 - **FAC State Legislative Summit** - Mr. Jewsbury stated that this year’s conference was a major success noting that both Governor Scott and FDOT Secretary Ananth Prasad spoke at the event. He reported that the Governor’s budget contains nearly \$300 million for aviation including a number of large SIS projects. Mr. Jewsbury mentioned that April has been designated as “Aviation Appreciation Month”.
 - **FAC Facilities Committee Workshop** - Chair Cox reported that they had a successful workshop in Orlando last week. He added that this is a great time for aviation with a lot of positive things going on. He encouraged the members to unite and continue their input to this committee to make the airports in the West Central Florida Metro Area the best they can be.
10. **Time & Place Next Meeting** – The next scheduled meeting of the West Central Metro Area Steering Committee is June 5, 2014. Chair Cox and the committee determined that the Clearwater Airpark would host the meeting on that date beginning at 11:00 a.m.
11. **Adjournment** – Hearing no further business for the committee to consider, Chair Cox adjourned the meeting at approximately 12:26 p.m.