

**Meeting Minutes  
CENTRAL FLORIDA REGION CFASPP  
STEERING COMMITTEE MEETING  
September 18, 2014, 12:00 PM  
Winter Haven's Gilbert Airport**

1. **Call To Order / Introductions** – Chair Gene Conrad called the meeting to order at 12:03 p.m. and asked everyone to introduce themselves.

<u>Name</u>	<u>Representing</u>
Gene Conrad, Chair	Lakeland Linder Regional Airport
Cindy Barrow, Vice-chair	Bartow Municipal Airport
Terry Beacham	Bartow Municipal Airport
Teresa Allen	Lake Wales Municipal Airport
Bev Pennington	Lake Wales Municipal Airport
Jay Kurtz	South Lakeland Airpark
Merle Bishop	Winter Havens' Gilbert Airport

In addition, the following people were in attendance:

<u>Name</u>	<u>Representing</u>
Jill Cappadoro*	QCA USA
Hilary Maull	AVCON, Inc.
Mary Soderstrum	AVCON, Inc.
Todd Zimmerman	Amherst Consulting, Inc.
Mark Kistler	Michael Baker Jr., Inc.
Jack Thompson	C & S Companies
Michael Moon	Hanson Professional Services
Tim Parker	Hanson Professional Services
Kelley Klepper	Kimley-Horn & Associates
Dave Goode	ICE, Inc.
Kristi Smith	FDOT District 1
Wendy Sands	FDOT District 1
Andy Keith	FDOT Aviation Development Administrator
Jim Halley	FDOT Aviation System Manager
Dan Afghani	CFASPP Administrator

\*Via Teleconference

**Agencies/Organizations Not Represented:**

Wauchula Municipal Airport	Avon Park Executive Airport
Sebring Regional Airport	Arcadia Municipal Airport

2. **Approve Last Minutes** – Chair Conrad asked for a motion to approve the minutes as presented. Vice-chair Cindy Barrow made a motion to approve the minutes that was passed by acclamation of the members present.

3. **Airport Updates / Roundtable**

- **Bartow Municipal Airport** – Mr. Terry Beacham reported that they are in design for the rehabilitation of Taxiway D and are underway with a Master Plan Update. He added that they are also working on a new entrance road that will provide direct access to the terminal from U.S. Highway 17. Mr. Beacham mentioned that they have advertised for an airport engineering consultant noting that responses are due in early October.

- **Lakeland Linder Regional Airport** – Chair Conrad reported that the new dual house fire station should be in service by the end of the year. He also mentioned that they are completing some upgrades to the Flight Safety facility and that design of the new air traffic control tower is nearly complete. They expect to receive bids for the new tower next month and begin construction in early 2015. Chair Conrad noted that they are in the process of completing some security upgrades at the airport and they are rehabilitating two (2) aprons.
- **Winter Haven’s Gilbert Airport** – Mr. Merle Bishop reported that they are working on a new entrance road and a Master Plan Update. He added that the city is advertising for a an full time Airport Director. The application deadline is October 10, 2014.
- **South Lakeland Airpark** – Mr. Jay Kurtz reported that they are in the process of rebranding the airport and skydiving operations are no longer being conducted. He noted that the current focus is on adding facilities and small commercial tenants.
- **Lake Wales Municipal Airport** – Ms. Teresa Allen reported that they are completing some improvements to the airport entrance road and completing some safety area improvements as they prepare for a planned extension to Runway 06/24.

#### 4. Regional Issues / Concerns

- **Aviation Seminar** – Chair Conrad reminded the group about the upcoming “*What can Aviation do for you?*” seminar. The event is scheduled for September 25, 2014 at the Lakeland Center and is sponsored by Leadership Lakeland Alumni. Keynote speakers are expected to include FDOT State Aviation Manager Mr. Aaron Smith and a representative from the Sun-N-Fun organization.

#### 5. FDOT Aviation

##### ○ Aviation and Spaceports Office

- **General Aviation Airport Business Plan Guidebook (Presentation)** – Mr. Kelley Klepper provided the group with some background on this project and noted that the primary purpose of the project was “*to assist in the development and implementation of general aviation airport business plans and to educate and inform all parties of the business planning process*”. He then touched on a few of the methodologies used in the development of the project. Mr. Klepper noted that the success of the project was closely tied to the input received from the airport sponsors and he thanked them for their valuable contributions. Mr. Klepper noted that the final draft is under review at this time and the final version of the Guidebook and Primer would be released during the FAC Specialty Conference in late November. He invited those with questions on this project to contact him or Dr. Abdul Hatim at the FDOT Aviation and Spaceports Office.

- **Economic Impact Study (Update)** – Mr. Jim Halley updated the group on this project noting that the overall statewide aviation economic impact went up from \$114.7 billion to \$144 billion since the last study in 2010. The Executive Summary and individual airport reports will be posted on the Aviation and Spaceports Office webpage in the near future. Mr. Halley noted that most airports saw more economic impact compared to 2010 but 33 airports experienced less economic impact compared to the previous update. He added that they have asked the project consultant for an explanation of the factors (calculations) involved for the airports that saw less economic impact since compared to the last study. Citing a discussion at the last CFASPP Statewide Meeting, Chair Conrad asked if there was any additional information available regarding the exclusion of non-aeronautical businesses from the study results. Mr. Keith explained that he directed the project consultant to utilize a conservative approach to the inventory and data collection efforts. He added that jobs from non-aeronautical businesses were not counted in the previous version of the study in 2010. Airport sponsors that are interested in this information or have other questions about this project are invited to contact Dr. Abdul Hatim at the FDOT Aviation and Spaceports Office.
- **Statewide Aviation Pavement Management Program – Training / Inspections** - Mr. Halley reported that field inspections are set to begin again shortly noting that approximately 60% of the participating airports would be inspected by April 2015. Mr. Halley mentioned that the next Pavement Training Course would be held in Orlando during the first week in October. The inspection course (Days 1 and 2) is currently full but those interested in attending are welcome to contact Dr. Hatim to be placed on the waitlist. The 3<sup>rd</sup> and 4<sup>th</sup> days of this session will focus on pavement distress repair. Mr. Halley stated that while there are still spots available in the distress repair class, prospective attendees should have already completed the first inspection course prior to attending this one.
- **Statewide Pavement Classification Number (PCN) Dev. Project** – Mr. Halley updated the group on this project noting that it is not directly related to the Statewide Aviation Pavement Management Program. He provided some background on the PCN noting that the FAA now requires that a PCN be provided for all AIP funded projects. Mr. Halley noted that this project would be completed in two (2) phases. The first is the development phase and the second is the implementation phase, which includes the fieldwork and development of a final report. Mr. Halley invited those participants with questions on this project to contact Mr. Jason Myers at the FDOT Aviation and Spaceports Office.
- **Airport Leadership Development Courses** – Mr. Halley reported that the final course for 2014 would be held on October 5<sup>th</sup> to 8<sup>th</sup> at USF in Tampa. The program has been very well received and it is expected to continue in 2015 with the possible addition of an advanced level course (ALDC 201).
- **Florida Aviation System Plan (FASP) Update** – Mr. Halley advised the group that a major update to the Florida Aviation System Plan (FASP) would begin in 2015. This update will run concurrently with updates to the Florida Transportation Plan (FTP) and the Strategic Intermodal System Plan (SIS). The project is expected to take approximately 18 months to complete and will

ultimately comprise the aviation section of the FTP. Mr. Halley noted that input on this project would be collected through multiple workshops and at CFASPP meetings, which may include significant time for discussion/input on FASP goals and objectives.

- **Strategic Airport Investment Projects** – Mr. Halley briefed the group on this new FDOT program that allows for Department participation of up to 100% for eligible strategic aviation projects. He noted that there is not an additional pot of money associated with this program and that there are a number of criteria – all of which must be met in order to be eligible for the program. Mr. Halley invited the group to pick up a program information sheet from the handout table. Airport sponsors with additional questions on the program are welcome to contact Mr. Halley at the FDOT Aviation and Spaceports Office.
  - **FDOT District Announcements** – Ms. Kristi Smith reported that they are still completing Work Program gaming for the new 5<sup>th</sup> year noting that they have received their “Schedule B” allocation for 2020.
6. **FAA Announcements** – Chair Conrad reminded the group about the annual FAA Airport Sponsor Workshop. The event is scheduled for October 22, 2014 at the FDOT District 5 Urban Office in Orlando.
  7. **MPO / RPC Comments** – None.
  8. **Old Business**
    - **Term Limits on Non-aeronautical Ground Leases at Municipal Airports** – Chair Conrad stated that this issue was discussed briefly at the last CFASPP Statewide Meeting. The group discussed the current statutory requirements surrounding the term limits. Mr. Keith mentioned that the FDOT was in the process of removing term limit references from Exhibit C of their Joint Participation Agreement, but this would not supersede existing statutory requirements. The airport members were in agreement in that any change to this policy would require a change to the Florida Statutes. Citing the importance of this issue and potential negative impacts to airport development, Chair Conrad asked the Administrator to include this item on the next CFASPP Statewide Meeting agenda for consideration by the committee.
  9. **New Business**
    - **Public Records Request for FAA Form 7480-1** – Chair Conrad reported that he had received a request for the latest FAA Form 7480-1 for the Lakeland Linder Regional Airport. He asked the other airport members if they had received a similar request noting that it originated from an anonymous e-mail account. The majority of the members reported that they had not received the request. Mr. Keith noted that this could have been an attempt to test a particular organization’s ability to correctly respond to public records requests in accordance with Chapter 119 F.S.

10. **Time & Place Next Meeting** – The next scheduled meeting of the Central Florida Region Steering Committee is February 18, 2015. The committee determined that the Bartow Municipal Airport would host the meeting on that date beginning at 10:30 a.m.
  
11. **Adjournment** – Hearing no further business for the committee to consider, Chair Conrad adjourned the meeting at approximately 1:06 p.m.